

Raghavendra Institute of Pharmaceutical Education and Research (RIPER)

Autonomous by UGC, under JNT University Anantapur (JNTUA)
Accorded by UGC under sections 2 (f) & 12 (B) & accredited by NBA (UG)

Sponsored by
Raghavendra Educational and Rural Development Society (RERDS),
Registered Under Act XXI of 1860 / S. no – 198 of 2001

GOOD GOVERNANCE GUIDELINES DOCUMENT



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Saigram, KrishnamreddyPalli Cross, Chiyyedu (Po),
Anantapuramu – 515721, A. P (India),
Ph: 08554 – 255646, 255548 (O), 272177, 272170 (R), Fax: 08554 – 255646
E mail: riperatp@rediffmail.com, riperatp@gmail.com
www.riper.ac.in

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Introduction

The guidelines published in this document are for the Governance of Raghavendra Institute of Pharmaceutical Education and Research - RIPER (Autonomous) sponsored by Raghavendra Educational and Rural Development Society (RERDS) – Anantapuramu, Andhra Pradesh. The document is a fusion product based on

- a. The University Grants Commission, New Delhi, India guidelines for autonomous colleges.
- b. Raghavendra Educational and Rural Development Society (RERDS) – Anantapuramu, Andhra Pradesh.
- c. Rules and regulations stipulated by statutory bodies like Pharmacy Council of India (PCI) and All India council for Technical education (AICTE), New Delhi and Govt. of Andhra Pradesh..
- d. Jawaharlal Nehru Technological University Anantapur (JNTUA), Ananthapuramu, Andhra Pradesh rules and regulation for affiliated colleges
- e. Existing policies and practices in the institution.

This ***Good Governance Guidelines Document*** has been prepared to ensure an effective functioning and efficient governance at all levels to the satisfaction of stakeholders, such as students, parents, alumni, employers, faculty, etc. This document provides core principles of good governance duly approved by governing body of this institution. The implementation of these governance guidelines shall lead to effective utilization of manpower, infrastructure and facilities available in the institute and thereby enrich the quality of education and research in the field of pharmaceutical sciences. The guidelines shall aid the transparency and accountability in the administration set up. The list of objectives for implementing good governance through these guidelines are listed below,

- to strengthen the existing good practices
- to implement transparency at all levels of governance and administration
- to attain integrity in appointments at all levels
- to strengthen the Industry-Institute interaction

- to establish fair and transparent processes in internal control
- to comply with rules and regulations
- to establish strong and capable financial processes and procedures relating to procurement, appropriate utilization of funds and audit.
- to involve all the stake holders at various levels as deemed fit with regard to guidelines of statutory bodies.
- to maintain registry of interests of members of governing body
- to achieve optimum utilization of infrastructure, resources for better output
- to establish processes in risk management.
- to meet the requirements of accreditations
- to enhance the quality of teaching-learning process
- to set up centers of excellence in research & development and enhancement of quality of research and consultancy in pharmacy and its allied field.
- to set up and strengthen student support programs, training for enhancing quality in placements and higher education.
- To place improved systems for feedback, self-appraisal of faculty and staff.
- To create bench marking with other institutes of repute.
- To accomplish appraisal of Head of the Institution.

The document provides information on organization of the institute along with its organization structure, functions, and responsibilities of all four statutory bodies namely Governing Body (BoG), Academic Council, Board of Studies (BoS) and Finance Committee as per the UGC guidelines for autonomous colleges. In addition, it outlines the responsibilities of various functionaries in the academics and administration including non-statutory committees formed by the administration at various levels, for the smooth and effective functioning of the college.

1. Preamble

Title, application, and the authorities to interpret, clarify, modify and to amend

- a) The regulations stated herein below shall be called the Raghavendra Institute of Pharmaceutical Education & Research - RIPER (Autonomous) “**Good Governance**

Guidelines Document”.

- b) These regulations shall be in force from the academic year by the date of ratification by the Governing Body of the college.
- c) In the event of any doubt about the interpretation of these regulations, the matter shall be referred to the Governing Body and its decision shall be final.
- d) The Governing Body shall have the authority to modify, amend and repeal any of the provisions of these regulations.

Definitions

In this document, unless there is anything repugnant to the subject or context

- i. **“College”** means “Raghavendra Institute of Pharmaceutical Education & Research - RIPER(autonomous), Anantapuramu, Andhra Pradesh”.
- ii. **“Student”** means a candidate who has taken admission into Ph.D. / M. Pharm / B. Pharm / Pharm.D / D. Pharm course of this college as per the guidelines stipulated from time to time by the regulations of State Government of Andhra Pradesh and the Government of India for admissions into various courses of study and the affiliating university, i.e., Jawaharlal Nehru Technological University Anantapur (JNTUA), Ananthapuramu, Andhra Pradesh.
- iii. **“Government”** means the State Government of Andhra Pradesh and Government of India.
- iv. **“Board of Governors”** means the members of Governing Body constituted as per the guidelines of UGC.
- v. **“Academic Council”** means the Academic council constituted as per the guidelines of UGC.
- vi. **“Board of Studies”** means Board of Studies constituted in each department as per the guidelines of UGC
- vii. **“Finance Committee”** means the committee constituted as per the guidelines of UGC to look into financial aspects of the institution
- ix. **“President”** means the President of Raghavendra Institute of Pharmaceutical Education & Research – RIPER, Anantapuramu.
- x. **“Secretary / correspondent”** means the Secretary of Raghavendra Institute of

Pharmaceutical Education & Research – RIPER, Anantapuramu.

- xi. **“Principal”** means the Head of the institution
- xii. **“Controller of Examinations ”** means the Controller of Examinations of the College
- xiii. **“Head of the Department”** means the Head of an Academic Department of the College.
- xiv. **“Faculty member”** means the teacher (Assistant/Associate/Professor) working on regular or adhoc basis in any of the Academic Departments of the College.

2. About the institution

Established in the year 2002 by Raghavendra Educational and Rural Development Society (RERDS) with a team of eminent Pharmacy professionals, Raghavendra Institute of Pharmaceutical Education and Research well known as RIPER represents a rich tradition of excellence in technology based education in its own building and located in 12 acres Pollution and Noise free green campus. From a modest beginning with just undergraduate Programme B. Pharmacy, it has now grown into a mighty centre of learning with excellent infrastructure, offering Diploma, Under graduate, Post graduate and Doctor of Pharmacy, in addition to a full time Doctor of Philosophy (PhD) in Pharmaceutical Sciences as per norms of All India Council for Technical Education (AICTE), Pharmacy Council of India (PCI), New Delhi and State Board of Technical Education and Training (SBTET), Govt. of Andhra Pradesh.

