6.1.2

The effective leadership is reflected in various institutional practices such as decentralisation and participative management.

-

- **Circulars for constitution of committees**
- **List of members of committees**
- **Functions and responsibilities of committees**

2017-18

M.O.P. Vaishnav College for Women (Autonomous)
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E-mail : mopvaishnav@mopvc.edu.in, Web : www.mopvc.edu.in

Dr.Lalitha Balakrishnan
Principal
Member, Senate, University of Madras

01.04.2017

CIRCULAR

PLANNING AND EVALUATION COMMITTEE

Planning and Evaluation Committee has been constituted with a composition of the following faculty members to discuss and put forth the future plans for the development and progress of the institution and evaluate the performance of the college in general.

1. Dr. Lalitha Balakrishnan, Principal & Chair Person
2. Dr. D. Uthira, Vice Principal
3. Ms. D. Radha, Controller of Examinations
4. Dr. K. B. Priya Iyer, Additional Controller of Examinations
5. Dr. Fernandes Jayashree Felix, Dean Academics
6. Dr. Archna Prasad, Dean Students

The committee will initiate required reforms to achieve the mission and vision of the college.

Signature of the Principal

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INTERNAL QUALITY ASSURANCE CELL

A Committee has been constituted for sustenance of quality (Internal Quality Assurance Cell) with a composition of the following faculty members. The committee shall channelise the efforts of the institution towards academic excellence with focus on quality sustenance and enhancement.

1. Dr. Lalitha Balakrishnan, Principal & Chairperson
2. Dr. D. Uthira, Vice Principal
3. Ms. Gavoury R
4. Dr. Nisha U

The committee aims to develop a conscious and consistent system to improve the academic and administrative performance of the institution.

Signature of the Principal

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ADMISSION COMMITTEE

Admission committee is constituted to finalise the admissions to all PG and UG courses and ensure that the reservation policy to SC/ST and weaker section be implemented as per Government norms. The admission committee formed for the academic year 2017-2018 is given below with the objectives for which it is formed.

Committee Composition

1. Dr. Lalitha Balakrishnan, Principal & Convenor
2. Dr. D. Uthira, Vice Principal
3. Dr. Sandhya Rajasekhar
4. Ms. V. Sudha
5. Ms. Sakthi Kumaresh
6. Ms. Meenakshi N

Signature of the Principal

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ADMISSION SMS / DATA ENTRY COMMITTEE

Admission SMS / Data Entry committee is constituted to coordinate with the admission committee and send SMS to the eligible candidates approved by Principal for personal interview and document verification.

Committee Composition

1. Dr. K. B. Priya Iyer, Additional Controller of Examinations
2. Ms. C.S. Padmasini
3. Ms. V.Sindhu
4. Ms. A Angayarkanni
5. Ms. Jayanthi Jayanth
6. Ms. Sathyabama Oppili
7. Ms. Aditi A Samant

Signature of the Principal

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RESEARCH ADVISORY COMMITTEE

The Research Advisory committee is constituted by the principal for the academic year 2017 – 2018. The committee is formed to actively involve faculty members in quality research and to enrich the knowledge in their respective domains. Dr. D Uthira is appointed as the convener of the committee.

Members of the Research Committee

Dr. D Uthira, Vice Principal

Dr. Susan Sridhar

Dr. Sudha Krishnakumar

Dr. Simmi Jain

Dr. Nirupama E

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ANTI RAGGING COMMITTEE

Anti-Ragging Committee is constituted to prevent Ragging in any form in the institution. The committee monitors and ensures that the environment is free from ragging and makes the freshers comfortable to adapt to the college life.

Composition of the Committee

1. Dr. Lalitha Balakrishnan, Principal & Convenor
2. Dr. D. Uthira, Vice Principal
3. Ms. Ramya Raman
4. Ms. Aditi A Samant
5. Ms. Anupama Viswanath – Student Representative

Signature of the Principal

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GRIEVANCE REDRESSAL COMMITTEE

Grievance Redressal Committee has been constituted with an aim to provide a secured Environment to every individual in the college campus. This committee is formed to redress the grievances of all students and staff members. The composition of the committee is as follows:

1. Dr. D. Uthira, Vice Principal
2. Dr. Susan Sridhar
3. Ms. Ramya Raman
4. Ms. R. A. Ghayathri Swetha Kumari
5. Ms. B. Subashini
6. Ms. Anjana Alagammai – Student Representative

Signature of the Principal

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INTERNAL ASSESSMENT CONDUCT COMMITTEE

Internal assessment conduct committee is formed by the principal to carry out the smooth conduct of Internal assessment examination during the odd and even semester of the academic year. The committee is responsible for conducting two IA examination per semester. The following faculty members are appointed as part of Internal Assessment conduct committee. Ms. Sakthi Kumaresh is designated to be the convener of the IA Conduct committee by the principal.

Ms. Sakthi Kumaresh
Dr. C S Srividya Prathiba
Ms. S. Sasikala Devi
Ms. R. Anupama
Dr. Hemalatha M
Ms. Aditi A Samant

Signature of the Principal

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CIRCULAR

INTERNAL ASSESSMENT CENTRAL EVALUATION CAMP COMMITTEE

The Principal constituted Internal assessment central evaluation camp committee in order to ensure smooth central valuation of Internal Assessment Examination papers. The committee is responsible for organizing valuation camp during the odd and even semester of the academic year. The following faculty members are appointed as part of IA Exam camp committee. Dr. R A Rabika Begum is designated to be the convener of the Internal Assessment Central Evaluation camp committee.

Dr. R A Rabika Begum
Dr. Sumangala Devi K C
Ms. M. Vijayalakshmi
Dr. Sudha Krishnakumar

Signature of the Principal

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CIRCULAR

END SEMESTER EXAMINATION COMMITTEE

The Examination committee has been constituted to execute decisions in regard to conduct of examinations, improving examination system under the guidance of the Chief Superintendent.

Composition

1. Dr. Lalitha Balakrishnan, Principal & Chair Person
2. Dr. Fernandes Jayashree Felix, Dean Academics
3. Dr. K. Sindhu
4. Ms. A. Muthulakshmi
5. Ms. C. S. Padmasini
6. Ms. K. J. Rachel
7. Ms. Lakshmi Ganesh

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VALUATION CAMP AND SCRUTINY COMMITTEE – END SEMESTER EXAMINATION

A Central Valuation Camp and Scrutiny Committee has been constituted with the following members to ensure smooth and error free evaluation of the ensuing End Semester Examination which will be held in the month of **October / November 2017 and March/April 2018**.

Committee Composition

1. Ms. T. Sunitha Rani
2. Ms. Gavoury R
3. Dr. Brinda Ramanujam
4. Ms. M. Vijayalakshmi
5. Ms. Sakthi Kumaresh
6. Ms. Gitanjali S Jindger
7. Dr. R. A. Rabika Begum
8. Ms. A. Angayarkanni
9. Dr. Sumangala Devi K. C
10. Ms. V Sudha

The central valuation camp and scrutiny team will operate with utmost confidentiality during valuation.

Signature of the Principal

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ACADEMIC AUDIT COMMITTEE

Academic Audit Committee is constituted to evaluate the performance of all departments by assessing the completion status of course content and curriculum. It also appreciates the new initiatives and methodologies adopted in the curriculum and gives suggestions for further improvement in the quality of teaching.

