

**GAYATRI VIDYA PARISHAD**  
**COLLEGE FOR DEGREE & PG COURSES (AUTONOMOUS)**

Affiliated to Andhra University  
Accredited by NAAC and NBA

**GOVERNANCE**



**1-81-21/3, SECTOR-8, M.V.P.COLONY**  
**VISAKHAPATNAM – 530 017**  
**AND**

**RUSHIKONDA CAMPUS**  
**VISAKHAPATNAM - 530 045**

# **GOVERNANCE OF GAYATRI VIDYA PARISHAD COLLEGE FOR DEGREE AND POST GRADUATE COURSES (AUTONOMOUS)**

## **1. Preamble**

Gayatri Vidya Parishad College for Degree and PG Courses was established in 1989. The College is affiliated to Andhra University and recognized by Government of Andhra Pradesh. The college is conferred autonomous status by the UGC . The institution is rendering outstanding service to the cause of education and striving hard to achieve the goal of becoming one of the leading colleges by focusing on teaching - learning, research, and consultancy and extension activities. The College not only believes in transparent administration but also in establishing sound systems and procedures and implementation of the same to achieve the set goals. In its three decades of existence the College has established certain systems, procedures and rules for an effective administration through a holistic approach.

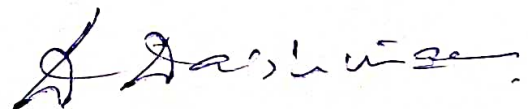
## **2. Governance of the College:**

The college has following bodies to ensure proper management of academic, financial and general administrative affairs:

- (a) Governing Body
- (b) Academic Council
- (c) Boards of Studies
- (d) Finance Committee
- (e) Examination Committee

The following committees are also formed for decentralization of administration.

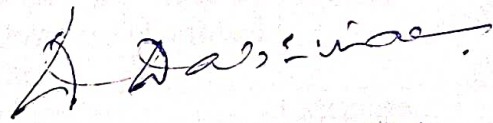
- i. Admission Committee
- ii. Anti Ragging Committee
- iii. Grievance Appeal and Redressal Committee
- iv. Planning and Evaluation Committee
- v. Student Welfare Committee
- vi. Committee for SC and ST
- vii. Library Committee
- viii. Academic Audit Committee
- ix. Internal Complaints Committee
- x. Extra-Curricular Activities Committee
- xi. Sports and Cultural Committee
- xii. Canteen Committee



## **Constitution of the Governing Body.**

### **Definitions**

- i. "PARISHAD" refers to Gayatri Vidya Parishad, an Educational society registered in Visakhapatnam.
- ii. "GOVERNING BODY" means the Governing Body of the Gayatri Vidya Parishad College for Degree and PG Courses (A), constituted by the Gayatri Vidya Parishad.
- iii. "PRINCIPAL" means any person duly appointed by the Governing body to discharge the duties and responsibilities of the Principal.
- iv. "STAFF" means teaching, non-teaching and technical employees of the college excluding those who are engaged on part-time, temporary and / or on daily basis.
- v. "YEAR" means calendar year / academic year / financial year as the case may be.
- vi. "VACATION" means any recess in an academic year which is for a minimum period of 15 days.
- vii. "TEACHING STAFF" refers to all teachers as per the service rules.
- viii. "NON-TEACHING STAFF" refers to all employees categorized as per the service rules.
- ix. "TECHNICAL STAFF" refers to all employees categorized as technical staff as per the service rules.
- x. "OTHER CATEGORY OF STAFF" refers to all employees other than teaching, non-teaching and technical staff as per the service rules.
- xi. "DUTY" means a staff member performing the duties of the post for which he/she is appointed and other assignments and circumstances indicated in the service rules.
- xii. "LEAVE" means leave of absence sanctioned by the competent authority of the College to a staff member to which he/she is eligible under the service rules.
- xiii. "PAY" means basic pay/grade pay applicable to the post a staff holds.
- xiv. "COMPETENT AUTHORITY" means any staff member appointed/ nominated by the Chairman of the Governing Body to perform specific/ assigned duties.




