



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 : dncet@gmail.com Website: <https://dncet.org>

Administrative Office

No: DNRE 01/2023-24/03

Date: 01-08-2023

Academic Year 2023-24

OFFICE ORDER

ANTI-RAGGING COMMITTEE

Anti-Ragging Committee (ARC) has been reconstituted under the section 4(1) of G.O. Ms. No.19, Higher education (EC.2) Dept. Dated 08.03.2010 with the following members.

S.NO	NAME	Designation	Department
1.	Dr. G G Ratnam	Coordinator	BS&H
2.	H V Keerthi	Joint Coordinator	BS&H
3.	Dr. B V S Varma	Member	Vice Principal
4.	C JWALA SRINIVAS	Member	Legal Expert
5.	Mr.P Appa Rao	Member	Sub- Inspector of Police BVRM
6.	Mr.K A S V R Sai Phani Kumar	Member	Administrative Officer
7.	Dr.K B. V.S.R.Subramanyam	Member	EEE
8.	Dr.I Harish	Member	ME
9.	Dr.A.P Ramesh	Member	ECE
10.	Dr. B.V. Ramana Murthy	Member	CE
11.	Dr. G. Satyanarayana	Member	CSE
12.	Mr.V Praveen	Member	Hostel Warden
13.	Mr.P. Narasimha Raju	Member	Physical Director
14.	SALADI SANJITH	Student Representative	II B. Tech AID
15.	MIRIYALA HEMALATHA	Student Representative	II B. Tech CSE
16.	ALUGU SUSANTH	Student Representative	I B. Tech CSE
17.	KORADA ASHOK	Student Representative	I B. Tech ECE
18.	DANAYAM RAMBABU	Parent Representative	Parent(F/O 239P1A0535)

FUNCTIONS:

- To publicize to all students and prelevant directives and the actions that can be taken against those indulging in Ragging.
- Constitute anti- ragging committees/squads to make surprise visits and takes effective steps prevent ragging.
- Oversee the procedure of obtaining undertaking from the students in accordance with the provisions.
- Construct workshops against ragging menace and orient the students.
- To provide students the information pertaining to contact address and telephone numbers of the person(s) identified to receive complaints/distress calls.
- To take all necessary measures for prevention of ragging inside the campus/Hostels.

H. Subramanian

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DNCET/OFFICE ORDER/2023/001

Date: 10-08-2023

ACADEMIC YEAR 2023- 24

OFFICE ORDER

INTERNAL COMPLAINTS COMMITTEE (ICC)

In order to implement the policy relating to the prevention of Sexual harassment, resolving complaints by the aggrieved and recommending actions to be taken by the employer, the Internal Complaints Committee (ICC) has been reconstituted with the following members:

FACULTY MEMBERS:

s.no	Name	Designation	Department	Mobile
1.	Smt N Mary Leena	Presiding Officer	ECE	9493355617
2.	Ms. S Beula Kiran	Member	MBA	8309204005
3.	Ms.S. Hepsiba Kiran	Member	BS&H	8179026204
4.	Ms. G Naga Jyothi	Member	EEE	9703206816
5.	Mrs. V S Divya Teja	Member	CE	7331135547
6.	Mrs. N. Bharathi	Member	CSE	7396799078
7.	Mrs. K. Sireesha	Member	Library	9490032313
8.	Mrs. P. L. Ratna Mounika	Member	Non- Teaching	9666356159
9.	Sri CH Ranga Sai,	Member	Social Activist	08816-236063

STUDENT MEMBERS:

S.NO	ROLL NO	NAME	DEPARTMENT
1.	209P1A0598	B SHINY GRACE	CSE
2.	209P1A0452	K. PAVANI SIREESHA	ECE
3.	209P1A0201	G. SAI DURGA	EEE
4.	219P5A0327	PRAJEETH KUMAR	MECH
5.	219P5A0103	B PURNA DEVI	CE
6.	229P1E0039	P DIVYA	MBA

FUNCTIONS:

- To conduct enquiry about harassment of women employees.
- Enquiry shall be completed within the stipulated period.
- To prepare report based on the enquiry.
- To recommend punitive actions against the respondent.

Copy to:

1. All the members
2. IQAC
3. All notice Boards.

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Administrative Office

No: DNRCE/OFFICE/Aug/008

Academic Year 2023-24

Date: 11-08-2023

OFFICE ORDER

LIBRARY COMMITTEE

Library Committee has been Re-constituted with the following members, under the Coordinatorship of **Mr. B.VAMSIDHAR** for the overall supervision of various activities of the Library, including Digital Library.

