

KVR, KVR & MKR COLLEGE:: KHAJIPALEM

KHAJIPALEM-522 329, BAPATLA District, A.P



IQAC MEETING MINUTES

FOR THE YEAR 2022-2023

Submitted By

INTERNAL QUALITY ASSURANCE CELL

Website URL: <https://www.kvrkvrmkr.in>

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IQAC MEETING MINUTES (2022-2023)

KVR, KVR & MKR COLLEGE, KHAJIPALEM

Minutes of First Meeting of IQAC held on : 01-10-2022

Minutes of first meeting of IQAC for the academic year 2022-2023, held on 01-10-2022 in the Principal Chamber at 04:00 PM with the Principal in Chair, IQAC coordinator and other members to discuss the following agenda.

AGENDA:

Item No.1: To constitute IQAC committee for the academic year 2022-2023.

Item No.2: To Discuss the plan of action of IQAC for 2022-2023.

Item No.3: To Prepare Annual Academic plan for 2022-2023.

Item No.4: To Distribute Teaching Diaries and Teaching Notes to staff.

Item No.5: To suggest for the Registration of MOOCs by Staff and Students.

Item No. 6: To advise all the Departments to conduct a certificate course.

Item No. 7: To advise all the staff members to render Extension service on sharing the knowledge to the needy people in the society in their relevant subjects.

Item No. 8: To advise all the Departments to conduct Guest lectures. .

Item No. 9: To advise all the Departments to enter into MoU with other institutions.

Item No. 10: To advise all the Departments to strictly follow the University Academic Calendar for all the academic matters.

Item No. 11: To advise the Literary Association to encourage students to participate in Quiz, Elocution and Essay Writing competitions.

Item No. 12: To encourage the teaching staff to attend and give Guest Lecturers in various colleges.

RESOLUTION:

Item No.1: It is unanimously resolved to constitute the IQAC committee for the academic year 2022-2023

Item No. 2: It is unanimously resolved to prepare the plan of action of IQAC in one week.

Item No. 3: It is unanimously resolved to prepare Annual Academic Plan for 2022-2023.

Item No. 4: It is unanimously resolved to distribute teaching diaries and teaching notes to all the staff.

Item No. 5: It is unanimously resolved to suggest staff and students to register in MOOCs.

Item No. 6: It is unanimously resolved to advise all the Departments to conduct a Certificate Course.

Item No. 7: It is unanimously resolved to advise all the staff members to render extension service on sharing the knowledge to the needy people in the society in their relevant subjects.

Item No. 8: It is unanimously resolved to conduct a Guest Lecture by all the Departments.

Item No. 9: It is unanimously resolved to advise all the Departments to enter into MoU with other institutions.

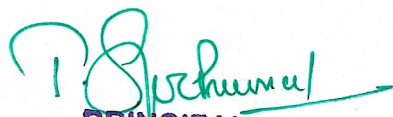
Item No. 10: It is unanimously resolved to advise all the Departments to strictly follow the University Academic Calendar for all the academic matters.

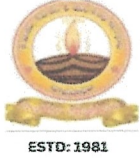
Item No. 11: It is unanimously resolved to advise the Literary Association to encourage students to participate in Quiz, Elocution and Essay Writing competitions.

Item No. 12: It is unanimously resolved to encourage the teaching staff to attend and give Guest Lecturers in various colleges.


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Dr.T.Siva Prasad, Principal
Chair Person

T. Siva Prasad

Sri.V.Narayana Reddy, Lecturer in Political Science
IQAC Coordinator

V. Narayana Reddy

MEMBERS:

1. Sri. M.Srinivasa Kumar, Secretary & Correspondent
Member
2. Dr.Ch. Kishore Kumar, Lecturer in English
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3. Sri B.J.R. Somayajulu, Lecturer in Computer Science
Member
4. Sri K.V. Mohan Rao, Lecturer in Commerce
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5. Sri P.Yedukondalu, Lecturer in Economics
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6. Sri K. Suresh Kumar, Lecturer in Mathematics
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7. Sri S.Samba Murthy, Lecturer in PG Chemistry
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G. Murthy Raju

G. Subba Raju

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Minutes of Second Meeting of IQAC held on 10-11-2022

Minutes of the Second Meeting of IQAC held in the IQAC room on 10-11-2022 at 04.15 PM with the Principal in Chair, IQAC coordinator and other members to discuss the following agenda.

