



SREE NARAYANA NURSING COLLEGE

Stonehousepet (po), Chinthareddypalem, Nellore - 524002.

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Recognized by Indian Nursing Council vide letter No. 02/Sep/2006 INC dated : 29.09.2006

A.P. Nurses & Midwives Council Letter No. APNMC/CON/5212/2006, dated: 4/11/2006

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ROLES AND RESPONSIBILITIES OF CURRICULUM COMMITTEE

1. Curriculum Development

- **Review and Approve Course Proposals:** Evaluate new courses or programs submitted by faculty.
- **Revise Existing Curriculum:** Update and improve current courses to align with educational standards and institutional goals.

2. Quality Assurance

- **Ensure Academic Standards:** Maintain high standards in curriculum design, ensuring alignment with accreditation requirements and educational benchmarks.
- **Assessment of Learning Outcomes:** Review and analyze student performance data to evaluate the effectiveness of the curriculum.

3. Policy Development

- **Establish Curriculum Policies:** Create guidelines for curriculum design, implementation, and assessment.
- **Develop and Recommend Academic Policies:** Formulate policies related to curriculum changes, course prerequisites, and credit transfers.

4. Collaboration

- **Engage with Faculty:** Foster communication and collaboration among faculty members to gather input on curriculum changes and innovations.
- **Work with Administration:** Collaborate with academic leaders to align the curriculum with institutional goals and strategies.

5. Training and Support

- **Provide Faculty Development:** Offer resources and training to faculty on curriculum design and teaching methods.
- **Support Implementation:** Assist in the rollout of new programs or curricular changes.

6. Community and Stakeholder Engagement


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- **Gather Feedback:** Solicit input from students, alumni, and industry stakeholders to ensure the curriculum meets diverse needs.
- **Promote Transparency:** Share information about curriculum changes and decisions with the wider academic community.

7. Monitoring and Evaluation

- **Conduct Regular Reviews:** Periodically assess the effectiveness of the curriculum and make necessary adjustments.
- **Report Findings:** Provide regular reports on curriculum outcomes and areas for improvement to relevant stakeholders.


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ROLES AND RESPONSIBILITIES OF ADMISSION COMMITTEE

- 1. Application Review:** Evaluating applications to assess the qualifications of candidates, including academic performance, test scores, essays, and letters of recommendation.
- 2. Setting Criteria:** Establishing the admission criteria and guidelines for the selection process, ensuring alignment with the institution's goals and values.
- 3. Interviews:** Conducting interviews with prospective students to gain deeper insights into their character, motivations, and fit for the institution.
- 4. Decision Making:** Making informed decisions about which applicants to admit, waitlist, or deny, based on established criteria and holistic review processes.
- 5. Diversity and Inclusion:** Promoting diversity by considering how candidates contribute to the institution's community and mission, ensuring equitable access for all applicants.
- 6. Communication:** Informing applicants of their admission status and providing feedback when possible. This may also include outreach to prospective students.
- 7. Policy Development:** Developing and revising admission policies and procedures to improve the efficiency and effectiveness of the admissions process.
- 8. Data Analysis:** Analyzing admission data to assess trends, outcomes, and the effectiveness of recruitment strategies.
- 9. Collaboration:** Working with other departments (e.g., financial aid, academic departments) to coordinate efforts and provide a holistic support system for incoming students.
- 10. Outreach and Recruitment:** Participating in recruitment events, such as open houses and college fairs, to attract prospective students and represent the institution positively.



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ROLES AND RESPONSIBILITIES OF DISCIPLINARY COMMITTEE

- 1. Policy Enforcement:** Upholding the college's code of conduct, academic integrity policies, and other relevant guidelines.
- 2. Investigation:** Conducting investigations into allegations of misconduct, including academic dishonesty, harassment, or violation of college policies.
- 3. Hearings:** Organizing and facilitating hearings where students can present their case, allowing for a fair process in addressing alleged violations.
- 4. Decision Making:** Evaluating evidence presented during hearings and making impartial decisions regarding disciplinary actions.
- 5. Sanctioning:** Determining appropriate sanctions based on the severity of violations, which may include warnings, probation, suspension, or expulsion.
- 6. Documentation:** Keeping detailed records of all proceedings, decisions, and sanctions, while maintaining confidentiality as required by regulations.
- 7. Education and Awareness:** Promoting awareness of the college's policies through workshops and information sessions to prevent future violations.
- 8. Appeals Process:** Handling any appeals from students who wish to contest disciplinary decisions, ensuring a transparent and fair process.
- 9. Collaboration:** Working with faculty, administration, and counseling services to address behavioral issues and support affected students.



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10. **Reporting:** Compiling reports on disciplinary actions and trends to inform the college administration and contribute to policy improvements.