The college has acquired been recognition under the sections of 2(f) and 12(B) of the UGC Act. It is recognized by AICTE and affiliated to JNT University Anantapur, Anantapuramu, Andhra Pradesh. The college was conferred autonomous status by the UGC and by JNT University Anantapur for a period of six years from 2016 – 2017 to 2021 – 2022.

The Placement and training cell & Industry – interaction entrepreneur development cell at Raghavendra Institute of Pharmaceutical Education and Research provides personal and career-related support to its students. The educational experience at the college is enlivened and enriched by an array of extra-curricular activities to fulfill the cultural and emotional needs of students.

The all-round development of a student is achieved by exposing him/her to the outside world in a systematic and well planned manner. Just not marks and ranks, but also ethics and morals are incorporated into psyche of a student at the college in a cautious way. The Institute is one among

leading pharmaceutical care frontier in providing healthcare services to the public. This unification of tradition and technology makes the college an ultimate adobe of learning.

Vision, mission, quality policy and policy statement

a) Vision

“To create professionally competent and socially sensitive pharmacists, capable of working in multifaceted environment with newer evolving technology”

b) Mission

“To enable our students to develop into outstanding professionals and aware of the immense responsibilities to make the world better in the field of pharmacy”

c) Quality policy

Dedicated to impart quality pharmacy education and training leading to “Degree in Pharmacy” and aims at being a global education and research institution through continual improvement and effectiveness of the quality system.

Goals of the Institution

a) Short term goals

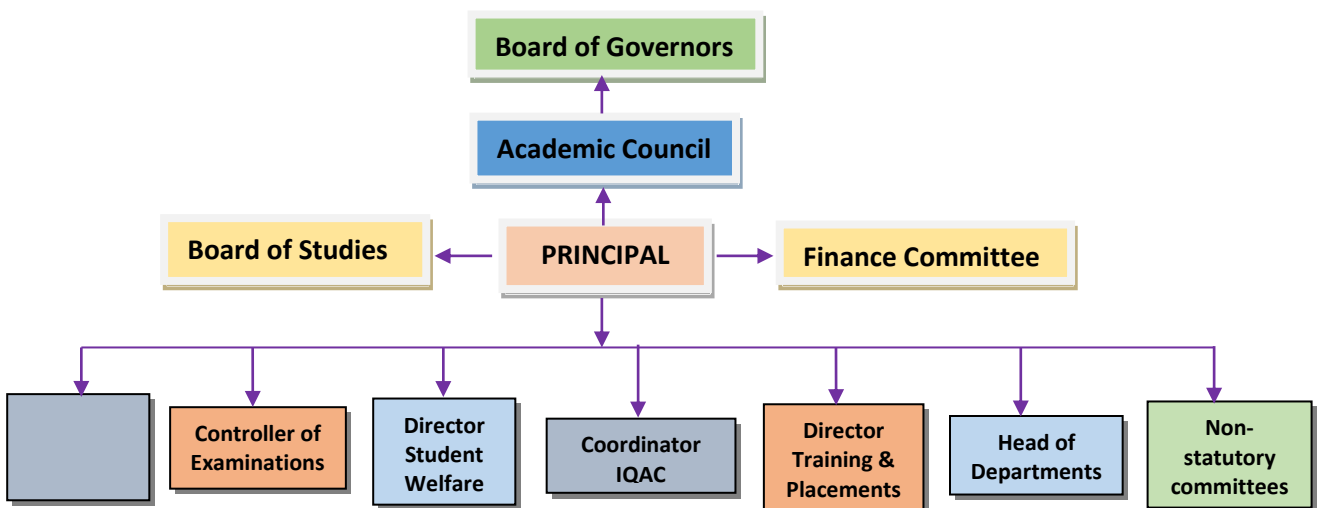
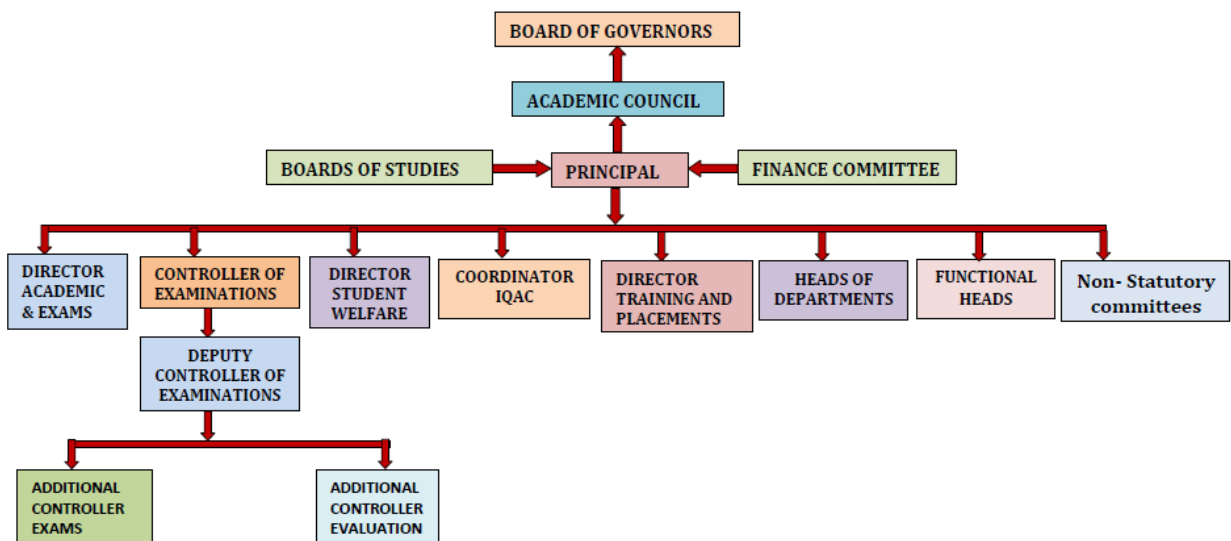
- Begin campaign plans on developing RIPER as renowned institute in the state for quality pharmaceutical education.
- Enhance and upgrade laboratory environment with the appropriate industry recommended technology.
- Establish various units to encourage education with industry orientation and research developmental activity.
- Pursue opportunities for students by establishing various units like placement, training, industrial interaction and research cell.

b) Long term goals

- Develop RIPER as centre of excellence for pharmacy in the country.

- Pursue industry, research institution collaboration across the globe with adequate contribution to down trodden community.
- Enhance to pursue research grants and number of intellectual property in pharmaceutical and socioeconomic health Research.

3. Organizational structure



4. Governance of the college

Statutory bodies

The following committees ensure proper governance at various levels including academic, financial and general administrative affairs. The following are the statutory bodies constituted as per the guidelines of UGC:

1. Board of Governors (Governing body)
2. Academic Council
3. Board of Studies
4. Finance Committee

Board of governors

The Board of Governors is the highest body that monitors the progress of the college and suggests activities for the growth and overall development of the institution. It also aims at giving desired shape to the institution to meet the highest standards in the field of technical education.

