



**SNMV** COLLEGE OF ARTS & SCIENCE  
AND  
INSTITUTE OF MANAGEMENT  
(SHRI NEHRU MAHA VIDYALAYA)

Approved by AICTE, New Delhi & Affiliated to Bharathiar University  
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*6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.*

The organogram of the institution is the pictorial presentation of the organizational structure followed in the institution. The organizational structure of the institution is designed in such way that it provides proper guidance to all members of the institution towards the flow of responsibility, authority, power and accountability at various levels. It also establishes the official reporting relationships and workflow from the top to bottom. The Organizational structure clearly defines the roles of every member in the institution. The structure is broadly categorized based on academic, support system and administrative functions. The structure is designed in a way that it allows decentralization and participative management. The institution has made the structure as flat as possible in order to bring in effectiveness in communication, flexibility and agility to the institution. The roles, job description, responsibilities of individual members and functions of various committees and centers are described in separate documents in the form of service rules, code of conduct, committee lists and its functions.



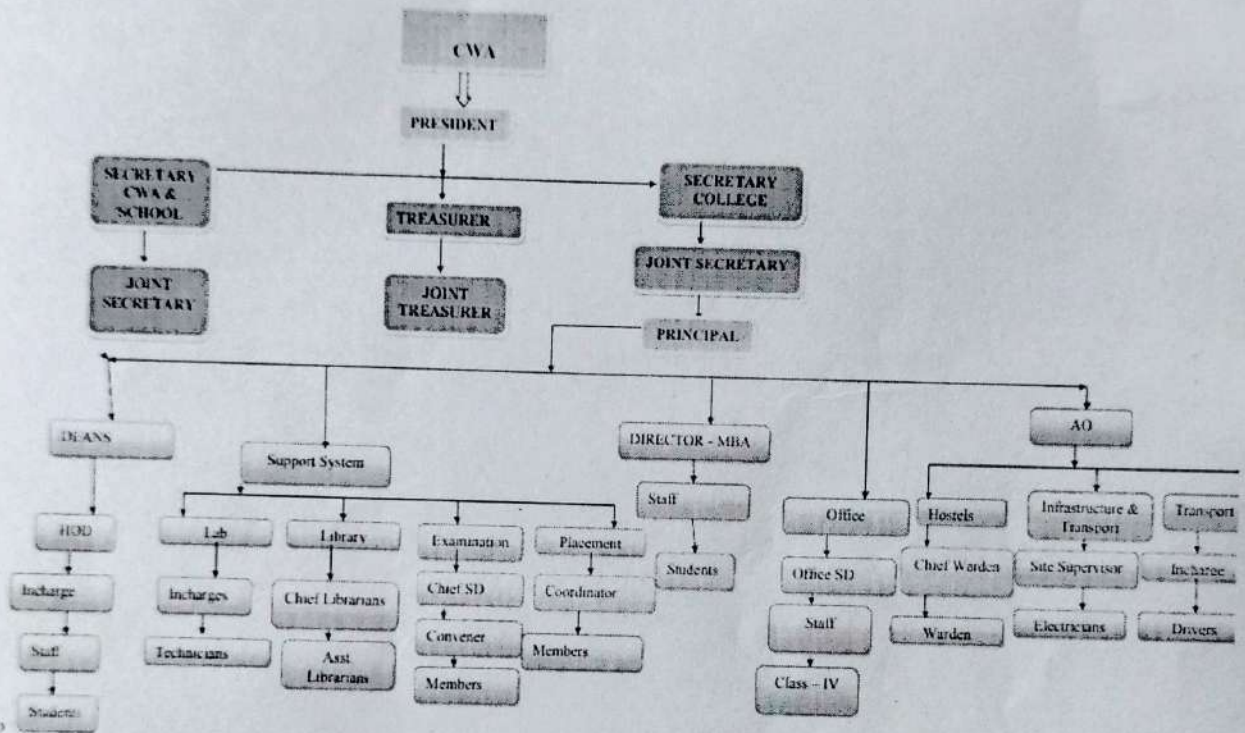
# SNMV COLLEGE OF ARTS & SCIENCE AND INSTITUTE OF MANAGEMENT (SHRI NEHRU MAHA VIDYALAYA)

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## Organizational Chart



### The Governing Council and the Office Bearers of CWA

The Management of the College is vested with the Governing Council, which is headed by its President. As a collective body, the members of the Governing Council, the office bearers of the CWA and the College Committee holds the authority and responsibility to ensure the fulfilment of the institution's vision and mission. The strategic decisions related to mobilization of the resources for infrastructural and instructional facilities come under the direct perusal of the Management. They take ultimate responsibility for the overall progress of the college.

Besides, they review the educational program on a continuing basis and effect necessary changes that will improve the quality of services offered and enhance student success. They conduct





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meetings with the Principal, Director, Deans, Heads and Staff Members to ensure the execution of the annual action plan.

The Members of Faculty and students are given freedom to express their ideas and suggestions to the Management through the Head of the Institution. This is followed by discussion and implementation of productive purposes.

### **Academic Head - The Principal**

The Management gives empowered leadership to the principal, who in turn leads the college towards the fulfilment of the vision and mission. He takes care of the effective administration of the college and executes all the university and academic requirements. The principal also provides effective leadership and valuable guidance to the teaching and administrative staff members. He gives counseling to the staff members whenever necessary. He plays a major role in formulating the Future Plans for the institution after discussing with the Management.

