



## Andhra Christian College, Guntur

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Criterion: VI

Metric: 6.2.1



### Criterion-VI Governance, Leadership & Management

**6.2.1 The Functioning of the Institutional Bodies is effective and efficient as Visible from Policies, Administrative setup, Appointment and Service rules, Procedures, Deployment of Institutional Strategic/Perspective/Development Plan etc.**

## **Duties and Responsibilities**

### **IQAC Committee:**

- To prepare the Institutional Plan and submit it to the Principal within a week from the date of commencement of classes
- To prepare the circulars and communicate to all the departments in the first week of the month regarding the Quality Initiative Developmental Activities of that month
- To gather and consolidate all the information of the various activities conducted in the college monthly
- To review the quality initiatives and activities of the college by organizing meetings with all the staff with at least one meeting in month compulsorily
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- Documentation of the various programmes/activities of the College, leading to quality improvement
- To prepare the College Activity register and submit it to the Principal in the last week of the Academic year
- To identify and adopt the best practices that are suitable to the college
- To organize the eminent lectures and provide guidance to the staff regarding the NAAC ranking procedure by coordinating with the staff of the NAAC A graded colleges
- To provide the information of the various activities related to quality improvement for the Website maintenance committee for updation in the college website
- To report any issues/lapses in the Quality improvement aspects to the Principal timely
- Development of the Annual Quality Assurance Report of the college based on the quality parameters / assessment criteria developed by the NAAC in the prescribed format

### **Academic Committee:**

- Helping faculty in planning effective remedial instruction
- Identify the upcoming technological developments for their use in teaching learning process Maintaining and monitoring all academic records in all subjects properly  
Conducting regular meetings (preferably at least once in every month) of the Proctors
- Any other Academic function that may be assigned by the principal from time to time

**Anti Ragging & Discipline Committee:**

- To ensure overall disciplined environment
- To initiate timely action against erring students
- To sensitize students about the evils of ragging and its prevention in the College Campus by organizing talks/ programmes etc.
- To address complaints about ragging as per the Govt
- To prepare sign boards and display them in appropriate places
- To maintain records of the cases investigated and submit the same to the IQAC Committee

**Career Guidance Committee:**

- To organize Career Oriented workshops and Competitive Exams Coaching classes for the outgoing students
- To invite industries and companies for Campus placements
- To provide details of campus placements To invite experienced academicians, leading professionals with extensive corporate experience to address the students and thereby facil learning
- To arrange industrial visits to get practical exposure and knowledge of the industrial environment
- To file and submit the records to the IQAC Committee

**Cultural & Literacy Committee:**

- To prepare College team/s for Inter Literary activities
- To organize fresher's and farewell function for the students
- To organize the celebrations of Important Days and organize various literary competitions to students on account of their celebrations
- To maintain the records of the activities con IQAC Committee

**Central Purchasing Committee:**

- To scrutinize the indents put forth by the Dep various sections of the College from time to time To supervise the process of finding out the suppliers, inviting quotations, preparation of comparative statements, placing of orders and settlement of bills following relevant rules

- To maintain the records of purchases, grant utilization and infrastructural facilities and provide their information to the IQAC Committee

**College Website Committee:**

- To prepare the web pages for college website
- To disseminate the efforts and the achievements of the College, Students and Staff to the outer world through Website updates
- To obtain information from all the departments and place it on Website
- To update it every fort night and also keep the information of any special programmes as and when organized
- To maintain the Alumni Database of the College
- To place admission notifications, important circulars, college information
- To maintain the records of the activities conducted and submit the same to the IQAC Committee

**Examinations Committee:**

- To co-ordinate with the examination conduction Examinations.
- To ensure that the mark lists are submitted by the lecturers to the examination Section by due dates and the Statement of Marks are given to the Students within the stipulated time.
- To make inventory of the required Stationery well in advance
- To examine the cases of malpractices by students in the examinations, if any and recommend course of action to be taken against defaulting students.
- To maintain records of the cases investigated and submit the same to the IQAC Committee

**Eco Club & Red Ribbon Club committee:**

- To conduct activities under Red Ribbon Club
- To facilitate rain water harvesting, energy conservation, Solar lights, LED lights
- To promote and maintain green ambience
- To organize Blood Donation Camps in the college
- To enroll members for the club and to create awareness among the students and the staff about the need for protection of natural habitat
- To invite speakers to talk on environmental protection
- To maintain the records of the activities conducted and submit the same to the IQAC

