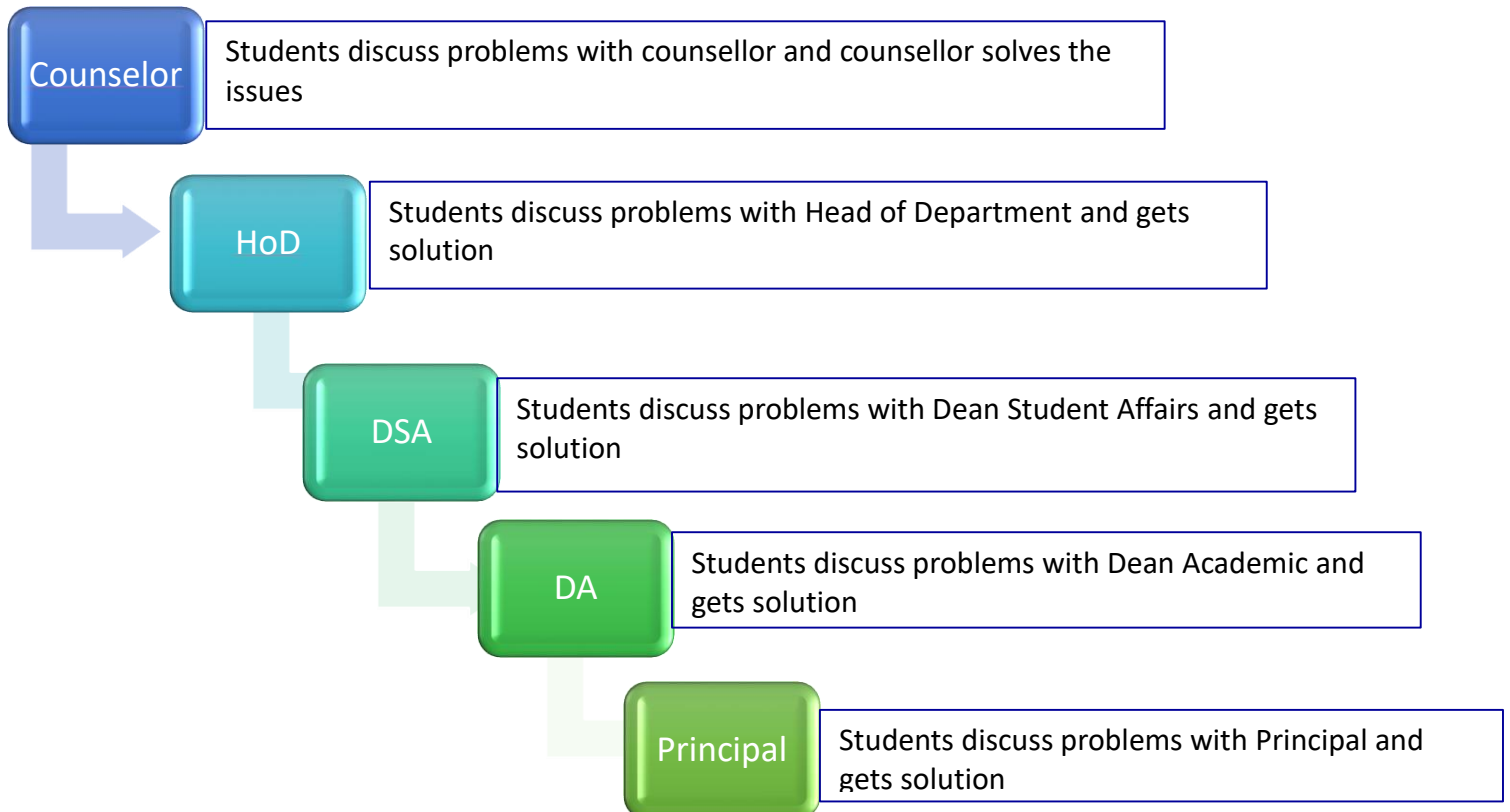


Counselling process @RVCE

- One faculty will be allotted 20 to 22 students to counsel in the first year and same faculty will remain as faculty counselor till the student graduates
- There are about 220 faculty counselors for BE program and 26 faculty counselors for PG program
- Faculty counselor will conduct a Meeting with their mentee students frequently (minimum once in fortnight) to discuss with them their performance and help them in planning
- Counselors maintain a file for each of their mentee which includes details such as academic performance, participation certificate in Extracurricular/Co-curricular events
- Counselors also maintain a file for each of their mentee which includes the details of activities students worked towards earning AICTE Activity points.
- Parent Teacher Meeting is held once in a semester. First year student's Parent Teacher Meeting will be organized from Central office and higher semester student's Parent Teacher Meeting will be organized by HoDs of respective department.