Composition of the Committee

1. Dr. Fernandes Jayashree Felix, Dean Academics
2. Dr. Anurekha S
3. Ms. Gavoury R
4. Ms. M. Vijayalakshmi
5. Dr. C. S. Srividya Prathiba

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MANAGEMENT IINFORMATION SYSTEM (MIS) COMMITTEE

The MIS committee of the college is responsible for gathering, organizing and storing data in a central data repository. The committee processes and analyze data for generating various reports of the college. The MIS committee is constituted by the principal with the following faculty members. Ms. Radha D is designated as the convener of the committee.

Members of MIS Committee

Ms. Radha D, Controller of Examinations

Dr. K B Priya Iyer, Additional Controller of Examinations

Dr. Nisha U

Ms. Ramya K

Signature of the Principal

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PLACEMENT COMMITTEE

The Placement cell of the college aims to bridge the gap between career aspirations of students and industry requirements. The Placement committee is constituted by the principal in order to carry out the smooth recruitment drive by the various companies visiting MOP and to guide & groom students as industry ready professionals. Dr. Sundari R will be the convener of the cell and she will be assisted by the following faculty members:

Members of the Placement Committee:

Dr. R Sundari

Ms. Sakthi Kumaresh

Ms. S Nishkala

Ms. Meenakshi N

Ms. Sangeetha Manoj

Signature of the Principal

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INFORMATION TECHNOLOGY COMMITTEE

The college provides access to high-end infrastructure and IT related services to students, researchers and teachers. In order to monitor regular software updates, firewall protection, anti-virus policy updation, network device status and trash maintenance, an IT committee is constituted by the Principal. Dr. K B Priya Iyer is designated to be the convener of the committee. The following members are part of the IT Committee of the College.

Dr. K B Priya Iyer, Additional Controller of Examinations
Ms. Gavoury R
Ms. T. Sunitha Rani
Ms. Sakthi Kumaresh
Ms. Anusha R

Signature of the Principal

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LIBRARY COMMITTEE

Library committee has been constituted to support the functioning of the library, facilitate the library development plans and ensures for a proper documentation of all services provided by the library.

Composition:

1. Ms. R. Jayalakshmi
2. Ms. C. Haripriya
3. Dr. J K Latha
4. Ms. Sangeetha Manoj
5. Dr. R. Rajeswari

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STUDENT WELFARE COMMITTEE

Student Welfare Committee is constituted to maintain a strong relationship between students, teaching faculty and administrative staff. The committee aims to boost the students' individuality, self-reliance and independence with responsibility to organize activities of their interest.

Composition of the Committee

1. Dr. Archna Prasad, Dean Students
2. Ms. Sakthi Kumaresh
3. Ms. Meenakshi N

Signature of the Principal

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SEXUAL HARASSMENT COMMITTEE

Sexual Harassment Committee is constituted to value the dignity of every individual and ensure that a congenial atmosphere is maintained inside the campus in which students, faculty members and non-teaching staff can work together in an environment free of sexual harassment.

Composition of the Committee

1. Dr. D. Uthira, Vice Principal
2. Dr. Susan Sridhar
3. Ms. Ramya Raman

Signature of the Principal

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CALENDAR COMMITTEE

The calendar committee is constituted to maintain the operating guidelines and highlight the proposed and planned events of all the department while preparing the academic calendar for the academic year under the guidance of the principal.

Composition

1. Dr. Lalitha Balakrishnan, Principal & Chair Person
2. Ms. V. Sudha
3. Ms. C. S. Padmasini

Signature of the Principal

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SC / ST COMMITTEE

SC/ST committee is constituted to implement the reservation policy, prevent caste-based discrimination in higher education, resolve any issues related to the SC/ST students and guide them to utilise the benefits of the scholarship schemes offered by the college.

Composition of the Committee

1. Dr. Lalitha Balakrishnan, Principal & Chair Person
2. Dr. Sandhya Rajasekhar
3. Dr. K. Sindhu
4. Ms. V. Sudha

Signature of the Principal

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STUDENT CABINET (M. O. P. SANSAD) ADVISORY COMMITTEE

Student Cabinet (M.O.P. SANSAD) Advisory Committee is constituted to identify and encourage creative talents of students, inculcate a competitive spirit, discipline, leadership qualities and aims to promote cultural literacy, general awareness and social awareness.

Composition of the Committee

1. Dr. Archna Prasad, Dean Students
2. Ms. Meenakshi N
3. Ms. S. Gowri
4. Ms. Anusha R
5. Ms. Pavitra M Davey

Signature of the Principal

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CIRCULAR

ED / INCUBATION AND INNOVATION COMMITTEE

ED / Incubation and Innovation Committee is constituted to accelerate innovation among students by facilitating entrepreneurship and start-ups.

Composition of the Committee

1. Dr. Archna Prasad, Dean Students
2. Ms. Gitanjali S Jindger
3. Ms. K.V. Niveditha
4. Ms. Pavitra M Davey

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SPORTS COMMITTEE

Sports Committee has been constituted to inculcate qualities such as sportsmanship, team spirit and bonding among students as well as to improve their physical well-being and enhance quality of life at the campus.

Composition of the Committee

1. Dr. D. Uthira, Vice Principal
2. Ms. A. Amutha
3. Mr. P. V. Ramesh
4. Ms. Brinda Ramanujam
5. Ms. Kiran Varma
6. Ms. V. Sudha
7. Ms. M. Priyavadhani

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M.O.P. KAUSHAL KENDRA

The college strongly believes in imparting skill-based education to its students as a part of the curriculum. Communication skills, Personality development skills, leadership and management skills are being imparted to all students of the college to make them employable. A special skill course that is related to their core discipline is offered to all students of the college. In order to coordinate the work related to organizing various skill program of the college, A committee is constituted with the following members under the headship of Dr. Archna Prasad

The Members of M.O.P. KAUSHAL KENDRA are:

Dr. Archna Prasad, Dean Students
Ms. T. Sunitha Rani
Ms. Anusha R
Ms Swetha G

Signature of the Principal

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Principal
Member, Senate, University of Madras

01/04/2017

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OUTREACH ACTIVITIES / NSS COMMITTEE

The NSS of the college aims to instil the idea of social welfare in students, and provide service to the society without bias. An outreach committee is formed by the college to coordinate the activities of community engagement activities and collaborate with NGO's to deliver service to the needy. NSS student volunteers are involved in the outreach activities. Ms. Sathyabama Opili is designated as the convener of the committee.

Members of the Outreach committee:

Ms. Sathyabama Oppili

Ms. Sree Monica K

Ms. N Krupa

Signature of the Principal

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NCC COMMITTEE

M.O.P. Vaishnav College believes in empowering women through holistic education. It has been nurturing many talents, since its existence. NCC has been a platform for courageous women to overcome their fears and to face the world as prominent leaders. The NCC committee has been formed by the college with the following faculty members to carry out the yearlong NCC activities. ~~Ms. Sindhu V is the faculty coordinator for this committee.~~

NCC Committee Members:

Ms. V. Sindhu

Ms Vivitha S

Signature of the Principal

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Phone : 044 - 2833 0262 / 2833 0677 Fax : 044 - 2833 0385
E-mail : mopvaishnav@mopvc.edu.in, Web : www.mopvc.edu.in

Dr.Lalitha Balakrishnan
Principal
Member, Senate, University of Madras

01/04/2017

CIRCULAR

EVS / VALUE EDUCATION COMMITTEE

The EVS and Value Education committee of the college is constituted to educate students about conserving natural resources like water, optimize energy efficiency, manage waste, create plastic free environment, climate change and sustainability. Various Guest Lectures and workshops that instils ethics and values in every student will be organized by the committee. Dr. D Uthira is appointed as the convener of the committee. The Committee consists of the following faculty members:

Dr. D Uthira, Vice Principal
Ms. M. Vijayalakshmi
Ms. Sindhu V
Ms. M R. Alamelu
Ms. Angayarkanni A
Ms. Vijayalakshmi Sailapathy
Ms. Anusha R

Signature of the Principal

M.O.P. Vaishnav College for Women (Autonomous)
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Dr.Lalitha Balakrishnan
Principal
Member, Senate, University of Madras

01/04/2017

CIRCULAR

CONSUMER CLUB

The consumer club of the college aims to organize various events on the topics related to consumer protection and awareness. The committee is formed to carry out the activities of the club. Ms. Vijayalakshmi Sailapathy is appointed as the head of the committee.

