



**S.A.S. GOVERNMENT DEGREE COLLEGE**  
**NARAYANAPURAM, WEST GODAVARI DISTRICT-534411**  
(AFFILIATED TO ADIKAVI NANNAYA UNIVERSITY, RAJAMAHENDRAVARAM)

Phone: [08818 252189](tel:08818252189), E-mail: [narayanapuram.jkc@gmail.com](mailto:narayanapuram.jkc@gmail.com)



S.NO	COMMITTEE	ROLES AND RESPONSIBILITIES
1.	IQAC & NAAC	<ul style="list-style-type: none"><li>Initiating academic measures for quality enhancement and its sustenance.</li><li>Obtaining periodical feedback from the stake holders, analyzing and taking necessary action</li><li>Collection of data pertaining to activities conducted by various departments and maintaining it.</li><li>Maintaining institutional activity register</li><li>Conduct of periodical IQAC meetings with stakeholders</li><li>Submission of AQAR by the end of Dec 31 every year.</li><li>Collection of data and documents pertaining to academic performance indicators and uploading in CCE website.</li><li>Conduct of seminars or workshops etc on quality related parameters</li><li>Supervision of performance of slow learners and suggest remedial measures for their improvement</li><li>Inspecting quality of teaching of teachers in class rooms and suggesting measures for improvement of pedagogy if any.</li><li>Inspecting assignments answer scripts, project works, seminars etc and suggest measures for quality in evaluation methods.</li></ul>
2.	Biometric system (IAMS)	<ul style="list-style-type: none"><li>Maintenance of IAMS and correction of discrepancies in no.of students' registered and attending through the bio-metric</li><li>Ensuring students' attendance in class using students app by all faculty members</li><li>Posting and uploading documents pertaining to staff who are on leave, on duty, attending seminars etc.</li><li>Consolidating bio-metric attendance at the end of every month and submitting to the Principal and CCE in the prescribed proforma</li></ul>
3.	Academic Cell	<ul style="list-style-type: none"><li>Preparation of time tables for each semester</li><li>Supervision of class work on daily basis and adjustment of classes in case of faculty who are on leave etc</li><li>Making preparations for academic audit</li><li>Correspondence with CCE, UGC, ID college and other agencies</li></ul>
4.	Grievance Redress Cell	<ul style="list-style-type: none"><li>Attending and addressing the grievances of students at academic, examination, emotional and mental level.</li><li>Maintaining register of students ' grievances and suggested measures</li></ul>

5.	Anti-Ragging	<ul style="list-style-type: none"> <li>● Installing anti-ragging boards in the college</li> <li>● Conducting awareness programs among students about implications of ragging</li> <li>● Taking preventive measures for ragging if any</li> <li>● Counseling misbehaving students with students' counselor</li> </ul>
6.	Examinations Committee	<ul style="list-style-type: none"> <li>● Preparing schedule to conduct internal examinations and practical examinations</li> <li>● Making arrangements for conduct of SEE, receiving examination material, room allotment, seat numbering, issuing the hall tickets, display of university examination schedule, and all other activities relating to conduct of examinations</li> </ul>
7.	Special Fee Committee	<ul style="list-style-type: none"> <li>● Supervision of conduct of Computer Science classes</li> <li>● Procurement of infrastructure related to Computer Science department</li> <li>● Expenditure of Computer Science special fee fund</li> </ul>
8.	Purchase & Finance	<ul style="list-style-type: none"> <li>● Making purchases of equipments and all other items of departments and college</li> <li>● Conduct of periodical meetings of the committee and adopting resolutions regarding purchases</li> <li>● Maintenance of bills, accounts etc of all purchases including expenditure incurred towards utilizing special fee fund, computer special fee fund etc</li> </ul>
9.	Website	<ul style="list-style-type: none"> <li>● Maintenance and updating college website regularly</li> <li>● Uploading photos, data, news paper clippings etc into website after the completion of the activities</li> <li>● Providing required data to the webmaster</li> </ul>
10.	Women Empowerment Cell	<ul style="list-style-type: none"> <li>● Conduct of periodical meetings with girls students and women staff and discuss their problems</li> <li>● Conduct of awareness programs on rights of women</li> <li>● Conduct of self-employment training programs such as tailoring etc</li> <li>● Conduct of seminars or workshops or conferences on women related issues</li> </ul>
11.	Eco Club	<ul style="list-style-type: none"> <li>● Initiating measures for green campus</li> <li>● Making arrangements for pollution free and plastic free campus</li> <li>● Conduct of programs for sampling plants</li> </ul>
12.	Literary Club	<ul style="list-style-type: none"> <li>● Conduct of literary events such as poetry reciting</li> <li>● Conduct of students' forum</li> <li>● Conduct of faculty forum</li> </ul>
13.	Career Guidance Cell	<ul style="list-style-type: none"> <li>● Creating awareness programs regarding employment</li> <li>● Arranging guest lectures by experts/employees</li> <li>● Conduct of coaching for competitive examinations</li> <li>● Maintenance of centre for capacity building</li> </ul>
14.	Research Innovation Committee	<ul style="list-style-type: none"> <li>● Initiating measures for promoting research culture in the college</li> <li>● Encourage staff members to register in VIDWAN, SHODH</li> </ul>