The principal convenes meetings and delegate authority to the academic and administrative staff to carryout the assigned task within the stipulated time with expected outcome. The Meetings are held in a democratic fashion. The tasks are assigned only after detailed discussions. A Convener and a Core Committee is formed to carry out each mission, as a regular practice.

The principal monitors and gives necessary suggestions and support to the committee all through the job and makes sure that the outcome matches the mission. He also reviews the academic and co-curricular activities periodically for coordination and improvement.

### **IQAC**

All the academic and non-academic activities undergo systematic process to ensure quality outcome. There will be proper planning, regular monitoring and periodic review to ensure





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quality at each level of performance. IQAC plays an active role in the conduct of these processes. SNMV has a proactive IQAC with a Senior Faculty Member as the Coordinator, the Principal, Faculty Members, Administrative Staff, Technical Staff, External Experts, Alumni, Student Representatives, Stakeholders and Community Representatives. The primary aim of IQAC is to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution. This is done with the help of Academic and Administrative Audit (AAA) by Internal and External experts. It sensitizes the staff regarding the prominence of NAAC.

Proper planning, regular monitoring and periodic review ensure quality at each level of performance. In all the plans of the College, IQAC plays a prominent role. Proper planning, regular monitoring and periodic review ensure quality at each level of performance. In all the plans of the College, IQAC plays a prominent role.

#### **The Director-MBA**

The Director-MBA steers all the activities of SNMV Institute of Management. Besides, he renders his full support to the various activities of the college by all the possible means. He arranges numerous seminars, conferences, guest lectures, inter-collegiate meets, personality development programmes with well-planned class schedules indulging students in brisk activities like debates on business trends and updates on global business developments.

#### **Deans**

There are two Deans in the college. The Department of Commerce Streams, is headed by Dean - Commerce and the Languages stream is headed by Dean- Languages. They advise, mentor and motivate the Heads of Departments to do their job efficiently. Their functions include ensuring the smooth conduct of the academic and co-curricular activities of the departments, supervising the implementation of the academic policies in relation to specialization and recommending changes and assisting in getting seminar grants from various funding agencies. They also





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participate and give suggestions in the meetings conducted by the principal with the various committees.

### **Heads of the Departments**

The Heads of the Departments ensures the smooth and effective functioning of their respective department. They facilitate goal setting and lay down the action plans for each semester, after discussion with the staff. HoDs allocate courses/papers to their members of faculty based on the competency mapping. They ensure that all the staff in the department accomplishes the academic schedules within the prescribed time. They prepare various reports like Weekly and Annual Reports on the events organized at the department level. They organize co-curricular activities like Guest lectures, Seminars and Industrial Visits to provide overall exposure to the students. The HODs and Deans may visit classes and observe the teaching methodology of each faculty. They convene Class Committee Meetings with the students at the end of the three Continuous Internal Assessment Tests in order to collect feedback about the staff from the students. Corrective measures are taken wherever it is necessary.

### **Faculty Members**

The Members of faculty are actively involved in the teaching-learning process. The Class Tutors ensure the regular attendance of students and remedial measures are taken as and when needed. They communicate to the parents about their wards' progress. Teachers involve in the activities of the Department and the College by contributing to the Seminars, Guest lectures, Workshops and other major functions organized.

### **Examination Committee**

The Examination Committee of the college is a well-structured one and they ensure the smooth conduct of the Internals and University Examinations. The Examination Committee headed by the principal, formulates the Examination Planner in the beginning of the semester based on the University Schedule. Time schedule for the internal examination in the year planner helps the



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staff and student to plan and progress. The University correspondences related to examination are taken care of by the Examination Committee.

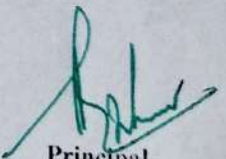
### Various Committees

Various committees and cells are functioning in the college, each with specific objectives in justification of the establishment of the same. Curriculum Review Committee reviews and put forth necessary recommendations to the Board of Studies of the University; Internal Compliant Committee addresses the issues pertaining to Anti-Sexual Harassment, Anti-Ragging Committee curbs the menace of ragging in the institution, Student Grievances Redressal Committee wipes out the students' grievances, IQAC contributes to the incorporation of best practices, Entrepreneurship Development Cell caters to the entrepreneurial instincts and Fine Arts Club showcases the talents of the student community.

### Administrative Staff

The entire administration-related activities of the college are under the responsibility of the Administrative Officer of the Institution. The major functions include ensuring the required amenities in the entire institution, obtaining corporation approvals, establishing laboratories and other structures.



  
Principal

PRINCIPAL  
SHRI NEHRU MAHA VIDYALAYA  
COLLEGE OF ARTS & SCIENCE  
SHRI GAMBIRMAL BAFNA MARG  
MALUNGAHAMPATTI  
COIMBATORE - 434 053





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**COMMITTEES FOR THE ACADEMIC YEAR 2021-22**

**OVER ALL CONVENER:Dr.B.SUBRAMANI, PRINCIPAL,SNMV CAS**

S.No	Name of the Committee	Name of the Faculty	Department
1.	NAAC/IQAC	Mrs.S.Kavunthi (Coordinator)	IQAC, NIRF, ARIIA & MDRA
		Dr. C. Suresh	Manager, Criteria I
		Dr. B. Chithra	Manager, Criteria II
		Mrs. Y. Prasanna	Manager, Criteria II
		Dr. R. Bhagyaraj	Manager, Criteria III
		Dr. M. Premalatha	Manager, Criteria IV
		Dr. P. Chinna Sahaya Rani	Manager, Criteria V
		Dr.K.Muthukumar	Manager, Criteria VI
		Mrs. K. TamilSelvi	Manager, Criteria VII
		Mrs.G.Banupriya(NIRF)	Member, IQAC
		Mrs.K.Dharani(MDRA)	Member, IQAC
Mrs.P.Jayapradha(ARIIA)	Member, IQAC		
2.	Centre for Research and Development (CRD)	Dr.S.Meenatchisundaram (Coordinator)	Microbiology
		Dr.M.Premalatha	Social work
		Dr.V.Sabariraja	English
		Dr.S.Vinodkumar	Comp.Sci.
		Dr.P.Chinnasahayarani	Com. CA