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ROLES AND RESPONSIBILITIES OF ANTI-RAGGING COMMITTEE

- **Policy Implementation:** Enforcing the college's anti-ragging policies in accordance with national guidelines and regulations.
- **Awareness Programs:** Organizing orientation sessions, workshops, and seminars to educate students and staff about the negative impacts of ragging and the importance of a safe environment.
- **Monitoring:** Actively monitoring the campus environment to detect any instances of ragging or related activities, ensuring a vigilant presence.
- **Complaint Handling:** Establishing a clear and confidential process for students to report incidents of ragging, ensuring their safety and anonymity.
- **Investigation:** Conducting thorough investigations into any reported incidents of ragging, gathering evidence, and interviewing involved parties.
- **Support Services:** Providing support to victims of ragging, including counseling services and resources to help them cope with their experiences.
- **Disciplinary Action:** Collaborating with the disciplinary committee to recommend appropriate actions against those found guilty of ragging, which may include sanctions or expulsion.
- **Coordination with Authorities:** Coordinating with local law enforcement and regulatory bodies, as necessary, to address serious cases of ragging.
- **Reporting:** Maintaining records of incidents, complaints, and actions taken, and reporting to college authorities and regulatory bodies as required.
- **Continuous Improvement:** Regularly reviewing and updating anti-ragging policies and procedures based on feedback, incidents, and changes in regulations to ensure effectiveness.



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ROLES AND RESPONSIBILITIES OF GRIEVANCE REDRESSAL COMMITTEE

1. Complaint Management:

Accepting and documenting grievances from students, faculty, and staff regarding academic, administrative, or personal issues.

2. Confidentiality Assurance:

Ensuring that all complaints are handled confidentially, respecting the privacy of the individuals involved.

3. Investigation of Complaints:

Conducting thorough investigations into the grievances, which may involve gathering evidence, interviewing relevant parties, and reviewing documentation.

4. Resolution Facilitation:

Mediating discussions between the complainant and the accused, when appropriate, to facilitate amicable resolutions.

5. Decision-Making:

Making fair and impartial decisions based on the findings of the investigation and recommending appropriate actions or remedies.

6. Communication:

Keeping the complainant informed about the progress and outcome of their grievance, ensuring transparency in the process.

7. Documentation:

Maintaining accurate records of all grievances filed, investigations conducted, and outcomes reached for future reference and accountability.

8. Policy Review and Improvement: Regularly reviewing and updating grievance redressal policies to enhance their effectiveness and address emerging issues within the college community.

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9. **Awareness and Education:** Organizing awareness programs and workshops to inform students and staff about the grievance redressal process and encourage timely reporting of issues.
10. **Reporting:** Compiling reports on the nature and frequency of grievances, as well as resolutions, to share with college administration for policy formulation and improvement.



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ROLES AND RESPONSIBILITIES OF INTERNAL COMPLAINTS COMMITTEE

- 1. Policy Oversight:** Ensuring compliance with institutional policies, regulations, and legal requirements related to student and staff conduct.
- 2. Monitoring and Evaluation:** Regularly assessing the effectiveness of compliance policies and procedures, identifying areas for improvement.
- 3. Complaint Handling:** Receiving and addressing complaints related to compliance issues, such as harassment, discrimination, or violations of institutional policies.
- 4. Investigations:** Conducting thorough investigations into complaints and allegations, gathering evidence, and interviewing relevant parties to ensure a fair process.
- 5. Awareness Programs:** Organizing training and awareness programs for students and staff on compliance policies, rights, and responsibilities to foster a respectful and safe environment.
- 6. Reporting Mechanisms:** Establishing clear channels for reporting compliance issues, ensuring confidentiality and protection for whistleblowers.
- 7. Recommendations:** Making informed recommendations for corrective actions or improvements based on findings from investigations or compliance assessments.
- 8. Documentation:** Maintaining accurate records of complaints, investigations, and actions taken to ensure accountability and transparency.
- 9. Collaboration:** Coordinating with other committees (like the Grievance Redressal Committee or Disciplinary Committee) to address overlapping issues and ensure comprehensive handling of cases.
- 10. Reporting to Administration:** Providing regular reports to the college administration on compliance trends, issues encountered, and actions taken to inform policy-making and improvements.


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ROLES AND RESPONSIBILITIES OF ALUMNI ASSOCIATION

- 1. Networking Opportunities:** Facilitating connections among alumni and between alumni and current students, creating a supportive professional network.
- 2. Event Organization:** Planning and hosting events such as reunions, seminars, workshops, and social gatherings to engage alumni and foster community.
- 3. Career Support:** Offering career development resources, mentorship programs, and job placement assistance to help alumni advance in their careers.
- 4. Fundraising:** Engaging alumni in fundraising initiatives to support the college's development projects, scholarships, and other institutional needs.
- 5. Communication:** Maintaining regular communication with alumni through newsletters, social media, and updates about college events, achievements, and opportunities for involvement.
- 6. Feedback and Advocacy:** Serving as a voice for alumni interests, providing feedback to the institution on programs, policies, and initiatives that affect graduates.
- 7. Scholarship Programs:** Establishing and managing scholarships for current students, funded by alumni contributions to support future generations.
- 8. Collaboration with the Institution:** Working closely with the college administration to align alumni activities with institutional goals and priorities.
- 9. Promoting Alumni Achievements:** Highlighting and celebrating the accomplishments of alumni to inspire current students and enhance the institution's reputation.
- 10. Engagement with Current Students:** Encouraging alumni to engage with current students through guest lectures, mentorship programs, and internship opportunities.


