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09.01.2021

**COMMITTEES LIST FOR THE ACADEMIC YEAR 2020-21**

**UG/PG INAUGURATION/ FAREWELL COMMITTEE**

Objectives:

Inauguration - To project the institution and introduce the faculty members to the parents and other outsiders. To provide adequate knowledge and information to the parents about various aspects of the institution.

Farewell – to obtain the feedback from the students for further development of the institution and wish them well for their future.

**Convener: Prof. B.S Jayaram**

Members:

1. Dr. Padmalochana R
2. Mrs. Adhishakthi P.K
3. Dr. Channarayappa
4. Dr.Shobha L
5. Dr.M. Lakshmipathi Naidu
6. Dr. Pushpa H
7. Mrs Prathibha V Kalburgi
8. Mr.K. Ravindranath
9. Mr.Prasanna Kumar S.G
10. Dr. Bindu Nambiar

**Roles and responsibility of the committee**

1. To prepare the budgets to determine the total outlay of the programmes on inauguration and farewell.
2. Delegation of work to the each member of the committee by Conducting review meetings.
3. Preparing the list of students for Orientation – Inauguration.
4. Distribution of mementoes for the students on the occasion of farewell.

## CULTURAL COMMITTEE

Objectives:

1. To identify the hidden talents of the new students
2. Encouraging the identified talents.
3. Encouraging the students to participate at college level and outside.
4. Building a strong pool of talent to be utilized for National festivals and other important events.

**Convener:** Mrs. Adhisakthi P.K

**Members:**

1. Mr. Jayanth H
2. Mrs. Suma C
3. Mr. Kishan H R
4. Ms. Monica R
5. Dr. Shailaja M
6. Mrs. Sanjogitha R
7. Mr. Harisha S
8. Dr. Geetika Pant
9. Ms. Soumya S. Shanbhag
10. Ms. Snehalatha V
11. Dr. Jayashree D.R
12. Ms. Evelyn Nischita
13. Mr. Ajay Krishna

The roles and responsibility

1. To prepare the budgets to determine the total outlay of the programmes and also dates of the programme.
2. Delegation of work to the each member of the committee
3. Conducting review meetings.
4. Planning of activities to be conducted.
5. Appointment of students and staff coordinators.
6. Selection of the students for various activities and programmes.

## RESEARCH / CONSULTANCY/ JOURNAL COMMITTEE

Objectives:

1. To encourage for research consultancy and Journal Publications
2. To procure the funds for various projects
3. To encourage the staff members to take up ongoing projects to suit the current requirement.

**Convener: Dr. Channarayappa**

**Members:**

1. Dr. Bindu Nambiar
2. Dr. Krishna Rao J
3. Dr.Nirmala Devi D
4. Dr. Amarnath Satheesh
5. Dr. Padmaja M.R
6. Dr.Annuradha Ramanna

The committee members roles are

1. To prepare the list of projects to be undertaken with financial commitments.
2. To enter into MOUs with other agencies.
3. To report the performance and progress of various projects undertaken.
4. Fixing the minimum publications of journals for each department with time limits
5. To find out the sources of funds with government and other agencies.
6. Enter into collaborations also with other agencies.

## ALUMNI ASSOCIATION

Objectives:

1. To have a continuous touch with the graduated students
2. To have the alumni get together once a year to build the strong relationship with the institution.
3. To generate the funds from alumni and the same may be given as scholarship to the meritorious students who are currently studying.

**Convener: Mr. Prasanna Kumar S.G**

**Members**

1. Dr. M. Lakshmipathi Naidu
2. Mrs. Roopa H.S
3. Mr. Lakshmipathi V
4. Dr. Jayashree D.R
5. Dr. Prasanna Srinivas R
6. Ms. Adhishakti P.K
7. Mr. Kishan H.R
8. Mr. K. Ravindranath
9. Ms. Roopashree B.N
10. Dr. Chakrapani

Roles and responsibilities:

1. To prepare a strong data base of the graduated students
2. To update the list of graduated students at regular intervals
3. To organise Alumni meet
4. To have regular contact with alumni for utilizing them for the benefit of the presentative.