Specific tasks of Dean Student Affairs (DSA)

- Task 1
 - Organizing and managing all matters related to students' welfare, conduct and discipline.
 - Organizing students counselling, mentoring and other related activities.
- Task 2
 - Liaison with parents/guardians about their ward's progress and problems in consultation with Dean – Academic
 - Coordinating merit cum means scholarships
- Task 3
 - Maintaining a ragging free campus.
 - Organizing extra-curricular activities in association with Dean CAT.
 - Strengthening Student chapters.

Role of Counsellor

- Assist students in determining their career aspirations, and work with students to achieve them
- Connect students with other professionals, internships and jobs because mentors are often well-known and respected in their field and community,
- Along with introducing students to professionals and opportunities in their chosen field, mentors acquaint students with new resources and organizations
- Provide first-hand advice on how future graduates can stand out to potential employers. In addition, mentors advise students on maintaining career longevity.
- Help students navigate the choices they have at RVCE, serving as a liaison, between the students and the faculty and the academic requirements of the institution
- Provide moral support for needy students to face challenges during their stay at RVCE and help them to become a successful engineer along with good human being
- Help students choose among the wealth of opportunities available at RVCE, and help them deal with registration issues and navigate the institution's academic rules and procedures

Duties & Responsibilities of counselor

- Maintenance of personal files of students;
- Display of contact time of counsellor availability;
- Meeting of their mentee group once in a week and discuss with the students and counsel them;
- Sending Progress reports of attendance & Marks of CIE to parents;
- Ensure that the students return the copy of the progress reports duly signed by their parents/guardian;
- Create group email ids of their mentee and contact them frequently
- Creating the database of mentee parent's mobile numbers and email ids; (for contacting during emergencies)
- Collecting medical certificates from the students immediately after reporting to classes;
- Meeting slow learners frequently and counselling them;



- Sending SMS/email/ post to parents of slow learners.

Duties of Students

- Note down the contact time of counsellor availability
- Meet counsellor once in a week, discuss the problems and plan the activities
- Submit Registration form in the beginning of semester
- Submit CIE progress report after parents/Guardian signature
- Inform about unavoidable leaves to be taken during academic period and submit the necessary document immediately after reporting to classes
- Attest medical certificates by RVCE campus doctors; (it is a must)
- Submit the certificate of participation or winning in any co-curricular/ cultural/sports activity
- Submit the certificate for participation in any activity related to AICTE activity points



Allotment of Counsellors for the First Year BE Program of Academic year 2023-24

First year students' Counsellors list 2023-24						
Aerospace Engg. (AS)						
Sl.No	Name	Initials	Contact Number	Email ID	Batch	Roll.no
1	Dr. B.G. Anand Kumar (CV)	BGA	9844755956	anandkumarbg@rvce.edu.in	A1	
2	Dr. Sunil S (CV)	SUS	8792574177	sunils@rvce.edu.in	A2	
3	Prof. Vageesh H P (CV)	HPV	8971713888	vageeshhp@rvce.edu.in	A3	
Artificial Intelligence and Machine learning (AI & ML)						
Sl.No	Name	Initials	Contact Number	Email ID	Batch	
1	Dr. C. Nandeesh Kumr (Maths)	CNK	7829231222	nandeeshkumarc@rvce.edu.in	A1	
2	Dr. Vidya Patil (Maths)	VP	9591230191	vidyapatil@rvce.edu.in	A2	
3	Dr. Hemanthkumar B (Maths)	HKB	9620421430	hemanthkumarb@rvce.edu.in	A3	
4	Dr. Suma N Manjunath (Maths)	SM	9845305984	sumanm@rvce.edu.in	B1	
5	Dr. Prasanna Kumar T (Maths)	TPK	9945600559	prasannakt@rvce.edu.in	B2	
6	Dr. Niranjana P K (Maths)	NPK	7975825296	niranjankp@rvce.edu.in	B3	
Biotechnology (BT)						
Sl.No	Name	Initials	Contact Number	Email ID	Batch	
1	Dr. Raju H	HR	9448810063	raju22aybt@rvce.edu.in	A1	
2	Dr. Ajeeth Kumar Srivastava	AKS	9916830878	ajeeth@rvce.edu.in	A2	
3	Dr. Ashwani Sharma	AS	9845417270	ashwanisharma@rvce.edu.in	A3	
Chemical Engineering (CH)						
Sl.No	Name	Initials	Contact Number	Email ID	Batch	
1	Dr. Jagadish H Patil	JHP	7975330206	jagadishhpatil@rvce.edu.in	A1	
2	Dr. Manjula Sarode	MAS	9739137813	manjulasarode@rvce.edu.in	A2	
Computer Science & Engg (CS)						
Sl.No	Name	Initials	Contact Number	Email ID	Batch	
1	Dr.Deepamala.N	DN	9742002251	deepamalan@rvce.edu.in	A1	
2	Dr. Chethana R Murthy	CRM	9986011689	chethanamurthy@rvce.edu.in	A2	
3	Dr.Soumya A	AS	9916636999	soumyaa@rvce.edu.in	A3	
4	Prof. .Sneha M	SNM	8792834722	sneham@rvce.edu.in	B1	
5	Prof..Manas MN	MMN	9164584244	manasmn@rvce.edu.in	B2	
6	Prof. .Manonmani S	MS	8050078123	manonmanis@rvce.edu.in	B3	
7	Dr. Avadhani D.N (Phy)	DNA	9741419511	avadhanidn@rvce.edu.in	C1	



