Administration Support Cell

1. SC/ ST Committee

The SC/ST Committee is constituted to safeguard the rights and promote the welfare of students and employees belonging to Scheduled Castes and Scheduled Tribes. The committee strives to establish an inclusive, equitable and discrimination-free academic environment by ensuring equal opportunities and addressing issues related to social discrimination.

The committee creates awareness about constitutional safeguards, government welfare schemes, educational assistance and the rights of SC/ST communities. It provides a platform for individuals to express their concerns and ensures that grievances relating to discrimination and unfair treatment are addressed appropriately.

Objectives:

- To protect the rights and interests of SC/ST students and employees.
- To prevent caste-based discrimination and promote social equality.
- To facilitate access to scholarships and government welfare schemes.
- To provide guidance and support for academic and personal development.
- To promote awareness of constitutional rights and legal safeguards.
- To ensure equal participation and opportunities in all institutional activities.

Functions:

- Receive and address complaints relating to discrimination.
- Organise awareness programmes and sensitisation activities.
- Assist students in accessing scholarships and other educational benefits.
- Monitor the welfare and academic progress of SC/ST students.
- Promote an inclusive campus culture based on equality, dignity and mutual respect.
- Conduct periodic meetings and submit activity reports to the institution.

The committee functions in accordance with applicable AICTE guidelines and relevant statutory provisions, including the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989.

2. Internal Complaint Committee (ICC)

The Internal Complaints Committee (ICC) is constituted to ensure a safe, secure and respectful environment for women students and employees of the institution. The committee functions in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, applicable AICTE guidelines and other relevant statutory provisions.

The committee is committed to preventing sexual harassment, promoting gender equality and safeguarding the dignity and rights of women within the institutional environment. It provides a confidential and impartial mechanism for receiving complaints, conducting inquiries and recommending appropriate remedial measures.

Objectives:

- To prevent and prohibit sexual harassment within the institutional environment.
- To ensure a safe and dignified atmosphere for women students and employees.
- To promote gender equality, mutual respect and professional ethics.
- To provide a transparent and confidential complaint redressal mechanism.
- To create awareness about women's rights and workplace safety.
- To ensure fair and impartial inquiry into complaints.
- To promote a culture of respect, equality and inclusiveness.

Functions and Responsibilities:

- Receive and address complaints relating to sexual harassment.
- Conduct inquiries in accordance with applicable legal provisions.
- Organise awareness programmes and gender-sensitisation activities.
- Educate students and employees about the provisions of the POSH Act.
- Recommend preventive and corrective measures to the institutional authority.
- Maintain confidentiality throughout the complaint redressal process.
- Prepare annual reports and monitor the implementation of recommendations.

The committee strives to maintain a campus environment where every woman is treated with dignity, equality and respect, enabling her to participate freely and confidently in academic and professional activities.

3. College Sports Council

The College Sports Council is constituted to promote sports, physical fitness and overall personality development among students. The council provides opportunities for students to participate in various indoor and outdoor sports activities, athletic events and intercollegiate competitions.

The council aims to identify and nurture sporting talents, encourage teamwork and leadership, and develop a strong culture of sportsmanship and healthy competition within the institution. It coordinates sports activities, facilitates training programmes and ensures the effective utilisation of available sports infrastructure and facilities.

Objectives:

- To promote physical fitness, health and wellness among students.
- To encourage participation in various indoor and outdoor sports.
- To identify and develop talented sportspersons.
- To facilitate participation in university, intercollegiate and state-level competitions.
- To develop leadership, teamwork, discipline and sportsmanship.
- To ensure equal opportunities for all students in sports activities.
- To promote a healthy balance between academics and extracurricular activities.

Functions and Responsibilities:

- Plan and organise annual sports meets and interdepartmental tournaments.

