

A B N & P R R COLLEGE OF SCIENCE—KOVVUR.

1. Roles & Responsibilities of the Admission Committee:

The Admission Process is a matter of significance as it is vital to the reputation of the college. Selecting the right students and giving equal opportunities to all without any discrimination are the two main objectives of this committee.

The committee also responsible for collecting second year intermediate students addresses from the Junior colleges during campaigning and continuous follow up the students until the completion of the admission process.

The Committee guides and counsels the students to choose the right course of study. Details about the members of the Admission Committee and its functions are given below.

Functions of the Admission Committee

- To receive the addresses of intermediate second year students from the Junior colleges and village/town wise campaigning.
- To receive applications and scrutinize through the admission committee to confirm the eligibility.
- To offer counselling on the contents of the programmes offered by the College.
- To give priority to merit and maintain reservations as directed by the University.
- To decide the concessions as stipulated by the Management and the University.
- A separate committee is formed at the end of every academic year to look after the admission of the students for the subsequent year.

Faculty Members:

Frequency of Meetings: Once in every 15 days.

Other faculty members are also involved and report to the above committee regarding campaigning/admission every academic year.

2. Administration Committee :

Administrative committees in the college play a crucial role in ensuring the smooth operation of the institution, addressing various administrative functions, and making informed decisions.

(a) Transport:

Roles and Responsibilities of Convenor

Establish college routes concentrating on student's service.

Set the time of starting of the buses from the originating points so as to ensure their arrival at college by 9-45 A.M. Also ensures compliance of drivers with these requirements.

Ensure to receive all phone calls from drivers any hour in day.

Supervise the daily bus operation and giving instructions to the bus in-charges.

Coordinate various bus routes regularly with the help of bus in-charges.

Handles transport related complaints from students, parents of students and drivers and resolves issues.

Review and arrange all transportation paperwork inclusive of driver logs, trip reports and invoices.

Support management team to supervise transportation personnel.

Ensure compliance to all security as well as operational procedures.

Ensure maintenance of vehicles in good running condition.

Maintain and manage all databases relating to transportation activities.

Manage, supervise and monitor bus operations. Inspect the condition of the buses and report for necessary action on a consistent basis. Responsible for periodical maintenance of all the buses and in case of any major repair should report to the principal immediately.

Roles and Responsibilities of faculty Members in committee

Ensure implementation day-to-day activities of transportation.

Ensure compliance of safety standards in transportation functions.

Handle loading and unloading operations. Transport fee paid by the students.

Periodically checking the documents of the buses.

In case of emergency and unexpected events Faculty member to inform management, representative and or take any prudent action as the situation demands.

Receives requests/applications from students and staff for seats in college buses and allot routes on first? cum-first served basis and issues bus passes.

Frequency of Meetings: Once in every 15 days.

(b) House keeping & Maintenance

The House keeping committee is formed to work for the benefit and welfare of the general staff, students and the institute.

Objectives:

To ensure a clean institute overall.

To ensure a good environment to conduct classes and exams.

To ensure clean toilet and sanitation conditions.

Procedure: The staffs are encouraged to give suggestions to improve the overall cleanliness of the institute. The management provides the purchase mechanism of cleaning products and duration for cleaning. The management must frame audits and checklists.

Responsibilities: Ensure favourable clean working environment for members of staff and students. Arrange for regular meetings regarding cleanliness to all housekeeping staff. Mentor and orientate housekeeping staff. Audits are done properly every week. Provide sanitary and cleaning products replacements for toilets without fail.

Frequency of Meetings: Once in every 15 days.

(c) Infrastructure Maintenance

An infrastructure maintenance committee is responsible for the upkeep and maintenance of a college buildings, dining halls, benches, desks, boards and all types of materials related to college. They develop and implement strategies to ensure that the infrastructure is well-maintained and meets the needs of the users.

(d) Health & Hygiene

A major aspect of the Eklavya is health and hygiene. Every student is supposed to be fit and healthy. Personal hygiene is carried out and supervised by the Hostel Wardens as well as the Principal; a routine medical checkup is made by the qualified medical physician and is always available on call. However, parents are requested to ensure that their child has undergone all medical check-ups (especially specialist-oriented problems) as may be required, before each academic session.

