



VMTW/Principal/Office Order/2021-22/ 01

Dated:13-12-2021

PROCEEDINGS OF THE OFFICE ORDER

A Committee consisting of the following members is hereby constituted as "College Academic Planning and Advisory Committee (CAPAC)"

S.No	Name of the Committee Member	Designation	Position
1	Dr.G.Apparao Naidu	Principal	Chairman
2	Sri.B.Shravan	CEO	Member
3	Sri. Saidesh Kumar P	Industrialist	External Member
4	Dr.G.N.Srinivas	JNTUH Nominee	External Member
5	Mr.G.Rajesh	Dean IQAC/Coordinator	Member
6	Mr.M.Vishnuvardhana Rao	Dean R&D	Member
7	Dr.A.Sudhir Babu	HOD-CSE	Member
8	Mr.P.Hari Krishna	HOD-ECE	Member
9	Mr.T.Srinivasulu	HOD-BSH	Member
10	Dr.S.Rangaswamy	HOD-AI&ML	Member
11	Mr.B.Phijik	Dean Academics & HOD-IT	Member Secretary

Roles & Responsibilities :

- 1.To review the academic and other related activities of the college
- 2.To review the students and faculty development programmes
- 3.To visualize and formulate perspective plans for the development and growth of the college
- 4.To promote research and extension activities in the college campus
- 5.To promote teaching innovations and student placement programmes
- 6.To plan for sustaining the quality of education, quality improvement and accreditation of the college
- 7.To oversee the internal examinations/ evaluation/ recording

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.

Copy to:

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Telangana State





VMTW/Principal/Office Order/2021-22/ 02

Dated: 13-12-2021

PROCEEDINGS OF THE OFFICE ORDER

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

S.No	Name of the Committee	Designation	Position
1	Dr.G.Apparao Naidu	Principal	Chairman
2	Mr.M.Vishnu Vardhana Rao	Dean-R&D	Member
3	Dr.T.Srinivasulu	Dean-Administration, HOD BSH	Member
4	Mr.B.Phijik	Dean-Academics, HOD IT	Member
5	Dr.A.Sudhir Babu	HOD-CSE	Member
6	Mr.P.Hari Krishna	HOD-ECE	Member
7	Mrs.G.Swathi	Asst.Prof.,	Member
8	Dr.S.RangaSwamy	HOD-AI&ML	Member
9	Mrs.K.Helini	Asst.Prof.,	Member Secretary

Student Representatives:

S.No	Name of the Student	Role
1	M.Pooja Sai Sree	Member
2	R.Ridhima	Member
3	V.Navya	Member
4	Y.Nuthana	Member

Roles & Responsibilities:

- I. Oversee the hostel admissions
- II. Address problems regarding running of the mess
- III. Recommend disciplinary measure in case of violation of rule by staff or students
- IV. Maintenance of hygienic in and around hostel and canteen
- V. Make frequent visits to monitor the regular activities of the girls in the hostel.
- VI. Conduct periodical meetings with student representatives to redress their grievances.

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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VMTW/Principal/Office Order/2021-22/03

Dated: 13-12-2021

PROCEEDINGS OF THE OFFICE ORDER

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

S.No	Name of the Committee	Designation	Position
1	Dr.G.Apparao Naidu	Principal	Chairman
2	Mr.G.Rajesh	Dean IQAC	Member
3	Mr.J.Sunil	Assistant Placement Officer	Member
4	Dr.A.Sudhir Babu	HOD-CSE	Member
5	Mr.B.Phijik	HOD-IT	Member
6	Dr.S.RangaSwamy	HOD-AIML	Member
7	Mr.P.Hari Krishna	HOD-ECE	Member
8	Dr.T.Srinivasulu	HOD-BSH	Member
9	Mr.Sathish V Sriraj	Head Placement	Member Secretary

Roles & Responsibilities:

- I. Responsible for all the activities relating to the student's placement.
- II. Coordinates with the industries for providing the training courses to students where the student make self-assessment & groom them for job, they are fit for
- III. Arranges guest lectures, workshops, seminars & industrial visits for students.
- IV. Coordinates with the different industries for on-campus and off-campus interviews of the meritorious students for providing suitable jobs in their organizations.
- V. Responsible for interaction with different industries for functioning of EDPs.
- VI. Responsible for organizing campus placement drives and off – campus interviews.
- VII. promote self-reliance among students

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.