- Coordinate student participation in university and other sports competitions.
- Arrange coaching, training and practice sessions.
- Monitor the maintenance and utilisation of sports facilities and equipment.
- Identify talented students and facilitate their participation in competitive events.
- Promote fitness, yoga and recreational sports activities.
- Recognise and appreciate outstanding sports achievements.
- Maintain records of sports activities, participation and achievements.

The College Sports Council strives to create an active and vibrant sporting environment that supports the physical, mental and social development of students.

4. Extra Curricular Activities Committee

The Extra-Curricular Activities Committee is constituted to promote the holistic development of students by en⁹couraging participation in activities beyond the academic curriculum. The committee provides opportunities for students to explore their interests, express their creativity and develop essential life skills through cultural, literary, artistic, technical and social activities.

The committee strives to create an active and engaging campus environment by organising various events, competitions, celebrations and student development programmes. It encourages students to discover their talents, enhance their confidence and develop leadership, communication and teamwork skills.

Objectives:

- To encourage participation in cultural, literary, artistic and creative activities.
- To identify and nurture the talents and interests of students.
- To develop leadership, communication, teamwork and organisational skills.
- To promote creativity, innovation and self-expression.
- To facilitate participation in intercollegiate and university-level competitions.
- To encourage social responsibility, community engagement and inclusive participation.
- To support the overall personality development of students.

Functions and Responsibilities:

- Plan and organise cultural festivals, literary events and creative competitions.
- Coordinate college celebrations, annual day programmes and special observances.
- Promote student clubs and interest-based activities.
- Encourage participation in intercollegiate and university-level events.
- Organise talent identification and development programmes.
- Facilitate student volunteering and community-oriented activities.
- Maintain records of extracurricular activities, participation and achievements.

The committee aims to provide a vibrant and inclusive platform for students to develop their abilities, discover their potential and become confident, creative and socially responsible individuals.

5. Grievance and Appeal Committee

The Grievance and Appeal Committee is constituted to establish a transparent, accessible and effective mechanism for addressing grievances raised by students and other institutional stakeholders. The committee ensures that concerns related to academic, administrative and institutional matters are examined fairly and resolved within the stipulated timeframe.

The committee aims to protect the rights and interests of stakeholders by providing an impartial platform for expressing concerns and seeking appropriate redressal. It promotes transparency, accountability and good governance while ensuring that all grievances are handled with fairness, confidentiality and due consideration.

Objectives:

- To provide an effective and accessible grievance redressal mechanism.
- To ensure fair and impartial consideration of complaints and appeals.
- To address academic, administrative and institutional grievances.
- To safeguard the rights and interests of students and employees.
- To ensure timely resolution of complaints.
- To promote transparency, accountability and institutional responsibility.
- To recommend corrective measures for continuous institutional improvement.

Functions and Responsibilities:

- Receive and register grievances through the prescribed mechanisms.
- Examine complaints relating to academic and administrative matters.
- Provide opportunities for concerned parties to present their views.
- Recommend appropriate measures for grievance resolution.
- Monitor the implementation of corrective actions.
- Guide students regarding the prescribed appeal mechanism.
- Maintain proper records of grievances, proceedings and action taken.
- Review recurring issues and suggest improvements in institutional procedures.

The committee is committed to maintaining a fair, transparent and student-friendly institutional environment where every grievance receives appropriate attention and consideration in accordance with applicable regulations.

6. Admission Committee

The Admission Committee is constituted to coordinate and facilitate the admission process of students into various academic programmes offered by the institution. The committee ensures that admissions are carried out in a transparent, systematic and student-friendly manner in accordance with AICTE guidelines, affiliating university regulations and the policies of the competent admission authorities.

The committee serves as a point of contact for prospective students and parents, providing necessary guidance regarding academic programmes, eligibility requirements, admission procedures, fee structure and institutional facilities. It coordinates admission-related activities, document verification, student registration and other associated administrative processes.

