



# VIGNAN'S INSTITUTE OF ENGINEERING FOR WOMEN

(Approved by AICTE & Affiliated to JNTU-GV, Vizianagaram) Estd. 2008

Accredited by NBA for UG Programmes of EEE, ECE, CSE & IT

ISO 9001:2015, ISO 14001:2015, ISO 45001:2018 Certified Institution

Kapujangarajupeta, VSEZ (Poct), Visakhapatnam - 530 049, Andhra Pradesh, India

Ph. : 0891-2504931, 9133300357 :: Fax : 0891-2504931

E-mail : view.office2008@gmail.com, viewprincipal@gmail.com

Web : www.view.edu.in



VIEW/Principal/Office order/2022/36(1)

Date: 20/08/2022

## PROCEEDINGS OF THE OFFICE ORDER

A committee consisting of the following members is hereby constituted as "Academic Planning and Advisory Committee".

Sl. No	Name of Committee Member	Designation	Position
1.	Dr.J.Sudhakar	Principal	Chairman
2.	Sri.N.Srikant	CEO	Member
3.	Dr.Rishi Verma	Scientist-G, BARC	External Member
4.	Dr.K.Chandra Bhushana Rao	Head-Dept. of ECE, JNTU-GV	External Member
5.	Dr.Akanksha Mishra	Dean-IQAC	Member
6.	Dr.K.Jayasri	Dean-R&D	Member
7.	Dr.K.Vijaya Kumar	HoD-CSE	Member
8.	Dr.Ch.Ramesh Babu	HoD-ECE	Member
9.	Dr.K.DurgaSyam Prasad	HoD-EEE	Member
10.	Dr.S.Kalyani	HoD-IT	Member
11.	Dr.V.Anandababu	HoD-MECH	Member
12.	Dr.S.Ramesh	HoD-MBA	Member
13.	Dr.T.Radha Krishna Murty	HoD-BS&H	Member
14.	Dr.T.Sandya Kumari	Dean-Academics	Member Secretary

The Academic Planning and Advisory Committee takes-up the following activities.

1. Monitor, review and make recommendations on all academic matters for consistency with the Institute's mission and strategies.
2. Frame the necessary academic structure so as to achieve the objectives of the college and supervise the day to day administration of the college.
3. Facilitate the events such as faculty and student induction programmes, workshops, seminars and symposium, cultural activities.
4. To formulate master plan for campus development, facilitating implementation of the provision of the perspective plan.
5. To promote research and extension activities and plan for resource mobilization through consultancy and extramural funding.
6. To plan for sustaining the quality of education, quality improvement and accreditation of the college.

**Term** : Two years and shall continue to be in force until reconstruction.

**Meetings** : Twice times in a year, the meeting may be scheduled as and when necessary

PRINCIPAL

Copy to:

Dean Academics

Dean-IQAC

Dean-R&D

HoD-ECE

HoD-EEE

HoD-CSE

HoD-IT

HoD-ME

HoD-MBA

HoD\_BS&H



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VIEW/Principal/Office order/2022/36(2)

Date: 20/08/2022

## PROCEEDINGS OF THE OFFICE ORDER

A committee consisting of the following members is hereby constituted as "Hostel Committee"

Sl.No	Name of Committee Member	Designation	Position
1.	Dr.J.Sudhakar	Principal	Chairman
2.	Dr.P.S.Ravindra	Dean-Admin	Member
3.	Dr.T.Sandya Kumari	Dean-Academics	Member
4.	Dr.K.Jayasri	Dean-R&D	Member
5.	Dr.K.Vijaya Kumar	HoD-CSE	Member
6.	Dr.Ch.Ramesh Babu	HoD-ECE	Member
7.	Dr.K.DurgaSyamPrasad	HoD-EEE	Member
8.	Dr.S.Kalyani	HoD-IT	Member
9.	Dr.V.Anandababu	HoD-MECH	Member
10.	Dr.S.Ramesh	HoD-MBA	Member
11.	Dr.T.Radha Krishna Murty	HoD-BS&H	Member
12.	Mrs.P.Renuka	Asst.Prof.-EEE	Member
13.	Mr.B.Ch.Venkata Ramana	Asst.Prof-IT	Member Secretary

### Student Representatives:

1.	Ms.A.Bhargavi, IV CSE	Member
2.	Ms.Y.Sowjanya, IV CSE	Member
3.	Ms.V.Sai Vaishnavi, IV IT	Member
4.	Ms.Vineela, IV ECE	Member
5.	Ms.P.Tejaswini, IV EEE	Member
6.	Ms.K.Venkata Lakshmi IV ME	Member

The Prime tasks of the Committee are as follows:

1. To organize meeting with members
2. To organize meeting with students
3. To suggest the management about the area requires improvement.
4. To recommend the management about the requirements if any
5. To interact unit the hostel students to know their problems if any for recommending the same before the meeting.

**Term** : Two years and shall continue to be in force until reconstruction.

**Meetings** : Once after every examination session, the meeting may be scheduled as and when necessary.

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20/8/22  
PRINCIPAL

Copy to:

Dean-Admin

Dean-Academics

Dean-R&D

Dean-IQAC

HoD-ECE

HoD-EEE

HoD-CSE

HoD-IT

HoD-ME

HoD-MBA

HoD\_BS&H

PRINCIPAL  
Vignans Institute of  
Engineering for Women  
K.J. Peta, VSEZ (P.O.)  
Visakhapatnam-49

Kapujaggarajupeta, VSEZ (Post), Visakhapatnam - 530 049, Andhra Pradesh, India

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VIEW/Principal/Office order/2022/36(3)

Date: 20/08/2022

## PROCEEDINGS OF THE OFFICE ORDER

A committee consisting of the following members is hereby constituted as "Training and Placement Cell".

Sl.No	Name of Committee Member	Designation	Position
1.	Dr.J.Sudhakar	Principal	Chairman
2.	Dr.P.Vijaya Bharathi	Head-Trainings	Member
3.	Dr.Akanksha Mishra	Dean-IQAC	Member
4.	Mr.M.Krishna Kishore	Assistant Training Officer	Member
5.	Mr. B. Pradeep Kumar	Assistant Placement Officer	Member
6.	Dr.K.Vijaya Kumar	HoD-CSE	Member
7.	Dr.Ch.Ramesh Babu	HoD-ECE	Member
8.	Dr.K.DurgaSyam Prasad	HoD-EEE	Member
9.	Dr.S.Kalyani	HoD-IT	Member
10.	Dr.V.Anandababu	HoD-MECH	Member
11.	Dr.S.Ramesh	HoD-MBA	Member
12.	Dr.T.Radha Krishna Murty	HoD-BS&H	Member
13.	Mr.P.Mohan Ganesh	Head-Placement	Member Secretary

The Prime tasks of the Committee are as follows:

1. Provide campus drive placements for eligible students.
2. Develop the students with their behavioural skills, language and communication skills, in their four years of study and also counsel them for job opportunities in the country and abroad.
3. Develop communication skills in students and improve the vocabulary and LSRW skills (Listening, Speaking, Reading & Writing), technical report writing and presentation skills.
4. Prepare students for campus interviews, reasoning and aptitude tests.
5. Maintain Alumni database and invite their valuable suggestions by conducting alumni meet regularly.

