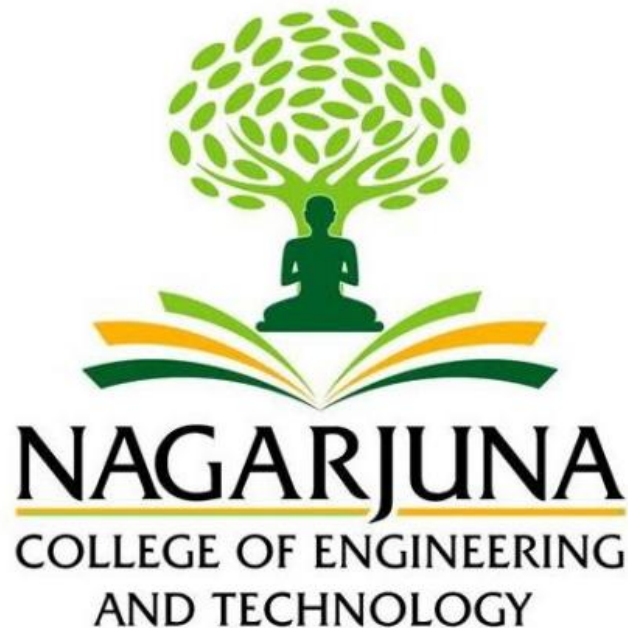


Nagarjuna College of Engineering & Technology

Bengaluru-562164, Karnataka State, India

An Autonomous Institution under VTU, NAAC Accredited with A+ Grade



**GOOD
GOVERNANCE
DOCUMENT**

FOREWORD

It is my privilege to pen the foreword for the "GOOD GOVERNANCE DOCUMENT." The Good Governance Document was prepared to provide a framework of rules and regulations by which the Governing Body (GB) can ensure accountability, fairness and transparency in the Institute's relationship with all its stakeholders.

The document has been developed based on the guidelines prescribed by various apex bodies and agencies. The governance guidelines are aimed towards effective utilization of all resources. Thus, the quality of education is enhanced apart from providing transparency and accountability in the academic and administrative processes of the Institute. The good governance document provides information about various academic and administrative units. Apart from functions and responsibilities of statutory bodies as per the UGC guidelines for autonomous colleges, the documents also depicts the details of various non-statutory committees formed by the Institute for the smooth and effective functioning in the day to day activities.

The document also outlines the responsibilities of various functionaries in the academics and administration. A robust system of governance is vital in order to enable the Institute to operate effectively and to discharge their responsibilities with respect to transparency and accountability to those they serve.

I am sure that the Governance Document will support the institutional development and growth at all levels and further helps us in satisfying the requirements of all the stakeholders.

Dr. B V Ravishankar
Principal

Sri J Chaitanya Varma
Secretary

CONTENTS

Sl. No.	Particulars
About the Institution	
Statutory Committees	
1.	Governing Body
2.	Academic Council
3.	Board of Studies
4.	Finance Committee
5.	Planning and Evaluation Committee
6.	Student Grievances Redressal Committee
7.	Anti-Ragging Committee
8.	College Internal Complaints Committee
9.	Industry Institute Interaction Cell
10.	Institute Innovation Council
11.	NAAC Internal Quality Assurance Cell
12.	Internal Quality Assurance Cell
13.	SC/ST/OBC Cell
Non-Statutory Committees	
14.	HOD's Council
15.	Board of Appointments
16.	Academic Audit Committee
17.	Research and Development Committee
18.	NCET Consultancy Cell
19.	NCET-KSCST IP Cell
20.	Board of Examiners
21.	Equivalence Committee
22.	Departmental Advisory Board
23.	Departmental Academic Committee
24.	Purchase Committee
25.	Student Feedback Committee
26.	Student Counselling Committee

27.	Alumni Committee
28.	E-Governance Committee
29.	Library Committee
30.	Samanvitha Women Cell
31.	Sports Committee
32.	Cultural Committee
33.	Discipline Committee
34.	Internal Committee for the students with disabilities
35.	Examination Committee
36.	Placement and Training Committee
37.	Time Table Committee
38.	CIE/Internal Examination Committee
39.	Newsletter/Magazine Committee
40.	Student Welfare Committee
41.	Project Exhibition/Technical Fest Committee
42.	NAAC/NBA Scrutiny Committee
43.	NSS Committee
44.	Website Committee

ABOUT THE INSTITUTION

VISION: Leadership and Excellence in Education.

MISSION: To fulfill the vision by imparting total quality education replete with the philosophy of blending human values and Academic professionalism.

QUALITY POLICY: NCET shall be maintained as an “Institution of Excellence” in the domains of Engineering Technology & Management studies through continual improvement of system, processes and academic professionalism.

Nagarjuna College of Engineering and Technology (NCET) Bengaluru was started in the year 2001. The institution owes its existence to the vision of its beloved founders, Sri. J V Ranga Raju, Director, NCC Limited and Smt Sridevi Ranga Raju. The institution is managed by Nagarjuna Education Society, Yelahanka, Bengaluru.

The College is accredited by NAAC with the highest grade of A+ in the Second Cycle and a CGPA of 3.38 on a scale of four. The College became autonomous, UGC approved, in 2015 and has been effectively practicing Outcomes-based Education. In the ARIIA (ATAL Rankings) 2021, the college was ranked in band-Best Performing. The College offers 06 Undergraduate & 02 Postgraduate courses both in conventional and emerging areas. More than 48 research scholars are pursuing their PhD Degree in the 07 research centres of the college. Qualified and experienced faculty members & staff members serve the institution. The Institution has MOUs with various organizations. The learning experiences and quality educational practices created at the institute supplemented with academic ambience, state of the art infrastructure, pedagogy, academic innovations, research, incubation, training opportunities and entrepreneurship provided to diverse student population is enabling the institute to produce graduates who are industry ready. NCET not only accentuates the curriculum-based education but also develops the internal qualities, character, as well as the attitude of students. The mission of our institution is to educate our students to be a better and responsible citizens as well as people of Ethics, Humanity, and Compassion with concern for the needs of the nation and society.

THE COMMITTEE STRUCTURE AND THE SCHEME OF DELEGATION

The administration of NCET is overseen by the Governing Body (GB). The GB has constituted several Committees / Sub-Committees in addition to statutory and non-statutory committees to continuously monitor the academic and administrative activities of the Institution. The prime objective of these committees is effective utilization of human resource, infrastructure and other facilities and to instill transparency and accountability in the process of administration. The constitution of these committees is based on top-down and bottom-up approach to provide effectiveness. The committees comprise of key stakeholders including government, administrators, faculty, staff, industry, employer, alumni and current students. The diversity in the composition of committees helps in making pragmatic decisions.