The Members of the committee are

Ms.Vijayalakshmi Sailapathy

Ms. Remyashree

Signature of the Principal

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Dr.Lalitha Balakrishnan
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01/04/2017

CIRCULAR

MAGAZINE & M.O.P. NEWSLETTER COMMITTEE

The Magazine and M.O.P. Newsletter committee of our college is established to document the myriad happenings of the college. The committee is responsible for collecting information related to the happenings of various activities and events in the college, including staff and student achievements. Ms. R. Jayalakshmi will be the convener of the committee.

The Members of the magazine committee are:

Ms. R. Jayalakshmi

Dr. Sandhya Rajasekhar

Ms.Vidya Padmanabhan

Ms.R. Anupama

Ms.Akila Bharat

Signature of the Principal

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Dr.Lalitha Balakrishnan
Principal
Member, Senate, University of Madras

CIRCULAR

INFRASTRUCTURE MAINTENANCE COMMITTEE

01/04/2017

The college provides access to high-end infrastructure and related services to students, researchers and teachers. The infrastructure committee is formed to ensure that the infrastructure conforms to excellent standards of quality in construction and campus maintenance. The committee will function under the able guidance of the Vice Principal, Dr. Uthira, who is the convener of the committee.

The Members of the committee are:

Dr. D Uthira, Vice Principal
Ms. Priya V Krishna

Signature of the Principal

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Dr.Lalitha Balakrishnan
Principal
Member, Senate, University of Madras

01/04/2017

CIRCULAR

CULTURAL EVENTS

The Cultural Events of the college is managed by the cultural committee. The Committee is constituted to promote cultural activities such as music, dance and performing arts. Dr. S. Jaishree, will be the convener of the committee.

The members of the committee are:

Dr. S. Jaishree

Ms. Pavitra M Davey

Ms. S. Gowri

Ms. Meenakshi N

Signature of the Principal

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Dr.Lalitha Balakrishnan
Principal
Member, Senate, University of Madras

01/04/2017

CIRCULAR

BULLETIN BOARD COMMITTEE

The Bulletin board committee is constituted by the principal to ensure that the right information reaches the students at right time. The Bulletin board committee is responsible to facilitate the display of news related to education and current affairs, announcements related to examination, student achievements, events and happenings in the college. Dr. Sandhya Rajasekar is designated as the convener of the committee

The Members are:

Dr. Sandhya Rajasekhar

Ms. M R Alamelu

Dr. E. Nirupama

Signature of the Principal

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Dr.Lalitha Balakrishnan
Principal
Member, Senate, University of Madras

01/04/2017

CIRCULAR

HEALTH AND HYGIENE COMMITTEE

The college ensures that every student and staff of the college is physically and mentally fit & healthy. Health and Hygiene committee is constituted by the college to conduct various events to enable students to cohesively use their mind and body to bring out their talents creatively. The committee is responsible for organizing guest lectures, seminars, webinars, etc., to provide significant insights on various aspects related to health and hygiene. Ms. Sini is appointed as the convener of the committee.

Members of the Health and Hygiene committee:

Ms. Sini Jadeesh

Ms. Lakshmipriya K

Ms. Haripriya A

Signature of the Principal

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Dr.Lalitha Balakrishnan
Principal
Member, Senate, University of Madras

01/04/2017

CIRCULAR

VIP REFRESHMENT COMMITTEE

Our college believes in motto "Atithi Devo Bhava", thus giving our guests an experience of warmth and comfort. In order to serve refreshments during college sponsored meetings, formal occasions and during celebrations to all guests and VIPs participating in the events, VIP refreshment committee is constituted by the principal.

Members of the VIP refreshment committee

Dr. P. Savitha

Ms. A. Haripriya

Dr. Nirupa S Mogili

Signature of the Principal

LIST OF COMMITTEES 2017 - 2018

S.No.	Committees	Members
1	PLANNING & EVALUATION	Dr. Lalitha Balakrishnan, Principal & Chair Person Dr. D Uthira, Vice Principal Dr. D. Radha, Controller of Examinations Dr. K.B. Priya Iyer, Additional Controller of Examinations Dr. Fernandes Jayashree Felix, Dean Academics Dr. Archna Prasad, Dean Students
2	INTERNAL QUALITY ASSURANCE CELL	Dr. Lalitha Balakrishnan, Principal & Chair Person Dr. D.Uthira, Vice Principal Ms.Gavoury R Dr. Nisha U
3	ADMISSION	Dr. Lalitha Balakrishnan, Principal & Convenor Dr. D.Uthira, Vice Principal Dr. Sandhya Rajasekhar Ms. V Sudha Ms. Sakthi Kumaresh Ms. Meenakshi N
4	ADMISSION SMS/ DATA ENTRY	Dr. K.B.Priya Iyer, Additional Controller of Examinations Ms. C S Padmasini Ms. V. Sindhu Ms. A Angayarkanni Ms. Jayanthi Jayant Ms. Sathyabama Oppili Ms. Aditi A Samant
5	RESEARCH ADVISORY	Dr. D.Uthira, Vice Principal Dr. Susan Sridhar Dr. Sudha Krishnakumar Dr. Simmi Jain Dr. Nirupama E

Signature of the Principal

Principal
M.O.P. Vaishnav College for Women
(Autonomous)
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S.No.	Committees	Members
6	ANTI RAGGING	Dr. Lalitha Balakrishnan, Principal & Convenor Dr. D.Uthira, Vice Principal Ms. Ramya Raman Ms. Aditi A Samant Ms. Anupama Viswanath - Student Representative
7	GRIEVANCE REDRESSAL	Dr. D. Uthira, Vice Principal Dr. Susan Sridhar Ms. Ramya Raman Ms .R A Ghayathri Swetha Kumari Ms. B. Subashini Ms. Anjana Alagammai - Student Representative
8	INTERNAL ASSESSMENT CONDUCT	Ms. Sakthi Kumaresh Dr. C S Srividya Prathiba Ms. S. Sasikala Devi, Ms. R. Anupama Dr. Hemalatha M Ms. Aditi A Samant
9	INTERNAL ASSESSMENT CENTRAL EVALUATION CAMP	Dr. R A Rabika Begum Dr. Sumangala Devi K C Ms. M Vijayalakshmi Dr. Sudha Krishnakumar
10	END SEMESTER EXAMINATION	Dr. Lalitha Balakrishnan, Principal & Chair Person Dr. Fernandes Jayashree Felix, Dean Academics Dr. K.Sindhu Ms. A. Muthulakshmi Ms. C.S Padmasini Ms. K.J. Rachel Ms. Lakshmi Ganesh
11	VALUATION CAMP / SCRUTINY	Ms. T Sunitha Rani Ms. Gavoury R Ms. Brinda Ramanujam