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	Committee	Mr.K.Jeyaprakash	Com IT and E. Com
		Mrs.V.Malathi	IT
11.	Digital Marketing/ promotion (What'sup, Instagram, FB, You tube/ Digital learning)	Mr.P.J.Balakumaran (Coordinator)	Com. CA
		Mr.G.Vadivel	Comp. App.
		Ms. A.J. Yagel	English
		Mr. S.S.Saravanan	BCA
		Mrs.S.Harshinimohan	Biotech
12.	MOUs, Linkages and collaborations	Mr.K.Vijay Anand (Coordinator)	Computer Science
		Mr.G.Viswanathan	CT
		Dr.C.V.Venkatalakshmi	Tamil
		Dr.K.Ramalashmi	Biotech
		Dr.M.Nithyadevi	Com. CA
		Mr.S.Aravind	English
13.	VET	Dr.D.Arunkumar (Coordinator)	Biotech
		Mr.K.Leninbharathi	Physics
		Mrs.V.Sudha	Chemistry
		Mrs.P.Radha	Microbiology
		Mrs.M.Narmatha	CS
		Mrs.S.Harshinimohan	Biotech
		Ms.A.Mahilarasi	BBA
14.	EDC	Dr.J.John Manokaran (Coordinator)	Com. (CS & Finance)
		Dr.S.Vinodkumar	Computer Science
		Dr.S.Yogananth	Com. CA
		Dr.P.R.Jeyaramraja	Biotech
15.	NSS	<b>Boys-Program Officer</b>	-
		Dr.J.John Manokaran	Com (B&I)
		<b>Girls-Program Officer</b>	-
		Ms.K.Janci Jenitha	Com CA
		Mrs.S.Selvajeyanthi	Microbio.
16.	NCC	Mr.T.Purushothaman (Coordinator)	Biotech.
17.	YRC	Mr.P.Karthi	Com. Tech.
		Mrs.K.B.Devaki	Maths CA
		Mrs.M.Haripriya	Microbio.
18.	RRC	Mr.G.Vadivel (Coordinator)	Comp.App.
		Mrs.P.Jayasree	Hindi
		Mr.G.Viswanathan	Com. Tech.
19.	Add on	Dr.G.Renuka (Coordinator)	Hindi
		Dr.K.Dhanalakshmi	Tamil
		Mr.P.S.Narayanasamy	BBA
20.	Certificate Course	Dr.C.Suresh (Coordinator)	Com. PA
		Dr.P.R.Jeyaramraja	Biotech.





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		Sponsors	
		Dr.P.R.Jeyaramraja	Biotech.
		Dr.G.Gabriel Prabhu	Com.
3.	Institution Innovation Council (IIC)	Dr.A.Vijaya Chitra(Coordinator)	Microbio.
		Dr.K.Muthukumar	SNMV IM
		Mrs.S.Kavunthi	Maths CA
		Dr.R.Bhagyaraj	Microbio.
		Dr.S.Vinodkumar	Comp.Sci.
		Mr.P.J.Balakumaran	Com. CA
		Mrs.S.Selvajeyanthi	Microbio.
		Mr.M.Dinesh	Placement
4.	IPR	Dr.R.Bhagyaraj (Coordinator)	Microbio.
		Dr.S.Meenatchisundaram	Microbio.
		Mr.P.S.Narayanasamy	BBA
		Dr.R.Tamilselvi	Com. PA
5.	Examination Committee	Dr.K.Dhanalakshmi (Coordinator)	Tamil
		Dr.M.Jayakumar	IT
		Dr.G.AbelThangaraja	Comp.Sci.
		Dr.T.Kannan	Com PA
		Mr.P.Balakumaran	Com CA
		Mr.G.Vadivel	Com. App.
		Mr.K.Sureshkumar	Maths with CA
6.	Faculty Development Programme	Dr.R.Bhagyaraj (Coordinator)	Microbio.
		Dr.B.Chithra	Comp.Tech.
		Dr. C. Suresh	Com with PA
		Mr.G.Vadivel	Comp. App.
		Dr.S.Meenakshisundaram	Microbiology
7.	Discipline Committee	Dr.K.Muthukumar (Coordinator)	Director, MBA
		Mrs. K. TamilSelvi	Comp. Sci.
		Mr.M.Chandrakumar	Comp. App.
		Dr.J.John Manoharan	Com B& I
		Dr.A.Thiruvankateswari	Com.
		Mr.G.Sadeeshkumar	Physical Education
8.	Placement Committee	Mr.M.Dinesh (Coordinator)	Placement
		All Final Year Tutors	Concern. Dept
9.	ERP	Mr.A.Murugasamy (Coordinator)	Computer Lab
		Dr.S.Vinodkumar	Comp. Sci.
		Dr.G.AbelThangaraja	Comp. Sci.
		Mrs.P.S.Vijayalakshmi	Comp. Sci.
		Mr. S.S.Saravanan	BCA
10.	Web development	Dr.G.AbelThangaraja (Coordinator)	Com. Sci.
		Mr.A.Murugasamy	Comp. Lab