Objectives:

- To ensure a fair, transparent and systematic admission process.
- To facilitate admissions in accordance with applicable regulatory guidelines.
- To provide accurate information and guidance to prospective students and parents.
- To ensure proper verification of admission documents and eligibility requirements.
- To promote institutional programmes through outreach and awareness activities.
- To maintain accurate admission records and ensure timely student registration.
- To provide equal opportunities to eligible candidates in accordance with applicable admission policies.

Functions and Responsibilities:

- Plan and coordinate admission-related activities.
- Disseminate information regarding academic programmes and admission procedures.
- Organise admission awareness and outreach programmes.
- Guide prospective students and parents regarding eligibility and course selection.
- Coordinate application processing and document verification.
- Monitor admission status and approved intake in various programmes.
- Coordinate with competent admission authorities and the affiliating university.
- Facilitate student enrolment and registration.
- Maintain admission records and prepare annual admission reports.

The Admission Committee strives to ensure a smooth, transparent and efficient admission experience while upholding institutional standards, regulatory compliance and equal access to educational opportunities.

7. Executive committee of colleges union

The Executive Committee of the College Union is the representative body responsible for coordinating and implementing various student union activities within the institution. It serves as a platform for student participation, leadership development and democratic representation, enabling students to actively contribute to the academic and cultural life of the college.

The committee acts as a link between the student community and the college administration, providing opportunities for students to express their views, communicate their concerns and participate in institutional activities. It encourages teamwork, discipline, mutual respect and responsible leadership through various cultural, literary, social and educational programmes.

Objectives:

- To promote democratic values and student representation.
- To develop leadership, organisational and decision-making skills.
- To coordinate and implement student union activities.
- To encourage participation in cultural, literary and social programmes.
- To provide a platform for student opinions and constructive interaction.
- To promote unity, discipline and cooperation among students.
- To encourage social responsibility and community engagement.
- To strengthen student involvement in institutional development.

Functions and Responsibilities:

- Plan and coordinate various College Union activities.
- Organise cultural festivals, literary competitions and student celebrations.
- Facilitate participation in university-level arts and cultural events.
- Coordinate activities of student clubs and departmental associations.
- Represent student interests and communicate their concerns to the administration.
- Encourage student leadership, teamwork and active participation.
- Maintain proper records of meetings, activities and financial transactions.
- Prepare annual activity reports documenting the achievements of the College Union.

The Executive Committee strives to create a vibrant, inclusive and participative campus environment where students develop leadership qualities, creativity, social awareness and a strong sense of responsibility.

8. Planning and monitoring Committee

The Planning and Monitoring Committee is constituted to facilitate systematic planning, effective implementation and continuous monitoring of the academic, administrative and developmental activities of the institution. The committee ensures that institutional initiatives are aligned with the vision, mission and strategic objectives of the college.

It coordinates with various departments and institutional committees to formulate development plans, establish performance targets, assess resource requirements and monitor the progress of planned activities. Through periodic reviews and performance evaluations, the committee identifies areas requiring improvement and recommends appropriate measures for enhancing institutional effectiveness.

Objectives:

- To formulate short-term and long-term institutional development plans.
- To align institutional activities with the vision, mission and strategic goals.
- To establish measurable targets for academic and administrative development.
- To monitor the implementation of departmental and institutional action plans.
- To assess infrastructure, financial and human resource requirements.
- To evaluate institutional performance and identify areas for improvement.
- To promote accountability, transparency and participative decision-making.
- To facilitate continuous institutional development through systematic review.

Functions and Responsibilities:

- Prepare and periodically review institutional strategic and annual development plans.
- Coordinate the preparation of departmental action plans.
- Monitor the progress of academic, administrative and infrastructure development activities.
- Review departmental performance against established targets.
- Coordinate with IQAC for implementing quality improvement initiatives.
- Identify resource requirements and recommend appropriate allocation.
- Evaluate the effectiveness of institutional development programmes.
- Review the implementation of previous decisions and recommendations.
- Prepare periodic progress reports and recommend corrective measures.

