

**DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING:: VRSEC
POLICY DOCUMENT**

S.No	Name of the Professor Incharge	Responsibilities
1.	Professor - Incharge Academics Dr. S. Vasavi Mr. J. Ranga Rao Mr. N. Sunny	Curriculum & Syllabus, BOS Meetings & Reports, Course Handouts, Formative Assessment, Quality Improvement Strategies of all kind of activities which are related to Academics and Teaching & Learning strategies implementation under the guidance of Higher authorities/Bodies, SWOT Analysis, Annual reports related to Academics.
2.	Professor - Incharge Faculty Affairs Dr. K. Srinivas K. S. Vijaya lakshmi	1) Personal Profiles of the faculty 2) Faculty allotment to various works in the department 3) Faculty performance reports 4) Feedback of the faculty 5) Faculty related activities such as arrangements for faculty meeting/BOS Meeting etc.,
3.	Professor - Incharge Student Affairs Mr. S. Ravi Kishan Mr. S. Babu Mr. V. Sambasiva Rao	1. Grievances 2. Student Performance Improvement analysis in terms of Attendance, Marks, etc., 3. Student Perception towards our department 4. Identification of slow learners and advanced learners 5. Remedial Measures to improve student quality, Student registrations into the courses 6. Guidance for Academic Support 7. Student leaves, conducting parent meetings 8. Student related activities 9. EPICS Monitoring 10. Encourage and Support in getting global certifications
4.	Professor - Incharge Process Driven Placement Mr. K. Praveen Kumar Mr. A. Raghu Vira Pratap Mr. V.V.N.V. Phani Kumar	1) Identification of software companies and clients for placements 2) Preparation and updating of department brochure 3) Power point presentation of profiles of the companies 4) Getting placements 5) Preparation of the Year calendar for coding competitions/awards/placements and all kind of campus readiness programs 6) Placement results uploaded into website and offsites 7) Day to Day updates related to placements
5.	Professor - Incharge Planning & Development Dr. K. Suvarna Vani Mr. A. Jitendra	1) Monitoring of CC Cameras/LCD Projectors/Computer labs 2) Preparation of Quotations for all kind of Hardware and Software Electronic Gadgets

	Mr. P.S. Rama Charyulu	3) Requirements of all kind of infrastructure like classrooms, labs, seminar halls, internet facilities, WiFi, Web portals, VRSEC online software updating, tables and benches etc. 4) Budget Preparations 5) Audio/Video equipment, Fans/Lights and Air Conditioners 6) Beautifications in the department. 7) Servers, UPS 8) Logistics for outside resource persons 9) Publicity/Press 10) Plagiarism Software
6.	Professor - Incharge Examination & Evaluation Mr. J.V.D Prasad Mr. J. Ranga Rao Mr. D. Suresh Babu	1) Conducting Examinations 2) Evaluation of Question Papers 3) Preparation of the Result Analysis
7.	Professor - Incharge Practice School Mr. Ch. Mukesh Mr. Md. Mastan Meera Durga Mr. N. Sunny	Workshops/International Conferences/Internships/Seminars/FDP's/ Co-Curricular Activities/Special Training for Faculty based on the feedback, Identification of companies for Internships. Certifications of Faculty and Students, Faculty participations.
8.	Professor - Incharge Extension Activities & Outreach programs Dr. P. Ramesh Kumar Mr. V. Sandeep	Extension Activities - Outreach Programs such as conducting social awareness programs through students, Staff Members via NCC - etc., Blood Donation Camps, Literacy improvement programs through NGO's , all kind of programs which are related to Society, Conducting Department events such as Freshers/Farewell/Infinito etc., Sports related activities.
9.	Professor - Incharge SRP Activities Monitoring Mr. G. Kranthi Kumar Mrs. M. Srilatha	Monitoring: Identification of MOOC's, Preparation of PPT's, Lecture Notes, Workbooks, Summative Assessment, Formative Assessment, Course Handouts, Vetting, Preparation of Question Bank, Model Papers, Placement Materials, CMS & MOODLE updating, Attendance, Condonation List, Detain List, Lesson Plans, Detailed Syllabus, Library Activities,
10.	Professor - Incharge Laboratories and Class Monitoring Mrs. K. Lakshmi Sailaja Mrs. S. Rajeswari Mrs. Ch. Anuradha	Monitoring Laboratories including infrastructure & Technical and Non-Technical Staff, Log Books, Stock Registers, Classwork Monitoring & Infrastructure, Sending SMS to Parents through Counsellors, Student ID Cards, Distribution of Syllabus Books.
11.	Professor - Incharge Office File Maintenance Mrs. M. Vani Pujitha	Collection of respective files from Professor Incharge's, Convener's and Welfare of the files related to NAAC, NBA, NIRF & AICTE

	J. Ratna Kumari	
12.	Professor - Incharge Counseling & Cognitive Studies Dr. Ch. Rupa Mr. S. Rajesh Mrs. A. Durga	Identification of slow learners, Strategies for improvement of pass percentage, Day to Day Counselling, Preparation of Timetable for remedial classes & Conducting Remedial classes, making list of students as a group for counselling and Assigning faculty, Marks (Internal & External), Attendance – Communicating to Parents through Counsellors and conducting parents meeting, welfare of counselling books. Conducting Psychometric Test, Report generation and monitoring from second year to final year
13.	Professor - Incharge Department Anti Ragging Committee/ Discipline Dr. G. Krishna Kishore Mr. J. Ranga Rao Mrs. Ch. Raga Madhuri	Identification of victims, Counselling, Actions, Formation of Anti ragging Committees in student and Faculty Level and conducting awareness programs on Anti Ragging, collection of phone no's, details of all stakeholders who are related to this event and submission of day to day reports to higher authorities, identification of critical places, identification of late comers and actions, reports etc.,
14.	Professor – Incharge MOOCS & CBCS Mr. S. Rajesh Mrs. V. Deepa	MOOCS & CBCS planning and monitoring
15.	Professor – Incharge Alumni Mr. B. Jayanag Ms. S. Niharika	Identification of prominent alumni, registration, alumni fees/donations collection for improvement of department, creation of alumni chapters and conducting events, promoting internships, placements, inviting alumni to the department for conducting technological improvement programs Conducting GATE/GRE/TOFEL programs for seeking higher studies students.
16.	Convener NAAC Dr. K. Srinivas	NAAC related works
17.	Convener NBA Dr. S. Vasavi	NBA related works
18.	Convener NIRF Dr. K. Suvarna Vani	NIRF related works
19.	Convener AICTE Dr. Ch. Rupa	AICTE related works
20.	Convener ISO Dr. G. Anuradha	ISO related works
21.	Women's Grievances Mrs. K. S. Vijaya Lakshmi	
22.	Grievances for Faculty & Students Dr. G. Anuradha	

23.	Professor Incharge ELITE Student welfare Mr. D. Suresh Babu	
24.	Department Academic Development Committee: All Professors, Assoc. Prof and Sr. Staff Members Chairman: Dr. K. Suvarna Vani	

Note: The responsibilities of the Professor-In-charges and faculty In-charges may change time to time based on Head of the Department's advice.