A cleanliness inspection round in the academic block is adhered by the principal and “Cleanliness & Personal Hygiene Committee” constituted for the purpose, time to time and necessary measures are taken. More use of acid and phenyl with full care in the toilets is made. **A weekly campus cleaning programme is continuous in practice.**

Objective:

- Inspection and Monitoring of the cleanliness part of Academic Block, class rooms, labs etc.. of the campus & its surrounding areas.
- To develop the habits among the children to keep their surrounding neat & Clean.
- To have a regular check on the Health and Hygiene of the students.
- Regular testing and checking of the quality of raw material, prepared food etc.
- To develop the good manners and habits among students regarding regular washing and bathing etc.
- To have the proper recording of the health reports of the students.
- In charge is responsible for the implementation of the commotion in a befitting manner.

(e) Purchases committee:

A purchase committee is a group of people who review and evaluate purchasing documents. They are responsible for ensuring that the organization purchases the right goods and services at the best price and

quality. Reviewing purchasing documentation to ensure that it is accurate and complete. Recommending the best supplier or service provider based on price, quality, and other factors.

3. Student Counselling/POCSO

(a) Psychological Counselling

A student counseling committee is a group of people who help students with academic, personal, and social issues. They provide counseling, mentoring, and support to help students succeed.

- **Counseling:** Provide individual and group counseling sessions to help students with academic, social, and personal issues and to overcome academic difficulties, stress, and to help students identify their strengths and weaknesses.
- Refer students to professional counselors or psychiatrists when needed. Advocate for students' concerns and grievances
- Develop programs to help students improve their study skills and communication skills. Student counseling committees help students feel safe and supported
- These committees develop positive attributes and reduce mistakes.

(b) Student Protection Council (SPC)

To consult the student's community regularly in the college. To pool all the students in each and every activity related to the council. Members act as liaison officers between students and teachers and coordinate activities of the college.

(c) Anti-Ragging Committee:

Its primary mission is to eliminate all forms of ragging. This is defined as any act that causes mental or physical harm to a student, typically as a form of initiation into college life. The Cell seeks to ensure that every student can pursue their education without fear, harassment, or intimidation.

In summary, the College Anti-Ragging Cell's mission and vision are centred on the safety, wellbeing, and holistic development of every student. It is committed to eradicating ragging, promoting a culture of respect, and fostering an inclusive campus environment where all students can flourish.

(d) Internal Compliant Committee.

An Internal Complaints Committee (ICC) is a committee that handles complaints of sexual harassment in the workplace. The ICC is required by law in India for all workplaces.

POCSO stands for Protection of Children from Sexual Offences. It is an act passed in India in 2012 to protect children from sexual abuse and exploitation.

An Internal Complaints Committee (ICC) is a committee in an organization that handles complaints of sexual harassment and other forms of discrimination. The ICC is required by the Indian POSH Act and Rules, 2013.

Purpose

- To ensure a safe and secure work environment
- To prevent sexual harassment and other forms of discrimination
- To promote awareness of sexual harassment and discrimination
- To develop and implement policies to prevent sexual harassment and discrimination

Responsibilities

- Investigate complaints of sexual harassment and other forms of discrimination
- Recommend action against the accused
- Make an annual report on complaints and action taken
- Review the organization's preparedness to handle complaints
- Ensure that all officers are aware of their responsibilities

Composition

- The ICC is made up of a Presiding Officer and at least two other members
- The Presiding Officer is usually a senior-level woman employee
- The other members are usually employees with experience in social work or legal knowledge

Recommendations

- The ICC can recommend termination of the respondent's contract
- The ICC can recommend a warning and written bond of good conduct
- The ICC can recommend compensation for the complainant
- Raise awareness about discrimination and harassment, and provide a way to report incidents

4. Language Development cell

This cell in a college is a group conduct special English classes and must watch every student is able to write, read, understand the English language and after that he/she able to speak. The cell will conduct a base level test to first year students to know their capabilities then plan the programs accordingly.

The cell activities extend up to final year students.

(a) Work Shops & (b) Bridge Programmes (Students-Teachers)

5. Community Oriented Cell & NSS & UBA & Sustainable Development Goals (SDGs)

A community oriented cell in a college is a group that aims to raise awareness about social issues and promote community service. These cells can also help students connect with the community, and work to improve society.

- Educate students about social issues and the importance of education
- Encourage students to participate in community service
- Help students connect with community organizations and work on their behalf
- Provide support services to students from marginalized groups
- Create an inclusive environment for students from all backgrounds

NSS: NATIONAL SERVICE SCHEME:

Programme Officer:

The National Service Scheme (NSS) is a government-**University** sponsored programme in India that gives students the chance to participate in community service. The program is run by the Ministry of Youth Affairs and Sports.