The Planning and Monitoring Committee strives to ensure that institutional goals are translated into measurable outcomes through systematic planning, effective coordination, regular evaluation and continuous improvement.

9. College Council

The College Council is constituted as a central institutional body to facilitate effective academic and administrative coordination, participative decision-making and systematic institutional development. It provides a common platform for the Principal, Heads of Departments and other designated representatives to deliberate on matters concerning the overall functioning and progress of the institution.

The council plays a significant role in reviewing academic performance, coordinating departmental activities, addressing institutional challenges and ensuring the effective implementation of policies and decisions. It also facilitates communication between various academic and administrative units, promoting collective responsibility and institutional accountability.

Objectives:

- To promote effective academic and administrative coordination.
- To facilitate participative decision-making and institutional governance.
- To review and monitor academic and administrative performance.
- To ensure effective implementation of institutional policies and decisions.
- To strengthen coordination among departments and administrative units.

- To promote quality enhancement in teaching, learning and institutional activities.
- To address issues related to student welfare and institutional discipline.
- To support strategic planning and continuous institutional development.

Functions and Responsibilities:

- Review academic plans, teaching-learning activities and departmental progress.
- Coordinate institutional academic and administrative activities.
- Discuss matters relating to faculty responsibilities and workload.
- Review student attendance, academic performance and welfare initiatives.
- Monitor examination-related activities and institutional academic schedules.
- Coordinate with IQAC for quality assurance and improvement initiatives.
- Discuss infrastructure, resource requirements and institutional development proposals.
- Review previous decisions and monitor the implementation of action plans.
- Recommend appropriate measures for improving institutional effectiveness.

The College Council strives to ensure the smooth and effective functioning of the institution through collective leadership, systematic coordination, transparent decision-making and continuous improvement.

10. Hostel Committee

The Hostel Committee is constituted to ensure the effective administration, maintenance and monitoring of the residential facilities provided by the institution. The committee is committed to creating a safe, hygienic, comfortable and student-friendly living environment that supports the academic and personal development of hostel residents.

It coordinates hostel administration, monitors discipline, supervises food and accommodation facilities and addresses the concerns of students residing in the hostel. The committee also ensures the proper maintenance of hostel infrastructure, implementation of safety measures and provision of essential facilities for the well-being of residents.

Objectives:

- To provide a safe, secure and comfortable residential environment.
- To maintain discipline and ensure adherence to hostel regulations.
- To monitor food quality, hygiene and sanitation facilities.
- To ensure proper maintenance of hostel infrastructure and amenities.
- To address hostel-related grievances and student concerns.
- To promote the physical, mental and emotional well-being of residents.
- To ensure effective safety, security and emergency preparedness.
- To encourage cooperation, mutual respect and responsible behaviour.

Functions and Responsibilities:

- Coordinate hostel admission, room allotment and residential administration.
- Monitor discipline and implementation of hostel rules.
- Supervise mess operations, food quality and hygiene.
- Conduct periodic inspections of hostel facilities.
- Coordinate maintenance and repair of hostel infrastructure.
- Monitor security arrangements and student safety.
- Address grievances and concerns raised by hostel residents.
- Organise health, wellness, recreational and awareness programmes.
- Maintain hostel-related records and prepare periodic activity reports.

The Hostel Committee strives to provide a supportive and well-managed residential environment that promotes student welfare, safety, discipline and a sense of belonging.

11. Executive Committee of PTA

The Executive Committee of the Parent–Teacher Association (PTA) acts as a vital link between parents and the institution, fostering a culture of cooperation, transparency and shared responsibility. It provides a common platform for exchanging ideas, discussing student-related matters and contributing to the continuous improvement of the educational environment.

The committee encourages active parental involvement in the academic progress, personal development and overall well-being of students. Through regular meetings, interactive sessions and collaborative initiatives, it facilitates constructive dialogue between parents, teachers and college management.