The committees are classified into following groups:

1. Statutory Committees (as per UGC/VTU guidelines)
2. Non-Statutory Committees

This document provides information on the Constitution, Functions, Term, Meetings, Quorum and Responsibilities of the committees. The governance committees in place are as given below:

STATUTORY COMMITTEES

1. Governing Body (GB)

The administration is overseen by the Governing Body (GB) of the institution. The GB approves the Strategic Plan, the Vision & Mission, Short Term and Long Term goals and the Budget based on the Strategic Plan. The GB ensures that all decisions on the matters such as admission quality, new programmes, infrastructure, Teaching Learning Process and Placements are arrived at based on the fundamental concerns of the Institution.

The GB, constituted as per the provisions of the VTU Statutes on Autonomous Colleges and UGC Guidelines consists of independent representatives from Government, UGC, VTU & Industry. In addition, there are two faculty members (on rotation basis) included as members of GB.

The Principal is responsible for implementation of the Strategic Plan and reporting to the GB. The GB periodically reviews the implementation of strategic plan in tandem with its Vision and Mission. The GB has established

several committees (both statutory and non-statutory) for maintaining effective and efficient systems of implementation. The GB meeting is conducted in an open manner. The Annual Report presented by the Principal is discussed in the GB meeting. The same is published in the College Website. The student representatives are often invited to the GB meetings and their views are obtained and duly considered. The Minutes of GB Meetings are also published in the College Website (www.ncet.co.in). The GB ensures compliance to various regulatory bodies like UGC, AICTE, NBA, Education Department, Government of Karnataka, VTU and others on regular basis. The nomination/appointment of members of the GB and its Chairman shall be as prescribed in the Statutes of the University (Visvesvaraya Technological University) and UGC Guidelines.

Composition of GB:

Number	Category	Nature
5 Members one of them to be Chairperson	Management	Nominated by the Parent Body as per its constitution or bye-laws
2 Members	Teachers of the College	Nominated by the Principal based on seniority by rotation
1 Member	Administrative Staff of the College	Administrative Officer/Senior administrative staff
1 Member	Educationist or industrialist	Nominated by the management
1 Member	State Government nominee	Academician not below the rank of professor or State Government official of Directorate of Higher Education/State Council of Higher Education
1 Member	University Nominee	Nominated by the University
1 Member	Principal of College	Member Secretary

Term: The Governing Body shall be reconstituted every three years.

Quorum: One half of the members.

Meetings: At least two meetings per year. However, the meetings may be scheduled as and when necessary.

Functions of the Governing Body:

The Board of Governors shall have powers to:

- Guide the college while fulfilling the objectives for which the college has been granted autonomous status.
- Institute, scholarships, fellowships, studentships, medals, prizes and Certificates on the recommendation of the Academic Council.
- Approve new programmes of study leading to degrees
- To approve annual budget of the college
- Lay down the procedure for selection/recruitment of teaching, nonteaching staff.
- Regulate and enforce discipline among the members of teaching, nonteaching staff in accordance with Rules/Procedures/Guidelines laid down in this regard.
- Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development of the college.

Role of Member Secretary: The Principal in the capacity of Member Secretary puts-forth proposals on all administrative/academic/finance related matters and seeks approval and ensures its apt implementation. He assesses the HR requirement and assists the management in making needed appointments. The Principal is the executive in-charge of all academic and administrative matters and ensures adherence of all regulations framed by the competent authority (GB). The Member Secretary shall with the approval of the Chairman, prepare the agenda for the meeting, record the minutes and circulate amongst the members.

2. ACADEMIC COUNCIL (AC)

Constitution: The Constitution of the Academic Council is according to the structure given below:

Sl. No.	Category	Nature
1.	Principal of the College	Ex-officio Chairman
2.	Vice Principal/Deans	Ex-officio Members
3.	All the Heads of Departments	Ex-officio Members
4.	Four Teachers of the College representing different categories of teaching staff by rotation on the basis of seniority of service in the College to be nominated by	Members

	the Principal	
5.	Not less than four experts from outside the College representing such areas as Alumni, Industry, R&D labs, Technical Education to be nominated by the GB	Members
6.	Three Nominees of the University (VTU)	Members
7.	A faculty member nominated by the Principal	Member Secretary

Note: The Member-Secretary may invite student representatives from different programmes of study.

Term: The term of the nominated members shall be three years.

Quorum: One half of the members shall constitute the quorum.

Meetings: At Least two meetings per year. However, the meetings may be scheduled as and when necessary.

Functions: Without prejudice to the generality of functions mentioned, the Academic Council will have powers to:

- Scrutinize and approve the proposals of the Boards of Studies (with or without modification) with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc.,
- Make regulations regarding the admission of students to different programmes of study in the College keeping in view the policy of the University/Government.
- Frame regulations consistent with the University norms/guidelines for the conduct of examinations and initiate measures for improving the quality of teaching, students' evaluation and student advisory system in the College.
- Recommend proposals to the GB for starting of new programmes of study at the College.
- Approve the list of successful candidates for conferment of degrees by the University and forward the same for the consideration of the Governing Body.
- Recommend to the GB for institution of scholarships, studentships, fellowships, prizes and medals and to frame regulations for the award of the same.
- Advise the GB on suggestion/s pertaining to academic affairs made by it.

- Encourage the faculty members to undertake collaborative research, sponsored research, industrial consultancy, continuing education and related activities.
- Make regulations for sports, extra-curricular activities and proper maintenance and functioning of the playgrounds and hostels.
- Perform such other functions as may be assigned to it by the GB.

Role of Member-Secretary: Shall convene the meeting of the Academic Council with the approval of the Principal. Shall with the approval of the Principal, prepare the agenda for the meeting. The Member-Secretary is responsible for making the minutes of the meeting and ensure compliance of the decisions of the Council.

3. BOARD OF STUDIES (BOS)

Constitution: The Constitution of the Board of Studies (BOS) is according to the structure given below:

S No	Category	Nature
1	Head of the Department	Ex-officio Chairman
2	Faculty members from each specialization	Members
3	Two subject experts from outside the University to be nominated by the Academic Council	Members
4	One expert to be nominated by the Vice Chancellor of the University from a panel of six recommended by the Principal	Member
5	One representative from industry/corporate sector/allied area relating to placement to be nominated by the Academic Council	Member
6	One meritorious alumnus to be nominated by the Principal	Member

Note: The Chairperson with the approval of the Principal may co-opt additional members, from among:

- Experts from outside the College whenever special courses of studies are to be formulated

- ii) Other members of staff of the same faculty

Term: The term of the nominated members shall be three years.

