

Name of the committee and Scope

Session 2016-17

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