- Provides students with hands-on experience in community service
- Helps students develop their personality.
- Helps students understand the problems of the community and how to solve them
- Helps students become more aware of their social responsibilities.

UBA: UNNAT BHARAT ABHIYAN:

- The program was inspired by the vision of Mahatma Gandhi, who believed that rural areas are the real India and that their development is a top priority.
- Unnat Bharat Abhiyan (UBA) is a government program in India that aims to improve rural development. The program was launched in 2014 by the Ministry of Education (MoE).
- UBA involves higher education institutions in the sustainable development of villages.
- UBA helps identify development challenges in rural areas.
- UBA creates solutions to accelerate sustainable growth.
- UBA creates employment opportunities.
- UBA promotes knowledge sharing and participatory approaches.
- UBA connects higher education institutions with local communities.
- UBA uses appropriate technologies to address development challenges.
- UBA creates a virtuous cycle between society and an inclusive academic system.
- UBA uses Subject Expert Groups (SEGs) to bring in experts from academia, industry, and field organizations.
- UBA uses Regional Coordinating Institutions (RCIs) to facilitate and monitor the activities of participating institutions.
- **Sustainable Development Goals (SDGs)** are a set of goals that universities can work towards to promote sustainability and environmental preservation.
- Students can recycle, Students can reduce food waste, Students can buy and resell in a sustainable manner, Students can plant trees, and Students can use bicycles.
- Universities/colleges can promote learning opportunities.

6. (a) Time Table committee:

Coordinating the Timetables and making it available to the faculty on the prescribed day before each semester. Ensuring the Timetable is available on the departmental notice boards before each semester. Reviewing and managing the Timetables and addressing any of the conflicts regarding the clashes in the Timetables.

To ensure work load is equitably distributed among the members of the staff.

- *Smooth and efficient management of academic program through the semesters*
- *To allocate classes in Lecture halls, Computer Lab and Library without any overlapping.*
- *To ensure that the time table is disseminated to all faculty members, concerned staffs and students.*

(b) Discipline:

A college discipline committee is responsible for maintaining the college's code of conduct and ensuring a harmonious campus environment. The committee investigates and adjudicates breaches of the code of conduct.

Responsibilities

- Maintaining discipline, dignity, proper dress code (Uniform) id and decorum
- Promoting good manners, character, and civilization
- Guiding students toward positive and creative channels for their energy
- Investigating breaches of the code of conduct
- Adjudicating on alleged breaches of discipline
- Breaches of the code of conduct
- Physical violence
- Disruptive behavior
- Ragging
- Malpractices at examinations
- Damage to college property

Disciplinary action process A formal complaint is prepared in writing, A prehearing is held, A hearing is held, The committee makes a decision, and The decision is disclosed.

All the staff members are must support the committee to maintain discipline in the college.

(C) Punctuality:

Punctuality is a key to success in college, and it can help students perform better academically, build confidence, and develop important life skills.

Students must come to college by 09:45 AM.

Benefits of punctuality

- Punctual students are more likely to meet deadlines, complete assignments, and do well on exams.
- Completing tasks on time can help students feel accomplished and more confident.

- Punctual students learn how to manage their time more efficiently.
- Punctual students learn to respect other people's time and commitments.
- Punctual students build a reputation for being reliable and dependable.

(d) Assembly:

A college assembly is a gathering of students and faculty to communicate information, celebrate special days, or participate in special programs. Assemblies can help build a positive college culture, promote values, and encourage public speaking skills.

Purpose

- **Communicate information:** Share news headlines, announcements, or important information
- **Celebrate special days:** Recognize achievements, celebrate diversity, or mark important dates
- **Promote values:** Instill discipline, encourage integrity, and teach moral values
- **Develop public speaking skills:** Give students the opportunity to share their ideas and present messages

Activities

- **Prayer:** Begin the day with a prayer or song
- **Message:** A faculty member or senior teacher delivers a message
- **Student activities:** Students perform a speech, sing a song, or share a message
- **Discussion:** Students and faculty discuss important topics
- **Attendance check:** Take attendance
- **Awards:** Recognize students for their achievements

(e) Time Allocation for learning gap

When allocating time to address learning gaps in college, consider dedicating at least 1-2 hours per week per subject area where a gap exists, focusing on targeted practice, review of foundational concepts, and seeking additional support from lecturers or tutoring services, depending on the severity of the gap and your individual learning style. Mainly focus on semester backlog students.

