

**SRI A S N M GOVERNMENT COLLEGE**  
**Palakol, West Godavari District, Andhra Pradesh- 534260**  
**Affiliated to Adikavi Nannaya University, Rajamahendravaram**  
**(NAAC Re-accredited by 'B' Grade with 2.61 CGPA)**

## **POLICY ON PARTICIPATIVE GOVERNANCE**

### **Decentralization**

The institution has a mechanism of providing operational autonomy to various functionaries in order to ensure a decentralized governance system.

### **Principal Level:**

Principal is the Ex-officio member of the governing body and chairperson of the IQAC. The principal in consultation with the Staff Council nominates different committees for planning and implementation of different academic, student administration and related policies. All academic and operational policies are based on the unanimous decision of the governing body, the IQAC and the Staff Council.

### **Faculty level:**

Faculty members are given representation in various committees/cells nominated by the Staff Council, in the Governing body, in the IQAC and other committees. Every year, the composition of different committees is changed to ensure a uniform exposure of duties for academic and professional development of faculty members.

### **Student level:**

The nominated Secretary of the students' council is the member of governing body/ Academic council/ Board of studies. Students are empowered to play important role in different activities. Functioning of different secretaries of students' council (listed below) further reinforces decentralization.

- cultural secretary
- girls' common room secretary
- student welfare and social service secretary
- sports and games

### **Non-teaching staff level:**

The non-teaching staff members contribute significantly in the functioning of the institution. The Governing Body, Grievance Redressal Cell, Equal Opportunity Cell, Internal Complaints Committee, Committee to cater to the needs of the Differently-abled, Career Counselling and Placement Cell, College Campus Environmental Committee, Newsletter and Health centre Committee have representatives from the Non-Teaching Staff.

### **Strategic level:**

The Principal, Governing body, staff council and the IQAC are involved in defining policies & procedures, framing guidelines and rules & regulations pertaining to admission, examination, discipline, grievance, support services, finance etc.

### **Functional level:**

Faculty members share knowledge among themselves, students and staff members while working for a committee. Principal and faculty members are involved in joint research and have published papers

### **Operational level:**

The Principal interacts with faculty members maintain interactions with the concerned departments of affiliating university. Students and office staff join hands with the principal and faculty for the execution of different academic, administrative, extension related, co- and extracurricular activities.



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College e-mail: [sriasnmge@gmail.com](mailto:sriasnmge@gmail.com) Website: <https://sriasnmgepalakol.ac.in> Phone: 08814229069

### College Committees 2021-2022

The principal is pleased to constitute the following committees for the academic year 2021- 2022 to carry out various activities entrusted to the respective committees.

The convener of each committee shall convene a meeting with all the members of the committee and chalk out plan of action for the academic year. All discussions, resolutions and suggestions shall be recorded in a separate register, along with the minutes and resolution of the meeting. The same shall be forwarded to the principal for effective implementation of the decisions of the committee. Necessary evidences for the activities like photo graphs, supporting documents etc., need to be filed by the convener concerned.

Note: 1. it is mandatory to include 2 or 3 Students as members in all the Committees.

2. The Coordinator of each Department shall convene a meeting with all the members and formulate an action plan for the academic year 2021-22. So as to incorporate the activities in the institutional plan.

### Committees 2021-2022

Sri A.S.N.M. Government College(A), Palakol (Committees for the Academic year 2021-22)				
S.No	Name of the committee	Convener Sri/Smt/Dr	Members Sri/Smt/Dr	Student members
1	IQAC & NAAC	G. Srinivasa Rao, Vice Principal NAAC Coordinator	Dr Y.Vijaya Kumar, Lec.In Botany  K. PardhaSarathi, CF in History	T. Swathi II year B.Com (C.A)
		Dr. V. Yamini, Lec.in Chemistry	P.Durgeswari, G.F.In Commerce	M. Sireesha