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Sathish Sriraj
Member Secretary

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Dean IQAC

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VMTW/Principal/Office Order/2021-22/ 04

Dated: 13-12-2021

PROCEEDINGS OF THE OFFICE ORDER

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

S.No	Name of the Committee Member	Designation	Position
1	Dr.G.Apparao Naidu	Principal	Chairman
2	Mr.B.Phijik	Dean Academics, HOD IT	Member
3	Mr.G.Rajesh	Dean IQAC	Member
4	Dr.A.Sudhir Babu	HOD-CSE	Member
5	Dr.S.RangaSwamy	HOD-AIML	Member
6	Mr.P.Hari Krishna	HOD-ECE	Member
7	Dr.T.Srinivasulu	HOD-BSH	Member
8	Mrs.T.V.Nagaraja Kumari	Librarian	Member
9	Mrs.M.Veena Kumari	Asst.Librarian	Member
10	Mrs.B.Geetha	Asst.Professor	Member Secretary

Student Representatives:

S.No	Name of the Student	Role
1	P.Sri Vaishnavi	Member
2	K.Rishika	Member
3	D.Srivani	Member
4	A.Yagna Mukhi	Member

Roles & Responsibilities:

- I. Recommended measures for upgrading the library facilities
- II. Recommends for enriching stock with e-resources
- III. Solve the issues and problems raised by the students and staff members
- IV. Carryout Physical verification during summer holidays and submit the report to principal.
- V. Advises on maintenance of documentations of books, journals, magazines, newspapers, CD's & library materials.
- VI. Advises on maintaining and updating e-journals and all teaching aids – NPTEL videos etc.

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.

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VMTW/Principal/Office Order/2021-22/05

Dated: 13-12-2021

PROCEEDINGS OF THE OFFICE ORDER

A Committee consisting of the following members is hereby constituted as “Research and Development Committee”

S.No	Name of the Committee Member	Designation	Position
1	Dr.G.Apparao Naidu	Principal	Chairman
2	Mr.B.Phijik	Dean Academics, HOD IT	Member
3	Mr.G.Rajesh	Dean IQAC	Member
4	Dr.A.Sudhir Babu	HOD-CSE	Member
5	Dr.S.RangaSwamy	HOD-AIML	Member
6	Mr.P.Hari Krishna	HOD-ECE	Member
7	Dr.T.Srinivasulu	HOD-BSH	Member
8	Mr.M.Vishnu Vardhana Rao	Dean R&D	Member Secretary

Roles & Responsibilities:

- I. To identify the potential areas of research in various disciplines of engineering and form the faculty into various clusters based on their specialization.
- II. To help preparing and submit proposals to government agencies like AICTE, UGC, DST, IE(I) etc. for obtaining funded projects.
- III. To encourage multi-disciplinary research internally within the institute and externally with other organizations.
- IV. Encourage the staff to attend/publish papers in various National/International conferences/Journals of their specialized areas.
- V. To coordinate the research activities among the various departments of the college.
- VI. Encourage the faculty to attend various research oriented Faculty development programmes.
- VII. Encourage and motivate the staff to apply for Ph.D at various Universities.
- VIII. To encourage the staff to publish their research works in reputed journals that have good impact factor and are Scopus indexed.
- IX. To plan for resource mobilization through industry interaction, consultancy and Extramural funding.
- X. Scrutinize and recommend the student's project proposals and send them to various agencies for financial support and recommend the suitable projects.

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.

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VMTW/Principal/Office Order/2021-22/ 06

Dated: 13-12-2021

PROCEEDINGS OF THE OFFICE ORDER

A Committee consisting of the following members is hereby constituted as “Internal Quality Assurance Committee (IQAC)”

S.No	Designation	Recommendation of IQAC	Name of the Office Bearer
1	Chairperson	Head of the Institution	Dr.G.Apparao Naidu,
2	Senior Teacher	Co-Ordinator of IQAC	G.Rajesh, Dean IQAC
3	Senior Faculty Representatives	Three to eight teachers	1. Dr. A. Sudhir Babu, HOD-CSE 2.Dr.S.Rangaswamy, HOD-AIML 3.Mr.B.Phijik,HOD-IT 4. Dr. T. Srinivasulu, HOD-BSH 5.Mr.P.HariKrishna-HOD-ECE Mr.L.Kiran Kumar Assoc.Prof., EEE Mr. V.Sathish Sriraj,TPO
4	Management representative	Management Member	Mr.B.Shravan,CEO,VMTW
5	Senior Administrative Faculty	Two Members	Dr.C.Srinivasa Kumar, Prof.,VMTW Dr.Sk.Mathan Basha, Assoc.Prof.,VMTW
6	Alumni Nominee	One / two nominees from local society, students and Alumni One/ two nominees from Employers/Industrialists/ Stake-Holders	Ms.Vidyasree
	Student Nominee		Ms.Sai Joshmitha
	Employer Nominee		Mr.P.Saidesh Kumar, PM,DXC Technologies, Hyd

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.