Signature of the Principal

Principal
M.O.P. Vaishnav College for Women

S.No.	Committees	Members
		Ms. M Vijayalakshmi Ms. Sakthi Kumaresh Ms. Gitanjali S Jindger Dr. R A Rabika Begum Ms. A Angayarkanni Dr Sumangala Devi K C Ms V Sudha
12	ACADEMIC AUDIT	Dr. Fernandes Jayashree Felix, Dean Academics Dr. Anurekha S Ms. Gavoury R Ms. M.Vijayalakshmi Dr. C S Srividya Prathiba
13	MANAGEMENT INFORMATION SYSTEM (MIS)	Dr. Radha D, Controller of Examinations Dr. K B Priya Iyer, Additional Controller of Examinations Dr. Nisha U Ms. Ramya K
14	PLACEMENT	Dr. R. Sundari Ms. Sakthi Kumaresh Ms. S Nishkala Ms. Meenakshi N Ms. Sangeetha Manoj
15	INFORMATION TECHNOLOGY	Dr. K.B. Priya Iyer, Additional Controller of Examinations Ms. Gavoury R, Ms.T. Sunitha Rani Ms. Sakthi Kumaresh Ms. Anusha R
16	LIBRARY	Ms. R Jayalakshmi Ms. C Haripriya Dr. J K Latha Ms. Sangeetha Manoj Dr. R Rajeswari

Signature of the Principal

Principal
M.O.P. Vaishnav College for Women
(Autonomous)

S.No.	Committees	Members
17	STUDENT WELFARE	Dr. Archna Prasad, Dean Students Ms. Sakthi Kumaresh Ms. Meenakshi N
18	SEXUAL HARASSMENT	Dr. D Uthira, Vice Principal Dr. Susan Sridhar Ms. Ramya Raman Ms. R A Ghayathri Swetha Kumari Ms. B. Subashini
19	CALENDAR	Dr. Lalitha Balakrishnan, Principal & Chair Person Ms.V Sudha Ms. C S Padmasini
20	SC/ST	Dr. Lalitha Balakrishnan, Principal & Chair Person Dr. Sandhya Rajasekhar Dr. K.Sindhu Ms.V. Sudha
21	M.O.P SANSAD	Dr. Archna Prasad, Dean Students Ms Meenakshi N Ms S.Gowri Ms. Anusha R Ms. Pavitra M Davey
22	ED/INCUBATION & INNOVATION	Dr. Archna Prasad, Dean Students Ms. Gitanjali S Jindger Ms. K.V.Niveditha Ms. Pavitra M Davey
23	SPORTS	Dr. D. Uthira, Vice Principal Ms. A . Amutha Mr. P V Ramesh

Signature of the Principal

Principal
M.O.P. Vaishnav College for Women
(Autonomous)

S.No.	Committees	Members
		Ms. Brinda Ramanujam Ms. Kiran Varma Ms. V. Sudha Ms. M. Priyavadhani
24	M.O.P. KAUSHAL KENDRA	Dr. Archna Prasad, Dean Students Ms. T. Sunitha Rani Ms. Anusha R Ms. Swetha G
25	OUTREACH ACTIVITIES / NSS	Ms. Sathyabama Oppili Ms. Sree Monica K Ms. N Krupa
26	NCC	Ms. V. Sindhu Ms. Vivitha S
27	EVS/ VALUE EDUCATION	Dr. D.Uthira, Vice Principal Ms. M. Vijayalakshmi Ms. Sindhu V Ms. M.R. Alamelu Ms. Angayarkanni A Ms.Vijayalakshmi Sailapathy Ms. Anusha R
28	CONSUMER CLUB	Ms. Vijayalakshmi Sailapathy Ms. Remyashree
29	MAGAZINE & M.O.P. NEWS LETTER	Ms. R Jayalakshmi Dr. Sandhya Rajasekhar Ms.Vidya Padmanabhan Ms. R Anupama Ms. Akila Bharat
30	INFRA STRUCTURE MAINTENANCE	Dr. D.Uthira, Vice Principal Ms. Priya V Krishna

Signature of the Principal

Principal
M.O.P. Vaishnav College for Women

S.No.	Committees	Members
31	ALUMNI ASSOCIATION	Dr. Lalitha Balakrishnan, Principal President Dr. C S Srividya Prathiba Dr. Archna Prasad, Dean Students Dr. Nisha U Ms. C.S.Padmasini
32	CULTURAL EVENTS	Dr. S. Jaishree Ms. Pavitra M Davey Ms. S.Gowri Ms. Meenakshi N
33	BULLETIN BOARD	Dr. Sandhya Rajasekhar Ms. M.R. Alamelu Dr. E Nirupama
34	HEALTH AND HYGIENE	Ms. Sini Jadeesh Ms. Lakshmipriya K Ms. Haripriya A
35	VIP REFRESHMENT	Dr. P Savitha Ms. Haripriya A Dr. Nirupa S Mogili

* Ad hoc committees shall be constituted from time to time on the basis of requirement

BOARD OF STUDIES - CHAIRPERSONS

Dr. Lalitha Balakrishnan, Principal
Dr. D Uthira, Vice Principal
Dr. Fernandes Jayashree Felix, Dean Academics
Dr. Archna Prasad, Dean Students
Dr. Anurekha S
Ms. Gavoury R
Ms. A Uma Maheshwari
Ms. R A Ghayathri Swetha Kumari
Dr. Simmi Jain
Ms. R Jayalakshmi
Dr. Sudha Trivedi

Signature of the Principal

Principal
M.O.P. Vaishnav College for Women
(Autonomous)

M.O.P. VAISHNAV COLLEGE FOR WOMEN (AUTONOMOUS)

Chennai - 600 034, India.

M.O.P. SANSAD 2017 - 2018

S.No.	Name of the Student	Portfolio	Ministry
1	Anupama Viswanath	Prime Minister	SOCIAL WELFARE
2	Varsha Subramanian	Deputy Prime Minister	CULTURAL AFFAIRS
3	Anjana Alagammai	Deputy Prime Minister	SPORTS
4	Anju Dhoka	Minister	CULTURAL AFFAIRS
5	Sanchi A Tibrewala	Minister	ENTREPRENEUR-SHIP DEVELOPMENT
6	Harshitha V	Minister	HOME AFFAIRS
7	Shruthi Siotia	Minister	
8	Nandita Senthilkumar	Minister	
9	Shravya Aaradhyam	Minister	ENVIRONMENT
10	Nivetha Priya S	Minister	
11	Swarnalakshmi Veerapandiyan	Minister	HEALTH & HYGIENE
12	Neeraja Ch	Minister	SOCIAL WELFARE
13	Ramalakshmi	Minister	
14	Sneha Murali	Minister	NCC
15	Kanimozhi Elangovan	Minister	
16	Srividhya Satish P	Minister	

Signature of the Principal

Principal
M.O.P. Vaishnav College for Women
(Autonomous)
No. 20, IV Lane, Nungambakkam High Road

M.O.P. VAISHNAV COLLEGE FOR WOMEN (AUTONOMOUS)

Chennai - 600 034, India.