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ROLES AND RESPONSIBILITIES OF RESEARCH ADVISORY COMMITTEE

- 1. Research Policy Development:** Formulating and recommending policies and guidelines for research activities within the college, ensuring alignment with institutional goals and standards.
- 2. Project Evaluation:** Reviewing and evaluating research proposals submitted by faculty and students to ensure feasibility, relevance, and adherence to ethical standards.
- 3. Funding Guidance:** Identifying potential funding sources and providing guidance on applying for research grants and other financial support.
- 4. Capacity Building:** Organizing workshops, seminars, and training programs to enhance research skills among faculty and students, promoting a culture of research within the institution.
- 5. Ethical Oversight:** Ensuring that all research activities comply with ethical guidelines and standards, particularly concerning human and animal subjects.
- 6. Monitoring Progress:** Overseeing ongoing research projects, providing support and feedback to researchers, and ensuring that timelines and objectives are met.
- 7. Dissemination of Research:** Encouraging and facilitating the publication of research findings in reputable journals, as well as presentations at conferences and seminars.
- 8. Collaboration Promotion:** Fostering collaboration among faculty, students, and external institutions or organizations to enhance research opportunities and impact.
- 9. Evaluation and Reporting:** Regularly assessing the research output and impact of the college, providing reports to the administration for strategic planning.
- 10. Advisory Role:** Acting as a resource for faculty and students seeking guidance on research methodologies, data analysis, and project implementation.

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ROLES AND RESPONSIBILITIES OF INSTITUTIONAL ETHICS COMMITTEE

1. **Ethical Oversight:** Ensuring that all research involving human subjects adheres to ethical standards, including respect for autonomy, beneficence, and justice.
2. **Review of Research Proposals:** Evaluating research proposals to assess their ethical implications, ensuring that the rights and welfare of participants are protected.
3. **Informed Consent:** Ensuring that researchers obtain informed consent from participants, making sure they understand the study's purpose, risks, and benefits.
4. **Monitoring Compliance:** Overseeing ongoing research to ensure continued compliance with ethical standards and protocols throughout the study's duration.
5. **Handling Complaints:** Addressing any ethical concerns or complaints raised by participants or researchers regarding research practices.
6. **Policy Development:** Developing and recommending institutional policies and guidelines related to ethical research practices.
7. **Education and Training:** Providing training and resources for researchers and staff on ethical research practices, including issues related to confidentiality and data protection.
8. **Collaboration with Other Committees:** Working with other institutional committees (e.g., Research Advisory Committee) to ensure comprehensive oversight and adherence to ethical standards.
9. **Reporting:** Compiling and submitting reports on the committee's activities, findings, and recommendations to institutional leadership.
10. **Promoting Ethical Culture:** Fostering an institutional culture of ethical research practices through awareness campaigns and engagement with the academic community.

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ROLES AND RESPONSIBILITIES OF PROCUREMENT COMMITTEE

- 1. Policy Development:** Formulating and recommending procurement policies and procedures to ensure transparency, accountability, and efficiency in the procurement process.
- 2. Needs Assessment:** Identifying and assessing the procurement needs of the institution, including goods, services, and equipment.
- 3. Supplier Selection:** Evaluating and selecting suppliers or vendors through a fair and competitive bidding process, ensuring quality and value for money.
- 4. Tender Management:** Overseeing the preparation and issuance of tenders, requests for proposals (RFPs), and quotations, and managing the tender evaluation process.
- 5. Contract Negotiation:** Negotiating contracts with suppliers to secure favorable terms and conditions that align with institutional objectives.
- 6. Budget Management:** Ensuring that procurement activities are conducted within approved budgets and financial constraints.
- 7. Compliance and Oversight:** Ensuring compliance with relevant laws, regulations, and institutional policies related to procurement practices.
- 8. Performance Monitoring:** Monitoring supplier performance and quality of goods and services delivered, addressing any issues that arise.
- 9. Documentation and Record Keeping:** Maintaining accurate records of procurement activities, decisions made, contracts signed, and expenditures incurred.
- 10. Reporting:** Providing regular reports to institutional leadership on procurement activities, budget status, and supplier performance, highlighting any challenges or recommendations for improvement.