		K.Bhadrachalam, Lec. In Com.Science	Ch.Chinni, Computer operator	II year B.A(HEP)
		Ch.Ravi Kumar, Lec. In Computer Applications		
2	NIRF, ISO, AISHE Committee	Dr.V.Yamini, Lec. in Chemistry	K.Siva Krishna, Lec. In Maths Ch. Ravi Kumar, Lec. In Computer Applications M. Kiran Kumar, Full Time Mentor	V. Sai Kiran, II B.Sc (BZC) P. Sudha Rani, II B.A (HEP)
3	Academic Council	Dr.B.SubbaLakshmi, Lec. in Telugu	All in charges of Departments	M. Sireesha, II B.A (HEP) E. Baby Ramyasree, II B.Com (Gen)
4	UGC & Autonomy	Dr. V. Yamini, Lec. in Chemistry	T. Krishna, Lec. In Political science P.Durgeswari, G.F in Commerce	P. Pavan Kumar, III year B.Sc(CBZ) V. Navya, II B.Sc(MCCs)
5	Administration Support committee	G. Srinivasa Rao, Lec.in Physics	Dr. B.Subba Lakshmi, Lec.in Telugu T. Krishna, Lec.in Political Science Superintendent Office staff	K.J.V. Nagaraju, III B.Com (Gen) M. Suribabu, II B.A (HEFT)
6	Research committee	Dr. V. Yamini, Lec. in Chemistry	Dr.B.Subba Lakshmi, Lec.in Telugu V. David Dinakaran, Lec.in English P.Durgeswari, G.F in Commerce	T. Jahnavi, III B.Sc (MPCs) G. Raghavendra Varma, II B.Sc (MCCs)
7	Student Support Services Committee	K. Bhadrachalam, Lec.in Computer Science	K. Siva Krishna, Lec.in Maths Ch. Ravi Kumar, Lec. In Computer Applications K.SwarnaLatha, GF in Commerce	K. Manikantha, III B.Sc (MCCs) K. Vijay, II B.Com (CA)
8	Campus Facilities Committee	G.D.Srinivasa Rao, Lec.in Physics	NVRD Padmalatha, Lec.in Physics K. PardhaSarathi, Lec.in History BKV Ramalakshmi, Lec.in Maths K.SwarnaLatha, GF in Commerce	D. Mary, II B.Sc(BZC) P. Siddubabu, III B.Com (Gen)



9	ICT, LMS	Ch. Ravi Kumar, Lec. In Computer Applications	K. Siva Krishna, Lec.in Maths P.Durgeswari, G.F. in Commerce	G. Anusha II B.Sc (MCCs) T. Swathi II B.Com (C.A)
10	GRC and Anti- Ragging committee	Dr. B.SubbaLakshmi, Lec.in Telugu	T.Krishna, Lec.in Political Science Dr.Ch.Usha Rani, Lec.in Economics K. Madhu Shalini, Lec.in Commerce Dr. Y. Vijaya Kumar, Lec.in Botany P. Durgeswari, GF in Commerce	P. Neelima, II B.Sc (BZC) D. Muddu Siva, III B.Sc (MPCs)
11	Women Empowerment Cell	Dr.Ch.Usha Rani, Lec.in Economics	NVRD Padmalatha, Lec.in Physics BKV Ramalakshmi, Lec.in Maths P. Durgeswari, GF in Commerce K.SwarnaLatha, GF in Commerce P V S S Sridevi, G.F.in Telugu B.Asha Jyothi, G.F.in Commerce	Ch Anusha, III B.Sc (MPCs) G. Anusha, II B.Sc (MCCs)
12	College Magazine, Hand book and Press Relations News Letter	Dr.Ch.Usha Rani, Lec.in Economics	G.D.Srinivas, Lec.in English ( Languages Depts) Dr. Y. Vijaya Kumar, Lec.in Botany (Biology Groups Depts) BKV Ramalakshmi, Lect in Maths (Maths Related Depts) K. PardhaSarathi, Lec.in History (History,PoliticalScience,Economics Depts) P.Durgeswari, GF in Commerce (Commerce Related Depts)	N.M. Rajeswari, III B.Sc (BZC) E. Baby Ramyasree, II B.Com(Gen)
13	DRC	Dr.B.SubbaLakshmi, Lect in Telugu	NVRD Padmalatha, Lec.in Physics K. Swarnalatha, G.F. in Commerce Ch. Ravi Kumar, Lec.in Computer Applications	T. Swathi, II B.Com (CA) N.M. Rajeswari III B.Sc (BZC)
14	Examination Committee	T.Krishna, Lec.in Political Science	Dr. K. Ram Narayana, Lect in Physics Dr. B.Subba Lakshmi, Lect in Telugu K.Siva Krishna, Lect in Maths	D. Mary III B.Sc(BZC) M. Sireesha II B.A (HEP)
15	Games Committee	Ch.Ravi Kumar, Lect in Computer Applications	BKV Ramalakshmi, Lect in Maths K. PardhaSaradhi, Lect in History D. Manmadha Rao, GF in Commerce P. Durgeswari, GF in Commerce	G. Manikantha Raju, III B.Com (Gen) A. Amrutha Durga II B.Sc (MPCs)