The Board of Governors of the college has been constituted as per the University Grants Commission (UGC), New Delhi, India, guidelines for autonomous colleges during the twelfth plan.

The main objective of the Board of Governors is to offer transparent and effective governance in building and developing the institution, taking the confidence of stakeholders.

Raghavendra Institute of Pharmaceutical Education & Research(RIPER), the sponsoring academy of the college, in one of its executive meetings resolved to have an eminent educationist as the chairman of the Board of Governors, even though the UGC empowers the president of the society as the chairman of BoG. The RIPER felt that under the stewardship of an eminent personality with highly focused and concerted ideas in the field of education can definitely build the institution for the future. As per the UGC guidelines, five members of management members shall act as members of the Governing Body of RIPER.

The primary accountabilities

The Board of Governors of an institution is collectively responsible for overseeing the institution's activities, determining its future direction, and fostering an environment in which the institutional mission is achieved.

To approve the mission and strategic vision of the institution

The prime duty of the BoG is to develop and implement the mission, vision, quality policy, and strategic plan of the institution. It has to review its short term and long term goals and, if necessary, make changes in the priority as time passes. It should suggest to the institute to achieve quality both in internal and external parameters like teaching-learning process, good academic and administrative practices, bench marking, risk management including financial, physical, staff so as to meet the interests of stakeholders viz students, parents, alumni, employers, local communities, government and others representing public interest.

The BoG should be supported by various other committees in aspects like revision of curriculum, operational planning of strategic issues to meet the vision and mission statements in true sense. The Institutional Development Committee ensures the implementation of the BoG suggestions.

The strategic plan may be reviewed once in five years.

To ensure the establishment and monitoring of proper, effective and efficient systems of control and accountability

The Board of Governors shall ensure the preparation of annual budgets and review the audit and performance reports for the smooth functioning of the institution.

- Submit to the AFRC/State Government the expenditure report for the fixation of the fees and other charges payable by the students who seek admission into the college, on the recommendations of the Finance Committee.
- Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council.
- Follow proper procurement guidelines and ensure appropriate spending for the right cause.

- The associated risks shall also be reviewed from time to time and advise suitable remedial measures to have sustainability.

To monitor institutional performance and quality assurance arrangements

The Board of Governors shall advise the institute from time to time in respect of the following:

- Timely submission of documents for accreditation
- Ensuring that the statutory requirements are met in respect of accreditation for the purpose of maintaining quality of education.
- Benchmarking to be taken up as a tool for performance monitoring to ensure credibility in the society for the institution
- Carrying out gap analysis and identifying the areas for improvement.

To put in place suitable arrangements for monitoring the performance of managerial and administrative positions

Members of Board of Governors shall ensure that

- The Head of the institution implements the decisions of BoG in true spirit for the growth of the institution using the process of decentralization
- The Head of the institution shall plan the future growth of the institution
- The required documentation is maintained to meet the statutory requirements
- That processes to evaluate the performance of Head of institution are established.

Openness and transparency in the operation of governing bodies

In order to maintain high ethical standards, transparency and openness are to be ensured in the working of the institution by the Board of Governors.

To promote of transparency and openness at every level

all the minutes of meetings of various committees should be available for the important stake holders

- Preparing annual reports showing the activities in an academic year and putting the report on the website.

- Conducting proceedings of governing bodies in as open a manner as possible (and permissible by statutes), including the review of those of the governing body and any reports on the outcomes of such reviews.
- Detailing student admission information to ensure public trust in the integrity of the processes used regarding the selection and admission of students using clear and transparent criteria, procedures and processes.
- Ensuring that vacancies are widely publicized both within and outside the institution.

To maintain register of interests

All members of BoG shall give a declaration of interests, if any in the working of the institute. The register of interests should be collected and made available to the stakeholders and keep them updated whenever necessary

Key attributes of governing bodies

The BoG has been constituted in accordance with the guidelines of the UGC for autonomous colleges. As per the guidelines, as and when required, independent members may be co-opted into the BOG to carry out primary responsibilities for a duration of two years.

The Chair of the Governing Body is responsible for the leadership of the governing body, and is, therefore, ultimately accountable for its effectiveness. The Chair ensures the institution is well connected with its stakeholders. The Head of Institution is responsible to the governing body for advice on strategic direction and for the management of the institution. The head of the institution is accountable to the governing body, and regularly reviews, having regard to the authority conferred by the instruments of governance.

Composition of Board of Governors

The Governing Body is constituted as per the Guidelines of the UGC.

Number	Category	Nature	Period
1 Chairman	Educationist	Chairman	As per the resolutions and bylaws of RIPER
5 members	management	Nominated by the Trust or management as per the constitution or bye-laws, with the chairman of Raghavendra Institute of	

		Pharmaceutical Education & Research (RIPER)	
2 members	Teachers of the college	Nominated by the Principal based on seniority.	2 years from the date of appointment
1 member	Educationist or industrialist	Nominated by the management	2 years from the date of appointment
1 member	UGC nominee	Nominated by the UGC	6 (six) years from the date of nomination by the UGC
1 member	State government nominee	Nominated by the State Government, Academician not below the rank of professor or state government official of Directorate of Higher Education/State Council of Higher Education	As per State Government
1 member	University nominee	Nominated by the university	As per the University
1 member	Principal of college	Ex-officio	

Role and Responsibilities of Chairman of BoG

Some important roles and responsibilities of Chairman of the BoG are listed below for effective administration to satisfy the needs of the stake holders as well as the future growth of the institution.

- Provide inspiring leadership for transparent and effective administration
- Ensure effective, efficient and optimal use of resources towards the growth and development of institution.
- Develop processes and controls for financial resources with the help of finance committee.
- Motivate the members and other committees to function in unison to implement strategic plan of the institution.

- Help create appropriate risk management systems
- Encourage and ensure proper maintenance of register of interests and shall solve amicably, if any, conflicts of interests.
- Suggest to implement the best suitable practices in and around to enhance quality of teaching-learning process, employability of students, good support mechanism to students and staff.
- Allow the head of institution to work independently and effectively.
- Prepare appropriate appraisal systems including the Head of the institution.

Effectiveness and performance review of governing bodies

- Ensure that the members are properly inducted for further development, as deemed necessary.
- Regular review process to be conducted and revise the regulations as deemed necessary.
- Item wise bench marking may be adopted for review process.

Regulatory compliance

Governing bodies ensure compliance with the statutes, ordinances and provisions regulating their institution, including regulations by statutory bodies, such as the AICTE and UGC, as well as regulations laid down by the State government and affiliating university (if any).

