

Metric 6.1.2: The institution practices decentralization and participative management.

RESPONSIBILITIES OF COLLEGE COMMITTEES

(Also available on College website <http://gdckulgam.edu.in>)

1. COLLEGE ADVISORY COMMITTEE:

- a) It acts as an advisory body to the Principal of the college.
- b) The committee provides suggestions/ recommendations regarding the development of the college.
- c) It also provides recommendations with regard to academic functioning of the institution.

2. COLLEGE ADMISSION COMMITTEE:

- a) The committee conducts all the admission related activities within the college.
- b) All the admission related activities like issuance of admission forms, allocation of subject streams, verification of admission forms and issuance of fee receipts are conducted by the committee.
- c) The committee conducts counselling for the new entrants into the college, in association with career counselling cell of the college.

3. SPORTS COMMITTEE:

- a) All the sports related activities within the college are conducted under the ambit of the committee.
- b) The committee devises detailed calendar of sports activities to be carried out during a particular session.
- c) The committee recommends development of all sports related infrastructure within the college.

4. GENERAL PURCHASE COMMITTEE:

- a) All the purchasing activities (except those pertaining to science subjects) are carried out by the committee.
- b) The material requirements for different departments and other infrastructural requirements are purchased by this committee.
- c) The committee invites tenders, scrutinises them, prepares comparative statements and then recommends purchase.

5. PURCHASE (SCIENCE) COMMITTEE:

- a) The purchasing of items/articles with regard to science subjects/departments is done through this committee.
- b) The departmental needs of all the science subjects are routed through this committee to the principal of the college.
- c) The committee submits its recommendations with regard to provision/purchase of science related infrastructure to the principal.

6. EXAMINATION COMMITTEE:

- a) The committee is responsible for the smooth conduct of various examinations in the college.
- b) The committee assigns supervisory and other monitoring duties to the faculty members of the college.

- c)* The committee is responsible for the conduct of internal examination and other department related practical examination.
 - d)* The committee prepares internal award results for forwarding them to the university.
 - e)* The committee also allocates answer scripts to different faculty members for their evaluation and preparation of evaluation rolls in this regard.
7. **CULTURAL AND LITERARY ACTIVITIES COMMITTEE:**
- a)* The committee conducts cultural and literary activities in the college.
 - b)* Activities pertaining to culture, art and music are conducted under the ambit of this committee.
8. **DEBATES AND SEMINAR COMMITTEE:**
- a)* The committee is responsible for the organization of activities like debates, seminars, conferences and workshops etc. in the college.
 - b)* The committee also conducts guest lectures, expert talks and quiz programs.
 - c)* The committee selects candidates for their participation inter-college and other national level competitions.
9. **RUSA/UGC AFFAIRS MANAGEMENT COMMITTEE:**
- a)* The committee looks after the schemes and programmes sponsored by UGC, under RUSA.
 - b)* The introduction of new courses by UGC, MHRD or RUSA and their management, funding affairs etc is managed by this committee.
10. **DISCIPLINE/ANTI-RAGGING AND GRIEVANCE REDRESSAL COMMITTEE:**
- a)* The committee is responsible for the maintenance of discipline and general order within the campus.
 - b)* The committee also looks after the complaints/grievances of students with regard to ragging and other issues.
 - c)* On a daily basis, the committee monitors the activities of students within the campus in order to check for any attempt of misbehavior, ragging, bullying or any other harassment issues.
 - d)* The different types of grievances from students with regard to academics and other issues are also monitored by the committee.
11. **IQAC AND NAAC STEERING COMMITTEE:**
- a)* The committee is responsible for the maintenance of internal quality standards of the institution with regard to academics and infrastructure.
 - b)* The committee suggests ways and means in order to achieve academic excellence by optimal utilization of present infrastructural resources.
 - c)* The committee is responsible for the preparation and submission of NAAC related proposals.
12. **TIME TABLE COMMITTEE:**
- a)* The committee allots suitable time slots along with class rooms to different subjects being taught in the college.
 - b)* The committee also issues classification of subject streams and grouping of students in different subject combinations.
13. **HOSPITABILITY AND PROTOCOL COMMITTEE:**

- a) The committee is responsible for protocol related arrangements concerning differed events and programmes being conducted in the college.
- b) The official reception and farewell of dignitaries, invitees and guests is being looked after by this committee.

14. LIBRARY COMMITTEE:

- a) The committee is responsible for managing the affairs of library.
- b) The committee seeks requisition from various depths regarding the books, journals etc to be purchased for library.
- c) All the purchasing done with regard to the college library is carried out by the committee.

