

Functions of Various bodies and committees

All the Committees, their constitution, functions and frequency of meeting is mentioned here under

S. No	Name of the committee	Constitution	Functions	Frequency of meeting
1.	Internal Quality Assurance Cell (IQAC)	Principal-Chairman Sr. HOD - Member Three External advisors - Members Sr.HOD - Convenor (All the members and convenor will be Nominated by Principal)	Keeping the vision of the institution in view the cell advises on the following issues. 1. Excellence in academics, Curricular, extra-curricular, co-curricular activities 2. Improvement of skills and knowledge 3. Improvement of employment opportunities 4. Infrastructural requirements 5. Introduction of new subjects based on the trends of the market and industry. 6. Welfare schemes for staff and students 7. Research and consultancy 8. Awareness programs for students. 9. Promotion of culture and Heritage of India	Once in a year
2.	College Academic Council	Principal-Chairman All Deans-Members All HODs-Members Controller of Examinations	1. To Review of completion of syllabus in all subjects as per lesson plans submitted by the faculty. 2. To review the seminars/conferences attended by the faculty and students. 3. Review of attendance of the students and to finalize the list of detained candidates before the commencement of University End	Twice in a semester

		- Member	Examinations in each semester/year conduct Unit examinations and University End Examinations	
3.	Finance Committee	Principal-Chairman A Nominee of Society-Member A Senior Faculty-Member	<ul style="list-style-type: none"> To prepare budget estimates To prepare audited accounts 	Once in a year
4.	Anti Raging Committee	Principal-chairman All HODs-Members Two senior students – Members Wardens - Members	<ul style="list-style-type: none"> To advise/counsel the senior students in the class rooms and hostels not to involve in ragging To prevent ragging at different places like bus stops, corridors, canteen, laboratories, hostels etc. To report/recommend actions on the students involved in ragging. To display the important factors of anti ragging act including the punishments at different important places. 	Twice in a year and as and when required
5.	Central Purchase Committee	Principal-chairman All HODs-Members Management Rep-Member Finance Officer-	After receiving the requests from the Departments the Central Committee will call for quotations/release tender notifications calling for quotations .After receiving quotations the same will be forwarded to the concerned Departments for preparing comparative statements and for final recommendations. On receiving the same the Orders will be placed on the recommended bidder for supply	Minimum twice in a year and as and when required

		Member	of goods	
6.	Grievance Cell for women	Principal – Chairman Sr. Female Faculty – Coordinator (nominated by Principal) Sr. Female Faculty members one from each Department – Members (nominated by the Principal as suggested by the concerned HOD	<ul style="list-style-type: none"> To enquire the Complaints received from the female students or staff of the College. To deal with the issues of Gender based violence To conduct various gender sensitization programmes To pay Special Attention on ragging/exploitation related issues. To recommend to the Principal of the College the penalty/Punishment to be imposed. 	As and when required
7.	Library Committee	Principal – Chairman Librarian – Member Three Senior Faculty –	<ol style="list-style-type: none"> To receive requirements for new titles/books from Faculty & Students To procure new titles/books To procure new Learning Resources like Journals, Magazines, E-Resources, To strengthen the Digital Library To maintain proper records of 	Twice in a semester

		Members (nominated by Principal)	library	
8.	Admission Committee	Principal – Chairman CAO– Member Two Senior Faculty – Members (nominated by Principal) Two Senior Office Staff – Members (nominated by Principal) Administrativ e officer - Secretary	<p>1. To decide on all the matters relating to Admissions of the students at both UG & PG level.</p> <p>2. To provide all information related to admissions under A Category (Convener Quota) and B Category (Management Quota) to the students and parents. It also provides information on the college website.</p> <p>3. To issue Notifications for Spot Admissions under A Category and for Admissions under B Category as per the guidelines issued by State Government and concerned Competent authority</p> <p>4. To submit the list of Admissions made by the college to the concerned competent authorities and get approved.</p> <p>5. Such other activities related to admissions deemed fit by the institute</p>	Once in a year

9.	Examination Committee	Principal – Chairman HOD of concerned Department to which the malpractice case is identified - Member HOD of concerned Department to which the subject belongs to - Member Faculty In-charge of Examination – Convener	<ol style="list-style-type: none"> 1. To finalize the schedules of internal examinations as per the academic calendar 2. To notify the schedules of examination to the faculty and students well in advance to prepare themselves for the examinations. 3. To make necessary arrangements to conduct both internal and external examinations with strict vigilance 4. To implement the evaluation procedures as approved by the University. 5. To submit the data required to the University and ensure the timely declaration of results and issue of marks statements and degree certificates. 6. To take decision on malpractice cases and award punishments as per the university regulations 	Once in each semester
10	Training and Placement Committee	Principal – Chairman – One faculty from each department – Members	<ol style="list-style-type: none"> 1. To organize training programmes to improve communication and soft skills 2. To organize training programmes on personality development 	Once in a year

		Dean Placements – Convenor	<p>3. To counsel the students on career development</p> <p>4. To organize placement drives with different companies to improve the campus placements</p>	
11.	NSS Unit	<p>One Faculty from each Department (Nominated by HODs) – Members NSS Officer (Nominated by Principal) – Co-ordinator</p>	<p>To Motivate, recruit and select students for NSS work</p> <p>To create awareness regarding social service among the students and other members of the college community.</p> <p>To organize orientation programs for NSS volunteers, explain them about the concept of social service, and teach them methods and skills required for achieving the objectives of the scheme</p> <p>To select service projects on the basis of utility and feasibility</p> <p>To ensure cooperation and coordination of community agencies, government departments and non-governmental agencies.</p>	Twice in a year

12	Sports Committee	<p>One Faculty from each Department (Nominated by HODs) – Members Director Physical Education– Co-ordinator</p>	<ul style="list-style-type: none"> • To recommend to principal to provide facilities for indoor and outdoor games • To finalize annual calendar of internal and external sports activities • Preparing budget for proposed activities • Providing necessary training to the students in different sports activities • Selection of teams to represent college in intercollegiate tournaments and intramural tournaments. 	Once in a year
13	Transport committee	<p>Two Faculty (Nominated by Principal) –Members Transport in-charge clerk – member Administrative officer– Co-ordinator</p>	<ul style="list-style-type: none"> • To recommend management for additional transport facilities • To review the operation of vehicle in all routes • To review the maintenance transport vehicles • To allot seats for students and faculty in concerned routes and display of list of faculty and students • To take necessary steps for prevention of un-authorized boarders 	Once in a year

14	College Website Maintenance Committee	One Faculty from each Department (Nominated by HODs) – Members A senior faculty (nominated by principal)– Co-ordinator	<ul style="list-style-type: none"> • To prepare the web page. • To obtain information from all the departments and place it on website. • To update it whenever required, at least once a month. • To check the updates of web site every fortnight and also to keep the information of any special programs as and when organized. • To place admission notifications, important circulars, college information,etc., 	Once in each semester
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