16	Literary and Cultural Activities Committee	Dr. B. Subba Lakshmi, Lect in Telugu	GD Srinivasa Rao, Lect in English D.Manamadhya Rao, GF in Commerce K. Swarnalatha, GF in Commerce	P. Pavan Kumar, III B.Sc (BZC) V. Sai Kiran II B.Sc (BZC)
17	Alumni Association committee	G.Srinivasa Rao, Lect in Physics	Dr. Y. Vijaya Kumar, Lect in Botany GD Srinivasa Rao, Lect in English D.Manamadhya Rao, GF in Commerce	S.N.D.S. Haritha III B.Com (CA) G. Rama Lakshmi II B.Sc (BZC)
18	Career Guidance and Placement cell (JKC)	K. Bhadrachalam, Lect in Computer Science	G. Srinivasa Rao, Lect in Physics M. Kiran Kumar, Full Time Mentor P. Durgeswari, GF in Commerce	B. Suneel Kumar III B.Sc (BZC) G. Raghavendra Varma II B.Sc (MCCs)
19	Value Education Cell	Dr. M. Ramakrishna, Lect in Zoology	K. PardhaSarathi, Lect in History V. David Dinakaran, Lect in English K. Siva Krishna, Lect in Maths	D. Mary III B.Sc (BZC) A. Amrutha Durga II B.Sc(MPCs)
20	NSS	Unit 1: Dr. B. Subba Lakshmi, Coordinator	Ch. Ravi Kumar, Lect in Computer Applications K. PardhaSaradhi, Lect in History P. Durgeswari, GF in Commerce	P. Pavan Kumar III B.Sc(CBZ)
		Unit 2. Dr M. Rama Krishna, Coordinator	Dr.Y. Vijaya Kumar, Lect in Botany B.K.V. Rama Lakshmi, Lect in Maths K.SwarnaLatha, Lect in Commerce	T. Swathi II B.Com (C.A)
21	RUSA Committee	T. Krishna, Lect in Political Science	Dr. K. Ram Narayana, Lect in Physics Dr. B. Subbalakshmi, Lect in Telugu Dr.V.Yamini, Lect in Chemistry	D. Muddu Siva III B.Sc (MPCs) G. Rama Lakshmi II B.Sc (BZC)
22	Library Committee	T. Krishna, Lect in Political Science	Sri G.D. Srinivas, Lect in English Sri Subba Rao, Record Asst. Sri G. Sampath Rao, Record Asst	N.M. Rajeswari III B.Sc (BZC) P. Neelima II B.Sc(BZC)
23	Innovative and Best Practices Committee	Dr.Y.Vijya Kumar, Lect in Botany	V.David Dinakaran, lect in English D. Manmadha Rao, GF in Commerce P S V V Sridevi, GF in Telugu B.Asha Jyothi, GF in Commerce	S.N.D.S. Haritha III B.Com (CA) E. Baby Ramyasree II B.Com (Gen)

