

Govt. Degree College (Men), Srikakulam

MANUAL FOR COLLEGE COMMITTEES

PREFACE

This Manual on College Committees is aimed at improving the efficiency with which the various Committees. It has, therefore, been a fruitful endeavour preparing this Manual on college committees. The undersigned, heartily thanks all those who have made the venture successful. This manual is an effort towards decentralizing the college administration. Since this Manual is meant to be a dynamic document, provisions have been made in this Manual for suitably amending the various rules and provisions whenever it is necessary. This Manual will come into force from the day the “Declaration of Adoption” contained herein is signed by the Principal.

Principal

DECLARATION OF ADOPTION

On this day, the .07.2022, I declare that this Manual on college Committees is formally adopted for use. The Manual will remain in force from this day until it is amended or replaced by another Manual following the relevant procedures said down herein for such purpose.

In testimony of this declaration, I place my signature and the official seal of the College.

Principal

COMMITTEES AND COLLEGE MISSION

Committees constituted to streamline college administration are a potent means for implementing supportive action programmes directed towards achieving the College Mission. This College Mission will act as the benchmark for setting as well as evaluating the objectives, Goals and targets of the committees.

MACRO PROCEDURES

STAFF FUNCTIONS AND LINE MANAGEMENT

Primary and key actions towards the achievement of the College Mission, especially the attainment of Excellence in Education, must come from the line management which includes the subject department.

Most committees considered in this Manual are “Staff Committees” constituted to provide support services required by line functionaries to improve their performance.

If the subject departments feel that the services provided by the existing committees are inadequate, and new support services are required in a decentralized manner, a written representation in that regard is to be made to the Principal. The Principal will then forward the same to IQAC and if the IQAC recommends the same, the Manual will be amended.

If there is a need for appointing additional committees, the Principal may appoint such committees in consultation with the Staff Council (SC).

PROCEDURES FOR AMENDING THIS MANUAL

This Manual can be amended for the purpose of setting up additional committees by incorporating a statement as to why the committee is appointed, its tenure, its size and composition, its objectives and its functions.

This Manual can be amended for the purpose of liquidation of particular committee by incorporating a statement from the Principal de-listing the said committee after having observed formalities for such liquidation.

In case two-thirds of all committees find that the procedures laid down in this Manual are too cumbersome and impair their efficient functioning, then these committees, on the basis of two-third majority vote in each of them, can make a representation to the Principal for replacing this manual by a new one. The Principal will then take necessary steps for such a replacement.

EXTENT OF AUTONOMY

The committees will have complete autonomy in the performance of their tasks. In order to improve the work efficiency of the various committees, the Principal will make allocations of clerical, infrastructural and supporting staff assistance if and whenever required by the committees.

The Principal will make financial/budgetary allocation towards meeting the administrative and programme expenses of committees listed in this manual.

MERGERS, LIQUIDATION, AND SPIN-OFF

Mergers: Two or more committees having overlapping goals and functions may merge if the members of these committees make formal representation to that effect. A two-third majority support in each of the merging committees will be required to make such a representation to the Principal to that effect.

Liquidation: Any committee with no task to perform may get itself liquidated by making such a representation to the Principal to that effect. A two-third majority support in the committee will be required to make such a representation.

Split and spin-off: A non-statutory committee with overload of work may make a formal representation to the Principal to split the committee from the main committee. A two – third majority support in the committee will be required for making such a representation. The final decision in this regard will be taken by the SC.

COMMITTEES

There are three types of committees appointed in this college. (a) Statutory committees, (b) Non-statutory committees, and (c) Ad-hoc committees. Statutory committees are those that are constituted as per the provisions of Andhra Pradesh government rules and stipulations of higher authorities like the UGC. The tenure and constitution of these committees will be determined by the Governing Body (GB) as per rule. Non-statutory committees are those that are appointed by the Principal in order to bolster the college administration. Ad-hoc committees are those that are appointed on a purely temporary basis for performing contingency duties. Such Ad-hoc committees will fall outside the purview of this Manual. The names of the non-satisfactory Committees can be changed by the Principal in consultation with the Staff Council. These committees may be further split for convenience of functioning.

CONSTITUTION OF COMMITTEES

In addition to the number mentioned under 'size and composition of the committee' the non-statutory committee may include student representatives/non-teaching staff members. Each such committee must have a convener. All of them must be permanent entities. This is required in order to maintain continuity in administrative work and managerial supervision over the tasks that the committee has been setup to perform.