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ROLES AND RESPONSIBILITIES OF MAINTENANCE COMMITTEE

1. **Facility Oversight:** Monitoring the condition of college facilities, including buildings, grounds, and infrastructure, to ensure they are safe and well-maintained.
2. **Maintenance Planning:** Developing and implementing a comprehensive maintenance plan that includes routine, preventive, and corrective maintenance schedules.
3. **Budget Management:** Preparing and managing the maintenance budget, ensuring that funds are allocated effectively for various maintenance activities.
4. **Inspection and Assessment:** Conducting regular inspections and assessments of facilities and equipment to identify maintenance needs and prioritize repairs.
5. **Coordination of Repairs:** Coordinating repair and maintenance work, either through in-house staff or external contractors, ensuring timely and quality service.
6. **Safety Compliance:** Ensuring that all maintenance activities comply with health, safety, and environmental regulations, promoting a safe campus environment.
7. **Emergency Response:** Developing and implementing emergency response plans for maintenance issues, such as plumbing failures, electrical outages, or natural disasters.
8. **Communication:** Facilitating communication between the maintenance team and other departments to address maintenance concerns promptly and efficiently.
9. **Record Keeping:** Maintaining accurate records of maintenance activities, including work orders, service contracts, and inspection reports.
10. **Sustainability Initiatives:** Promoting and implementing sustainable maintenance practices that reduce energy consumption and environmental impact.


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ROLES AND RESPONSIBILITIES OF STUDENT WELFARE COMMITTEE

- 1. Support Services:** Providing support and resources for students facing academic, personal, or financial challenges, ensuring they have access to necessary services.
- 2. Counseling and Guidance:** Offering counseling services to address mental health issues, stress management, and personal development.
- 3. Promoting Inclusivity:** Fostering an inclusive environment that respects diversity and promotes equal opportunities for all students, regardless of background.
- 4. Organizing Activities:** Planning and coordinating events, workshops, and activities that promote student well-being, engagement, and community building.
- 5. Feedback Mechanism:** Establishing channels for students to voice concerns, suggestions, and grievances regarding their welfare and campus life.
- 6. Collaboration with Departments:** Collaborating with academic and administrative departments to address student needs and improve overall student experience.
- 7. Health and Wellness Programs:** Promoting health and wellness initiatives, including fitness programs, nutrition workshops, and awareness campaigns on mental health.
- 8. Scholarship and Financial Aid Support:** Assisting students in understanding and accessing scholarships, grants, and financial aid options available to them.
- 9. Crisis Management:** Developing protocols for responding to student crises or emergencies, ensuring timely and appropriate support.
- 10. Advocacy:** Acting as advocates for student rights and interests, working to improve policies and services that affect student welfare.



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ROLES AND RESPONSIBILITIES OF STAFF WELFARE COMMITTEE

1. **Support Services:** Providing support and resources for staff members facing personal, professional, or financial challenges, ensuring they have access to necessary assistance.
2. **Health and Well-being Programs:** Organizing health and wellness initiatives, including fitness programs, mental health workshops, and stress management sessions.
3. **Feedback Mechanism:** Establishing channels for staff to voice concerns, suggestions, and grievances regarding workplace conditions and policies.
4. **Work-Life Balance Promotion:** Advocating for policies and practices that promote work-life balance, such as flexible working arrangements and leave policies.
5. **Professional Development:** Facilitating opportunities for staff training and professional development, including workshops, seminars, and skill-building programs.
6. **Recognition and Rewards:** Developing programs to recognize and reward outstanding staff contributions and achievements, fostering a culture of appreciation.
7. **Collaboration with Administration:** Working closely with institutional administration to address staff needs and improve working conditions and policies.
8. **Crisis Support:** Establishing protocols for providing support during crises or emergencies affecting staff, ensuring timely assistance.
9. **Inclusive Environment Promotion:** Fostering an inclusive and supportive workplace culture that respects diversity and promotes equal opportunities for all staff members.
10. **Reporting and Evaluation:** Regularly evaluating staff welfare initiatives and programs, providing feedback to administration on their effectiveness and areas for improvement.


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ROLES AND RESPONSIBILITIES OF AFFILIATION COMMITTEE

1. **Affiliation Processes:** Overseeing the process of applying for and maintaining affiliations with relevant educational bodies and accrediting organizations.
2. **Policy Development:** Developing and recommending policies and guidelines related to affiliation to ensure compliance with institutional and regulatory standards.
3. **Documentation and Compliance:** Ensuring that all required documentation for affiliation is accurately prepared and submitted in a timely manner, adhering to regulatory requirements.
4. **Quality Assurance:** Monitoring and assessing the quality of education and institutional practices to meet the standards set by accrediting bodies.
5. **Communication with Authorities:** Acting as a liaison between the institution and accrediting bodies, facilitating communication regarding compliance, evaluations, and audits.
6. **Self-Assessment:** Conducting self-assessments to evaluate the institution's readiness for affiliation and identifying areas for improvement.
7. **Training and Guidance:** Providing training and guidance to faculty and staff on standards and requirements for maintaining affiliations.
8. **Review of Programs:** Evaluating academic programs to ensure they meet the standards required for affiliation and making recommendations for enhancements.
9. **Reporting:** Compiling reports on the status of affiliations, compliance issues, and accreditation outcomes to share with institutional leadership.
10. **Continuous Improvement:** Promoting a culture of continuous improvement by regularly reviewing and updating practices to align with evolving standards in education.