24	RTI Committee	G.Srinivasa Rao, Lect in Physics	Dr.B.Subba Lakshmi, Lect in Telugu K. Bhadrachalam, Lect in Computer Science	D. Muddu Siva III B.Sc (MPCs) G. Rama Lakshmi II B.Sc(BZC)
25	Admissions Committee	Dr.B.Subba Lakshmi, Lect in Telugu	Dr. Ch. Usha Rani, Lect in Economics B. K. V Rama Lakshmi, Lect in Maths N. V. R. D. Padmalatha, Lect in Physics Dr.Y.Vijaya Kumar, Lect in Botany K. Pardhasarathi, Lect in History	P. Pavan Kumar III B.Sc (BZC) V. Navya II B.Sc (MCCs)
26	Time Table committee	K.Siva Krishna, Lect in Maths	T. Krishna, Lect in Political Science Dr.Y.Vijaya Kumar , Lect in Botany P.Durgeswari, GF in Commerce	D. Muddu Siva III B.Sc (MPCs) K. Vijay II B.Com (CA)
27	Internal Academic Audit	Dr.M.Rama Krishna, Lect in Zoology	K. Bhadrachalam, Lect in Computer Science Dr. Y. Vijay Kumar, Lect in Botany Dr.Ch.Usha Rani, Lect in Economics	Ch Anusha III B.Sc (MPCs) N.M. Rajeswari, III B.Sc (BZC)
28	Special fee committee	G.Srinivasa Rao, Lect in Physics	Dr.B.Subba Lakshmi, Lect in Telugu Dr.V.Yamini, Lect in Chemistry K.Bhadrachalam, Lect in Computer Science T.Krishna, Lect in Political Science	B. Suneel Kumar III B.Sc (BZC) M. Sireesha II B.A (HEP)
29	Infrastructure and stock verification committee	Dr.Ch.Usha Rani, Lect in Economics	Dr.Y.Vijya Kumar , Lect in Botany D. Manmadha Rao, GF in Commerce Ch.Ravi Kumar, Lect in Computer Applications	K.J.V. Nagaraju III B.Com (Gen) G. Raghavendra Varma II B.Sc (MCCs)
30	Eco Club	Dept. of Botany	Concerned Lecturers	P. Pavan Kumar III B.Sc (CBZ)
	Red Ribbon Club	Dept. of Zoology		A.Amrutha Durga II B.Sc (MPCs)
	Consumer club	Dept. of Commerce		
31	CPDC	President: Principal Secretary: Dr. B. Raghavaiah MBBS	G.Srinivasa Rao, Lect in Physics Dr.B.Subba Lakshmi, Lect in Telugu T.Krishna, Lect in Political Science K.Bhadrachalam, lect in Computer Science	D. Muddu Siva III B.Sc(MPCs) K. Vijay II B.Com (CA)



32	<b>Discipline Committee</b>	T.Krishna, Lect in Political Science	Dr.Y.Vijya Kumar, Lect in Botany NVRD Padmalatha, Lect in Physics BKV Ramalakshmi, Lect in maths G.D.Srinivas, Lect in English K.Siva Krishna, lect in Maths Ch.Ravi Kumar, Lect in Computer Applications K. PardhaSaradhi, Lect in History D.Manamadha Rao, GF in Commerce	D. Muddu Siva III B.Sc (MPCs) G. Rama Lakshmi II B.Sc(BZC)
33	<b>Purchasing Committee</b>	G.Srinivasa Rao, Lect in Physics	Dr.B.Subba Lakshmi, Lect in Telugu T.Krishna, Lect in Political Science Dr. V. Yamini , Lect in Chemistry K. Bhadrachalam, Lect in Computer Science Dr.M.Rama Krishna, Lect in Zoology Dr.Ch.Usha Rani, Lect in Economics	G. Raghavendra Varma II B.Sc (MCCs) S.N.D.S. Haritha III B.Com (CA)
34	<b>Field Work/ Industrial Visit Committee</b>	G.Srinivasa Rao, Lect in Physics	Dr.B.Subba Lakshmi, Lect in Telugu T.Krishna, Lect in Political Science Dr. V. Yamini , Lect in Chemistry K. Bhadrachalam, Lect in Computer Science Dr.M.Rama Krishna, Lect in Zoology Dr.Ch.Usha Rani, Lect in Economics	Naveen II B.Sc (MCCs) E. Baby Ramyasree II B.Com (Gen)
35	<b>Exam Cum Stationary Committee</b>	G.Srinivasa Rao, Lect in Physics	Dr.B.Subba Lakshmi, Lect in Telugu T.Krishna, Lect in Political Science Dr. V. Yamini , Lect in Chemistry K. Bhadrachalam, Lect in Computer Science Dr.M.Rama Krishna, Lect in Zoology Dr.Ch.Usha Rani, Lect in Economics	D. Muddu Siva III B.Sc(MPCs) T. Swathi II B.Com (C.A)