Quorum: One half of the members.

Meetings: At least Twice in a year. However, the meeting may be scheduled as and when necessary but at least one in a semester. The Principal shall draw up the schedule for meetings of the Board of Studies for different departments or the Chairperson of the BOS may conduct the meeting with prior approval of the Principal.

Functions: The Board of Studies of a department in the College shall;

- Prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders State/National requirement for the consideration and approval of the Academic Council.
- Suggest methodologies for innovative teaching and evaluation techniques.
- Suggest panel of names to the Academic Council for appointment as examiners; and Co-ordinate Research, Teaching, Extension and other academic activities in the department and perform any other functions that may be assigned by the Academic Council.

4. FINANCE COMMITTEE (FC)

Constitution: The Constitution of the Finance Committee is according to the structure given below:

S No	Category	Nature
1	Principal of the College	Ex-officio
2	One Person to be nominated by the GB for a period of two years	Member
3	Officer In charge of Finance	Member
4	One Senior teacher of the college to be nominated in rotation by the Principal	Member

Term: Three years

Meetings: Meetings at least twice in a year. However, the meeting may be scheduled as and when necessary.

Quorum: One half of the members.

Functions:

- The Finance Committee shall act as an Advisory Body to the Governing body, to consider the Budget estimates relating to the grants received/receivable from the UGC and income from fees etc collected for the activities to undertake the scheme of autonomy; and the audit of related accounts.
- The Finance Committee shall scrutinize the budget submitted by the different departments/units and submit its recommendations to the Governing body for its consideration and approval.
- The Finance Committee shall also monitor the utilization of the sanctioned budget.
- The Finance Committee shall advise the BOG on all matters connected with the finances of the College.

5. PLANNING & EVALUATION COMMITTEE

Composition:

S No	Category	Nature
1	Principal of the College	Ex-officio Chairperson
2	Vice Principal/Senior Professor of the College nominated by Principal	Ex-officio Members
3	Four Teachers of the College by rotation nominated by the Principal	Members
4	A faculty member nominated by the Principal	Member-Convener

Functions:

- To prepare, implement and execute strategic plan.
- Propose timely Report to BoG on the extent of compliance to the Strategic Plan
- To plan and execute various activities to be conducted in a year

Term	Two years
Quorum	One half of the members
Meetings	At least Two meeting per year. However, the meeting may be scheduled as and when necessary.
Role of Member Convener	The Member-Convener shall with the approval of the Principal Convene the meeting, prepare the agenda, record the minutes and circulate amongst the members. Shall ensure compliance of all decisions of the Committee

6. STUDENT GRIEVANCE REDRESSAL COMMITTEE (SGRC)

The Institution has constituted **Student Grievance Redressal Committee** with the following composition:

S No	Category	Nature
1	Principal of the College	Ex-officio Chairperson
2	Vice Principal / Senior Professor of the College nominated by Principal	Member
3	Two Teachers of the College to be nominated by the Principal	Members
4	A Student representative Nominated by the Principal	Member
5	One Teacher of the College to be nominated by the Principal	Member-Convener

Functions: To redress the grievances of students. The aggrieved student/s may represent their grievance to the Chairman of the Committee either in writing or email to principal@ncetmail.com. The SGRC shall submit monthly Online Grievances Processed by the institute on the AICTE Portal.

Term	Two Years
Quorum:	One half of the members.

Role of Member Convener The Member-Convener shall with the approval of the Principal/Chairperson convene the meeting, prepare the agenda, record the minutes and circulate amongst the members. Shall ensure compliance of all decisions of the Committee

7. ANTI-RAGGING COMMITTEE (ARC)

The Institution has constituted **Anti-Ragging Committee** with the following composition:

S No	Category	Nature
1	Head of the Institution/Principal	Chairperson
2	Civil & Police Administration	Member
3	Representatives from HODs/Faculty nominated by Principal	Members
4	Representative from parents	Member
5	Representative from NGO	Member
6	Representative from Local Media	Member
7	Student Representatives – 4 Nos. (two girls & two boys) (fresher’s and seniors)	Member
8	Non-Teaching staff member	Members
9	One faculty nominated by Principal	Member -Convener

Functions AICTE guidelines on Prevention and Prohibition of Ragging as per-APPENDIX-12 & UGC Procedure for students to file online Anti-Ragging Affidavit (www.antiragging.in and www.amanmovement.org)

Term Two Years

Meetings At least two meetings per year. However, the meeting may be scheduled as and when necessary.

Quorum: One half of the members.

Role of Member Convener The Member-Convener shall with the approval of the Principal convene the meeting, prepare the agenda, record the minutes and circulate amongst the members. Shall ensure compliance of all decisions of the Committee

8. COLLEGE INTERNAL COMPLAINTS COMMITTEE (CICC)

The Institution has constituted **College Internal Complaints Committee (CICC)** with the following composition:

S No	Category	Nature
1	Professor (Woman Faculty) nominated by the Principal	Chairperson
2	NGO Nominee	Member
3	Two faculty members (One Male and one Female)	Members
4	Two Female Non-Teaching Staff Members	Members
5	Three students (Comprising of at least one girl student of Pre-Final / Final year at UG/PG Level)	Members
6	One teacher nominated by the Principal	Member - Convener

- Functions:**
- Publicly notify the provisions against sexual harassment and ensure their wide dissemination
 - Include in web site, display prominently at conspicuous places or Notice boards the penalty and consequences of sexual harassment and make all sections of the institutional community aware of the information on the mechanism put in place for redressal of complaints pertaining to sexual harassment, contact details of members of Internal complaints committee, complaints procedure and so on.
 - Act decisively against all gender-based violence perpetrated against employees and students of all sexes

Term: Three Years

Quorum: One half of the members.

Meetings At least two meetings per year. However, the meeting(s) may be scheduled as and when necessary.

Role of Member Convener: The Member-Convener shall with the approval of the Principal/Chairperson convene the meeting, prepare the agenda, record the minutes and circulate amongst the members. Shall ensure compliance of all decisions of the Committee

9. INDUSTRY INSTITUTE INTERACTION CELL

The Industry **Institute Interaction Cell (IIIC)** has been constituted with the following composition:

S No	Category	Nature
1	One Professor nominated by the Principal	Chairperson
2	One Professor nominated by the Principal	Member
3	Department Placement Coordinators	Member
4	Coordinator, IQAC (Ex-Officio)	Member
5	Placement Officer (Ex-Officio)	Member-Convener

- Functions**
- The Cell shall promote various activities to enhance interaction between institution and industry
 - To organizing workshops, conferences and symposia with joint participation of the institution and the industry
 - To have more MoUs/linkages with industries for mutual benefit of industry & institution.
 - To propose enrichment of curriculum to meet the industrial needs.
 - Other related responsibilities
- Term** The membership of nominated members shall be for a period of two years.
- Meetings** At least two meetings per year. However, the meeting may be scheduled as and when necessary.
- Quorum:** One half of the members.
- Role of Member Convener** The Convener shall with the approval of the Chairperson convene the meeting, prepare the agenda, record the minutes and circulate amongst the members. Shall ensure compliance of all decisions of the Committee. The recommendations of the Cell to be submitted to the Principal from time to time.