8	Dr. Shubha S (Phy)	SHBS	9945486431	shubhas@rvce.edu.in	C2
9	Dr. Ramya P (Phy)	RAP	9740257529	ramyap@rvce.edu.in	C3
10	Dr. Niranjana K.M (Phy)	NKM	9008898124	niranjanakm@rvce.edu.in	D1
11	Dr. Dileep M.S (Phy)	DMS	9663040735	dileepms@rvce.edu.in	D2
12	Dr. Swetha S M (Chem)	SM	9901117230	swethasm@rvce.edu.in	D3
13	Dr. Kiran Kumar D L (Maths)	KKDL	9036250791	kirankumardl@rvce.edu.in	E1
14	Dr. Neeti Ghiya (Maths)	NG	8618559467	neethighiya@rvce.edu.in	E2
15	Dr. Sakshath T N	STN	8951444183	tnsakshath@rvce.edu.in	E3

Civil Engg (CV)

Sl.No	Name	Initials	Contact Number	Email ID	Batch
1	Dr. T. Raghavendra	TR	9845093152	raghavendrat@rvce.edu.in	A1
2	Dr. M. Lokeshwari	ML	9741214628	lokeshwarim@rvce.edu.in	A2
3	Dr. K. Madhavi	KM	9972325092	madhavik@rvce.edu.in	A3

Electronics & Communication Engg. (EC)

Sl.No	Name	Initials	Contact Number	Email ID	Batch
1	Prof. Anusha L S	ALS	9538585871	anushashekar@rvce.edu.in	A1
2	Dr.Shushrutha K.S	SKS	9964179197	shushruthaks@rvce.edu.in	A2
3	Dr.Mahendra B.M	BMM	9164602538	mahendra.bm@rvce.edu.in	A3
4	Prof Shwetha Baliga	SP	8892303813	shwethaprabhun@rvce.edu.in	B1
5	Prof.Sowmya Nag K	SN	9739387338	sowmyanagk@rvce.edu.in	B2
6	Dr.Rajani Katiyar	RKT	9036902505	rajanikatiyar@rvce.edu.in	B3
7	Prof.Sujata Priyambada Mishra	SPM	9241238006	sujatapm@rvce.edu.in	C1
8	Dr.Sujatha Hiremath	SSH	9980471360	sujathah@rvce.edu.in	C2
9	Prof. Rajith Kumar B.K	BKR	7411779138	rajith.bkr@rvce.edu.in	C3

Electrical & Electronics Engg. (EE)

Sl.No	Name	Initials	Contact Number	Email ID	Batch
1	Dr. J.N.Hemalatha	JNH	9845190304	hemalathajn@rvce.edu.in	A1
2	Prof. C.Suresha	CSS	9980518285	sureshac@rvce.edu.in	A2
3	Dr. Adinath Jain	ADI	8618222687	adinatha@rvce.edu.in	A3

Electronics & Instrumentation Engg. (EI)

Sl.No	Name	Initials	Contact Number	Email ID	Batch
1	Prof. S Venkatesh	SV	9980156163	venkateshs@rvce.edu.in	A1
2	Dr. K B Ramesh	KBR	9342522399	rameshkb@rvce.edu.in	A2
3	Dr. Harsha	HH	9902000630	harsha@rvce.edu.in	A3