Term : Two years and shall continue to be in force until reconstruction.

Meetings : Once in a semester, the meeting may be scheduled as and when necessary.

PRINCIPAL

Copy to:

Head-Training

Head-Placement

Dean-IQAC

HoD-ECE

HoD-EEE

HoD-CSE

HoD-IT

HoD-ME

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HoD BS&H



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VIEW/Principal/Office order/2022/36(4)

Date: 20/08/2022

## PROCEEDINGS OF THE OFFICE ORDER

A committee consisting of the following members is hereby constituted as "Library Committee" for the academic year 2020-21.

Sl.No	Name of Committee Member	Designation	Position
1.	Dr.J.Sudhakar	Principal	Chairman
2.	Dr.T.Sandya Kumari	Dean-Academics	Member
3.	Dr.Akanksha Mishra	Dean-IQAC	Member
4.	Dr.K.Vijaya Kumar	HoD-CSE	Member
5.	Dr.Ch.Ramesh Babu	HoD-ECE	Member
6.	Dr.K.DurgaSyam Prasad	HoD-EEE	Member
7.	Dr.S.Kalyani	HoD-IT	Member
8.	Dr.V.Anandababu	HoD-MECH	Member
9.	Dr.S.Ramesh	HoD-MBA	Member
10.	Dr.T.Radha Krishna Murty	HoD-BS&H	Member
11.	Mrs.A.L.Vineela	Librarian	Member
12.	Mr.P.V.S.Satyanarayana	Assistant Librarian	Member
13.	Mr.P.Ashok Kumar	Asst. Professor-EEE	Member Secretary

### Student Members :

1.	Ms. A.K.P.V.Nageswari, III EEE	Member
2.	Ms.V.Pujitha, III ME	Member
3.	Ms. P.Poojitha, III EEE	Member
4.	Ms.K.Bhavani, II ECE	Member
5.	Ms.S.Krupalini, III CSE	Member
6.	Ms.S.Kaveri, II MBA	Member

The Library Committee is responsible to:

- 1) Prepare the list of text books/Journals to be purchased for the current academic year.
- 2) Prepare yearly budget for Library and send recommendations to management
- 3) Conduct at least two meetings at the beginning of every semester to review the performance of all library procedures.
- 4) Review and enhance digital library resources.
- 5) Guide the librarian in the overall functioning of the central library both qualitatively and quantitatively.

Meetings : Once in a semester, the meeting may be scheduled as and when necessary.

Copy to:

Dean-Academics

HoD-IT

Dean-IQAC

HoD-ME

Dean-R&D

HoD-MBA

HoD-ECE

HoD-BS&H

HoD-EEE

LIB

PRINCIPAL

HoD-CSE

MS



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VIEW/Principal/Office order/2022/36(5)

Date: 20/08/2022

## PROCEEDINGS OF THE OFFICE ORDER

A committee consisting of the following members is hereby constituted as "Research and Development Committee".

Sl.No	Name of Committee Member	Designation	Position
1.	Dr.J.Sudhakar	Principal	Chairman
2.	Dr.T.Sandya Kumari	Dean-Academics	Member
3.	Dr.Akanksha Mishra	Dean-IQAC	Member
4.	Dr.K.Vijaya Kumar	HoD-CSE	Member
5.	Dr.Ch.Ramesh Babu	HoD-ECE	Member
6.	Dr.K.DurgaSyam Prasad	HoD-EEE	Member
7.	Dr.S.Kalyani	HoD-IT	Member
8.	Dr.V.Anandababu	HoD-MECH	Member
9.	Dr.S.Ramesh	HoD-MBA	Member
10.	Dr.T.Radha Krishna	HoD-BS&H	Member
11.	Dr.K.Jayasree	Dean-R&D	Member Secretary

The R&DC is responsible to:

1. Review the proposals submitted by each department for R&D projects.
2. Guide the departments in submitting R&D proposals for funding agencies like AICTE/MHRD, DST, UGC, DRDO etc.,
3. Review the progress of R&D projects, if any
4. Conduct workshops, conferences, guest lectures on advanced research or emerging trends in industry needs.

Term : Two years and shall continue to be in force until reconstruction.

Meetings : Once in a semester, the meeting may be scheduled as and when necessary.

  
PRINCIPAL

Copy to: All HoDs

  
Dean-Academics

  
Dean-R&D

  
Dean-IQAC

  
HoD-ECE

  
HoD-EEE

  
HoD-CSE

  
HoD-IT

  
HoD-ME

  
HoD-MBA

  
HoD-BS&H

  
I/c Exam Cell



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VIEW/Principal/Office order/2022/36(6)

Date: 20/08/2022

## PROCEEDINGS OF THE OFFICE ORDER

A committee consisting of the following members is hereby constituted as "Internal Quality Assurance Committee (IQAC)".

Sl. No	Designation	Recommendation of IQAC	Name of office bearer
1.	Chairperson	Head of the Institution	Dr.J.Sudhakar –Principal, VIEW
2.	Senior Teacher	One of the senior faculty as the Coordinator of the IQAC	Dr.Akanksha Mishra, Dean-IQAC
3.	Admin. Representative	Few Senior Administrative Officers	Dr. P.S.Ravindra, Dean-Admin Mr.P.Chandra Sekhar Babu,
4.	Senior faculty representatives	Three to eight teachers	1. Dr.K.Vijaya Kumar, HOD-CSE 2. Dr.Ch.Ramesh Babu, HOD-ECE 3. Dr.K.Durga S Prasad, HOD-EEE 4. Dr.S.Kalyani, HOD-IT 5. Dr.V.Anandababu, HOD-MECH 6. Dr.T.Radha Krishna Murty, HOD-BS&H 7. Dr.S.Ramesh, HOD-MBA
5.	Management representative	One member from the Management	Mr.N.Srinkant, CEO-Vignan Vizag
6.	Local Society nominee	One/two nominees from local society, Students and Alumni	Mr.U.Chitti Babu, D.G.M (HR), Visakha Dairy
	Alumini nominee		Mrs.T.Bindu Sai, CEO, Global Business Services
	Student nominee		Ms.P.Amrutha, IV ECE
7.	Employer Nominee	One/two nominees from Employers/Industrialist/Stakeholders	Dr. P.Vijaya Bharathi, Head-Training
	Industrialist nominees		Girish Tiwari, Manager, Vizag Steel Plant
	Stakeholder Nominee		Mr.P.V.Satyanarayana Raju, RINL, Visakhapatnam

**Term** : Two years and shall continue to be in force until reconstruction.

**Meetings** : Once in a semester, the meeting may be scheduled as and when necessary.

Copy to:

Dean-IQAC

HoD-ECE

HoD-EEE

PRINCIPAL

HoD-CSE

HoD-IT

HoD-ME

HoD-MBA

HoD-BS&H



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VIEW/Principal/Office order/2022/36(7)

Date: 20/08/2022

## PROCEEDINGS OF THE OFFICE ORDER

A committee consisting of the following members is hereby constituted as "Admission Committee".