The PTA Executive Committee also supports the institution in identifying student needs, addressing concerns and strengthening the quality of teaching–learning and student support services. By promoting meaningful stakeholder participation, the committee contributes to building a student-centred, inclusive and supportive academic community.

12. Library Committee

The Library Committee plays a vital role in planning, developing and monitoring the effective functioning of the college library. It aims to provide a supportive and resource-rich learning environment by ensuring access to relevant academic resources, research materials and digital learning facilities. The committee works towards continuously enhancing library services in accordance with the academic requirements and institutional quality objectives. It also encourages a strong reading culture, independent learning and knowledge sharing among students and faculty members.

Objectives

- To develop and maintain a well-equipped library that caters to the academic and research needs of the institution.
- To ensure the availability of updated textbooks, reference materials, journals, periodicals and digital resources.

- To promote reading habits, self-learning and effective utilization of library facilities among students and faculty.
- To facilitate access to digital libraries, e-journals, e-books and other online academic resources.
- To provide a comfortable, accessible and conducive environment for reading, learning and research.
- To ensure the systematic planning, procurement and optimum utilization of library resources and funds.
- To improve the quality of library services through regular assessment and user feedback.

Functions

1. Resource Planning and Procurement: Identify the academic requirements of various departments and recommend the purchase of books, journals, magazines and other learning resources.

2. Library Development: Plan and recommend improvements in library infrastructure, facilities, technology and overall learning environment.

3. Budget Management: Review library requirements and propose annual budget allocations for resource procurement, subscriptions and infrastructure development.

4. Digital Resource Management: Promote the use of e-resources, digital repositories, online databases and other technology-enabled library services.

5. Library Administration: Review library rules, membership procedures, book circulation policies and other operational guidelines.

6. Academic and Research Support: Ensure that library resources adequately support curriculum requirements, project work, research activities and faculty development.

7. Reading and Learning Promotion: Organize activities such as reading initiatives, book exhibitions, library orientation programmes and awareness sessions.

8. User Feedback and Evaluation: Collect suggestions from students and faculty members and assess the effectiveness of existing library services.

9. Resource Utilization: Monitor the usage of library resources and encourage maximum participation by students and faculty.

10. Continuous Improvement: Recommend suitable measures to enhance the quality, accessibility and effectiveness of library services in line with institutional goals.

13. Examination Committee

Overview

The Examination Committee is responsible for the effective planning, coordination and monitoring of all examination-related activities within the institution. It ensures the smooth, transparent and systematic conduct of internal examinations and coordinates with the affiliating university regarding university examinations. The committee works towards maintaining academic integrity, ensuring adherence to examination regulations and providing a fair and disciplined examination environment for students. It also facilitates the timely completion of evaluation procedures, result processing and examination-related documentation.

Objectives

- To ensure the smooth, fair and transparent conduct of internal and external examinations.
- To establish an efficient system for planning, scheduling and coordinating examination activities.
- To ensure strict adherence to university examination regulations and institutional guidelines.
- To maintain confidentiality, accuracy and integrity in all examination-related procedures.
- To ensure timely evaluation, mark entry, result processing and communication of examination results.
- To create awareness among students and faculty regarding examination rules, procedures and academic requirements.
- To address examination-related grievances and facilitate their timely resolution.
- To continuously improve examination administration through systematic monitoring and evaluation.

Functions

1. Examination Planning: Prepare the academic examination schedule and coordinate the conduct of internal examinations in accordance with the academic calendar.

2. Time Table Preparation: Coordinate with departments to prepare internal examination timetables and communicate examination schedules to students and faculty members.

3. Question Paper Management: Coordinate the setting, scrutiny, printing, confidentiality and secure distribution of question papers for internal examinations.

4. Examination Conduct: Arrange examination halls, seating plans, invigilation duties and other necessary facilities to ensure the orderly conduct of examinations.

5. University Coordination: Act as a liaison between the institution, affiliating university and relevant examination authorities for university examination-related matters.