Electronics & Telecommunication Engg. (ET)					
Sl.No	Name	Initials	Contact Number	Email ID	Batch
1	Dr. Bhagya R	RB	9845654400	bhagyar@rvce.edu.in	A1
2	Dr. Roja Reddy B	BRR	9886390275	rojareddyb@rvce.edu.in	A2
3	Dr. Shanthi P	SAP	9845456967	shanthip@rvce.edu.in	A3
Information Science & Engg. (IS)					
Sl.No	Name	Initials	Contact Number	Email ID	Batch
1	Prof. Merinmeleet	MEM	8904725680	merinmeleet@rvce.edu.in	A1
2	Prof. Vanishree K	VAK	9538963471	vanishreek@rvce.edu.in	A2
3	Dr. Ashwini K B	AKB	9972128486	ashwinikb@rvce.edu.in	A3
4	Dr. Satish V M		9380956782	satishvm@rvce.edu.in	B1
	Prof. Rashmi R	RAR	9844015179	rashmir@rvce.edu.in	
5	Dr. Vishnumurthy K A (Chem)	VKA	9741211557	vishnumurthyka@rvce.edu.in	B2
Industrial Management (IM)					
Sl.No	Name	Initials	Contact Number	Email ID	Batch
1	Dr.Rajeswara Rao KVS	RR	9845416171	rajeswararao@rvce.edu.in	A1
2	Prof.Shruthi M N	MNS	9844234258	shruthimn@rvce.edu.in	A2
3	Prof.Bhaskar M G	BMG	8553948300	bhaskarmg@rvce.edu.in	A3
Mechanical Engg. (ME)					
Sl.No	Name	Initials	Contact Number	Email ID	Batch
1	Dr. Nataraj J.R.	JRN	9901150505	natarajjr@rvce.edu.in	A1
2	Dr. Harisha S.K.	SKH	9886435884	harishask@rvce.edu.in	A2
3	Dr. Ramakrishna Hegde	RH	9980931075	ramakrishna@rvce.edu.in	A3
4	Dr. Chandra Kumar R	RCK	9731600916	chandrakumarr@rvce.edu.in	B1
5	Dr. Bharatish A	BHA	9886445035	bharatisha@rvce.edu.in	B2
6	Prof Soutabh Srinivas Havaldar	SH	8618993303	sourabhash@rvce.edu.in	B3
CS-CD					
1	Prof. Rajashekhar P L (Maths)	PLR	9845403716	rajashekarpl@rvce.edu.in	A1
2	Dr. Y Sailaja (Maths)	YS	9900222805	sailajay@rvce.edu.in	A2
3	Dr. Nivya Muchikel (Maths)	NM	9886059772	nivyamuchikel@rvce.edu.in	A3
CS-CY					
1	Dr. Sham Aan M P (Chem)	SMP	9886648714	shamaan.mp@rvce.edu.in	A1
2	Dr. Sridharan M (Chem)	SRM	9535102323	sridharanm@rvce.edu.in	A2
3	Dr. S Girish Kumar (Chem)	GKS	9844772416	girishkumars@rvce.edu.in	A3



