

## 1. Purchase Committee

**Tenure:** 1 year

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

### **Roles & Responsibilities:**

- I. Purchase section makes arrangements for getting the quotations based on the indented specifications.
- II. Comparative chart is done with the helps of indenter.
- III. Based on the recommendations of the department, usually HoD, purchase committee will deliberate on the quotations and recommend the company from which the items may be procured.
- IV. The committee meets as and when needed.

### **Purchase Committee Members**

S. No.	Members
1.	HoD nominated by Principal
2.	AO
3.	Sr. Staff from the respective dept.
4.	Sr. Staff from the respective dept.
5.	Indentor's Department HOD

## 2. Transport Committees

**Tenure: 1 Year**

### **Roles & Responsibilities:**

- I. Responsible for arrangement of transport for students and staff from College to City/destination/boarding point & vice versa.
- II. Responsible for periodical maintenance of all the buses.
- III. Responsible for a periodical check of the log books maintained by the drivers.
- IV. Recommend the transport for the students and staff for any educational tour, visit for sports competitions.ect.
- V. Recommending alteration/ inclusion/ deletion of routes

### **Transport Committee Members**

S.N	Members
1.	Principal
2.	Transport in-charge
3	Two staff members nominated by principal
4.	Two student members nominated by principal

### 3. Finance Committee

#### **Roles & Responsibilities:**

- I. To see that expenses incurred have budgetary provision
- II. To recommend for approval of financial proposals referred by principal
- III. To check that necessary formalities have been observed in incurring expenses in case of major purchase exceeding 50,000 per item
- IV. To recommend any proposal for enhancement of DA, etc. commonly for all staff referred by principal

#### **Finance Committee Members**

S. No.	Name
1.	Any HoD nominated by principal
2.	Accounts officer
4.	Senior staff nominated by principal
5.	Examination branch in-charge

### 4. Disciplinary Committee

**Tenure:** 1 years

**Roles & Responsibilities:** To attend the Student's grievances and recommend suitable redresses to ensure overall discipline

- I. The committee will scrutinize, investigate and consider all complaints grievances of the students.
- II. Maintains a record of the Grievances redressed/reported/referred.
- III. It recommends actions for regulating and enforcing discipline among the students.
- IV. Recommends appropriate action wherever necessary.
- V. Recommend Anti-Ragging Committee at the beginning of each academic year.

#### **Disciplinary Committee Members**

S. No.	Members
1.	Principal
2.	One HoD nominated by principal
3.	One Senior staff nominated by principal

### 5. Sports and Cultural Committee

**Tenure:** 1 year

#### **Responsibilities:**

- I. Prepare sports and cultural schedule for the year.
- II. Conduct competitive sports and cultural programmes.

- III. Arrange physical fitness programmes for the students and staff.
- IV. Select students who represent the college in off-campus platforms
- V. Escort college sports achievers to sports meet and also the students for cultural competition outside the college
- VI. Arrange for cultural presentation on various college occasions
- VII. Responsible for procurements, maintenance of sports goods, play fields and other items related to the Physical Education.

### **Sports and Cultural Committee Members**

<b>S.N</b>	<b>Name</b>
1.	Principal
2.	One staff member nominated by each department
3.	Physical Directo
4.	Two final year students nominated by Principal for culture activity
5.	Two final year students nominated by Principal for sports activity

### **6. Grievances Redressal Committee**

**Tenure:** 2 years

**Objective:** A Grievance Redressal committee has been formed to settle genuine grievances of students, staff and parents up to a satisfaction level so as to create a healthy relationship among the students, parents, employees and employer. The grievance will include any matter relating to student and staff. The committee is requested to contribute effectively to dispose the grievances at the earliest.

#### **Roles & Responsibilities:**

- I. To deals with all the genuine grievances of students and staff of the college.
- II. All complainants should file their grievances either by writing in paper to the committee or by online on the website of the college.
- III. The committee will meet at least once in a month to resolve the grievances.
- IV. To take conclusive decision and submit its recommendations to the deciding authority for removal of alleged grievances.
- V. The student/staff shall bring up his/her grievance in a prescribe format immediately to the grievance cell without fail. The number of grievance settled or pending will be report to the Principal/Director in every month.