## WEB COMMITTEE

Objectives:

1. To provide adequate information to the general public about the institution through college website.
2. To project the college in the society.
3. To provide the information about features and amenities available in the college.

**Convener: Dr. Malathi Palani**

**Members:**

1. Dr. Padmaja M R
2. Mrs. R Srividya
3. Mrs. Dhanashri Vaishali
4. Mrs. Thulasi Rajeev
5. Dr. Amarnath Satheesh
6. Mr. Dasegowda K.R
7. Dr. Yogesh D
8. Mr. Rupesh Kotte
9. Ms. Evelyn Nischitha
10. Ms. Sai Sushmitha V
11. Ms. Karishma G.S
12. Mr. S. Prakash Nimbalkar

Roles of the committee:

1. To collect the information from various departments for the web page.
2. Designing web page attractively.
3. To arrange the data in clear and concise manner.
4. To focus the specialities of the college in the most effective manners.
5. To update the website on a day to day basis.

### UG/PG INTERNAL TEST/ EXAM COMMITTEE

Objectives:

1. To make the students serious about the semester examination.
2. To provide basis for awarding internal marks.
3. To comply with the university requirements.
4. Proper record maintenance of the students for awarding marks.

**Convener: Mrs. Pratibha V. Kalburgi**

#### **Members**

1. Mrs. Haritha A
2. Mrs. Shailaja M
3. Mrs. Sindhuja A
4. Dr. Radha Dayanidhi
5. Mrs. Ramya Kumari B.S
6. Mr. Shankar Guddad
7. Mr. Raju N
8. Dr. Ramesha A

Roles:

1. Preparing schedule for conducting internal examinations.
2. Appointment of examination in-charges for various courses.
3. Conducting the exam in the most effective and efficient manner.
4. Evaluation of internal test scripts and notifying the marks.
5. Taking corrective action for non-performance of the students
6. Submission of students internal marks to the University.

## NSS AND YOUTH RED CROSS

Objectives:

1. To provide an opportunity for building strong nation through social service.
2. To prepare the students to face challenges
3. To emphasise on the importance of service to the community.

**Convener: Dr. Ramakrishniah T.N**

### **Members**

1. Mr. Surendra A.S
2. Dr. Malathi Palani
3. Mr. Naveen Kumar M
4. Dr. Krishna Rao J
5. Dr. Ashok Kumar H G
6. Dr. Yogesh D
7. Dr. Vibha Vinayakumar Bhat
8. Mr. Raju N
9. Mr. Narayana B
10. Mr. Shankar Guddad

Roles:

1. Selection of student volunteers and submission of the list of students selected to the university.
2. Sorting out the dates and venue for the camps
3. Preparation of the budget
4. Making necessary arrangement for camps
5. Submission of the accounts for the camps and other social service activities conducted.
6. Submission of the NSSC camp Report.

## ANTI-RAGGING CELL

Objectives:

1. To prevent incidents of ragging on campus.
2. Creating an awareness among the students community that ragging is a crime and a punishable offense.

**Principal and Chairperson: Dr. A. Nagarathna**

**Convener: Prof. B.S Jayarama**

**Members:**

1. Dr. Prasanna Srinivas R
2. Dr. M lakshmipathi Naidu
3. Mr. K.R Dasegowda
4. Dr. Shobha L
5. Dr. Radha Dayanidhi

**Roles:**

1. Monitoring the students inside and outside the campus.
2. Special attention must be given for new entrants.
3. Attending to any report of ragging incidents immediately.
4. Conducting an enquiry for any incidents reported.
5. Taking stringent action for untoward/ any lapses on part of students



## CENTRE FOR HOLISTIC DEVELOPMENT

Objectives:

1. To develop intellectual, emotional, social and spiritual potential in students.
2. To inculcate humanitarian values along with education.

