



R.R. Institutions

Chikkabanavara, Bangalore-560090

Internal Quality Assurance Cell

CONSTITUTION OF VARIOUS COMMITTEES & ITS RESPONSIBILITIES

Sl.No.	Name of the Committee	Members	Activities
1.	ACADEMIC COMMITTEE	<ul style="list-style-type: none"> Principal (Chairman/ Chairperson) All Hods One senior faculty (member Secretary) 	<ul style="list-style-type: none"> Smooth running of classes, result review, Academic Activity review, etc maintainence of all records of the same etc.
2.	DISCIPLINARY COMMITTEE	<ul style="list-style-type: none"> Principal (Chairman/ Chairperson) All Hods One senior faculty (member Secretary) 	<ul style="list-style-type: none"> Respond to allegations of misbehaviors or academic misconduct, educate students about impact of their behaviors, Honest conduct & rights of others, investigate and respond to complaints made about college; investigate allegations and take action. Maintainence of all records of the same etc.
3.	SPORTS COMMITTEE	<ul style="list-style-type: none"> Principal (Chairman/ Chairperson) One senior faculty Faculties from each dept Students from depts. (2 Boys and 2 girls) 	<ul style="list-style-type: none"> Preparation of sports calendar of events /Sports development/ inviting coaches and training the students for sports Events. maintainence of all records of the same etc.
4.	CULTURAL COMMITTEE	<ul style="list-style-type: none"> Principal (Chairman/ Chairperson) One senior faculty Faculties from each dept Students from depts. (2 Boys and 2 girls) 	<ul style="list-style-type: none"> Conducting cultural /events, facilitating student participation in other institutions at State/Inter State Level maintainence of all records of the same etc.
5.	PLACEMENT COMMITTEE	<ul style="list-style-type: none"> Principal (Chairman/ Chairperson) TPO – R R Institutions One senior faculty Faculties from each dept Students from each depts. (1 Boy and 1 girl) 	<ul style="list-style-type: none"> Establishing the contacts with reputed firms, arranging campus interview, conducting pre placement training programmes & placement activities maintainence of all records of the same etc.
6.	LIBRARY COMMITTEE	<ul style="list-style-type: none"> Principal (Chairman/ Chairperson) Chief Librarian - (member Secretary) Asst librarian Faculties from each dept Students from each depts. (1 Boy and 1 girl) 	<ul style="list-style-type: none"> Library functioning/automation, updating library as per norms library stock verification – once in year procurement of books maintainence of all records of the same etc
7.	HOSTEL & CANTEEN COMMITTEE	<ul style="list-style-type: none"> Principal (Chairman/ Chairperson) Hostel Warden One faculty - (Member Secretary) Students staying in hostel. (2 Boys and 2 girls) 	<ul style="list-style-type: none"> Maintenance & attending to grievances if any maintainence of all records of the same etc
8.	ANTI-	<ul style="list-style-type: none"> Principal (Chairman/ 	<ul style="list-style-type: none"> Display pamphlets of Anti ragging &

	RAGGING COMMITTEE & DRUG ABUSE COMMITTEE	<p>Chairperson)</p> <ul style="list-style-type: none"> • One senior faculty - (Member Secretary) • All Hods • Students (2 Boys and 2 girls- one Junior batch and one pre final year batch) 	<p>drug abuse</p> <ul style="list-style-type: none"> • observation of anti ragging & drug addiction in the campus including hostel, Night inspection of hostels, • Maintenance & Organizing lecturers on drug abuse and its harmful effects. • Organize pledge/oath ceremonies against anti ragging & drug abuse • Seminar/debates/declamation/poem/skits/painting competition etc. • Sensitization regarding responsibilities of teachers, parents and students • Film shows, display and distribution of posters & pamphlets • maintainence of all records of the same etc.
9.	SEXUAL HARRASSMENT COMMITTEE	<ul style="list-style-type: none"> • Principal (Chairman/Chairperson) • One senior faculty - (Member Secretary) • All Hods • Students (2 Boys and 2 girls- one Junior batch and one pre final year batch) 	<ul style="list-style-type: none"> • Organize pledge/oath ceremonies against sexual harassment • Seminar/debates/declamation/poem/skits/painting competition etc. • Sensitization regarding responsibilities of teachers, parents and students • Film shows, display and distribution of posters & pamphlets • maintainence of all records of the same etc.
10.	GREVEIENCE REDRESSAL COMMITTEE	<ul style="list-style-type: none"> • Principal (Chairman/Chairperson) • One senior faculty - (Member Secretary) • All Hods • Students (2 Boys and 2 girls- one Junior batch and one pre final year batch) 	<ul style="list-style-type: none"> • Listening & resolving student grievances, addressing student & faculty facilities • maintainence of all records of the same etc.
11.	MAGAZINE & NEWS LETTER/ JOURNAL COMMITTEE	<ul style="list-style-type: none"> • Principal (Chairman/Chairperson) • One senior faculty - (Member Secretary) • 1 Faculty from each dept • Students (2 Boys and 2 girls- one Junior batch and one pre final year batch) 	<ul style="list-style-type: none"> • Preparations of newsletter- every semester • Magazine- every year • Journal edited volume etc (during conferences) • maintainence of all records of the same etc.
12.	ALUMNI ASSOCIATION	<ul style="list-style-type: none"> • Principal (Chairman/Chairperson) • One senior faculty(preferably faculty working from long time or Alumni of the college - (Member Secretary) • 1 Faculty from each dept • Students (2 Boys and 2 girls- one Junior batch and one pre final year batch) • 2 Alumni (1 boy & 1 Girl) 	<ul style="list-style-type: none"> • Formulation of Alumni Association • Conduction of alumni association meeting and activities • maintainence of all records of the same etc.
13.	STUDENTS DEVELOPMENT ACTIVITIES COMMITTEE	<ul style="list-style-type: none"> • Principal (Chairman/Chairperson) • One faculty(Member Secretary) • 1 Faculty from each dept • Students (2 Boys and 2 girls- one Junior batch and one pre final year batch) 	<ul style="list-style-type: none"> • Organizing events , • fund rising sponsorship • maintainence of all records of the same etc.
14.	CONFERENCE /SEMINAR/	<ul style="list-style-type: none"> • Principal (Chairman/ 	<ul style="list-style-type: none"> • Organizing events ,