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**Sponsors**

		Ms.B.Soundharya	English
		Mrs.V.Malathi	Com. CS and Fin.
21.	Women Empowerment Cell	Dr.M.Premalatha (Coordinator)	Social work
		All Lady HODs	All Departments
		Ms.Sophia Merline	Library
		Mrs.Miriam Ranjini John	Executive Officer
22.	Eco Club	Mr.P.J. Balakumaran (Coordinator)	Com CA
		Mrs.P.Radha	Microbio.
		Mrs.A.L.Sindhu	Com.PA
23.	Log book	Mrs.S.Kavunthi (Coordinator)	Maths CA
		Mrs.K.B.Devaki	Maths CA
		Mrs.P.Sangeetha	Com
		Mrs.K.Saranya	Com. PA
		Ms.B.Soundharya	English
		Ms.D.Logalakshmi	Com
		Ms.K.Irfana Mol	Biotech
24.	Class Committee	Dr.J.Johnmanokaran	Com. (B&I)
		Dr.V.Sudha	Com. (IT & E. Com)
		Mrs.R.Devika	Com. CS and Finance
		Mrs.K.Tamilselvi	Computer Science
		Dr.G.Renuka	Hindi
		Dr.K.Dhanalakshmi	Tamil
		Mrs.Y.Prasanna	Com. (CA)
		Dr.A.Thiruvankateswari	Com.
		Dr.C.Suresh	Com. (PA)
25.	College Magazine/ Hand Book/ News Letter/ AGM	Dr.V.Sabariraja (Coordinator)	English
		Dr.G.Renuka	Hindi
		Dr.K.Dhanalakshmi	Tamil
		Mrs.M.B.Kavitha	Microbiology
		Mr.P.Karthi	Computer Technology
		Ms.D.Divya Elizebeth	English
		Mrs.Miriam Ranjini John	Executive officer
		Mr.A.Murugasamy	Computer Lab i/c
26.	IAS Academy	Mr.K.Leninbharathi (Coordinator)	Physics
		Dr.K.Dhanalakshmi	Tamil
		Ms.A.J.Yagel	English
		Mrs.S.Manimeghalai	Chemistry
		Mrs.S.Harshini Mohan	Biotech





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		Mrs.M.Haripriya	Microbio.
		Mr.K.Sureshkumar	Maths with CA
		Mrs.M.Nandhini	Maths with CA
		Ms.P.Sheeba	English
		Mrs.A.Mahilarasi	BBA
		Ms.D.Divya Elizebeth	English
		Mr.P.Jagatheesh	Com. (B&I)
27.	Alumni	Mr.T.Purushothaman (Coordinator)	Biotech
		Mr.M.Chandrakumar	Comp. App.
		Mrs.G.Banupriya	Com. App.
		Mr.P.Balamurugan	Com. CS & Fin.
28.	Parents - Teacher Association	Mrs.K.Tamilselvi (Coordinator)	Comp. Sci.
		Mr.R.Venkatesh	Com. CA
		Mrs.P.Shanthi	Com. PA
29.	Hostel Committee	AO (Coordinator)	Administration
		<b>Girls Hostel</b>	
		Mrs.H.Nirmala	Hostel
		Mrs.G.Banupriya	Comp.Sci.
		<b>Boys Hostel</b>	
		Mr.S.Sivachidambaram	Hostel
		Mr.S.Jjesh	Hostel
		Mr.K.Leninbharathi	Physics
30.	Transport	Mr.G.Sadeeshkumar	Physical Edu.
		AO (Coordinator)	Administration
		Mr.M.Chandrakumar	Com. App.
		Mr.S.S.Saravanakumar	BCA
31.	Students Attendance	Mr.N.Rajamarthandan	Maintenance
		AO (Coordinator)	Administration
		Mrs.R.Devi	Library
32.	Fine Arts /Cultural Club	Mrs.M.B.Kavitha (Coordinator)	Microbiology
		Mrs.R.Devika	Com. CS
		Ms.A.Mahilarasi	BBA
		Mr.S.Sivaprakash	Tamil
33.	Mess	HODs	All Departments
		AO	Administration
		Wardens	(Girls and Boys Hostel)
34.	Assembly Committee	Mr.M.Chandrakumar (Coordinator)	Computer Applications
		HODs	All Dept
		Mr.T.S.Vinodkumar	IT
		Dr.P.Ruban	Biotech
		Mr. V.Prince Manika Raj	English





