

VARIOUS SUBCOMMITTEES OF BOG:

- Academic Committee/ Council
- Finance Committee
- Building & Works Committee
- Purchase Committee
- Disciplinary Committee
- Institutional Development Committee
- Student Affairs Committee
- Library Committee
- Grievance Committee
- Anti Gender Harassment Committee
- Faculty / Staff Development Committee

Functions of the Subcommittees:

I. Academic Committee / Council:

1. To Create Academic regulations
2. To frame Curriculum & Syllabi
3. Evaluation & Formation of Examination Pattern
4. Create Academic Schedule
5. To Evaluate staff performance
6. Monitoring Teaching Learning Quality
7. Introduction/Orientation / Restructuring of courses
8. Academic Auditing (Suggest audit experts from outside the Institution)

II. Finance Committee:

1. Decides the budget & carry out the accountability of Expenditure
2. Internal Revenue Generation
3. Other funds Generation

III. Building & Works Committee

1. Plan and monitor construction of buildings and civil works
2. Maintenance of all buildings

IV. Purchase Committee:

1. Drawing up Tender Specifications , Scrutinizing all quotations and making final recommendations

V. Disciplinary Committee:

1. Record & investigate any in-disciplinary acts/ragging , unsocial behaviour , fraudulent activities and malpractices in Examination by student or Staff of the Institution
2. Conduct the enquiry and suggest appropriate punishment.

VI. Institutional Development Committee:

1. Plan the policies of Institution
2. Vision and Mission of the Institution
3. Perform SWOT analysis
4. Prepare plans for development of infrastructure and man power requirements

VII. Student Affairs Committee:

1. The committee will draw –up proposals for co-curricular , extra Curricular activities , Student Association activities Sports facilities and amenities .

VIII. Library Committee:

1. To recommend purchase of books , journals , magazines , LRs and other teaching aids and look into problems associated with Library management

IX. Grievance Committee

1. To examine the grievance of faculty /staff / students on the matter pertaining to the Institution and recommend remedial steps.

X. Anti Gender Harassment Committee:

1. All Complaints with respect to gender harassment at work shall be enquired and punishments suggested if the complaint is genuine

XI. Faculty/ Staff Development Committee:

1. Training Need Analysis, Upgrading skills of Faculty / Staff, Day to day teaching requirements of faculty / Staff.

FORMATION OF SUBCOMMITTEES

I. Academic Committee / Council :

1	Chairman	:	Principal	
2	Members	:	Vice -Principal	
3		:	Experts from Industries -2	
4		:	Academic /Research Experts from outside -2	
5		:	Chief Superintendent /COEs -1	
6		:	HODs of all Depts . -5	
7		:	Student Representatives – 2 (1 PG+1UG) / (1 from IV & 1fromIII year students)	
8		:	Alumni -1	

Functions :

1. To Create Academic regulations
2. To frame Curriculum & Syllabi
3. Evaluation & Formation of Examination Pattern
4. Create Academic Schedule
5. To Evaluate staff performance
6. Monitoring Teaching Learning Quality
7. Introduction/Orientation / Restructuring of courses
8. Academic Auditing (Suggest audit experts from outside the Institution)

Subcommittee/ Board of Studies : (for each discipline)

1	HOD	1	
2	Senior Professor	1	
3	Asst. Professor	1	
4	Lecturer	1	
5	UG +PG Students	1+1	
6	Industrial Expert	1	
7	Experts from other Academic Institution	1	

II. Finance Committee:

1	Chairman	:	Principal	
2	Members	:	HODs (by rotation) -2	
3		:	Nominee of BOG -1	
4		:	Bursar / PA	

Functions:

Decides the budget & carry out the accountability of Expenditure
 Internal Revenue Generation
 Other funds Generation

III .Building & Works Committee :

1	Chairman	:	Principal	
2	Members	:	Senior most Professor from Civil Professor -1	
3		:	Executive Engineer – PWD -1	
4		:	Structural Engineer from outside -1	
5		:	Architect-1	
6		:	AE (Electrical –PWD) -1	
7		:	Bursar / PA	

Function:

- 1.Plan and monitor construction of buildings and civil works
- 2.Maintenance of all buildings

IV . Purchase Committee:

1	Chairman	:	Principal / Senior Professor	
2	Members	:	HODs -2	
3		:	Expert Member from other Institution	
4		:	Bursar/PA	

Functions :

Drawing up Tender Specifications , Scrutinizing all quotations and making final recommendations

V . Disciplinary Committee :

1	Chairman	:	Principal	
2	Members	:	Vice - Principal	
3		:	Associate Warden /Deputy Warden-1(M) +1(F)	
		:	Senior Faculty -1	
4		:	Ministerial Staff (PA /Bursar) -1	
5		:	Non –teaching Technical Staff -1	
6		:	Student Representative (1M +1F)	

Functions :

Record & investigate any in-disciplinary acts / ragging , unsocial behaviour , fraudulent activities and malpractices in Examination by student or Staff of the Institution
Conduct the enquiry and suggest appropriate punishment

VI. Institutional Development Committee:

Chairman	:	Principal	
Members	:	HODs of all Depts	
	:	Alumni member-1	
	:	Expert member from a leading company -1	
	:	Asst Professor -1	
	:	Ministerial Staff -1	
	:	Non Teaching -1	
	:	Students -(1F+1M)	

Subcommittee: - optional with Student representatives

Functions :

1. Plan the policies of Institution
2. Vision and Mission of the Institution
3. Perform SWOT analysis
4. Prepare plans for development of infrastructure and man power requirements

VII . Student Affairs Committee :

Chairman	:	Principal / Vice Principal	
Members	:	NSS Officer , -1	
	:	Physical Director -1	
	:	Placement & Training Officer -1	
	:	Medical Officer -1	
	:	Senior faculty members -2	
	:	Students (1boy +1 girl)	

Functions:

The committee will draw –up proposals for co-curricular , extra Curricular activities , Student Association activities Sports facilities and amenities .

VIII. Library Committee :

Chairman	:	Library officer	
Members	:	HODs of all Depts / Senior Faculty	
	:	Librarian	
	:	Student representatives (1M +1F +1 SC/ST)	

Functions:

To recommend purchase of books, journals, magazines, LRs and other teaching aids and look into problems associated with Library management.

IX . Grievance Committee :

Chairman	:	Principal	
Members	:	Senior Faculty -(1M+1F)	
	:	Ministerial -1	
	:	Parents -(1M+1F)	
	:	Non-teaching staff -2	
	:	Administrative staff (PA)-1	
	:	Student representatives (1+1)	
	:	Representation from weaker section -1	

Functions :

To examine the grievance of faculty /staff / students on the matter pertaining to the Institution and recommend remedial steps .

Chairman	:	Principal	
Members	:	Senior Faculty – (P-1, AP-1)	
	:	Lecturer -1	
	:	Ministerial staff -1	
	:	Non-teaching staff -1	

X . Anti Gender Harassment Committee :

Functions :

All Complaints with respect to gender harassment at work shall be enquired and punishments suggested if the complaint is genuine.

XI . Faculty/ Staff Development Committee :

Chairman	:	Principal	
Members	:	Senior Female Professor -1	
	:	Senior Male Professor -1	
	:	Lawyer nominated by BoG	

Functions:

Training Need Analysis, Upgrading skills of Faculty/Staff, Day to day teaching requirements of faculty/staff