Should a member vacate his/her membership of the committee voluntarily or due to retirement or due to termination of his/her membership by the college authorities or due to any other reason, a new member could be appointed to fill the vacancy. This member will serve on the committee for a period equivalent to the balance of the term of the person whom he/she has replaced.

The Principal of the college, in consultation with the Staff Council can replace any member if such a member is found unfit with the assignment.

DECISION-MAKING

All decisions of a committee in furtherance of its basic objectives and goals, should be taken preferably by consensus. The consensus decision fosters team spirit and unity of purpose and generates synergy. If consensus cannot be achieved, voting would be required for policy making; however, a two-third of the total members is required to be present to make such decisions valid.

The committee may frame its own rules and procedures of functioning. The rules require the assent of the Principal for enforcement.

All deliberations at the committee meeting should be properly recorded and all members of the committee present at the meeting should attest them.

Two-thirds of the members of the committee will constitute the quorum for a meeting. If the meeting is postponed for want of quorum, and at a subsequent date two-thirds of the members do not report, then the presence of fifty percent of the total member of the committee will make the meeting and the decision taken there valid.

All policy guidelines of the committees should be drafted before the commencement of the academic year so as to provide a sufficient lead-time for the committees to organize tasks for their successful implementation.

Each committee should have an annual plan and an annual schedule for achieving its goal. This will help in structuring its tasks effectively for better co-ordination and functioning within the committee.

The committees should preferably convene their meetings at monthly or bi-monthly intervals.

COMMITTEE IN THE COLLEGE CONTEXT

Every committee will enjoy functional autonomy required for attainment of its objectives, but will remain accountable to the Principal.

Ordinarily no recommendation of a Committee should be ignored. However, in situations posing a serious challenge to the college mission, the Principal may ask the committee to review its recommendation.

All recommendations are to be implemented either through the Principal or by developing suitable procedures of implementation.

All committees are to monitor their own performance through periodic review of the progress of work.

If there is a gap between the targets set and actual performance, the committee should initiate corrective action to bridge the gap.

If this gap cannot be bridged due to reasons beyond the control of the committee, then the targets must be revised or reset so as to make them meaningful.

COMMITTEE REPORT

Every committee will present its annual report to the Principal preferably by the thirty-first day of March every year.

The report should cover information on targets set for the year, performance of the committee in the achievement of these targets, problems faced in the implementation of the action plans, proposal for improved efforts in the implementation of plans, requisitions, blocks in implementation, and policy guidelines for the coming year.

1.INTERNAL QUALITY ASSURANCE CELL (IQAC)

Composition: As decided by the SC

Tenure: 3 years

Objective: To cultivate quality culture in Teaching- Learning

Function: This committee will

- Develop and apply the quality benchmarks
- Determine the parameters for various academic and administrative activities of the institution
- Facilitate the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- Collect and analyze the feedback from all stakeholders on quality-related institutional process
- Disseminate the information on various quality parameters to all stakeholders
- Organize the inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- Document the various programmes/activities leading to quality improvement
- Act as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices
- Conduct the Academic and Administrative Audit and its follow-up
- Prepare and submit the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

2. EXAMINATION COMMITTEE

Composition: As preferred by the GB

Apart from having a Convenor for College examination, the Committee will have as its members the two teachers acting as Centre-in- Charge in connection with in-house and external examinations.

Tenure: 2 years

Objective: Smooth conducting of examination

Function: The Committee will

- collect statistics on various subjects/papers and enrolment therein including roll numbers of students
- arrange for paper setting by faculty & printing of QP
- prepare examination blocks, requisition invigilators and support staff
- allot supervision duties
- conduct the examination as per the schedule
- calculate allowance due for invigilation/examination duty

3. DISTRICT RESOURCE CENTRE COMMITTEE

Composition: As preferred by the GB

Tenure: 2 years

Objective: To share the human resources and material resources among the degree colleges in the districts

Function:

- The DRC EC members, i.e. Principals of all the Government and Aided Colleges in the Visakhapatnam District will meet on second Monday of every month to resolve the issues related to implementation of its objectives.
- Identifying the subject and student needs and shortages
- Pooling and sharing the human resources as well as material resources for the benefit of all students, especially the rural students
- District-level seminars, workshops etc. for the teachers for improving their awareness and skills in teaching
- A variety of district-level regular programmes, workshops and summer programmes for students from all the colleges of the district, in areas such as subjects, skills, career, employment etc.
- Strengthening the existing infrastructural, material and human resources

4. CPDC (College Planning and Development Council)

Composition: As resolved by the GB

Tenure: 2 years

Objective:

1. Aims towards the overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extracurricular activities
2. To create a mechanism whereby public contributions can be mobilized for the development of Government colleges.

