

**Institutional Committee (s), Composition, Frequency  
and Roles & responsibilities**

No.	Administrative Bodies	Composition	Frequency
1	Governing Body (GB)	<ul style="list-style-type: none"> <li>As per UGC norms</li> </ul>	<ul style="list-style-type: none"> <li>Twice in a year</li> </ul>
2	Management Council (MC)	<ul style="list-style-type: none"> <li>Management</li> <li>Director/Principal</li> </ul>	<ul style="list-style-type: none"> <li>Once in a month</li> </ul>
3	Program Advisory Committee (PAC)	<ul style="list-style-type: none"> <li>HoD</li> <li>Principal/Director (Institute Representation)</li> <li>Senior faculty in respective dept.</li> <li>External stakeholders</li> <li>Student representatives</li> <li>Alumni</li> </ul>	<ul style="list-style-type: none"> <li>Once in a year</li> <li>As and when needed</li> </ul>
4	Academic Council (AC)	<ul style="list-style-type: none"> <li>As per UGC norms</li> </ul>	<ul style="list-style-type: none"> <li>Once in six months</li> </ul>
5	Board of Studies (BoS)		<ul style="list-style-type: none"> <li>Once in six months</li> </ul>
6	Finance Committee (FC)		<ul style="list-style-type: none"> <li>Once in six months</li> </ul>
7	IQAC	<ul style="list-style-type: none"> <li>As per UGC norms</li> </ul>	<ul style="list-style-type: none"> <li>Once in a month (Internal)</li> <li>Once in three months (External)</li> </ul>
8	Examination Committee (EC)	<ul style="list-style-type: none"> <li>Principal/Director</li> <li>CoE/D-CoE</li> <li>Examination Centre Members</li> <li>HoDs</li> </ul>	<ul style="list-style-type: none"> <li>Once in a semester</li> </ul>
9	Library Committee (LC)	<ul style="list-style-type: none"> <li>Librarian</li> <li>One faculty representation from all the departments</li> <li>Student representatives from all programs of study</li> </ul>	<ul style="list-style-type: none"> <li>Quarterly</li> </ul>
10	Grievance Redressal Committee (GRC)	<ul style="list-style-type: none"> <li>Principal</li> <li>Senior Faculty</li> </ul>	<ul style="list-style-type: none"> <li>Once in a month</li> <li>As and when needed</li> </ul>

		<ul style="list-style-type: none"> <li>Representation from other departments</li> </ul>	
11	Anti-Ragging Committee (ARC)	<ul style="list-style-type: none"> <li>As per norms</li> </ul>	<ul style="list-style-type: none"> <li>Thrice in a semester</li> <li>As and when needed</li> </ul>
14	Class Committee (or) Curriculum Delivery Monitoring Committee (CDMC)	<ul style="list-style-type: none"> <li>Respective HoD</li> <li>Faculty In-charge (Class-wise)</li> <li>Course Instructors</li> <li>Student Representatives</li> <li>Representative from IQAC</li> </ul>	<ul style="list-style-type: none"> <li>Twice in a semester</li> </ul>
15	Research Review RRC)	<ul style="list-style-type: none"> <li>Director/Principal</li> <li>Retired Senior Scientist as deployed as Visiting Professor</li> <li>Research Coordinator</li> <li>HoDs</li> </ul>	<ul style="list-style-type: none"> <li>Monthly twice</li> </ul>
16	HoDs Meeting (HM)	<ul style="list-style-type: none"> <li>Institute Level</li> </ul>	<ul style="list-style-type: none"> <li>Once in a month</li> </ul>
17	Faculty Meeting (FM)	<ul style="list-style-type: none"> <li>Department level</li> </ul>	<ul style="list-style-type: none"> <li>Once in a month</li> </ul>