10. INSTITUTION INNOVATION COUNCIL (IIC)

The **Institution Innovation Council (IIC)** has been constituted as per the directions mandated by Innovation Council, Ministry of Education, Govt. of India with the following composition:

Sl. No.	Category	Nature
1	One faculty nominated by the Principal	President
2	One faculty nominated by the Principal	Convener
3	One faculty nominated by the Principal	ARIIA Coordinator
4	Two faculties nominated by Principal	IPR Activity Coordinators
5	One faculty nominated by the Principal	Innovation Activity Coordinator
6	One faculty nominated by the Principal	Internship Coordinator
7	Eight faculty nominated by the Principal	Member/Student Activity Coordinators
8	One faculty nominated by the Principal	Start Up Activity Coordinator
10	Student representatives	Student Co-ordinators

- Functions:**
- To create entrepreneurial ecosystem through various activities that facilitate innovation and creativity.
 - To facilitate transfer of technology for commercialization through multidisciplinary approach.
 - To create a platform for different stakeholders to contribute towards taking the center towards excellence infrastructure and social entrepreneurship
 - To promote start-up culture for the growth of local economy. Connect Start-ups through motivational talks about their experiences and provides internship opportunities.
 - Conducts start up awareness activities such as workshops, idea competition, field visits, innovation center/startups labs visits round the year as specified by MOE guidelines.
 - Encouraging students to participate in events and competitions from Smart India Hackathon, IIDC.

Term Three Years

Quorum Minimum four meeting per year. However, the meeting may be scheduled as and when necessary.

11. NAAC INTERNAL QUALITY ASSURANCE CELL (IQAC)

The **NAAC Internal Quality Assurance Cell (IQAC)** has been constituted with the following composition:

S. No	Category	Nature
1	Principal	Chairperson
2	Teachers representing at all levels(Three to eight)	Member
3	One member from the Management	Member
4	Few Senior administrative officers	Member
5	One nominee each from local society, Students and Alumni	Member
6	One nominee each from Employers /Industrialists/Stakeholders	Member
7	One teacher as the Chief-coordinator/Director of the IQAC	Chief-Coordinator/ Director

- Functions**
- Development and application of quality benchmarks/ parameters for various academic and administrative activities of the institution
 - Facilitating the creation of a learner-centric environment conducive to quality education
 - Dissemination of information on various quality parameters of higher education
 - Documentation of the various programs/activities leading to quality improvement
 - Preparation of the Self-Study Report (SSR) of NAAC
 - Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Term The membership of nominated members shall be for a period of two years.

Meetings The IQAC should meet at least once in a Year

Role of Member Convener The Member-Convener shall with the approval of the Principal/Chairperson convene the meeting, prepare the agenda, record the minutes and circulate amongst the members. Shall ensure compliance of all decisions of the Committee

12.INTERNAL QUALITY ASSURANCE CELL

(as per VTU Statutes of Autonomous Colleges)

The Institution has constituted **IQAC Cell** for Monitoring, Evaluation and Continuation of Autonomy with the following composition

S No	Category	Nature
1	Principal	Chairperson
2	Three Professors of the College drawn from different departments	Members
3	One nominee of the Governing Body	Member
4	Dean, COE and Placement Officer	Members
5	Senior Student, Recent Alumnus and Parent – One each	Members
6	Nominee of R&D laboratory, Industry and representative from IIT/NIT one each nominated by the University	Members
7	Three Non-Teaching Staff of the College one each from different categories	Members

Objectives & Functions Established as per VTU Statutes of Autonomous Colleges The Roles, objectives and functions as per VTU Statutes of Autonomous Colleges (Amended) 2018.

Term The membership of nominated members shall be for a period of three years.

Meetings The external peer review shall be conducted at least once in a year.

13. SC/ST/OBC CELL

The institution has constituted **SC/ST Cell** with the following composition:

S No	Category	Nature
1	One faculty nominated by the Principal	Chairperson
2	Dean/Vice Principal	Member
3	Two faculty members nominated by the Principal	Member
4	Two Non-Teaching Staff Members Nominated by the Principal	Member

Aim and purpose of the Cell

- a. Scholarships – distribution to the beneficiaries.
- b. Address any problems occurred during their educational career.
- c. Arrange for sending statistical information required by University/Government authorities
- d. To redress any issues relating to discrimination experienced by the students in the college.
- e. The Cell shall meet at least twice in an academic year.

Students may register their complaint in the 'complaint register' maintained at the office of the Registrar of the college or submit their grievance. The Cell shall review the complaints (if any) and make recommendations.

NON-STATUTORY COMMITTEES

14. HOD's COUNCIL

The **HOD's Council** has been constituted according to the following structure:

SNo	Category	Nature
1	Principal	Chairman
2	Vice-Principal / Deans	Members
5	Controller of Examination (COE)	Member
6	All Head of the Departments	Members

7	Librarian	Member
8	Coordinator, IQAC	Member
9	Physical Education Director	Member

Term: Three years and shall continue to be in force until reconstitution.

Function: To discuss & decide on the academic and administrative activities of the College. To notify the upcoming events of the college to discuss the preparedness for the same.

Quorum: One half of the members.

Meetings: At least four meetings per year. However, the meeting may be scheduled as and when necessary.

Role of Member-Convener: Shall with the approval of the Principal convene meeting(s), prepare the agenda, recording minutes. Shall circulate the minutes of the meeting amongst the members of the committee and also ensure its compliance.

15. BOARD OF APPOINTMENTS (BOA)

SNo	Category	Nature
1	Principal	Chairperson
2	Management Nominee (nominated by the Chairman, BOG)	Member
3	Subject Experts	Members
4	University Nominee	Member
5	Head of the Department of the concerned department	Member

Functions: Shall conduct interviews for selecting suitable candidates for appointment to teaching, non-teaching and other posts in the college. Recommend candidates for recruitment to the GB.

Term: Two years and shall continue to be in force until reconstitution.

Quorum: One half of the members.