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VMTW/Principal/Office Order/2021-22/ 67

Dated: 13-12-2021

PROCEEDINGS OF THE OFFICE ORDER

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

S.No	Name of the Committee Member	Designation	Position
1	Dr.G.Apparao Naidu	Principal	Chairman
2	Mr.B.Phijik	Dean Academics, HOD IT	Member
3	Mr.G.Rajesh	Dean IQAC	Member
4	Dr.A.Sudhir Babu	HOD-CSE	Member
5	Dr.S.RangaSwamy	HOD-AIML	Member
6	Mr.Uday Kumar	Asst. Professor	Member
7	Dr.T.Srinivasulu	HOD-BSH	Member
8	Mr.T.Venu Madhav	AO	Member
9	Mr.P.Hari Krishna	ECE HOD	Member Secretary

The prime tasks of the committee are as follows:

1. Monitoring the admission procedure for students admitted under Management Quota and Convener Quota
2. Maintaining of the admission register for all UG and PG students.
3. Issue of code of conduct, academic rules and regulations, course structure and syllabus.
4. Analyze admission trends and provide feedback.
5. Preparation and submission of necessary documents to University and TSCHE.

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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VMTW/Principal/Office Order/2021-22/08

Dated: 13-12-2021

PROCEEDINGS OF THE OFFICE ORDER

A Committee consisting of the following members is hereby constituted as "Sports and Cultural Committee"

S.No	Name of the Committee Member	Designation	Position
1	Dr.G.Apparao Naidu	Principal	Chairman
2	Mr.R.Krishna Naik	Assoc.Prof CSE	Member
3	Mr.E.Nagaraju	Asst., Prof., ECE	Member
4	Mr.B.Venkatesh	Asst.Prof., BSH	Member
5	Mrs.V.Rupa	Asst. Prof.,IT	Member
6	Mr.V.Ashok Reddy	Asst. Prof.,ECE	Member
7	Mr.T.Dileep	Asst. Prof.,BSH	Member
8	Mr.B.Koteswar Rao	Physical Director	Member
9	Mrs.B.Geetha	Asst. Prof., CSE	Member Secretary

Roles & Responsibilities:

1. Prepare sports and cultural schedule for the year.
2. Conduct competitive sports and cultural programmes.
Arrange physical fitness programmes for the students and staff.
3. Select students who represent the college in off-campus platforms V. Escort college sports achievers to sports meet and also the students for cultural competition outside the college
4. Arrange for cultural presentation on various college occasions
5. Responsible for procurements, maintenance of sports goods, play fields and other items related to the Physical Education.

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

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

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HOD-ECE

HOD BS&H

HOD-CSE

Member Secretary

HOD-IT

HOD-AIML

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VMTW/Principal/Office Order/2021-22/ 09

Dated: 13-12-2021

PROCEEDINGS OF THE OFFICE ORDER

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

S.No	Name of the Committee Member	Designation	Position
1	Dr.G.Apparao Naidu	Principal	Chairman
2	Mr.G.Rajesh	Dean IQAC	Member
3	Dr.Sk.Mastan Basha	Assoc.Prof.,	Member
4	Mrs.V.Rupa	Asst.Prof.	Member
5	Mrs.K.Prathyusha	Asst.Prof.	Member
6	Ms.Kumari	Asst.Prof.	Member
7	Mrs.G.Swathi	Asst.Prof.	Member
8	Mrs.R.Manjula	Asst.Prof.	Member
9	Mr.A.Mallikarjun	Asst.Prof.	Program Officer


Duties and Responsibilities:

1. To Plan and execute NSS programme for the year.
2. To conduct special NSS camp and submitting the audit statement of accounts at the end of the academic year.
3. To distribute the work for the NSS volunteers for the maintenance of cleanliness in and around the campus.
4. To take care of the campus beautification and gardening.
5. To maintain the records of the activities conducted and submit the same to the IQAC and concerned departments.

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

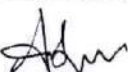
Meetings: Once in a Year, the meeting may be scheduled as and when necessary.