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ROLES AND RESPONSIBILITIES OF FEEDBACK COMMITTEE

- 1. Feedback Collection:** Designing and implementing systems for collecting feedback from students, faculty, and staff regarding various aspects of the institution, such as academic programs, services, and facilities.
- 2. Survey Development:** Creating and administering surveys, questionnaires, and other tools to gather qualitative and quantitative feedback.
- 3. Analysis of Feedback:** Analyzing the collected feedback to identify trends, strengths, weaknesses, and areas for improvement within the institution.
- 4. Reporting:** Compiling comprehensive reports summarizing the findings of the feedback analysis and presenting them to relevant stakeholders, including administration and academic departments.
- 5. Actionable Recommendations:** Providing actionable recommendations based on feedback to enhance educational quality, student experience, and overall institutional effectiveness.
- 6. Follow-up Mechanisms:** Establishing follow-up mechanisms to ensure that feedback leads to tangible changes and improvements, and tracking the implementation of recommended actions.
- 7. Communication:** Facilitating communication between stakeholders regarding the importance of feedback and how it is being used to inform decisions and improve practices.
- 8. Engagement Activities:** Organizing workshops, focus groups, and forums to engage stakeholders in discussions about feedback and continuous improvement.
- 9. Policy Development:** Assisting in the development of policies related to feedback mechanisms and ensuring they align with institutional goals.
- 10. Review and Revision:** Regularly reviewing and updating feedback collection methods and processes to ensure they remain effective and relevant.


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ROLES AND RESPONSIBILITIES OF LIBRARY COMMITTEE

1. **Policy Development:** Formulating and recommending policies related to library operations, resource acquisition, and user access to ensure effective library management.
2. **Collection Development:** Overseeing the selection, acquisition, and organization of library materials, including books, journals, digital resources, and multimedia content, to meet the needs of users.
3. **Budget Management:** Assisting in the development and management of the library budget, ensuring that funds are allocated appropriately for resources and services.
4. **User Needs Assessment:** Conducting assessments to identify the information needs of students and faculty, ensuring that library services are aligned with academic programs.
5. **Promotion of Services:** Promoting library resources and services to the campus community through orientation sessions, workshops, and marketing initiatives.
6. **Technology Integration:** Evaluating and recommending new technologies and tools to enhance library services, including cataloging systems and online databases.
7. **Collaboration with Faculty:** Collaborating with faculty and academic departments to integrate library resources into the curriculum and support research initiatives.
8. **User Education:** Organizing training sessions and workshops to educate users on effective research methods, information literacy, and the use of library resources.
9. **Evaluation of Services:** Regularly assessing library services and resources to ensure they are effective and making necessary adjustments based on user feedback.
10. **Advisory Role:** Serving as an advisory body to the library staff and administration on matters related to library development, resources, and policies.

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ROLES AND RESPONSIBILITIES OF INSTITUTIONAL INNOVATION COMMITTEE

- 1. Innovation Strategy Development:** Formulating and recommending strategies and policies to promote innovation across the institution, aligning with its mission and goals.
- 2. Encouraging Research and Development:** Supporting faculty and students in research initiatives that foster innovation and encourage the development of new ideas and technologies.
- 3. Collaboration and Networking:** Facilitating partnerships with industry, academic institutions, and research organizations to foster collaboration on innovative projects and initiatives.
- 4. Resource Allocation:** Identifying and recommending resources, funding, and support for innovative projects and initiatives within the institution.
- 5. Monitoring and Evaluation:** Assessing the effectiveness of innovation initiatives, measuring their impact on teaching, learning, and research, and providing feedback for improvement.
- 6. Awareness and Training:** Organizing workshops, seminars, and training sessions to promote a culture of innovation among faculty, staff, and students.
- 7. Idea Incubation:** Creating platforms for idea generation, brainstorming sessions, and competitions to encourage creativity and innovation among the campus community.
- 8. Policy Advocacy:** Advocating for policies that support innovation, such as intellectual property rights, funding for innovative projects, and support for entrepreneurial initiatives.
- 9. Showcasing Innovations:** Highlighting successful innovative projects and practices within the institution to inspire others and promote a culture of excellence.
- 10. Feedback Mechanism:** Establishing channels for collecting feedback on innovation initiatives and suggestions for new projects, ensuring continuous improvement.


