

**PROCEEDINGS OF THE PRINCIPAL, Govt. DEGREE COLLEGE TUNI, KAKINADA Dist.**

Present : Dr.Chi. Lalitha M.A., Ph.D

Rc.No.01/Academic/2024-25

Date: 15-07-2024.

**Sub:- Govt. Degree College(A), Tuni, Kakinada Dt – Constitution of committees for regular maintenance of college – Entrusting certain works and duties to the available members of Teaching staff – for the Academic year 2024-25 – Orders - Issued.**

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The Principal, Government Degree College (A), Tuni is pleased to entrust the following works and duties to the Teaching staff as noted against their name hereunder regarding the constitution of committees for smooth functioning of college for the academic year 2024-25.

S. No	Name of the Committee	Duties & Responsibilities	Convenor/ Co-ordinator	Asst. Coordinators/ Members	
1.	Academic Coordinator Committee	1. Conduction of Academic Council Meet and BOS Meets of all subjects.	S.Indira Priyanka (Lec-in Mathematics)		S. Indira Priyanka
		2. Helping faculty in planning effective remedial instruction.		M. Srinivasu (Vice Principal) P.V.K.M. Aleena (Lec-in Commerce)	M. Srinivasu P.V.K.M. Aleena
		3. Identify the upcoming technological developments for their use in teaching-learning process		P.V.K.M. Aleena (Lec-in Commerce)	P.V.K.M. Aleena
		4. Maintaining and Monitoring all academic records in all subjects properly		M.Madhavi (Lec-in Mathematics)	M. Madhavi
		5. Conducting regular meetings (preferably at least once in every month) of the Proctors		D. Sarita (Lec-in English)	D. Sarita
		6. Arrange Graduation Day by coordinating with all concerned		Dr.D.Rama Murty (Lec-in Chemistry)	
		7. Any other Academic function that may be assigned by the Principal from time to time.		V.Padmavathi (Lec-in Economics)	V. Padma
2	Anti – ragging & Discipline Committee	1. To ensure overall disciplined environment in the College.	M.Srinivasu (Vice Principal)	P.V.K.M. Aleena (Lec-in Commerce)	P.V.K.M. Aleena
		2. To initiate timely action against erring students.		B. Nagaraju (Lec-in History)	B. Nagaraju



				1. M. Nookambika, 2 <sup>nd</sup> B.Sc. Botany 2. P. Phani Sri, 3 <sup>rd</sup> BZC 3. B. Naga Suvarna Mukhi 3 <sup>rd</sup> B.Com. Gen 4. G. Janu, 3 <sup>rd</sup> B.A.	M. Nookambika P. Phani Sri B.N.S. Mukhi G. Janu
24	RTI Committee	1. To receive RTI applications of the college	M.Srinivasu (Vice Principal)		
		2. To collect all the necessary information from the concerned in the college, prepare the required information sought by the RTI applicant and send them within the scheduled time		S.S.Pushpaveni (Superintendent)	S.S.P.V.
		3. To maintain the record of all the RTI applications received and submit it to the Principal			
25	Research Cell Committee	1. To organize research activities for the staff and Students of the college.	Dr.A.Sreenivasa Rao (Lec-in Chemistry)	A. S.	A. S.
		2. To organize orientation lectures in research for the staff		Dr. D. Lakshmi (Lec-in Physics) Dr.A. Pushpalatha (Lec-in Telugu)	D. Lakshmi A. Pushpalatha
		3. To motivate the staff for taking up major / minor research projects for the College.		Dr.D.Rama Murthy (Lec-in Chemistry) YAS Srinivas (Lec-in English) V.Padmavathi (Lec-in Economics)	D. Rama Murthy YAS Srinivas V. Padmavathi
		4. To promote Research Climate in the Institution,		G.Bharathi (Lec-in Political Sciences)	G. Bharathi
		5. To maintain the records of the activities conducted and submit the		D.Saritha (Lec-in English)	D. Saritha