7. IT CELL:

The computer department and also the faculty those who have technical knowledge are the members of this cell. This cell maintain **IT Support (a) Biometric Attendance (b) Website (c) Media (d) Student portal (Student Data-Results) Allocation for learning gap. All the HODs and faculty members must give information and must support to IT Cell.**

8. Accounts committee will prepare income and expenditure for the academic year and also budget allocation, collection of fees from the students, preparation of salary bills for the staff, accounts maintenance staff leaves & Attendance etc...
 9. Smooth conduction of mid examinations in the college and also University examinations. Conduction of Mid examinations and correction and posting mid marks....etc..
 10. Training and placement cell activities is perhaps the most important virtue of any institution. It is imperative for all colleges to have a placement cell, where students can learn about the industry connect and understand the essentials of the corporate world.
- Placements (a) Entrepreneurship (b) Industry-Interactions (c) Alumni (f) Career Guidance**

11. Faculty Development Cell FDP/NET/SLET/PHd..etc

A Faculty Development Cell (FDC) in a college provides support to faculty members for teaching, research, and professional development. The FDC's goal is to improve the quality of education by equipping faculty with the skills and knowledge they need to excel.

- **Design and implement programs**

The FDC creates and carries out workshops, seminars, and training sessions. These programs help faculty members learn about new teaching techniques, technology, and subject-specific knowledge.

- **Provide research support**

The FDC offers guidance and resources to faculty members who want to conduct research, publish papers, and collaborate with others.

- **Facilitate mentorship**

The FDC sets up mentorship programs where experienced faculty members can share their knowledge and advice with their peers.

- **Assess teaching effectiveness**

The FDC evaluates teaching effectiveness through feedback, classroom observations, and peer evaluations.

- **Identify training needs**

The FDC identifies the training needs of faculty members and coordinates training arrangements.

- **Evaluate training efficiency**

The FDC evaluates the efficiency of training programs and keeps records of faculty training.

12. Parent - Teacher Association, Press & Public Relation

INTRODUCTION

Parent's teacher association (PTA) is a formal organization of parents and teachers that is formed to get parents involved in their children's academics as well as to help and reform the college systems. The main focus of any PTA is to work for the prosperity of the college going children. PTA's provide parents and teachers a mutual platform to work for the betterment of the college, teaching and everything that influences the physical and intellectual growth of a child. PTA meeting helps both parents and teachers to involve and discuss and solve any particular issues they are facing.

WORKING

OF

P.T.A.

For the proper working of PTA meeting following points should be kept in the mind:

- Create a meeting schedule and communicate date and timing of the PTA meeting. sarkariguider.com sarkariguider.com
- Make the report cards and other content ready which are required in the PTA meeting.
- On meeting, begin by discussing positive aspect of the student's experiences in your class and also end up with student's strengths.
- Explain your goals for the child and how each student's progress is determined.
- Talk about Student work. Discuss the student's performance in each subject.
- Listen to parents; it will help you understand what they want for their child.
- Close the meeting by setting goals for the student's future work.
- Suggest strategies for meeting those goals.
- Helps to know and to work for the modification of student's performance and to ensure best academics and non-academic performance of the student.
- PTA hosts fun, educational clubs, programs and events for families.

CONCLUSION

- Parent teacher association is very important for students. Complete development of student is assured through this association and tries to meet his needs. This association not only fulfils the needs of students but also of teachers and parents.
- Unless teachers know their students well and are knowledgeable about their achievements, they cannot be confident that their teaching is meeting the learning needs of their students. Therefore, parent teacher association helps in complete development of a student and lets teacher and parents understand their student's needs and progress completely.

Press & Public Relation

The committee is responsible for extensive coverage of all college events. The Public relations and Media Committee directly interact organisation's Management members regarding critical Internal and External Organisational events and report these events with editors, reporters and journalists.

13. Student Council:

To consult students on any issue of importance. To organize educational and recreational activities for students. To organize an activity to recognize the efforts of students involved in organizing Institute activities.

Through press releases, media pitches, and media events, PR practitioners aim to generate favourable publicity and enhance brand visibility in the media landscape.

14. Electoral Literacy Club

(Voter enrolment and awareness programmes)

Electoral Literacy Clubs are especially being set up in colleges all across India targeting the new voters, (in the age- group of 18-21 years old) pursuing their graduation. The club will have all the students from all semesters as its members.

Every year our college conducting new voter enrolment programme (form: 6) under the guidance of Revenue department people. We are conducting events on the eve of NVD National Voters Day Jan-25th.