Function: The committee will

- Generate a separate CPDC fund and to utilize the CPDC fund solely in furtherance of the objectives.
- Prepare a detailed plan, with annual budgetary allocations for college development.
- Formulate proposals of new expenditure not provided for in the annual budget.
- Plan major annual events in the college, such as annual day, sports events, cultural events, etc
- Recommend the distribution of different prizes, medals and awards to the students

5.RUSA COMMITTEE

6.RUSA BOARD OF GOVERNORS

Composition: As directed by GB

Tenure: 5 years

Institution Level Arrangements: The project at the Institutional level will be managed by two bodies; the Board of Governors (BoG) and a Project Monitoring Unit. The BoG will take all policy decisions with regard to smooth, cost effective and timely implementation of the Institutional project and ensure overall faculty development etc. A Project Monitoring Unit represented by academic officials, faculty, administrative officers and students would be responsible for monitoring of the project at the institutional level in order to implement the governance reforms proposed under RUSA.

Functions: Responsible for monitoring of the project at the institutional level in order to implement the governance reforms proposed under RUSA.

7.RUSA TECHNICAL COMMITTEE

Composition: The Heads of the departments would be invited members.

Tenure: 5 years

Objective: Proper utilization of UGC grants.

Function: The committee will

- see to it that plan- proposals are submitted to the UGC on time
- allocate fund received prioritizing need and necessity
- ensure proper utilization of fund within the date specified
- guarantee utilization of fund for the purpose it has been released by the UGC

- submit audited utilization certificate within date

8.FINANCE COMMITTEE

Composition: As resolved by the GB

Tenure: 3 years

Objective: To ensure proper utilization of funds.

Function: The committee will

- see that expenses incurred have budgetary provision
- recommend for approval financial proposals made by other committees with or without modification
- check that necessary formalities have been observed in incurring expenses
- check process bills placed for payment
- consider proposal for enhancement of wage/allowance or engagement of temporary staff

9.PURCHASING COMMITTEE

Composition: As determined by the GB

Tenure: 3years

Objective: To ensure that quality materials are procured and standard purchase procedures are followed in major & minor purchases.

Function: The committee will

- collect and compile list of equipment, computers, chemicals, apparatus, glassware, and other miscellaneous items required throughout the year by the office and the departments
- invite sealed tenders quoting the rates for the supply of items from the manufacturers, suppliers and dealers
- open the tenders in presence of the Principal and scrutinize the validity of the tenders
- record the resolutions of the meeting
- recommend the purchase of the items in case of valid tenders

- have a sub-group who will make market survey for purchase and sign rate verification certificate

10. ADMISSION COMMITTEE

Composition: As preferred by GB

Tenure: 2 years

Objective: To efficiently manage the college admission

Functions: The committee will

- formulate and execute the admission criteria ensure filling up seats according to merit & intake capacity
- ensure temporary transparency in admission
- screen applicants for admission to various courses
- revise and update college prospectus
- regulate subject and shift changing
- send admission report to University & Govt.
- periodically update the information displayed

11.RESTRUCTURED COURSES COMMITTEE

Composition: As determined by GB

Tenure: 2 years

Objective: To monitor the restructured courses fee fund for the upgradation and maintenance of the departments.

Function: The Committee will

- Identify the requirements of the departments
- Unanimously resolve to share the restructured courses fee amount to various departments as per the amounts they meet for the incurred expenditure towards the upgradation and maintenance of the departments.

12.MANA TV COMMITTEE

Composition: As preferred by GB

Tenure: 2 years

Objective: To conduct and monitor smooth flow of MANA TV lessons in the campus

Functions: The committee will

- Intimate the schedule to the departments at the beginning of the month.
- Maintain the logbook of students who attended the MANA TV facility.
- Maintain the logbook of MANA TV facilitators of the college.
- Submit the day to day feedback to the CCE on various programmes telecasted on MANA TV.

