



No.MANUU/Poly/Kdp/F.04/2023-24/289

04<sup>th</sup> September, 2023

S. No	Name of the Committee	Duties Assigned	Coordinator	Members
1.	IT Cell	1. IT , Networking & Computers 2. NKN 3. Internet & Telephone 4. Website Update 5. Provision/Facilities to conduct online meetings, Webinars, Classes and Examinations. 6. Social/Print Media	Dr. Pandu Kurre	1. Mr. Mohammad Sikandar Hussain 2. Ms. Shaik Ruksana Parveen 3. Mr. Abdul Quawi 4. Mr. Alqam Masood
2.	Library	1. Routine work of library 2. Facility to watch MOOCs through SWAYAM & SWAYAM PRABHA 3. Online e-resources demonstration 4. E-learning assistance 5. NDLI Club, NPTEL, INFLIBNET	Mr. Mirza Vilayath Ali Baig	1. Dr. Hakeemuddin Ahmed 2. Ms. Shaik Fahmeeda Parveen 3. Mr. Alqam Masood
3.	AICTE & Correspondence	1. AICTE Correspondence 2. AICTE Scheme for students 3. AICTE Scheme for Staff 4. AICTE Scheme for Institute 5. NAAC 6. IQAC 7. NBA 8. Submitting information to University, MoE, UGC, Central Agencies etc. 9. Annual Report for magazine. 10.Parakh	Mr. Md. Nasar Ayoob	1. Mr. Mirza Vilayath Ali Baig 2. Mr. Mohammad Sikandar Hussain 3. Ms. Shaik Fahmeeda Parveen 4. Mr. Mohammed Aqeel Ahmed 5. Mr. Abdul Quawi 6. Mr. Shaik Masthan Vali
4.	Students' Welfare	1. Mentorship 2. Scholarships 3. Parents' interaction 4. Students' feedback 5. Issue of Bonafide, Transfer Certificate & Provisional Certificate 6. Issue of Railway Concession form, Issue of No dues 7. Student Elections 8. First Aid & Medical Counselling 9. Counselling Committee (Order 46, dt:20/04/2022)	Mr. Asaf Hanief Kohli	1. Mr. Shaik Ayazuddin 2. Ms. Shaik Ruksana Parveen 3. Mr. Mohammed Aqeel Ahmed 4. Mr. Shaik Masthan Vali
5.	Social Activities	1. NSS 2. UBA 3. NCC 4. Sports Committee & Yoga 5. Social & Cultural Events 6. Students Induction Programme	Mr. Mohammed Khaja Moinuddin	1. Mr. Mirza Vilayath Ali Baig 2. Dr. Syed Mohammed Shoaib 3. Dr Pandu Kurre 4. Mr. Mohammad Sikandar Hussain 5. Mr. Shaik Mubarak

MANUU POLYTECHNIC KADAPA

Opp. YSR Sports School, Near new RIMS, Kadapa Ring Road, Kadapa, A.P.-516004 and Mobile number:9430013617  
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To  
Poly  
Website

Dr. Abdul Muqsit Khan  
Principal  
MANUU POLYTECHNIC KADAPA  
Andhra Pradesh, Kadapa-516004



