

## ***Name of the committee and Scope***

Session 2015-16

### **1. Proctor Board**

- *To maintain discipline, law & order in college*
- *To take actions against notorious students*
- *Prevention of ragging*
- *Mobile & dress checking*
- *Keep record of notorious students*

*Note: Representation of NSS officer will be in proctoral board*

### **2. Examination Committee**

- *To conduct internal examination of all courses*
- *To conduct university examinations*
- *To support the conduct of practical examinations*
- *To maintain record of examination copies/examination bills and other examination related material*
- *To collect requisition of exam related material and expedite its availability*

### **3. Students Welfare Committees**

**A-**

- *Recommendation for fee concession or fee waivers*
- *To expedite scholarship process of samaj kalyan and keep records*
- *To collect suggestions from students for betterment*

**B- NSS**

- *To issue railway concession/MST forms to students*

**C-**

- *To supervise and monitor canteen functioning*
- *Representation in Proctoral Board*

### **4. Extra Curricular and Cultural Activities Committee (Joint committee of SRGC)**

**A-**

- *To make arrangements for organising cultural programmes*
- *To make arrangements for organising seminars, quizzes, workshops etc.*
- *To arrange invitation, mementos, prizes, certificates for cultural programme*

**B-**

- *To maintain photographs, video CDs of functions and to display photographs on display boards*

### **5. Library Committee**

- *Preparation of library budget*
- *Purchase of Books*
- *Preparation of library rules & regulation*
- *Library audit*
- *Book bank*
- *Collection & requisition of books from all departments*
- *Subscription and management of journals, magazines and news papers*
- *Library maintenance.*
- *To maintain discipline in library*

## **6. Estate office & stock**

- *Keeping Record & maintenance of furniture/civil/electric/mechanical equipments*
- *Lawn and garden maintenance*
- *Purchase of accessories*

## **7. Sports Committee**

- *To organise inter departmental/university/inter university sports*
- *To organise camps for various sports*
- *To keep record of sports equipment*
- *Liasoning with university and colleges for sports activity.*

## **8. Admission Guidance & Counseling Committee (Joint committee of SRGC)**

### **A- Advertisement Committee**

- *To prepare advertisement for news paper, TV, magazines and hoarding*
- *To conduct counseling at various schools*
- *To prepare advertisement schedule and budget*

### **B- Printing Committee**

- *Printing of pamphlets/information broucher/registration forms/admission forms/file slips/I-cards/assignments copies/ties/kit/syllabus*
- *To prepare admission rules & guidelines for admission*

## **9. Research & Publication Committee (Joint committee of SRGC)**

### **A- Publication Committee**

- *Publication of journal/magazine/news letter*
- *Publication of tea club monthly bulletin-News Bulletin.*
- *Liasoning with various colleges/universities/embassies for subscription and inter change of journal and other related literature.*
- *Research Project proposal organizing of seminar, workshop and conference.*

### **B- Exercise Book**

- *Physical education exercise book for B.com./B.P.Ed.*

## **10. Media Committee**

- *Preparation of press release and sending to the news papers & TV channels*
- *Record maintenance of college news/news related to education/advertisement of other colleges.*
- *Liasoning with media persons*
- *Display of news on notice board.*

## **11. Corporate Communication & International Relation Committee (Joint committee of SRGC)**

- *Liasoning with various companies for placement and summer training of students*
- *Arrange resource person from industry for summer training/guest lecture/ workshop etc*
- *Preparation of placement brochures.*

## **12. Purchase & Finance Committee (Joint committee of SRGC)**

- *All HODs Deans/All purchases*
- *To prepare financial budgets*
- *To prepare purchase budgets*
- *To collect requisition from all departments*
- *Vendor development and selection*
- *Expedite purchase after seeking approval from management.*

***13. NAAC Committee (Joint committee of SRGC) Directors, Deans & HODs***