Sl.No	Name of Faculty	Designation	Position
1	Dr.J.Sudhakar	Principal	Chairman
2.	Dr.T.Sandya Kumari	Dean-Academics	Member
3.	Dr.Akanksha Mishra	Dean-IQAC	Member
4.	Dr.K.Vijaya Kumar	HoD-CSE	Member
5.	Dr.Ch.Ramesh Babu	HoD-ECE	Member
6.	Dr.S.Kalyani	HoD-IT	Member
7.	Dr.V.Anandababu	HoD-MECH	Member
8.	Dr.S.Ramesh	HoD-MBA	Member
9.	Dr.T.Radha Krishna Murty	HoD-BS&H	Member
10.	Dr.D.Nirmala Devi	Assoc.Prof.	Member
11.	Mr.S.A.Ramakrishna Raju	A.O.	Member
12.	Dr.K.DurgaSyam Prasad	HoD-EEE	Member Secretary

The Prime tasks of the Committee are as follows:

1. Monitor admission procedures for students admitted under convener quota, management quota.
2. Maintain admission register for all UG and PG students.
3. Issue of code of conduct, academic rules & regulations, course structure & syllabus.
4. Analyze admission trends and provide feedback/suggestions syllabus.
5. Preparation & Submission of necessary documents to University & APSICHE.

**Term** : Two years and shall continue to be in force until reconstruction.

**Meetings** : Once in a year, the meeting may be scheduled as and when necessary.

  
PRINCIPAL

Copy to:

  
Dean-Academics

  
Dean-IQAC

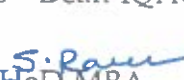
  
HoD-ECE

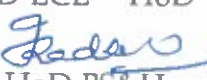
  
HoD-EEE

  
HoD-CSE

  
HoD-II

  
HoD-ME

  
HoD-MBA

  
HoD-BS&H

  
HoD-EEE



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VIEW/Principal/Office order/2022/36(8)

Date: 20/08/2022

## PROCEEDINGS OF THE OFFICE ORDER

A committee consisting of the following members is hereby constituted as "Extra-curricular Activities Committee".

Sl.No.	Name of Faculty	Designation	Position
1.	Dr.J.Sudhakar	Principal	Chairman
2.	Dr.T.Sandya Kumari	Dean-Academics	Member
3.	Dr.Akanksha Mishra	Dean-IQAC	Member
4.	Dr.K.Jayasri	Dean-R&D	Member
5.	Dr.K.Vijaya Kumar	HoD-CSE	Member
6.	Dr.Ch.Ramesh Babu	HoD-ECE	Member
7.	Dr.K.DurgaSyam Prasad	HoD-EEE	Member
8.	Dr.S.Kalyani	HoD-IT	Member
9.	Dr.V.Anandababu	HoD-MECH	Member
11.	Dr.S.Ramesh	HoD-MBA	Member
12.	Dr.T.Radha Krishna Murty	HoD-BS&H	Member
13.	Mrs.B.Shanti	Physical Director	Member
14.	Department Association Members		Member (s)
15.	Mr.N.Ramana Babu	Physical Director	Coordinator

The Extra-curricular Activates committee is responsible to:

1. Plan and conduct National level/state level student seminars, workshop, live model exhibitions, sports, games and cultural events.
2. Prepare a budget estimate for the conduct of various co-curricular and extracurricular activities.
3. Select students to be deputed for co-curricular and extra-curricular activities outside the college.

**Term** : Two years and shall continue to be in force until reconstruction.

**Meetings** : Once in a semester, the meeting may be scheduled as and when necessary.

  
PRINCIPAL

Copy to:

  
Dean-Academics

  
Dean-R&D

  
Dean-IQAC

  
HoD-ECE

  
HoD-EEE

  
HoD-CSE

  
HoD-IT

  
HoD-ME

  
HoD-MBA

  
HoD-BS&H

  
P.D





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VIEW/Principal/Office order/2022/36(9)

Date: 20/08/2022

## PROCEEDINGS OF THE OFFICE ORDER

A committee consisting of the following members is hereby constituted as "College Development Committee".

Sl.No	Name of Faculty	Designation	Position
1	Dr.J.Sudhakar	Principal	Chairman
2	Mr.N.Srikant	Chief Executive Officer	Member
3	Dr.P.S.Ravinrda	Dean-Admin	Member
4	Dr.T.Sandya Kumari	Dean-Academics	Member
5	Dr.Akanksha Mishra	Dean-IQAC	Member
6	Dr.K.Jayasri	Dean-R&D	Member
7	Dr.K.Vijaya Kumar	HoD-CSE	Member
8	Dr.Ch.Ramesh Babu	HoD-ECE	Member
9	Dr.K.DurgaSyam	HoD-EEE	Member
10	Dr.S.Kalyani	HoD-IT	Member
11	Dr.S.Ramesh	HoD-MBA	Member
12	Dr.T.Radha Krishna	HoD-BS&H	Member
13	Dr.V.Ananda Babu	HoD-MECH	Member Secretary

### Duties and Responsibilities:

1. Receive budgetary requirements consolidated by the Principal which are submitted by various HODs.
2. Recommend proposals for infrastructural improvement periodically.
3. Recommend APAC the new courses to be started.
4. Initiate Programs for conduction GATE, CRT, PDP classes, Soft Skills Training, Certification Courses, Bridge Courses, Add-on Courses for the students.
5. Act as a link between APAC and college administration.

Term : Two years and shall continue to be in force until reconstruction.

Meetings : Once in a year, the meeting may be scheduled as and when necessary.

  
PRINCIPAL

Copy to:

 Dean Admin     Dean Academics     Dean R&D     Dean IQAC     HoD-ECE     HoD-EEE  
 HoD-CSE     HoD-IT     HoD-ME     HoD-MBA     HoD\_BS&H



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VIEW/Principal/Office order/2022/36(10)

Date: 20/08/2022

## PROCEEDINGS OF THE OFFICE ORDER

A committee consisting of the following members is hereby constituted as "N.S.S Committee".