- Take all final decisions on matters of fundamental concern to the institution.
- The regulatory compliance includes demonstrating compliance with the ‘not-for-profit’ purpose of education institutions.

5. Academic council

The Academic Council shall be solely responsible for all academic matters, such as, framing of academic policy, approval of courses, regulations, syllabi, etc. Academic Council shall propose ways and means to maintain quality norms. The Council will involve faculty at all levels and also experts from outside, including representatives of the university and the government. The decisions taken by the Academic Council will not be subject to any further ratification by the Academic Council or other statutory bodies of the university. The decisions of the Academic

council are to be placed before the Board of Governors for final approval and changes, if any, by its member secretary.

Functions of Academic Council

Without prejudice to the functions mentioned, the Academic Council shall have powers to:

- (a) 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 will have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
- (b) Implement the orders issued time to time by the Government of India, State Government and the affiliating University in the admission of students to different programmes of study offered by the institution.
- (c) Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- (d) Frame regulations consistent with University norms to conduct examinations and initiate measures for improving the quality of teaching, students' evaluation and advisory system in the College.
- (e) Approve the list of successful candidates for the award of degree, diploma / certificate.
- (f) Encourage faculty members to undertake sponsored research, industrial consultancy, continuing education and related activities.
- (g) Recommend to the Governing body, proposals for institution of new programmes of study.
- (h) Recommend to the Governing body, institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- (i) Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
- (j) Perform such other functions as may be assigned by the Governing Body.

Term of Academic Council

The term of the nominated members shall be two years.

Meetings of Academic Council

The Principal shall convene a meeting of the Academic Council at least twice a year, once discuss proposals for the next academic session and again to monitor status of newly introduced courses.

Composition of Academic Council

The composition of the Academic council shall be as per the guidelines formulated by the UGC for Autonomous colleges.

S.No	Category
1.	The principal (Chairman).
2.	All the Heads of Department in the college.
3.	Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college.
4.	Not less than four experts from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering etc., to be nominated by the Governing Body.
5.	Three nominees of the university
6.	A faculty member nominated by the Principal (member secretary).

6.Board of studies

The Board of Studies is the basic constituent of the academic system of the college. Its functions will include framing the syllabi for various courses, reviewing and updating syllabi from time to time, introducing new courses of study, determining details of continuous assessment, recommending panels of examiners under the semester system etc.

Functions of BOS

The Board of Studies of a department in the college shall:

(a) 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

(b) Suggest methodologies for innovative teaching and evaluation techniques

(c) Suggest panel of names to the Academic Council for appointment of paper setters, evaluators, examiners etc.

(d) Coordinate research, teaching, extension and other academic activities in the department/college.

(e) Elaborate discussions starting of new courses, programmes etc

Term of BoS

The term of the nominated members shall be two years

Meetings of BOS

The principal of the college shall draw the schedule for meeting of the Board of Studies of different departments. The meeting may be scheduled as and when necessary, but at least once a year to finalize the syllabi of various programs and courses offered by the institution.

Composition of BOS

Board of studies of every department shall be constitute as per the UGC guidelines

S. No.	Category	Status
1	Head of the department concerned	Chairman
2	The entire faculty of each specialization	Member
3	Two experts in the subject from outside the college to be nominated by the Academic Council.	Member
4	One expert to be nominated by the vice-chancellor from a panel of six recommended by the college Principal.	Member
5	One representative from industry/corporate sector/allied area relating to placement	Member
6	One postgraduate meritorious alumnus to be nominated	Member

	by the Principal.	
7	The chairman, Board of Studies, may with the approval of the principal of the college, co-opt (a) Experts from outside the college whenever special courses of studies are to be formulated (b) Other members of staff of the same faculty	Member

National and International Advisory Board:

Board of studies may constitute a advisory board from various eminent academicians and researchers for the assistance of academic activities and curriculum enrichment activities.

7.Finance committee

The Finance Committee will advise the Board of Governors on financial matters. It shall prepare income and expenditure statements of the college in the prescribed format to submit to AFRC for fixation of tuition and others fees of the college. The Finance Committee will be an advisory body to the Board of Governors.

Functions of finance committee

Finance committee shall meet and appraise the BOG on the finance related matters and have following functions

- (a) Budget estimates relating to income from fees and other sources.
- (b) Budget estimates relating to the grant received/receivable from the UGC/AICTE, if any, and income from fees, etc. collected for the activities to undertake the scheme of autonomy.
- (c) To seek all major and minor expenditure proposals from different committees, analyze them, establish the priorities and forward a tentative budget to Governing Body in time.
- (d) To plan proper utilization of resources and do careful funds management
- (e) To prepare a detailed plan of expenditure for day-to-day running of the Institution

- (f) Preparation of audited account reports for the above
- (g) To mobilize resources through donations from society, through funding agencies under various schemes, etc.
- (h) To sanction all the expenditure to procure major equipment as advised by the Governing Body
- (i) To sanction expenditures for constructing new buildings after getting approval from the Governing Body
- (j) To update the budgetary provisions by working out the budgetary implications of various plans of Planning & Institutional Development Committee.
- (k) Propose honorarium to the examination branch staff and shall get approved by the Governing Body.
- (l) Recommendation of appointment and salary of full time office staff in the examination cell on contractual basis.

Term of finance committee

The term of the nominated members shall be two years.

Meetings of finance committee

Finance committee shall meet at least twice in a financial year. The meetings can be organized in the month of April and September of every year. The meeting in the month of March shall be the budget meeting and in September in will be another budget meeting for review.

Composition of Finance Committee

The following is the composition of the Finance Committee as per the guidelines of UGC.

S. No.	Category	Status
1	The principal	Chairman
2	Chief Finance officer of the college	Member
3	One person to be nominated by the Governing Body of the college for a period of two years	Member
4	One senior-most teacher of the college to be	Member

	nominated in rotation by the principal for two years	
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8. Functions of Head of the Institution

The principal/Director is the academic and administrative head of the institute and works for the growth of the institute. He will implement the policies approved by the Board of Governors, the highest decision making body of the college. He shall achieve coordination among various statutory committees and non-statutory bodies including Academic Council.

He is the ex-officio member of Board of Governors, Chairman of Academic Council, Chairman of Finance committee and also Chief Controller of the Examinations. He monitors admissions, examinations, evaluation for smooth functioning of the system.

He is authorized to nominate Directors, Coordinators, members and other administration functionaries in various committees. He is responsible for according extension or changes various functionaries in the administration, with the approval of Academic Council.