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Dean IQAC


HOD BS&H


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VMTW/Principal/Office Order/2021-22/ 10

Dated: 13-12-2021

PROCEEDINGS OF THE OFFICE ORDER

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

S.No	Name of the Committee Member	Designation	Position
1	Dr.G.Apparao Naidu	Principal	Chairman
2	Dr.T.Srinivasulu	Dean Administration, HOD BSH	Member
3	Mr.B.Phijik	Dean Academics, HOD IT	Member
4	Dr.A.Sudhir Babu	HOD-CSE	Member
5	Dr.S.RangaSwamy	HOD-AIML	Member
6	Mr.P.Hari Krishna	HOD-ECE	Member
7	Dr.Vijay Kumar R Urkude	Professor	Member
8	Dr.V.Srija	Asst.Prof.,	Member Secretary

Roles & Responsibilities:

To attend the student's grievances and recommend suitable redresses to ensure overall discipline

1. The committee will scrutinize, investigate and consider all complaints grievances of the students.
2. Maintains a record of the Grievances redressed/reported/referred.
3. It recommends actions for regulating and enforcing discipline among the students.
4. Recommends appropriate action wherever necessary.
5. Recommend Anti-Ragging Committee at the beginning of each academic year.

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

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

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HOD-AIML

Dean-Administration

HOD BS&H

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VMTW/Principal/Office Order/2021-22/11

Dated: 13-12-2021

PROCEEDINGS OF THE OFFICE ORDER

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

S.No	Name of the Committee Member	Designation	Position
1	Dr.G.Apparao Naidu	Principal	Chairman
2	Dr.T.Srinivasulu	Dean Administration, HOD BSH	Member
3	Mr.B.Phijik	Dean Academics, HOD IT	Member
4	Mr.G.Rajesh	Dean IQAC	Member
5	Dr.S.RangaSwamy	HOD-AIML	Member
6	Mr.P.Hari Krishna	HOD-ECE	Member
7	Mr.S.Sandeep Babu	Asst.Prof.,	Member
8	Dr.A.Sudhir Babu	HOD CSE	Member Secretary

Roles & Responsibilities:

1. To administer data acquisition process , update and maintenance of the institute's website with regard to all activities related to domain and hosting.
2. To collect information and data reports from all academic departments and internal bodies for timely updates.
3. To provide feedback and recommendations to the authorities with regard to the website maintenance regularly.

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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VMTW/Principal/Office Order/2021-22/ 12

Dated: 13-12-2021

PROCEEDINGS OF THE OFFICE ORDER

A Committee consisting of the following members is hereby constituted as **“Industry Institute Interaction / Entrepreneurship Development Cell”**

S.No	Name of the Committee Member	Designation	Position
1	Dr.G.Apparao Naidu	Principal	Chairman
2	Mr. M.Vishnu Vardhana Rao	Dean R&D	Member
3	Mr.B.Phijik	Dean Academics, HOD IT	Member
4	Mr.G.Rajesh	Dean IQAC	Member
5	Dr.A.Sudhir Babu	HOD-CSE	Member
6	Dr.S.RangaSwamy	HOD-AIML	Member
7	Mr.P.Hari Krishna	HOD-ECE	Member
8	Dr.T.Srinivasulu	HOD-BSH	Member
9	Mr.Ch.Sunil	Asst.Prof.,	Member
10	Mr.J.Sunil	Asst.Prof.,	Member Secretary




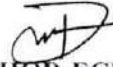


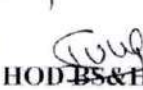

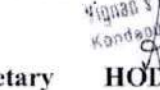
Roles & Responsibilities:

1. To give industrial exposure to faculty members and students to enable them to tune their knowledge for coping up with industrial culture.
2. To assist the departments in organizing the workshops, conferences, FDP's and Symposia with joint participation of Industries.
3. Collaborate with the Industries and arranging the Industrial visits, Internships to the students.
4. To assist departments in making MOU's with Industries and work for the mutual benefits.
5. To conduct seminars and workshops to create awareness in Intellectual Property Rights to students and faculty to motivate them to do their research on new ideas and gain IPR related knowledge.

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.

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VMTW/Principal/Office Order/2021-22/ 13

Dated: 13-12-2021

PROCEEDINGS OF THE OFFICE ORDER

A Committee consisting of the following members is hereby constituted as "Grievance Redressal Cell"

S.No	Name of the Committee Member	Designation	Position
1	Dr.G.Apparao Naidu	Principal	Chairman
2	Mr.B.Phijik	Dean Academics, HOD IT	Member
3	Mr.G.Rajesh	Dean IQAC	Member
4	Dr.A.Sudhir Babu	HOD-CSE	Member
5	Dr.S.RangaSwamy	HOD-AIML	Member
6	Mr.P.Hari Krishna	HOD-ECE	Member
7	Dr.T.Srinivasulu	HOD-BSH	Member
8	Dr.Vijay Kumar R Urkude	Professor	Member
9	Dr.Ch.Basavaraj	Assoc.Prof.,	Member
10	Mrs.B.Geetha	Asst.Prof.,	Member
11	Mrs.V.Suzan Shalini	Asst.Prof.,	I/C Grievance Cell

Roles & Responsibilities:

1. The committee should meet once in a month
2. It should receive complaints and grievances from students.
3. The Co-Ordinator compiles the complaints received from the students and submit to the committee.
4. Keeping up of suggestion boxes in all the 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.

