

S V R GOVERNMENT DEGREE COLLEGE
NIDADAVOLE – 534301
East Godavari District
Affiliated to Adikavi Nannaya University

COLLEGE COMMITTEES – DUTIES AND RESPONSIBILITIES

IQAC Committee

1. To prepare the Institutional Plan and submit it to the Principal within a week from the date of commencement of classes
2. To prepare the circulars and communicate to all the departments in the first week of the month that month regarding the Quality Initiative Developmental Activities of the month.
3. To gather and consolidate all the information of the various activities conducted in the college monthly
4. To review the quality initiatives and activities of the college by organizing meetings with all the staff with at least one meeting in month compulsorily Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
5. Documentation of the various programmes/activities of the College, leading to quality improvement
6. To prepare the College Activity register and submit it to the Principal in the last week of the Academic year
7. To identify and adopt the best practices that are suitable to the college
8. To organize the eminent lectures and provide guidance to the staff regarding the
9. NAAC ranking procedure by coordinating with the staff of the NAAC A graded colleges
10. To provide the information of the various activities related to quality improvement for the Website maintenance committee for upload website updating in the college
11. To report any issues/lapses in the Quality improvement aspects to the Principal timely
12. Development of the Annual Quality Assurance Report (AQAR) of the College based on the quality parameters / assessment criteria developed by the NAAC in the prescribed format.
13. To conduct of Academic and Administrative Audit on a smooth manner.
14. Online submission of NIRF and AISHE data
15. Conduct of review of meetings with staff members relating to admissions, results and departmental activities.
16. Linkages, MOUs, with neighbouring colleges and institutions.
17. Conduct of internal audit from time to time
18. Preparation and gathering of data and information from all departments and wings relating to SSR

Academic Committee:

1. Helping faculty in planning effective remedial instruction
2. Identify the upcoming technological developments for their learning process use in teaching.
3. Maintaining and monitoring all academic records in all subjects properly
4. Conducting regular meetings (preferably at least once in every month) of the Proctors
5. Any other Academic function that may be assigned by the principal from time to time

Anti Ragging & Discipline Committee:

1. To ensure overall disciplined environment in the College To initiate timely action against erring students
2. To sensitise student about the evils of ragging and its prevention in the College Campus by organizing talks/ programmes etc
3. To address complaints about ragging as per the Govt. and University procedures To prepare sign boards and display them in appropriate places
4. To maintain records of the cases investigated and submit the same to the IQAC Committee

Career Guidance Committee:

1. To organise CareerOriented workshops and CompetitiveExams
2. Coachingclasses for the outgoing students
3. To invite industries and companies for Campus placements
4. To provide details of campus Placements.
4. To invite experienced academicians, leading professionals with extensivecorporate experience to address the students and thereby learning.
5. To arrange industrial visits to get practical exposure and industrial environment.
6. To file and submit the records to the IQAC Committee

Cultural & Literacy Committee:

1. To prepare College Literary and cultural activitiesteam/s for Inter-Collegiate/Institutional levels.
2. To organise fresher's and farewell function for the students.
3. To organise the celebrations of Important Days and organise various literarycompetitions to students on account of their celebrations.
4. To maintain the records of the activities and submit the same to the IQAC Committee

Central Purchasing Committee:

1. To scrutinize the indents put forth by the Departments / Labs /Committees/and various sections of the College from time to time
2. To supervise the process of finding out the suppliers, inviting quotations, preparation of comparative statements, placing of orders and settlement of bills following relevant rules
3. To maintain the records of purchases, grant utilization and infrastructural facilities and provide their information to the IQAC Committee

College Website Committee:

1. To prepare the web pages for college website
2. To disseminate the efforts and the achievements of the College, Students and
3. Staff to the outer world through Website updates
4. To obtain information from all the departments and place it on Website
5. To update it every fort night and also keep the information of any specialprogrammes as and when organized
6. To maintain the Alumni Database of the College
7. To place admission notifications , important circulars, college information, etc

Examinations Committee:

1. To educate and update all the stakeholders about the examination rules, regulations, grading policies, revaluation rules and ordinances by the examination committee.
2. To maintain the sanctity in the process of evaluating the performance of the students in the examination.
3. To enable the learners covered under the PWD (Persons with Disability) category, aware of the benefits given to them at the time of examination.
4. Timely declaration of the results as per the affiliated university Guidelines
5. To ensure that the mark lists are submitted by the lecturers to the Examination Section by due dates and the Statement of Marks are given to the students within the stipulated time.
6. To make inventory of the required stationery well in advance.
7. To examine the cases of malpractices by students in the examinations, if any and recommend course of action to be taken against defaulting student/s
8. To maintain records of the cases investigated and submit the same to the IQAC Committee