### Roles and Responsibilities of Various Committee (s)

No.	Type	Roles and Responsibilities
1	GB	<ul style="list-style-type: none"> <li>Guide the college while fulfilling the objectives for which the college has been granted autonomous status</li> <li>Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council</li> <li>Approve new programmes of study leading to degrees and/or diplomas</li> <li>All recruitments of Teaching Faculty/Principal shall be made by the Governing Body/state government as applicable in accordance with the policies laid down by the UGC and State Government from time to time</li> <li>To approve annual budget of the college before submitting the same at the UGC</li> <li>Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development of the college</li> </ul>
2	MC	<ul style="list-style-type: none"> <li>To provide overall support for institutional development by taking necessary feedback from the members in the committee by through MIS review and provide suggestions for overall development</li> <li>To review financial resources and budget allocation for smooth functioning of the Institute</li> </ul>

3	PAC	<ul style="list-style-type: none"> <li>• Provide adequate support and assistance in formulating the educational objectives of the programs being offered by the respective department of Engineering and Technology</li> <li>• Provide suggestions and recommendations on the opportunities to introduce new programs in response to the needs of a specific profession, industry or public sector</li> <li>• Provide guidance on the competencies and skills required by graduates and suggestions to fill the curricular gaps to meet the competencies required by the industry demand</li> <li>• Provide suggestions on the overall curriculum framework in accordance with the requirement of the statutory bodies once it gets the status of autonomy</li> <li>• Provide suggestions on the intervention of innovative teaching methodologies for a continuous improvement in the journey of academic excellence</li> <li>• Suggest strategies supporting experiential educational opportunities in industry</li> <li>• Participate in the program review process pertaining to the assessment of the program learning outcomes and suggest solutions for continuous improvement</li> <li>• Provide advice on introducing research components and entrepreneurship initiatives in a simpler way appropriate to the level of graduation into the curriculum to develop research prospects</li> <li>• Provide advice on the technological trends and changes in industry</li> </ul>
4	AC	<ul style="list-style-type: none"> <li>• Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so</li> <li>• Make regulations regarding the admission of students to different programmes of study in the college keeping in view the policy of the Government</li> <li>• Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels</li> <li>• Recommend to the Governing Body proposals for institution of new programmes of study</li> <li>• Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same</li> <li>• Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it</li> </ul>

		<ul style="list-style-type: none"> <li>• Perform such other functions as may be assigned by the Governing Body</li> </ul>
5	BoS	<ul style="list-style-type: none"> <li>• Prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council</li> <li>• Suggest methodologies for innovative teaching and evaluation techniques</li> <li>• Suggest panel of names to the Academic Council for appointment of examiners; and</li> <li>• Coordinate research, teaching, extension and other academic activities in the department/college</li> </ul>
6	FC	<ul style="list-style-type: none"> <li>• Budget estimates relating to the grant received/receivable from UGC, and income from fees, etc. collected for the activities to undertake the scheme of autonomy; and</li> <li>• Audited accounts for the above</li> </ul>
7	IQAC	<ul style="list-style-type: none"> <li>• Development and application of quality benchmarks/parameters for the various academic and administrative activities of the University;</li> <li>• Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process</li> <li>• Arrangement for feedback responses from students, parents and other stakeholders on quality- related institutional processes;</li> <li>• Dissemination of information on the various quality parameters of higher education;</li> <li>• Organization of inter and intra University workshops, seminars on quality related themes and promotion of quality circles;</li> <li>• Documentation of the various programmes/activities of the University, leading to quality improvement;</li> <li>• Acting as a nodal agency of the University for coordinating quality-related activities, including adoption and dissemination of good practices;</li> <li>• Development and maintenance of Institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;</li> <li>• Development of Quality Culture in University;</li> <li>• Preparation of the Annual Quality Assurance Report (AQAR) of the University based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA) in the prescribed format</li> <li>• Bi-annual development of Quality Radars (QRs) and Ranking of Integral Units of HEIs based on the AQAR</li> </ul>