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I/C Grievance Cell

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Vignani's Institute of Management & Technology For Women
Kondapur(V), Ghatkesar(M), Medchal-Malkajgiri(Dt)-501301
Telangana State





VMTW/Principal/Office Order/2021-22/ 14

Dated: 13-12-2021

PROCEEDINGS OF THE OFFICE ORDER

A Committee consisting of the following members is hereby constituted as “Anti Ragging Committee”

S.No	Name of the Committee Member	Designation	Position	Phone No.
1	Dr.G.Apparao Naidu	Principal	Chairman	8008366772
2	Mr. Chandra Babu	Police Representative	CI Ghatkesar	8712662178
3	Mr.Narsimha Rao	Media Representative	Field Officer	9390005133
4	Dr.A.Sudhir Babu	HOD-CSE	Faculty Representative	9490686868
5	Mr.P.Hari Krishna	HOD-ECE	Faculty Representative	7093246048
6	Mr.B.Phijik	HOD-IT	Faculty Representative	9949515605
7	Dr.S.Rangaswamy	HOD-AI&ML	Faculty Representative	7013369110
8	Mrs.Vinodha	Hostel Warden	Mgmt Representative	9866300389
9	Mr.Subhashi	Parent Representative	Member	8522015701
10	Mr.Ramana	Parent Representative	Member	9848258963
11	Ms.Niharika Reddy	IV Yr CR	Member	7075573555
12	Ms.V.Nandhana	III YR CR	Member	9390012063
13	Ms.M.Bhargavi	II YR CR	Member	9959574246
14	Dr.C.Srinivasa Kumar	Assoc.,Prof.,	Member	9849715531
15	Dr.T.Srinivasulu	Assoc.Prof. & HOD BSH	Convenor	8125717550

Roles & Responsibilities:

1. Should meet 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 programmes are conducted to the students in association with Telangana Legal Services authority, Local Police, Progressive Psychologists association and various NGO's 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 Nos 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.

Copy to:

Dean Academics

HOD-AI&ML

HOD-ECE

HOD-EEF

HOD-CSE

Convenor

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HOD-IT

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VMTW/Principal/Office Order/2021-22/15

Dated: 13-12-2021

PROCEEDINGS OF THE OFFICE ORDER

A Committee consisting of the following members is hereby constituted as "Internal Complaint Cell"

S.No	Name of the Committee Member	Designation	Position	Phone No.
1	Dr.Vijay Kumar R Urkude	Professor	President	9293793986
2	Mr.B.Phijik	Dean-Academics, HOD IT	Vice President	9849715531
3	Mr.P.Hari Krishna	Assoc. Prof., HOD-ECE	Secretary	7093246048
4	Mr. M.Chalapathi Rao	Advocate	Advisor	9866098895
5	Dr. Sk. Masthan Basha	Assoc. Prof.,ECE	Dept.Co-Ord	9441698765
6	Dr.Ch.Basavaraj	Assoc. Prof.,CSE	Dept.Co-Ord	8217563116
7	Mr.Krishna Naik	Assoc. Prof.,CSE	Dept.Co-Ord	9014973601
8	Dr.S.Rangaswamy	Assoc. Prof.,AIML	Dept.Co-Ord	9989896548
9	Dr.T.Srinivasulu	Assoc. Prof.,BSH	Dept.Co-Ord	8125717550

Roles & Responsibilities:

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 or inferiority complex in terms of physical appearance, hostel issues, harassment from roommates, adjusting and adapting to the new environments etc.,

2.To deal with the issues relating to the sexual harassment at the college as per the guide lines of the sexual harassment of women at work place (prevention, prohibition and Redressal) act, 2013. It 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.