Functions of Principal/ Director

To conduct the meetings of the Board of Governors as per the stipulated guidelines

- To hold Academic Council meetings as per the norms.
- To coordinate and motivate the faculty, administrative authorities and the supporting staff, so that to play their respective roles more effectively.
- Shall work for the common goal of providing effective technical education and guiding to enable the students to carve out promising career and lifelong learning.
- He is the spokesperson of the institution and shall take part in regional, national and international conventions in serving the cause of development of technical education in particular.
- He, along with all the staff working under him, is singularly and collectively responsible to the Board of Governors, Academic council, University, State Government, AICTE/UGC, students and parents for the smooth and effective functioning of the college.

The duties of the Principal may be suitably categorized as

a) Academic Administration:

- (i) On academic matters the Principal is generally guided by the rules and regulation as well as the norms laid down by Osmania University, AICTE, UGC, State Government and the Governing Body of the college.
- (ii) will be assisted by various Heads of the departments, Director (Academic), Controller of Examinations of the college, senior faculty members and various committees mentioned in the manual.
- (iii) In matters related to decision implementation, Principal will be assisted by the Governing Body and Academic council of the college.
- (iv) In matter of admissions, Coordinator, admissions will assist the principal
- (v) In matters related to academic work, he will be assisted by the Director (Academic), Chairman, Board of Studies and heads of the departments.
- (vi) An integrated time table of the entire institution shall be prepared and submitted to the principal. In this endeavour, coordinator of time-tables, first year coordinators along with the various heads of the departments extend support to the principal.
- (vii) Shall closely monitor the class work as per the time tables and the almanac with assistance of class work coordinators and other faculty incharges.
- (viii) Shall closely observe various academic activities like conduct of technical fests, conferences, seminars, workshops etc.
- (ix) Shall hold meetings of Heads of departments to review the progress of academic work and suggest effective measures to achieve desired academic outcome.
- (x) If necessary, shall instruct the class work coordinators and Heads of the departments to conduct remedial classes academically to support the slow learners.
- (xi) In matters related to internal examinations, semester end examinations (both theory and laboratory), result analysis, detained candidates, Principal will be assisted by Controller of examinations and additional controllers of the college.

(xii) In matters related to student attendance, drop outs, medical condonation, principal gets assistance from Director Academic.

(xiii) The principal should plan for training need analysis (TNA) of the staff and devise training programmes such as refresher courses, orientation courses, faculty improvement programmes, quality enhancement programmes etc.

(xiv) Principal shall also ensure quality assurance and he should be assisted by Director, IQAC.

(xv) shall monitor, evaluate research, development and consultancy activities. Director, R&D, should assist the principal in this matter. He should advise the faculty members to get sponsored research projects from various funding agencies.

(xvi) The principal should promote industry-institute interaction for better employability of the students.

(xvii) Shall promote internal revenue generation (IRG) activities with the help of staff and students.

(xviii) Arrange finishing School for the students with the active association of Director, Training and Placement

(xix) Shall efforts to look after overall welfare of staff and students.

(xx) For effective functioning of the college he shall build close rapport between staff, students and management.

(xxi) Shall ensure perfect order and discipline among all the staff concerned and ensure serene academic environment in the campus.

(xxii) Shall maintain regular, right and appropriate contacts and interaction with government, AICTE, UG, University, State Council of technical education, Department of Technical Education authorities.

(xxiii) Shall involve faculty members at different levels for various institutional activities.

b) General Administration

On general administrative matters Principal shall be assisted by Director (Academic), Controller of Examinations, Coordinator IQAC, Heads of Departments, functional heads of various units and committees etc

(i) Shall make proposal for appointment to all posts of cadres including contract, part-time, adhoc, and daily wage employees

(ii) Shall make regularization of services, declaration of probation, and release of increments.

(iii) Arrange performance appraisal of faculty and supporting staff.

(iv) Shall have power to sanction EL, HPL, ML, EOL upto the level of Heads of departments, except himself.

(v) Empowered to initiate disciplinary proceedings (with proper guidelines such as constitution of enquiry committee etc.) and impose punishments of minor and major character such as warning, censure, fine, withholding increments, promotion and recovery from pay whole or part of pecuniary loss to the college.

(vi) All such cases requiring arrangements such a suspension, removal, dismissal from the services shall be referred to the Governing Body by the principal.

(vii) Campus maintenance cell shall work under the instructions of Principal

c) Financial Administration

(i) Principal is assisted by the Finance committee in financial administration.

(ii) Subject to the budget allocations for a specific area of expenditure, principal is empowered to incur expenditure within the stipulated limits and adhering to the related procedure as laid down by the Governing Body from time to time.

(iii) Empowered to incur recurring contingent expenditure as per the norms prescribed by the Governing Body

(iv) All contracts for and on behalf of the college (except himself and the college) when authorised by a resolution of the Governing Body, passed in writing and expressed to be made in the name of the college shall be executed by the Principal.

(v) Principal shall forward monthly salary bills of all the staff of the college to the finance committee for necessary action and also the members of the Governing Body and its sub committees.

(vi) The Principal or the officer delegated with such powers shall counter sign all kinds of scholarship bills in respect of students of the college.

(vii) Shall have power to sanction the purchase of stationery, library books, periodicals, consumables for laboratories, workshops etc subject to the limit of powers delegated in respective areas and subject to the prescribed procedures, budget provisions under the respective heads of budget.

(viii) Shall countersign T.A bills

(ix) Shall have power to sanction advances and final withdrawal of EPF of the staff

9. Finance officer

The chief finance officer of the college shall play a key role in preparing the budget of the college.

(a) Budget estimates relating to income from fees and other sources. Annual estimation of both recurring and non-recurring expenditure such as salary of teaching, non-teaching, supporting and other staff, purchase of equipment, general maintenance etc and obtaining approval from the Governing Body.

(b) Responsible for formulation of procedures and guidelines for various financial transactions pertaining to the college.

(c) All the staff employed in the accounts section and shall monitor and supervise the activities of the staff under his/her control.

(d) Preparation of pay roll.

(e) Verification of records, receipts and payments, income and expenditure, quarterly budget control statements, statements related to cash and funds flow, and preparation of balance sheet.

(f) Budget estimates relating to the grant received/receivable from UGC, AICTE if any, and income from fees, etc. collected for the activities to undertake the scheme of autonomy.

(g) Maintenance of accounts pertaining to sponsored research projects

(h) Maintenance of accounts of consultancy funds received through consultancy services offered by the staff/college.

(i) Smooth and effective conduct of annual audit by internal auditors as well as statutory auditors and necessary follow-up action

(j) Any other work related to the accounts assigned by the Board of Governors, Academic Council and the Principal.