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		Mr.G.Sadeeshkumar	Physical Education
		Mr.B.Balamurugan	Com. CS and Fin.
		Mr.S.Sivaprakash	Tamil
35.	Swayam Committee	Mr.P.Karthi (Coordinator)	Comp. Tech
		Ms.Shobia Merline	Library
		Dr.K.Umamaheswari	Library
		Mr.G.Vadivel	Comp.App.
		Ms.C.Nivetha	Physics
		Ms.M.Jothi Lakshimi	Com. PA
		36.	NPTEL
Ms.Shobia Merline	Library		
Dr.K.Umamaheswari	Library		
Mrs.S.Annapoorani	Chemistry		
Ms.R.Devi	Library		
37.	Press Report Team	Mr.A.Murugasamy (Coordinator) -PRO	Com. Lab
		Mrs.P.Jayasree	Hindi
		Ms.P.Sheeba	English
		Ms.D.Divya Elizabeth	English
		Mrs.G.Menaka	Tamil
38.	Foreign Cell	Ms.K.Mounika	Tamil
		Dr.R.Bhagyaraj (Coordinator)	Microbio.
39.	Sports	Mr.T.Purushothaman	Biotech
		Mr.G.Sadeesh Kumar (Coordinator)	Physical Edu.
		Dr.S.Yogananth	Com. CA
		Mr.K.Prabhakaran	BBA
		Mr.S.P.Prabhakaran	English
		Mr.T.Muthu	Com.
40.	Antiragging Committee	Ms.V.Gokila	English
		Dr.B.Subramani	Principal, SNMV CAS
		Dr.K.Muthukumar	Director, SNMV IM
		Mrs.S.Kavunthi	HOD, Dept of Maths
		Dr.R.Bhagyaraj	HOD, Dept of Microbio
		Dr.B.Chithra	HOD, Dept of CT
		Dr.V.Sabariraja	HOD, Dept of English
		Mr.A.Gurunathan	Asst. Prof. Dept. of Com
		Mr.K.Rajaganesan	AO
41.	Students Welfare Committee	Registrar	Bharathiar University
		Mr.R.Nandhakumar(Coordinator)	IT
		Mr.B.Sudhakaran	English
		Mr.S.P.Prabhakaran	English





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Sponsors

		Ms.C.Nivetha	Physics
		Ms.H.Aparna	Com. CS & Finance
42.	Newsletter	Mr.P.J.Balakumaran (Coordinator)	Com. CA
		Ms.P.Sheeba	English
		Ms.K.Mounika	Tamil
		Mr.T.Purushothaman	Biotech
43.	Admission	Mr.M.Chandrakumar	Comp. App.
		Mrs.Miriam Ranjini John	Executive Officer
		Dr.V.Sudha (Coordinator)	Com. IT & E. Com
44.	OBC Cell	Mrs.N.Shreeja	Com. IT & E. Com
		Ms.S.Kanimozhi	Com. IT & E. Com
		Mr.A.Gurunathan (Coordinator)	Com.
45.	SC/ST Committee	Dr.K.Ramalashmi	Biotech
		Mrs.S.Kaleeswari	Maths CA
		Dr.B.Subramani -Chairman	Principal
46.	Internal Complaints Committee (Anti-Sexual Harassment and Redressal)	Ms.Sobhia Merlin (Convenor)	Library
		Mrs.S.Kavunthi	Maths CA
		Mrs.K.Tamilselvi	CS
		Dr.M.Premalatha	Social Work
		Dr.A.Thiruvankateswari	Com
47.	Student Grievance Redressal Committee	Dr.B.Subramani -Chairman	Principal
		Mrs.Y.Prasanna (Convenor)	HOD, Commerce (CA)
		Mrs.S.Kavunthi	HOD, Maths CA
		Mr.M.Chandra Kumar	HOD, Computer Applications
		Mr.R.Nandha Kumar	IT
		Mrs.K.Dharani	Assistant Professor
		Mrs.V.Malathi	Com. CS and Finance
48.	Scrap /Maintenance	AO (Coordinator)	Administration
		Mrs.Miriam Ranjini John	Executive Officer
49.	Photography	Mr.A.Murugassamy (Coordinator)	Computer Lab
		Mr.M.G.Dileepan Rajesh Kumar	Computer Lab
50.	ISO	Dr.B.Chithra (Coordinator)	Computer Technology
		Dr.P.Ruban	Biotechnology
51.	AICTE, UGC and University,	Dr.Muthukumar (Coordinator)	MBA
		Mr.S. Sunil Pradeep	MBA
		Mr.K.Leninbarathi (Coordinator)	Physics
52.	Library Advisory Committee	Ms.Shopia Merline	Library
		Dr.K.Umamaheshwari	Library
		Dr.P.Indhumathi	Chemistry
		Dr. M.Premalatha ( Convenor )	MSW
53	Svastika Student		



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	Counselling Cell	Mrs. R. Anu Prashanthi	MSW
		Mrs. Y. Prasanna	Com. CA
54	Anti -Drug Club	Mr.K. Vijay Anand (Coordinator)	CS
		Dr.J. John Manokaran	Com (B&I)
		Mr.V. Prince Manicka Raj	English
		Dr.P. Ruban	Biotechnology
		Mr. S.S. Saravanan	BCA



PRINCIPAL

PRINCIPAL  
SHRI NEHRU MAHA VIDYALAYA  
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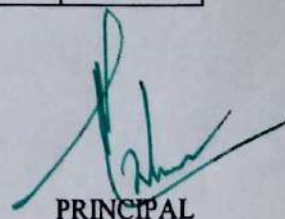
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COMMITTEES FOR THE ACADEMIC YEAR 2021-22

	Name of the Festival/Celebration	Name of the Dept./Incharge	Name of the Department	Signature
1.	Induction Ceremony	Admission Team	Admission	
2.	Independence Day	English Dept.	English	
3.	Gandhi Jeyanthi	Hindi Dept.	Hindi	
4.	Republic day	Tamil Dept.	Tamil	
5.	Graduation Day	Dr.R.Bhagyaraj (Coordinator)	Microbiology	
		HODs	All Dept.	
		Physical Director	Physical Education	
6.	Annual Sports day	Physical Director (Coordinator)	Physical Education	
		Mr.B.Sudhakaran	English	
		Dr.A.Thiruvankateshwari	Com	
		Mr.G.Jegatheeskumar	CS	
7.	Regalia and College Day	Mr.M.Chandrakumar(Coordinator)	Com. App.	
		Mrs.M.B.Kavitha(Coordinator)	Microbiology	
8.	Pongal	Tamil Dept.	Tamil	
9.	Teacher's Day	Com. CA	Com. CA	
10.	Dr APJ Abdul Kalam's Birth Anniversary-15 <sup>th</sup> October	Hindi	Hindi	
11.	Swami Vivekananda Jayanti 12 <sup>th</sup> January	Hindi	Hindi	
12.	National Management Day	MBA	MBA	
13.	Pooja Celebration	Library	Library	
14.	Academic Year Start & End Pooja	English Dept.	English	
15.	International Yoga Day	English Dept.	English	
16.	International Women's Day	WEC	WEC	