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ROLES AND RESPONSIBILITIES OF EXTENSION AND OUTREACH COMMITTEE

- 1. Community Engagement:** Developing and implementing programs that connect the institution with the local community, fostering mutual understanding and collaboration.
- 2. Needs Assessment:** Identifying community needs and priorities through surveys, discussions, and research to ensure outreach efforts are relevant and impactful.
- 3. Program Development:** Designing and organizing outreach programs, workshops, and events that address community issues and promote educational initiatives.
- 4. Partnership Building:** Establishing and maintaining partnerships with local organizations, government agencies, and other stakeholders to enhance outreach efforts.
- 5. Resource Allocation:** Identifying and securing resources, including funding, materials, and personnel, to support outreach initiatives effectively.
- 6. Promotion and Awareness:** Promoting outreach programs and services through marketing strategies, social media, and community events to raise awareness and encourage participation.
- 7. Evaluation and Feedback:** Monitoring and evaluating outreach activities to assess their effectiveness and impact on the community, gathering feedback for continuous improvement.
- 8. Training and Education:** Organizing training sessions and educational workshops for community members on relevant topics, promoting lifelong learning and skills development.
- 9. Reporting:** Compiling reports on outreach activities, outcomes, and community impact to share with institutional leadership and stakeholders.
- 10. Fostering Student Involvement:** Encouraging student participation in outreach programs, providing opportunities for them to engage with the community and apply their knowledge in real-world settings.

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ROLES AND RESPONSIBILITIES OF RESOURCE MOBILIZATION COMMITTEE

- 1. Identifying Funding Opportunities:** Researching and identifying potential sources of funding, including grants, donations, sponsorships, and partnerships, to support institutional programs and initiatives.
- 2. Developing Fundraising Strategies:** Creating and implementing strategic fundraising plans that outline objectives, target audiences, and methods for soliciting funds.
- 3. Proposal Writing:** Preparing and submitting grant proposals and funding applications, ensuring they align with institutional goals and meet the requirements of funding agencies.
- 4. Building Partnerships:** Establishing and nurturing relationships with alumni, businesses, non-profits, and other stakeholders to explore collaborative funding opportunities.
- 5. Promoting Institutional Needs:** Effectively communicating the institution's mission, vision, and needs to potential donors and partners to garner support and resources.
- 6. Organizing Fundraising Events:** Planning and executing fundraising events, campaigns, and initiatives to engage the community and raise financial support for the institution.
- 7. Monitoring and Reporting:** Tracking and reporting on fundraising activities, including financial performance, donor engagement, and the impact of funded projects.
- 8. Donor Recognition and Stewardship:** Developing strategies for recognizing and thanking donors, ensuring they feel valued and informed about the impact of their contributions.
- 9. Training and Capacity Building:** Providing training and support to faculty and staff on resource mobilization strategies, proposal writing, and engaging with donors.
- 10. Continuous Improvement:** Regularly reviewing and assessing resource mobilization efforts, identifying areas for improvement and new opportunities for growth.



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ROLES AND RESPONSIBILITIES OF CODE OF CONDUCT COMMITTEE

- 1. Policy Development:** Formulating, reviewing, and updating the institution's code of conduct to ensure it aligns with institutional values, legal standards, and best practices.
- 2. Awareness and Training:** Organizing workshops and training sessions to educate students, faculty, and staff about the code of conduct, its importance, and the expected standards of behavior.
- 3. Monitoring Compliance:** Overseeing adherence to the code of conduct and ensuring that all members of the institution understand and follow the established guidelines.
- 4. Handling Complaints:** Receiving and investigating complaints or reports of violations of the code of conduct, ensuring a fair and impartial process.
- 5. Disciplinary Actions:** Recommending appropriate disciplinary actions in cases of violations, based on established policies and procedures.
- 6. Conflict Resolution:** Facilitating conflict resolution processes to address issues and disputes among students, faculty, and staff in a constructive manner.
- 7. Documentation and Reporting:** Maintaining accurate records of complaints, investigations, and outcomes, and providing regular reports to institutional leadership regarding code of conduct issues.
- 8. Continuous Improvement:** Regularly reviewing and evaluating the effectiveness of the code of conduct and related processes, making adjustments as necessary based on feedback and changing circumstances.
- 9. Promoting Ethical Culture:** Fostering a culture of ethics and integrity within the institution, encouraging all members to uphold the highest standards of conduct.
- 10. Communication:** Serving as a point of contact for inquiries related to the code of conduct, providing clarity and guidance on policies and procedures.