13. JAWAHAR KNOWLEDGE CELL (JKC)

Composition: As preferred by GB

Tenure: 2 years

Objective: To provide intensive training to students in employable skills and enable students avail themselves of the bright opportunities in the global job market.

Functions: The committee will

- Shape students and make them globally acceptable citizens
- Promote College – Industry relations through training and placements
- Provide the best of the opportunities to the students who belong to weaker and marginalized sections.
- Provide Career Awareness/ Planning Workshops, 250 hours training, Training Practice on employable skills, Training by Enabled Faculty/ Industry, Co-curricular activities to enhance Communication and Soft skills, Campus Placement with Major MNCs and Industry Orientation

14. VIRTUAL/DIGITAL/BIOMETRIC

Composition: As decided by GB

Tenure: 2 years

Objective: To facilitate the students with good learning experience by exposing them to diversified intellectual capital of various teaching staff working in various Government Degree Colleges of the district and also from other districts of the State. To provide access to various e-learning resources available in their respective colleges to improve their knowledge. To ensure the accuracy of attendance of the students and the staff using Aadhaar Enabled Biometric Attendance Solution.

Functions: The committee will

- Conduct virtual classes to the students on various courses as per the time-table prepared by the college/DRC.
- Coordinate with the respective virtual class room in-charges for smooth conduct of virtual classes according to the time-table.
- Facilitate qualitative teaching and learning for the development of the

- students using virtual reality eco-system.
- Enable students to gain diversified skills to enhance their knowledge in their domain areas.
- Monitor the registration and enrolment of all the teaching and non-teaching staff and students of the college in the Aadhaar Enabled Biometric Attendance Solution.
- Monitor daily, weekly, monthly and semester wise attendance details.

15.WEBSITE MAINTENANCE/SOCIAL MEDIA COMMITTEE

Composition: As decided by GB

Tenure: 2 years

Objective: To keep the website up to date

Functions: The committee will

- Provide technical support to departments and faculty to update their respective dynamic login pages and departmental blogs.
- Update day wise activities of the college on the website.
- Provide support to collect and analyse the feedback online from various stakeholders.
- Update activities of the support services as per the requirements and suggestions of the coordinators of various support services.
- Track the website access across the globe by industry, academia and other agencies.

16.TIME TABLE COMMITTEE

Composition: As decided by the GB

Tenure: 3 years

Purpose: To monitor the college time table.

Functions: The committee will

- Identify Rooms available with their capacity.
- Frame the timetable with respect to class work.
- Check any discrepancy with respect to rooms and faculty
- Allot classes for certificate courses and skill development classes.

17.STUDENT PROFILE AND ATTENDANCE COMMITTEE

Composition: As preferred by the SC

Tenure: 2 years

Objective: To ensure regularity of attendance

Function: The committee will

- process attendance records
- prepare periodically the list of defaults and bring this to the notice of the students through website posting
- recommend measures to check absenteeism
- consider application praying Leave of absence recommend names of students whose shortage of attendance deserves to be condoned

18.ANTI RAGGING COMMITTEE

Composition: As decided by GB

Tenure: 2 years

Objective: To root out ragging in all its forms from institution by prohibiting it by law, preventing its occurrence by following the provisions of these Regulations and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

Functions: The committee will

- Uphold and comply with the directions of the Hon'ble Supreme Court and be vigilant on nay acts amounting to ragging;
- Publicize to all students and prevalent directives and the actions that can be taken against those indulging in ragging
- Consider the complaints received from the students and conduct enquiry and submit report to the Anti- Ragging Committee along with punishment recommended for the offenders
- Oversee the procedure of obtaining undertaking from the students in accordance with the provisions;
- Conduct workshops against ragging menace and orient the students
- Provide students the information pertaining to contact address and telephone numbers of the person(s) identified to receive complaints/distress calls
- Offer services of counselling and create awareness to the students
- Take all necessary measures for prevention of Ragging inside the Campus/ Hostels.

19.BUSPASS/TC ISSUE COMMITTEE

Composition: As preferred by the SC

Tenure: 2 years

Objective: To ensure issue of Buspass & TC to the students

Function: The committee will

- verify attendance records & issue the Buspass to the students
- Ensure prompt issue of TC to the outgoing students

20.INTERNAL COMPLAINTS COMMITTEE

Composition: As determined by GB

Tenure: 2 years

Objective:

1. To provide an avenue for the staff to redress their individual grievances in order to have a healthy atmosphere among staff and management in the Institute.