	WORKSHOP COMMITTEE	Chairperson) <ul style="list-style-type: none"> • One faculty(Member Secretary) • 1 Faculty from each dept • Students (2 Boys and 2 girls-one Junior batch and one pre final year batch) 	<ul style="list-style-type: none"> • fund rising sponsorship maintainence of all records of the same etc.
15.	MEDIA LIASION COMMITEE	<ul style="list-style-type: none"> • Principal (Chairman/Chairperson) • One faculty(Member Secretary) • 1 Faculty from each dept • Students (2 Boys and 2 girls-one Junior batch and one pre final year batch) 	<ul style="list-style-type: none"> • Communication to media (news and events in college) • Website preparations, • Updatons of website as and when required
16.	NSS COORDINATOR	<ul style="list-style-type: none"> • Principal (Chairman/Chairperson) • One faculty(Member Secretary) • 1 Faculty from each dept • Students (2 Boys and 2 girls-one Junior batch and one pre final year batch) 	<ul style="list-style-type: none"> • Formation of NSS Unit • Organizing events , • fund rising sponsorship • Maintainence of all records of the same etc.
17.	MENTORING/ PROCTORING CELL	<ul style="list-style-type: none"> • Principal (Chairman/Chairperson) • One faculty(Member Secretary) • 1 Faculty from each dept • Students (2 Boys and 2 girls-one Junior batch and one pre final year batch) 	<ul style="list-style-type: none"> • Allotting the proctor list • Issuing of the proctor books to mentors/proctors • Reviewing the updation of proctor books • Scheduling the meetings of proctors • Scheduling the parents teachers meeting • Sending the progress report of the students through the mentors • maintainence of all records of the same etc
18.	RESEARCH DEVELOPMENT COMMITTEE	<ul style="list-style-type: none"> • Principal (Chairman/Chairperson) • One faculty(Member Secretary) • 1 Faculty from each dept • Students (2 Boys and 2 girls-one Junior batch and one pre final year batch) 	<ul style="list-style-type: none"> • Processing the request letters of the faculty for attending conference, workshop, seminars etc • Supporting for PhD. • Support for paper publications • Conduction of research related activities for students and faculties • maintainence of all records of the same etc
19.	IQAC	<ul style="list-style-type: none"> • Principal (Chairman/Chairperson) • Industry experts • Alumni • Parents • One senior faculty(Member Secretary) • 1 senior Faculty from each dept • Students (2 Boys and 2 girls-one Junior batch and one pre final year batch) 	<ul style="list-style-type: none"> • Preparation of calendar of events for College & IQAC • Arranging review meetings • Finalizing the formats for quality initiative • Conduction of meetings • Initiatives for any Quality enhancement activities • maintainence of all records of the same etc

Further Guidelines :

The above mentioned are just the guidelines for the formation and working of the most important committees

The Head of the Institutions can take a call on any other committee to be formed as per the requirement of their institutions authoritative body.

The activeness of the committees are to be taken care by the Members secretary

The committees after notification are informed to submit the Vision, mission and action plans of the committee and the semester plans to the IQAC

The IQAC to review the contributions at the end of the semester



(Prof. Maya Salimath G.)
DIRECTOR IQAC- R.R.

INSTITUTIONS