36	College Development Committee	G.Srinivasa Rao, Lect in Physics	Dr.B.Subba Lakshmi, Lect in Telugu T.Krishna, Lect in Political Science Dr. V. Yamini , Lect in Chemistry K. Bhadrachalam, Lect in Computer Science Dr.M.Rama Krishna, Lect in Zoology Dr.Ch.Usha Rani, Lect in Economics	G. Raghavendra Varma II B.Sc (MCCs) M. Sireesha II B.A (HEP)
37	Poor Cum Merit Committee	Dr.B.Subba Lakshmi, Lect in Telugu	Dr.Ch.Usha Rani, Lect in Economics G. D. Srinivasa Rao, Lect in English Dr. Y. Vijay Kumar, Lect in Botany K. Bhadrachalam, Lect in Computer Science Dr.M.Rama Krishna, Lect in Zoology	D. Muddu Siva III B.Sc (MPCs) E. Baby Ramyasree II B.Com (Gen)
38	Skill Development Committee	K. Bhadrachalam, Lect in Computer Science	Dr.Ch.Usha Rani, Lect in Economics Ch. Ravi Kumar, Lect in Computer Applications M. Kiran Kumar, Full Time Mentor	Naveen II B.Sc (MCCs) S.N.D.S. Haritha III B.Com (CA)

## Functions of all Committees:

### IQAC & NAAC:

Sri A.S.N.M Govt College has established the following quality objectives as the institutional level in the alignment with its quality policy.

- A. To ensure high student achievements in academics.
- B. To provide a value added education to make students more employable.
- C. To provide adequate and well qualified staff who will contribute effectively to student learning and organizational development.
- D. To continually improve student services to promote overall development of student and support systems to create an ambience conducive to learning.
- E. To evolve and implement management and administrative mechanisms that are responsive, reliable and efficient.
- F. Besides the above all the function as stipulated by NAAC to fulfill the objectives of IQAC.

The conveners of respective criterion & in charges other functions shall follow the under mentioned duties:

1. By understanding thoroughly on each item/, necessary documentary evidence shall be collected.
2. The data of every item shall be filled in respective Qnm file The data necessary/document etc to be uploaded in website in corresponding tab.
3. Motivate the faculty in furnishing the relevant data for required Qnm/Qlm.
4. The write ups for Qlm's to be written effectively duly consulting other officers.
5. Motivate the preparation of documents/inputs for Qlm & Qnms, and guide them in the preparation of records, departments exhibits etc.

#### **Academic Council:**

1. Scrutinise and approve the proposals with or without modification of the boards of studies with regard to course of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant there to etc., provided that where the academic council differs on any proposal, it will have the right to return the matter for reconsideration to the board studies concerned or reject it, after giving reasons to do so.
2. Make regulations regarding the admission of students to different programmes of study in the college.
3. Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
4. Recommend to the governing body proposals for institution of new programmes of study.
5. Recommend to the governing body institution of scholarships, studentship, fellowships, prizes and medals, and to frame regulations for the award of the same.
6. Advise the governing body on suggestions(s) pertaining to academic affairs made by it.
7. Perform such other functions as may be assigned by the governing body.

#### **UGC & Autonomy:**

1. The committee will look after the plan-proposals are submitted to the UGC on time.
2. Allocate funds received prioritizing the needs and necessities of the departments/activities.
3. Ensure proper utilization of allotted funds as per guidelines to make expenditure on items specified within the time period.

4. Ensure that submission of audited UC to the authorities concerned.
5. Motivate the faculty on various schemes of the UGC and see that the proposals are submitted for the sanction of projects.
6. Maintain the records – scheme wise and coordinate with the Principal in maintaining proper accounts.
7. See that expenditure is made to procure the items/equipment etc as per norms in vogue.
8. Furnish the details to all wings whenever needed by the administration.

### **Research committee**

1. The committee will motivate all faculty towards possible research activities by departments/ faculty.
2. Arrange for publishing campus research journal.
3. Assist in identifying emerging/thrust areas of research.
4. Guide all faculty to apply for various funding agencies.
5. Guide them in preparing research proposals.
6. Coordinate with management for allotting seed money for research.
7. Maintain R & D center (instrumentation center) functional with active research output.
8. Suggest incentives for notable research activity of the faculty.
9. Collaborate with local/outside industries for research activity and utilization of lab/services/expertise etc.
10. Evaluate impact-oriented research/student projects if any and recommend for awards/incentives.