Functions:

1. Committee members meet once a month to discuss and resolve the grievances, if any received in writing from the concerned faculty.
2. To maintain the minutes of the meetings and submit the copy of the same to the Director and Principal.

21.PG COURSES ADVISORY COMMITTEE

Composition: All the Coordinators of PG Departments

Tenure: 2 years

Objective: To monitor Post graduation courses conduct of class work, examinations and student development activities.

Functions: The committee will

- Conduct of BoS
- Prepare the time tables
- Monitor the class work
- Conduct student activities

- Maintain correspondence with university
- Conduct internal and external examinations
- Support the student progression
- Provide Guidance and giving support for UGC NET & AP SLET Examinations and research activities

22.ADD ON COURSES/CERTIFICATE COMMITTEE

Composition: As decided by the GB

Tenure: 2 years

Objective: To monitor the Add On / Certificate / Diploma courses offered by the institution.

Functions: The committee will

- Suggest new Add On / Certificate / Diploma courses to be conducted by the departments to equip the students with additional skills.
- Monitor the completion of the courses in time

23.COLLEGE HANDBOOK /MAGAZINE COMMITTEE

Composition:As preferred by the SC

Tenure: 2 years

Objective: To nurture the creativity of the learners

Function: The committee will

- decide on the issues and themes of social awareness women empowerment etc. that will form the basis of each edition of the magazine
- provide the editorial support to the magazine
- invite literary and other creative contributions
- arrange for competition so that the best contribution could be selected for publication
- provide students with some training in editorial work
- ensure regular publication of the wall magazines

24.STUDENTS ADVISORY COMMITTEE

Composition: As decided by the GB

Tenure: 2 yrs

Objectives: To assist the management in creating and maintaining a safe, healthy and supportive environment and culture that synthesizes the intellectual, physical, social, emotional and spiritual developments of students in a holistic way.

Functions: The committee will

1. Assist the Dean – Student Affairs in performing the responsibilities in the following areas:
 - a. Co-Curricular Activities/Overall development of the Student
 - b. Personal development of the Student
 - c. Channel between Management, Staff and Student Community

25. EVALUATION/AUCTION COMMITTEE

Composition: As decided by GB

Tenure: 2 yrs

Objectives: Safe disposal of unwanted and Damaged Material from the campus.

Functions: The committee will

- Identify material (damaged / unwanted) in the campus
- Confirm its disposability by the committee members.
- Advertise / notify the sale of the material.
- Invite the quotes.
- Conduct the Auction process.
- Will decide / finalise the bid.
- Credit the amount to the concerned college account.
- Record / maintain the above documentation & conduct the process transparently.
- Utilise the generated fund for welfare of the college

26.PRESS COMMITTEE

Composition: As decided by GB

Tenure: 2 yrs

Objectives:

1. Dealing with enquiries from the public, the press, and related organizations
2. Organizing and attending press meets for conferences, exhibitions, tours,

event and visits

3. To analyze media coverage commissioning or undertaking relevant market research liaising with College, Principal and journalistic writing and producing presentations and press releases

Functions:

- To give the press note for various events conducted by the departments in time
- To organise press meet in the college campus, whenever necessary

27.CANTEEN/HOSTEL VISITING COMMITTEE

Composition: As decided by the GB

Tenure: 3 years

Objective: To look after the hostel affairs and Canteen

Function: This committee will

- take decisions regarding hostel administration
- Fix the rates for the items served in the Canteen and to maintain cleanliness in the Canteen.
- address problems regarding running of the college canteen
- ensure that the hostel staff discharge duty with responsibility
- recommend disciplinary measure in case of violation of rule by staff or students

28.VANAM MANAM

Composition: As preferred by SC

Tenure: 2 years

Objectives: To organize programs in the college and the adopted villages to fulfill the objectives of the VANAM – MANAM programme launched by the state government to enhance green cover.

Functions: The committee will

- Conduct Plantation drive
- Create awareness about environmental issues
- Conduct essay writing, painting, quiz, and elocution competitions
- Organize Green Run and Eco walks
- Conduct lectures and panel discussions on climate change concerns, environment and biodiversity conservation issues

29.NSS UNIT COMMITTEE

Composition: As proposed by the P.O.

Tenure: 3 years

Objective: To help P.O. in conducting socially relevant programmes.