Meetings: Need based; the meeting may be scheduled as and when necessary.

16. ACADEMIC AUDIT COMMITTEE (AAC)

The **Academic Audit Committee** is constituted according to the following structure:

S No	Category	Nature
1	Senior Professor nominated by the Principal	Chairperson
2	Academic Audit teams nominated by the Principal	Members
3	Coordinator (IQAC)	Member-Convener

Functions:

- To Review academic systems of the Departments.
- Suggest innovations in Teaching, Learning and Evaluation practices.
- Recommend additional infrastructural facilities required to strengthen the Departments for curriculum revision or introduction of new disciplines.
- To interact with the faculty regarding strengths, weaknesses, challenges and achievements of the Department
- Confirm remedial measures in vogue for slow learners
- Ensure effective implementation of OBE Ensure proper maintenance of academic records.

Term: Two years and shall continue to be in force until reconstitution.

Quorum: One half of the members.

Meetings: At least one meeting per semester. However, the meeting may be scheduled as and when necessary.

Role of Member Convener: Shall with the approval of the Chairperson of the committee, prepare schedule and circulate among the Departments/Units. The audit report shall be submitted to the Principal for information and needful action.

17. RESEARCH & DEVELOPMENT COMMITTEE (R&D)

The **Research & Development Committee** has been constituted with the following composition:

S No	Category	Nature
1	Principal	Chairperson
2	Teachers to represent all departments	Members
3	Head-R&D or Senior Professor nominated by the Principal	Member-Convener

- Functions**
- To monitor smooth and efficient co-ordination of research activities in the Institution
 - To Identify new Research avenues and Opportunities
 - To instil measures to enhance research outcomes in terms of quality research publications, Research Projects/ grants, Patents, Collaborations, Doctoral program and Faculty development.
 - To identify potential collaborators and to facilitate collaborations with researchers from premier Institutions to encourage joint research ventures in the latest technology
 - To propose augmentation of Research infrastructure and establish necessary support system for utilization of facilities.
 - To develop an Institutional Research Information System for sharing the status of ongoing/ completed research Projects/Programmes, resources, etc.

Term The membership of nominated members shall be for a period of two years.

Meetings At least Two meetings per year. However, the meeting may be scheduled as and when necessary.

Quorum: One half of the members.

Role of Member Convener The Member-Convener shall with the approval of the Principal/Chairperson convene the meeting, prepare the agenda, record the minutes and circulate amongst the members. Shall ensure compliance of all decisions of the Committee

18. NCET CONSULTANCY CENTRE

The **NCET Centre for Engineering Consultancy** is constituted with the following composition:

1	One Faculty Nominated by the Principal	Adviser
2	One Faculty Nominated by the Principal	Chairperson
3	Four faculty members nominated by Principal	Members

- Functions:**
- To provide an inclusive environment for promotion and support of consultancy activities
 - To liaise between the institute and industry/ government / non-government agencies to undertake projects with specific problem of short- and long-term duration. To enter into necessary MOU and agreements
 - To initiate measures to enhance the outcomes/ revenue generation through consultancy
 - To create and maintain database for expertise of the College faculty and facility by getting inputs from respective departments
 - To have consultancy Brochure (both Institution level and Department level). The Brochure shall contain facilities, core service areas, expertise available in carrying out necessary testing and consultancy services etc.
 - To propose dedicated / exclusive laboratories
 - Any other related activities

Term Three years

Quorum One half of the members.

Meetings Minimum two meeting per year. However, the meeting may bescheduled as and when necessary.

19. NCET-KSCST IP CELL

The **NCET-KSCST IP Executive Committee** is constituted with the following composition:

S No	Category	Nature
1	Principal	Chairperson
2	One Member for KSCST Cell	Member
3	Head-R&D	Member
4	Member Convener – IIC	Member
5	One faculty nominated by the Principal	Member
6	One faculty nominated by the Principal	Convener

- Functions:**
- Assist in the conduction of workshops /awareness programs for promotion of IPRs
 - Identify projects in their department having IP potential
 - Assist in Patent search and prior art search of the identified projects
 - Any other related responsibilities

Term Three years

Quorum One half of the members.

Meetings Minimum two meeting per year. However, the meeting may be scheduled as and when necessary.

20. BOARD OF EXAMINERS (BOE)

The **Board of Examiners** is constituted for each Programme according to the following structure:

SNo	Category	Nature
1	Head of the Department	Chairperson
2	Senior Faculty Members	Members
3	Subject Expert - External	Member

The number of members for S.No. 2 & 3 shall depend on the size of the Programme/specialization offered by the Department. The Chairperson may with the approval of the Principal, co-opt expert from outside the College for special courses, if any.

Functions: The Board of Examiners of each Programmer in the college is responsible for all matters connected with planning and conduct of examinations and evaluation including periodical tests; Have powers to review and finalize examination results and to take remedial measures whenever considered necessary; Analyze the performances of students and report its findings to the Academic Council for consideration and necessary action, if any; May appoint sub-committees to assist in discharge of its functions.

Term: Two years.

Quorum: One half of the members.

Meetings: At least two meetings per year. However, the meetings may bescheduled as and when necessary.

21. EQUIVALENCE COMMITTEE (EC)

S No	Category	Status
1	Head of the Department	Ex-officio Chairperson
2	Four faculty members of BOS nominated by HOD	Members

Functions: To consider student’s request for change of branch; change of college; change of University etc., and compare the programme study of their institution with NCET programme and suggest the equivalence.

Term: Two years and shall continue to be in force until reconstitution.

Quorum: One half of the members.

Meetings: Minimum one meeting per year. However, the meeting may bescheduled as and when necessary.

22. DEPARTMENTAL ADVISORY BOARD (DAB)

Constitution: The Constitution of the Departmental Advisory Board is according to the structure given below:

SNo	Category	Nature
1	Head of the Department	Ex-officio Chairman
2	Senior Faculty member nominated by the Principal	Member
3	Two Industry Experts	Members
4	One Academic Expert - External	Member
5	One Alumnus	Member
6	Faculty member of the department nominated by Chairman	Member-Convener

Functions: Review implementation of OBE & NEP and suggest improvements and provide guidance and leads towards projects / research / consultancy.

Meetings: The Committee should convene meeting at least once in a year

Tenure: Two years.

Quorum: One half of the members.

Role of Member-Convener: Shall with the approval of the Principal, convene meeting(s). Shall prepare the agenda, record the minutes and circulate the same amongst the members. Also mark a copy to the Personal Section of Principal for the kind information to the Principal.

