

Management Committee

President/ Secretary

Principal

IQAC

Committees and their responsibilities

All committees Report to

1. **Admission** : Takes care of offline admission and completion of all formalities.
2. **Time Table** : Preparation of college schedule with optimum use of infrastructure.
3. **Infrastructure** : Requirement for augmentation, obtaining quotations and submission to IQAC
4. **Maintenance** : Takes care of day to day maintenance of the building, equipment and requirement
5. **Discipline/ Mentoring** : Maintains discipline in the campus.
6. **Purchase** : Procures requirements submitted by the departments.
7. **Library** : Obtains list of books etc. from faculty members and takes care of library facilities.
8. **Internal audit** : Conducts internal audit of the college.
9. **Anti-ragging** : Implements prohibition of ragging in the campus.
10. **Examination** : Takes care of preparations of two internal and final examination.
11. **Wall Magazine** : Takes care of maintaining, keeping record and changing the displayed material.
12. **Sports** : Supervises and takes care of sports activities in open air session.
13. **Cultural** : Supervises and takes care of cultural activities.
14. **Health Awareness** : Takes care of health check-up, Yoga etc activities in the campus.
15. **Guidance & Counselling cell** : Guides, counsels and resolves students' problems in the campus.
16. **NSS Unit** : Takes care of all institutional social activities.

Sports and Cultural Activities are conducted through houses

Houses	1. Ganga Sadan	2. Kaveri Sadan	3. Saraswati Sadan	4. Yamuna Sadan
	Captain	Captain	Captain	Captain
	Vice-captain	Vice-captain	Vice-captain	Vice-captain

All committees report their activities to the IQAC, IQAC reports to the Principal and Principal reports to the President of the Management committee.

Financial approvals are obtained by the Principal and approval is issued by the President/ Secretary.

Annual report is prepared by IQAC on the bases of reports submitted by the committees and is finalized by the Principal.