Sl.No	Name of Faculty	Designation	Position
1.	Dr.J.Sudhakar	Principal	Chairman
2.	Dr.Akanksha Mishra	Dean-IQAC	Member
3.	Dr.K Phaneendra	Assoc.Prof-ECE	Member
4.	Mr.V.S.Ram Prasad	Asst.Prof -CSE	Member
5.	Mrs.Payal Pramanik	Asst.Prof -EEE	Member
6.	Mrs.P.Anusha	Asst.Prof -IT	Member
7.	Mrs.P.Prasanna Kumari	Asst.Prof -MECH	Member
8.	Mrs.T.Suguna	Asst. Prof -MBA	Member
9.	Dr.K.P.Suhasini	Assoc. Professor-BS&H	Programme Officer

Duties and Responsibilities:

1. To plan and execute N.S.S. Programmes for the year.
2. To conduct Special N.S.S. camp and to submit the audited statement of accounts at the end of the year.
3. To distribute the work for the N.S.S volunteers for maintenance of cleanliness in and around the College.
  - a) To take care of campus beautification and gardening.
  - b) To maintain the records of the activities conducted and submit the same to the IQAC, JNTUK.

**Term** : Two years and shall continue to be in force until reconstruction.

**Meetings** : Once in a year, the meeting may be scheduled as and when necessary.

  
PRINCIPAL

Copy to:

  
Dean IQAC

  
HoD-ECE

  
HoD-EEE

  
HoD-CSE

  
HoD-IT

  
HoD-ME

  
HoD-MBA

  
HoD\_BS&H

  
PO-NSS



# VIGNAN'S INSTITUTE OF ENGINEERING FOR WOMEN

(Approved by AICTE & Affiliated to JNTU-GV, Vizianagaram) Estd. 2008

Accredited by NBA for UG Programmes of EEE, ECE, CSE & IT

ISO 9001:2015, ISO 14001:2015, ISO 45001:2018 Certified Institution

Kapujaggarajupeta, VSEZ (Post), Visakhapatnam - 530 049, Andhra Pradesh, India

Ph. : 0891-2504931, 9133300357 Fax : 0891-2504931

E-mail : view.office2008@gmail.com, viewprincipal@gmail.com Web : www.view.edu.in



VIEW/Principal/Office order/2022/36(11)

Date: 20/08/2022

## PROCEEDINGS OF THE OFFICE ORDER

A committee consisting of the following members is hereby constituted as "Discipline Committee".

Sl.No	Name of Faculty	Designation	Position
1	Dr.J.Sudhakar	Principal	Chairman
2	Dr.P.S.Ravindra	Dean-Admin	Member
3	Dr.T.Sandya Kumari	Dean-Academics	Member
4	Dr.P.Srinivas	Assoc.Prof-ECE	Member
5	Dr.P.Vijaya Bharathi	Asst.Prof -CSE	Member
6	Mrs.K.Therissa	Assoc. Prof -EEE	Member
7	Mr.Y.Laxmana Rao	Asst.Prof -IT	Member
8	Mrs.P.Prasanna Kumari	Asst.Prof -MECH	Member
9	Mrs.M.Satyavathi	Asst.Prof -MBA	Member
10	Mr.S.Giri Babu	Asst.Prof -BS&H	Member
11	Mrs.B.Shanti	Physical Director	Member
12	Mrs.V.V.Sai Santoshi	Asst.Prof-EEE	Member Secretary

The Discipline Committee is responsible:

1. To maintain and enforce strict discipline within the college campus.
2. All the students should wear their ID Cards while they are in the campus and their respective class rooms.
3. To monitor the movement of the students in the college.
4. To ensure that students maintain complete silence in the library.
5. To maintain proper discipline in the college canteen and student waiting room during the college working hours.

**Term** : Two years and shall continue to be in force until reconstruction.

**Meetings:** The meeting may be scheduled as and when necessary.

PRINCIPAL

Copy to:

Dean Admin

Dean-Academics

HoD-ECE

HoD-EEE

HoD-CSE

HoD-IT

HoD-ME

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VIEW/Principal/Office order/2022/36(12)

Date: 20/08/2022

## PROCEEDINGS OF THE OFFICE ORDER

A committee consisting of the following members is hereby constituted as "Website Maintenance Committee".

Sl.No	Name of Faculty	Designation	Position
1.	Dr.J.Sudhakar	Principal	Chairman
2.	Dr.P.S.Ravindra	Dean-Admin	Member
3.	Dr.T.Sandya Kumari	Dean-Academics	Member
4.	Dr.Akanksha Mishra	Dean-IQAC	Member
5.	Mr.D.Tilak Raju	Asst.Prof-ECE	Member
6.	Mrs.N.Sowjanya Kumari	Asst.Prof-CSE	Member
7.	Mr.B.Naidu	Asst.Prof-EEE	Member
8.	Mr.Gandi Netaji	Asst.Prof-IT	Member
9.	Mrs.V.Chandrakala	Asst.Prof-MECH	Member
10.	Mrs.K.Swarna Latha	Asst.Prof-MBA	Member
11.	Mr. K.Ramesh	Asst.Prof-BS&H	Member
12.	Dr.S.Kalyani	HoD-IT	Member Secretary

### Duties and Responsibilities:

1. To administer data acquisition process, update and maintenance of the institute's website with regard to all activities related to Domain & Hosting.
2. To collect information & data reports from various academic departments & internal bodies and timely updates
3. To provide feedback and recommendations to the authority with regard to the website maintenance activities from time to time.

**Term** : Two years and shall continue to be in force until reconstruction.

**Meetings** : Once in a Year, the meeting may be scheduled as and when necessary.

  
PRINCIPAL

Copy to:

Dean-Admin

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HoD-ECE

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VIEW/Principal/Office order/2022/36(13)

Date: 20/08/2022

## PROCEEDINGS OF THE OFFICE ORDER

A committee consisting of the following members is hereby constituted as "Industry Institute Interaction & Entrepreneurship Development Cell (III & EDC)".

Sl.No	Name of Faculty	Designation	Position
1.	Dr.J.Sudhakar	Principal	Chairman
2.	Dr.T.Sandya Kumari	Dean-Academics	Member
3.	Dr.Akanksha Mishra	Dean-IQAC	Member
4.	Dr.K.Jayasri	Dean-R&D	Member
5.	Dr.K.Vijaya Kumar	HoD-CSE	Member
6.	Dr.Ch.Ramesh Babu	HoD-ECE	Member
7.	Dr.K.DurgaSyam Prasad	HoD-EEE	Member
8.	Dr.S.Kalyani	HoD-IT	Member
9.	Dr.V.Anandababu	HoD-MECH	Member
10.	Mrs.K.Anusha Nandini	Asst. Prof-MECH	Member
11.	Mrs.P.Renuka	Asst. Prof- EEE	Member
12.	Mr.M.Pallavi	Asst. Prof- CSE	Member
13.	Mr.G.Lakshmana	Asst. Prof- ECE	Member
14.	Dr.Y.Bhaskar S.S.Gupta	Assoc. Prof-EEE	Member Secretary

The EDC is responsible:

1. To give industrial exposure to faculty members and students, thus enabling them to tune their knowledge to cope with the industrial culture.
2. To assist the Departments in organizing workshops, conferences and symposia with joint participation of the industries.
3. To Collaborate with industries and arrange industrial visits and internships to students.
4. To assist departments in making Memorandum of Understandings (MoU) with industries and work for mutual benefit.
5. To Conduct seminars and workshops on Intellectual Property Rights for faculty, students and personnel from industries to motivate them to research on new ideas and gain IPR.