3rd sem Counselors

SL No.	Name of the Faculty	Initials	Mobile	E-Mail	Batch
1	Prof. Somesh Nandi	SN	9538781674	someshnandi@rvce.edu.in	B1
2	Prof. Rajesh R M	RRM	9902259014	rajeshrm@rvce.edu.in	B2
3	Prof. Priya TV	PTV	6238420825	priyatv@rvce.edu.in	B3
	AS				
1	Dr. Supreeth R	SR	9980844119	supreethr@rvce.edu.in	B1
2	Prof. Shreesh S	SS	89711821896	shreeshas@rvce.edu.in	B2
3	Prof. Pranesh Kumar SR	PKSR	8904484360	praneshkumarsr@rvce.edu.in	B3
	BT				
1	Dr Nagshree N Rao	NNR	6360962828	nagashreenrao@rvce.edu.in	1
2	Dr. Lingayya Hiremath	LH	9886699277	lingayyah@rvce.edu.in	2
3	Dr Rajeswari M	MR	9663031263	rajeshwarim@rvce.edu.in	3
	CH				
1	Dr Vidya C	CV	9620166222	vidyac@rvce.edu.in	B1
2	Dr Rajalakshmi M		9535455117	rajalakshmim@rvce.edu.in	B2
	CS				
1	Dr.Vinay V Hegde	VH	9449782211	vinayvhegde@rvce.edu.in	A1
2	Dr. Sandhya S	SANS	9148313473	sandhya.sampangi@rvce.edu.in	A2
3	Prof.Srividya MS	MSS	8495900406	srividyams@rvce.edu.in	A3
4	Prof.K C Ganashree	KCG	9986172780	ganashree@rvce.edu.in	B1
5	Dr.Jyothi Shetty	JS	9900052901	jyothis@rvce.edu.in	B2
6	Dr.Y Sailaja	YS	9900222805	sailajay@rvce.edu.in	C1
7	Mr.P L Rajashekar	PLR	9845403716	rajashekarpl@rvce.edu.in	C2
8	Dr.Niranjan PK	NPK	7975825296	niranjanpk@rvce.edu.in	C3
	CV				
1	Dr. A.R. Vinod	ARV	9980943343	vinodar@rvce.edu.in	A1
2	Dr. L. Durga Prashanth	LDP	9986754276	durgaprashanthl@rvce.edu.in	A2
3	Prof. Venugopal G	VGG	8123944950	venugopalg@rvce.edu.in	A3
4	Prof. Shashi Kiran C R	SCR	9663856954	shashikiranr@rvce.edu.in	B1
5	Prof. Ravikiran S Wali	RSW	9008925882	ravikiranrsw@rvce.edu.in	B2
6	Prof. Ashwin Thammiah	ATK	9986796342	ashwinthammaiahk@rvce.edu.in	B3
	EC				
1	Dr.Rohini Hallikar	RH	9742169294	rohinish@rvce.edu.in	A1
2	Dr..AovuthuSree Madhuri	ASM	9491443457	asreemadhuri@rvce.edu.in	A2



3	Dr. Sujatha D Badiger	SDB	9986024964	sujathadb@rvce.edu.in	A3
4	Dr. Sahana B	SAB	8762131145	sahanab@rvce.edu.in	B1
5	Dr.Kiran V	KV	9880090877	kiranv@rvce.edu.in	B2
6	Dr.Ramya S	RAS	9900095375	ramyas@rvce.edu.in	B3
7	Dr.Saba Farheen N S	NSS	7795121631	sabafarheen@rvce.edu.in	C1
8	Mr. S praveen	SPR	9964899377	praveens@rvce.edu.in	C2
9	Dr. Eleena Mohapatra	EM	9861091706	eleenamohapatra@rvce.edu.in	C3
	EE				
1	Dr.Pandry Narendra Rao	PNR	9885414398	pnrao@rvce.edu.in	A1
2	Dr.V.Chayapathy	VC	7899638568	chayapathiv@rvce.edu.in	A2
3	Dr. C.Sunanda	CS	9844436428	sunandac@rvce.edu.in	A3
	EI				
1	Dr. Anand Jatti		9880576374	anandjatti@rvce.edu.in	B1
2	Dr. Deepashree Devaraj		9845903721	deepashree@rvce.edu.in	B2
3	Dr. Kendaganna Swamy S		9980672756	kendagannaswamys@rvce.edu.in	B3
	ET				
1	Dr. G Ranjani	GR	7829628458	ranjanig@rvce.edu.in	A1
2	Dr.Usha Padma	UP	9538501648	kamakshimb@rvce.edu.in	A2
3	Mr. T P Mithun	TPM	9480634622	mithuntp@rvce.edu.in	A3
	IM				
1	Dr. Narahari N S	NN	9880311128	naraharins@rvce.edu.in	B1
2	Dr. Ramaa A.	AR	9886846831	ramaa@rvce.edu.in	B2
3	Prof. Vivekanand S Gogi	VSG	9449624424	vivekanands@rvce.edu.in	B3
	IS				
	Prof. Poornima Kulkarni	PK	9902626564	poornimapk@rvce.edu.in	B1
	Prof. Rekha B S	RBS	9945164208	rekhab@rvce.edu.in	B2
	Dr. Kavitha S N	KSN	9242147912	kavithasn@rvce.edu.in	B3
	Prof. Raghavendra Prasad S G	SGR	9845003187	raghavendrap@rvce.edu.in	B4
	ME				
1	Dr. Nanjundaradhya N V	NVNA	9448180450	nanjundaradhya@rvce.edu.in	A1
2	Dr. Suresh B S	BSS	9886546618	sureshbs@rvce.edu.in	A2
3	Dr. P R Venkatesh	PRV	9620117755	venkateshpr@rvce.edu.in	A3
4	Dr Mahendra Kumar S	SMK	9845424115	mahendrak@rvce.edu.in	B1
5	Prof Keshava Murthy Y C	KYC	9945716487	keshavamurthyyc@rvce.edu.in	B2
6	Dr. Gangadhara Angadi	GA	8105888568	gangadharangadi@rvce.edu.in	B3
	CY				