Function: The Committee will

- provide logistics and advisory support for execution of NSS Programmes
- prepare an annual calendar of NSS activities
- coordinate activities of NSS students
- conduct periodic review meetings involving programme officers and students

30. SPORTS & GAMES DEVELOPMENT COMMITTEE

Composition: As preferred by the SC

Tenure: 2 years

Objective: To create scope for cultivation of skill in games & sports

Function: The committee will

- arrange physical fitness programmes
- arrange competitive sports programmes
- raise and administer funds for the above purpose
- prepare sports schedule for the year
- escort college sports achievers to sports meet outside the college
- arrange for regular use of multigym cum fitness centres

31.NCC COMMITTEE

Composition: As proposed by the P.O.

Tenure: 3 years

Objective: To help P.O. in conducting socially relevant programmes.

Function: The Committee will

- provide logistics and advisory support for execution of NCC Programmes
- co-ordinate activities of NCC cadets
- conduct periodic review meetings involving programme officers and

students

conduct various programmes for the realization of the committee objectives

32. LIBRARY COMMITTEE

Composition: As preferred by the GB

Tenure: 2 years

Objective: To enrich Library collection and improve usage

Function: The committee will

- arrange for procuring subject wise books/magazines/journals
- recommended measures for upgrading the library facilities
- look after internet facilities
- liaison between the library, the student and the faculty
- strive for enriching stock with e-resources
- ensure optimal use of library collection by students & staff
- cause periodic stock verification as per rule

33. ALUMNI ASSOCIATION COMMITTEE

Composition: As decided by GB

Tenure: 2 years

Objectives:

1. To significantly increase alumni interaction with the institution.
2. Fostering and keeping alive loyalty to the institution and creating concern for its welfare.
3. Inculcate exchange of ideas among alumni and between alumni and students
4. To assist current students to achieve their goals by means of mentorship and scholarship setup through Alumni.

Functions:

- To maintain an up-to-date and detailed database of the alumni
- To highlight the success of alumni to improve the credibility and reputation of the university.
- Plan and promote a platform for interaction between all stakeholders of the institution

- Promote the interests and welfare of alumni association
- Maintain healthy relationship with the alumni body
- Assist management in creating an environment in the college which is enables students to have far-lasting memories

34.INFRASTRUCTURE DEVELOPMENT COMMITTEE

Composition: As determined by the G.B.

Tenure: 3 years

Objective : To maintain the existing buildings and help construct new buildings departmentally or as deposit work

Function : The committee will

- arrange for maintenance of the college building
- adopt schemes for renovation if and when necessary
- select engineer / architect where technical expertise is required for execution
- supervise construction works if done departmentally

35.FURNITURE COMMITTEE

Composition: As determined by the G.B.

Tenure: 3 years

Objective : To maintain the record of the existing furniture in the college and help identify the need for new furniture

Function : The committee will

- Maintain the record of the existing furniture in the college
- Conduct annual furniture verification
- Identify the need for new furniture wherever is need

36.MAINTAINANCE COMMITTEE

Composition: As determined by the G.B.

Tenure: 3 years

Objective : To operate the entire campus for any minor repairs/servicing

works with maintenance of the institution

Function : The committee will

- collect the minor works from the departments wherever is need
- discuss thoroughly and take decision to initiate the works
- incurred expenditure for the works should meet from the relevant funds
- follow the norms of the college while the adopting the works

37.LITERARY & CULTURAL ASSOCIATION

Composition:As preferred by the SC

Tenure: 2 years

Objective: To create and ambience for expression and development

Function: This committee will

- conduct annual cultural competition
- arrange for cultural presentation on various college occasions
- prepare the students for cultural competition outside the college
select students who are represent the college in off-campus platforms

38.PARENT TEACHER ASSOCIATION

Composition: As preferred by the SC

Tenure: 2 years

Objective:

1. To foster and promote good relationships among the members of the teaching staff, students and guardians of the students.
2. To ensure active participation of the parents as stakeholders in the administration of the institution.

Function: This committee will

- Conduct the Class PTA meetings once in a semester
- provide an active communication link between students, parents/guardians and the college
- encourage parents/guardians to be involved in the education and

development of their children

- seek the valuable feedback from the parents for the enrichment and improved delivery of the curriculum, thereby promoting the development of the institution.

39.SCIENCE ASSOCIATION

Composition: All the head of the science departments

Tenure: 2 yrs

Objective: To enable students to develop the Skills expected from Science Graduates. To act as a catalyst in the process of overall development of students. To expose students to the practical aspects of industry. To develop team spirit among students.