Copy to:


Dean Academics


Secretary

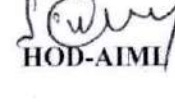

HOD-CSE


HOD-IT


HOD BS&H


Advisor IIC


President IIC


HOD-AIML


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VMTW/Principal/Office Order/2021-22/ 16

Dated: 13-12-2021

PROCEEDINGS OF THE OFFICE ORDER

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

S.No	Name of the Committee Member	Designation	Position
1	Dr.G.Apparao Naidu	Principal	Chairman
2	Mr.B.Phijik	Dean Academics, HOD IT	Member
3	Dr. T.Srinivasulu	Dean Administration	Member
4	Mr.Kiran Kumar L	Assoc.,Prof.,	Member
5	Dr.A.Premalatha	Professor	Member
6	P.Vinay Bhushan	Asst.Prof.,	Member
7	Mr.E.Nagaraju	Asst.Prof.,	Member
8	Dr.Ch.Basavaraj	Assoc.,Prof.,	Member
9	Ms.V.Rupa	Asst.Prof.,	Member
10	Dr.V.Srija	Asst.Prof.,	Member Secretary

Roles & Responsibilities:

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

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 Academics

HOD-AIML

Dean IQAC

Dean Administration

HOD-ECE
Vignans Institute of Management & Technology For Women
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Member Secretary

HOD-CSE



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VMTW/Principal/Office Order/2021-22/17

Dated: 13-12-2021

PROCEEDINGS OF THE OFFICE ORDER

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

S.No	Name of the Committee Member	Designation	Position
1	Dr.G.Apparao Naidu	Principal	Chairman
2	Mr.B.Shravan	Chief Executive Officer	Member
3	Dr.A.Sudhir Babu	HOD-CSE	Member
4	Mr.B.Phijik	HOD-IT	Member
5	Dr.S.RangaSwamy	HOD-AIML	Member
6	Mr.P.Hari Krishna	HOD-ECE	Member
7	Dr.T.Srinivasulu	HOD-BSH	Member
8	Mr.Ch.Anji	System Admin-CSE	Member
9	Mr.Ganesh Reddy	Lab Incharge/ECE	Member
10	Mr.K.Bal Reddy	Lab Incharge/BSH	Member
11	Dr.C.Srinivasa Kumar	Dean IT Services	Member Secretary

Roles & Responsibilities:

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

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.


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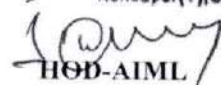

HOD-ECE

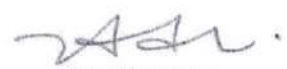

HOD BS&H



HOD-CSE


Member Secretary


HOD-IT


HOD-AIML


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VMTW/Principal/Office Order/2021-22/ 18

Dated: 13-12-2021

PROCEEDINGS OF THE OFFICE ORDER

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

S.No	Name of the Committee Member	Designation	Position
1	Dr.G.Apparao Naidu	Principal	President
2	Mrs.B.Geetha	Asst.Prof.	Vice President
3	Mrs.Varsha K	General Secretary	Employee
4	Mrs.V.Suzan Shalini	Asst. Prof.,	Joint Secretary
5	Dr.V.Srija Reddy	Asst. Prof.,	Treasurer
6	Mrs.G.Swathi	Senior Faculty –ECE	Member
7	Mrs.Mounika Y	Executive Member	Employee
8	Mrs.Vimala Reddy	Executive Member	Employee

Roles & Responsibilities:

- 1.To post updates regarding college activities 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 perceiving the higher education .

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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Dean Academics

HOD BS&H

HOD-ECE

General Secretary

HOD-CSE

HOD-AIML

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VMTW/Principal/Office Order/2021-22/ 19

Dated: 13-12-2021

PROCEEDINGS OF THE OFFICE ORDER

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

S.No	Name of the Committee Member	Designation	Position
1	Dr.G.Apparao Naidu	Principal	Chairman
2	Dr.T.Srinivasulu	Dean Administration, HOD BSH	Member
3	Dr.A.Sudhir Babu	HOD-CSE	Member
4	Dr.S.RangaSwamy	HOD-AIML	Member
5	Mr.P.Hari Krishna	HOD-ECE	Member
6	Mr.B.Phijik	I/C Transport, HOD IT	Member Secretary

Roles & Responsibilities:

1. Responsible for arrangement of transport for students and staff from College to City/destination/boarding point & vice versa.
2. Responsible for periodical maintenance of all the buses.
3. Responsible for a periodical check of the log books maintained by the drivers.
4. Recommend the transport for the students and staff for any educational tour, visit for sports competitions.
5. Recommending alteration/ inclusion/ deletion of routes.


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

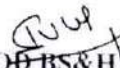
Meetings: Once in a Year, the meeting may be scheduled as and when necessary.

