



## NARAYANA ENGINEERING COLLEGE – NELLORE

### DEPARTMENT OF MANAGEMENT STUDIES

#### STAFF WORK ALLOTMENT SCHEDULE

02-01-2020

2019-20

Sl. no	Name of the faculty	Works entrusted	Cell no	e-mail
1	Dr.R.Vani	<ol style="list-style-type: none"><li>1. Budget</li><li>2. R &amp; D Cell</li><li>3. Criteria -2</li><li>4. Weekly Exams</li><li>5. Academic Seminars</li><li>6. NAAC Coordinator</li><li>7. Meetings file</li><li>8. University Works</li><li>9. Placements and Training Monitoring</li></ol>	9848110503	r.vanirishna@gmail.com
2	Dr. T. Sudheer	<ol style="list-style-type: none"><li>1. Discipline/Dress Code</li><li>2. Placements and Training</li><li>3. Student Counseling</li><li>4. Guest lectures</li><li>5. Professional society activities</li><li>6. IQAC</li><li>7. Seminar/Work Shop/NLTS</li><li>8. ED cell</li><li>9. Fee Collections and Dues</li></ol>	9885443344	Sudheer.thummala@yahoo.com
3	Dr.T.Srilatha	<ol style="list-style-type: none"><li>1. News letter/Web site</li><li>2. Faculty-Participation(Seminars, FDP, Workshops, BOS, Academic council etc)</li><li>3. Bridge Course</li><li>4. Human Values and Ethics Cell</li><li>5. Career guidance/ Career counseling</li><li>6. Criteria -5</li><li>7. Student Support &amp; Progression</li><li>8. Remedial Coaching</li></ol>	9440826782	drtsrilaha@gmail.com

4	I.V. Girish Kumar	<ol style="list-style-type: none"> <li>1. MOOCS</li> <li>2. MOUs and Linkages</li> <li>3. IIC</li> <li>4. Criteria -3</li> <li>5. Time tables</li> <li>6. Industrial Visits</li> <li>7. Course file/Lesson Plan verification</li> <li>8. OBE</li> <li>9. Student Centric Methods</li> <li>10. Research, Innovations &amp; Extension</li> <li>11. Sports</li> <li>12. NSS Activities</li> </ol>	9573444199	girishkumar.iv99@gmail.com
5	K.Srinivasulu Reddy	<ol style="list-style-type: none"> <li>1. Student Association Activities</li> <li>2. Students external participation</li> <li>3. Admissions</li> <li>4. Banners</li> <li>5. Infrastructure</li> <li>6. General maintenance</li> <li>7. Industry Innovation and Incubation Center</li> <li>8. Topic Beyond Syllabus</li> <li>9. Tutorials</li> </ol>	9441660036	sreddyhod@gmail.com
6	C.Jyotsna Devi	<ol style="list-style-type: none"> <li>1. Syllabus /Lesson plan coverage</li> <li>2. Students Attendance (1<sup>st</sup> and 2<sup>nd</sup> Years)</li> <li>3. Criteria -6</li> <li>4. Answer scripts(1<sup>st</sup> and 2<sup>nd</sup> Years)</li> <li>5. FDP/Conference/Workshop</li> <li>6. Governance, Leadership &amp; management</li> <li>7. Attendance Register Collection (1<sup>st</sup> and 2<sup>nd</sup> Years)</li> </ol>	8096956236	devi.jyotsnareddy@gmail.com
7	D.Sumalalitha	<ol style="list-style-type: none"> <li>1. Exams-Internal, External/Results analysis/examination Grievances</li> <li>2. Certificate Courses/Add-On Courses/value added courses</li> <li>3. Library/ Dept.library /E-Resources</li> <li>4. Alumni/Souvenir</li> <li>5. Women's Forum</li> <li>6. Criteria -1</li> </ol>	8125965015	suma.lalitha31@gmail.com

		<ul style="list-style-type: none"> <li>7. Projects / Internship</li> <li>8. Feedback on curriculum</li> <li>9. Question bank and schedules</li> <li>10. Monthly report</li> <li>11. Academics (Syllabus, rules and regulations, , Curriculum delivery, Student Centric Learning Methods, Academic calendar)</li> <li>12. ICT Maintenance</li> </ul>		
8	SD Shalima	<ul style="list-style-type: none"> <li>1. Advance Learners</li> <li>2. Criteria -2</li> <li>3. Hobby Clubs</li> <li>4. Phone follow-up</li> <li>5. Weekly Exams</li> <li>6. Assignments</li> <li>7. Case Studies</li> <li>8. Remedial Classes</li> </ul>	8919223565	Shalimasyed6@gmail.com

HEAD,

Dept of Management Studies

Principal