Faculty Committee:

S No	Name	Designation	Department	Mobile
1	Mr. B.VAMSIDHAR	Coordinator	MBA	9963786844
2	Mrs.K. Sireesha	Asst.Coordinator	Library	9490032313
3	Mr. B. Manikanta	Member	CE	9390345339
4	Mr.S. Chandu Prasad	Member	ME	9618318375
5	Mr. K. Surya Satish kumar	Member	ECE	8686660145
6	Mr. L. Bujji Babu	Member	CSE	9951795259
7	Ms. G. Naga Jyothi	Member	EEE	9703206816

Student Members:

S. No.	Reg. No.	Name	Branch
1	219P5A0301	ANANTH RAO	MECH
2	219P5A0327	PRAJEETH KUMAR	MECH
3	229P1A0599	M. SRIDEVI	CSE
4	219P1A0469	M. HEMA NAGA LOHITHA	ECE
5	219P1A0453	T. NAVYA SRI	ECE
6	229P1A0571	K. SUSHMA SRI	CSE
7	229P5A0597	SURYA	CSE
8	229P5A0108	T. ASHOK	CIVIL
9	219P5A0212	K. RUTHIN	EEE

Functions:

- To provide general direction to the Central & Departmental Libraries of the Institute
- To review the functioning of the library with regards to its support to the academic programs of the Institute
- To formulate action plan for the development of library infrastructure, facilities, products and services
- To evaluate the suggestions made by the library users
- To advise the management on matters of policy relating to the development of library
- To enhance and support the research activity of the Institution
- To look into day to day problems of the Library clientele, Library staff
- To maintain liaison between Central Library and various Academic Departments for the procurement of books and journals

Responsibilities

- To support the functioning of the library so that it can facilitate the library development plans by advocating the library development activities with the management.
- It act as a channel of communication and dialogue between the Central Library and its Users.
- The Committee's main objective is to support the academic needs of all students and faculty community of DNR college of Engineering and Technology.
- The Committee (LAC) is to be appointed by the Principal/Management of the Institution.

Services looked after by the Committee:

- Circulation
- Reference services
- E-journals Browsing
- Reprographic Services
- CD-Rom Search Services
- User Orientation
- Maintenance of News Paper Clipping Service
- Filing of Previous Years Question Papers
- Current Awareness Service
- Inter Library Loan Services
- Colour Scanning
- Colour Printing

Copy to:

1. All the members
2. IQAC
3. All notice Boards

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Administrative Office

DNRCET/OFFICE ORDER/AUG/01

Academic Year 2023-24

Date: 11-08-2023

**OFFICE ORDER
TRANSPORTATION COMMITTEE**

TRANSPORTATION COMMITTEE has been reconstituted with the following members, under the Coordinatorship of **Ms. B. Naga Mani**, the main objective of the committee is to Review transportation policies and recommend to Management for implementation. The committee provide feedback given by the students to the Management.

S NO	Name	Designation	Department	Mobile
1	Ms. B. Naga Mani	Coordinator	ECE	9666722356
2	Ms. V S Divya Teja	Member	CE	7331135547
3	Mr. P. Naga Raju	Member	EEE	9494077259
4	Mr. S. Chandu Prasad	Member	ME	9618318375
5	Mr.K.S.H.Prasanna Kumar	Member	CSE	9492810811
6	Mr. G. Moses	Member	BS&H	9848417744
7	Ms. Ch. Ratna Valli	Member	MBA	9441701851

Functions:

- Duly check condition of the vehicles as per the government prescribed norms and made the vehicles ready for transport.
- To coordinate various bus routes regularly with the assistance of route-in-charges.
- To supervise and manage the daily transport operations and provide required instructions to the route-in-charges.
- To inspect the condition of the buses and report for necessary action on a continuous basis.
- With the gathered information, prepare the route sheets for the college bus in the prescribed format and Communicate/widely publicize data to the students.
- Verifying the Women Protection system, fire and safety equipment, First aid kits etc and made available to all the students and staff.

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DNRCT/OFFICE ORDER/AUG/02

Date: 12-08-2023

ACADEMIC YEAR 2023-24**OFFICE ORDER****Canteen/ Housekeeping/ Sanitation/ Food Safety cell**

Canteen and Housekeeping Committee has been formed under the guidance of Mr. Ch. Vinay Chandra Sekhar along with members from all Departments including staff to look after activities in the institution.