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HOD-ECE


HOD-CSE


HOD-AIML

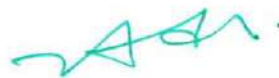

HOD-BS&H


Member Secretary


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VMTW/Principal/Office Order/2021-22/ 20

Dated: 13-12-2021

PROCEEDINGS OF THE OFFICE ORDER

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


S.No	Name of the Committee Member	Designation	Position
1	Dr.G.Apparao Naidu	Principal	Chairman
2	Mr.B.Phijik	Dean Academics, HOD IT	Member
3	Dr. P. Rajendra Prasad	Dean Examinations	Member
4	Dr.A.Sudhir Babu	HOD-CSE	Member
5	Dr.S.RangaSwamy	HOD-AIML	Member
6	Mr.P.Hari Krishna	HOD-ECE	Member
7	M.Umesh	Office Asst.	Member
8	Dr.T.Srinivasulu	Dean Administration	Member Secretary

Roles & Responsibilities:

- 1.To make the students aware of the various schemes / assistance / scholarships available for the students.
2. To scrutinize the scholarship forms and ensure to submit / process the same on time to the respective depts.
- 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 a Year, the meeting may be scheduled as and when necessary.

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Member Secretary


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VMTW/Principal/Office Order/2021-22/ 21

Dated: 13-12-2021

PROCEEDINGS OF THE OFFICE ORDER

A Committee consisting of the following members is hereby constituted as "SC/ST Committee"

S.No	Name of the Committee Member	Designation	Position
1	Dr.G.Apparao Naidu	Principal	Chairman
2	Mr.R.Krishna Naik	Assoc. Prof.,CSE	Member
3	Mr.B.Phijik	Assoc. Prof.,IT	Member
4	Mr.T.Pullaiah	Assoc. Prof.,ECE	Member
5	Mrs.V.Shalini	Asst. Prof.,BSH	Member
6	Dr.S.RangaSwamy	Assoc. Prof.,AIML	Member Secretary

Roles & Responsibilities:

- 1.To counsel and guide SC and ST students and help them to manage academic and personal issues of the college life effectively.
- 2.To ensure provisions of an environment where all such students feel safe and secure.
- 3.To provide prompt counselling 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 the protection and reservation as provided in the constitution of India.
- 6.To arrange for special opportunities to enhance the career growth.
- 6.To aware the SC/ST students regarding various scholarship programmes of state and central govt.

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.

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Member Secretary


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VMTW/Principal/Office Order/2021-22/ 22

Dated: 13-12-2021

PROCEEDINGS OF THE OFFICE ORDER

A Committee consisting of the following members is hereby constituted as "News & Media Cell"

S.No	Name of the Committee Member	Designation	Position
1	Dr.G.Apparao Naidu	Principal	Chairman
2	Mr.B.Phijik	Dean Academics, HOD IT	Member
3	Mr.G.Rajesh	Dean IQAC	Member
4	Dr.Ch.Basavaraj	Assoc.Prof.,CSE	Member
5	Dr.Vijay Kumar R Urkude	Professor	Member
6	Mrs.K.Pratyusha	Asst.Prof., CSE	Member
7	Mrs.K.Helini	Asst.Prof.,IT	Member
8	Ms.P.Shilpa Sri	Asst.Prof.,AI&ML	Member
9	Dr.K.Manjula	Asst.Prof., BSH	Member
10	Mrs.V.Suzan Shalini	Asst.Prof.,BSH	Member Secretary

Roles & Responsibilities:

- 1.To assess the editorial quality of the content to be published includes the programmes 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 and distribute to the staff & students.

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

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

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HOD-AI&ML

Dean IQAC

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VMTW/Principal/Office Order/2021-22/23

Dated: 13-12-2021

PROCEEDINGS OF THE OFFICE ORDER

A Committee consisting of the following members is hereby constituted as "Women Protection Cell "

S.No	Name of the Committee Member	Designation	Position
1	Dr.G.Apparao Naidu	Principal	Chairman
2	Mr.B.Phijik	Dean Academics, HOD IT	Member
3	Dr.A.Sudhir Babu	HOD-CSE	Member
4	Dr.S.RangaSwamy	HOD-AIML	Member
5	Mr.P.Hari Krishna	HOD-ECE	Member
6	Dr.T.Srinivasulu	HOD-BSH	Member
7	Dr.K.Manjula	Women Representative	Member Secretary

Roles & Responsibilities:

1. To make them aware of their rights, help them in knowing the importance of good health and nutrition and facilities available for them
3. To help them in developing decision making abilities and be self-dependent
4. To help them in raising their voice against all kinds of discrimination
5. To help them in changing their mind setup and to assist them in overall development of their personality.