**Convener:** Dr. Anuradha Ramanna

**Members:**

1. Mrs. Prabhavathi J
2. Dr. Vinutha M
3. Mrs Malini M R
4. Dr. Manjunath A.S
5. Ms. Kavyashree S
6. Mrs. Ritu R
7. Mr.Mahesh.G.Pai

**Responsibilities**

1. Encourage students to have an intrinsic reverence for life and love for learning.
2. Conduct programmes by inviting speakers.



## INTERNAL COMPLAINTS COMMITTEE

### Objectives:

1. To protect the interests of the students and staff
2. To impart discipline among staff and students
3. To take strong action against misbehaviour in the workplace.

**Convener:** Ms. Padmalochana R

### Members:

1. Prof. B.S Jayaram
2. Mr. Hanumantha Reddy
3. Dr Lakshmikanth R.N
4. Ms. Haritha A
5. Dr. Chakrapani Gopal

### Responsibilities:

1. Receiving and monitoring the complaints on a day to day basis
2. Conducting enquiries on fast track basis.
3. Taking the corrective action.

## STUDENT WELFARE COMMITTEE

Objectives:

1. Looking after the welfare and interests of students.
2. Making the students aware of the various benefits offered by the college and Government Departments.

**Convener: Prof. B.S Jayarama**

**Members:**

1. All HODs of the Departments
2. Mr. Hanumantha Reddy- Manager Admin and Accounts

**Responsibilities:**

1. Creating an awareness among the students about the various benefits such as scholarships, free ships and concessions available to them by the Government.
2. Preparing the list of students eligible for various benefits.
3. Helping them to enrol for various benefits and ensuring that they receive the benefits on time.

## DISCIPLINE COMMITTEE

Objectives:

1. To maintain discipline and decorum in the campus
2. To ensure that the college functions in a healthy and conducive environment.

**Convener: Prof. B.S Jayaram**

**Members:**

1. All Heads of the Department
2. Mr. Mahesh G – Sports Officer

**Responsibilities**

1. To monitor the situation in the campus on day to day basis.
2. To find out the elements responsible for indiscipline.
3. To take corrective action for any acts of indiscipline in the campus.

## MAGAZINE COMMITTEE

Objectives:

1. To publish the Annual Magazine in time
2. To showcase the special talents and creativity of staff and students of the college.
3. Encourage hidden talents and creative writing

**Convener: Ms. Neha**

**Members:**

1. Ms. Dhanashri Vaishali
2. Dr. Savitha R
3. Ms. Shailaja M
4. Dr. Asha K.S
5. Ms. Srivaideshwari S
6. Dr. Radha Dayanidhi
7. Mr. Naveen Kumar R
8. Dr. Lakshmi V
9. Dr. Juliya Rani Francis
10. Mrs. Sindhuja A

**Responsibilities**

1. Collecting the articles, puzzles, write ups from the staff and the students.
2. Editing the received articles etc
3. Selection of suitable items for magazine
4. Designing the magazine
5. Entering into a contract with printers.
6. Editing and distribution of magazine

## TIME TABLE COMMITTEE

Objectives:

To prepare accurate and correct timetable both classes and faculty time tables..

**Convener:** Mrs. Prathiba V Kalburgi

**Members:**

1. Dr. Lakshmikanth R.N
2. Dr. Pushpa H
3. Mr. Prasanna Kumar S.G
4. Dr. Shobha L
5. Mrs. Roopa H.S
6. Mr. K. Ravindranath
7. Ms. Padmalochana R
8. Mrs. Adhishakthi P.K
9. Dr. Rashmi Nagesh
10. Dr. M. Lakshmipathi Naidu
11. Dr. Chakrapani Gopal

## **Responsibilities**

1. Procuring the list of students and dividing them into sections.
2. Calculation of number of rooms available.
3. Distribution of workload in various departments.
4. Framing the timetable
5. Distribution of timetable.