### **Grievance Redressal Committee Members**

<b>S. No.</b>	<b>Name</b>
1.	Two Sr. Faculty member nominated by Principal
2.	Administrative Officer
3.	Sr. Non teaching staff member

4.	One student from each department nominated by respective HOD
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## 7. Women Protection Cell

**Tenure:** 1 year

**Objective:** The cell has been established in order to protect the women staff and students associated with the college from any sorts of injustice or sexual harassment of any nature directly and indirectly.

### **Roles & Responsibilities:**

- I. To make them aware of their rights
- II. To help them in knowing the importance of good health and nutrition and facilities available for them
- III. To help them in developing decision making abilities and be self-dependent
- IV. To help them in raising their voice against all kinds of discrimination
- V. To help them in changing their mind setup
- VI. To assist them in overall development of their personality.

The Women Protection Cell recommends to the principal on type of punishment to the guilty persons. The nature of the punishment may be follows:

- Information to the parents
- Verbal Warning.
- Written warning.
- Financial punishment
- Information to police for legal inquiry and action (if situation arises so)
- Suspend from college for duration not more than one week.
- Expelling from college as per rule of university.

### **Women Protection Cell Members**

S. No.	Name
1.	Principal
2.	Sr. Female Faculty
3.	Sr. Male Faculty
4.	Sr. non teaching female staff
5.	One student nominated by I/C Students affairs

## 8. LIBRARY COMMITTEE

**Tenure:** 1 years

**Objective:** To enrich Library collection and improve usage

### **Roles & Responsibilities:**

- I. Recommended measures for upgrading the library facilities

- II. Recommends for enriching stock with e-resources
- III. Solve the issues and problems raised by the students and staff members
- IV. Carryout Physical verification during summer holidays and submit the report to principal.
- V. Advises on maintenance of documentations of books, journals, magazines, newspapers, CD's & library materials.
- I. Advises on maintaining and updating e-journals and all teaching aids – NPTEL videos etc.

#### **Library Committee Members**

<b>S. No.</b>	<b>Name</b>
1.	Any sr. faculty nominated by principal
2.	Librarian
3.	One staff member from each department nominated by respective HOD

#### **9. Hostel and Canteen Committee**

**Tenure:** 1 year

**Objective:** To look after the hostel and canteen affairs

#### **Roles & Responsibilities:**

- I. Oversee the hostel admissions
- II. Address problems regarding running of the mess
- III. Recommend disciplinary measure in case of violation of rule by staff or students
- IV. Maintenance of hygienic in and around hostel and canteen
- V. Make frequent visits to monitor the regular activities of the girls in the hostel.
- VI. Conduct periodical meetings with student representatives to redress their grievances.

#### **Functions:**

- i. Inspect the canteen and Hostel premises periodically.
- ii. Check the sanitation and drinking water and cleanliness of kitchen
- iii. Check the quality of conducting surprise inspection
- iv. Make recommendations to the management regarding prices of commodities.

#### **Hostel and Canteen Committee Members**

<b>S. No.</b>	<b>Name</b>
1.	Hostel Wardens
2.	Two Staff members nominated by principal
3.	One student staying in Hostel nominated by principal
4.	One non hostel student nominated by principal

## 10. Anti- Ragging Committee

**Tenure:** 1 year

**Objective:** To look into various aspects of ragging, means and methods to prevent it, possible action that can be taken against those who involve in it, and action against offenders in the event of ragging

### **Roles & Responsibilities:**

- i. To oversee and monitor the overall discipline of students in the college, and review it periodically.
- ii. Recommend appropriate actions related to indiscipline of the students as and when required.
- iii. Taking all precautionary measures to prevent ragging
- iv. Creating awareness among senior students and new entrants
- v. Immediate action against reported incidents/ complaints
- vi. Surprise visits to hostels
- vii. Nominate monitoring staff in the busses

### **Anti-Ragging Committee Members**

S. No.	Name
1.	In-charge, Student Affairs
2.	One Sr. Faculty from each department nominated by Principal
3.	Hostel warden
4.	One student from each department nominated by respective HODs