**Term** : Two years and shall continue to be in force until reconstruction.

**Meetings**: Once in every semester, the meeting may be scheduled as and when necessary.

  
PRINCIPAL

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Dean Admin

  
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HoD-ECE

  
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VIEW/Principal/Office order/2022/36(14)

Date: 20/08/2022

## PROCEEDINGS OF THE OFFICE ORDER

A committee consisting of the following members is hereby constituted as "Grievances Redressal Cell (GRC)".

Sl.No	Name of the Staff	Designation	Role
1.	Dr.J.Sudhakar	Principal	Chairman
2.	Dr.T.Sandya Kumari	Dean-Academics	Member
3.	Dr.Akanksha Mishra	Dean-IQAC	Member
4.	Dr.K.Vijaya Kumar	HoD-CSE	Member
5.	Dr.Ch.Ramesh Babu	HoD-ECE	Member
6.	Dr.K.DurgaSyam Prasad	HoD-EEE	Member
7.	Dr.V.Anandababu	HoD-MECH	Member
8.	Dr.S.Ramesh	HoD-MBA	Member
9.	Dr.T.Radhakrishna Murty	Professor-BS&H	Member
10.	Mrs.B Sailaja	Asst. Professor-CSE	Member
11.	Mrs.B.Manjula	Asst. Professor-ECE	Member
12.	Dr.K.Jyothsna	Assoc. Professor-BS&H	Member
13.	Mrs.A.Durga Bhavani	Asst. Professor-EEE	Member
14.	Dr.S.Kalyani	HoD-IT	I/c. Grievance Cell

### Functions of GRC:

1. The committee should meet once in a month.
2. Receives complaints and grievances from students.
3. The coordinator compiles the complaints received from the students and submit to the committee.
4. Three suggestion boxes are placed in all the three floors and students are supposed to drop their grievances into the boxes.
5. The boxes should be opened in the presence of Principal and I/c. of the Grievance Cell.

**Term** : Two years and shall continue to be in force until reconstruction.

**Meetings** : The meeting may be scheduled as and when necessary.

  
PRINCIPAL

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Dean-Academics

  
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HoD-CSE

  
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VIEW/Principal/Office order/2022/36(15)

Date: 20/08/2022

## PROCEEDINGS OF THE OFFICE ORDER

A committee consisting of the following members is hereby constituted as "Anti-ragging Cell" for the academic year 2022-23

S.No	Name	Designation	Position	Phone No.
1.	Dr.J.Sudhakar	Principal	Chairman	9133300346
2.	Mr.M.Srinivasa Rao	Police Representative	C.I. Duvvada PS	9440796053
3.	Mr.M.V.Das	Media Representatives	Field Officer	9959087088
4.	Dr.K.Durga Shyam Prasad	HoD-EEE	Faculty Representative	9550014738
5.	Mrs.Ch.R.S.Valli	Hostel Warden	Mgt. Represen.	9550299709
6.	Sri.G.Srinivasa Rao	Parent Representative	Member	9949260034
7.	Sri.G.Srinivasa Murthy	Parent Representative	Member	6301794904
8.	Ms.K.Sri Rekha	IV Year CR	Student Member-CSE	9391197198
9.	Ms.K.K.Sravya	III Year CR	Student Member-ECE	9493141274
10.	Ms.S.Jahnavi	III Year CR	Student Member-EEE	9701075533
11.	Ms.Bhagya Sri	IV Year CR	Student Member-IT	9493399749
12.	Ms.K.Surya Prabha	IV Year CR	Student Member-ME	9398429433
13.	Ms.G.Maneela Rao	II Year CR	Student Member-MBA	6305153121
14.	Mr.K.Suryanarayana Rao	Asst.Prof, BS&H	Member Secretary	9642352326

### Duties & Responsibilities:

1. Should meets often to discuss the steps to be taken to prevent ragging in the campus.
2. Mandatorily, anti-ragging undertaking is taken from students and their parents at the time of admission.
3. Awareness programs are conducted to the students in association with AP legal Services Authority, Local Police, Progressive Psychologists Association and various NGOs about ragging act, punishments and consequences.
4. Posters depicting the anti-ragging act and its punishments are displayed on all notice boards, corridors and at the canteen.
5. Contact numbers of the anti-ragging committee members are displayed at various sensitive places across the campus

**Term** : Two years and shall continue to be in force until reconstruction.

**Meetings** : The meeting may be scheduled as and when necessary.

PRINCIPAL

Copy to:

  
HoD-ECE

  
HoD-EEE

  
HoD-CSE

  
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Web : www.vlow.edu.in



VIEW/Principal/Office order/2022/36(16)

Date: 20/08/2022

## PROCEEDINGS OF THE OFFICE ORDER

A committee consisting of the following members is hereby constituted as "Internal Complaint Committee/Cell (ICC)".

Sl. No	Name	Designation	Position	Phone No.
1.	Dr.K.Jyothsna	Assoc.Prof-BS&H	President	8985367040
2.	Dr.T.Sandhya Kumari	Dean-Academics	Vice-President	9949873848
3.	Dr.P.Vijaya Bharathi	Assoc.Prof-CSE	Secretary	9849819662
4.	Mrs.P.Rajya Lakshmi	Advocate	Adviser	9290442757
5.	Dr.D.Vijaya Lakshmi	Assoc.Prof-ECE	Dept.Coordinator	9248562866
6.	Ms.V.V.Sai Santoshi	Asst.Prof-EEE	Dept.Coordinator	9177416155
7.	Mrs. B Sudha Madhuri	Asst. Prof-IT	Dept.Coordinator	8919454392
8.	Mrs.P.Prasanna Kumari	Asst.Prof- MECH	Dept.Coordinator	9059604983
9.	Mrs.M.Satyavathi	Asst.Prof-MBA	Dept.Coordinator	9032991981
10.	Dr.D.Nirmala Devi	Assoc.Prof-BS&H	Dept.Coordinator	9849367368

The Internal Complaint Committee/Cell is responsible:

1. To work in the direction of providing help to any female complaining of discrimination, either gender discrimination or otherwise, any kind of abuse, loneliness, peer pressure, groupism, home sickness, insecurity and/or inferiority complex in terms of physical appearance, hostel issues, harassment from room-mates, adjusting and adopting to the new environment etc.
2. To deals with issues relating to sexual harassment at the college as per the guidelines of Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013. It is applicable to all students, staff and faculty.