AGENDA:

Item No. 1: Report of action taken on minutes of first meeting of IQAC held on 01-10-2022.

Item No. 2: To continue the Mentoring/Advisory system.

Item No. 3: To conduct Tutorial/ mid examinations.

Item No. 4: To conduct District Level Literary Competitions in association with Nehruyuva Kendra, Bapatla.

Item No. 5: To conduct JOB DRIVE through Placement Cell.

Item No. 6: To conduct Competitive Chemistry Coaching to M.Sc.(Chemistry) students by the Department of Chemistry (PG).

Item No. 7: Advice to conduct Library Week Celebrations.

Item No. 8: Advice to conduct Awareness Programme.

Item No. 9: To conduct remedial classes to slow learners.

Item No. 10: To conduct college Sports Day.

Item No. 11: To conduct running competitions sponsored by Sri Champati Chinna Suraparaju & Sowbhagyamma Society by the Department of Physical Education.

Item No. 12: To conduct ANU & KU intercollegiate Elocution and Essay writing competitions.

Item No. 13: Advice to conduct Book Exhibition by the Department of Library Science.

RESOLUTION:

Item No. 1: Report of action taken on minutes of first meeting of IQAC.

- Constituted IQAC Committee for the year 2022-2023.
- Plan of action of IQAC is prepared.
- Academic calendar is framed and submitted to the Principal.

- Teaching diaries and teaching notes were distributed to staff.
- Registration of MOOCs was suggested to staff and students.
- A 45 days Certificate course on “VLSI Design” was started by the Department of Electronics on 07-10-2022.
- The Department of P.G Chemistry Entered into MOU with the Department of P. G. Chemistry, SVRM College, Nagaram to discuss and share research knowledge on 17-10-2022.
- A 100 Hours certificate course on “Software Accounting Package in Tally” was started by the Department of Commerce on 22-10-2022.
- A certificate course on “Electrical Home Appliances usage and maintenance” was started by the Department of Physics on 1-11-2022.
- A 45 Days training programme on “Computer Skills” was started by the Department of Computer Science on 09-11-2022.
- A 15 Days Extension Activity was organised by the Department of Computer Science to the Anganvadi Teachers on "Usage of Online Transactions" from 09-11-2022.
- Advised all the staff members about to conduct guest lecturers.
- Advised all the faculty members to strictly follow the university academic calendar for all academic matters.
- Advised the literary association to encourage students to participate in Quiz, Elocution and essay writing competitions.
- Advised all the faculty members to attend and give guest lecturers in various colleges.

Item No. 2: It is unanimously resolved to continue the Mentoring/Advisory system.

Item No. 3: It is unanimously resolved to conduct Tutorial/ Mid Examinations.

Item No. 4: It is unanimously resolved to conduct District Level Literary Competition in association with Nehruyuva Kendra, Bapatla.

Item No. 5: It is unanimously resolved to conduct JOB DRIVE through Placement Cell.

Item No. 6: It is unanimously resolved to conduct Competitive Chemistry Coaching to M.Sc.(Chemistry) students by the Department of Chemistry (PG).

Item No. 7: It is unanimously resolved to conduct Library Week Celebrations.

Item No. 8: It is unanimously resolved to conduct Awareness Programme.

Item No. 9: It is unanimously resolved to conduct remedial classes to slow learners.

Item No. 10: It is unanimously resolved to conduct College Sports Day.

Item No. 11: It is unanimously resolved to conduct running competitions sponsored by Sri Champati Chinna Suraparaju & Sowbhagyamma Society by the Department of Physical Education.

Item No. 12: It is unanimously resolved to conduct ANU & KU intercollegiate Elocution and Essay writing competitions.

Item No. 13: It is unanimously resolved to conduct Book Exhibition by the Department of Library Science on 10-11-2022.