  
PRINCIPAL

PRINCIPAL -  
SHRI NEHRU MAHA VIDYALAYA  
COLLEGE OF ARTS & SCIEN  
SHRI GAMBIRMAL BAFNA NAGA  
MALUMACHAMPATTI  
COIMBATORE - 641 050





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Standard Operating Procedure (SOP) for Committees



## 1) NAAC/IQAC

- Coordinate with Criteria Managers , HODs & Committee Conveners for Data Collection and Consolidation.
- Uploading Yearly Document of AQAR ,NIRF & MDRA in the respective Portal.
- Monitoring AISHE Portal
- Preparation of SSR for 4<sup>th</sup> Cycle

## 2) Centre For Research And Development(CRD)

- To Create awareness about Research among students and faculty
- To motivate faculty to take up Research Projects and enhance Research Skills and Qualifications .
- To encourage student to take up minor research Project .
- To Motivate and guide the faculty members for RND activities in the area of their specialization
- To encourage the faculty and students to publish research paper in reputed National and International journals
- To encourage faculty and students to participate and present their research in Conferences/ seminars (State-National-International)
- To facilitate the growth of research culture in the college.
- To conduct research related faculty development activities/ workshop
- To the committee would formally meet at the start of the academic year to plan for the years activities.
- There would be a meeting at the end of the academic year to review the activities facilitated and the progress of the committee at the end of the academic year.
- The Co-ordinator along with the member will take the necessary step to implement the proposed list of activities for the semester.
- The necessary preparation for the execution of the programs activities are made in consultation with the head of the institution.
- Creating MOUs & Linkages with Research Institutions
- Keep the list of Research Experts in all Dicipines
- Maintain file along with all the documents

## 3) Institution Innovation Council (IIC)

- To systematically foster the culture of Innovation in the institution





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- To encourage, inspire and nurture young students by supporting them to work with new ideas and transform them into prototypes
- To provide mentorship and develop entrepreneurial skills among students
- To provide infrastructure support for early-stage enterprise development
- To develop and implement Innovation & Entrepreneurship strategy and policy for the entire institute in order to integrate the entrepreneurial activities
- To ensure exposure of maximum students to innovation and pre incubation activities at their early stage
- To enhance in-house competency development to serve potential and early-stage entrepreneurs and student innovators at the institute.
- To strengthen the inter-departmental and inter-institutional linkage, incubators and other ecosystem enablers at different levels.
- Organize periodic workshops/ seminars/ interactions with entrepreneurs, investors, professionals and create a mentor pool for student innovators
- Network with peers and national entrepreneurship development organizations
- Create an Institution's Innovation portal to highlight innovative projects carried out by institution's faculty and students
- Organize Hackathons, idea competition, mini-challenges etc. with the involvement of industries
- Uploading Documents in IIC Portal

#### 4) Intellectual Property Rights (IPR)

- To create an awareness about IPR for faculties and students of the Institution.
- To conduct workshops, seminars and training programs on IPR and patent filing processes.
- To disseminate knowledge on patents and registration methods in India and abroad.
- To encourage faculty members and scholars towards patentable works and innovation.
- To coordinate between Inventors, IP consultants, Attorneys and PEC authorities for filing and managing patents.
- To educate the faculty on obtaining copyrights for their publications.
- To provide awareness to the public through IP Road Shows, IP Street Play and various competitions.
- The perspective plan for the academic year will be planned as per discussion with the IPR cell members and Cell co-ordinators.
- The IPR activities are organized to introduce the principal areas of Intellectual Property (IP) such as Patents, Copyright, and Trademark among students, staff and public.





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Sponsors

- IPR seminars
- IP competitions
- IP road Shows
- IPR awareness programmes

## **5. EXAMCELL COMMITTEE**

- To prepare the timetable for the internal exams, to collect the question papers from the departments for the conduct of the examinations.
- To maintain the stationeries related to the examinations.
- To collect the marks of internal test model and compiled internal marks from the department and maintain the same.
- It is the responsibilities of the cell to plan organize and conduct the university examination in our college centre.
- During the time of university examination the convener of the exam cell will act as the Reserve.
- Stock of the university stationeries are to be maintained. It is the responsibility of the convener.
- Ensure proper financial submission to university.
- Maintain university result copy.
- Maintain attendance Performa.
- Maintaining code of all the subjects.
- Orientation to newly joined staff about examination at the beginning of the academic year.
- Maintain file for grievance mechanism.
- File for practical schedule.
- Pass percentage file to be maintained.
- Add-on course-list of students, internal, external and practical marks to be maintained.
- Prepare list of file and then maintained.

## **6. FACULTY DEVELOPMENT PROGRAMME (FDP)**

- To prepare action plan in the beginning of the academic year.
- Conduct the program to enhance quality of the faculties.
- Maintain report about all the programs.
- To motivate faculties to attend the FDP program in other institutions.
- Collect the certificates and other documents.