**Secretary and Correspondent  
Gayatri Vidya Parishad College for  
Degree and P.G. Courses(A)  
Visakhapatnam - 45**

## 2 A1: Composition of Governing Body.

Sl.No	Category	Nature	Name
1	Management	President, Gayatri Vidya Parishad	Chairman
2	Management	Vice President , Gayatri Vidya Parishad	Member
3	Management	Vice President , Gayatri Vidya Parishad	Member
4	Management	Secretary Of Gayatri Vidya Parishad	Member
5	Management	Treasurer Of Gayatri Vidya Parishad	Member
6	Management	Joint Secretary, Gayatri Vidya Parishad	Member
7	Teachers of the College	Nominated by the Principal from the Engineering Faculty	Member
8	Teachers of the College	Nominated by the Principal from the Management Faculty	Member
9	Teachers of the College	Nominated by the Principal from the Computer Applications Faculty	Member
10	Teachers of the College	Nominated by the Principal from the Under Graduate Faculty, other than AICTE approved Courses.	Member
11	Teachers of the College	Nominated by the Principal from the Post Graduate Faculty, other than AICTE approved Course	Member
12	Educationist or industrialist	Nominated by the management	Member
13	Educationist or industrialist	Nominated by the management	Member
14	Educationist or industrialist	Nominated by the management	Member
15	Educationist or industrialist	Nominated by the management	Member
16	Technologist	Nominated by the management	Member
17	Technologist	Nominated by the management	
18	UGC Nominee	Nominated by the UGC	Member
19	State Government nominee	Academician not below the rank of professor or State Government official of Directorate of Higher	Member
20	University Nominee	Nominated by the University	Member
21	Principal of College	Ex-Officio	Member Secretary

The President of the Parishad will be the Chairman of the Governing Body of the College.

However if the governing body of the Parishad decides, it may authorize the President to appoint any other member of the Governing Body of the College other than the representatives of the



University, UGC, AICTE, State Government and teachers nominated as members, as Vice-Chairman.

The Total number of members of the Governing Body shall not exceed 21, including the Chairman and Member Secretary.

Principal / Director of Concerned Institution acts as Member Secretary.

## **2 A2: Term and Schedule of meetings of the Governing Body:**

**Term:** The Governing Body shall be reconstituted once every three years except in the case of nominees of University, UGC, AICTE and State Government.

**Meetings:** Meetings of the Governing Body shall be conducted a minimum of 4 times in an Academic Year. Usually it should be as follows:

Sl.No.	Schedule of Dates
1	Third week of September
2	Second week of December
3	Second week of March
4	First week of June

## **2 A3: Functions and responsibilities of Governing Body:**

The Governing Body of the college formulates rules and regulations and bye-laws for the smooth conduct of the Academic and Administrative affairs of the College, nominates Members of the Academic Council, on the basis of recommendations of the departments.

Ensures the college functions in a manner appropriate to achieve its mission and vision.

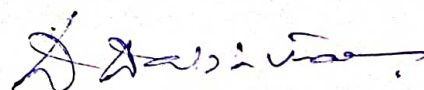
Reviews the actions of the Academic Council, approves the proposals and sanctions funds to develop infrastructure like buildings, laboratories, roads and other amenities.

Approves and sanctions financial budgets submitted by the Departments. (Heads of the Departments conduct meetings with their staff and collect information regarding budgetary requirements, consolidate and submit the proposals, duly getting approval in the departmental committee).

Approves perspective plans for the Department.

Institutes scholarships, fellowships, studentships, medals, prizes and certificates.

Approve new programs of study leading to Degree/Diploma to suit the needs of the society and sanction the budget.



Approves the selection of teaching staff, appoint Directors/Deans, approves and amends service rules of teaching and non-teaching staff from time – to – time.

### **2 A3: Powers of the Governing Body :**

The Governing Body of the College shall be overall in-charge and exercise control over the administration of the college, subject to the rules and regulations of the Andhra University, State Government, UGC and AICTE and gives directions to the Member Secretary (Principal) and the Directors/Deans of the college for this purpose from time to time.

To approve the appointment and fix the tenure of the Principal/Rector/Dean/Directors/Heads/ Coordinators/Teaching, Non-Teaching and Technical staff of the college.

To formulate service rules for different categories of staff of the college.

To approve and confirm action against staff in all disciplinary matters.

To review the reports of the academic audit on the performance of the college.

The Governing Body has the powers to fix the pay scales and other incentives of the staff working in the college by considering norms fixed by the affiliating University/UGC/AICTE depending upon the availability of the resources.

The Governing Body of the College may authorize the Chairman to take decisions and actions on any matter if so desires, and such decisions and action shall be reported to the Governing Body of the College at its next meeting.