Eco Club & Red Ribbon Club Committee

1. To conduct activities under Red Ribbon Club
2. To facilitate rain water harvesting, energy conservation, Solar lights, LED lights To promote and maintain green ambience
3. To organize Blood Donation Camps in the college
4. To enrol members for the club and to create awareness among the Students and the staff about the need for protection of natural habitat
5. To invite speakers to talk on environmental protection
6. To maintain the records of the activities conducted and submit the same to the IQAC Committee
7. To see that there is a First Aid Room with all the basic facilities in case of emergency.

Student Grievance Redressal Committee

1. To attend to the general grievances of the students and suggest redressal measures within the framework of College / University / Government rules.
2. To instruct the mentors concerned to attend to the grievances
3. To refer / report the matters to the Principal
4. To ensure that the students grievances are redressed within the time limits specified by the Government/Principal
5. To maintain records of the Grievances redressed/ reported / referred and submit the same to the IQAC Committee

NSS Committee:

1. To plan and execute NSS Programmes for the year
2. To conduct Special NSS camp and to submit the audited statement of accounts at the end of the year
3. To distribute the work for the NSS volunteers for maintenance of cleanliness in and around the College
4. To take care of campus beautification and cleaning the campus by removing

- shrubs&bushes,wastematerialsintimely.
6. To maintain records of the NSS activities and submit the same to the IQAC Committee

RTI Committee:

1. To receive RTI applications of the college
2. To collect all the necessary information from the concerned in the college, prepare the required information sought by the RTI applicant and send them within the scheduled time
3. To maintain the records of all the RTI applications received and submit it to the Principal.

Research Committee:

1. To organize research activities for the staff and Students of the college
2. To organize orientation lectures in research for the staff.
3. To motivate the staff for taking up major / minor research projects for the College
4. To promote ResearchClimate in the Institution
5. To maintain the records of the activities conducted and submit the same to the IQAC Committee.
6. To motivate the staff to participate workshops/seminars/conferences/symposiums.
7. To motive the staff to write articles and publish in national and international journals.

Students Welfare Committee:

1. To consider application for free-studentship
2. To select students for awards of scholarships and prizes
3. To identify the poor and needy students for scholarships
4. To protect the internet of needy students on the brink of dropping out
5. Recording all the information and submitting to the IQAC within the time

Sports Committee:

1. To organise Intra-mural sports and athletic competitions
2. To help in selecting College teams.
3. To organise tournaments for staff members.
4. To recommend thePrincipal to provide facilities for indoor and outdoor gamesas per the requirement from the students.
5. To finalize annual calendar of internal and external sports activities Preparing budget for proposed activities

Scholarships Committee:

1. To create awareness on the scholarship schemes of the welfare departments
2. Registration of the college in the JNANABHUMI Portal
3. Registration Process and forwarding the applications of students to the concerned departments.

4. Scrutinizing and Processing of all the scholarship applications of the students as per the schedule
5. Submitting the reports of the scholarships received by students to the office timely
6. Submission of the processed applications to the concerned welfare department in time
7. Maintaining the scholarship holders data base and scholarship records Process of Transfer of Scholarship funds to various college accounts
8. Submitting the information of scholarship holders and received scholarships to the IQAC timely

Time Table Committee

1. To frame a suitable, clash free time-table for conducting Theory/Practical classes as per University rules for each semester
2. To attend to various complaints of clashes in the time-table and report to the Principal for necessary adjustments
3. To finalise the Time-table within one week from the date of commencement of Classes
4. To scrutinize the work load of the individual faculty members/teachers and the departments as per University rules.
5. To maintain the records of the Time-Table framed and submit the same to the IQAC Committee

Women Empowerment Committee:

1. To organize several programmes like Seminars, Eminent Lectures etc
2. To enhance the confidence level of girl students for their empowerment in the society
3. To celebrate International Women's Day
4. To counsel and solve the personal and academic related problems of Women
5. To maintain the records of the activities conducted and submit the same to the IQAC Committee

Library Committee:

1. To take stock of the existing, newly added and total number of books To introduce bar coding system
2. To see that SOLE software is used for automation
3. To see that the library is computerized
4. To arrange talks for students to motivate them to cultivate reading habits
5. To organize book week, books display 's on special occasions
6. To provide digital journals with National and International online library facilities
7. To see that Library building is enabled with Wi-Fi facility
8. To see that library issue/ return of books are maintained through software
9. To facilitate the services of National Digital Library an initiative by HRD Ministry
10. To see that Library building is enabled with Wi-Fi facility
11. To see that library issue/ return of books are maintained through software
12. To maintain the rec IQAC Committee

Admissions Committee:

1. To decide on all the matters relating to Admissions of the students.
2. To provide all information related to admissions to the students and parents
3. To maintain day wise admission data and display the group wise vacancy position daily during the time of admissions
4. To submit the list of Admissions made by the college to the concerned competent authorities and get approved.
5. To assist the students and to interact with the parents during admissions for the academic year
6. To file and maintain the records of the admissions and Annual Plan
7. To submit the enrolment records to the IQAC Committee

Career guidance and placement cell

1. To prepare students for campus recruitment by arranging preplacement training in resume writing, group discussions, mock interviews etc
2. To organise career counselling programs by inviting guest speakers from industry and making the students Corporate Environment friendly.
3. To plan and organise placement drive in the college campus.
4. To promote students to achieve employability skills through various certificate programs offered by the college
5. Helping shape the overall personality and communication skills of the students by encouraging them to create networks with industry partners via negotiations, invites etc.

UGC Committee:

1. To prepare the plan- proposals for utilizing the UGC grants To allocate fund received prioritizing need and necessity
2. To ensure proper utilization of fund within the date specified
3. To guarantee utilization of UGC funds for the purpose it has been released by the UGC
4. To obtain the settlement letters from the UGC regarding the previous UGC Funds utilization
5. To submit audited utilization certificate and all other settlement documents to UGC within date

RUSA Committee:

1. To submit the information of all the RUSA works in the college To process the ongoing RUSA works
2. To make correspondence with the EE of the Construction Agency regarding the RUSA works
3. To Process the Bills related to the RUSA works
4. To submit the information to the SPD RUSA timely
5. To maintain the records and submit the information on RUSA works to IQAC

E Waste Committee

1. To identify the non- working electronic materials in the college
2. To carry out the repair works of the non-working electronic devices To identify the non-repairable electronic articles
3. To inform the Non-repairable Article details to the APTS as per the norms
4. To deal with any other issues regarding the e-waste as per the directions of the Principal.

Attendance committee

1. Make students and parents aware of attendance
2. Regularly display the list of attendance defaulter students.
3. Regularly conduct meetings of parents of attendance defaulter students and giving them alert.
4. Make efforts to improve the attendance of students and help them in their academic progress.

SC/ST Committee

1. To resolve all the problems related to SC/ST students, Faculty, Non teaching employees of the institute
2. To improve the learning levels of Schedule Caste and Schedule Tribe students to bring them up to the general level of the other communities.
3. To give wide publicity of various scholarships and schemes of government to all students and staff and advise them to utilize the facilities and sources available in the institute to empower themselves.

Minority/OBC Committee

1. To ensure provisions for an environment where all such students feel safe and secure.
2. To empower the faculty and students belong to minority and other backward communities (OBC).
3. To handle the issues and short and long-term needs of the minorities and OBC.
4. The Minority and OBC cell helps students and faculty belong to minority religion including Christian, Muslim, Jain etc. and OBC for their spiritual requirement and academic development.
5. To provide the facilities for Namaz for Islam faculty and students in the college campus

SCIENCE ASSOCIATION

1. To arrange guests / students' meet at least once in a month.
2. To encourage students to write articles for wall papers and for the College Magazine.
3. To organise Science exhibitions.
4. To display cuttings/photographs copies of important scientific achievements reported in magazines /journals on notice board.
5. To organise visits to appropriate Institutions.
6. To bring out bulletin of activities conducted, articles written by the students, etc.

7. To arrange personality development programme for science students.
8. To organise activities such as training camps, awareness campaigns etc. in co-ordination with other committees.
9. To maintain records of the activities conducted and submit the same to the IQAC Committee.

Commerce Association

1. To arrange talks by experts, wall papers displays, Seminars, etc.
2. To organise student trips to Industrial Units.
3. To organise personality development programme/s for Commerce students.
4. To ascertain proper maintenance of College Committees' Accounts and suggest measures to improve maintenance of College Accounts.
5. To look after Consumer Welfare Cell.
6. To file and maintain the records of the Commerce Association and submit the same to the IQAC Committee.

IQAC COORDINATOR

PRINCIPAL