## UNIVERSITY EXAMINATION UG & PG COMMITTEE

Objectives:

1. To conduct University examinations in smooth manner.
2. To avoid malpractices and irregularities in the examination.

**Convener:** Mrs. Roopa H.S

**Members:**

1. Mrs. Malini M.R
2. Dr. M. Lakshmipathi Naidu
3. Dr. Ramakrishnaiah T N
4. Dr. Prasanna Srinivas R
5. Dr. Lakshmikanth R.N

**Responsibilities**

1. To obtain the candidate list.
2. Preparation of indent for question papers and procuring the examination stationary from the university.
3. To prepare the room allotment and assignment of invigilators.
4. Monitoring the smooth functioning of examinations.
5. Proper dispatch of Answer bundles to the university

### IQAC (INTERNAL QUALITY ASSURANCE CELL)

Objectives:

1. The Primary aim of the IQAC is to develop a procedure for a systematic and consistent action to improve the academic and administrative performance of the College.
2. IQAC is a significant administrative body that is responsible for all quality related matters.
3. To enhance and integrate among the various activities of the institution and institutionalize many best practices.

**Chairperson : Dr. A. Nagarathna**

**IQAC Coordinator: Ms. Karanam Kavitha**

**Members:**

1. Mrs. Ashwini Ramesh, Deputy IQAC Coordinator
2. Dr. Sowbhagya R
3. Ms. Haripirya G.S
4. Ms. Savitha B H
5. Ms. Aditi Arun Rao
6. Mr.Sekar/ Dr. Ramakrishnaiah T.N
7. Dr. Prasanna Srinivas R
8. Ms. Roopashree B.N

**Responsibilities**

1. It is the prime responsibility of IQAC to initiate, plan and supervise various activities that are necessary to increase the quality of the education imparted in an institution or college.
2. To maintain quality standards in teaching, learning and evaluation.
3. To promote measures for institutional functioning towards quality enhancement through internalization of quality culture
4. Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
5. 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.
6. Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes
7. Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.



## CONFERENCE/ SEMINARS COMMITTEE

Objectives:

1. To Enrich and update the knowledge of the students and staff by conducting conferences/ seminars on various themes/ topics
2. Developing a good network of Academicians/ scholars/ experts in the field.

**Convener:** Dr. Pushpa H

**Members:**

1. Dr. Vasanth Kumara Bhaskar
2. Mrs. Karanam Kavitha
3. Mr. Jayanth H
4. Mr. Prasanna Kumar S.G
5. Dr. Lakshmikanth R.N
6. Dr. Prathibha V Kalburgi
7. Dr. Shobha L
8. Dr. Padmalochana R
9. Dr. Vemula Vani
10. Dr. Bindu Nambiar
11. Dr. M Lakshmipathi Naidu

**Roles**

1. Determining the number of seminars and conferences to be conducted during the year.
2. Preparation of budgets and calculation of the total outlay
3. Fixing the date, venue and resource persons.
4. Organising the seminars.
5. Taking the feedback about the programme.

## WOMEN'S CELL

### Objectives:

1. The Women Cell is constituted to help maintain a harmonious atmosphere between all the Institution
2. To enable women to pursue their work with dignity and reassurance.
3. The Cell has been working to raise awareness on cell equality issues, women empowerment, raise voice against violence against women etc

**Convener: Dr. Preeti Gupta**

### Members:

1. Mrs. Srividya R
2. Ms .Sai Sushmitha V
3. Ms. Vijayalakshmi D
4. Dr. Vinutha M
5. Mrs. Deepa R
6. Dr. Triveni A.G
7. Dr. M. Vidya
8. Dr.Savitha.R

### Roles

1. Preparing the list of female staff and students in the institution.
2. List of programmes to be conducted/ organised.
3. Budget for the same to be prepared and get it approved.
4. Organising the programme by allocating duties to the members
5. Feedback to be obtained.

## SPORTS and NCC (NATIONAL CADET CORPS)

Objectives:

### Sports:

1. To provide an environment for physical development of the students
2. To provide opportunity to the student to showcase their talent in **sports** field
3. To promote sportsmanship among students

### NCC:

The NCC aims at developing character, comradeship, discipline, a secular outlook, the spirit of adventure and **ideals** of selfless service amongst young citizen.