		<p>SINDHU, INFLIBNET, N-LIST etc</p> <ul style="list-style-type: none"> <li>● Encouraging staff for registering themselves for research</li> <li>● Encouraging staff for publishing research papers</li> <li>● Encouraging staff and students to take part in seminars/workshops etc.</li> <li>● Any other initiative for promotion of research</li> </ul>
15.	Attendance Consolidation	<ul style="list-style-type: none"> <li>● Initiating measures for taking consolidated attendance particulars of students from class proctors by 5<sup>th</sup> of every month and submitting it to office for scholarship purpose</li> <li>● Identifying irregular students and students with shortage of attendance</li> </ul>
16.	Office Accounts	<ul style="list-style-type: none"> <li>● Maintenance of all accounts and cash books</li> <li>● Issuing receipts for all fees and payments for students and depositing amount in the respective accounts next day and maintaining DFC register.</li> <li>● Periodical verification of all accounts with bank account statements</li> </ul>
17.	NSS	<ul style="list-style-type: none"> <li>● Adopting a habit and carrying out social, cultural, medical related and other community out-reached activities</li> <li>● Conduct of at least one special camp per year</li> <li>● Observation of important days, carrying out rallies, awareness programs, blood donation camps, clean and green, Swatcha Bharath, vehicle free, plastic free days, Vanam-Manam and other government sponsored activities</li> </ul>
18.	MOOCS	<ul style="list-style-type: none"> <li>● Encouraging and enrolling students for MOOCS</li> <li>● Facilitating students' training in the chosen area and monitoring the progress</li> <li>● Helping student to finish the course</li> </ul>
19.	Red-Ribbon Club	<ul style="list-style-type: none"> <li>● Creating awareness on AIDs</li> <li>● Organizing blood donation camps \</li> <li>● Any other related to it</li> </ul>
20.	College Magzine and Hand book & Calender	<ul style="list-style-type: none"> <li>● To promote creative and innate talents of students in photography</li> <li>● To facilitate photo exhibitions</li> </ul>
21.	Internal Complaints Committee (ICC)	<ul style="list-style-type: none"> <li>● To take measures for prevention of sexual harassment</li> <li>● Conduct of sensitization programmes on rights of women</li> <li>● Registering and redressing of grievances of sexual harassment cases</li> <li>● Communicating Annual reports to CCE and RJD</li> </ul>
26	Language Club	<ul style="list-style-type: none"> <li>● Improving Communication skills of students</li> <li>● Measures for improving English/ Telugu vocabulary among students</li> </ul>
27	Science Club	<ul style="list-style-type: none"> <li>● Conduct of science exhibitions</li> <li>● Conduct of Science day on 28 February 2019</li> <li>● Initiate measures for developing scientific temper among students and public</li> <li>● Celebration of Birthdays of Scientists and observation of science related important days.</li> </ul>

		<ul style="list-style-type: none"> <li>● Exploring possibilities for installation of statues of eminent scientists in the campus</li> </ul>
28	Alumni Association	<ul style="list-style-type: none"> <li>● Collecting the information of alumni</li> <li>● Conduct of meetings</li> </ul>
29	Arts Club	<ul style="list-style-type: none"> <li>● Conduct of seminars or workshops on burning or current issues</li> <li>● Conduct of Mock parliament etc. programmes</li> <li>● Guest lectures by eminent personalities on burning topics</li> <li>● Observation of important days</li> <li>● Any other sensitization programmes in Arts stream</li> </ul>
30	Student Counseling Committee	<ul style="list-style-type: none"> <li>● Observing mental health of students</li> <li>● Conduct of Counseling for students if necessary</li> </ul>
31	Campus Discipline committee	<ul style="list-style-type: none"> <li>● To maintain discipline in the campus</li> <li>● To dispose off cases pertaining to indiscipline and counseling of students if required</li> <li>● Interaction with parents of indisciplined students</li> <li>● To keep a vigil on outsiders entering college during college hours</li> </ul>
33	UGC committee	<ul style="list-style-type: none"> <li>● Correspondence with UGC vis – a – vis UGC schemes</li> <li>● Applying to UGC for various schemes to which the college is eligible</li> <li>● Maintenance of UGC accounts if any</li> </ul>
34	Library and Reading room	<ul style="list-style-type: none"> <li>● Manage and update the Library's collection of books and resources.</li> <li>● Ensure accessibility and organization of library materials</li> <li>● Coordinate library-related events, workshops and book clubs</li> <li>● Address user queries and concerns.</li> <li>● Collaborate with faculty to align the library with academic needs.</li> </ul>
35	Comsumer Club	<ul style="list-style-type: none"> <li>● Address consumer grievances and complaints.</li> <li>● Provide a platform for consumers to voice concern.</li> <li>● Investigate and resolve consumer disputes.</li> <li>● Educate Consumers about their rights and responsibilities.</li> <li>● Collaborate with consumer protection agencies.</li> </ul>
35	Admissions Committee	<ul style="list-style-type: none"> <li>● Formulate admission policies and procedures.</li> <li>● Review and process student applications.</li> <li>● Conduct entrance exams or interviews as needed.</li> <li>● Ensure transparency and fairness in the admission process.</li> <li>● Provide guidance and support to prospective students</li> </ul>
36	Time Table Committee	<ul style="list-style-type: none"> <li>● Develop and finalize the academic timetable for courses.</li> <li>● Coordinate with faculty to accommodate class schedules.</li> <li>● Manage changes and adjustments to the timetable.</li> <li>● Ensure an equitable distribution of resource and facilities.</li> <li>● Communicate the time table to students and faculty.</li> </ul>