23. DEPARTMENTAL ACADEMIC COMMITTEE (DAC)

The **Departmental Academic Committee (DAC)** has been constituted with the following composition:

SNo	Category	Nature
1	Head of the Department	Chairperson
2	Senior Professor/Associate Professor	Member Convener
3	Faculty from each specialization	Members

Functions: To prepare the Departmental Work Plan/Calendar, to verify proper maintenance of the academic records such as attendance registers/entry of Internal marks, to counsel & advise the students, if need be, to oversee all academic activities in the department, to establish professional body contacts, to facilitate academic audit and approve the development plans etc.,

Term: Two years and shall continue to be in force until reconstitution.

Quorum: One half of the members.

Meetings: At least two meetings per year. However, the meeting may be scheduled as and when necessary.

24. PURCHASE COMMITTEE

The **College Procurement Committee** has been constituted with the following composition:

S No	Category	Nature
1	Principal	Chairperson
2	Sr. Manager - Finance	Member
3	Director, NES	Member
4	Concerned HOD	Member
5	One Faculty from the department	Invitee
6	Staff member nominated by the Principal	Member Convener

- Functions:**
- To facilitate in administering procurement process so as to maintain uninterrupted flow of materials/ services.
 - To Recommend the purchase of items and ensure correctness in all respects.
 - To create norms/procurement policy document of the institution.
 - Any other related duties/responsibilities as assigned from time to time.
- Quorum:** One half of the members.
- Meetings:** Meeting may be scheduled as and when necessary.
- Term:** Two Years
- Role of Member Convener:** The Member-Convener shall, with the approval of the Principal, convene the meeting, prepare the agenda, record the minutes and circulate amongst the members. Shall ensure compliance of decisions of the Committee

26. STUDENT FEEDBACK COMMITTEE

The **Student Feedback Committee** is constituted according to the following structure:

SNo	Category	Nature
1	Principal	Chairman
2	Faculty Coordinators (UG/PG) nominated by the concerned HODs	Members
3.	IQAC Coordinator	Member Convener

Functions:

- Shall ensure the effective implementation of feedback process.
- Shall document and maintain feedback statistics.
- Shall Counsel the faculty members and suggest ways/means to improve the faculty performance and competency.

Quorum: One half of the members.

Meetings: At least two meetings per year. However, the meeting may be scheduled as and when necessary.

27. COUNSELING COMMITTEE

The **Counseling Committee** is constituted according to the following structure:

SNo	Category	Nature
1	Principal	Chairperson
2	Coordinators from different departments	Members
5	Faculty member nominated by the Principal	Member Convener

Functions:

- Formation of Mentorship in each department.
- To get feedback from the student committee members/teachers of each subject and mentors of each class.
- Providing counseling for the final year students who are in dilemma to enable them to choose job or higher studies.
- Providing special medical assistance to the students who are going through depression.
- Conducting meeting with the parents of the students having shortage of attendance and internal marks
- To monitor the students regularity & discipline
- To enable the parents to know about the performance & regularity of their wards.
- Giving an opportunity for students to learn to improve their emotional, behavioural, personal, interpersonal characteristics, to develop confidence, make better choices, and increase educational efficacy.
- Helping students to explore and express feelings and ways of thinking about their present situation and work toward making a healthier and happier future

Term: Two years and shall continue to be in force until reconstitution.

Quorum: One half of the members.

Meetings: At least two meetings per year. However, the meeting may be scheduled as and when necessary.

27. ALUMNI COMMITTEE

The **Alumni Committee** has been constituted with the following composition:

SNo	Category	Nature
1	Principal	Working President
2	Alumni Nominated by the Principal	Vice President
3	One nominated Alumni faculty member	Secretary
4	One nominated Alumni faculty member	Joint Secretary
5	One nominated Alumni faculty member	Treasurer
6	Prominent Alumni members	Members

Functions: As per the Byelaws of NCET Alumni Association

Term: Three years and shall continue to be in force until reconstitution.

Meetings: At least two meetings per year. However, the meeting may be scheduled as and when necessary.

Quorum: One half of the members.

Role of Secretary: Shall with the approval of the Working-President convene the meeting, prepare the agenda, record the minutes and circulate the same amongst the members. Secretary shall ensure compliance of all decisions of the Committee.

28. E-Governance Committee

The **e-Governance Committee** is constituted with the following composition:

SNo	Category	Nature
1	One faculty nominated by the Principal	Working Chairman
2	Faculty members from various departments nominated by the Principal	Member
3	One faculty nominated by the Principal	Convener

- Functions:**
- To take care of institutional website and Enterprise resource planning (ERP) System
 - Create an Institutional Enterprise resource planning Policy along with e-Governance policy document.
 - Testing and analyzing critical elements and customizations for changes
 - Create an Institutional ERP Policy along with e-Governance policy document.

Term Three years

Quorum One half of the members.

Meetings Minimum two meeting per year. However, the meeting maybe scheduled as and when necessary.

29. LIBRARY COMMITTEE

The **Library Committee** has been constituted with the following composition

SNo	Category	Nature
1	One Professor nominated by the Principal	Chairperson
2	Faculty Nominated by the Principal from various departments	Members
3	Librarian	Member-Convener

- Functions:**
- To suggest measures for improvement and development of the library resources.
 - To advising, developing and monitoring Budget, purchase of books, e-resources, access, working hours, library automation, stock checking and other activities.
 - To maintain liaison between Central Library and various departments
 - To suggest measures in improvement in library services

Term The term of the nominated members shall be of two years

Quorum One half of the members.

Meetings Minimum one meeting per year. However, the meeting maybe scheduled as and when necessary.

Role of Member Convener The Member-Convener shall with the approval of the Chairman convene the meeting, prepare the agenda, record the minutes and circulate amongst the members. Shall ensure compliance of all decisions of the Committee

30. SAMANVITHA WOMEN CELL

The institution has constituted **Women Cell** with the following composition:

SNo	Category	Nature
1	Professor (Woman Faculty) nominated by the Principal	Chairperson
2	NGO Nominee	Member
3	Two Teaching staff	Members
4	Two Non-Teaching Staff	Members
5	One teacher nominated by the Principal	Member - Convener

Functions:

- To consider and redress the grievances of women (staff & students).
- To showcase efforts/ contributions of women under the following sub- themes:
 - Women Health Self Defense
 - Sanitation & Hygiene
 - Literacy
 - Women Entrepreneurship
 - Legal Awareness and other activities listed as part of AICTE Lilavati Award

Term

Two years

Quorum:

One half of the members.

Meetings

At least two meetings per year. However, the meeting(s) maybe scheduled as and when necessary.