1	Dr. Mohana	MH	9739866723	mohana@rvce.edu.in	CY A1
2	Tribikram Gupta	TG	6360490328	tgupta@rvce.edu.in	CY A2
3	Dr BM Rajesh	BMR	9880074000	rajeshbm@rvce.edu.in	CY A3
	DS				
1	Dr. Shubha S	SHBS	9945486431	subhas@rvce.edu.in	DS A1
2	Dr. Ravi K M	KMR	8748055565	drravikm@rvce.edu.in	DS A2
3	Dr Kiran Kumar DL	KKDL	9036250791	kirankumardl@rvce.edu.in	DS A3

5th Sem Counselors

AIML

SL No.	Name of the Faculty	Initials	Mobile	E-Mail	Batch
1	Dr. B. Sathish Babu	BSB	9844488329	bsbabu@rvce.edu.in	B1
2	Dr. Vijayalakshmi M.N	MNV	9986551776	vijayalakshmi@rvce.edu.in	B2
3	Prof. Narasimha Swamy S	NS	9986232400	narasimhaswamys@rvce.edu.in	B3
	AS				
1	Prof. Srinivasan S	SSV	9901998773	ssrinivasan@rvce.edu.in	B1
2	Dr.Promio Charles F	FPC	9036546003	promiocharlesf@rvce.edu.in	B2
3	Prof. Mukesh M	MM	8951747008	mukeshm@rvce.edu.in	B3
	BT				
1	Dr. G Vijaya kumar	GVK	9886272998	vijayakg@rvce.edu.in	1
2	Dr. Praveenkumar Gupta	PKG	9742620113	praveenkumar@rvce.edu.in	2
3	Dr. Narendrakumar S	NKS	9972357431	narendraks@rvce.edu.in	3
	CH				
1	Dr Vinutha Moses	VM	9008505123	vinuthamoses@rvce.edu.in	B1
2	Anupama Joshi	AVJ	9741977588	anupamavj@rvce.edu.in	B2
	CS				
1	Dr.Prathiba D	TD	9449262366	pratibad@rvce.edu.in	A1
2	Dr.Prapulla SB	PSB	8310258463	prapullasb@rvce.edu.in	A2
3	Mrs.Smriti Srivastava	SMS	9632751133	smritis@rvce.edu.in	A3
4	Dr.Shobha G	SG	9480280273	shobhag@rvce.edu.in	B1
5	Dr. Hemavathy R	HR	9901421727	hemavathy@rvce.edu.in	B2
6	Dr.Suma B	SB	9449553563	sumab_rao@rvce.edu.in	B3