BOARD OF GOVERNORS

Shri. Dr.M.D. Srinivas	Chairman
Shri. Harikrishna Jhaver	Vice Chairman
Shri. Manoj Kumar Sonthalia	Secretary
Shri. Giridhari G. Shah	Treasurer
Shri. Ashok Kumar Mundhra	Member
Shri. Harishankar Agarwal	Member
Shri. Madan Lal Gupta	Member
Shri. Suraj Ratan Damani	Member
Shri. P. Haridas	Member
Shri. S.B. Goenka	Member
Shri. Ramesh R. Bhatt	Nominee, Shri.Gujarati Mandal
Shri. Srikumar Fomra	Member
Shri.S. Parthasarathy	Member
Shri. M.V. Cunniah Chetty	Member
Shri. B.S. Raghavan, I.A.S.(Retd)	Member
Shri. V. Swaroop	Member
Smt. Nina B. Kothari	Member

MANAGEMENT COMMITTEE CUM EXECUTIVE COUNCIL FOR AUTONOMY

Shri. Harikrishna Jhaver	Chairman
Shri. Manoj Kumar Sonthalia	Secretary
Shri. Giridhari G. Shah	Treasurer
Shri. Ashok Kumar Mundhra	Member
Shri. P. Haridas	Member
Shri. S. Parthasarathy	Member
Shri. B.S. Raghavan, I.A.S.(Retd)	Member
Dr.M. Aruchami	Educationist
Dr. Lalitha Balakrishnan	Principal & Member (Ex-Officio)
Dr. D. Uthira	Staff Representative
Dr. Fernandes Jayashree Felix	Staff Representative

UGC Nominee, State Govt. Nominee, University Nominee

Signature of the Principal

Principal
M.O.P. Vaishnav College for Women
(Autonomous)
No. 20, IV Lane, Nungambakkam High Road

ROLES AND RESPONSIBILITIES OF COMMITTEES

PLANNING AND EVALUATION COMMITTEE

Responsibilities of the committee are as follows:

- Design various strategic plans for the overall requirements and the development of the College.
- Plan for sustaining the quality of education, quality improvement and consider such other activities for furtherance of academic excellence.
- Review the academic and other related activities of the college.
- Encourage teaching innovation programmes.
- Visualize and formulate perspective plans for promoting research and extension activities in the college.
- Recommend schemes to promote participation of departments in community development activities.
- Formulate Plans for the students' activities and faculty development programmes.
- Prepare, implement and execute strategic plan for industry institute interface.
- Plan and suggest avenues to apply for various schemes/grants under funding agencies.
- Plan and execute various activities to be conducted in a year.
- Formulate policy and draw an annual plan for Curricular and Extra-curricular activities for approval of Governing Body.
- Prepare a Feedback Mechanism to evaluate the performances of the staff and students.
- Review the IQAC activities and give feedback on the performance audit conducted by IQAC.
- Monitor the progress in carrying out the decisions taken by Board of Management and to plan for future requirements.

Signature of the Principal

Principal
M.O.P. Vaishnav College for Women
(Autonomous)
No. 21, IV Lane, Nungambakkam High Road
Chennai-600 034

INTERNAL QUALITY ASSURANCE CELL

Responsibilities of the committee are as follows:

- Design plans and implement quality initiatives to attain benchmark.
- Periodically reviews all the parameters for various academic and administrative activities
- Facilitate a quality learner-centric environment and propose research initiatives.
- Obtain feedback from all stakeholders on quality-related activities
- Organize seminars on quality related themes for Higher Education
- Maintain proper Documentation of all the activities and programmes of the institution leading to quality improvement
- Act as a nodal agency of the Institution for coordinating quality-related activities.
- Monitor the Best Practices of each department, institutional database through MIS for maintaining and enhancing the quality of the institution.
- Have a follow-up of the periodic Academic Audit and Administrative Audit
- Preparation and submission of NIRF as per the guidelines.
- Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.
- Preparation and Submission of IIQA
- Preparation and Submission of SSR.

Signature of the Principal

Principal
M.O.P. Vaishnav College for Women
(Autonomous)
No. 29, IV Lane, Nungambakkam High Road
Chennai-600 034

ADMISSION COMMITTEE

Responsibilities of the committee are as follows:

- The committee shall fix the Date for Online sale of application for UG and PG courses and ensure the following
- Information for application sale is posted on website
- Online application sale is opened on scheduled date
- Confirm with the software in-charge for smooth running of online application software
- College General brochure and Department brochures are prepared and kept ready to be made available for applicants as and when they apply.
- Information on courses offered, eligibility for each course, instructions to applicants and admission procedure is posted on website.
- Rank list is generated by technical team member and forwarded to the principal for approval
- SMS and Email is sent to the applicants for an online interview as per the rank list.
- Candidate certificates verification is performed during the online interview.
- Selected candidates are intimated about the online fee payment details.
- Details to upload the soft copy of the documents along with the fee payment transaction id in the portal reach the selected candidates.
- Head of Department of each course checks the online portal and update the status of admission to the Principal as well as the concerned administrative staff at the end of the day.
- Administrative staff maintains community-wise admission status and submit to Principal
- Schedule with date and time for submission of originals by the candidate who have been admitted is prepared and informed well in advance.
- For offline admissions documents to be produced on the date of admission.

Signature of the Principal

Principal
M.O.P. Vaishnav College for Women
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Chennai-600 034

ADMISSION SMS / DATA ENTRY COMMITTEE

Responsibilities of the committee are as follows:

- Members of the Committee to test all the operations of the software for rank list generation prior to the start of the admission process.
- Any new members to be given orientation about the usage and the operations of the software.
- Members of the committee to test and check for working status of SMS Tools software by sending a sample SMS prior to the start of the process.
- Any requested candidate details to the searched with attributes like email, mobile number, name or Department.
- Community and Board wise rank lists to be generated
- All generated lists to be forwarded to the principal for approval
- Check for the marks of a candidate if requested.
- Generate the SMS list for candidates approved by principal
- Send SMS and Email to the candidates approved by principal for an online interview.
- Open the Portal for selected and fee paid candidates to upload the soft copy of the required documents.

Signature of the Principal

Principal
M.O.P. Vaishnav College for Women
(Autonomous)
No. 20, IV Lane, Nungambakkam High Road
Chennai-600 034

RESEARCH ADVISORY COMMITTEE

Responsibilities of the committee are as follows:

- To create a conducive environment for the promotion of Research & Innovation activities in the institution.
- To identify potential areas of research and encourage faculty members to apply for Major Research Projects, Minor Research Projects and also undertake collaborative research.
- To apply for Seed Money Grant Research Project
- To organize Workshops and Faculty Development Programs in Research Methodology and the Nuances of Research paper Writing
- To engage the faculty members and students in quality research
- To motivate the faculty members to present papers in National and International conferences.
- To advise the faculty members to publish research articles in peer reviewed scopus indexed and UGC listed journals
- To support and motivate the departments in organizing National and International conferences
- To Send proposal for UGC funded projects
- To recommend the college library for purchase of books related to research.
- Maintain ethical standards in research.
- To appraise the faculty members and students to the latest development in research.
- The committee invite articles for "Syndicate" The journal of Management (SJOM) – the Annual Peer reviewed International Online Journal published by the college.
- The committee reviews and recommend the best articles for publication in Syndicate
- Ensure documentation of records related to research activities carried out by the college and by the faculty members.

Signature of the Principal

Principal
M.O.P. Vaishnav College for Women
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ANTI-RAGGING COMMITTEE

Responsibilities of the committee are as follows:

- To prohibit, prevent and eliminate the incidents of ragging on campus
- To monitor, director and oversee the functions and performance of the Anti- Ragging Squads in prevention and curbing of ragging in the institution.
- To take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.
- To be vigilant at all hours all around the campus and other places vulnerable to incidents of, and having the potential of, ragging and shall be empowered to inspect such places.
- To offer services of counselling and create awareness to the students.

Signature of the Principal

Principal
M.O.P. Vaishnav College for Women
(Autonomous)
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Chennai-600 034

GRIEVANCE REDRESSAL COMMITTEE

Responsibilities of the committee are as follows:

- The Committee will work to provide a conducive atmosphere by performing the following
- Accept written/oral grievances from students and staff and take necessary steps.
- Check for the authenticity.
- Develop a plan of action to handle the reported grievances.
- Implement the developed strategy to solve it and forward the findings to Principal for further action.
- Have a follow-up of the actions taken related to the grievance at regular intervals till its final disposal.
- Maintain strict confidentiality.
- Convene periodical meetings to discuss whether the grievances have been settled.