As per the instructions given by the Election Commission of India through District Collector, RDO in our college we will establish Electoral Literacy Club. In this Club our students can explain to people, about the importance of the VOTE.

15. Grievances & redressal cell

To listen, record and scrutinize the grievances submitted to them by the Staff and Students and take necessary steps immediately. To attend to the grievances based on the authenticity and gravity of the criticisms made.

The objective of the Grievance Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute.

A Grievance Cell should be constituted for the redressal of the problems reported by the Students of the College.

The students may feel free to put up a grievance in writing/or in the format available in the admin dept. and drop it in boxes.

The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.

The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.

16. Library advisory committee

The function of the Library Advisory Committee is to support the functioning of the library so that it can facilitate the library development plans by advocating the library development activities with the management.

Any department people want to purchase books, journals or newspapers or anything related to students must go through the committee.

- No bags, umbrellas, parcel, etc except files may be brought into the library. Personal belongings may be kept at the property counter provided at the entrance at the owner's risk. The library will not accept responsibility for the loss or misplacement of personal belongings.
- Users must not engage in conduct to the disturbance of others. Silence must be maintained in the library Reading Area. Conversation and noise must be kept to a minimum elsewhere.
- Users must not act disrespectfully or abusively to other users or to members of the library staff.
- Users must be decently dressed and conduct themselves properly in the library.
- The library staff on duty has the right to request a user to leave the premises if he/she is found to be violating any of the library rules.
- Users shall not damage or misuse library services, materials, property, equipment or premises in any way.
- On leaving the library, all users are required to produce for inspection all books and items taken out of the library and have to make an entry in the Check-Out Register.
- Users failing to observe the Regulations on Borrowing may be subject to fines and to suspension from further borrowing until all loans have been

cleared and any fines or compensation paid. Fines are payable immediately and in full.

- Users found damaging or stealing library property will be referred to College Disciplinary Committee.

17. Magazine & Calander committee

- College Magazine, aims to Inform, Inspire, entertain and create awareness on a number of Current Social Issues to diverse readership, an Editorial Board is formed comprising Faculty members and students. The students send their articles to the editor or any member of the editorial board. Then a selection is made and the best articles are published in the magazine with necessary additions and changes.
- The sole responsibility of this committee is to spread the light of knowledge... about literature, art and display the outstanding work of our creative- minded through our annual college magazine.
- We began each year by welcoming new talented student members for our committee who put their heart and enthusiasm into making the year an Insightful one.
- To serve as an avenue where students and staff develop their Writing skills, Communication and Presentation abilities.
- To update and inform students and staff about student relevant topics and updates on recent technological, managerial, Pharmaceutical and general Changes.
- To provide a creative platform for student development and participation by contributing literature for Publishing in the Institutes magazine.
- To give authentic Information regarding the college to students, parents, patrons, old students and other educational Institution.

Functions

1. The committee will prepare all the Information that is to be printed in the calendar and Magazine both for UG & PG.
2. Obtain the lowest quotation for Printing the calendar & Magazine.
3. Distribute all the calendars & Magazine for the students of various classes for UG & PG separately through Mentors.
4. Alterations, if any, in this magazine and calendar will be notified on the College notice Board and will be updated In the Website
5. Upload the Information In the college website and monitor the changes etc.to be made from time to time.

18. Cultural Activities:

- Cultural committee is responsible to organise and promote all intra and inter collegiate cultural events in the college to bring out the hidden talents of the students in performing arts.
- To Plan and make a Schedule of cultural events during the academic year and to encourage students to participate.
- The main Objective of Cultural Committee is to encourage students to showcase their creativity and shed their inhibitions.
- Outcome of Cultural Committee is to create a suitable atmosphere to work as a team and refresh themselves from their routine.

19. The Women Empowerment Cell

- The Women Empowerment Cell at a college performs a range of functions to promote gender equality, prevent discrimination, and create a safe and supportive environment for women on campus.
- The roles and responsibilities of this cell is almost as same as students counselling and POCSO.
- POCSO stands for Protection of Children from Sexual Offences, not only students but also lady Teaching and nonteaching staff.

20. Scholarship:

Roles & Responsibilities

- To identify the students deserving the scholarship for their academic and non-academic performance.
- To provide the guidelines for selection of the students for scholarship assistance through official communication.
- To coordinate the process of offering academic scholarships to the students on the following criteria:
- To intimate and coordinate the procedures for applying various government scholarships issued by the Andhra Pradesh Government.
- Our college also providing Merit scholarships, those who are securing first place in the class in the University examinations.
- For Academically excellent but economically backward students also providing scholarships by our college.
- The committee must identify the scholarship deserving students.