**Convener: Mr. Mahesh G**

### Members:

1. Mr. Lakshmi pathi V
2. Mr. K. Ravindranath
3. Dr. Hareesh Kumar P
4. Ms. Usha Rani S.R
5. Dr. R. Prashanthi
6. Dr. Ramesha A
7. Ms. Raksha Kumar
8. Dr. Sowbhagya R
9. Mr. Narayana B
10. Mr. S. Prakash Nimbalkar

### Sports Responsibilities

1. Sports officer is responsible for generating interest and increasing participation in sports by organising events/ activities that inspire students and staff to take part.
2. Officiate sporting events, games, and competitions. Judge performances in sporting competitions.
3. Inspect sports equipment and ensure safety of the participants
4. Preparation of the budget for sports events
5. Organising the events at inter collegiate level.

### NCC Responsibilities

1. Sending the circular for enrolment of the new students
2. Selection of the students based on their merit.
3. Sending the list of students to NCC office for approval
4. Arranging for various activities under NCC.
5. Preparation of the budget
6. Arranging for camps
7. Submission of accounts.

## GRIEVANCE REDRESSAL CELL

### Objectives:

1. To develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute.
2. To resolve the problems of both students and staffs.
3. To provide conducive and congenial environment

**Principal and Chairperson: Dr. A. Nagarathna**

**Convener: Prof. B.S Jayaram**

### Members:

1. Dr. Anuradha Ramanna
2. Dr. Rohini Bai S
3. Mr. Hanumantha Reddy
4. Mr. Vishwanath Kulkarni

### Roles

1. Display of information about the members of the cell to whom the grievances have to be reported.
2. Receipt of the grievances
3. Conducting an investigation into all aspects of the grievance.
4. Redressing the grievance by providing appropriate solutions.

## ANTI-SEXUAL HARASSMENT COMMITTEE

### Objectives:

1. To uphold Women's Right to Protection against Sexual Harassment measures towards prevention and redressal of sexual harassment of women.
2. To protect the women from un toward incidents.
3. To provide safe and secure working environment for women and girls.

**Principal and Chairperson: Dr. A. Nagarathna**

**Convener: Dr. Padmalochana R**

### Members:

1. Prof. B.S Jayaram
2. Dr. Anuradha Ramanna

### Roles

1. Notifying the person to whom the complaints are to be lodged.
2. After the receipt of the complaint, conducting enquiry.
3. Understand the complete aspects of the complaint.
4. Taking stringent and appropriate action against the offender.



## PROCTOR COMMITTEE / PTA (PARENT TEACHERS MEETINGS)

### Objectives:

1. To provide adequate knowledge about the matters of importance to the students and parents/ guardians at the earliest.
2. To act as a guide, philosopher to the students.
3. Arrange for a PTA meetings regularly to keep parents/ guardians abreast of the activities/ progress of their children/ wards.

Convener (Proctor) : Dr. Pushpa

Convener (PTA) : Dr. Shobha

### Members:

1. Dr. Aruna Kumari M.L
2. Ms. Kruthi V.P
3. All Proctors from Departments

### Roles

1. Notifying the list of students along with allotted proctors.
2. Maintaining the data related to the group of allotted students.
3. Communicating the information about their children/ Wards to the parents/ guardians.
4. Taking necessary action to redress the problems faced by students both professional and personal.

## EQUAL OPPORTUNITY CELL

Objectives:

**Equal Opportunity Cell** is to help and empower the persons and students to participate fully in the academic, intellectual, social and cultural life of University on an **equal** basis.

**Convener: Suma C**

**Members:**

1. Ms. Roopashree B.N
2. Mr. K Ravindranath
3. Mrs. Sanjogita R
4. Mr. Raju N

Roles

1. To enhance the diversity among the students, teaching and non-teaching staff and at the same time eliminate the perception of discrimination.
2. To help students, belonging to the disadvantaged section of society to contain the problems related to discrimination/ issues of inequality.
3. To look into the grievances of the weaker section of society and suggest amicable solution to their problems.
4. To organize workshops/seminars/guest lectures for personality development programmes.



