

**D.N R. COLLEGE OF ENGINEERING AND TECHNOLOGY**

Balusumudi Bhimavaram -534202

(Approved by AICTE, New Delhi & Affiliated to JNTUK, Kakinada)

(Accredited with B++ Grade by NAAC)

Ph:08816-221238 Email : [dnrcet@gmail.com](mailto:dnrct@gmail.com) Website: <https://dnrcet.org>**Administrative Office****DNRCET/OFFICE ORDER/2021/01****Academic Year 2021-22****Date: 11/06/2021****OFFICE ORDER
COLLEGE MANAGEMENT SYSTEM COMMITTEE**

College Management System Committee has been reconstituted with the following members, under the coordinator ship of Mr. L Bujjibabu; the main objective of the committee is to keep track of students' attendance and to ascertain whether there is any correlation between their attendance and performance and if so, to what degree.

S NO	Name	Designation	Department	Mobile
1	Dr.M.Anjan Kumar	Chairman	Principal	9441655986
2	Mr. L. Bujjibabu	Coordinator	CSE	7981012699
3	Mrs. R Ramya Swetha	Member	CE	9989338686
4	Mr. M Srinu	Member	EEE	8179418569
5	Mr. M Pasha Shaik	Member	ME	9848834989
6	Mrs. B Sridevi	Member	ECE	9951795259
7	Mr. K.S Phani kumar	Member	S&H	9666188519
8	Mrs. Durga Prasanna	Member	MBA	8466942235

Functions:

1. To monitor students attendance subject wise.
2. To ensure all the students are having minimum attendance to write University exam.
3. To arrange for extra classes in few problems oriented subjects if the absenteeism is of genuine medical reasons.
4. To mentor and orientate students regularly about the importance of attendance.

H. Anjan Kumar
Principal
PRINCIPAL
D.N.R. College of Engg. & Tech,
BHIMAVARAM-534 202

RESPONSIBILITIES OF THE COMMITTEE

1. Prepare attendance periods semester wise.
2. Intimate subject teachers to complete online attendance on a daily basis.
3. Display the attendance list for the information of the students and make corrections if needed.
4. Generate the defaulters' list and hand over one copy to the Examination Cell so as to mail them to respective parents /guardians and give one copy to the respective class coordinator.
5. Prepare a subject wise list of the final attendance, practical and lectures together and make it available on share-on folder for subject teachers' ready reference.

H. Anjan Kumar

Principal

PRINCIPAL

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BHIMAVARAM-534 202.

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D.N.R COLLEGE OF ENGINEERING & TECHNOLOGY BHIMAVARAM


Academic Year 2021-22

College Management System Cell

FUNCTIONS:

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2. To ensure all the students are having minimum attendance to write University exam.
3. To arrange for extra classes in few problems oriented subjects if the absenteeism is of genuine medical reasons.
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COORDINATOR


PRINCIPAL
D.N.R. College of Engg. & Tech.
BHIMAVARAM-534 202.



D.N.R COLLEGE OF ENGINEERING & TECHNOLOGY BHIMAVARAM
Academic Year 2021-22
College Management System Cell

FACILITIES:

- College Management System cell room for committee meetings and discussions.
- Conference hall.
- Auditorium.
- Having computer system With Internet facility.
- Printer to get the Xerox copies.

H. Anandkumar

PRINCIPAL
D.N.R. College of Engg. & Tech.
BHIMAVARAM-534 202.


COORDINATOR



D.N.R COLLEGE OF ENGINEERING & TECHNOLOGY BHIMAVARAM

Academic Year 2021-22

COLLEGE MANAGEMENT SYSTEM COMMITTEE

MANAGEMENT- COMPOSITION & COMMITTEE MEMBERS:

a) **COMMITTEE COMPOSITION:**

- One senior faculty as coordinator.
- One faculty from each department.

b) **COMMITTEE MEMBERS:**

S NO	Name	Designation	Department	Mobile
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2	Mr. L. Bujjibabu	Coordinator	CSE	7981012699
3	Mrs. R Ramya Swetha	Member	CE	9989338686
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5	Mr. M Pasha Shaik	Member	ME	9848834989
6	Mrs. B Sridevi	Member	ECE	9951795259
7	Mr. K.S Phani kumar	Member	S&H	9666188519
8	Mrs. Durga Prasanna	Member	MBA	8466942235

H. Anjan Kumar

PRINCIPAL
D.N.R. College of Engg. & Tech.
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[Signature]
COORDINATOR



D.N.R COLLEGE OF ENGINEERING & TECHNOLOGY BHIMAVARAM
Academic Year 2021-22
College Management System Cell

ROLES & RESPONSIBILITIES:

- Prepare attendance periods semester wise.
- Intimate subject teachers to complete online attendance on a daily basis.
- Display the attendance list for the information of the students and make corrections if needed.
- Generate the defaulters' list and hand over one copy to the Examination Cell so as to mail them to respective parents /guardians and give one copy to the respective class coordinator.
- Prepare a subject wise list of the final attendance, practical and lectures together and make it available on share-on folder for subject teachers' ready reference.

H. Sanku Kumar

PRINCIPAL
D.N.R. College of Engg. & Tech.
BHIMAVARAM-534 202.

[Signature]
COORDINATOR



D.N.R COLLEGE OF ENGINEERING & TECHNOLOGY, BHIMAVARAM

Academic Year 2021-22

College Management System Cell

Date: 08-10-2021

CIRCULAR

All The College Management System Cell Members are here by informed to meet on 09-10-2021 at 3:00pm in the College Management System Cell to discuss the following Agenda points.