## 11. Training, Placement & Career Guidance Committee

**Tenure:** 1 year

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

### **Roles & Responsibilities:**

- I. Responsible for all the activities relating to the students placement.
- II. Coordinates with the industries for providing the training courses to students where the student make self assessment & groom them for job they are fit for
- III. Arranges guest lectures, workshops, seminars & industrial visits for students.
- IV. Coordinates with the different industries for on-campus and off-campus interviews of the meritorious students for providing suitable jobs in their organizations.
- V. Responsible for interaction with different industries for functioning of EDPs.
- VI. Responsible for organizing campus placement drives and off – campus interviews.
- VII. promote self-reliance among students

**Functions:**

- i. Each department will identify a group of industries to be invited on to the campus.
- ii. Each department nominates two students to work as volunteers during the conduct of campus interviews.
- iii. Formulate action plan to be implemented in arranging special training program for soft skills, mock interviews etc.
- iv. Counsel the students to choose a professional career.
- v. Collect information on higher education opportunities and conduct awareness programs.
- vi. Collect student data on GRE TOFEL, CAT UPSC etc.
- vii. Maintain data bank of Alumni

**Training, Placement & Career Guidance Committee Members**

S. No.	Name
1.	Principal
2.	Training & Placement Officer
3.	One Sr. Faculties nominated by dept. HoD

**12. Industry Institution Interaction Committee**

**Tenure:** 1years

**Objective:** Industry Institution Interaction Cell (IIC) is responsible in building institute-industry collaboration for mutual benefit. The objective of the IIP Cell is to reduce the gap between industry expectations (practice) and academic offerings (theory) by direct involvement of industry to attain a symbiosis. Their inputs are taken for curriculum development and also for training programs to make students job ready.

**Roles:**

- I. Establish linkage between industry and the institute.
- II. Joint research projects
- III. Industrial consultancy
- IV. Dissemination of knowledge
- V. Promoting industrial training for students
- VI. Faculty training in industry

**Responsibilities:**

- I. Helps in getting permission for industrial visits/ Training to students.
- II. Mediating for laboratory testing facilities.

- III. Recommending professional consultancy.
- IV. Recommending industrial exhibitions.
- V. Recommending seminars, workshops, continuing education programs etc.

**Industry Institution Interaction Committee Members**

S. No.	Name
1.	PRINCIPAL
2.	Training and Placement Officer
3.	Two Sr. Faculty members recommended by Principal

**13. Research and Development Committee**

**Tenure:** 1 years

**Objective:** The cell administers all the research Programs of the College by monitoring and coordinating the research programs. It conducts the research review meeting to examine the quality of research being conducted by various teams. The Research & Development Cell of every department takes immense efforts to expose the students to recent developments in the technology through innovative project works and paper presentations/ publication.

**Roles & Responsibilities:**

- I. To identify the potential areas of research in various disciplines of engineering and form the faculty into various clusters based on their specialization.
- II. To help preparing and submit proposals to government agencies like AICTE, UGC, DST, IE(I) etc. for obtaining funded projects.
- III. To encourage multi-disciplinary research internally within the institute and externally with other organizations.
- IV. Encourage the staff to attend/publish papers in various National/International conferences/Journals of their specialized areas.
- V. To coordinate the research activities among the various departments of the college.
- VI. Encourage the faculty to attend various research oriented Faculty development programmes.
- VII. Encourage and motivate the staff to apply for Ph.D at various Universities.
- VIII. To encourage the staff to publish their research works in reputed journals that have good impact factor and are Scopus indexed.
- IX. To plan for resource mobilization through industry interaction, consultancy and Extramural funding.
- X. Scrutinize and recommend the student’s project proposals and send them to various agencies for financial support and recommend the suitable projects.



### Research and Development Committee Members

S. No.	Name
1.	Principal
2.	In-charge R&D
3.	One R&D Co-coordinator from each department as nominated by HOD

### 14. Faculty Development Committee

**Tenure:** 1 years

**Objective:** The Faculty Development Committee is to lead the college's efforts in further advancing the professional development of all full-time faculties to regularly review and recommend applications for development activities in the financial year and to annually recommend ongoing improvements to the policies and procedures of faculty development.