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G. Subba Raju

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Minutes of Third Meeting of IQAC held on 19-01-2023

Minutes of the third meeting of IQAC held on 19-01-2023 at 10:00 AM in the IQAC room with the Principal in Chair, IQAC coordinator and other members to discuss the following agenda.

AGENDA:

Item No. 1: Confirmation of minutes of second meeting of IQAC held on 10-11-2022 and the first meeting.

Item No. 2: To conduct Internal Academic Audit of all Departments by IQAC.

Item No. 3: To conduct Student Satisfaction Survey and feedback from students, teachers and alumni.

Item No. 4: To conduct Acharya Nagarjuna University Inter Collegiate Cross Country Men and Handball Women Tournament Competitions.

Item No. 5: To Distribute Merit Scholarships sponsored by Deccan Fine Chemicals Pvt. Ltd., Hyd.

Item No. 6: To conduct student Seminars, Assignments, Quiz, Elocution Competitions & Group Discussions, etc.

Item No. 7: To advice all the mentors to nominate class representatives on the basis of their academic performance & attendance.

Item No. 8: To advice all the faculty members to attend in seminars and FDP conducted by other colleges.

Item No. 9: To advice all the faculty members to publish papers in journal.

RESOLUTION:

Item No. 1: Report of action taken on minutes of the first and second meeting of IQAC.

- Organized “Library Week Celebrations” by Department of Library Science from 12-11-2022 to 18-11-2022.
- Conducted “Mega Job Mela” by Placement Cell in association with APSSDC on 18-11-2022.
- Conducted “Book Exhibition” by Department of Library Science on 19-11-2022.
- Conducted an Awareness Programme by NSS Department on “Drugs a Drag You” on 27-11-2022.
- An extension activity organized by the Department of Mathematics from 29-11-2022 to 30-11-2022 at MSR Z.P.High School Khajipalem.
- Department of English started 100 hours Online Certificate Course on 02-12-2022 on “Communication Skills through English Language”.
- Organized “District Level Elocution Competitions” in association with Nehru Yuva Kendra Bapatla on 02-12-2022.
- Delivered Guest Lecture by Sri K. Suresh Kumar on 05-12-2022 on “Real Analysis” at HJB Degree College, Karlapalem.
- Organized “College Sports Day” by Department of Physical Education on 07-12-2022.
- Conducted running Competitions Sponsored by Sri Champati Chinna Suraparaju and Sowbhagyamma Society by the Department of Physical Education on 06-12-2022 and on 07-12-2022
- Department of Mathematics started Certificate Course on 09-12-2022 on “Reasoning Skills”.
- Sri V. Narayana Reddy, Lecturer in Political Science has given a Guest lecture on “Gender Equality” at J.M.J College for Women (Autonomous), Tenali on 14-12-2022.
- Smt.V.Sujatha, Lecturer in Physics has given a Guest Lecturer in SAWB Junior College, Bapatla on “Thermodynamics” on 22-12-2022.
- Organized ANU& KU Level Inter collegiate Essay Writing and Elocution Competition by Literary Association on 02-01-2023.
- A 60 days Certificate course started by the Department of History on 18-01-2023 on “Museum Management”.
- The Mentoring /Advisory system is continuing in all classes.

- Tutorial/Mid examinations started.
- Competitive chemistry coaching to M. Sc. (Chemistry) students was started.
- Conducted Remedial Classes to slow learners.

Item No. 2: It is unanimously resolved to conduct an Internal Academic Audit of all Departments by IQAC.

Item No. 3: It is unanimously resolved to conduct a Student Satisfaction Survey and feedback from teacher student and alumni.

Item No. 4: It is unanimously resolved to conduct Acharya Nagarjuna University Intercollegiate Cross Country (Men) and Handball (Women) Tournament Competitions.

Item No. 5: It is unanimously resolved to distribute Merit Scholarships sponsored by Deccan Fine Chemicals Pvt. Ltd, Hyd.

Item No. 6: It is unanimously resolved to conduct student Seminars, Assignments, Quiz, Elocution Competitions & Group Discussions, etc.