Agenda:

- To prepare students attendance subject wise.
- To ensure all the students are having minimum attendance.
- To mentor and orientate students regularly about the importance of attendance.
- More concentrate on timing of the students entering into the campus and class work.


COORDINATOR

CC TO:

1. Hon'ble President and Secretary for information.
2. Principal Office.
3. All HODs.
4. Circulated to all the CMS Cell Members.



PRINCIPAL
D.N.R. College of Engg. & Tech,
BHIMAVARAM-534 202.

S.No	Name of the Staff	Designation	Department	Signature
1.	Dr. M. Anjan Kumar	Chairman	Principal	
2	Mr. L. Bujjibabu	Coordinator	CSE	
3	Mrs. R Ramya Swetha	Member	CE	
4	Mr. M Srinu	Member	EEE	
5	Mr. M Pasha Shaik	Member	ME	
6	Mrs. B Sridevi	Member	ECE	
7	Mr: K.S Phani kumar	Member	S&H	
8	Mrs. Durga Prasanna	Member	MBA	

H. Anjan Kumar

PRINCIPAL
D.N.R. College of Engg. & Tech.
BHIMAVARAM-534 202.



D.N.R COLLEGE OF ENGINEERING & TECHNOLOGY, BHIMAVARAM

Academic Year 2021-22

College Management System Cell

Date: 09-10-2021

Minutes of the Meeting

The College Management System Cell members met on 09-10-2021 in College Management System Cell and Discussed the Agenda points and passed the following resolutions. The following members are participated in the meeting.

S.No	Name of the Staff	Designation	Department	Signature
1.	Dr. M. Anjan Kumar	Chairman	Principal	
2	Mr. L. Bujjibabu	Coordinator	CSE	
3	Mrs. R Ramya Swetha	Member	CE	
4	Mr. M Srinu	Member	EEE	
5	Mr. M Pasha Shaik	Member	ME	
6	Mrs. B Sridevi	Member	ECE	
7	Mr. K.S Phani kumar	Member	S&H	
8	Mrs. Durga Prasanna	Member	MBA	

Agenda:

1. To prepare students attendance subject wise.
2. To ensure all the students are having minimum attendance.
3. To mentor and orientate students regularly about the importance of attendance.
4. More concentrate on timing of the students entering into the campus and class work.

Resolutions:

1. It is planned to prepare students attendance subject wise.
2. It is proposed to mentor and orientate students regularly about the importance of attendance.
3. It is also planned ensure all the students are having minimum attendance.
4. It is decided that the members of the committee are the HoD's of the departments has more responsibility to observe their own department students that they are regular and punctual to the college in all aspects or not. If any student found late to the college or class work don't allow the student to the class work after the faculty enter into the class. And also observe the students code of conduct in class room, laboratories, workshops, seminar halls, canteen, playground and every corner of the college campus.

The meeting ended with vote of thanks.

PRINCIPAL
D.N.R. College of Engg. & Tech.
BHIMAVARAM-534 202.

Coordinator



D.N.R COLLEGE OF ENGINEERING & TECHNOLOGY, BHIMAVARAM

**Academic Year 2021-22
College Management System Cell**

Date: 17-11-2021

CIRCULAR

All The College Management System Cell Members are here by informed to meet on 18-11-2021 at 3:00pm in the College Management System Cell to discuss the following Agenda points.

Agenda:

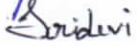
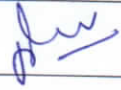
- To Intimate subject teachers to complete attendance on a daily basis.
- To ensure all the students are having minimum attendance.
- To Display the attendance list for the information of the students
- To arrange for extra classes in few problems oriented subjects


COORDINATOR

CC TO:

1. Hon'ble President and Secretary for information.
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4	Mr. M Pasha Shaik	Member	ME	
5	Mrs. B Sridevi	Member	ECE	
6	Mr. K.S Phani kumar	Member	S&H	
7	Mrs. Durga Prasanna	Member	MBA	

H. Ajaykumar
PRINCIPAL
D.N.R. College of Engg. & Tech.
BHIMAVARAM-534 202.



Academic Year 2021-22

College Management System Cell

Date: 18-11-2021

Minutes of the Meeting

The College Management System Cell members met on 18-11-2021 in College Management System Cell and Discussed the Agenda points and passed the following resolutions. The following members are participated in the meeting.

S.No	Name of the Staff	Designation	Department	Signature
1.	Mr. L. Bujjibabu	Coordinator	CSE	
2	Mrs. R Ramya Swetha	Member	CE	
3	Mr. M Srinu	Member	EEE	
4	Mr. M Pasha Shaik	Member	ME	
5	Mrs. B Sridevi	Member	ECE	
6	Mr. K.S Phani kumar	Member	S&H	
7	Mrs. Durga Prasanna	Member	MBA	

Agenda:

1. To Intimate subject teachers to complete attendance on a daily basis in Ecap.
2. To ensure all the students are having minimum attendance.
3. To Display the attendance list for the information of the students
4. To arrange for extra classes in few problems oriented subjects

Resolutions:

1. It is informed to subject teachers to complete attendance on a daily basis in Ecap.
2. It is also planned ensure all the students are having minimum attendance.
3. It is also planned to display the attendance list for the information of the students.
4. It is also planned to arrange for extra classes in few problems oriented subjects if the absenteeism is of genuine medical reasons.

The meeting ended with vote of thanks.

PRINCIPAL
D.N.R. College of Engg. & Tech.
BHIMAVARAM-534 202.

Coordinator