Signature of the Principal

Principal
M.O.P. Vaishnav College for Women
(Autonomous)
No. 26, IV Lane, Nungambakkam High Road
Chennai-600 034

M. O. P. VAISHNAV COLLEGE FOR WOMEN (AUTONOMOUS)
Chennai - 600 034, India.

INTERNAL ASSESSMENT CONDUCT COMMITTEE

The committee is entrusted with the responsibility of conducting two internal assessments each semester during the year. The committee is responsible for carrying out the following activities during the conduct of IA Examination

- Collection of Subject List from the Head of the Department.
- Preparation of the Time-table
- Collection of Question Papers from various departments
- Submission of Question Papers to COE for taking multiple copies
- Preparation of seating arrangement.
- Collection of Attendance sheet for all the classes from Controller's office
- Taking multiple copies of the attendance sheets.
- Preparation of Invigilation Schedule
- Preparation of paper collection and Invigilation registers.
- Handing over answer scripts to Internal Assessment camp Committee

Signature of the Principal

Principal
M.O.P. Vaishnav College for Women
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Chennai-600 034

INTERNAL ASSESSMENT CENTRAL VALUATION CAMP COMMITTEE

Responsibilities of the committee are as follows:

- To prepare a schedule for the collection of answer scripts based on the Time table framed by the IA conduct committee
- To collect answer scripts from the IA conduct committee at the end of every session
- To ensure the number of bundles of answer scripts received from the IA conduct committee is as per the examinations held during the session
- To arrange the answer scripts department wise in IA Camp room
- To inform the faculty members to come to the camp room for carrying out the valuation of IA answer scripts
- To ensure smooth valuation of IA answer scripts
- To verify whether the faculty members affix their signature after completion of valuation of their answer script bundle.
- To dispatch the answer scripts to the faculty members after valuation is done.

Signature of the **Principal**

Principal
M.O.P. Vaishnav College for Women
(Autonomous)
No. 20, IV Lane, Nungambakkam High Road
Chennai-600 034

END SEMESTER EXAMINATION COMMITTEE

Responsibilities of the committee are as follows:

Specific Responsibilities of Examination Committee shall include the following for the smooth conduct of the End Semester Examination:

- Members of the committee to check Attendance sheets for all regular examinations
- Workout a seating schedule
- Update the faculty list for Invigilation.
- Prepare Invigilation list based on the requirement date wise and accordingly allocate the faculty members for invigilation.
- Answer sheets requirements to be submitted to COE for all examinations
- Exam committee's Stationery requirements to be submitted to COE
- Paste the year wise student seating list and instructions on the notice board
- Collect the names of not condoned students from Coe office.
- Strike off the names of the not condoned students from the attendance
- Arrange the trays with answer sheets room wise according to the seating arrangements on the previous day of the exam
- Collect the Question papers from the COE office on the day of the exam and place it in the respective trays as per the requirement
- Required instructions are given to the invigilators be the superintendent before the start of the exam
- Log books, Annuity tables, Present value tables are given to the students based in the subject requirements
- Issue Duplicate Hall Ticket to students who do not bring their Hall Ticket after collecting a nominal fine from
- Attendance sheets signed by students and invigilator to be scrutinized by the committee and submitted to COE after exams department wise.

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- Despatch stickers, Despatch sheet, Question paper cover stickers to be kept ready for all exams
- Collect the Answer Scripts from the invigilators after the examination and despatch to the COE office for evaluation.
- Make arrangements for students who require scribe in consultation with the COE Office.

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VALUATION CAMP/ SCRUTINY COMMITTEE

Responsibilities of the committee are as follows:

- The Valuation Camp shall function from 9.00 a.m. to 5.00 p.m. on all Working days.
- Members of the Valuation Camp shall be present at the venue at least half an hour before the commencement of camp on all days.
- Camp Members shall make necessary seating arrangements for examiners.
- Camp Members shall maintain sufficient number of Question Papers and Scheme of Valuation to be given for the external examiners.
- Members of the camp shall verify the appointment order of External / Internal Examiner issued by the Controller of Examination.
- The Camp Officer shall orient the members to distribute the answer scripts as per the distribution statement received from the Controller of Examinations to the respective examiners.
- Camp members shall handover the answer scripts to the examiner after entering all the particulars in the logbook along with signature.
- Camp members to ensure that a maximum of 50 answer scripts per day are valued by each external / Internal examiner.
- The answer scripts evaluated by the examiners shall be confidentially and meticulously scrutinized by the scrutiny team. Any discrepancy shall be immediately reported to the Camp Officer.
- Scrutiny members to ensure that the marks allotted are in accordance with the direction issued in the scheme.
- Camp members to note down the number of scrutinized bundles and forward the foil Sheet of the evaluated answer scripts signed by the Camp Officer after cross checking with the scrutiny team to the Controller of Examinations office.

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- Any examiner not reported for valuation shall be informed to the Controller of Examinations for making alternative arrangements.
- Camp members shall verify the duly filled claim forms submitted by the examiners and the same to be forwarded with a consolidation report duly signed by the Camp Officer to Controller of Examinations.

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ACADEMIC AUDIT COMMITTEE

The committee shall:

- Ensure that Program Heads conduct Academic Audit twice in a year before IA exams.
- Monitor the teaching faculty on the completion of syllabus
- Assess the academic performances of the faculty members by going through their lesson plans.
- Make the individual faculty accountable for the completion of syllabus.
- Check if syllabus completion is in accordance with the lesson plan.
- Identify the strengths and limitations of each department.
- Assess the academic performance of the department as a whole.
- Organize periodical meetings to discuss about the improvements to be made in the curricular aspects.

MANAGEMENT INFORMATION SYSTEM (MIS) COMMITTEE

Responsibilities of the committee are as follows:

- For easy storing and organizing of the MIS data, the committee makes use of the Vaishnav Speed Software.
- The committee request the departments to update MIS details through Vaishnav speed software as and when any event takes place in the department.
- The committee needs to check on status of data that is updated on MIS data base.
- Any report as requested by the principal and the management to be generated based on MIS data.
- The MIS committee has to prepare principal report for presenting on the college day
- The MIS committee has to prepare report that will be submitted to the university of madras.

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PLACEMENT COMMITTEE

Responsibilities of the committee are as follows:

- Placement Orientation meeting will be conducted across the various departments of the college by the faculty placement coordinator
- Student coordinator is selected during the Placement orientation meeting
- Instructions will be given to the students for Placement registration
- Organize placement training for the students
- Invite companies for placement
- Coordinate with the Company's HR by providing all required details about the various programmes offered by the college.
- Communicate the details regarding the company's requirement including Job description to the students through the student coordinators
- Check whether the student is eligible to attend the placement as per the eligibility criteria given by the company
- Collect names of the interested students through student coordinator
- Motivate the students to prepare for placements
- Fix the date and time of placement after consultation with the Principal.
- Send the details of interested students to the respective company's HR.
- Ensure that students have the necessary infrastructure to attend the recruitment process online.
- Ensure that students attend their recruitment process on the mentioned dates.
- Ensure that students appear for all rounds in the placement process if she is shortlisted.
- Maintain Placement cell Policy (One offer per candidate)
- Ensure smooth conduct of placement in the college campus
- Share the selection intimation to the student coordinators of the respective department.
- Maintain details regarding the placed students' class wise & company wise
- File the offer letters of the selected students

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INFORMATION TECHNOLOGY COMMITTEE

Responsibilities of the committee are as follows:

- To provide all required IT resources to students, researchers and teachers.
- To ensure all IT resources are updated and available to the students as per policies laid down by the college.
- To hold meeting annually and document the minutes.
- Initiating and implementing green computing methods at the campus to provide eco-friendly environment.
- To introduce new technologies to the students in par with industry standards and advanced developments.
- To have an effective annual maintenance plan which ensure maximum uptime of systems and devices.
- Regular monitoring with respect to software updates, firewall protection, anti-virus updation, network device status, system files cleaner, new web access policies.
- Ensure uptime of IT resources 24/7 to the stakeholders.