### **2 A4: Principal**

**The Principal of the College shall be:**

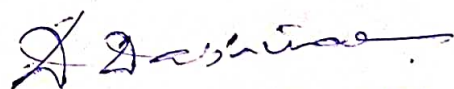
Member Secretary, Governing Body,

Convener - Selection Committee,

Chairman- Academic Council, Finance Committee, Strategic Development Committee, Infrastructure Development Committee, Library Committee, Examinations Committee and any other committee constituted by the Governing Body.

**The Principal is responsible for:**

- a) Conduct of all the academic activities of the College / Campus / Courses.
- b) Maintaining standards of instruction and academic performance.
- c) Maintain cordial relations with all Heads of Departments and all other staff.



d) Disbursement of salaries to all the staff.

e) The Principal of the college shall follow the rules and procedures as laid down by the University in all matters concerning admission of students, organisation of teaching and laboratory work, examination, discipline of the staff and students, maintenance of registers, records, College accounts, as per the directions of Governing Body of the College.

f) The Principal of the College shall arrange for periodic meetings of the Governing Body/Academic Council and maintain the minutes of such meetings and action taken on the minutes as directed by the Governing Body.

g) The Principal of the College shall place before the Governing Body of the college, a detailed progress report twice a year, once in September soon after the completion of admissions and once in March before the college closes for summer vacation. The report should cover the administrative, financial matters, maintenance of College assets, curricular and extracurricular activities of the students and their interaction with the society and achievements of the staff.

h) The Principal of the College shall also ensure a suitable blend of curricular and extra-curricular activities in the college such as sports, cultural and social service activities etc.,

i) The principal shall ensure training and placement activities of students.

**The Principal of the college shall also be responsible for :**

i) Preparation and consolidation of yearly budgets of the Departments/College and getting approval of the Governing Body. The Principal/Directors/HODs of the College are responsible to prepare budget for the ensuing academic/calendar year together with revised budget for the current year after due consultation with the teaching staff and place the same before the College Governing Body in March and September every year.

ii) Maintaining proper accounts and prepare financial statements department wise for scrutiny by a competent authority as directed by the Governing Body ensuring adherence to prescribed procedures for purchase of materials and equipment needed for various laboratories, departments and the administrative office of the college.

iii) Shall obtain the sanction of the Chairman, Governing Body of the College, for all items of expenditure included in the annual budget and approved by the Governing Body except payment of salaries, contingent expenditure and recoupment of imprest money.

iv) arranging academic audit to assess the performance of the college periodically.

v) taking necessary action on all disciplinary matters relating to the teaching staff with the approval of Governing Body. He/She may issue warning, show-cause notices to non-teaching, technical, other staff and students who do not comply with the disciplinary rules of the College.

vi) issuing of appointment orders to the non-teaching, technical and other staff with prior approval of the Chairman, Governing Body of the College.



vii) ensuring the provision and maintenance of various amenities and facilities of the College including hostels and play grounds.

## **2 A 5: Directors**

Chairman or the authorized person of the Governing Body of the College nominates the directors of different programs, in consultation with the principal.

Chairman, Governing Body uses his/her privilege for nomination as :

Member- Selection Committee, Finance Committee, Academic Council, Strategic Development Committee, Infrastructure Development committee, Research and Development Committee.

Nominates members for Career guidance and placement cell, library committee, student's grievance cell.

In case of non-compliance of the rules of the college by the teaching, non-teaching, technical and other staff working under him /her shall be immediately brought to the notice of the Principal/ Chairman, Governing Body with clear recommendations for necessary action following due procedures.

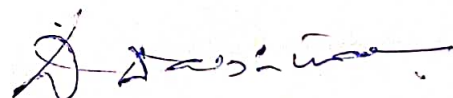
Director is authorized to draw an amount of Rs.20,000/- towards sumptuous allowance which can be recouped.

Director is authorized to place orders with the approval of the Principal and obtaining financial sanction from the Governing Body, for an amount not exceeding Rs.2.5 lakhs.

## **2 A 6: Head of the Department.**

Principal of the College shall nominate Heads of the Departments for a tenure fixed by the Governing Body.