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Member

N. Venkateswara Rao

Minutes of Fourth Meeting of IQAC held on 01-03-2023

Minutes of the fourth meeting of IQAC held in the Principal Chamber with the Principal in Chair, IQAC coordinator and other members on 01-03-2023 at 4:00 PM to discuss the following agenda.

AGENDA:

Item No. 1: Confirmation of minutes of third meeting of IQAC held on 09-01-2023 and other Preceeding meetings.

Item No. 2: To celebrate Women's day by the Women Empowerment Cell.

Item No. 3: To conduct Alumni Meet through college IQAC.

Item No. 4: To continue Skill Development Training programs with support of APSSDC.

Item No. 5: To prepare and submit AQAR.

Item No. 6: To advice all the departments to conduct National Seminar.

Item No. 7: To advice all the Departments to conduct Faculty Development Program (FDP).

Item No. 8: To advice IQAC members to visit other NAAC -accredited colleges.

RESOLUTION:

Item No. 1: Report of action taken on minutes of the third meeting of IQAC and other preceeding meetings

- Organized "ANU Level Intercollegiate Cross Country (Men) Championship & Handball (Women) Tournament" on 25-01-2023 by the Department of Physical Education.
- Celebrated "Republic Day" by the Department of Physical Education on 26-01-2023.
- Certificate course started by the Department of P. G. Chemistry.
- Sri P.Yedukondalu garu Lecturer in Economics gave a Guest Lecturer In H.J.B Degree College Karlapalem on 10-02-2023 on "Fundamentals of Goods and Service Tax".
- Kum. M.Dhorathi garu Lecturer in History gave a Guest Lecturer in H.J.B Degree College Karlapalem on 10-02-2023 on "Glorious

Revolution” Conducted Book Exhibition by the Department of Library Science.

- An extension activity organized by the Department of Electronics on 23-02-2023 to 24-02-2023.
- Conducted Internal Academic Audit of all Departments by IQAC.
- Advised to conduct Student Satisfaction Survey and feedback from students, teachers and alumni.
- Started student Seminars, Assignments, Quiz, Elocution Competitions & Group Discussions, etc.
- Advised to distribute merit Scholarships sponsored by Deccan Fine Chemicals Pvt. Ltd., Hyderabad.
- Informed to the mentors to select class representatives on the basis of academics & attendance.
- Advised to all the faculty members to attend the seminars and FDPs conducted by other colleges.
- Advised all the faculty members to publish papers in journal.

Item No. 2: It is unanimously resolved to celebrate Women's Day by the Women Empowerment Cell.

Item No. 3: It is unanimously resolved to conduct Alumni Meet through College IQAC.

Item No.4: It is unanimously resolved to conduct Skill Development Training programs with the support of APSSDC.

Item No. 5: It is unanimously resolved to prepare and submit AQAR by IQAC.

Item No. 6: It is unanimously resolved to advice all the departments to conduct National Seminar.

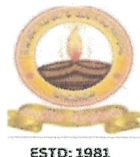
Item No. 7: It is unanimously resolved to advice all the Departments to conduct Faculty Development Program (FDP).

Item No. 8: It is unanimously resolved to advice IQAC members to visit other NAAC- accredited colleges.


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13. Sri N.Venkateswara Rao, Alumni
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Minutes of Fifth Meeting of IQAC held on 15-06-2023

Minutes of the fifth meeting of IQAC held on 15-06-2023 at 10.00 AM in the IQAC room with the Principal in Chair, IQAC coordinator and other members.

AGENDA:

Item No. 1: Confirmation of minutes of fourth meeting of IQAC held on 01-03-2023 and other preceeding meetings.

Item No. 2: To conduct "INDEPENDENCE DAY" in the month of August.

Item No. 3: To conduct International Yoga Day celebrations on 21-06-2023.

Item No. 4: To conduct Viplava Veera "Alluri Sitarama Raju Birth Anniversary" celebrations on 04-07-2023.

Item No.5: To conduct Telugu Language Day Celebrations by the Department of Telugu.

Item No. 6: To conduct National Sports Day Celebrations by the Department of Physical Education.

Item No. 7: To conduct college Annual Day.

Item No. 8: To advice all the departments to encourage the students to join to 5000kids.com Computer Learning Programme sponsored by Siddhartha Sood and Aikta Sood.