10. Responsibilities of Professors, Associate and Assistant Professors

Professor

- a) Teaching
- b) Development of Curriculum. Developing Learning Resource Material & Laboratory Development.
- c) Students Assessment & Evaluation including examination work of University.
- d) Participation in the Co-curricular & Extra-curricular Activities.
- e) Student Guidance & Counselling.
- f) Helping the student in personal, ethical, moral and overall character development.
- g) Continuing Education Activities.
- h) Keeping abreast of new knowledge and skills and help dissemination of such knowledge through book publications seminars etc.
- i) Self-development through upgrading qualification, experience & professional activities.
- j) Providing Industry sponsored projects, consultancy, testing services and Industry – Intuition Interaction.
- k) Involving in the Academic and Administrative Management of the institution.
- l) Policy-Planning, Monitoring & Evaluation which are connected to the Department.
- m) Promotional activities both at Departmental and institutional level.
- n) Involving and Assisting the HOD in the Design and development of new programmes.
- o) Preparing project proposals for funding in areas of R & D Work.

- p) Laboratory Development, Modernization, Expansion, etc.
- q) Monitoring and Evaluation of academic and research activities.
- r) Participation in policy planning at the Regional/National level for development of technical education.
- s) Develop, update and maintain MIS.
- t) Assisting the HOD in Planning and implementing Staff Development activities.
- u) Maintain accountability, Conduct performance appraisal.
- v) Guiding Research
- w) Any other work assigned by the Principal/Management from time to time.

Associate Professor

- a) Teaching including laboratory work.
- b) Evaluation including administering tests, invigilation during conduct of tests
- c) Innovation in teaching, laboratory work and instructional materials, continuing education activities, academic and administrative planning and development work at departmental level and assisting at institution level.
- d) Leading consultancy projects and extension services. Curriculum development and developing resource materials.
- e) Research activities and research guidance.
- f) Assisting in conduct of and organizing seminars/workshops/guest lecturers etc.
- g) Development of the Curriculum and Learning Resource materials.
- h) Guiding research
- i) Any other work assigned by HOD/Principal /Management from time to time.

Assistant Professor

- a) Teaching including laboratory instruction and academic activities such as acting as Class Review Committee member, invigilator, Lab in charge, Coordinator (Attendance), Assistance in conduct of seminars, symposia, guest lecturers.
- b) Students assessment and evaluation, aside from acting as paper setter
- c) Assisting in consultancy and R & D Activities.

- d) Developing resource material and laboratory development.
- e) Co-curricular and extracurricular activities / student welfare activities.
- f) Assisting in departmental administration.
- g) Involvement in departmental / institutional developmental activities.
- h) Be a member in such student welfare committees as Anti Ragging Committee, Discipline Committee and a proctor.
- i) Shall attend to the work allotted by HOD/ Principal / Management from time to time, helping in the cause of Academic development of the institute.

The college will, in addition, have other non statutory committees such as the Grievance cell Committee, Anti-ragging committee, Student Welfare Committee, Women empowerment cell, Library Committee, Research & Development cell, Academic development committee, Extra-Curricular Activities Committee and Admission Committee.

11. Grievance cell committee:

The function of the cell is to look into the complaints lodged by any student, and judge its merit. The Grievance cell is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the department members in person, or in consultation with the officer in-charge Students' Grievance Cell. In case the person is unwilling to appear in self, grievances may be dropped in writing at the letterbox/ suggestion box of the Grievance Cell at Administrative Block. Grievances may also be sent through e-mail to the officer in-charge of Students' Grievance Cell.

Functions of Grievance cell committee

- The cases will be attended promptly on receipt of written grievances from the students
- The cell formally will review all cases and will act accordingly as per the Management policy
- The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

Composition of Grievance cell committee

Chairman:	Principal
Members:	Controller of Examinations Concerned HOD One nominated Students Council member Two Nominated members One Nominated women member

Procedure:

- All complaints regarding malpractices in internal assessment tests and Semester-End Examinations should be referred to the Chairman of the committee.
- Any action on the part of candidate at an examination trying to get undue advantage in the performance at examinations or trying to help another, or derive the same through unfair means is punishable according to the gravity of the offence.
- The involvement of the Staff, who are in charge of conducting examinations, valuing examination papers and preparing/keeping records of documents relating to the examinations, in such acts (inclusive of providing incorrect or misleading information) that infringe upon the course of natural justice to one and all concerned at the examination shall be viewed seriously and recommended for award of appropriate punishment after thorough enquiry.
- The Principal shall take necessary action as per the recommendations of the committee.
- Student or staff shall forward the written complaints to member secretary.
- All complaints shall be investigated and all enquiries relating to misconduct of the students shall be presented to the committee.
- If nature of complaint is not severe, students can be counseled.
- If nature of complaint is severe, to check the severity of the complaint, GRC may form a sub-committee.
- Enquiry shall be done by sub-committee and enquiry report shall be forwarded to GRC.
- Committee shall give appropriate punishment on the basis of severity of the misconduct.

Tenure:

The tenure of the nominated members shall be three years.

Meetings:

The Committee shall meet as and when required or twice in a year.

12. Anti-ragging committee:

Ragging within or outside of any educational institution is prohibited. Whosoever directly or indirectly commits, participates in, abets, or propagates ragging within or outside any educational institution shall, on conviction, be punished with imprisonment for a term up to 2 years and / or penalty, which may extend to ten thousand rupees.

Any student convicted of an offence of ragging shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from the date of order of such dismissal.

It is brought to the notice of the Institutions, students and other various stakeholders that ragging is a criminal offence and UGC has framed regulations, on curbing the menace of ragging in higher educational institution, in order to prohibit, prevent and eliminate the scourge of ragging and are available on UGC website: www.ugc.ac.in

Functions of Anti-ragging committee

- To build self-esteem & dignity among girl students & ladies faculty member.
- To offer services such as counseling, legal aid in case of atrocities against women.
- To creates awareness regarding women rights.
- To arrange programs regarding health, personality development etc.
- To avoid and prohibit sexual harassment at workplace

Composition of Anti-ragging committee:

Chairman:	Principal
Members	Two Senior Faculty One senior administrative officer One warden

	One Psychologist Head, students Counseling Two members from student council
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Procedure:

- The member Secretary, in consultation with the Chairman of the Committee, shall prepare a provisional agenda for meeting.
- It shall be circulated to all Members of the Committee two days before meeting.
- All the decisions should be taken on the basis of majority.
- After the meeting, the Committee shall approve a report embodying its views, recommendations and decisions.

Tenure:

The tenure of the members shall be Three years

Meeting:

The committee shall meet at least two times a year.

13. Students Welfare Committee:

Under the joint auspices of Board of Students Welfare, Raghavendra Institute of Pharmaceutical Education and Research, Anantapuramu the following schemes and programs are implemented for the students.

Anti-Ragging Cell: – The anti-ragging cell has been functioning in the college which is aimed at preventing ragging in any form on the campus.

Students Insurance Scheme: – All the students who are admitted in the college are covered under insurance scheme.