### **Campus Facilities Committee:**

1. The committee will prepare a comprehensive action plan for implementation of its activities.
2. Prepare the campus on par with the guidelines for ranking the institution for Swatch Bharath and clean campus issued by MHRD.
3. Apart from cleaning and making green campus, developing the campus with aesthetic values and effective space utilization, poster presentation, boards, directions etc.
4. Guide the students of proactive classes to adopt certain areas of the campus.
5. Create competitions for allotted classes in making the campus as per guided norms.
6. Recommend for incentives, earn while you learn programs.



## **ICT, LMS:**

**FUNCTIONS:** This committee will

1. Look after the ICT infrastructure of the college
2. Promote ICT enabled Teaching learning culture in the campus
3. Ensure the Coordination with other related institutions
4. Promote innovation and opportunities in learning the content
5. Computers and their accessories
6. Arrange for uninterrupted internet service
7. Advice the management on IT policy of the college
8. Prepare budget for augmenting IT infrastructure of the college.
9. Strengthen IT infrastructure as per faculty & students' needs and
10. Make a policy on IT of the institution.

## **GRC and Anti-Ragging committee:**

Functions of Anti- Ragging Committee:

1. To advice/counsel the senior students in the class room and hostel not to indulge in any type of ragging.
2. To prevent ragging at different places like corridors, bus stops, canteen, bank, labs, library, hostels and other nodal places of the institution.
3. To report/recommend action on the students involved in ragging.
4. To display important factors related to Anti Ragging Act including the punishment as a cognizable offence etc at the prominent places of the institution.
5. Conduct Awareness programmes by inviting experts, police authorities, lawyers etc for the programmes.

## **Women Empowerment Cell:**

The committee's role will include the following

1. To play a pivotal role by making efforts towards sensitization of the staff on gender issues by conducting periodic programs and in-house workshops/ gatherings.
2. To take cognizance of complaints about Harassment, conduct proper enquiries, provide assistance and redressal to the victims, recommend penalties and action against harasser, if required.



3. Ensure safety and equality at all levels at the workplace.

4. To recommend arrangements for appropriate emotional, psychological and physical support (in form of counseling and other assistance), if desired by the victim.

\*Committee holds the right to appoint a 'Fact finding committee if there is any complaint/issue received from any branch offices located elsewhere.

\*'Fact finding committee' should consist of 2 members from different departments to collect the facts about the issue reported.

\*Fact finding committee members are expected to hold all the information confidential during and after the case enquiry, otherwise Gender Committee can take action on them for any leakage of information about the case.

5. Conducts various women empowerment programmes for girl students of the college

6. Conducts competitions (Literal & co curricular & cultural on various occasions.

7. Prepare financials if required for Awards, incentives, activities etc.

8. Arrange for exhibition on various aspects of women's role in developing the country.

9. Make a list of invited talks to sensitize the students on various issues related to women empowerments, issues, etc.

### **College Magazine, Hand book and Press Relations News Letter:**

FUNCTIONS: The committee will

1. Decide on the issues and themes of social awareness women empowerment etc. that will form the basis of each edition of the magazine

2. Provide the editorial support to the magazine invite literary and other creative contributions by the staff & students arrange for competition so that the best contribution could be selected for publication

3. Provide students with some training in editorial work 4. Ensure regular publication of the wall magazines

### **Examination Committee:**

Functions 1. The committee will look after the publication of flawless results of students performance in text examinations.

2. Coordinate with the controller of examinations in obtaining the data of students results – subject wise, group wise and paper wise.

3. Make an analysis of the students of each student paper wise and present before the committee.
4. Note down the less pass percentage groups class wise and paper wise and discuss for improving the results.
5. Forward the observations in Academic Council and Governing Body meetings to take necessary measures to improve the results.