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Sponsors

## 7. DISCIPLINE COMMITTEE

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- All the students should wear their ID Cards while they are in the campus and their respective class rooms.
- In case of any violation of dress code or disturbance in the class, the ID card will be confiscated from the student which will be handed over to the student on the same day with a warning and advice from the Disciplinary Committee Members.
- In case of any misbehavior or violation of the college rules, the ID cards of the students will be kept with the Disciplinary Committee Members till the enquiry is over.
- To monitor the movement of the students in the college and prevent students loitering around in the corridors during the college working hours.
- No student can leave the college early without prior permission from the concerned authorities.
- To ensure that students maintain complete silence in the library.
- To maintain proper discipline in the college canteen and student waiting room during the college working hours.
- If any damage is caused to the college property by any student / group of students, the cost of the same will be recovered with a fine from the said student / group of this will be followed by disciplinary action.
- If any indiscipline is found by any of the students, warn them on the first instance. Take disciplinary action based on the rules and regulations of the committee, if the pattern of misconduct continues.
- To assist the college anti-ragging committee in preventing ragging in the College and to spread anti-ragging campaign throughout the students community.
- Students are not allowed to touch or keep dangerous or harmful objects.
- Students are not allowed to throw objects around the college.
- Students respect other's feelings – no teasing, name calling, swearing, etc.
- Students- respect other's person – no rough play, fighting, bullying, threats, harassing, etc.
- Students– respect other's property – no theft, vandalism, etc.
- Keep your college clean just as you would keep your house clean.
- Throw rubbish in the bin, keep the place clean always.





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8) Placement Committee

- Action Plan
- Prepare List of files to be maintained
- Activities and Report with Geotagged Photos
- Communication from the Companies
- Stream wise Placement Details
- List of Eligible Students Yearwise
- List of students -attended Placement Drive and Placed-Yearwise
- Functional MOUs
- End of the academic Year , Prepare Placement Report.

9) ERP (Enterprise Resource Planning)

- Identify the area to be implementation of ERP
- Prepare Structure for each Domain
- Then verify the operating areas, Which is implemented properly or not
- Communication to the vendors
- If we implemented , proof about vendor Details
- Monitor Updating of ERP

10) Web development Committee

- Updating webpage
- Documents and Reports to be update year wise
- To Create web LINK to the Criteria for NAAC
- Scrolling the upcoming events
- To upload Photos for News / events
- On line Admission and online fees Collection - Link Updating

11) Digital Marketing/ promotion (What's up, Instagram, FB, You tube/ Digital





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learning)

- Preparation of Brochure and invitations
- To post all the invitations in ALL Social Media Platform
- To promote SNMV Brand in all Social Media

## 12) MOUs and collaborations

- Prepare list of MOUs and collaborations

### COLLABORATION

- Collaborative activities for Research, Faculty exchange, Student Exchange /internship per year .
- Name of the partnering institution /industry/research lab with contact details
- Year of commencement
- Duration (From-To)
- Nature of Collaborative activity
- Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship.
- Collaborations with the sister institutions under the same Trust not to be included.

### MOUs

- Details of Functional MOUs with Institutions of National, International importance, other Universities, Industries, Corporate houses etc.
- List the activities under MOUs.
- Maintain file with e-Copies of the MOUs .
- Prepare name of Organization with which MOU is signed.
- Duration of MOU.
- e-Copies of Related Documents
- By NAAC, for Example ,If the MoU is for three years viz 2011-2013, it shall be counted only once.
- MOU"s with the sister institutions under the same Trust not to be included.

## 13) VET





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- Action Plan
- Prepare List of VET Programme
- Maintain all the Documents Related to VET
- From the Department , Collect the Reports (VET) and Geotagged Photos
- Maintain files for the Documents & Reports

#### 14) EDC

- Action Plan
- Activities and Reports with Geotagged Photos
- Apply for funding
- Maintain files for the Documents & Reports

#### 15) NSS

- Action Plan
- Programme Details
- Number of extension and outreach Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS
- Reports with Geotagged Photos and Press Release
- Arrange for NSS Camp
- Conduct Awareness Programme
- Maintain files for the Documents & Reports

#### 16) NCC

- Programme Details
- Reports of the event organized with Geotagged Photos and Press Release.
- Number of extension and outreach Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc.,
- Name and number of the extension and outreach Programmes
- Name of the collaborating agency: Non-government, industry, community with contact details





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Sponsors

- List Number of extension and outreach Programmes conducted with industry, community etc.
- Maintain files for the Documents & Reports

### 17) YRC

- Action Plan
- Programme Details
- Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through YRC
- Reports with Geotagged Photos and Press Release
- Maintain files for the Documents & Reports

### 18) RRC

- Action Plan
- Programme Details
- Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through RRC
- Reports with Geotagged Photos and Press Release
- Maintain files for the Documents & Reports

### 19) Add on

- Prepare List of files and Maintain it
- List of Coordinators with Course
- Syllabus for all Add On course
- Circulars
- Prepare Theory & Practical Class Schedule
- Verification of Syllabus Completion
- Feed back from Students and Action Taken Report
- University Communication





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Sponsors

- To Conduct Internal Test for Add On course
- Maintain Internal Marks
- University Result Copy
- Result Analysis(Theory & Practical )

20) Certificate Course

- Insisting Departments to offer Certificate Course.
- Name of the Course (Minimum 30 Hrs.) from each Stream
- Class Schedule with name of faculty
- List of students enrolled & Certificates
- Report of the Course with Outcome

21) Women Empowerment Cell

- Minutes of the Meeting
- List of Programs
- Orientation programme in the beginning of the academic Year
- International Woman's Day Celebration
- Gender Equity Programs
- Awareness Program

22) Eco Club(on environmental awareness and improvement of environment)

- List of Programs
- Organise seminars, debates, lectures and popular talks on environmental issues in the Colleges
- Campaign against banned carry bags, use of loud speakers, banned fire works, recycling of glass and metals, filling of water body in the adjacent area, use of unnecessary horns.
- Field visit to environmentally important sites including polluted and degraded sites, wildlife parks, etc.
- Organize rallies, marches, human chains and street theatre at public places with a view to spread environmental awareness.
- Action based activities like tree plantation, cleanliness drives both within and out side the College campus.