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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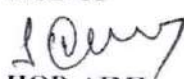

HOD BS&H


HOD-CSE


Member Secretary


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VMTW/Principal/Office Order/2021-22/ 24

Dated: 13-12-2021

PROCEEDINGS OF THE OFFICE ORDER

A Committee consisting of the following members is hereby constituted as "Faculty Development Cell"

S.No	Name of the Committee Member	Designation	Position
1	Dr.G.Apparao Naidu	Principal	Chairman
2	Mr.B.Phijik	Dean Academics, HOD IT	Member
3	Dr.A.Sudhir Babu	HOD-CSE	Member
4	Dr.S.RangaSwamy	HOD-AIML	Member
5	Mr.P.Hari Krishna	HOD-ECE	Member
6	Dr.T.Srinivasulu	HOD-BSH	Member
7	Mr. M.Vishnu vardhana Rao	Dean R&D	Member Secretary

Roles & Responsibilities:

1. Maintain and Update faculty database.
2. Maintain faculty evaluation and teaching credentials.
3. Recommend faculty orientation program
4. Manage scheduling, delivery, and effectiveness of FDP.
5. Assist in budgeting and provision of FDP funding
6. Arrange for individual faculty counselling

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.

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HOD-CSE

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Dean Academics

Member Secretary

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VMTW/Principal/Office Order/2021-22/ 25

Dated: 13-12-2021

PROCEEDINGS OF THE OFFICE ORDER

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

S.No	Name of the Committee Member	Designation	Position
1	Dr.G.Apparao Naidu	Principal	Chief Suptdt.
2	Mr.B.Phijik	Dean Academics, HOD IT	Member
3	Dr.A.Sudhir Babu	HOD-CSE	Member
4	Dr.S.RangaSwamy	HOD-AIML	Member
5	Mr.P.Hari Krishna	HOD-ECE	Member
6	Dr.T.Srinivasulu	HOD-BSH	Member
7	Dr. P.Rajendra Prasad	Dean Examinations	Member Secretary

Roles & Responsibilities:

1. To create platform where students, faculties and staff can point out any grievances regarding 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 and drop it in the boxes.
3. Act upon those cases which have been forwarded along with the necessary documents.
4. Responsible to solve grievances in a stipulated time period.
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.

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HOD BS&H


Member Secretary


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VMTW/Principal/Office Order/2021-22/ 2-6

Dated: 13-12-2021

PROCEEDINGS OF THE OFFICE ORDER

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

S.No	Name of the Committee Member	Designation	Position
1	Dr.G.Apparao Naidu	Principal	Chairman
2	Mr.B.Shravan	Chief Executive Officer	Member
3	Mrs.Rajitha	Head Accounts	Member
4	Mr.G.Durga Prasad	Internal Auditor	Member
5	M/s.Punnaiah & Co.	External Auditor	Member
6	Mr.M.Chalapathi Rao	Statutory Auditor	Member
7	Dr.T.Srinivasulu	Dean Administration	Member

Roles & Responsibilities:

1. To monitor and manage the budget estimation relating to the income from fee 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.

Copy to:
HOD-ECE

Dean Administration
External Auditor

HOD-ECE

Head Accounts (VMTW)
Statutory Auditor

HOD-IT
Internal Auditor

PRINCIPAL
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Telangana State

HOD-AIMI



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VMTW/Principal/Office order/2021-22/ 2-8

Dated: 13-12-2021

PROCEEDINGS OF THE OFFICE ORDER

A committee consisting of the following members is hereby constituted as "Electoral Literacy Club".

S.No	Name of Committee Member	Designation	Position
1.	Dr Basavaraj Chunchure	Professor.,CSE	Chairman
2.	Mrs.V.Suzan Shalini	Asst.Prof.,BSH	Coordinator
3.	Mrs A Srilatha	Asst.Prof.,AI&ML	Member
4.	Mrs. K. Helini	Asst.Prof.,IT	Member
5.	Mrs. Bhavani Geetha	Asst.Prof.,CSE	Member
6.	J Sai Sri Mayukha	III IT Student	Member
7.	A Shivani	III ECE Student	Member
8.	Ch Sravika	III CSE Student	Member

The functions of the Electoral Literacy Club are as follows:

1. To educate the targeted population about voter registration, electoral process and related matters through hands on experience.
2. To familiarize the targeted populations with EVM and VVPAT and to educate them about robustness of EVM and integrity of the electoral process using EVMs.
3. To help the target audience understand the value of their vote to ensure that they exercise their suffrage right in a confident, comfortable and ethical manner.
4. To harness the potential of ELC members for carrying the electoral literacy in communities.
5. To facilitate voter registration for its eligible members who are not yet registered.

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All Members: 1) *M* 2) *Balini* 3) *A. Sudatta* 4) *Principal*

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5) *B. Geetha* 6) *Muf* 7) *Suf* 8) *Sravika*



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