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ROLES AND RESPONSIBILITIES OF A GUIDANCE AND COUNSELING/MENTOR-MENTEE COMMITTEE

- 1. Program Development:** Designing and implementing comprehensive guidance and counseling programs that address the academic, personal, and career development needs of students.
- 2. Mentorship Facilitation:** Establishing a structured mentor-mentee program that pairs students with faculty or experienced peers for guidance, support, and professional development.
- 3. Training and Orientation:** Organizing training sessions for mentors and mentees to ensure they understand their roles, responsibilities, and best practices for effective mentoring.
- 4. Counseling Services:** Providing individual and group counseling services to support students in addressing personal issues, academic challenges, and career planning.
- 5. Needs Assessment:** Conducting assessments to identify the specific needs and concerns of students, ensuring that guidance and counseling services are relevant and impactful.
- 6. Resource Allocation:** Identifying and distributing resources, including literature, workshops, and support services, to enhance the effectiveness of the guidance and counseling programs.
- 7. Monitoring and Evaluation:** Regularly evaluating the effectiveness of counseling and mentorship programs, gathering feedback from participants, and making necessary adjustments to improve services.
- 8. Awareness Campaigns:** Promoting awareness of counseling and mentorship services among the student body, ensuring that students know how to access support.
- 9. Collaboration with Faculty:** Collaborating with academic departments to integrate guidance and counseling into the academic experience, supporting students' overall development.
- 10. Crisis Intervention:** Developing protocols for responding to student crises, ensuring timely support and intervention when necessary.


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ROLES AND RESPONSIBILITIES OF WASTE MANAGEMENT COMMITTEE

- 1. Waste Management Policy Development:** Formulating and recommending policies and procedures for effective waste management within the institution, ensuring compliance with local regulations.
- 2. Waste Audits:** Conducting regular waste audits to assess the types and quantities of waste generated, identifying areas for reduction, recycling, and proper disposal.
- 3. Awareness and Education:** Organizing awareness campaigns and training sessions for students, faculty, and staff on waste management practices, including recycling, composting, and reducing waste.
- 4. Implementation of Waste Reduction Strategies:** Developing and implementing strategies to minimize waste generation, such as encouraging digital communication, reducing single-use items, and promoting sustainable practices.
- 5. Collaboration with Departments:** Working with various departments to integrate waste management practices into their operations and promote a culture of sustainability.
- 6. Monitoring and Reporting:** Tracking waste management efforts and outcomes, providing regular reports to institutional leadership on progress, challenges, and areas for improvement.
- 7. Recycling Programs:** Establishing and promoting recycling programs for various materials, ensuring that recycling bins are readily available and properly labeled.
- 8. Disposal Management:** Overseeing the proper disposal of hazardous and non-hazardous waste, ensuring compliance with safety regulations and environmental standards.
- 9. Community Engagement:** Collaborating with local community organizations and agencies to support broader waste management initiatives and promote environmental sustainability.
- 10. Continuous Improvement:** Regularly reviewing and updating waste management practices based on new research, technologies, and feedback from the campus community.


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ROLES AND RESPONSIBILITIES OF PARENT TEACHERS ASSOCIATION

1. **Fostering Communication:** Facilitating open lines of communication between parents, teachers, and school administration to enhance collaboration and understanding.
2. **Supporting Educational Programs:** Assisting in the planning and implementation of educational programs, workshops, and activities that support student learning and development.
3. **Organizing Events:** Coordinating school events such as parent-teacher conferences, fundraising activities, family nights, and educational workshops to engage the school community.
4. **Advocacy:** Representing the interests of parents and students in discussions with school administration and local education authorities, advocating for policies that benefit the school community.
5. **Fundraising:** Organizing fundraising initiatives to support school projects, extracurricular activities, and resources that enhance the educational experience for students.
6. **Volunteer Coordination:** Recruiting and coordinating volunteers for school events, programs, and activities, fostering a sense of community involvement.
7. **Providing Resources:** Offering resources and support for parents on various topics, including parenting skills, academic support, and community services.
8. **Feedback Mechanism:** Serving as a channel for parents to express concerns, suggestions, and feedback regarding school policies, programs, and initiatives.
9. **Building Community:** Promoting a positive school culture and community spirit by encouraging collaboration among parents, teachers, and students.
10. **Evaluating Programs:** Assessing the effectiveness of PTA initiatives and school programs, providing feedback to the school administration for continuous improvement.



