

Y.V.N.R GOVERNMENT DEGREE COLLEGE

KAIKALURU

Affiliated to Krishna University

NAAC Grade "B+" [CGPA 2.61]

ISO Certification 9001: 2015



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Functions of the Various Committees in the College

S.No	Name of the Committee/Cell	Functions
1.	Staff Council	It is the advisory body to assist the Principal in academic matters and maintenance of discipline
2.	Admissions committee (OAMDAC Help Desk)	This committee looks after the online admission process into various UG programmes offered by the institution. It maintains a help desk in the college. The members help the students to register into online admission website. When they allotted seats as per roster system by the CCE, AP, committee verifies the certificates and help students to get admission by helping them to pay fee through online.
3.	IQAC	The IQAC works with the objective of enhancement and sustenance of quality education. The major thrust areas are Faculty enrichment for quality improvement in teaching, enhancement of infrastructural facilities, best practices and student centric support activities.
4.	Examination Committee (Internal, External & Results)	The Committee conducts both University examinations and Internal Mid Examinations. It maintains a record of internal and external marks of the students enrolled in various courses.
5.	IAMS & TLP	This Committee acquires the required data from the newly admitted students and enrolls them in Integrated Attendance Management System launched by the Government of Andhra Pradesh. The fingerprints and iris of the students are scanned and the information is updated. The Committee also creates various sections in the College IAMS App and helps the faculty in adding the students in their particular sections.
6.	Attendance	The Committee enrolls the students in the

		Biometric attendance app and monitors their attendance weekly. It also informs the parents if their wards' attendance is below 75%. In addition to monitoring the Bio Metric Attendance, the Committee ensures that hourly attendance is marked in the attendance registers and verifies them periodically.
7.	JKC, ELL, Training and Placement	The Committee admits preferably final-year students for training in a certificate course offered by Jawahar Knowledge Centre. Annually three batches are trained with a maximum strength of 50 students per batch. The programme is intended to provide employability skills and communication skills to the candidates. It also makes arrangements for organizing various Campus Recruitment Drives for offering placement opportunities for the trained students.
8.	Library	The committee keeps a track of the books received and helps the convener in allotting accession numbers to them. It also assists in updating the digital database of Library Accession Register. The committee creates awareness among the staff and students in using Open Educational Resources, E- Books and Inflightnet.
9.	College Planning and Evaluation	The Committee utilizes the budget sanctioned towards construction and civil works and supervises such construction and up gradation projects.
10.	Cisco Webex, e-Content, Spoken Tutorial	The Committee circulates the information about the live MANA TV programmes to be broadcast by the Commissionerate of Collegiate Education during the semester and ensures that all the concerned staff and students watch them. It also encourages the students to make use of the spoken tutorials through Cisco Webex.
11.	NAAC	The NAAC team prepares the AQAR for timely submission. Also it prepares IIQA and SSR for accreditation.
12.	College Magazine & Calendar	Prepares the college handbook and uploads in college website. It also encourages students to contribute any original writing by them and takes measures to get it printed in the college magazine.
13.	College Planning and Development Council	The Committee creates suitable environment for community participation in the college

		development. It mobilizes public contributions. It also extends support to the college administration in creating the suitable environment for academic, cultural, social and service oriented activities for the benefit of students and the community.
14.	RUSA	The Committee keeps the record of funds received from RUSA for the development of college infrastructure. It plans and executes the RUSA schemes and acquires and submits the financial quotations.
15.	Self-Finance Fee	Provides information to the students and parents about the fee structure for self-funding restructured courses and guides them in opting various payment modes.
16.	AISHE, APSICHE, NIRF and UGC	The committee continuously update data to be submitted to AISHE, APSICHE and NIRF. The committee takes resolutions to utilize the budget sanctioned by UGC and prepares quotations. It submits the budget utilization reports and gets them audited. It utilizes the budget for various schemes related to college development.
17.	Special Fee	Provides information to the students and parents about the fee structure for self-funding restructured courses and guides them in opting various payment modes.
18.	DRC	This Committee is responsible to implement the plan chalked out by the District Resource Center (DRC), the identified college of the district.
19.	Students Union	The committee represents the students' opinions and protects their rights. All the students are deemed as members of this committee. It encourages the students to participate in academic competitions, plays an active role in organizing extra-curricular events at college level.
20	Disciplinary Committee	The Disciplinary Committee is responsible for maintaining discipline on the campus. It instructs the students about proper dress code, using of polite language and following social etiquette. It informs the students about various sections of law which forbid ragging, and ensures a ragging free campus by maintaining discipline among the students.
21	Students Counseling and Career Guidance	The committee creates awareness about the negative consequences of indulging in ragging. It ensures that there is no ragging on both the college campus