Personality Development Program: – Activities like soft skill program, Remedial English, Group discussions, lecture series etc. are organized to bring about all round development of the students.

Scholarships: – The economically backward students are awarded scholarships every year.

14. Women empowerment cell:

For gender equality & gender justice in its entire intervention & practices Woman empowerment cell was established under the Act No. 20 of 1990 of Govt. of India. The Cell is responsible for looking into any complaints filed by students & staff about Woman Grievances at the college. According to the Hon. Supreme Court of India definition of sexual harassment is any unwelcome sexually determined behavior, such as:

- Physical contact and advances
- Demand or request for sexual favors
- Sexually Colored remarks
- Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature

Functions of Women empowerment cell:

- The functions of the cell are to purely safeguard the rights of female students, faculty and staff members of women and also to provide a platform for listening to complaints.
- The Cell also tries to incorporate hygiene habits and ensure a healthy atmosphere in and around the college.
- It tries to equip them with the knowledge of their legal rights and redressal of their grievances.
- TO facilitate speedy delivery of justice, meetings are organized regularly. The counseling cell processes oral and written complaints.
- Time to time the cell conducts seminars and lectures by specialists and eminent personalities to stop violence against women, sexual harassment at work and about health, hygiene etc.

15. Library committee:

Library committee consist some selected members who are responsible for the progress of institution and making a well plan and policy for the development of library.

Functions of Library Committee –

- To guide the Librarian in formulating general library policies and regulations which govern the functions of the library.
- To provide for proper documentation services and updating the Library collection.
- To work towards modernization and improvement of Library and documentation Services.
- To formulate policies and procedures for efficient use of Library resources.
- To review Library readership dept-wise
- To adopt measures to enhance readership
- To prepare budget and proposals for the development of the Library.
- To recommend to the authorities the fees and other charges for the use of the Library.
- To seek feedback on Library functions from readers.
- To submit the annual report on the functioning of the library
- To take measures to increase the membership of the Library beyond the boundaries of the College.

16. Research & Development cell

Functions of Research & Development cell

- To locate and define areas where R & D work can be extensively carried out
- To chalk out in consultation with various departments a detailed plan for laboratory development where R & D activities can be taken up in a big way and department can generate revenue through consultancy.
- To maintain close liaison with industry and undertake sponsored projects.
- To seek collaboration with pharma industries, regional Colleges for mutual benefits.
- To prepare a comprehensive list of funding agencies that allocate funds for R & D projects

- To prepare project proposals for getting funds from various funding agencies.
- To organize National/ International Conferences, Seminars, workshops on recent and thrust areas.
- Conduct research review committee meeting and approve all academic / funding projects
- Coordinate the other ethical committees like Intuitional animal ethical committee (IAEC) and Institutional Review Board (IRB for human subjects).
- Maintain the details of publications, patents, grants, MoU etc.

Composition of Research Review Committee

Chairman:	Principal
Research Director I/C	Professor nominated by Principal
Members	HOD of each department

Research Advisory board

Members from outside the institution may be constituted to assist Research review committee whenever it is required.

Tenure:

The tenure of the members shall be three years. If any vacancy occurs in the office of such members, the vacancy shall be filled within 3 months and the member so appointed shall hold office for the residual term for which the earlier member would have held the office, if the vacancy had not occurred.

Meeting:

The committee shall meet at least two times a year.

17. Academic development committee:

Functions of Academic development committee

- To prepare detailed academic calendar of the Institute
- To ensure that teaching activities start and end as specified in Academic Calendar.

- To frame disciplinary norms for students, display the same in all sections of the institute and ensure that they are observed strictly.
- To form committees of experts in each discipline to evaluate teaching and lecture plans and arrange different sessions for improvement in teaching methodology improvement of various subjects.
- To conduct Result Analysis for all the disciplines and forward the report of the same along with action plan to Principal.
- To take review of the completion of syllabus from time to time
- To constitute a committee to review the Students Feedback Reports of the faculty members and advise the staff members to improve accordingly, if required.
- To formulate a committee to check on going practical's in laboratory and report the deficiencies to respective heads of the departments.
- To encourage the faculty to undertake imaginative assignments, industry –relevant problems and create an awareness in current state of art technology.
- To specify the areas for training of faculty, staff & students to HRD Committee.
- To prepare a detailed plan in consultation with each departments to acquire new equipments in various laboratories and forward it to Purchase Committee for their approval.
- To remove obsolesces in laboratories with priority and undertake rigorous laboratory development programme.
- To advise each department for improvements in the teaching aids, instructional charts, models, demonstration kits etc. to enhance teaching –learning process.
- To prepare a Student Counseling Cell and monitor its functioning
- To prepare a booklet laying down general guidelines for Counselors.
- To undertake workshops on curriculum development involving experts from industry, educational field and R& D organizations and forward the recommendations to concerned board in University.
- To forward proposals for conducting Seminars, Conferences on relevant topics to Principal.
- To explore possibilities of consultancy services & avenues of resource mobilization for each department

- To devise programmes for students other than specified in the curricula to increase their employability.
- To prepare detailed requirement of building/ furniture periodically and forward it to Building Committee.
- The committee may form various sub-committees for accelerating its functioning and review their work progress few of them may be:
 - Time Table & Attendance Monitoring
 - Counseling Cell
 - Lab Development Sub Committee of each Department headed by the concerned Head.
 - Academic Development Sub Committee for each Department headed by the concerned Head
 - Consultancy and Resource mobilization Committee
 - Students' Council
 - At least two meetings shall be arranged with Students' Council in every semester and their views and feedback regarding facilities, hurdles in learning may be discussed, analyzed and remedies should be thought over and implemented. The Chairman and Vice Chairman may call the Students' Council meeting in absence of other members to seek the feedbacks, if required.
 - The Head of the concerned dept shall head the academic development sub- committee and laboratory development subcommittee of each department.

Composition:

Chairman:	The Principal
Members:	Member Secretary All Deans All Heads of the Departments PG Coordinators Dean Academic

Procedure:

- Member Secretary shall prepare the meeting agenda.
- The agenda shall be circulated to all members in advance.
- The minutes of the meeting should be finalized by member secretary and circulate it to all members.

Meeting:

The committee shall meet every week.

Placement /Industry – Interaction and Entrepreneur cell

In order to keep the outgoing Students, acquainted with latest opportunities and to place them in suitable career, the placement and training cell is available in our campus and provides the following,

- Placement Opportunities both in / off campus
- Project Training / Industrial Visit for PG and UG Students
- Deputation of faculty / Ph.D scholars for Training
- Career guidance session for outgoing students in collaboration with reputed consultancies
- Encourage entrepreneur activity and personality development
- Conduct alumni survey at end of academic year
- Identify the needy students for campus placement through survey
- Invitation of industry for placement and publicize institute credentials to various industry and research organization.
- Arrange training for students to industry through MoU

Composition of committee for Placement /Industry – Interaction and Entrepreneur cell

S.No	Position	Eligible rank
1	Coordinator	Placement officer
2	Member	Public relation officer
3	Member	Senior faculty
4	Members	From Industry working at various levels

18. Extra-Curricular Activities Committee:

Sports: The Council may suggest the facilities to be provided to the students to improve sports and games activities. The Council shall motivate the students to participate in different sports activities. Any grievance from students pertaining to sports and games may also be looked into by the Council for its timely redressal.