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ROLES AND RESPONSIBILITIES OF MINORITY, OBC CELL

- 1. Policy Implementation:** Ensuring the implementation of government policies and schemes related to minorities and Other Backward Classes (OBC) for equitable access to education.
- 2. Support Services:** Providing academic and personal support services to minority and OBC students, helping them navigate challenges and succeed in their studies.
- 3. Awareness Programs:** Organizing workshops, seminars, and awareness campaigns to educate students about their rights, available scholarships, and government schemes.
- 4. Scholarship Facilitation:** Assisting eligible students in applying for scholarships and financial aid specifically designed for minority and OBC students.
- 5. Monitoring and Evaluation:** Monitoring the enrollment, retention, and academic performance of minority and OBC students, evaluating the effectiveness of support programs.
- 6. Grievance Redressal:** Serving as a platform for addressing grievances and concerns of minority and OBC students, ensuring their issues are heard and resolved appropriately.
- 7. Counseling Services:** Providing counseling and mentorship to minority and OBC students, fostering their personal and professional development.
- 8. Cultural Events:** Promoting cultural awareness and diversity through events and activities that celebrate the heritage and contributions of minority and OBC communities.
- 9. Collaboration with Departments:** Collaborating with academic departments and other institutional bodies to ensure inclusive practices and policies are in place.
- 10. Report Preparation:** Compiling reports on the status and progress of minority and OBC students, providing insights to the college administration for policy adjustments and improvements.


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ROLES AND RESPONSIBILITIES OF NSS

1. **Community Service:** Engaging students in various community service activities, promoting a sense of social responsibility and community involvement.
2. **Social Awareness:** Raising awareness among students about social issues such as health, education, environmental conservation, and poverty alleviation.
3. **Leadership Development:** Providing opportunities for students to develop leadership skills through organizing and participating in community projects and initiatives.
4. **Skill Development:** Facilitating workshops and training sessions that help students acquire skills relevant to community service and personal development.
5. **Promotion of National Integration:** Encouraging students to understand and appreciate diverse cultures, fostering unity and national integration through collaborative projects.
6. **Volunteer Mobilization:** Mobilizing student volunteers for various social and developmental programs, enhancing their engagement and commitment to societal causes.
7. **Collaboration with NGOs:** Partnering with non-governmental organizations and local authorities to implement effective community service projects and initiatives.
8. **Environmental Awareness:** Conducting campaigns and activities focused on environmental conservation, including tree planting, waste management, and awareness drives.
9. **Health and Wellness Programs:** Organizing health camps, awareness programs on hygiene and sanitation, and other initiatives to promote health and well-being in the community.
10. **Evaluation and Reporting:** Monitoring and evaluating the impact of NSS activities and projects, preparing reports to assess effectiveness and inform future initiatives.



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ROLES AND RESPONSIBILITIES OF STUDENT COUNCIL - SNA

- 1. Representation:** Acting as a voice for nursing students, representing their interests, concerns, and suggestions to faculty and administration.
- 2. Leadership Development:** Providing opportunities for students to develop leadership skills through involvement in council activities, projects, and events.
- 3. Event Organization:** Planning and organizing events, workshops, and seminars that promote professional development, health education, and community service.
- 4. Peer Support:** Fostering a supportive environment among nursing students by encouraging collaboration, mentorship, and peer assistance.
- 5. Advocacy:** Advocating for nursing students' rights and needs, including academic support, resources, and policies that enhance their educational experience.
- 6. Community Engagement:** Encouraging involvement in community service projects and health promotion activities that benefit the local community and enhance public health awareness.
- 7. Networking Opportunities:** Creating opportunities for students to network with healthcare professionals, alumni, and organizations in the nursing field.
- 8. Feedback Mechanism:** Establishing channels for students to provide feedback on curriculum, faculty, and overall program quality, facilitating continuous improvement.
- 9. Professional Development:** Organizing workshops and training sessions on topics relevant to nursing practice, such as clinical skills, ethical issues, and career planning.
- 10. Collaboration with Faculty:** Working closely with faculty to ensure that student concerns are addressed and to promote a positive learning environment.



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ROLES AND RESPONSIBILITIES OF WOMEN EMPOWERMENT CELL

1. **Awareness Programs:** Organizing workshops, seminars, and awareness campaigns on issues related to women's rights, gender equality, and empowerment.
2. **Support Services:** Providing support and resources for female students and staff facing challenges, including counseling services and legal assistance.
3. **Skill Development:** Facilitating training and skill development programs that enhance the personal and professional skills of women, promoting their economic independence.
4. **Networking Opportunities:** Creating platforms for women to connect with professionals, mentors, and organizations that support women's advancement.
5. **Policy Advocacy:** Advocating for policies and practices within the institution that promote gender equality, safety, and inclusivity for women.
6. **Research and Data Collection:** Conducting research on issues affecting women within the institution and the broader community to inform programs and initiatives.
7. **Community Engagement:** Collaborating with local organizations and NGOs to support broader women's empowerment initiatives and community development projects.
8. **Crisis Intervention:** Establishing mechanisms for addressing incidents of harassment, discrimination, or violence against women, ensuring prompt and appropriate action.
9. **Celebrating Achievements:** Recognizing and celebrating the achievements of women in the institution and the community, fostering a culture of appreciation and inspiration.
10. **Feedback and Evaluation:** Regularly evaluating the effectiveness of initiatives and programs, seeking feedback from participants to improve services and support.


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