Committee To see that there is a First Aid Room with all the basic facilities in case of emergency

**Student Grievance Redressal Committee:**

- To attend to the general grievances of the students and suggest redressal measures within the framework of College / University / Government rules
- To instruct the mentors concerned to attend to the grievances within the time limit specified by the Government / Principal
- To refer / report the matters to the Principal
- To ensure that the Students grievances are redressed with in the limit specified by the Government/Principal
- To maintain records of the Grievances redressed/ reported / referred and submit the same to the IQAC Committee

**NSS Committee:**

- To plan and execute NSS Programmes for the year
- To conduct Special NSS camp and to submit the audited statement of accounts at the end of the year
- To distribute the work for the NSS volunteers for maintenance of cleanliness in and around the College
- To take care of campus beautification shrubs & bushes, waste materials in timely
- To maintain the records of the activities conducted and submit the same to the IQAC Committee

**Sports Committee:**

- To organize Intra-mural sports and athletic competitions
- To help in selecting College teams
- To organize tournaments for staff members
- To recommend the Principal to provide facilities for indoor and outdoor games as per the requirement from the students
- To finalize annual calendar of internal and external sports activities Preparing budget for proposed activities

**Scholarships Committee:**

- To create awareness on the scholarship schemes of the welfare departments  
Registration of the college in the JNANABHUMI Portal
- Registration Process and forwarding applications of the students to the concerned departments. Scrutinizing and Processing of all the scholarship applications of the students as per the schedule
- Submitting the reports of the scholarships received by students to the office timely
- Submission of the processed applications to the concerned welfare department in time  
Maintaining the scholarship holders data base and scholarship records
- Process of Transfer of Scholarship funds to various college accounts Submitting the information of scholarship holders and received scholarships to the IQAC timely.

**Time Table Committee:**

- To frame a suitable, clash free time-table for conducting theory/practical as per University rules for each semester
- To attend to various complaints of clashes in the time-table and report to the Principal for necessary adjustments
- To finalise the Time-table with in one week from the date of commencement of Classes
- To scrutinize the work load of the individual faculty members/teachers and the Departments as per University rules
- To maintain the records of the Time -Table framed and submit the same to the IQAC Committee

**Women Empowerment Committee:**

- To organize several programmes like Seminars, Eminent Lectures etc
- To enhance the confidence level of girl students for their empowerment in the society
- To celebrate International Women's Day
- To counsel and solve the personal and academic related problems of women
- To maintain the records of the activities conducted and submit the same to the IQAC Committee

**Library Committee:**

- To take stock of the existing, newly added and total number of books

- To introduce bar coding system
- To see that SOLE software is used for automation
- To see that the library is computerised
- To arrange talks for students to motivate them to cultivate reading habits
- To organize book week, books display's special occasions
- To provide digital library facilities with National and International online journals
- To see that Library building is enabled with Wi-Fi facility.
- To see that library issue/ return of books are maintained through software
- To facilitate the services of National Digital Library an initiative by HRD Ministry 1
- To acquire books for the book bank and distribute to the deserving students
- To ensure that a Suggestion Box is installed in the Library and the reader grievances are attended to and measures suggested
- To maintain the sanctity of the Library
- To maintain a record of the services rendered/activities conducted and submit the same to the IQAC Committee

**Admissions Committee:**

- To decide on all the matters relating to Admissions of the students
- To provide all information related to admissions to the students and parents
- To maintain day wise admission data and display the group wise vacancy position daily during the time of admissions
- To submit the list of Admissions made by the college to the concerned competent authorities and get approved
- To assist the students and to interact with the parents during admissions for the academic year To file and maintain the records of the admissions and Annual Plan
- To submit the enrolment records to the IQAC Committee

**RUSA Committee:**

- To submit the information of all the RUSA works in the college
- To process the ongoing RUSA works

- To make correspondence with the EE of the Construction Agency regarding the RUSA works
- To Process the Bills related to the RUSA works
- To submit the information to the SPD RUSA timely
- To maintain the records and submit the information on RUSA works to IQAC

**E Waste Committee:**

- To identify the non- working electronic materials in the college
- To carry out the repair works of the non-working electronic devices
- To identify the non-repairable electronic articles
- To inform the Non-repairable Articles details to the APTS as per the norms.
- To deal with any other issues regarding the e Principal