7	Dr.Ramakanth Kuamr P (HOD)	RMP	9886309520	ramakanthkp@rvce.edu.in	C1
8	Dr Nagaraja GS	GSN	9880017459	nagarajags@rvce.edu.in	C2
9	Dr. Rajashree Shettar	RASH	9886791844	rajashreesettar@rvce.edu.in	C3
	CV				
1	Dr. B.C. Udayashankar	BCU	9845432450	udayashankar@rvce.edu.in	A1
2	Dr. Nethravathi S	NES	9880389362	nethravathis@rvce.edu.in	A2
3	Sri. Varuna M	VAM	8105338625	varunam@rvce.edu.in	A3
4	Dr. K.Gajalakshmi	KGL	9916866604	gajalakshmik@rvce.edu.in	B1
5	Dr. Somanath M Basutkar	SMB	9972234987	somanathmb@rvce.edu.in	B2
6	Dr. Vikas M	VKM	9972327646	vikasm@rvce.edu.in	B3
	EC				
1	Dr. Shylashree N	SSN	9886798593	shylashreen@rvce.edu.in	A1
2	Dr. Shreevidya P	SVP	9886293336	srividyp@rvce.edu.in	A2
3	Dr.P.N.Jayanthi	PNJ	9986515830	jayanthipn@rvce.edu.in	A3
4	Dr.Mahesh	MAH	9886531812	mahesha@rvce.edu.in	B1
5	Dr.Shilpa D.R	DRS	9481427157	shilpadr@rvce.edu.in	B2
6	Mrs.Deepika Prabhakar	DP	9538220218	deepikaprabhakar@rvce.edu.in	B3
7	Mrs. Pratibha	PK	9686700488	pratibhakantanavar@rvce.edu.in	C1
8	Dr.Sowmya K B	SKB	9964319855	sowmyakb@rvce.edu.in	C2
9	Dr. Avik Banerjee	AVB	7003554596	avikbanerjee@rvce.edu.in	C3
	EE				
1	Dr. Parth Sarathi Panigrahy	PSP	8847834371	parthsarathip@rvce.edu.in	A1
2	Dr. K.M.Ajay	KMA	9964195810	ajaykm@rvce.edu.in	A2
3	Dr.D.G.Abhilash Krishna	AK	7989341864	abhilashkrishnagd@rvce.edu.in	A3
	EI				
1	Dr. Prasanna Kumar		9448557845	prasannakumar@rvce.edu.in	B1
2	Dr. Rajasree P M		9742518776	rajasreepm@rvce.edu.in	B2
3	Dr. Veena Divya K		9620216894	veenadivyak@rvce.edu.in	B3
	ET				
1	Mrs.Mahalakshmi M N	MNM	9844193451	mahalakshmimn@rvce.edu.in	A1
2	Dr Shambulinga M	SHM	9916292488	shambulingam@rvce.edu.in	A2
3	Mrs. Sandya H B	HS	9986718860	sandhyahb@rvce.edu.in	A3
	IM				
1	Dr. Shobha N S	SNS	9448543508	shobhans@rvce.edu.in	B1
2	Dr. M N Vijaya Kumar	MNVK	9731932333	vijayakumar@rvce.edu.in	B2
3	Dr. Vikram.N.B	VNB	9916937371	vikramnb@rvce.edu.in	B3
	IS				
1	Dr. Padmashree T	PT	9632076605	padmashreet@rvce.edu.in	B1



2	Dr. Sagar B M	BMS	9886332226	sagarbm@rvce.edu.in	B2
3	Prof. B K Srinivas	BKS	9980173921	bksrinivas@rvce.edu.in	B3
	ME				
1	Dr. Ratnapal	RP	9901094582	ratnapal@rvce.edu.in	A1
2	Dr. Nagesh S	SN	9008229931	nageshs@rvce.edu.in	A2
3	Dr Girish V A	VAG	9845642318	girishva@rvce.edu.in	A3
4	Dr. Mamtha V	MV	9945377144	mamthav@rvce.edu.in	B1
5	Prof Abhiram E R	AER	9886820870	abhiramer@rvce.edu.in	B2
6	Dr L J Kirthan	LJK	9008730879	kirthanlj@rvce.edu.in	B3

7th Sem Counselors

AS

Sl. No	Name of the Faculty	Initials	Mobile	E-Mail	Batch
1	Prof. Benjamin Rohith	BR	9986735896	benjaminr@rvce.edu.in	B1
2	Prof. Srinath R	SRK	7349193935	srinathr@rvce.edu.in	B2
	BT				
1	Dr Trilokchandran B	TE	9591519849	trilokc@rvce.edu.in	A1
2	Dr Neeta Shivakumar	NESH	9980168724	neeta@rvce.edu.in	A2
3	Dr Sumatra M	SM	9535407980	sumathram@rvce.edu.in	A3
	CH				
1	Dr Basavaraja R J	RJB	9449132521	basavarajarj@rvce.edu.in	B1
2	Dr Muralidhara P L		9845672773	basavarajarj@rvce.edu.in	B2
	CS				
1	Dr.Praveena T	TP	9900515950	praveenat@rvce.edu.in	A1
2	Dr.Vishalakshi Prabhu H	VPH	9738022486	vishalaprabhu@rvce.edu.in	A2
3	Dr. Ashok Kumar AR	ARA	8497042779	ashokkumarar@rvce.edu.in	A3
4	Dr.Badarinath K	KB	9945124747	badarinath.kb@rvce.edu.in	B1
5	Mrs.Anitha Sandeep	ASP	9037984172	anithasandeep@rvce.edu.in	B2
6	Mrs.Deepika Dash	DD	8867317293	deepikadash@rvce.edu.in	B3
7	Dr.Azra Nazreen	AN	9886923829	azranasreen@rvce.edu.in	C1
8	Dr.Pavithra H	PH	9591830273	pavithrah@rvce.edu.in	C2
9	Dr.Sowmya Rani CN	SCN	9739003481	sowmyaranicn@rvce.edu.in	C3
10	Dr.Sindhu DV	SDV	9964469425	sindhudv@rvce.edu.in	C4
	CV				
1	Dr.M.R. Archana	MRA	9880332639	archanamr@rvce.edu.in	A1
2	Dr. Sindhu D	SID	9731824857	sindhud@rvce.edu.in	A2
3	Dr. Praveen Kumar	KPK	9008252329	praveenkumark@rvce.edu.in	A3