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LIBRARY COMMITTEE

Responsibilities of the committee are as follows:

- Review library policies for instructions, resources, services, and the facility
- Discuss the budgetary issues for books, journals and e-resources.
- Recommend for new collections
- Enlighten the students and faculty regarding library services and innovations in the library
- Make sure that the rules framed/modified are adhered.
- Ensure that resources supporting research are procured to cater to the needs of the students and faculty.
- Monitor the Subscription of journals.
- Library transactions are maintained properly.
- Technology supporting Library activities are upgraded and optimally used.
- Arrange for External Library visits.
- Plagiarism software purchase.
- Monitor the subscription of Digital Resource Databases

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STUDENT WELFARE COMMITTEE

Responsibilities of the committee are as follows:

- Orient students on various schemes and programmes started for the welfare of the students
- Orient students on various ministries of the student cabinet and encourage them to take up posts to hone their leadership skills.
- Help students to understand their unique personal abilities.
- Develop student's interactive skills.
- Encourage students to come out with innovative ideas for New Idea Generation programmes
- Screen Videos/Movies which enhance their learning process.
- Conduct Mentor-Mentee sessions to develop strong student-teacher relationship
- Conduct periodic meetings to discuss the welfare of the students
- Organise activities for their personality development
- Strengthen the relationship with parents and organize organise meeting and programmes for them.
- Conduct Yoga Session to gain health benefits
- Ensure that a hygienic atmosphere is maintained in the campus
- Address and solve any student related issues

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SEXUAL HARASSMENT COMMITTEE

Responsibilities of the committee are as follows:

- Develop guidelines and norms for policies against sexual harassment.
- Implement the policies.
- Facilitate a safe working environment for all.
- Providing information to all staff and students about what constitutes sexual harassment
- Make every individual to understand their responsibility not to sexually harass other staff and students
- Organize gender sensitization awareness programme
- Promote gender equality and provide equal opportunities
- Ensure that the mechanism for registering complaints is safe.
- Treat any Complaints with dignity and respect.
- Ensure that the Complaints are confidential
- Check for genuinity of the complaint.

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CALENDAR COMMITTEE

Responsibilities of the committee are as follows:

- Prepare Calendar template for the Academic year according to Dates and Days for each semester.
- Marks the Festivals and Government holidays in the calendar by referring to the Government Public holidays and Almanac.
- Update the names and additional qualification of Teaching Faculty and Non-Teaching Faculty for the current academic year.
- Mark the Reopening dates for Odd and Even semesters.
- Specify the instructional days and academic workings days leaving out the Government holidays and Sundays
- Mark the College events and Department events as per the inputs obtained from heads of departments and deans
- Indicate the Internal Assessment and End semester examination dates in coordination with the Controller of Examinations.
- Coordinate with the printing press staff for preparing the Academic calendar as a handbook

SC / ST COMMITTEE

Responsibilities of the committee are as follows:

- Guide SC / ST students and help them to manage all academic issues
- Ensure protection and reservation as provided in the constitution of India.
- Make them aware of various scholarships available

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M.O. P SANSAD

Responsibilities of the committee are as follows:

- Plan and schedule the inter and intra cultural events for the academic year
- Introduce students to various ministries of the student cabinet
- Arrange for Investiture Ceremony
- Organize Events to Welcome First Year students on the Fresher's Day.
- Organize events that promote cultural literacy.
- Arrange for seminars on topics of local, national and international interest.
- Organise social welfare activities and contribute to the needy from the funds raised through such events.
- Enlighten students of the ministries on the procedure to organise events.
- Assist students to prepare Budgets for various event
- Conduct periodic meetings to discuss the happenings
- Organize event for faculty members on the Teacher's Day.
- Involve the Student Cabinet in almost all the functions of the college.

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ED / INCUBATION AND INNOVATION COMMITTEE

Responsibilities of the committee are as follows:

- Responsible for nurturing innovative ideas of students
- Provide support and training for students who are interested in converting their social ideas into start-ups
- Guide students through the business proposals and prototype development
- Assist them in identifying the target market with the help of technological advancements
- Orient the students on pre-launch activities
- Encourage to obtain consumer feedback
- Train them to put theory into Practice and guide them to be sustainable.

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SPORTS COMMITTEE

Responsibilities of the committee are as follows:

- Schedule events planner for the academic year in consultation with the Principal
- Keep track the stock of previous and current years' sports equipment
- Prepare an action plan for all sports events and implement the same
- Prepare the budget estimate, requirement of infrastructure equipment, maintaining the equipment and play fields.
- Keep track of the teams and the number of participants in the teams
- Form teams based on the requirements of each sport
- Plan and seek permission to hold sports events in the college campus/ other venues
- Seek permission from Principal to conduct intercollegiate sports events.
- Arrange venues for sports events.
- Fixup the Referee/officials for conduct of events
- Obtain Entry/Registration for participant in various sports events.
- Maintain attendance of students who participate in sports events
- Sort out any issues related to college team selections and objections
- Maintain reports of students participating in sports events at the University or other tournaments and prizes/trophies won
- Prepare strategies for participation in sports events outside the College/University
- Prepare the details of attendance exemption to be given to the students representing college in various sports and games
- Have a follow up of Annual sports contribution
- Prepare the detailed report of the year as consolidation from the previous years, highlighting the achievements

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M.O.P KAUSHAL KENDRA

Responsibilities of the committee are as follows:

- To have a database of trainers
- To ensure that the appointment orders are given to the trainers after fixing the trainers.
- To confirm the date and time of the skill course from the principal and communicate the same to the trainer.
- To prepare schedule for the conduct of the skills program.
- To communicate the skill class schedule to all departments
- To ensure smooth conduct of skill classes
- To check the attendance of the students during the skill classes
- To get feedback from the students regarding the skills course and the trainer.
- To consolidate the feedback and submit the report to the principal
- To document the details regarding the skill course and submit the same to MIS
- To submit invoice raised by the trainer to the accounts department

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OUTREACH ACTIVITIES /NSS COMMITTEE

Responsibilities of the committee are as follows:

- Identify the theme on which the college should work for outreach activities
- Confirm the theme with the principal and get approval for the same.
- Orient the department Heads and the other faculty members about the outreach programme.
- Recommend the NSS student volunteers of the college to actively take part in community engagement activities and collaborate with NGO's to deliver service to the needy.
- The student volunteers from the college will be asked to serve hygienically prepared nutrition breakfast to the primary school children every day
- Aahar is an attempt by the college to give each child the privilege of continuing his or her education without hunger pangs.
- Document the activities and events that are conducted through this committee and submit to MIS committee
- Organize special camps for 10 days in rural villages where volunteers interact with the villagers. understand their social issue and create awareness through workshops and cultural programmes.