Term : Two years and shall continue to be in force until reconstruction.

Meetings : The meeting may be scheduled as and when necessary.

PRINCIPAL

Copy to:

Dean-Academics

HoD-ECE

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HoD-CSE

HoD-IT

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President-IIC

Adviser-IIC





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VIEW/Principal/Office order/2022/36(17)

Date: 20/08/2022

## PROCEEDINGS OF THE OFFICE ORDER

A committee consisting of the following members is hereby constituted as "Student Welfare Committee (SWC)".

Sl. No	Name of Faculty	Designation	Position
1.	Dr.J.Sudhakar	Principal	Chairman
2.	Dr.P.S.Ravindra	Dean-Admin	Member
3.	Dr.T.Sandya Kumari	Dean-Academics	Member
4.	Mr.G.Lakshmana	Asst.Prof-ECE	Member
5.	Ms.Y.Vineela Sravya	Asst.Prof -CSE	Member
6.	Mr.V.Krishna	Asst.Prof -EEE	Member
7.	Mrs.B.Siva Lakshmi	Assoc.Prof -IT	Member
8.	Mr.R.Aditya	Asst.Prof -MECH	Member
9.	Mrs.A.Venkata Lakshmi	Asst.Prof -MBA	Member
10.	Mr.B.Nagabhushan Rao	Asst.Prof -BS&H	Member
11.	Dr.K.P.Suhasini	Head-Student Affairs	Member Secretary

The Student Welfare Committee is responsible:

1. To provide the necessary information about various competitive examinations to the students.
2. To provide information about various careers available in the competitive world.
3. To organize various career development seminars and workshops.
4. To invite experts from various companies to interact with students.

**Term** : Two years and shall continue to be in force until reconstruction.

**Meetings** : Twice in a year, the meeting may be scheduled as and when necessary.

  
PRINCIPAL

Copy to:

 Dean-Admin     Dean-Academics     HoD-ECE     HoD-EEE     HoD-CSE  
 HoD-IT     HoD-ME     HoD-MBA     HoD\_BS&H     Head-SA



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VIEW/Principal/Office order/2022/36(18)

Date: 20/08/2022

## PROCEEDINGS OF THE OFFICE ORDER

A committee consisting of the following members is hereby constituted as "Purchase Committee (PC)".

Sl. No	Name of Faculty	Designation	Position
1.	Dr.J.Sudhakar	Principal	Chairman
2.	Mr.N.Srikant	Chief Executive Officer	Member
3.	Dr.K.Vijaya Kumar	HoD-CSE	Member
4.	Dr.Ch.Ramesh Babu	HoD-ECE	Member
5.	Dr.K.Durga Syam Prasad	HoD-EEE	Member
6.	Dr.S.Kalyani	HoD-IT	Member
7.	Dr.V.Anandababu	HoD-MECH	Member
8.	Dr.S.Ramesh	HoD-MBA	Member
9.	Dr.T.Radha Krishna Murty	HoD-BS&H	Member
10.	Lab In-charge of Concerned Department		Member
11.	Sr.Faculty of Concern Department		Member
12.	Dr.P.S.Ravindra	Dean-Admin	Member Secretary

The PC is responsible to:

1. Accept and review the purchase proposals/quotations received from different departments.
2. Conduct the negotiations with suppliers for the best quality & price.
3. Make recommendations to the Management for placing the purchase orders

**Term** : Two years and shall continue to be in force until reconstruction.

**Meetings** : Twice in a year, the meeting may be scheduled as and when necessary.

  
PRINCIPAL

Copy to:

  
HoD-ECE

  
HoD-EEE

  
HoD-CSE

  
HoD-IT

  
HoD-ME

  
HoD-MBA

  
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VIEW/Principal/Office order/2022/36(19)

Date: 20/08/2022

## PROCEEDINGS OF THE OFFICE ORDER

A committee consisting of the following members is hereby constituted as "Faculty Recruitment Committee (FRC)".

Sl. No	Name of Faculty	Designation	Position
1.	Dr.J.Sudhakar	Principal	Chairman
2.	Dr.T.Sandya Kumari	Dean-Academics	Member
3.	Mr.N.Srikant	Chief Executive Officer	Member
4.	Dr.K.Vijaya Kumar	HoD-CSE	Member
5.	Dr.Ch.Ramesh Babu	HoD-ECE	Member
6.	Dr.K.Durga Syam Prasad	HoD-EEE	Member
7.	Dr.S.Kalyani	HoD-IT	Member
8.	Dr.V.Anandababu	HoD-MECH	Member
9.	Dr.S.Ramesh	HoD-MBA	Member
10.	Dr.T.Radha Krishna Murty	HoD-BS&H	Member
11.	Internal Examiner of the concerned Department		Member
12.	External Subject Expert		Member
13.	Dr.P.S.Ravindra	Dean-Admin	Member Secretary

The Faculty Recruitment Committee is responsible to:

1. Recruit teaching and non-teaching faculty as per the requirement in each discipline fulfilling the cadre ratio of AICTE by following 3-tier procedures (written test/Interview, Teaching Demo and HR skills).
2. Define the roles and responsibilities for all positions.
3. Analyze recruitment trends and provide feedback to APAC

**Term** : Two years and shall continue to be in force until reconstruction.

**Meetings** : Once in a semester , the meeting may be scheduled as and when necessary.

  
PRINCIPAL

Copy to:

  
Dean-Academics

  
HoD-ECE

  
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VIEW/Principal/Office order/2022/36(20)

Date: 20/08/2022

## PROCEEDINGS OF THE OFFICE ORDER

A committee consisting of the following members is hereby constituted as "Alumni Committee".

Sl. No	Name of Faculty	Designation	Position
1.	Dr.J.Sudhakar	Principal	President
2.	Dr.T.Sandhya Kumari	Dean-Academics	Vice President
3.	Dr. Dominic Souri	Assoc.Prof-BS&H	Joint Secretary
4.	Dr. S Ramesh	Assoc.Prof-MBA	Treasurer
5.	Sr.Faculty from Each Department		Executive Member
6.	Dr.Ch.Ramesh Babu	HOD-ECE	Secretary

Duties and Responsibilities:

1. To post updates regarding activities of college in social networks.
2. Contact students to know about their designations, and their employers.
3. To arrange guest lectures by the alumni to make the students understand the requirements of the corporate companies.
4. Gather the information of passed out students pursuing higher degrees.

**Term** : Two years and shall continue to be in force until reconstruction.

**Meetings** : Once in a year, the meeting may be scheduled as and when necessary.

  
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Copy to:

  
Dean-Academics

  
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VIEW/Principal/Office order/2022/36(21)

Date: 20/08/2022

## PROCEEDINGS OF THE OFFICE ORDER

A committee consisting of the following members is hereby constituted as "Scholarship Committee".