Function: This committee will

- Advise the Science Departments to observe important National and world famous Science days
- Encourage the students to participate in various competitions like Group Discussion/ Debating/ Elocution on contemporary issues.
- Conduct Guest Lectures.
- Organize Industrial Visits/ Field Trips
- Conduct Science Exhibitions, Poster Competitions and Essay writing competition.

40.HUMANITIES/COMMERCE ASSOCIATION

Composition: All the head of the Humanities and Commerce departments

Tenure: 2 yrs

Objective: To enable students to develop the Skills expected from Humanities and commerce Graduates. To act as a catalyst in the process of overall development of students. To expose students to the practical aspects of business, industry and commerce. To develop team spirit among students.

Function: This committee will

- Advise the Humanities & Commerce Departments to observe important National and world famous Humanities & Commerce days
- Encourage the students to participate in various competitions like Group Discussion/ Debating/ Elocution on contemporary issues.
- Conduct Guest Lectures.
- Organize Industrial Visits/ Field Trips
- Conduct Humanities and Commerce Exhibitions, Poster Competitions and Essay writing competition.

41.FACULTY FORUM

Composition: As preferred by SC

Tenure: 2 yrs

Objective: To provide an opportunity to exchange knowledge among the faculty members without any specific agenda. This aims to strengthen and broaden the intellectual pursuits of faculty by encouraging and facilitating collaboration in the areas of teaching-learning and research.

Function: This committee will

At each Faculty forum meeting, three members of the faculty spend a few minutes (15 to 20 minutes) to give a presentation on their respective subject, Review on something recently read or Recent experience or innovative idea in the teaching- learning process.It ends with an interactive session between participants and presenter.

42.WOMEN EMPOWERMENT CELL

Composition: As determined by GB

Tenure: 2 yrs

Objectives:

1. To create and maintain a safe, healthy and supportive environment for women and girl students on the campus.
2. To address issues faced by women at work place and to organize awareness generation programmes and to take preventive steps towards protection of women staff / female students from sexual harassment in the college.
3. The Women Redressal Committee / Women Development Cell / Internal Complaints Committee is functioning in the college as per the norms laid down by the AICTE.

Functions: To organise workshops affecting women in general and especially in the following areas:

1. Sensitization and gender equality on campuses
2. Issues of women arising from societal concerns

3. Any other theme based activities and events concerning significant issues of women

43. RESEARCH CELL

Composition: As decided by the GB

Tenure: 3 years

Objective: Promoting Research activity & output of the College

Function: This committee will

- motivate faculty to apply for MRP
- arrange for publishing JAST
- identify emerging areas of research
- arrange for promoting consultancy service

44. CAREER GUIDANCE CELL CUM PLACEMENT CELL

Composition: As preferred by the SC

Tenure: 2 years

Objective: To guide students in the matter of career options, and also to promote entrepreneurship.

Function: The committee will

- help learners explore career options
- make assessment of student's efficiency & groom them for job they are fit for
- provide career guidance to students on the basis of their aptitudes & groom them for the jobs they are fitter
- invite commercial/ industrial organizations to the campus for conducting campus interviews and recruitment
- promote self-reliance among students
- select students for participation in recruitment drive organized by other

45.GREVIENCE & REDRESSAL CELL

Composition: As determined by GB

Tenure: 2 years

Objective:

1. To provide an avenue for the aggrieved students to redress their individual grievances in order to have a healthy atmosphere among students, staff and management in the Institute.
2. To comply with the UGC Regulations to provide for establishment of Grievance Redressal Committee in each Institute approved by UGC.

Functions:

1. Committee members meet once a month to discuss and resolve the grievances, if any received in writing from the concerned students.
2. To maintain the minutes of the meetings and submit the copy of the same to the Director and Principal.
3. To convey the decision of the committee to the aggrieved students in writing by the Chairman of the Committee

46.GREEN CLUB

Composition: As preferred by SC

Tenure: 2 years

Objectives: Creating environmental awareness among students and the public Preserving natural resources. To establish herbal gardening in college campus medicinal garden, fruit garden and maintain a Green Campus.