Role of

Member

Convener

The Member-Convener shall with the approval of the Chairperson convene the meeting, prepare the agenda, record the minutes and circulate amongst the members. Shall ensure compliance of all decisions of the Committee

SPORTS COMMITTEE

The **Sports Committee** has been constituted with the following composition

SNo	Category	Nature
1	One Professor nominated by the Principal	Chairperson
2	Faculties Nominated by the Principal from different department	Members
3	Two Non-Teaching Staff Members	Members
4	Physical Education Director (PED)	Convener

- Functions:**
- To plan conduct of Sports events in the institution.
 - Encourage active participation of students and staff in sports events and fests
 - To arrange for coaching facilities
 - To promote health, physical well-being through activities like Gym, Yoga, Self-defense etc.
 - To propose upgradation of sports infrastructure and upkeep.
 - Other related activities/events

Term Two years

Quorum One half of the members.

Meetings Minimum two meeting per year. However, the meeting may be scheduled as and when necessary.

Role of Member Convener The Convener shall with the approval of the Chairman convene the meeting, prepare the agenda, record the minutes and circulate amongst the members. Shall ensure compliance of all decisions of the Committee

32. CULTURAL COMMITTEE

The **Cultural Committee** has been constituted with the following composition

SNo	Category	Nature
1	One Professor nominated by the Principal	Chairperson
2	Faculties Nominated by the Principal from different department	Members

3	Two Non-Teaching Staff Members	Members
4	Head, Student Welfare Department	Convener

- Functions:**
- To plan conduct of Cultural events.
 - Encourage active participation of students and staff in various cultural events and fests
 - To arrange for coaching facilities
 - To propose upgradation of infrastructure required for cultural activities and its upkeep.
 - Other related activities/events

Term Two years

Quorum One half of the members.

Meetings Minimum two meeting per year. However, the meeting may be scheduled as and when necessary.

Role of Member Convener The Convener shall with the approval of the Chairman convene the meeting, prepare the agenda, record the minutes and circulate amongst the members. Shall ensure compliance of all decisions of the Committee

33. DISCIPLINE COMMITTEE

The **Discipline Committee** has been constituted with the following composition.

SNo	Category	Nature
1	Principal	Chairperson
2	Faculty members nominated by the Principal from various departments	Members
3	One Senior faculty member Nominated by Principal	Member-Convener

- Functions:**
- To ensure calm and peaceful academic atmosphere in the campus.
 - To ensure the students obey rules and maintains discipline, dignity and decorum in the college.
 - To guide the Anti-ragging and other disciplinary Committees

Term Two years
Quorum One half of the members.
Meetings Atleast Two meetings per year. However, the meeting may bescheduled as and when necessary.
Role of Member Convener The Member-Convener shall with the approval of the Chairman convene the meeting, prepare the agenda, record the minutes and circulate amongst the members. Shall ensure compliance of all decisions of the Committee

34. INTERNAL COMMITTEE FOR THE STUDENTS WITH DISABILITIES

SNo	Category	Nature
1	Professor nominated by the Principal	Chairperson
2	Four Teachers of the College nominated by the Principal	Members
3	Student Counselor	Member
4	One Non-Teaching Staff of the College nominated by the Principal	Member
5	Two Students representatives Nominated by the Principal	Member
6	One faculty nominated by the Principal	Member - Convener

Functions: Taking care of day to day needs of differently abled students at the college. Oversee the implementation of Govt. schemes existing and to be devised in future for the benefit of the disabled students in the college.

Term Two years
Quorum: One half of the members.
Meetings Atleast Two meetings per year. However, the meeting may bescheduled as and when necessary.
Role of Member Convener The Member-Convener shall with the approval of the Chairman convene the meeting, prepare the agenda, record the minutes and circulate amongst the members. Shall ensure compliance of all decisions of the Committee

35. EXAMINATION COMMITTEE

Composition:

SNo	Category	Nature
1.	Principal	Chairperson
2.	Deputy Controller of Examinations/Assistant Controller of Examinations	Members
3.	One Faculty member nominated by each department	Members
4.	Coordinator -IQAC	Member
5.	One student representative	Member
6.	Controller of Examinations	Member - Convener

- Functions:**
- The examination committee shall lay policy guidelines for the conduct of all college examinations.
 - It shall review periodically the examination system and submit a report to the Academic Council of the college.
 - It shall take decision regarding complaints of unfair means and other related matters, including constitution of the enquiry committee, if necessary.
 - The committee may propose amendments in the examination system of the college for the improvement of quality and credibility of the system.
 - The committee may appoint observer / observers for the conduct of the semester end examinations including both theory and practical examinations. The observer(s) shall submit a daily report to the Principal in a given format certifying that the conduct of the examination.

- Term** Two years
- Quorum:** One half of the members.
- Meetings** Atleast Two meetings per year. However, the meeting may bescheduled as and when necessary.

36. PLACEMENT AND TRAINING COMMITTEE

Composition:

SNo	Category	Nature
1.	Principal	Chairperson
2.	One Faculty member nominated by each department or Departmental placement coordinator	Members
3.	Coordinator -IQAC	Member
4.	One student representative	Member
5.	Placement Officer	Member - Convener

- Functions:**
- To help the Placement Cell to maintain contacts with Alumni.
 - To help the Placement Cell to organize the various processes like written test, group discussion, technical interviews, HR interviews when companies come to the campus for placement drive.
 - To organize activities aimed at improving Institute – Industry – Interaction.
 - To coordinate the soft skills training programmes of the respective departments.
 - To intimate students well in advance about the forthcoming drives and selection process.
 - To guide the students for necessary preparation for the drives.
 - To arrange internships for students.
 - To provide information about various career opportunities available in this competitive world.
 - To organize career development seminars and workshops.
 - To invite companies to interact with students.
 - To organize awareness programmes on significant areas.
 - To activate resources for needy students to apply for jobs.
 - To organize guest lectures on career development by

- expertise of the field.
 - To train the students in soft skills and personality development which are essential for employment and successful career
- Term** Two years
- Quorum:** One half of the members.
- Meetings** Atleast Two meetings per year. However, the meeting may bescheduled as and when necessary.

37. TIME TABLE COMMITTEE

Composition:

SNo	Category	Nature
1.	Principal	Chairperson
2.	One Faculty member nominated by each department	Members
3.	Faculty member nominated by the Principal	Coordinator

- Functions:**
- Collaborate with relevant stake holders such as department head, teachers and administrators, to gathers information on class offerings, faculty availability, and other scheduling constraints.
 - Develop a master time table that accommodates the needs and preferences of various departments, faculty, and students.
 - Allocate resources efficiently, including classrooms, laboratories, and other facilities and also consider and manage any resource constraints or limitations when creating the schedule.
 - Identify and resolve conflicts in scheduling, such as overlapping classes, faculty availability issues, or resource conflicts.
 - Work with relevant parties to find solutions and make necessary adjustments to the timetable.
 - Communicate the final timetable to all relevant stakeholders, including faculty, students, and administrative staff. Address any concern or questions related to the schedule and provide necessary updates as needed.