S NO	Name	Designation	Department	Mobile
1.	Mr. Ch. Vinay Chandra Sekhar	Coordinator	CE	8125753662
2.	Mr. P. Naga Raju	Member	EEE	9494077259
3.	Mr. A.Lakshman Rao	Member	ME	8500570492
4.	Mr. K. Sekhar Babu	Member	ECE	9908794980
5.	Ms. V. Navya Devi	Member	CSE	9493101318
6.	Mr. G.S.V.Narsimha Raju	Member	S&H	8498053354
7.	Mr. K. Chandra Mouli Raju	Member	MBA	9966995869

Functions:

- To facilitate hygienic and nutritious food at reasonably priced merchandise and services essential to their comfort and well-being.
- To ensure smooth and proper functioning of the canteen and housekeeping on daily basis.
- To monitor the operations of the canteen, implementing and reviewing the canteen policy.
- To monitor at regular interval for reviewing the quality of foods and services provided by the canteen
- To organize and promote different awareness program regarding hygiene

Copy to:

1. All the members
2. IQAC
3. All notice Boards

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Administrative Office

DNRCET/OFFICE ORDER/2023/003

Academic Year 2023-24

Date: 02/08/2023

OFFICE ORDER

HOSTEL COMMITTEE

Hostel Committee has been reconstituted with the following members, under the Coordinator ship of Mr.V.Praveen for the overall supervision. The hostel committee is to provide suitable and comfortable accommodation for deserving students from Andhra Pradesh and outside the State. The Committee has to strengthen the Hostel facilities in the institute and to procure the required infrastructure and other enmities in hostel.

Faculty Members:

S NO	Name	Designation	Department	Mobile
1.	Mr. V. Praveen	Coordinator (warden)	BS&H-Asst Prof	9550698975
2.	Mr. D. Joseph	Member	EEE	9032474959
3	Mr. K. Sekhar Babu	Member	ECE	9908794980
4.	Mr. GV SRI RAM	Member	CSE	8639590093
5.	Mr. V RESS KUMAR	Member	MBA	9866373681
6.	Mr. S. Ravi Kumar	Member	ME	9618318375

Student Members:

Sno	Reg No	Name of the Student Member	Department
1.	209P1A0112	G Vamsi	CE
2.	209P1A0428	Ch Vinay	ECE
3.	219P1A0312	V Ravi Kumar	ME
4.	229P5A0302	B Lokesh	ME
5.	229P1A4220	K Krishna Vinay	AIML
6.	229P1A4224	M Sai Nikispth	AIML
7.	229P1A0432	K Naveen	ECE
8.	229P1A0440	M Narendra	ECE

Functions:

- To Take active interest in the general welfare of the students residing in the hostel and assisting the Wardens in maintaining the living standards
- To Facilitate the addressing of issues that the students→ have and communicate the same to the concerned authorities
- To keep a check on the daily issues regarding the hostel→ infrastructure, the housekeeping issues, etc.
- To Nominate Student-Representatives for the mess menu committee, hostel maintenance committee, and Cleanliness Committee
- To provide clean, safe and comfortable accommodation effectively and efficiently to the students.
- To give quality food that keeps them fit and healthy.
- To maintain conducive atmosphere to live.
- To Monitor the activities of the Hostel Students

Copy to:

4. All the members
5. IQAC
6. All notice Boards.

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Administrative Office

DNRCET/OFFICE/2023/ AUG/005

Academic Year 2023-24

Date: 11-08-2023

OFFICE ORDER

Student Counseling Committee

A Students Counseling Committee has been reconstituted with the following members, under the Coordinator ship of B. Meshak Raju to look after the activity in the institution. The Students Counseling Committee which comprises the following members:

S No	Name	Designation	Department	Mobile
1.	Mr. B. Meshak Raju	Coordinator	BS&H	9912575778
2.	Mr. T Venkateswara Rao	Member	EEE	9490718678
3.	Mr. Tammi Babu	Member	ME	9989021007
4.	Mr. GV Sri Ram	Member	CSE	8639590093
5.	Ms. B. Rosey Sharon	Member	ECE	9573527428
6.	Mrs. V S Divya Teja	Member	CE	7331135547
7.	Ms. K.Keerthi Vineetha	Member	MBA	9059439561

Functions:

- To conduct student counseling at regular intervals for healthy progress in Professional guidance, career advancement and all round development.
- Solve personal problems of student by conducting individual counselling session
- Boost self esteem of weaker /physically challenged students.
- Diagnose the learning difficulties of students and help them to overcome the same.
- Help the students to overcome examination stress or fear.
- Conduct seminars for students on mental health and addiction issues.
- Refer the students to professional psychiatrics or counsellors in severe cases.
- Inform the parents about psychological misbehaviour of the student

Copy to:

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Administrative Office

No: DNCET/OFFICE /2023/09

Date: 11-08-2023

ACADAMIC YEAR 2023- 24

OFFICE ORDER

SPORTS AND GAMES COMMITTEE

Sports and Games committee has been reconstituted under the coordinatorship of Mr. P. Muralidhar, to look after the Sports activities of the College.

S.No	Name	Designation	Department	Mobile
1	Mr. P. Muralidhar	Coordinator	PD	9848676673
2	Mr.P. Narasimha Raju	Assistant Coordinator	PD	9866345505
3	Mr. M. Srinu	Member	EEE	8179418569
4	Dr. I. Harish	Member	ME	9885922644
5	Mr. Rakesh Kumar	Member	ECE	9776564867
6	Mr .M.L Kumar	Member	CE	9985956490
7	Mr .G V Sri ram	Member	CSE	8639590093
8	Mr. A. Kishore	Member	BS&H	9553893660
9	Ms. Ch. Ratna Vali	Member	MBA	9441701851

STUDENT MEMBERS:

S NO	REGD NO	STUDENT NAME	DEPARTMENT
1.	209P1A0302	B V V SWAMY	ME
2.	209P1A0305	Ch. MAHESH	ME
3.	209P1A0403	Ch. RAMYA SRI	ECE
4.	209P1A0416	K. JAHNAVI	ECE
5.	209P1A0201	G. SAI DURGA	EEE
6.	209P1A0205	S. RADHA KALYANI	EEE
7.	209P1A0563	M. REENA	CSE
8.	209P1A0575	Y S P K PRASANNA	CSE
9.	209P1A0101	S BHAGYA DEEPTHI	CE
10.	209P1A0114	G S RANGA RAJU	CE
11.	229P1E0009	O. Syam Brite	MBA

FUNCTIONS:

- To improve physical fitness and strength.
- To improve competitive spirit.
- To motivate the students to involve in physical activities and sports.
- To assist in organizing the DNR CET annual sports Festivals.
- To make the students participate in the tournaments and be loyal to the college.

Copy to:

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Administrative Office

DNRCET/OFFICE ORDER/2023/006

Academic Year 2023-24

Date: 01/08/2023

OFFICE ORDER

NSS COMMITTEE

NSS Committee has been Reconstituted with the following members, under the Coordinator ship of Mr.V.Praveen for the overall supervision of the unit. The NSS Unit of the institute organizes a variety of programmes / Campaign for making campus and surroundings clean and green. One day NSS camps and Seven days NSS camps also be initiated.

Faculty Members:

S NO	Name	Designation	Department	Mobile
1.	Mr.V.Praveen	Programme Officer	BS&H-Asst Prof	9550698975
2.	Ms.V.Bhavani Durga	Member	ECE-	7780718646
3	Mr.P.Naga Raju	Member	EEE-	9494077259
4.	Mr.E.Yohoshuva	Member	CSE-	8985140439
5.	Mr.M.K.M.V.Ratnam	Member	CE-	9440464375
6.	Mr. D.Y.M.kumar	Member	ME-	9533311288
7.	Mr.CH.Ranga Sai	Social Worker	-----	08816236063

Student Members:

Sno	Reg No	Name of the Student Member	Department
1.	229P1A0539	D. Jeevutheswara rao	CSE
2.	229P1A0408	B. Sai Santhosh	ECE
3.	229P1A5423	G. Durga Bhavani	AI&DS
4.	229P5A0308	N. Pavan Kumar	ME
5.	229P1A4236	S Devi Sai Priya	AIML

Functions:

- To assist and guide the NSS unit for implementation of NSS Programmes at College level.
- To help in organizing camps, training and orientation programmers for the NSS Programme officers.
- To visit the NSS units for monitoring and evaluation.
- Conduct free medical and assistance camps for nearby villages.
- Organize Awareness programmers on various issues, e.g., swachtabharath sanitation, pollution and environmental issues, social issues etc.,
- To promote Community education through meetings, talks, news bulletins, Discussions etc.,

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