



V.S.R. Government Degree & P.G. College Movva, Krishna Dt. 521135

NAAC Reaccredited with a CGPA of 3.01 score at 'A' Grade
(Affiliated to Krishna University)

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College Committees - Duties and Responsibilities

S. No	Name of the Committee	Role
1	Academic Advisory	The Committee helps the students in understanding the course requirement under the CBCS and reviews academic records of students to evaluate academic progress.
2	Anti-Ragging & Discipline	The Committee taking Anti-Ragging measures as per the guidelines issued by the UGC and frames rules and regulations to maintain discipline within the college.
3	Alumni Association	This committee organizes' alumni meet yearly once and do programmes to facilitate strong and healthy association between alumni and current students.
4	Audio-Visual Aids	This committee maintains the Audio-Visual equipment of the College.
5	Co-Curricular	Helps faculty in designing and conducting various Co- Curricular activities in the college.
6	Certificate Courses	The Committee arranges certificate courses to all the students in addition to the regular course and guides the students in completion of various online courses through MOOCS
7	Academic Audit	The Committee verifies all the academic records maintained by all the departments at the end of each semester.

8	Examination	The committee undertakes both University examinations and House examinations, also maintains course wise centralized marks list of total students of the college.
9	Faculty forum	Expert lectures are arranged to the faculty by experts from outside and by the faculty themselves and also shares their expertise by presenting in seminars, workshops conducted in other institutions.
10	Furniture & stationery	Monitors the furniture and stationery requirements of the college
11	College website	The committee takes the responsibility of maintaining and updating the college website regularly.
12	IQAC	Quality assurance and enhancement of the college is looked upon by IQAC
13	Cultural & Literacy	Conducts various competitions related to cultural, literary and fine arts to all the students at the college level, provides information about competitions conducted by other institutions and leads them for participation.

14	Consumer Club	Arranging awareness programmes to educate the students about rights and responsibilities of consumers and celebrates national and world consumer's days.
15	College Planning & Development Council	The Committee helps in raising and utilizing funds for the college development and assists college in academic, administrative and infrastructural development.
16	Central Purchasing	The committee makes purchases for science labs and office as per the guidelines of UGC
17	Academic Records	Assists in documentation of the curricular, co-curricular and extra-curricular activities carried out by the faculty and ensures the proper maintenance of academic records in all the departments.
18	Competitive coaching	Conducting coaching classes for competitive exams like civil services, group I,II along with regular course.
19	Entrepreneurs cell	Arranging programmes to promote self- employment and entrepreneurship among students.
20	Office advisory	The committee advises Non-Teaching staff for the smooth functioning of Office
21	ID cards	Issues ID cards to students and faculty.

22	Feedback	Collects feedback from students, parents, alumni of institution regarding faculty and course content.
23	Fee committee	Helps students and parents in understanding the fee structure.
24	Grievance Redressal	Investigates the received complaints of students and faculty of the college.
25	Health & Hygiene	Keeping a good standards of hygiene in the campus by maintain proper sanitation facilities ad campus cleaning programmes. Provide counseling to the students for various health issues by expert Doctors.
26	Eco-Green club	Keep the campus clean and green. Create awareness and sensitivity among students towards environmental concern through conducting Swatcha Bharath plantation rives and awareness campaigns.
27	NSS	“Education through service” is the purpose of NSS. The committee arranges programmes to NSS volunteers to develop a sense of social and civic responsibility among them.
28	Career Guidance	The committee invites experts from different sectors to increase exposure regarding choices of careers available to the students. Committee helps in reducing the fear and hesitation of the students by conducting mock interviews and model exams which in turn helps in improving students' communication skills
29	Internal complaints cell	Registers and monitors the complaints against sexual harassment of women faculty and girl students.

30	JKC	Provides intensive training to students in employability skills and arranging job drives to facilitate the placement of trained students.
31	Red Ribbon Club	Create awareness on HIV / AIDS and arranges blood donation camps to promote regular voluntary blood donation among the students.
32	Press relations	The committee monitors the press coverage of the events conducted by the college and maintains the records.
33	Magazine & hand book	Prepares and publishes college magazine and hand book annually.
34	MOOCS	Guides faculty and students in completion of various online courses through MOOCS platform
35	MANA TV	The committee maintains the MANA TV sets and makes arrangements to watch the live programs telecasted for the students.
36	RTI	Committee monitors the RTI related letters.
37	Research	Enhances research ambience by encouraging faculty and research scholars in preparing and publishing research papers in National and International journals.
38	Students welfare	Organizing activities for developing students' academic and personal abilities, special coaching for slow learners and addressing and solving their various issues.
39	Students subject forum	Students exchange their views and thoughts among themselves in their subjects and discuss the recent developments in their field of study.
40	Sports committee	Conducts competitions to students in sports and games in the college and encourages them to participate in competitions conducted by other institutions. The committee takes care of funds allocated for sports.
41	Special fee	Allocates funds to all the departments to meet the recurring expenses.
42	Women Empowerment	Arranges awareness programmes on gender sensitization to all the students and makes girl students aware of their health; self-defense, etc. It conducts various competitions to girl students and celebrates important days related to Women.
43	Students attendance	Reviews the Biometric Attendance of the students monthly and informs the parents of the students who have below 75% attendance.
44	Scholarships	Makes arrangements to receive the benefits of various welfare schemes sanctioned by the government to the students and does follow up to make sure that scholarships are received timely.
45	Timetable	The committee configures the timetable for all the departments
46	TC & Bonafide	The committee prepares and issues TCs and Bonafides of outgoing students.
47	Virtual class	The committee monitors the participation of concerned students in the live sessions of virtual class and takes care of the equipment of virtual class.
48	Student Union	The Student Unions are responsible for all representation of the students and elect the student members of different administrative organs. They usually coordinate and finance the activities of smaller, more specialized student organizations.

49	Examinations (Internal Committee)	The committee undertakes internal examinations, also maintains course wise centralized marks list of total students of the college.
50	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 computerized; To arrange talks for students to motivate them to cultivate relating habits; To provide digital library facilities with National and International online journals
51	UGC	To prepare the plan- proposals for utilizing the UGC grants; To allocate fund received prioritizing need and necessity; To ensure proper utilization of fund within the date specified; To guarantee utilization of UGC funds for the purpose it has been released by theUGC
52	RUSA	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 theRUSA works; To Process the Bills related to the RUSA works; To submit the information to the SPD RUSA timely