4	Prof. Ramthilak	RT	9731802838	ramthilak@rvce.edu.in	B1
5	Prof. Shruthi S Badami	SSD	8123863571	shrithisb@rvce.edu.in	B2
6	Prof. Gowtham Prasad M E	GPME	8904510710	gowthamprasadme@rvce.edu.in	B3
	EC				
1	Dr. Usha Rani	UR	9448610922	usharani@rvce.edu.in	A1
2	Dr. Veena Devi S. V	VD	8762206268	veenadevi@rvce.edu.in	A2
3	<u>Dr. Ramavenkateswaran. N</u>	RMV	998615427	ramavenkateswarann@rvce.edu.in	A3
4	Mrs. Neeta Malvi	NBM	9620282638	neetabm@rvce.edu.in	B1
5	Dr. M. Govind Raju	MGR	9986046183	govindarajum@rvce.edu.in	B2
6	Dr. Nagaraj Bhat	NB	7353699907	nagarajbhat@rvce.edu.in	B3
7	Mrs. Sindhu R.	RSR	9538351009	sindhur@rvce.edu.in	C1
8	Dr. Chethana G	CG	9880067622	chethanag@rvce.edu.in	C2
	EE				
1	Dr. Madhu. B.R	MBR	9964234659	madhubr@rvce.edu.in	A1
2	Smt. Sushmita Sarkar	SSR	9972361020	sushmitasarkar@rvce.edu.in	A2
3	Smt. Raja Vidya	RV	9008395966	rajavidya@rvce.edu.in	A3
	EI				
1	Dr. Rachana S Akki		9611100994	rachana.akki@rvce.edu.in	B1
2	Dr. Tabitha Janumala		9739869187	tabithajanumala@rvce.edu.in	B2
3	Dr. Padmaja K V		9845016646	padmajakv@rvce.edu.in	B3
	ET				
1	Dr. P. Nagaraju	PN	9916911720	nagarajup@rvce.edu.in	A1
2	Dr. Premananda B.S	PBS	9844531730	premanandabs@rvce.edu.in	A2
3	Dr. K Saraswathi	SK	9880166866	ksaraswathi@rvce.edu.in	A3
	IM				
1	Dr. Chitra B T	BTE	9739716240	chitrabt@rvce.edu.in	B1
2	Prof. Nandini. B	BN	9739458879	nandinibiem@rvce.edu.in	B2
3	Dr. C K Nagendra Guptha	CKN	9449612962	nagendragupta@rvce.edu.in	B3
	IS				
1	Prof. Sushmitha N	SUN	9449932689	sushmithan@rvce.edu.in	B1
2	Prof. Swetha S	SWS	9008485873	shwetha.ise@rvce.edu.in	B2
3	Prof. Sharadadevi Kaganurmath	SDK	9538223366	sharadadeviks@rvce.edu.in	B3
	ME				
1	Prof. Sujan Chakraborty	SJC	9880578758	sujanchakraborty@rvce.edu.in	A1
2	Dr. P V Srihari	PVSH	9449588790	sriharipv@rvce.edu.in	A2
3	Prof. Jinka Ranganayakulu	JRA	8971838249	ranganayakuluj@rvce.edu.in	A3
4	Dr. Shivaraj B W	BWS	7338614265		B1
5	Dr. Girish Kumar R	GKR	9844672333	girishkumarr@rvce.edu.in	B2



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6	Dr G R Rajkumar	GRR	9739728089	rajkumargr@rvce.edu.in	B3
7	Dr Prapul Chandra A C	PAC	9986778677	prapulchandraac@rvce.edu.in	C1
8	Dr Roopa T S	TSR	9632866777	roopats@rvce.edu.in	C2
9	Dr Keshav M	KEM	9844063953	keshavm@rvce.edu.in	C3