RESOLUTION:

Item No. 1: Report of action taken on minutes of fourth meeting of IQAC and preceeding meetings.

- Celebrated "Women's Day" on 09-03-2023.
- Conducted Alumni Meet through college IQAC.
- Continuing Skill Development Training Programmes with the support of APSSDC.
- AQAR preparation in progress and to be submitted later.
- Advised all the departments to conduct National Seminars.
- Advised to conduct Faculty Development Program (FDP).

- IQAC members visited SVRM Nagaram College.
- Organized "Deccan Fine Chemicals Pvt. Ltd. Scholarship for Merit and Poor Students Distribution Programme" by IQAC on 14-03-2023.
- Conducted an awareness programme by Physical Education on "SANKALPAM Fight against Drugs" on 25-03-2023.
- Certificate course started by the Department of U. G. Chemistry on 12-06-2023 on "WATER ANALYSIS".

Item No. 2: It is unanimously resolved to conduct "INDEPENDENCE DAY" in the month of August.

Item No. 3: It is unanimously resolved to conduct International Yoga Day celebrations on 21-06-2022.

Item No. 4: It is unanimously resolved to conduct Viplava Veera "Alluri Sitarama Raju Birth Anniversary" celebrations on 04-07-2022.

Item No. 5: It is unanimously resolved to conduct Telugu Language Day Celebrations by the Department of Telugu.

Item No. 6: It is unanimously resolved to conduct National Sports Day Celebrations by the Department of Physical Education.

Item No. 7: It is unanimously resolved to conduct College Annual Day.

Item No. 8: It is unanimously resolved to advice all the departments to encourage the students to join into 5000kids.com Computer Learning Programme sponsored by Siddarth Sood and Aikta Sood.


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Minutes of Sixth Meeting of IQAC held on 30-08-2023

Minutes of the sixth meeting of IQAC held on 30-08-2023 at 10.00 AM in the IQAC room with the Principal in Chair, IQAC coordinator and other members to discuss the following agenda.

AGENDA:

Item No. 1: Confirmation of minutes of fifth meeting of IQAC held on 15-06-2023 and other preceeding meetings.

RESOLUTION:

Item No. 1: Report of action taken on minutes of fifth and preceeding meetings of IQAC.

- Conducted Guest Lecture by Department of Commerce on “Career Development Opportunities in Indian Life Insurance Sector” on 19-06-2023.
- Conducted “International Yoga Day Celebrations” on 21-06-2023.
- Conducted an Awareness Programme on “4-years Honours Degree in Single Major Subject” by IQAC on 21-06-2023.
- Conducted Guest Lecture by Department of Political Science on “Election Commission of India” on 21-06-2023.
- Celebrated college “Annual Day” on 24-06-2023.
- Conducted an Awareness Programme and Rally by IQAC on “International Day against Drug Abuse and Illicit Trafficking (SANKALPAM)” on 26-06-2023.
- Conducted Guest Lecture by the Department of English on “Employability Skills Through English” on 30-06-2023.
- Conducted Viplava Veera “Alluri Sitarama Raju Birth Anniversary” on 04-07-2023.
- Sri B. J. R. Somayajulu, Lecturer in Computer Science has given a Guest Lecture on “Programming Languages” at Government Degree College, Chebrole on 11-07-2023.
- A one day extension activity was conducted by the Department of Library Science to the MSR ZP High School Khajipalem Students on “Importance of Library & Literacy” on 18-07-2023.
- Conducted Student Satisfaction Survey and Feedback from Student Teachers and Alumni.
- Placement cell conducted Campus Placements (JOB MELA) with the support of APSSDC on 21-07-2023.