6. Evaluation and Mark Processing: Monitor the timely valuation of answer scripts, consolidation of marks and submission of internal assessment scores.

7. Examination Records: Maintain examination schedules, attendance records, mark registers, result statements and other relevant documentation.

8. Student Support: Communicate examination instructions, eligibility requirements, registration procedures and examination-related notifications to students.

9. Grievance Redressal: Coordinate the resolution of examination-related complaints, discrepancies in marks and other student concerns in accordance with prescribed regulations.

10. Academic Performance Review: Analyse examination results, identify areas requiring academic improvement and communicate relevant observations to departments.

11. Compliance and Quality Assurance: Ensure that examination procedures follow university regulations and institutional quality standards.

12. Continuous Improvement: Review examination practices periodically and recommend measures to improve efficiency, transparency and reliability in examination administration.

14. Amenities Committee

Overview

The Amenities Committee is responsible for ensuring the availability, maintenance and continuous improvement of essential facilities and amenities within the college campus. It strives to provide a safe, comfortable, accessible and student-friendly environment that supports the academic, personal and social well-being of students, faculty members and staff. The committee monitors the condition of campus facilities, identifies infrastructure requirements and recommends suitable measures to enhance the overall campus experience. It also promotes the proper utilization and upkeep of institutional resources.

Objectives

- To ensure the availability of adequate and quality amenities for students, faculty members and staff.
- To maintain a clean, safe, hygienic and comfortable campus environment.
- To monitor the condition and functionality of common facilities and recommend necessary improvements.
- To ensure proper maintenance of drinking water facilities, washrooms, rest areas and other essential infrastructure.
- To promote accessibility and inclusive facilities for individuals with diverse needs.
- To encourage responsible utilization and conservation of campus resources.
- To identify infrastructure gaps and recommend suitable measures for improving campus facilities.
- To enhance student satisfaction and overall campus life through continuous improvement of amenities.

Functions

1. Facility Monitoring: Regularly inspect campus amenities and identify requirements for repair, renovation and improvement.

2. Drinking Water Facilities: Ensure the availability, cleanliness and proper maintenance of safe drinking water facilities across the campus.

3. Sanitation and Hygiene: Monitor the cleanliness and maintenance of washrooms, common areas and other sanitation facilities.

4. Campus Infrastructure: Review the condition of furniture, seating arrangements, lighting, ventilation, corridors and other common facilities.

5. Student Amenities: Monitor the availability and maintenance of facilities such as waiting areas, rest spaces, canteen facilities and recreational spaces.

6. Accessibility: Recommend suitable facilities and infrastructure modifications to ensure barrier-free access for persons with disabilities.

7. Safety and Convenience: Identify facility-related safety concerns and recommend appropriate corrective measures to ensure a secure campus environment.

8. Maintenance Coordination: Coordinate with the administration and maintenance personnel for timely resolution of complaints and infrastructure-related issues.

9. Feedback Collection: Obtain feedback from students and staff regarding the adequacy and quality of campus amenities and initiate necessary improvements.

10. Resource Conservation: Encourage responsible use of water, electricity, furniture and other institutional resources.

11. Infrastructure Improvement: Identify emerging requirements and submit recommendations for the development and modernization of campus facilities.

12. Periodic Review: Evaluate the effectiveness of existing amenities and recommend measures for their continuous improvement.

15. Executive committee of College Alumni Association

Overview

The Executive Committee of the College Alumni Association serves as the principal coordinating and administrative body responsible for strengthening the relationship between the institution and its alumni. It works towards building a vibrant alumni network that fosters lifelong connections, professional collaboration and mutual support among former students and the college community. The committee facilitates alumni engagement in institutional development, academic enrichment, career guidance, mentoring and student support activities. It also promotes the sharing of professional experiences, industry insights and achievements of alumni to contribute to the overall growth and reputation of the institution.