- Monitor changes in course offerings, faculty availability, or other factors that may impact the timetable and be prepared to make adjustments to the schedule to accommodate changes and unforeseen circumstances.
- Work collaboratively with other committee members, administrators, and departments to ensure a coordinated and cohesive schedule.

Term	Two years
Quorum:	One half of the members.
Meetings	Atleast Two meetings per year. However, the meeting may be scheduled as and when necessary.

38. CIE/INTERNAL EXAMINATION COMMITTEE

Composition:

SNo	Category	Nature
1.	Controller of Examinations	Chairperson
2.	One Faculty member nominated by each department	Members
3.	Faculty member nominated by the Principal	Coordinator

- Functions:**
- Preparation of tentative internal exam schedule as per the academic calendar and display on notice boards.
 - Display of notice for concerned faculty members for submission of question paper given in prescribed format, well in advance before commencement of examination
 - Display of exam notices followed by time table well before commencement of exam.
 - Preparation of seating charts with due care and displayed on notice board one day before exam.
 - Appointment of invigilators and squad members considering various factors like number of students in exam hall.
 - Distribution of question papers to the invigilators and collection of blue books after the exam
 - Maintenance of all records related to examination

- Solving grievances, if any, with respect to examination work.
- Term** Two years
- Quorum:** One half of the members.
- Meetings** Atleast Two meetings per year. However, the meeting may bescheduled as and when necessary.

39. NEWSLETTER /MAGAZINE COMMITTEE

Composition:

SNo	Category	Nature
1.	SeniorProfessor nominated by the Principal	Chairperson
2.	One Faculty member nominated by each department	Members
3.	Faculty member nominated by the Principal	Coordinator

- Functions:**
- To collect the data from different departments i.e., institute level and department level events, student & staff achievement.
 - To prepare the proposed plan for publication of newsletter and magazine.
 - To motivate students and staff members to publish articles newsletters and magazine.
 - Publishing scientific projects with outreach outcomes

- Term** Two years
- Quorum:** One half of the members.
- Meetings** Atleast Two meetings per year. However, the meeting may bescheduled as and when necessary.

40. STUDENT WELFARE COMMITTEE

Composition:

SNo	Category	Nature
1.	Head, Student Welfare Department	Chairperson
2.	One Faculty member nominated by each department	Members
3.	Faculty member nominated by the Principal	Coordinator

- Functions:**
- To identify and encourage creative talents, inculcate a spirit of discipline, leadership, social awareness and promote physical and mental development among the students.
 - To conduct competitions in creative, cultural literacy, sports and general awareness activity.
 - To arrange symposia, seminars on topics of local, national and international interest.
 - To organize social welfare activities and recommend the names of needy students for financial assistance.
 - Developing the student-teacher relationship
 - Flourishing relationship with parents and organizing meetings for them
 - Conducting periodic meetings to talk over student welfare
 - Organizing activities and facilitating student interests
 - Organizing co-curricular activities for personality development

Term Two years

Quorum: One half of the members.

Meetings Atleast Two meetings per year. However, the meeting may bescheduled as and when necessary.

41. PROJECT EXHIBITION/TECHNICAL FEST COMMITTEE

Composition:

SNo	Category	Nature
1.	Principal	Chairperson
2.	One Faculty member nominated by each department	Members
3.	Faculty member nominated by the Principal	Coordinator

- Functions:**
- To organize Project Exhibitions and Technical Fests at the interdepartmental level.
 - To motivate the students to participate in such activities and award prizes and medal.

Term Two years

Quorum: One half of the members.

Meetings Atleast Two meetings per year. However, the meeting may bescheduled as and when necessary.

42. NAAC/NBA SCRUTINY COMMITTEE

Composition:

SNo	Category	Nature
1.	Principal	Chairperson
2.	One Faculty member nominated by each department	Members
3.	Coordinator-IQAC	Member-Convener

- Functions:**
- To create awareness of on outcome-based education to the faculty and the students.
 - To train the department heads on the preparation of NBA SAR and NAAC SSR.

- To review and prepare the SAR during the course of accreditation.
- To add and adopt best practices as and when stipulated by the NBA & NAAC.
- To attend NBA/NAAC workshops as organized by the authorities.
- To scrutiny the documents related to NBA and NAAC accreditation at regular intervals
- To provide information for the preparation of NAAC AQAR

Term

Two years

Quorum:

One half of the members.

Meetings

Atleast Two meetings per year. However, the meeting may bescheduled as and when necessary.

43. NSS COMMITTEE

Composition:

SNo	Category	Nature
1.	Principal	Chairperson
2.	One Faculty member nominated by each department	Members
3.	Coordinator-IQAC	Member
4.	NSS Officers	Member-Conveners

Functions:

- To coordinate NSS activities in accordance with the students' ability and community demands.
- To coordinate internal resources available within the teachers for enhancing the knowledge and skills of the scholars in implementation of the scheme
- To coordinate various external resources available within the sorts of government services; welfare agencies and voluntary bodies for the success of the NSS programme
- To prepare orientation programme for NSS volunteers, explain them about the concept of welfare work , and teach them methods and skills required for achieving

- the objectives of the scheme;
 - To promote community education through meetings, talks, news bulletins discussions etc.
 - To prepare the Annual Report and submit to the concerned authorities
- Term** Two years
- Quorum:** One half of the members.
- Meetings** Atleast Two meetings per year. However, the meeting may bescheduled as and when necessary.

44. WEBSITE COMMITTEE

Composition:

SNo	Category	Nature
1.	Senior faculty nominated by the Principal	Chairperson
2.	One Faculty member nominated by each department	Members
3.	Faculty member nominated by the Principal	Member-Conveners

- Functions:**
- To disseminate the efforts and the achievements of the College, Students, Staff to the outer world through Website updates.
 - To identify to update academic, administrative and auxiliary functions in the website.
 - To identify, to for all programmes offered by the institution required information are stated and displayed on website.
 - To identify strategic initiatives for the website and present it to governing body for review and updating.
 - To display core values, Vision & Mission Program outcomes, Program specific outcomes and course outcomes

- Term** Two years
- Quorum:** One half of the members.
- Meetings** Atleast Two meetings per year. However, the meeting may bescheduled as and when necessary.