15. SCHOLARSHIP/FINANCIAL AID COMMITTEE:

- a) The committee manages all the scholarship and financial aid programmes of the institution and also those provided by the government.
- b) Applications with regard to the financial aid provided by the institution are invited by the committee. Afterwards a list of deserving candidates is prepared category wise in order to receive financial aid.
- c) The committee also receives hard copies of the scholarship applications of the students applying for different govt. scholarships. The applications are the scrutinized and sent for approval.

16. NSS ADVISORY COMMITTEE:

- a) The NSS units (Boys and Girls) of the institution are run by this committee.
- b) The committee conducts several welfare activities like cleanliness drive, blood donation, anti-drug abuse drive, anti-polythene drive etc. annually within and outside the campus.
- c) The committee also conducts programs and outreach camps within the locality in order to sensitise people regarding various social and environmental issues.

17. PUBLICATION AND MAGAZINE COMMITTEE:

- a) The committee is responsible for the publication of annual college magazine and newsletter.
- b) Publication of other documents is also carried out by the committee.
- c) The committee also manages printing and publication of necessary items/documents/issues which are necessary to run the routine affairs of the college.

18. AUDIT AND ACCOUNTS COMMITTEE:

- a) The committee conducts annual audit of present infrastructure and other assets of the college.
- b) The committee also conducts internal audit of annual financial transactions within the institution.
- c) The committee also looks after drawl and disbursement from various account heads in the college.

19. ANTI-SEXUAL HARRASSMENT COMMITTEE/ASH:

- a) The committee looks after the complaints of sexual harassment of any received from the students of the college.
- b) All the complaints of sexual harassment are received by this committee and are disposed off meticulously in the interest of the victim students.

- c) The committee conducts several sensitising interactive sessions with the students especially girl students of the college in order to encourage them for reporting the incidents of sexual violence.

20. COLLEGE RED RIBBON CLUB/RED CROSS COMMITTEE:

- a) The committee acts as a modal agency of the institution with regard to the functions of international red cross committee(IRC)
- b) The committee conducts programs falling under the ambit of red cross committee annually.
- c) The committee organizes annual blood donation camps.

21. ACADEMIC AFFAIRS COMMITTEE:

- a) The committee looks after the academic affairs of the institution.
- b) The committee provides suggestion / recommendations with regard to academic affairs, in order to achieve academic excellence.
- c) The committee also provides suggestions/ recommendations regarding introduction of new subjects/ streams and improvement in academic scenario.

22. CAREER COUNSELING & PLACEMENT CELL:

- a) The committee conducts annual career counselling sessions within the institution by inviting professionals from various fields.
- b) The placement drives by various recruiting agencies like UDAAN, TCS etc. are conducted in collaboration with the committee in the institution.
- c) The committee constantly inculcates students with regard to various career opportunities after graduation by conducting interactive sessions with them.

23. RESEARCH AND PUBLICATION COMMITTEE:

- a) The committee encourages faculty members for undertaking research within their respective fields during their leisure time within the institution.
- b) The committee also helps faculty members in the publication of their research articles.
- c) The committee also conducts interactive sessions with the students in order to develop research aptitude among them.
- d) The creative articles from faculty and the students are recommended by the committee for publication in college magazine and other journals

24. COMMITTEE FOR SC/ST:

- a) The committee looks after the affairs pertaining to the welfare of SC/ST students in the college.
- b) The welfare measures provided by the government for SC/ST students including scholarships, fee concessions, reservations etc. are being implemented under the supervision of the committee.

25. MINORITY CELL:

- a) The Cell looks after the affairs of the minority students in the college.
- b) The cell encourages the students of minority for participation in various activities in the college in order to develop confidence and feeling of security in them.

26. OBC CELL:

- a) The cell is responsible for managing the affairs of OBC in the college.
- b) The welfare measures pertaining to OBC students are implemented in consultation with this cell.
- c) Special focus is provided in terms of opportunity and participation by this cell in order to develop facilities of equality and security.

27. FACULTY EMPOWERMENT CELL:

- a)* The committee provides suggestion/recommendations for the empowerment of faculty.
- b)* The committee encourages all the faculty members to participate in different Orientation/Refresher courses and other workshops in order to make them more successful.
- c)* The Committee sensitises all the faculty members regarding the faculty improvement programmes of UGC.

28. CURRICULUM PLANNING AND ENRICHMENT COMMITTEE:

- a)* The committee looks after the curriculum being adopted in the college and suggests ways and means in order to enrich it.
- b)* The committee suggests measures to plan and devise the curriculum in order to make it student friendly and profitable.

29. INNOVATION CELL:

- a)* The cell is responsible for encouraging the innovative methods/techniques with regard to academics and research.
- b)* Innovative techniques in teaching methodology and curriculum planning are highlighted by this committee.
- c)* The committee helps students and faculty members to highlight and publish their creative articles.