- Conducted Guest Lecture by the Department of Computer Science on “Computer Fundamentals” on 25-07-2023.
- Conducted Guest Lecture by the Department of Electronics on “VLSI Design” on 27-07-2023.
- Conducted a Skill Enhancement Programme by the Placement Cell on “How to Face Interview” on 03-08-2023.
- Conducted a Skill Enhancement Programme by the Department of Telugu on “Importance of Telugu Language” on 05-08-2023.
- Conducted a Skill Enhancement Programme by the Department of PG Chemistry on “Opportunities in Pharmaceutical Industry” on 07-08-2023.
- Conducted a Skill Enhancement Programme by the Department of Mathematics on “Basic Characteristics of Mathematics” on 08-08-2023.
- Conducted a Guest Lecture by the Department of UG Chemistry on “Research Opportunities Based on Chemistry” on 09-08-2023.
- Conducted Guest Lecture by the Department of Physics on “NANO Technology” on 09-08-2023.
- Organized UGC Sponsored One Day Online National Seminar by the Department of Political Science on “Gender Equality” on 10-08-2023.
- Celebrated “77th Independence Day” on 15-08-2023.
- Organized UGC Sponsored One Day Online National Seminar by the Department of Computer Science on “Artificial Intelligence and the Future of Humans” on 18-08-2023.
- Sri Dr. Ch.Kishore Kumar, Lecturer in English has given a Guest Lecture on “Significance of Communication Skills” at SIMS College, Guntur on 20-08-2023.
- Conducted a Guest Lecture by the Department of Economics on “Economy Society & Public Policy” on 21-08-2023.
- Organized UGC Sponsored Five Day Faculty Development Program by the Department of Physical Education on “Physical Education & Sports Sciences-An Objective Approach” from 21-08-2023 to 25-08-2023.
- Smt. U. Vidyamani, Lecturer in Chemistry (P. G.) has given a Guest Lecture on “Pericyclic Reactions” on 25-08-2023 at SVRM College Nagaram.
- Organized UGC Sponsored One Day Online National Seminar by the Department of Commerce on “The Role of an Accountant in Modern Organizations” on 26-08-2023.
- Organized UGC Sponsored One Day Online National Seminar by the Department of English on “English Language Teaching-Alternative Perspectives and Issues” on 28-08-2023.

- Conducted a Guest Lecture by the Department of History on "Contemporary India" on 29-08-2023.
- Celebrated "Telugu Language Day" by the Department of Telugu on 29-08-2023.
- Celebrated "National Sports Day" by the Department of Physical Education on 29-08-2023.
- Conducted an Awareness Programme by IQAC on "College Code of Conduct for Fresher Student" on 29-08-2023.
- An extension activity conducted by the Department of Library Science on "Importance of Book Reading Habit" at Dr. D.S. Raju Junior College, Khajipalem on 17-08-2023.
- Advised all the faculty members about to Encourage the students to join into 5000kids.com computer learning programme sponsored by Siddarth Sood and Aikta Sood.


IQAC COORDINATOR

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Dr.T.Siva Prasad, Principal
Chair Person

T. Siva Prasad

Sri.V.Narayana Reddy, Lecturer in Political Science
IQAC Coordinator

V. Narayana Reddy

MEMBERS:

1. Sri. M.Srinivasa Kumar, Secretary & Correspondent
Member
2. Dr.Ch. Kishore Kumar, Lecturer in English
Member
3. Sri B.J.R. Somayajulu, Lecturer in Computer Science
Member
4. Sri K.V. Mohan Rao, Lecturer in Commerce
Member
5. Sri P.Yedukondalu, Lecturer in Economics
Member
6. Sri K. Suresh Kumar, Lecturer in Mathematics
Member
7. Sri S.Samba Murthy, Lecturer in PG Chemistry
Member
8. Smt. U. Vidya Mani, Lecturer in PG Chemistry
Member
9. Smt. V. Sujatha, Lecturer in Physics
Member
10. Smt. V. Subhadra Devi, Junior Assistant
Member
11. Sri G.Murthi Raju, Industrialist
Member
12. Sri G.Subba Raju, Social Activist
Member
13. Sri N.Venkateswara Rao, Alumni
Member

M. Srinivasa Kumar

Ch. Kishore Kumar

B.J.R. Somayajulu

K.V. Mohan Rao

P. Yedukondalu

K. Suresh Kumar

S.Samba Murthy

U. Vidya Mani

V. Sujatha

V. Subhadra Devi

G. Murthi Raju

G. Subba Raju

N. Venkateswara Rao