

List of Statutory Committees with Functional Roles

Governing Body:

Governing Body- Apex body of the Institution

- The GB provides guidelines and strategic direction for aligning the programs, policies and procedures of the Institute.
- Provides excellent infrastructure facilities and healthy teaching and learning environment to implement policies and procedures effectively and efficiently
- Promote research and development facilities in relevant fields
- Promote healthy practices such as community service, extension activities, and projects for the benefit of the society at large
- Approval of the academic and administrative policies from time to time with changing needs
- Monitoring, evaluating and reviewing academic and administrative performance of the institution and suggest remedial measures
- Liaison with concerned university, local governments, APSCHE etc. for effective implementation of legislative acts relating to higher education
- Any other duties and exercise such other powers as may be entrusted by the management..

Academic Council:

- The council ensures effective implementation of academic and administrative programs and promotes the improvement of teaching learning methods of the institute
- The council constitutes various committees of the college for executing academic, curricula, co-curricular activities in accordance with policies and procedures of institution
- The council creates a good and congenial environment which promotes development of the students and faculty
- The council takes initiatives to develop the liaison with the eminent academicians, scientists, industries, professional bodies and renowned institutes which directly or indirectly helps in planning and implementing various research activities relating to practical and real education.
- The council takes initiatives to develop the liaison between top management and staff of the college for the sake of welfare of the staff.

- The council is monitoring, evaluating and reviewing academic and administrative performance of the institution and suggest remedial measures in the direction of the governing body
- The council is getting approval of the academic and administrative policies from time to time with changing needs from governing bodyThe council implements any other instructions, guidelines, orders, polices, procedures and programmes of the GB effectively
- Exercise general supervision over the academic work of the institution
- Receive, screen, analyze and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curriculum, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc.,
- Promotes teaching, research and related activities academic programmes in the college covering methods of instructions, evaluation, etc. for improvement in academic standards.
- Consider matters of general academic interest either on its own initiative or on a reference made by a faculty or Board of Studies or Governing Body
- Make recommendations to the Top Management and executive council on: (a) Measures for improvement of standards of teaching research and training; (b) scholarships, medals, prizes etc. (c) To Frame rules covering the academic functioning of the institution, admissions, examinations, award of fellowships ,attendance, discipline, residence etc.
- Initiate periodical review of the activities of the Departments and to take appropriate action with a view to maintaining and improving standards of instruction.
- Make regulations regarding the admission of students to different programmes of study in the College keeping in views the policy of the Government

Finance Committee:

- The Finance Committee will advise the Governing Body on financial matters.
- It shall prepare income and expenditure statements of the institution in the prescribed format to submit to Andhra Pradesh Fee Regulation Committee (AFRC) for fixation of tuition and others fees of the institution.
- It shall estimate budget relating to the grant received/receivable from UGC, and income from fees, etc. collected for the activities to undertake the scheme of autonomy
- It shall examine and scrutinize the annual budget of the institution and to make recommendations on financial matters to the Board of Management

- It shall consider the periodical statements of accounts and to review the finances of the institution from time to time
- Finance committee should ensure that the information which it receives is in a format which enables it to discharge its responsibilities. Key contents include a commentary or narrative summary; an income and expenditure account and variance analysis, a balance sheet, and cash flow etc.,
- It shall ensure the institution's accountability for the proper use of funds
- It shall Supervise the financial position of the institution
- Finance Committee recommends the Governing Body for the sanction of Budget for every academic year. The duties of a Finance Committee will normally include responsibility for monitoring the institution's budget and a requirement to take corrective action.

Anti-Ragging Committee:

- The functions of Anti-Ragging Squad will be to keep a vigil and stop the incidences of Ragging, if any, happening / reported in the places of Student aggregation including, Classrooms, Canteens, Buses, Grounds, Hostels etc.
- The committee should ensure to Prevent, Prohibit, and Redress any and all forms and instances of Ragging in the College.
- It shall undertake Posters depicting the criminal charges that may apply in case of the intensity and seriousness of the nature of the ragging action they may resort to.
- It shall conduct awareness programs by inviting prominent lawyers, Police authorities, judiciary and senior prominent citizens of the society.
- It shall educate the students on the meaning of ragging and what constitutes it.
- It shall educate the students on the ill-effects of ragging and the consequences, including legal consequences of indulging in ragging.
- It shall conduct awareness programmes on the menace of ragging, its impact, consequences and redressal mechanism available.
- It shall enquire into any instances of ragging that have been reported, and if necessary, take all appropriate action against the students found to have indulged in ragging.