Objectives

- To establish and maintain strong, lasting relationships between the institution and its alumni.
- To develop an active and well-connected alumni network across different batches and professional sectors.
- To encourage alumni participation in academic, technical, cultural and institutional development activities.
- To utilize the knowledge, expertise and professional experience of alumni for the benefit of current students.
- To provide opportunities for career guidance, mentoring, internships, placement support and professional networking.
- To encourage alumni contributions towards institutional development and student welfare.
- To recognize and celebrate the professional achievements and contributions of distinguished alumni.
- To strengthen the reputation and outreach of the institution through meaningful alumni engagement.

Functions

1. Alumni Network Development: Maintain and periodically update the database of alumni, including their academic backgrounds, professional details and contact information.

2. Association Administration: Coordinate the administrative activities of the Alumni Association and ensure the effective implementation of its policies, decisions and programmes.

3. Alumni Meets and Events: Organize alumni gatherings, annual reunions, batch meetings and networking programmes to strengthen alumni relationships.

4. Academic Collaboration: Invite alumni to deliver expert lectures, conduct technical sessions, participate in seminars, workshops and other academic activities.

5. Mentoring and Career Guidance: Facilitate interaction between alumni and current students through mentoring programmes, career counselling and professional guidance.

6. Placement and Internship Support: Encourage alumni working in industries and organizations to support students through internship opportunities, placement assistance and career referrals.

7. Institutional Development: Seek alumni participation in curriculum enrichment, industry interaction, research collaboration and infrastructure development initiatives.

8. Alumni Recognition: Identify and acknowledge distinguished alumni for their professional achievements, entrepreneurial initiatives and contributions to society and the institution.

9. Financial and Resource Mobilization: Encourage voluntary contributions and support from alumni for student welfare, scholarships and institutional development activities.

10. Communication and Outreach: Maintain effective communication with alumni through newsletters, social media platforms, institutional websites and other communication channels.

11. Student Welfare Initiatives: Promote alumni-supported scholarships, financial assistance, educational resources and other student development initiatives.

12. Performance Review and Reporting: Review the activities of the association, maintain records of programmes and contributions, and prepare reports on alumni engagement and institutional support.

Commitment

The Executive Committee is committed to nurturing a strong and mutually beneficial relationship between the institution and its alumni, transforming the alumni network into an active partner in academic excellence, professional development and institutional growth.

16. Grievances redressal Committee for faculty/ Staff

Overview

The Grievance Redressal Committee for Faculty and Staff is constituted to provide a fair, transparent and effective mechanism for addressing work-related grievances and concerns raised by the teaching and non-teaching staff of the institution. The committee aims to maintain a harmonious, supportive and professional working environment by ensuring that genuine concerns are heard, examined and resolved in a timely and impartial manner. It promotes mutual respect, open communication and institutional accountability while safeguarding the dignity and rights of employees. The committee also works towards preventing workplace-related issues through appropriate corrective and preventive measures.

Objectives

- To establish an accessible and transparent mechanism for addressing grievances of faculty members and non-teaching staff.
- To ensure fair, impartial and timely resolution of employee-related complaints and concerns.
- To promote a healthy, respectful and harmonious working environment within the institution.
- To protect the dignity, rights and professional interests of employees in accordance with institutional policies and applicable regulations.
- To encourage open communication and constructive interaction between employees and the administration.
- To maintain confidentiality and ensure protection against victimization or discrimination for raising genuine concerns.
- To identify recurring workplace issues and recommend appropriate corrective and preventive measures.

- To strengthen employee satisfaction, institutional trust and organizational effectiveness.

Functions

1. Grievance Reception: Receive written complaints and representations from faculty members and non-teaching staff regarding workplace-related issues.

2. Preliminary Examination: Examine the nature and validity of grievances and determine the appropriate procedure for addressing each complaint.

3. Fair Investigation: Conduct impartial enquiries, interact with the concerned individuals and examine relevant documents or evidence wherever necessary.