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NCC COMMITTEE

The NCC committee of the college train the students to take part in various camps like

- Republic Day Camp
- Thal Sainik Camp
- National Integration Camp
- G.V. Mavlankar Camp (Shooting Competition)
- National Games And Sports Camp
- Trekking Camps
- Parajump Camps
- Army Attachment Camps

The committee holds the following roles and responsibilities:

- An orientation session is conducted for all the first-year students during the start of the academic year. The interested students enroll themselves through the ANO of the college with the 1 TN Girls Battalion.
- A competition will be conducted in sports, cultural activities and oratory between the first-year cadets to identify the talents and uphold the same. The winners are recognized during the NCC day celebration.
- Ensure the NCC students attend the training parade conducted in the college to skill up themselves during the camp selection process.
- Arrange breakfast/lunch to the cadets during the inhouse training sessions.
- Recommend the students enroll in various national level camps based on the vacancy provided by the NCC unit.
- Help the cadets identify the areas to do social service for the academic year and get approval for the same in the college.
- Motivate the students participate in various regional level intercollegiate competitions conducted by colleges and universities.
- The NCC day is celebrated during the end of the academic year to honor the final year cadets.

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EVS / VALUE EDUCATION COMMITTEE

Responsibilities of the committee are as follows:

- To arrange guest speakers on environment science and on environmental protection.
- To arrange field-visit for the students.
- To motivate the students to do a project on environment studies and evaluate the same.
- To share videos and documentary films related to value education to the faculty in charge of the respective class and instruct them to play the video in every I year class room during value education hour.
- To encourage students to do project based on value education
- To maintain the record of the activities conducted and submit the same to the MIS.

CONSUMER CLUB

Responsibilities of the committee are as follows:

- To organize lectures on consumer awareness and education
- To conduct various activities related to consumer awareness
- To release a journal on the theme Consumer Arthashastra

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MAGAZINE AND MOP NEWSLETTER COMMITTEE

Responsibilities of the committee are as follows:

- Magazine Editorial is written by the principal focussing on the academic year's theme and achievements
- Cover design approval is obtained from principal which is prepared by media technical staff
- A special template for MIS is given to the department for uploading details.
- Style sheet is given to each dept to maintain uniformity in uploading details
- Departments update activities and achievement of staff and students every month in MIS template and the same is submitted to the IQAC of the college.
- The magazine committee collects detail from MIS every three months and keeps updating it till the month of March.
- The departments submit photographs of events to the magazine committee.
- 6 best photographs with geotag is selected by the committee to be printed in the magazine.
- The convocation, student council valedictory and college day prizes details are given to magazine committee before college day.
- The magazine committee proof reads the content and check details for any ambiguity before sending to the printer.
- After all pages are set and proofread, the committee sends to the printer for printing
- Best articles from department journals are forwarded to the committee and the committee verifies and select two / three best articles
- The sample magazine is further proofread by the committee, verified by principal and then sent for final printing

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Procedure for preparing MOP News

- Select student reporters and editors based on performance in reporting, writing, photography and editing functions in their practical papers in the first and second year of journalism.
- Identify college-level events to be covered for the newsletter.
- Depute student reporters to cover the events.
- After perusal by faculty advisor, the copy and photographs are passed on to the newsletter editor for editing.
- For other news, two weeks before scheduled publication date, all departments are requested to send in brief reports and photographs of department events, student achievements, etc.
- The reports are compiled and edited down to the size by the student editor.
- The edited copy is placed in layout by the design editor.
- Proof-checking and fact-checking are carried out by the student editor with the guidance of the faculty advisor, and then sent to the Principal for a review.
- Upon approval, the newsletter is published on the college website and displayed on the college noticeboard, thus informing the student community, faculty, as well as other stakeholders about notable events in the college, and achievements of the college, and its students and staff.
- Copies are also despatched to members of the board of governors of the college to keep them apprised of college activities and progress.
- Soft copy of newsletter to be uploaded on website

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INFRASTRUCTURE MAINTENANCE COMMITTEE

Responsibilities of the committee are as follows:

- The committee should inspect the classroom and other venues in the college on a regular basis
- Any repair work that is reported by the department HOD or by the faculty are taken care by the committee with the help of support staff
- Proposal for alteration or modification of the existing infrastructure is represented to the principal
- Upon getting approval from the principal, quote for the proposed work will be received from the one or more architects
- The best quote will be selected by the principal and the order will be assigned.
- The committee will look after the progress of the work and represent to the principal with regard to issues if any.

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ALUMNI ASSOCIATION

Responsibilities of the committee are as follows:

- To organize regular Alumni meets to connect with all Alumni under one roof.
- To organize outbound meets to make the reunion more exciting.
- To ensure that the Alumni interact with students and brief them on their current job requirements and necessary upgradation of skills through the Alumni Talk series.
- To collect students' details during their final year for future communication.
- To ensure that the graduating students are submitting their full details and the same is updated in the alumni database.
- To highlight the success of the alumni to showcase the reputation of the university.
- To nominate a few alumni to serve as BOS member.
- To arrange lecture by Alumni who are entrepreneurs to motivate the students
- To Invite the alumni for college day and other functions in college

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CULTURAL EVENTS COMMITTEE

Responsibilities of the committee are as follows:

- The Cultural Committee shall be responsible for all cultural events in the College.
- To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the institute.)
- To prepare budget for all cultural events and take necessary steps for its approval.
- The Convener of the committee to conduct a meeting with the principal to discuss and delegate tasks.
- To obtain formal permission from the principal to organize programs.
- To fix venues for the programs.
- To display on the college notice board / website about the events that take place in college.
- To prepare and maintain records of all cultural activities.
- To identify suitable students to participate in various inter collegiate competitions

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BULLETIN BOARD COMMITTEE

Responsibilities of the committee are as follows:

- The committee should ensure that the Notice boards in the college are filled with content at all times.
- The committee is responsible for giving directions to the departments to fill the department Notice Board (NB) that are fixed in the respective department floors.
- The committee should see to that, the contents in the NB provides clear communication to the students.
- The committee will prepare slots and circulates to the department HODs to fill the contents in the main NB near library.
- The committee will ensure that the department HOD gets approval from the Vice Principal before putting any information on the NB during their slot.
- Any information that is put on the main Notice Board should be signed by the principal.
- The committee is responsible to update the information in the main Notice Board about day-to-day events and happenings in the college.
- The information related to events or examination that is posted on the NB should be cleared once the event/examination is over.

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HEALTH AND HYGIENE COMMITTEE

Responsibilities of the committee are as follows:

- To organize guest lectures, seminars on issues related to health and hygiene
- To decide on the logistics of the following celebration:
  - Celebrate National nutrition week
  - Breast feeding week celebration
  - World heart day celebration
- To create awareness campaigns on obesity
- To conduct food safety audits at the college canteen and at Beyond Breads to ensure that the food consumed is safe and hygienic inside the campus.
- To ensure that clean drinking water is made available in the water dispenser.

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VIP REFRESHMENT COMMITTEE

Responsibilities of the committee are as follows:

- Students are trained in hospitality management by engaging them in all aspects of meal service.
- The refreshments for all occasions are first planned according to the budget approval, after which the menu orders are placed in canteens or other food service restaurants.
- In some instances, special food orders are prepared in the college premises adhering to the hygienic practices and then served to the guests.
- Special cutlery and crockery are arranged and used as per the table service principles.
- Guests are served in dining area organised in board room and guest room.
- For larger occasions, bulk orders are undertaken for service of refreshments.
- Only vegetarian cuisines are catered for all occasions.
- The committee ensures cleanliness and hygiene while serving food and beverage to all the guests visiting our college.

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