SC / ST Committee:

- Coordinating and resolving the problems of SC/ST students facing in the campus.
- Facilitating the personal and academic growth of SC/ST students by regular interactions.

- Educating the SC/ST students on different schemes, fellowships, financial aid from Central and State governments.
- Analysing the information on admissions, education, training and employment of SCs and STs
- Preparing reports for transmission to the Ministry of Human Resource Development/University Grants Commission and such other authorities as may be required.
- Functioning as a Grievances Redressal Cell for the grievances of SC/ST students and render necessary help in solving their academic as well as administrative problems.
- Promoting higher education among these two communities suffering economic, social and educational deprivations.

Minority Committee:

- The committee shall promote education, distribution of scholarship to minority students
- The committee shall empower the minority communities in the college.
- The Minority Cell basically helps minority students including Christian, Muslim, Jain, Sikhs etc. for their academic development.
- Facilitates financial support to students of minority communities from government agencies and other sources.
- Encourages them to enrol for career orientation programs which would empower and equip them with the necessary skills to choose a career option.
- Provides opportunities for the personal and professional development of minorities community students.
- Implements schemes proposed by the state government and central government.
- Strengthens diversity within the institutions.
- Handles the problems in time, raised by the students of minority communities

OBC Committee:

- The committee shall promote, educate and empower the students of OBC categories in the institute to make use of the facilities extended by the Govt. and other agencies.
- Encourage them to enrol for career orientation programs which would empower and equip them with the necessary skills to choose a career option.

- Provide opportunities for the personal and professional development of OBC community students.
- Implement schemes proposed by the state government and central government.
- Strengthen diversity within the institutions.
- Handle the problems in time, raised by the students of OBC communities
- Implement, monitor and evaluate continuously the reservation policy in institution and plan measures for ensuring effective implementation of the policy and programmes of the Government of India and UGC.
- To circulate the orders and other circulars issued by institution/ Government of India and UGC (University Grant Commission)
- Function as a Grievances Redress Cell for the grievances of OBC students
- Maintain a database of candidates belonging to OBC

Internal Complaints Committee:

- ICC shall create an environment which is safe, secure and cohesive.
- On receipt of a complaint, the ICC shall conduct a preliminary enquiry so as to ascertain the truth of the allegations by collecting the documentary evidence as well as recording statements
- ICC shall then submit the preliminary enquiry report to the Principal, along with all the original documents adduced during the preliminary enquiry proceedings.
- The ICC shall comply with the procedure prescribed in concerned laws

Prevention of Sexual Harassment Committee

In pursuance of UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Education Institutions) Regulations, 2015 read with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, Committee of the College is constituted as under to deal with complaints relating to Sexual harassment at the work place. Committee has been constituted to act as Inquiry Authority on complaints of sexual harassment in the campus and to take sensible measures towards sensitization of the students, staff and faculty members on gender issues.

- Create awareness about Sexual Harassment of Women at the Workplace, as laid down in the Act
- Create a safe workplace by ensuring respectful and dignified behaviour, and sensitization of all individuals on a regular basis.
- Conduct activities related to cybercrime, women safety and security.

- Promote gender parity at the governance level through the student Code of Conduct.
- Ensure equal and unbiased measures for everyone for their teaching and learning activities.
- Develop women leadership skills in order to lead change.
- Promote effective communication on women's rights and gender equality.
- Provide a path for open and transparent discussions with faculty members of the appropriate gender for related issues and complaints under the mentor-mentee system.
- Prevent sexual harassment at workplace.
- Prevent discrimination and sexual harassment against girls.
- provide conducive environment and congenial atmosphere for women
- The college strongly supports gender equality and ensures prevention of any form of gender discrimination, sexual harassment and gender violence.

IQAC Committee:

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes
- Dissemination of information on various quality parameters of higher education
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- Documentation of the various programmes/activities leading to quality improvement;
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality
- Development of Quality Culture in the institution
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.