21. Literary Cell

- To give a platform to the students to express their hidden talent a literacy cell has been established in the college campus under the banner of literacy cell, in order to improve the communication skill of the students many activities are being organized like storytelling, word description, reading competition, poem recitation, speech competition etc.
- This cell must encourage the students towards poetry, essay writing, elocution, art.... etc.

22. College Development Cell.

The prime objective of College Development Committee (CDC) is to prepare a comprehensive development plan of the institute on annual basis like academic, placement, infrastructure, administrative, and admission growth.

- Prepare overall teaching program or academic calendar of the institute
- Recommend to the management regarding new add on modules and additional to concert with Head of the Departments
- Make specific recommendations to the management regarding research and consultancy activities in institute.
- Recommended and take action to make use of an effective ICT in campus
- To promote a FDP for Teaching Improvement of faculty
- Prepare financial budget of the college and approving the same.
- Prepare students and employee welfare activities in the institute
- Discuss the reports of the IQAC and make suitable recommendations
- Track all activities of students and staff regarding indiscipline or other activity which is not beneficial for the institute.

- Frame suitable admissions procedure and also suggest new courses for UG & PG for different programmes by following the statutory norms.

23. Spots & games Committee

- Students are encouraged to participate in institutional Sports events
The winners at the college level will be considered for participation at inter collegiate and inter university level.
- Plans the activities within the allotted budget and gets the permission of principal before the activities actually commence.
- Organizes activities at the college level.
- The winners at the college will be considered for participation at inter college and inter university level.
- The Committee recommends attendance to the participants representing the college outside for that period not exceeding 10/15 days. Seeks the approval of the principal in advance for the participants presenting the college outside.
- Prepares estimates for the next year budget.

24. Eco Club& Botanical Garden.

- It is a voluntary group of students and staff which promotes the environmental awareness, conservation of natural resources, control of pollution, reduction of plastic usage, planting of trees, water management etc. It also encourages the students in clean and green consciousness through various innovative methods.
- The Eco-club takes the support of NCC, NSS Units I & II for increasing the greenery of the campus and other eco-friendly activities.
- To encourage the students to plant a greater number of trees in the college campus, their homes and villages for increasing the greenery.
- To conduct Clean and Green, Swacha Bharath Abhian activities in the college campus.
- To create awareness on various environmental issues like Climate Change, Global Warming, Greenhouse effect, Acid rains, Pollution, Environmental movements and laws.
- To promote culture of Conservation of natural resources, Water management, Rain water harvesting and Solid Waste management.
- To educate students about reducing the usage of plastic, polythene bags and importance of 3Rs (Reduce, Reuse and Recycle).

Major Activities in support of NSS & UBA

- The club must Organise seminars, workshops, guest lectures on various environmental issues.
- Conducting mass plantation programmes.
- Campaign against usage of plastic and polythene made articles and bags.
- Making Eco-friendly items with waste and used materials.
- Encouraging home gardens and departmental indoor gardens.
- Promoting Clean and Green, Swacha Bharat Abhiyan activities in the college.

25. IQAC Internal Quality Assurance Cell (IQAC)

- As a quality enhancement and sustenance measure prescribed by the NAAC, the college must establish an Internal Quality Assurance Cell (IQAC).
- IQAC has been an integral part in developing a system for conscious, consistent and catalytic improvement in the overall performance of the College.
- The IQAC is committed towards internalization and institutionalization of quality enhancement initiatives in higher education.
- It helps the institution in planning and monitoring. IQAC also gives stakeholders including Students, Teachers, Parents, Alumni, funding agencies and Community, a cross-sectional participation in the institutions quality enhancement activities.
- QUALITY INITIATIVES OF IQAC
- Student Induction Programme
- Faculty Orientation Programme
- Faculty Development Programme
- Curriculum development
- Introduction of New courses
- International Conference/ Seminars
- National Conference/ Seminars
- Academic Collaborations
- Research Development
- IQAC Workshops
- Academic and Administrative Audit
- Feedback Analysis
- Infrastructural Facilities
- Training Programmes
- Awareness Programmes
- AQAR Submission
- National Institutional Ranking Framework (NIRF)
- All India Survey on Higher Education (AISHE)
- IQAC Meeting