4. Grievance Resolution: Recommend appropriate solutions and corrective measures to resolve employee concerns within a reasonable timeframe.

5. Workplace Issues: Address grievances related to workload distribution, duty allocation, working conditions, leave matters, workplace facilities and other employment-related concerns, within the committee's mandate.

6. Policy Compliance: Ensure that grievances are addressed in accordance with institutional policies, applicable statutory provisions and relevant regulatory guidelines.

7. Confidentiality: Maintain the confidentiality of complaints, discussions and proceedings while ensuring procedural fairness to all parties concerned.

8. Employee Support: Provide an accessible platform for employees to express concerns and seek appropriate institutional assistance.

9. Preventive Measures: Identify recurring grievances and recommend suitable changes in administrative procedures and workplace practices.

10. Coordination with Administration: Forward recommendations to the competent institutional authorities and monitor the implementation of approved remedial measures.

11. Record Maintenance: Maintain proper documentation of complaints received, actions taken, recommendations made and their resolution status.

12. Periodic Review: Review the effectiveness of the grievance redressal mechanism and suggest improvements to ensure a responsive and employee-friendly institutional environment.

17. Career Guidance and Placement unit.

Overview

The Career Guidance and Placement Unit plays a significant role in preparing students for successful professional careers by bridging the gap between academic learning and industry expectations. The unit focuses on enhancing students' employability, professional

competencies and career awareness through structured training programmes, career counselling, industry interactions and placement activities. It facilitates connections with industries, corporate organizations and other employment sectors to create opportunities for internships, recruitment and professional development. The unit also encourages students to explore higher education, entrepreneurship, competitive examinations and other career pathways, enabling them to make informed decisions about their future.

Objectives

- To enhance the employability and career readiness of students through systematic training and professional development programmes.
- To provide career guidance and counselling to help students identify suitable career pathways based on their interests, abilities and aspirations.
- To establish and strengthen collaborations with industries, corporate organizations and potential recruiters.
- To facilitate campus recruitment drives, off-campus placement opportunities and internship programmes.
- To improve students' communication skills, aptitude, technical knowledge, problem-solving abilities and interpersonal competencies.
- To create awareness about emerging career opportunities, industry trends, higher education and professional certifications.
- To encourage students to pursue entrepreneurship, innovation, competitive examinations and higher studies.
- To maintain effective interaction with alumni and industry professionals for mentoring and career support.

Functions

1. Career Counselling: Organize individual and group counselling sessions to guide students in identifying appropriate career options and professional goals.

2. Placement Coordination: Coordinate campus recruitment activities, placement drives, recruitment tests and interviews in collaboration with prospective employers.

3. Skill Development Training: Conduct training programmes in aptitude, logical reasoning, quantitative ability, communication skills, group discussions and interview techniques.

4. Industry Interaction: Establish and maintain relationships with industries, companies and professional organizations to identify employment and internship opportunities.

5. Internship Facilitation: Assist students in obtaining internships, industrial training and practical exposure relevant to their respective disciplines.

6. Technical and Professional Training: Organize workshops, seminars, certification programmes and expert sessions to enhance technical and professional competencies.

7. Higher Education Guidance: Provide information and guidance regarding postgraduate programmes, entrance examinations, scholarships and opportunities for higher studies in India and abroad.

8. Entrepreneurship Promotion: Encourage entrepreneurial thinking and provide awareness about start-up opportunities, innovation, incubation facilities and self-employment.

9. Competitive Examination Support: Facilitate guidance and preparatory activities for competitive examinations, government recruitment and other professional qualification tests.

10. Alumni and Expert Interaction: Arrange mentoring sessions and interactions with successful alumni, industry experts and professionals to provide practical career insights.

11. Placement Data Management: Maintain records of student profiles, training participation, placement activities, internship details and recruitment outcomes.

12. Performance Monitoring: Analyse placement trends, employer feedback and student performance to identify areas for improvement and strengthen training strategies.