Cultural Activities: The Council shall help in organizing cultural activities at the Faculty as well as University level. The Council shall motivate the students to participate in different cultural activities.

Hostel Development: With a view to providing family atmosphere, the Council shall prepare proposals for improvement of the basic facilities and plans for improvement in living conditions in the hostels.

Social Activities: The Council may suggest from time to time ways and means to promote various social activities by the students in and around the campus such as literacy, cleanliness, health & hygiene and other such activities, which may be deemed appropriate.

Composition:

Chairman:	The Principal
Members:	01 faculty, Cultural Activities 01 faculty, Physical Director 01 Students for each Course (UG, PG) 04 Students / Sports, NSS, NCC, Cultural Activities

Procedure:

- Due decorum shall be maintained and respect to the Chair shall be paid by all in the meeting of the Council.
- A member wishing to take part in the discussion shall rise in his place and address himself to the Chair.
- When a point of order is raised or when the Chairman, rises in his place the member speaking shall at once resume his seat.

Tenure:

The student members of the Council shall hold their offices till end of academic year from the date of formation of the Council.

Meeting:

There shall meet at least twice in a year.

19. Admission Committee:

Functions:

- To prepare clear and well defined policies for admissions.

- In consultation with Principal prepare attractive brochures, prospectus and handouts for wider publicity.
- To get acquainted with all the rules and regulations of admissions as prescribed by Govt. and guide the students seeking admission accordingly.
- To prepare plan for addressing 12th standard, diploma students as a career counseling activity.
- To place advertisement in newspapers regarding admissions as and when permitted by DTE.
- To advise the Principal on improving facilities from the feedbacks got from parents and students during admission counseling
- To send representative to admission centers for counseling the students as and when required.
- To maintain the record of admitted students and forward it to concerned department.
- To provide best counseling to students and parents who come to seek admissions.
- To guide admitted students to complete the admission procedure like paying fees, getting roll nos., getting hostel admission, getting I-card, fulfilling eligibility criteria, getting time tables etc.

Composition:

Chairman:	Chairman BOG or his nominee
Members:	One Member of BOG Principal Two senior faculty members nominated by Principal
Member Secretary	In-charge Admission Activity

Procedure:

- The member Secretary, in consultation with the Chairman of the Committee, shall prepare a provisional agenda for meeting.
- It shall be circulated to all Members of the Committee two days before meeting.
- All the decisions should be taken on the basis of majority.
- After the meeting, the Committee shall approve a report embodying its views, recommendations and decisions.

- Forward the report to BOG for final approval.

Tenure:

The tenure of the members shall be five years

Meeting:

The committee shall meet four times a year and such other times, as may be required

Internal Quality Assurance Cell (IQAC)

The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the “Quality Circles” in industries.

Objective the primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for;

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) The relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Composition;

- 1. Chairperson: Head of the Institution
- 2. A few senior administrative officers
- 3. Three to eight teachers
- 4. One member from the Management
- 5. One/two nominees from local society, Students and Alumni
- 6. One/two nominees from Employers /Industrialists/stakeholders
- 7. One of the senior teachers as the coordinator/Director of the IQAC

Alumni Association

An alumni association is constituted to:

- Develop enthusiasm and willingness of several individuals who are willing to take on the organizational initiative and sustain it.
- Participate in the association's activities.

In addition to being an alumnus of the organization (or an employee), the leader of an alumni association should also have the following characteristics:

- Willingness to work with the Institution
- Willingness to contribute time
- Enthusiasm
- Ability to motivate and engage alumni

The role of alumni associations shall be as follows

- Encourage enlightened, active and positive participation of alumni in alumni association affairs and activities.
- Support the institution financially at a personally appropriate level.
- serve as a source for alumni survey and feedback on quality issues
- Conduct alumni meeting at Institution and develop relations among alumni and young graduate of the institution.
- Review and recommend candidates for Alumni Association awards, volunteer leaders and etc.

SC / ST Students Committee

Function:

- To collect information and maintain records regarding the number of students belonging to SC/ST categories that are enrolled in the college.
- To supervise and see that the admissions to the colleges and hostels are made in accordance with the reservation policy declared by the State Government from time to time.
- To supervise the allotment and distribution of scholarships for various reserved candidates.
- To initiate any action or scheme which is in consonance with the mandate of the State Govt. / U.G.C. reservation policy?

Constitution:

Chairman:	Principal
Members:	Member Secretary One head of the department Two Senior Teachers One Representative of Non-Teaching staff Registrar/O.S. / Head Clerk

Procedure:

- The member Secretary, in consultation with the Chairman of the Committee, shall prepare a provisional agenda for meeting.
- It shall be circulated to all Members of the Committee two days before meeting.
- All the decisions should be taken on the basis of majority.
- After the meeting, the Committee shall approve a report embodying its views, recommendations and decisions.

Tenure:

The tenure of the members shall be three years.

Meeting:

Twice in a year, preferably 15th March & 15th September.

Examination Committee:**Duties**

The committees will:

- Try their level best to see to it that the ultimate objectives of the courses have been achieved
- Set semester exams in order to assess whether or not students have benefited from the courses as expected
- Evaluate the validity and reliability of exam items so as to make the necessary improvements
- Based on the results of the evaluation of the content of the exams, the committees give feed-back to the curriculum committee of the Department of Foreign Languages as to how the course materials should be enriched.

Constitution:

Chair person	Principal
Members	Controller of examination External examiner 2 Staff members

Responsibilities

All members of the examination committees are responsible for:

- design proper exam profiles
- prepare exams and submit them to the department head so that they can be commented on by the examination board.
- see that the exams are first scrutinized by the examining board, and then sent to the typists through the chairperson of the committee.
- follow up the typing, where each committee member must proofread the exams in order to avoid typing mistakes.
- prepare answer keys, which are to be kept in total secrecy until the exams are over. The answer keys should be collected together with the exam papers.
- certain that the exams are devoid of any typing errors and are of good quality.
- holding meetings as required
- putting the objectives (duties) of the committees into practice
- contributing ideas in meetings
- Make sure that exams are prepared one month in advance of the commencements of the final exam schedules.

Tenure:

The tenure of the members shall be three years.

Meeting:

Twice in a year