Sl. No	Name of Faculty	Designation	Position
1.	Dr.J.Sudhakar	Principal	Chairman
2.	Dr.T.Sandhya Kumari	Dean-Academics	Member
3.	Mr.P.Anil Kumar	I/c Exam Cell	Member
4.	Dr.K.Vijaya Kumar	HoD-CSE	Member
5.	Dr.Ch.Ramesh Babu	HoD-ECE	Member
6.	Dr.K.Durga Syam Prasad	HoD-EEE	Member
7.	Dr.S.Kalyani	HoD-IT	Member
8.	Dr.V.Anandababu	HoD-MECH	Member
9.	Dr.S.Ramesh	HoD-MBA	Member
10.	Dr.T.Radha Krishna Murty	HoD-BS&H	Member
11.	Mr.T.Santosh	Asst.Prof-ECE	Member
12.	Mr.B.Ch.Venkata Ramana	Asst.Prof-IT	Member
13.	Mr.S.A.Ramakrishna Raju	A.O.	Member
14.	Dr.P.S.Ravindra	Dean-Admin	Member Secretary

The Scholarship Committee is responsible to:

1. To make the students aware of the various schemes / assistance / scholarships available for students.
2. To scrutinize scholarship forms of the students and ensure to submit / process the same on time to the respective Department.
3. To maintain the records and submit the same to the IQAC Committee.

Term : Two years and shall continue to be in force until reconstruction.

Meetings: Once in year, the meeting may be scheduled as and when necessary.

PRINCIPAL

Copy to:

Dean-Academics

HoD-ECE

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I/c Exam Cell

A.O.

MS



# VIGNAN'S INSTITUTE OF ENGINEERING FOR WOMEN

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Kapujaggarajupeta, VSEZ (Post), Visakhapatnam - 530 049, Andhra Pradesh, India

Ph. : 0891-2504931, 9133300357 :: Fax : 0891-2504931

E-mail : view.office2008@gmail.com, viewprincipal@gmail.com

Web : www.view.edu.in



VIEW/Principal/Office order/2022/36(22)

Date: 20/08/2022

## PROCEEDINGS OF THE OFFICE ORDER

A committee consisting of the following members is hereby constituted as "Institute Newsletter Committee".

Sl. No	Name of Faculty	Designation	Position
1.	Dr.J.Sudhakar	Principal	Chairman
2.	Dr.T.Sandya Kumari	Dean-Academics	Member
3.	Dr.Akanksha Mishra	Dean-IQAC	Member
4.	Mr.P.Santosh Kumar	Assoc.Prof-ECE	Member
5.	Mrs.Rahimunnisa Shaik	Asst.Prof -CSE	Member
6.	Mr.Y.Sumith	Asst.Prof -EEE	Member
7.	Mr.S.Sagar	Asst.Prof -IT	Member
8.	Mr.M.Eswara Teja	Asst.Prof -MECH	Member
9.	Mrs.A.Venkata Lakshmi	Asst.Prof -MBA	Member
10.	Mr. B.Nagabhusana Rao	Asst.Prof -BS&H	Member
11.	Dr.T.Radha Kriahna	HoD-BS&H	Member Secretary

The Institute Newsletter Committee is responsible to:

1. To assess the editorial quality of the content to be published which includes programs of the college, information regarding the events organized in the college under various committees.
2. To collect the information from staff and students relevant for publication under various headings.
3. To get the magazine printed by the end of every quarter in and distribute the same to students and staff

**Term** : Two years and shall continue to be in force until reconstruction.

**Meetings** : Once in every quarter, the meeting may be scheduled as and when necessary.

  
PRINCIPAL

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VIEW/Principal/Office order/2022/36(23)

Date: 20/08/2022

## PROCEEDINGS OF THE OFFICE ORDER

A committee consisting of the following members is hereby constituted as "Finance Committee".

Sl.No	Name of Committee Member	Designation	Position
1.	Dr.J.Sudhakar	Principal	Chairman
2.	Mr.N.Srikant	Chief Executive Officer	Member
3.	Mr.Suresh	Head of Accounts-VIEW	Member
4.	Mr.Ch.Srinivasa Reddy	Internal Auditor	Member
5.	Mr.I.Rama Rao	External Auditor	Member
6.	Mr.Suresh	Statutory Auditor, LES	Member
7.	Dr.P.S.Ravindra	Dean-Admin	Member

The functions of the finance Committee are as follows:

1. To monitor and manage the budget estimation relating to the Income from fees collected and other grants received.
2. To manage the annual budgets and utilization reports submitted by the individual departments
3. Audited account for the above and Department level Financial Delegation

**Term** : Two years and shall continue to be in force until reconstruction.

**Meetings** : Once in a Year, the meeting may be scheduled as and when necessary.

  
PRINCIPAL

Copy to:

  
HoD-ECE

  
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HoD-IT

  
HoD-ME

  
HoD-MBA

  
HoD-BS&H

  
Head of Accounts-VIEW

  
Internal Auditor

  
External Auditor

  
Statutory Auditor, LES





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VIEW/Principal/Office order/2022/36(24)

Date: 20/08/2022

## PROCEEDINGS OF THE OFFICE ORDER

A committee consisting of the following members is hereby constituted as "SC&ST Committee".

Sl. No	Name of Committee Member	Designation	Position
1.	Dr.Sudhakar Jyothula	Principal	Chairman
2.	Mr.S.Sagar	Asst.Prof-IT	Member
3.	Mr.D.Tilak Raju	Asst.Prof-ECE	Member
4.	Mrs.S.Kezia	Asst.Prof-EEE	Member
5.	Mrs.M.Sowjanya	Asst.Prof-MBA	Member
6.	Dr.B.Chandra Sekhar	Assoc. Prof-BS&H	Member Secretary

### Duties & Responsibilities:

1. To counsel and guide SC/ ST students and help them to manage academic and personal issues of college life effectively.
2. To ensure provisions of an environment where all such students feel safe and secure.
3. To provide prompt counseling for any emotional emergencies arising on account of any event at the campus.
4. To provide the mechanism to redress the grievance of SC/ST students, if any
5. To ensure protection and reservation as provided in the constitution of India.
6. To arrange for special opportunities to enhance the carrier growth
7. To aware the SC/ST students regarding various scholarships program of State/Central Government.

Term : Two years and shall continue to be in force until reconstruction.

Meetings : Once in a semester.

  
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VIEW/Principal/Office order/2022/36(25)

Date: 20/08/2022

## PROCEEDINGS OF THE OFFICE ORDER

A committee consisting of the following members is hereby constituted as "Media Cell".

