

FUNCTIONS AND RESPONSIBILITIES OF VARIOUS BODIES/CELLS/COMMITTEES

S.NO	Committee	Functions and Responsibilities
1	Governing Council	(i)Frame directive principles and policies (ii)Creation and enhancement of infrastructure and amenities etc for the college. (iii)Introduction of new courses (iv)Approve the faculty development initiatives/programmes
2	Academic Council	Responsible for designing, regulating and implementing different academic activities.
3	IQAC Cell	(i)Development and application of quality benchmarks/parameters for the various academic and administrative activities. (ii) Facilitating the creation of a learner- centric environment conducive for Quality education and faculty maturation to adopt the required knowledge and Technology for participatory teaching and learning process. (iii) Arrangement for feedback responses from students, parents and other stakeholders on Quality related institutional processes. Dissemination of information on the various quality parameters of higher education
4	Grievances and Redressal Committee	(i)Grievances Redressal Cell (GRC) is formed in order to keep the healthy working atmosphere and to uphold the dignity of the College by ensuring strife free atmosphere in the College to promote cordial Staff to Staff relations etc. (ii)This cell helps faculty and staff, to record their complaints and solve their problems related to academics, resources and personal grievances. (iii)Suggestion / complaint boxes have been installed at different places in the college campus. (iv)Faculty and staff, who want to remain anonymous, can put in writing their grievances and their suggestions for improving the academics/administration in the college.
5	Anti-Ragging Committee	(i)Form Anti Ragging Committee consisting of senior faculty and headed by Principal. (ii) Committee should take steps and allot duties to all the staff members in almost all areas in the college.

		<p>(iii)Wide canvassing about anti-ragging, done in the forms of Flexes, Posters and Boards in college premises and surrounding areas where there is a chance of ragging.</p> <p>(iv)Grievances— & Redressal committee should be made a part of these anti-ragging activities.</p>
6	Research Committee	<p>(i)Most of the teaching staff members are already awarded with Ph.D or M.Phil.Degree, which justifies the interest of the teachers in Research and Development.</p> <p>(ii)The college encourages the staff members to be involved in active research by allowing study leaves for completion projects and duty leaves for presenting research papers in seminars, some teachers are also contributing articles to research journals.</p>
7	Admission Committee	<p>(i)To associate with admission procedures so that smooth admission of students is possible.</p> <p>(ii) To help the administration in admission process.</p> <p>(iii) To appraise the students about college rules & regulations and KCSAM rules.</p> <p>(iv) To clarify the doubts of students and parents about KCSAM rules and regulations.</p>
8	Examination Committee	<p>(i)Circular, Guideline, Office Order, Notification received by the College are processed and prepared, after Principal's signature.</p> <p>(i)Examination Notices received from the University are duly served to all concerned indicating the details regarding Fee Collection, the last date of fee Collection, modalities of payments of fine etc.</p> <p>(ii) During the Examination time, proper staff mobilization, assigning the duty as per the duty chart already prepared.</p> <p>(iii)After the results of various examinations received from the University, distribution of marks sheets to Students.</p>
9	Library Advisory Committee	<p>(i)To prepare the lists of books as per the requirement of various departments.</p> <p>(ii)To suggest improvements to run the library smoothly, orderly and satisfactorily.</p> <p>(iii)To suggest the fine structure for the late returning of books.</p>

10	Placement Cell	<p>(i)To enhance the soft skills of student so that they are ready for industry.</p> <p>(ii)To identify industries/software companies— & convince them for campus placement.</p> <p>(iii)To provide expert lectures to students so that they will be motivated.</p> <p>(iv) To conduct mock interviews for students.</p>
11	Women Empowerment Cell	<p>(i)To address the needs of women faculty, staff & students.</p> <p>(ii) To identify the personal issues so that women’s will have gender equality& dignity.</p> <p>(iii) To suggest the improvements in academic performance of women faculty, staff & students.</p> <p>(iv)To resolve the grievances women faculty, staff & students.</p>
12	Consumer Club	<p>(i)To motivate and encourage the students to contribute their things.</p> <p>(ii)To be Sharing and caring of those who are needy.</p>
13	Entrepreneurial Development Cell	<p>(i)The committee will conduct events for students, organize workshops and guest lectures and liaison with agencies for promoting entrepreneurship among students and assist the local community through entrepreneurship outreach programmes. The committee will meet twice in a semester.</p> <p>(ii) Committee will conceptualize Entrepreneurship Development Programs.</p> <p>(iii)To create awareness on entrepreneurship among the students.</p>
14	SC / ST Committee	<p>(i)To ensure there is no caste based discrimination in our college.</p> <p>(ii)To redress the grievances of SC/ST students.</p> <p>(iii)To enhance the employability of SC/ST students.</p> <p>(iv)To ensure equal opportunity in all spheres.</p>
15	Alumni Association Committee	<p>(i)Participate faithfully and consistently in Alumni Council meetings and functions, regional alumni events and other college functions.</p> <p>(ii) Participate actively in strategic and long range program planning to promote alumni awareness, engagement and commitment to the</p>

		college. (iii)Enthusiastically communicate the mission and purpose of the college and Alumni Association to the wider alumni population, Support a strong relationship between the Alumni Association and current students.
16	Sports Advisory Committee	(i)To prepare sports calendar and an action plan to implement the same. (ii)To suggest the methods which encourage students and faculty to utilize sports and games facilities available in the college. (iii) To take up the responsibility of preparing the budget estimate, requirement of infrastructure and equipment, maintaining the equipment and play fields. (iv) Selection of teams to represent the college in inter-collegiate tournaments. (v)To prepare the details of attendance exemption to be given to the students representing college in various sports and games.
17	Intellectual Property Rights Committee	To contribute and rewards for their rights given to persons over the creations of their minds.
18	MOOC - NPTEL	To provide skills, knowledge and talent for faculties through online media.
19	Electoral Club	The role of the club will also include students understand the constitutional, legislative and legal provisions, technological innovation and role of the Election Commission, courts, media and stakeholders in the poll process.