### **Games Committee**

- Arrange physical fitness programmes
- Arrange competitive sports programmes
- Prepare sports schedule for the year
- Escort college sports achievers to sports meet outside the college

### **Literary and Cultural Activities Committee**

FUNCTIONS: 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
- Maintain the data base of students in the fields of their talents
- Plan for yearlong activities
- Make proposals for incentives, awards, for high achievers
- Encourage them to participate in all possible competitions
- Conduct intercollegiate youth festival in cultural, among all Colleges in the district.

### **Alumni Association committee**

1. To invite the Alumni to visit the college to interact with the students to enhance the knowledge and skills of the students.
2. To encourage them to bring industries and companies for campus placements.
3. To give an opportunity to the alumni who are entrepreneurs to motivate the students.
4. To conduct Alumni, meet every year.
5. To institute endowment prizes incentives, scholarships to meritorious & poor students etc.
6. To assist the college in curricular, new courses, arranging invited talks, etc.
7. To file and submit the records to the IQAC committee.

### **Career Guidance and Placement cell (JKC)**

- Help learners to explore career options offered by the institutions.
- 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 and industry required employment training.
- Invite commercial/ industrial organizations to the campus for conducting campus interviews and recruitment
- Promote self-reliance among students
- Maintain the data base of students selected in placements drives
- Select students for participation in recruitment drive organized by other institutions

### **Value Education Cell:**

1. The committee will arrange invited talks on value orientation, ethics and related topics to enhance their knowledge and turn them with good attitude and policy thinking.
2. Screening the teleforms on Biographies of important personalities, patriots, other speeches by eminent scholars.
3. Plan the activities of the cell so as to inculcate values among students and which influences their behavioural pattern, good character.

### **NSS:**

1. Provide logistics and advisory support for execution of NSS programmes
2. Prepare an annual calendar of NSS activities
3. Co-ordinate activities of NSS students
4. Conduct periodic review meetings involving programme officers and students
5. Prepare budget required for conducting activities
6. Conduct various programmes for the realization of the committee objectives

### **Library Committee:**

1. To take stock of the existing, newly added and total number of books.
2. To introduce bar coding system.
3. To see that auto lib software is used for automation. (soul)
4. To see that the library is computerized in all aspects.
5. To arrange talks for students to motivate them to cultivate reading habits.



6. To organize book week, books display on special occasions & Conduct Competitions to encourage them towards usage of library resources.
7. To see that library issue/return of books are maintained through software
8. To acquire books for the book bank and distribute to the deserving Students.

### **RTI Committee:**

To bring transparency answerability in the administration and functionality of the institution and to provide information about the institution, faculty, and students to all the stake holders and provide a free sharable information about the institution data a right to information cell is established in the college.

- Purpose of Right to Information Cell is to know about
- Particulars of organization, functions and duties.
- Powers and duties of officers and employees.
- Whether the institution followed in the decision making process, including channels of supervision and accountability.
- Norms set by it for the discharge of its functions.
- The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.
- Statement of the categories of documents that are held by it or under its control.
- Statement of the boards, councils, committee and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

### **Admissions Committee:**

1. To decide on all matters relating to admissions of students at both PG & UG levels.
2. To provide all information related to admissions under rule of reservation, extra seats to students and parents. This shall be upload in college website.
3. Issue notification schedule for admissions as per guidelines issued by competent authorities.
4. Provide all information to prospectus and calendar to publish admission information.
5. Monitor the admission selection process by each department group levels selection committee.



6. Guide the conveners of various selection committees in preparing merit list, verification of documents and fee to be collected by the office.
7. Maintain the data base of admitted students as per categories of reservation, gender.
8. Collect all information like parent details, background of the student, achievements, interest/attitude in the academic curricular and extracurricular activities.
9. Furnish all the personal data to mentors, IQAC, office, Academic Cells, Principal etc.
10. Any other activity related to admission deemed fit by the institution.

### **Time Table committee**

1. The committee will prepare the class time
2. Tables well in advance i.e., before reopening of the college.
3. Keep in view the activities of various functionaries/committees etc and academic calendar and academic curricular plan of the departments while preparing the timetable.
4. Sort out any clash/combinations while preparing the timetable and make the institution fully functional and harmonious through the operation of timetable.
5. Prepare the timetable class wise, room wise, day wise, hour wise and department wise and faculty wise for the effective functioning of the institution.
6. Upload the timetables in the website.