Sl. No	Name of Committee Member	Designation	Position
1.	Dr. Sudhakar Jyothula	Principal	Chairman
2.	Mr.V.Rama Rao	Asst. Prof-CSE	Member
3.	Mr. P.Bharath Kumar	Asst. Prof-EEE	Member
4.	Mr.E.Jagadeeswara Rao	Asst. Prof.-ECE	Member
5.	Mr.G.Netaji	Asst. Prof-IT	Member
6.	Mr.M.Eswar Teja	Asst. Prof-ME	Member
7.	Dr.E.Gouthami	Asst.Prof.-BS&H	Member
8.	Dr.S.Ramesh	Assoc.Prof & HoD-MBA	Member Secretary

The duties and responsibilities of the cell are as follows:

1. This Cell is responsible for handling PR activities of the college. It caters to the three major domains of the institute including Public Relations, Website & Facebook Page Management and Official Newspaper/Newsletter of the institute.
2. Managing the media relations of the institute and keeps the media updated with the happenings at the institute. This primarily involves covering various events of the college, writing press releases, taking photographs and ensuring that each and every event of the college gets its due media coverage.
3. Providing content for periodic updating of the college website. Also the official Facebook page of college is managed by this cell.
4. Arranging, interviews by news reporters, prior to and on the day of event.
5. Creating and proposing marketing plans for institutional promotion.
6. Preparing annual budget for various advertisement under various categories like Functions, Promotions, relational, official etc.,

**Term** : Two years and shall continue to be in force until reconstruction.

**Meetings** : As and when necessary.

  
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VIEW/Principal/Office order/2022/36(26)

Date: 20/08/2022

## PROCEEDINGS OF THE OFFICE ORDER

A committee consisting of the following members is hereby constituted as "Internal Audit Committee".

Sl.No	Name of Committee Member	Designation	Position
1.	Dr.J.Sudhakar	Principal	Chairman
2.	Mr.N.Srikanth	Chief Executive Officer	Member
3.	Mr.Ch.Srinivasa Reddy	Internal Auditor	Member
4.	Mr.Suresh	Head of Accounts-VIEW	Member
5.	Mr.P.Chandra Sekhr	Accountant-VIEW	Member
6.	Dr.P.S.Ravindra	Dean-Admin	Member Secretary

The functions of the finance Committee are as follows:

1. Ensuring the organization's financial statements is understandable and reliable.
2. Ensuring the organization establishes a thorough risk management process and effective internal controls.
3. Reviewing the organization's policies, particularly in areas such as ethics, conflict of interest and fraud.
4. Reviewing the organization's litigation and regulatory proceedings.
5. To monitor and manage the budget estimation relating to the Income from fees collected and other grants received.
6. To manage the annual budgets and utilization reports submitted by the individual departments
7. Audited account for the above and Department level Financial Delegation

**Term** : Two years and shall continue to be in force until reconstruction.

**Meetings** : Once in a Year, the meeting may be scheduled as and when necessary.

  
PRINCIPAL

Copy to:

  
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HoD-IT

  
HoD-ME

  
HoD-MBA

  
HoD-BS&H

  
Head of Accounts-VIEW

  
Internal Auditor

  
Accountant

  
MS



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VIEW/Principal/Office order/2022/36(27)

Date: 20/08/2022

## PROCEEDINGS OF THE OFFICE ORDER

A committee consisting of the following members is hereby constituted as "Student Activity Cell".

Sl.No	Name of Committee Member	Designation	Position
1.	Dr.J.Sudhakar	Principal	Chairman
2.	Ms.G.Indumathi	Asst. Prof-ECE	Member
3.	Ms.P.Jyothi	Asst. Prof-CSE	Member
4.	Mrs.B.Sudha Madhuri	Asst. Prof-IT	Member
5.	Mrs.Payal Pramanik	Asst. Prof-EEE	Member
6.	Mr.M.Eswara Teja	Asst. Prof-ME	Member
7.	Mr.B.Durga Prasad	Asst. Prof-BS&H	Member
8.	Mrs.N.Madhuri	Asst. Prof-MBA	Member
9.	Ms. Y.Vineela Sravya	Asst. Prof-CSE	Member Secretary

The committee functioning with the following supporting members from student wing

Sl. No	Name of the Student	Year & Branch	Regd. No	Designation
1	Ms.S.Usha Sri	III ECE-C	19NM1A04C8	President
2	Ms.A.Deepika	III IT	19NM1A1201	Vice-President
3	Ms.G.Meena	III EEE-A	19NM1A0209	Secretary
4	Ms.S.MohanaSanjana	III CSE-B	19NM1A05A2	Joint Secretary
5	Ms.N.Leena Sri	III ME	20NM5A0305	Treasurer
6	Ms.M.LathaSree	II MBA	20NM1E0033	Executive Member

The functions of the finance Committee are as follows:

1. To monitor and manage the students club activities
2. Organizes Inter and Intra-college Competitions, seminars/workshops and other activities throughout the year to help and encourage the students to pursue their interest in different fields along with academics.
3. Promote opportunity to the students to build friendships and participate in group activities outside of the tight circle of the regular classroom.

Term : Two years and shall continue to be in force until reconstruction.

Meetings : Once in a Year, the meeting may be scheduled as and when necessary.

  
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Web : www.vlow.edu.in



VIEW/Principal/Office order/2022/36(28)

Date: 20/08/2022

## PROCEEDINGS OF THE OFFICE ORDER

A committee consisting of the following members is hereby constituted as "Examination Grievance Redressal Committee".

Sl.No	Name of Committee Member	Designation	Position
1.	Dr.J.Sudhakar	Principal	Chief Superintendent
2.	Dr.T.Sandya Kumari	Dean-Academics	Member
3.	Dr.Akanksha Mishra	Dean-IQAC	Member
4.	Mr. P.Ashok Kumar	Coordinator-UG	Member
5.	Mr.K.Santosh Kumar	Coordinator-PG	Member
6.	Dr.K.Vijaya Kumar	HoD-CSE	Member
7.	Dr.Ch.Ramesh Babu	HoD-ECE	Member
8.	Dr.K.DurgaSyamPrasad	HoD-EEE	Member
9.	Dr.S.Kalyani	HoD-IT	Member
10.	Dr.V.Ananda Babu	HoD-MECH	Member
11.	Dr.S.Ramesh	HoD-MBA	Member
12.	Dr.T.Radha Krishna Murty	HoD-BS&H	Member
13.	Mr.P.Anil Kumar	Exam Cell in-charge	Member Secretary

The functions of the Examination Grievance Redressal Committee are as follows:

1. To create a platform where students, faculties and staff can point out any grievances regarding the university examinations in the College.
2. Addressing the students to put up a grievance in writing/or in the format available in the examination cell dept. and drop it in boxes.
3. Act upon those cases which have been forwarded along with the necessary documents
4. Responsible to solve grievances in a stipulated time limit.
5. To uphold the dignity of the conduct of University examinations in the College.

**Term** : Two years and shall continue to be in force until reconstruction.

**Meetings** : Once in a Year, the meeting may be scheduled as and when necessary.

PRINCIPAL

Copy to:

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