		<ul style="list-style-type: none"> <li>• Interaction with SQACs in the pre and post accreditation quality assessment, sustenance and enhancement endeavours</li> </ul>
8	EC	<ul style="list-style-type: none"> <li>• Planning, Scheduling, Conducting and effective monitoring of examinations systems and processes</li> </ul>
9	LC	<ul style="list-style-type: none"> <li>• To arrive budget based on the requirement</li> <li>• To ensure that the books and other related journals needed as per the curriculum as well as statutory requirements are in place</li> <li>• To sensitize the stakeholders for effective utilization of the library services</li> <li>• To sensitize the stakeholders on new arrivals</li> <li>• Periodical review of library activities</li> </ul>
10	GRC	<ul style="list-style-type: none"> <li>• To sensitize the students of both the gender regarding sexual harassment</li> <li>• To initiate disciplinary action by deploying a special investigation committee to address the above issues based on the demanding situation</li> </ul>
11	ARC	<ul style="list-style-type: none"> <li>• To sensitize the students on the consequences of ragging within and outside the institute premises</li> <li>• To facilitate undertaking from senior students as per statutory requirement from senior students</li> <li>• To conduct meeting of faculty members concerned on anti-ragging measures</li> <li>• To facilitate a conducive and safe environment for the fresh students on campus at the time of entry and at all times</li> </ul>
12	CDMC	<ul style="list-style-type: none"> <li>• The meeting shall be conducted twice in a semester, preferably after three weeks from the commencement of the course (Meeting #1) and three weeks from the Midterm test #1</li> <li>• The Member Secretary should fix the date of the above said meetings and inform the academic coordinator as well as IQAC coordinator before the commencement of the semester. In case of any deviation in the proposed dates, the same shall be intimated by the Member Secretary well in advance to avoid practical inconvenience</li> <li>• The Member Secretary shall ensure the quorum of the meeting and the proceedings of the meetings are well documented with follow-up action and shall be discussed in the subsequent meeting with the action taken report (ATR)</li> <li>• The observer shall be nominated by the IQAC coordinator taking necessary approval from the competent authority and shall communicate to the observer through official mail ID (one-to-one) and maintain the confidentiality</li> <li>• The observer will act as a facilitator to enable the students to freely share the feedback to the Member Secretary with regard to the following</li> </ul>

		<p>general points of agenda in addition to the others across the table time-to-time</p> <ul style="list-style-type: none"> <li>○ Quality of teaching (Course-wise)</li> <li>○ Syllabus coverage</li> <li>○ Availability of adequate learning resources in the library</li> <li>○ Adherence to the course plan</li> <li>○ Students response</li> <li>○ Students response to assignments and discussion of answers in the classroom by the teacher</li> <li>○ Effectiveness of remedial classes and make-up classes</li> <li>○ Effectiveness of tutorial classes</li> <li>○ Conduct of Laboratory Classes</li> <li>○ Working status of Laboratory Equipment</li> <li>○ Any other related points</li> </ul>
13	RRC	<ul style="list-style-type: none"> <li>● To facilitate and sensitize the members of the faculty on various funding schemes of centrally funding agencies like AICTE, DST, DRDO etc...</li> <li>● To assist in vetting the project proposals</li> <li>● To connect any SMEs for any sort of assistance for collaborative research work</li> </ul>
14	HM	<ul style="list-style-type: none"> <li>● To review the department wise performance on monthly basis related to academic performance, professional development activities (staff and students), laboratory utilization, students welfare and all other parameters in academic eco-system for continuous improvement</li> <li>● To take overall feedback on the systems and processes for escalation if any as well as for continuous improvement</li> </ul>
15	FM	<ul style="list-style-type: none"> <li>● To disseminate the proceedings of the meeting as cited in point #14 as well as to take suggestions from all the members and escalation, if any for continuous improvement with an intention of participative management</li> </ul>