### **Eco Club, Red Ribbon Club, Consumer club:**

The Objectives of Eco Club include:

1. Inspire the students to keep their environs green and clean by undertaking plantation of trees.
2. Educate students to create awareness amongst public and sanitary workers, to stop the haphazard smoldering of waste, which causes respiratory diseases.
3. Sensitize the students to minimize the use of plastic bags, not to throw them in public places.
4. Organize tree plantation programmes, awareness programmes such as Quiz, Essay, Painting competitions.
5. Prop up ethos of preservation of water by minimizing the use of water.
6. Conducts green audit by the concerned
7. Maintaining the campus with alternate energy sources, waste management strategies and greenery management.

8. Preparation of budget required.

#### Red Ribbon Club Functions

1. The committee will make awareness of the objectives of RRC and propose plan of activities in collaboration with A.P Aids Control Society.
2. Mobilize students for blood donation and organize blood donation campus in collaboration with Rotary/Lions/Government Hospital/Red Cross Society and other NGOs.
3. Identify HIV patients and support them by way of donating needy items.
4. Make sure that the volunteers are the members of the unit/state RRC and trained as per their schedule.
5. Impart training for the volunteers joined the club.
6. Maintain activity register, enrollment of minutes book and other documents related to the club.

**Functions of Consumer club:** 1. The committee will conduct awareness programs to all the students of the college on consumer rights and strategies to follow in case of violation by the sellers/manufacture. 2. Arranging Guest Lectures by experts from institutions, organizations, Government Departments (Weights & Measures) etc. 3. Arrange to local visits to markets/consumer courts and door to door campaign in local community etc. to educate them on consumer rights and legal issues in case of violation. 4. Celebration of consumers day and disseminate information on consumer rights among public. 5. Prepare posters, information brochures and other publicity material in coordinating with E Government Departments.

#### CPDC:

1. Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extra-curricular activities.
2. Decide about the overall teaching programmes as per annual calendar of the college.
3. Recommend to the management about introducing new academic courses (Degree, certificate & diploma, value added courses) and the creation of additional teaching and administrative posts; (Degree, certificates & value-added courses.)
4. Take review of the self-financing courses in the college& make recommendations for their improvement;

5. Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college;
6. Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research;
7. Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process;
8. Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college;
9. Formulate proposals of new expenditure not provided for in the annual budget;
10. Make recommendations regarding the students' and employees' welfare activities in the college;
11. Discuss the reports of the IQAC and make suitable recommendations;
12. Frame suitable admissions procedure for different programmes by following the statutory norms;
13. Plan major annual events in the college, such as annual day, sports events, cultural events, etc
14. Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college.
15. Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation council, etc
16. Recommend the distribution of different prizes, medals and awards to the students;
17. Prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of such college and the university;
18. Perform such other duties and exercise such other powers as may be entrusted by the management and the university.

#### **Finance Committee**

1. The Principal (chairman)
2. One person to be nominated by the governing body of the college for a period of two years.



3. One senior – most teacher of the college to be nominated in rotation by the principal for two years. The finance committee will be an advisory body to the governing body, and will meet at least twice a year to consider:
  - a) Budget estimates relating to the grant received/receivable from UGC, and income from fees, etc. collected for the activities to undertake to undertake the scheme of autonomy.
  - b) Audited accounts for the above.

### **Board of Studies Functions:**

The Board of Studies of a Department in the college shall:

1. Prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the academic council.
2. Suggest methodologies for innovative teaching and evaluation techniques.
3. Suggest panel of names to the academic council for appointment of examiners.
4. Coordinate teaching, extension and other academic activities in the college.

### **Governing Body Functions:**

Subject to the existing provision in the bye-laws of respective college and rules laid down by the state government, the governing body of the college shall have powers to:

1. Fix the fees and other charges payable by the students of the college on the recommendations of the finance committee.
2. Institute scholarships, medals, prizes and certificates on the recommendations of the academic council.
3. Approve institution of new programmes of study leading to degrees
4. Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development, and fulfill the objectives for which college has been declared as autonomous.



PRINCIPAL

Sri A.S.N.M. GOVT. COLLEGE (A)  
PALAKOL-534 260, W.G.DIST.