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Sponsors

- Grow kitchen gardens, maintain vermin-composting pits, construct water harvesting structures in College, practice paper recycling etc.
- Mobilize action against environmentally unsound practices like garbage disposal in unauthorized places, unsafe disposal of hospital wastes etc.
- Beautify selected road side area with plants and flowers and put campaign boards to generate awareness.
- Any other innovative programme on environmental issues.

### 23) Log book

- Collecting Log Books From the Department
- Verification
- Log Book Stock Maintenance

### 24) Class Committee

- After CIA I & II Conduct Class Committee meeting
- Consolidation of feed backs
- Action Taken Report
- Maintain file for all

### 25) College Magazine/ Hand Book/ News Letter/ AGM

- Collect Data for Magazine/ Hand Book/ News Letter/ AGM from the respective authorities
- Consolidate the data's for Magazine/ Hand Book/ News Letter/ AGM

### 26) IAS Academy

- Prepare Class Schedule
- List of Faculties
- Students enrollment
- Study Material
- Question Bank
- MOUs with Academies and activities with Experts
- Arrange awareness programme for Competitive Exams



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27 Alumni

- Register maintenance
- Fund raising
- Meetings
- Linkages
- Inviting Alumni to deliver the lectures

28 ) Parents - Teacher Association

- Scheduling Meetings
- Record maintenance

29 ) Hostel Committee

- Meetings
- Enriching facilities
- Monitoring Cleanliness
- Maintaining discipline
- Monitoring mess
- Addressing students grievance

30 ) Transport

- Schedule
- Discipline
- Fees payment

31) Students Attendance

- Maintaining over all attendance of the students

32 ) Fine Arts /Cultural Club

- Finding talents
- Participation in activities
- Organizing cultural events
- Linking celebrities and academies by MOUs
- Maintaining files





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33) Mess

- Cleanliness
- Discipline
- Quality of food monitoring

34) Assembly Committee

- Schedule preparation
- Layout for Dept.
- Discipline

35) Swayam Committee

- Circular for new programs
- Awareness to students
- Record maintenance/Students List with certificates

36) NPTEL

- Circular for new programs
- Awareness to students
- Record maintenance/Students List with certificates

37) Press Report Team

- Reports to press for release
- Follow-up for press release
- Ensuring Report and Photos for report

38) Foreign Cell

- C and S form creation for students
- Academic entries
- Prior intimation for extension of visa



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### 39) Sports

- Finding talents
- Coaching students
- Participation at national and international level
- MOUs

### 40) Antiragging Committee

- Awareness to students
- Monitoring campus and transport

### 41) Students Welfare Committee

- Finding grievances
- Scholarships
- Jobs
- Higher studies ect

### 42) Newsletter

- Preparation of news letter
- Publishing at media
- Maintenance record

### 43) Admission

- Strategies for the year
- Advertisement
- Team setting
- Follow up

### 44) OBC Cell

- Scholarship
- List of students





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45) SC/ST Committee

- Scholarship
- List of students

46) Internal Complaints Committee (Anti-Sexual Harassment and Redressal)

- Awareness
- Discipline and action
- Reports

47) Student Grievance Redressal Committee

- Finding grievances
- Action
- Report

48) Scrap/Maintenance

- Verifying materials for Scrap
- Record maintenance

49) Photography

- Capturing Geo tagged photos and videos of all programmes
- Maintaining data

50) ISO

- Internal auditing
- External Auditing

51) AICTE, UGC and University

- Monitoring concern Portal
- Follow up



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52) Library Advisory Committee

- Minutes of meeting
- Raising funds
- Report of the Activities
- Increasing the no of students in Library

53) Svastika Student Counselling Cell

- Counseling the needs
- Record maintenance

54) Anti-Drug Committee

55) NAAC / IQAC

- Coordinate with Criteria Managers , HODs & Committee Conveners for Data Collection and Consolidation .
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IPR seminars

IP competitions

IP road Shows

IPR awareness programmes





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- To maintain proper discipline in the college canteen and student waiting room during the college working hours.
- If any damage is caused to the college property by any student / group of students, the cost of the same will be recovered with a fine from the said student / group of this will be followed by disciplinary action.
- If any indiscipline is found by any of the students, warn them on the first instance. Take disciplinary action based on the rules and regulations of the committee, if the pattern of misconduct continues.
- To assist the college anti-ragging committee in preventing ragging in the College and to spread anti-ragging campaign throughout the students community.
- Students are not allowed to touch or keep dangerous or harmful objects.
- Students are not allowed to throw objects around the college.
- Students respect other's feelings – no teasing, name calling, swearing, etc.
- Students- respect other's person – no rough play, fighting, bullying, threats, harassing, etc.
- Students- respect other's property – no theft, vandalism, etc.
- Keep your college clean just as you would keep your house clean.
- Throw rubbish in the bin, keep the place clean always.



**PRINCIPAL**

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