22	Students Grievance & Appeal	The Cell looks into the grievances received from students and resolves them.
23	Science & Laboratory	The committee tries to create scientific awareness among the students by celebrating Science Day and inviting eminent faculty to deliver extension lectures on scientific topics. It also conducts competitions to involve students in the process of creative thinking.
24	Humanities	It encourages the students in developing the conceptual knowledge in the field of humanities. It promotes cultural and social awareness and helps students enhance their creative thinking skills.
25	Women Empowerment Cell	The Women Empowerment Cell (WEC) organizes programmes to create awareness on gender related issues for both staff and students and educates them about health, hygiene, the problems of eve-teasing, importance of learning skills of self-defence, important help lines in time of emergency, etc. The Committee conducts various competitions in order to create this awareness and also makes arrangement for periodic health camps.
26	Amenities	It monitors the furniture and infrastructure requirements of various departments and classrooms and maintains a record of physical assets.
27	Faculty Forum	The members of the faculty share their subject knowledge or any information related to professional and academic development with the remaining members of the teaching staff. They also share the knowledge and information gained by them through their participation in Faculty Development Programmes, Refresher Courses, Orientation Courses, Workshops, Seminars, Webinars, Symposia and Conferences.
28	Audio & Visual	This Committee is responsible for the maintenance and usage of the Audio-Visual Aids, Digital Classrooms and Virtual Labs available in the college.
29	Virtual Class, e-learning and Management	The committee informs the staff and students about the Online Virtual Classes to be broadcast by the Commissionerate of Collegiate Education during each semester and circulates the schedule. It monitors the participation of concerned students in the live sessions of Virtual Classes and ensures the proper

		maintenance of the Virtual Lab's infrastructure
30	Red Ribbon	It observes the World AIDS Day and creates awareness about HIV and educates the students about the preventive measures. It also motivates the students in voluntary donation of blood.
31	Eco Club	The Eco Club's primary motive is to save the environment by creating awareness about environment related concerns. It organizes many programmes and celebrates Environmental days and educates the students about the importance of plantation and inculcating eco-friendly attitude. It organizes several plantation drives and extension lectures about our social responsibility towards environment.
32	Faculty Participation and monitoring	The Committee encourages the faculty to take part in National and International Seminars and present papers. It also shares information about the online webinars being offered by various Universities and Institutions and facilitates faculty enrollment and participation.
33	Web Site	The Committee maintains the college website and keeps updating the latest information and details.
34	Press and Public Relations	The Committee ensures that all the events organized in the college get due media coverage. It prepares press notes and takes measures to publish it in both print and electronic media. The committee also maintains a record of the press coverage about the institutional activities and achievements.
35	RTI Act	Committee monitors any representations received from the stakeholders seeking institutional information. It maintains a record of representations and complaints received and addressed.
36	Purchases	The committee studies the lab requirements of the science laboratories and prepares a list of equipment to be purchased. It proposes the estimated amount required and allocates the allotted budget to various labs. It also maintains a record of the purchased equipment.
37	Sports, Games and Cultural	Trains students in various games and sports and prepares them to participate in various

		competitions at Institutional, University, State and National levels. The committee members accompany the participants to various institutes and States and provide support and guidance, and motivation. It takes care of funds allocated for games and sports.
38	Students Aid Fund	The committee represents the students' opinions and protects their rights. All the students are deemed as members of this committee. It encourages the students to participate in academic competitions, plays an active role in organizing extra-curricular events at college level.
39	Consumer Club & Income Tax Verification	The Consumer Club celebrates the National Consumer Day and conducts programmes and arranges Extension lectures to create awareness about the rights of consumers.
40	Students scholarship	It informs the students about various financial schemes introduced by the government for their welfare and ensures that scholarship is received by all the eligible students. Also it maintains the amount donated by donors for giving away Endowment Prizes to the toppers. It also utilizes the amount given by donors for development of the campus with the donors' consent.
41	NSS Advisory	The motto of NSS is 'Not Me But You'. It motivates the volunteers to inculcate the true essence of democratic living and encourages them to involve in selfless service and be empathetic. It works on the principle that the welfare of the individual is determined by the welfare of the society as a whole. The three Units of NSS have adopted the neighboring villages, visit them frequently and conduct a number of activities there.
42	Medical Inspection	It creates awareness among the students about the importance of health and hygiene. The committee monitors the sanitation facilities available in the institution and takes measures to keep the campus clean and fully sanitized.
43	BC Welfare	It informs the students about various financial schemes introduced by the government for BC welfare and ensures that scholarship is received by all the eligible students.
44	SC Welfare	It informs the students about various financial schemes introduced by the

		government for SC student welfare and ensures that scholarship is received by all the eligible students.
45	Minority Welfare	It informs the students about various financial schemes introduced by the government for Minority welfare and ensures that scholarship is received by all eligible students.
46	Ek Bharat Sreshta Bharat	It motivates the students towards sustainment of Integrity of the Nation. It celebrates Ektha Divas.
47	Nadu - Nedu	The government of Andhra Pradesh considers the school/college as a divine place and wants to promote the school as a true learning center to the students. The committee tries to improve the learning outcomes and decrease the dropout rate.
48	Youth Red Cross	It creates awareness and educates the students how to help the people who are affected by natural calamities and disaster management. It also motivates the students in voluntary donation of blood.
49	Budget (OOE)	The Committee helps the faculty and non-teaching members of the staff in preparing budget to the allocation given by the CCE. It also provides them any assistance required in administrative affairs.
50	KRU Affiliation	This committee monitors to get affiliation certificate for the programmes from the affiliated university from time to time

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