MANUU POLYTECHNIC KADAPA, ANDHRA PRADESH

6.	Campus Development & Maintenance	1. Building Maintenance 2. Electrical Maintenance 3. Building Infrastructure 4. Waste Management and environment improvement measures to ensure sustainable Green Campus (Order – 207, dt 16/08/2022) 5. Housekeeping 6. Horticulture & Gardening 7. Security Maintenance 8. Sewage Disposal System 9. Implementation of food safety & standards Act 2006 (Order – 43, dt 12/04/2022)	Mr. Mirza Vilayath Ali Baig	1. Dr. Pandu Kurre 2. Mr. Shaik Mubarak 3. Mr. Shaik Ayazuddin 4. Mr.C.S.Faheem 5. Mr. Abdul Quawi 6. Mr. Alqam Masood
7.	Industrial Training & Placement	1. Industrial Training 2. Institute industry cell (Order – 174, dt 15/03/2022) 3. Atleast 5 MoUs with industries 4. Pedagogical training for teachers through NITTT Guidelines 5. Mandatory Internship policy for students 6. NATS – National Apprenticeship Training Scheme 7. Training & placement committee 8. Skill Development Cell 9. Laboratory/Innovation Centre 10. Personality Development Activities & Career Guidance	Dr. Hakeemuddin Ahmed	1. Mr. Md. Nasar Ayoob 2. Mr. Biyabani Syed Omer Farooque 3. Mr. Mohammad Sikandar Hussain 4. Ms. Shaik Ruksana Parveen 5. Mr. P Gari Khajapeer 6. Mr. Mohammed Shareef
8.	Grievance Cell	1. Anti-Ragging committee cum Disciplinary Committee (Order- 040, dt 12/04/2022) 2. Grievance Redressal Committee (Order- 039, dt 12/04/2022) 3. Internal Complaint Committee (ICC) (Order- 042, dt 12/04/2022). In addition to University committee. 4. Online Grievance Redressal Mechanism 5. Committee for SC/ST (Order- 041, dt 12/04/2022)	Mr. Asaf Hanief Kohli	1. Dr. Pandu Kurre 2. Ms. Shaik Fahmeeda Parveen 3. Mr. P Gari Khajapeer
9.	Academics	1. Syllabus Review 2. Teaching work load planning 3. Time table	Dr. Hakeemuddin Ahmed Mr. Mirza Vilayath Ali Baig (Co-coordinator)	1. Mr. Md. Nasar Ayoob 2. Mr. Shaik Mubarak 3. Mr. P Gari Khajapeer 4. All department Coordinators
10.	Purchase, Stock Maintenance & Requirement Planning	1. GeM / Local Purchase for Goods & Services 2. Stock Verification and maintenance	Mr. Biyabani Syed Omer Farooque *(All Permanent Teaching faculty)	1. Dr. Ashraf Raza 2. Mr. Asaf Hanief Kohli 3. Mr. Shaik Masthan

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Dr. Abdul Muqsit Khan  
Principal  
MANUU POLYTECHNIC KADAPA  
Andhra Pradesh, Kadapa-516004




**MANUU POLYTECHNIC KADAPA, ANDHRA PRADESH**

		a.Furniture and Fixtures b.Laboratory equipments 3. Files & Record Maintenance	are members of Local Purchase Cum Assessment Committee)	Vali 4. Mr. Alqam Masood
11.	Admissions & Examinations	1. Campaigning & Advertisement of college 2. Entrance related activities – Forms submission, documents uploading, fee payment, Certificate Verification 3. Scheduling and conduct of Internal & External Exams 4. Result Analysis 5. Backlog & Memos Record 6. Semester & Exam fee related issues 7. Attendance & Detention list	Dr. Syed Mohammed Shoaib	1. Mr. Shaik Mubarak 2.Mr. Mohammed Aqeel Ahmed 3.Mr. Mohammed Shareef 4. Mr. Shaik Masthan Vali
12.	Idea Implementation & Human Resource Development	1. R & D Committee 2. Intellectual Property Right Cell 3. Innovation Cell 4. Idea implementation Centre/Tinkering Laboratory/Innovation Centre 5. Literary Clubs 6. Institutional new letter committee 7. Alumni 8. I I C	Dr. Ashraf Raza	1. Mr. Biyabani Syed Omer Farooque 2. Ms. Shaik Ruksana Parveen 3. Mr. Mohammed Aqeel Ahmed

The aforementioned committees are constituted for the academic year 2023-24 for the effective working of academic and administrative work .

Further coordinators of the committees are informed to conduct review meeting at least monthly and submit the minutes of the meeting / Reports to the principal office .

The changes in the aforementioned committees can be done in the large interest of the polytechnic.

  
Principal  
MANUU Polytechnic Kadapa.  
**Dr. Abdul Muqsit Khan**  
Principal  
MANUU POLYTECHNIC KADAPA  
Andhra Pradesh, Kadapa-516004

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 3) 1000000  
 4) 2000000

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