Functions: The committee will

- Conduct Herbal exhibition
- Observe Environmental pollution/vehicle free day
- Conduct Talk show and rally pollution free environment
- Exhibit Skit on earth day
- Conduct Plantation drive

47.HEALTH CLUB

Composition: As preferred by SC

Tenure: 2 years

Objectives: To provide General and mental health guidance to students and Providing first aid

Functions: The committee will

- Provide Psychological Counselling
- Awareness on Sexual health and education
- Awareness about adolescence and sexually transmitted diseases(STDs).
- Awareness of Gynecologic problems,breast,cervical,uterine cancers.
- Organize Blood donation camps, Eye camps & Dental camps.
- Awareness on organ donation and save life.
- Awareness about epidemic diseases like viral fevers, diarrhea, cholera, dengue, malaria etc..

48.RED RIBBON/RED CROSS CLUB

Composition: As preferred by SC

Tenure: 2 years

Objectives:

1. To develop humanitarian values and principles
2. Youth RedCross activities help the students in channelizing their energies for constructive actions.
3. Activities make the student volunteers aware of issues of environment and society.

Functions:

- Blood donation camp
- To conduct a Rally against Drug abuse Arranging awareness talk on HIV/AIDS
- To conduct competitions and awareness programs during Red ribbon week (last week of October)
- To take out a rally procession on 1 December of every year regarding AIDS awareness.

- To develop humanitarian values and principles
- Youth RedCross activities help the students in channelizing their energies for constructive actions.
- Active participation in these socially responsible activities makes them better citizens tomorrow.

49.CONSUMER CLUB

Composition: As preferred by SC

Tenure: 2 years

Objectives:

1. Spread awareness about the rights and responsibilities of Citizens and Consumers as provided in the Constitution of India, Consumer Protection Act, 1986 and other Indian Laws.
2. Mobilize and instill right-consciousness, confidence to question violations of citizen and consumer rights and fight for justice.

Functions:

- Celebrate the Days of National and International importance to consumers
- Create awareness by organizing Poster / Speech / Essay competitions
- Impart knowledge about real life situations and to enable the development of skills to handle citizen and consumer issues.
- Organize Field visit to local markets

50.SWATCH BHARAT CLUB

Composition: As preferred by SC

Tenure: 2 years

Objectives:

1. To make awareness among the students for improve the cleanliness by promoting students personal hygiene
2. To conduct Swachh Bharat program by increase cleanliness in the campus and surrounding areas
3. To motivate people in adopted villages to adopt sustainable sanitation practices and facilities through awareness creation and health education.

Functions:

- Conduct the Swachh Bharat programs for cleanliness of the campus
- Conduct Rally to make awareness among the public regarding Swachh Bharat and Seasonal diseases
- Vehicle free day program organised in the campus on every Saturday

- Conduct plastic free awareness programs and rally

51.STAFF CLUB

Composition: As preferred by SC

Tenure: 2 years

Objectives: Aims at promoting social interaction and to catering the recreational needs of the staff

Functions: The club will coordinate the activities for common interest among the teaching staff. The club will organize health-care programs, celebrate festivals, conduct college tour and annual family get-together.

52.PRACTICAL/PROJECT WORK/INTERNAL EXAMINATION WORK

Composition: As preferred by TC (one TS from Arts & one from Science stream)

Tenure: 2 years

Objective: Timely publication of flawless result of student performance in Text examination

Function: The Committee will

- arrange for distribution of answer-books to the examiners
- receive the assessed answer-books along with statement of marks
- enter marks into the merit register/arrange for computerization of marks
- consolidate marks-lists and prepare the results
- recommend to the Principal punitive measures for adoption of unfair means in the examination

53.SCHOLARSHIP COMMITTEE

Composition: As preferred by the TC (GS & Welfare sub-committee Secretary to be ex-officio members)

Tenure: 2 years

Objective: To work for student-welfare

Function: The committee will

- consider application for free-studentship

- select students for awards of scholarships and prizes
- ensure healthy participation of students in inter-collegiate events, except sports
- nominate teacher-advisor for various Students' Union subcommittee
- arrange prize distribution ceremony
- recommend names for grant of full/half free boarder ship
- protect the interest of needy students on the brink of dropping out

54. DISCIPLINE COMMITTEE

Composition: As decided by the TC

Tenure: 2 years

Objective: To attend the Students' grievances and recommended suitable redressed measures & to ensure overall discipline

Function: This committee will

- scrutinize, investigate & consider all complaints grievances of the students
- maintain a record of the Grievances redressed/reported/referred
- regulate & enforce discipline among the students of the college
- take appropriate action wherever necessary