### SC/ST/ OBC/ Minority CELL

#### Objectives:

1. The purpose of these Cells is to help the colleges in implementing the reservation policy with regard to the admission of students and the recruitment of teaching and non-teaching staff at various levels.
2. To bring the benefits/ facilities offered by the Government to the disadvantaged students/ staffs.

**Convener: Prof. B.S Jayaram**

#### **Members**

1. Dr. Padmalochana R
2. Dr. Ashok Kumar H G
3. Mr. Rupesh Kotte
4. Dr. Rashmi Nagesh
5. Dr. Rashmi Nagesh
6. Mr. Anil- Administrative Office

#### Roles

1. To maintain a record of SC/ ST students and staff members.
2. The cell aims at providing educational opportunities to those who are economically and socially deprived.
3. To undertake the activities to develop awareness about the schemes offered by the Government among the SC/ST students especially from the rural areas.
4. Ensure that the benefits/ schemes reach the beneficiaries.

### CODE OF CONDUCT COMMITTEE

1. To appraise the new batches of students, the rules and regulations of code of conduct on UG/PG inauguration day.
2. Communicate to the students, parents/ Guardians of Disciplinary actions taken for any violations.

Members :

Sl no	Name of the Member
1	Dr. Channarayappa, Head, Department of Biotechnology and Genetics
2	Dr. Pushpa H, Head, Department of Microbiology
3	Mr. Prasanna Kumar S.G, Head, Department of Chemistry/BC
4	Prof. B.S Jayaram, Head, Department of Commerce & Management
5	Mrs. Pratibha V Kalburgi, Head, Department of Computer Science
6	Mr. K. Ravindranath, Head, Department of Mathematics
7	Dr. M Lakshmipathi Naidu, Head, UG Department of Management Studies
8	Dr. Shobha, Head, Dept. of Languages
9	Dr. Padmalochana R, Head, Department of English
10	Mrs. Adhishakthi, Head, Department of Humanities

1. The committee discusses about the code of conduct of students in the beginning of the academic year.
2. Inform the newly inducted students, the rules and regulation to be followed in the college on the inauguration day, instruct the proctors of the respective classes to have a regular check on the compliance of code of conduct of all students.

## ENVIRONMENTAL COMMITTEE

The committee undertakes programmes and projects to sensitize on environmental matters.

**Principal and Chairman: Dr. A. Nagarathna**

**Convener: Dr. Jayashree D.R**

### **Members**

- 1 MRs. Malini M R
- 2 Dr. Snehalatha V
- 3 Mrs. Suma C
- 4 Ms. Kavyashree S
- 5 Ms. Karishma G S
- 6 Pooja, Student
- 7 Anusha, Student
- 8 Manikanta, Student

1. To raise environmental awareness among all the students and staff members.
2. To keep abreast of research and developments that pertain to institutional sustainability
3. To recommend policies for adoption by the college, in order to promote conservation, energy efficiency and sustainable use of resources
4. To conduct environment audit of the college on a regular basis.

## SOCIAL MEDIA COMMITTEE

Objectives:

The mission of the Social Media Committee (SMC) is to produce and promote Internet-based materials and resources to better showcase the activities to the public.

**Convener: Mr. Kishan H.R**

**Members:**

1. Ms. Karishma G.S
2. Dr. Amarnath Satheesh
3. Dr. Geetika Pant
4. Dr. Manjunath A.S
5. Ms. Sri Vaideshwari
6. Mrs. Srividya R
7. Ms. Rithu R
8. Mrs. Vijayalakshmi D
9. Ms. Monica R
10. Ms. Deepa R

Roles:

1. The convener manages the social media like facebook, twitter, youtube channel of the college.
2. Whenever the college conducts any events, the same will be posted in the social media account of the college.
3. Measure the impact of social media on the overall marketing efforts via surveys, questionnaires