#### **Roles & Responsibilities:**

- I. Maintain and Update faculty database.
- II. Maintain faculty evaluation and teaching credentials.
- III. Recommend faculty orientation program
- IV. Manage scheduling, delivery, and effectiveness of FDP.
- V. Assist in budgeting and provision of FDP funding
- VI. Arrange for individual faculty counseling

### Faculty Development Committee Members

S. No.	Name
1.	Principal
2.	In charge R&D
3.	One Sr. Faculty from each department as nominated by respective HoD

### 15. Internal Quality Assessment Committee

**Tenure:** 1 year

#### **Objective:**

1. To develop a system for conscious, consistent and catalytic improvement in the performance of institutions.
2. To assure all the stakeholders connected with higher education about the quality of education provided by the institutions

#### **Roles & Responsibilities:**

- I. Timely, efficient and progressive performance of academic, administrative and financial tasks.
- II. The relevant and quality of academic and research programmes.

- III. Equitable access to and affordability of academic programmes for various section of society
- IV. Optimisation and integration of modern methods of teaching and learning
- V. The creditability of evaluation procedures
- VI. The adequacy, maintenance and proper allocation of support structure and services

**Functions:**

- I. Development and application of quality benchmarks/parameters for the various academic and administrative activities of the institutions
- II. Dissemination of information on the various quality parameters of higher education
- III. Recommendation of workshops, seminars on quality related themes and promotion of quality circles
- IV. Documentation of the various programmes/activities leading to quality improvement
- V. Acting as a nodal agency of the institution for quality-related activities
- VI. Preparation of the Annual Quality Assurance Report (AQAR) based on the quality parameters.

**Internal Quality Assessment Committee Members**

S. No.	Name	Department
1.	CEO	CEO
1.	Principal	Principal
2.	One Sr. Professional from Industry	
3.	Administrative Officer	
4.	Dept. HODs	

**16. College Development Committee:**

**Tenure:** 1 years

**Objective:** The college development committee is formed with an objective of having an empowered system of administration and to ensure that the faculty feels involved into the administration of the college.

**Roles & Responsibilities:**

- I. Prepare an overall comprehensive development plan of the college regarding infrastructural growth, and enable college to promote excellence co-curricular and extra-curricular activities.
- II. Plan major annual events in the college, such as annual day, sports events, cultural events, etc.
- III. To plan for resource mobilization through industry interaction, consultancy and extra-mural funding

- IV. Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution

**College Development Committee Members:**

S. No.	Name
1.	CEO
2.	Principal or his/ her nominee
3	Dept. HODs
4.	Administrative Officer

**17. Institute Core Committee**

**Tenure** 1 year

**Objective:** The college shall have a duly constituted Institute Core Committee (ICC) as prescribed in the Regulations to formulate long term and short-term development programmes for the college to achieve academic excellence in tune with the policies of the University.

**Roles & Responsibilities:**

- I. To review the academic and other related activities of the college
- II. To review the students and faculty development programmes
- III. To visualize and formulate perspective plans for the development and growth of the college
- IV. To promote research and extension activities in the college campus
- V. To promote teaching innovations and student placement programmes
- VI. To plan for sustaining the quality of education, quality improvement and accreditation of the college
- VII. To oversee the internal examinations/ evaluation/ recording

**Institute Core Committee Members:**

S. No.	Name
1.	CEO
2.	Principal
3.	Respective HODs
4.	One Sr. Faculty from each department as nominated by Principal
5.	Administrative Officer

## **Department Academic Committee**

**Composition:** As preferred by the GB

**Tenure:** 1 years

**Objective:** To evolve an ideal time-table which incorporates the needs and convenience of students and teachers to process, classify & update all institutional data.

### **Responsibilities:**

- I. Prepare the academic calendar of the college
- II. Prepare a time-table and allocate class-rooms
- III. Review the occupancy in class-rooms and resolve overlapping in lecture timings
- IV. Accommodate tutorials/seminar presentation etc.
- V. Maintain a record of all curricular activities organized and conducted in the college
- VI. Keep a record of the events organized in the college and the prizes won by the students, staff and the college
- VII. Collect data from the alumni students both of their employment and higher education
- VIII. Classify, analyze & file all sorts of data and make it available whenever required
- IX. Finalizing the department budget
- X. Recommends staff for higher education/ workshops/ FDPs
- XI. Department result assessment
- XII. Define/refine of course outcomes
- XIII. Recommends Research and Development activities

**Department Academic Committee will be constituted by Principal**