- a) From among the senior teachers among Professors and Associate Professors, OR
- b) From among Associate Professors and Assistant Professors where Professors are not available OR
- c) From among Assistant Professors, if Professors and Associate Professors are not available of the department, in consultation with the Director and approval from the Chairman, Governing Body.
- d) Head of the Department in consultation with the departmental committee allocate workload as per UGC/AICTE rules and ensure rotation of papers among the staff such that every teacher gains exposure in different areas.
- e) HOD in consultation with the departmental committee shall identify class mentors to oversee the performance of the students. The mentor shall take care of twenty to twenty five students to monitor their academic performance and counsel them on career development.



f) HOD in consultation with departmental committee shall allocate project guides, conduct meetings to review progress of course delivery, propose examination schedule, conduct parent-teacher meet, alumni meeting and organize interactive sessions with industry and academia and submit a brief report to the director/Principal semester wise.

g) HOD shall monitor the attendance of all the teaching staff, non-teaching, technical, other staff and students of the department.

In case of non-compliance of the rules of the college by the teaching, non-teaching, technical, other staff and students of the department shall immediately bring to the notice of the Director /Principal recommending necessary action.

h) The Head of the Department shall guide teachers in designing course schedule, teaching plan, teaching diary, course material, conduct of internal Examinations, evaluating and grading of students, identifying slow learners, preparing list of merit students, conducting personality development activities, monitoring students attendance, student presentations, lab and tutorial work etc., in association with class mentors.

i) Attend/organize mentors meeting and actively participate in the deliberations to improve the quality of teaching-learning process and improve pass/class percentage and placement levels.

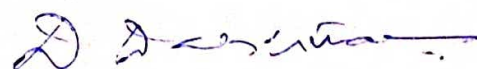
j) The HOD shall prepare and update list of Paper Setters, List of Examiners not less than three for each paper every year and get it approved by the Board of Studies along with the syllabus and model paper. The Head of the Department shall inform the Controller of Examinations regarding any changes in syllabus, model paper and evaluation pattern approved in the Board of Studies/Academic Council.

k) Head of the Department shall conduct bi-annual meetings to assess the progress of teachers in teaching-learning process, review feedback from the students.

l) Periodic assessment of the abilities and skills of the teachers by considering their participation in orientation/refresher courses, FDPs, Seminars, Workshops and Training classes in institutes of higher learning and submit a brief report to the Director/Principal for consideration for grant of incentives/annual increments.

m) Head of the Department shall ensure that recent literature and works of eminent personalities in the areas of teaching be identified and circulated among staff and students and conduct workshops, training programmes, seminars, at least once in a year, besides conducting student annual meets .

n) HOD shall identify meritorious staff and students and recommend for awards/ rewards to the management, identify staff who are neglecting publication of research papers and participating in academic matters and motivate them to improve their performance, and suggest suitable action if they do not come up to the expectation of the College vision and mission.



It is the primary responsibility of the HOD to suggest ways and measures along with financial implications for betterment of the college through proper channel and suggest possible ways to reduce dead weight in the college and submit a report to the Director/Principal.

- o) HOD shall facilitate enrolment, completion of Ph.D. work of every staff member at the earliest and encourage teachers to publish articles and reviews in standard journals and books.
- p) HOD shall in consultation with departmental committee and other subject experts identify and procure books and journals both print and online as per UGC /AICTE guide lines for updating knowledge and submit a report to the Director/Principal.
- q) HOD shall submit a budget proposal taking in to account all necessary inputs required for the growth of institution and plan for evolving steps to meet the requirements of strategic plan in consultation with Director/Principal.
- r) HOD shall plan to enhance the pass percentage of the students before penultimate semester and also plan to invite industry experts for achieving higher percentage of placements of the students.
- s) HOD shall plan to reduce the gap between course outcomes and programme outcomes/programme specific outcomes, if any, by inviting experts from industry and institution for guest lectures, and plan interactive sessions, internships, project works and industrial visits in collaboration with IIPC and Alumni.

**The Head of the Department shall be :**

Chairman, Board of Studies, departmental Committee, Member of research and development committee.

Member Library Committee Sports and Cultural committee

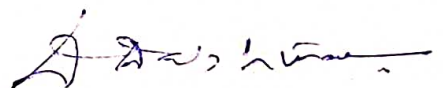
Nominates staff members as class coordinators and acts as chairman, student members for Sports and cultural committee, canteen committee.

Head of the department is authorized to draw a maximum amount of Rs.10,000/- by submitting proposals endorsed by Director/Principal towards contingent expenditure.

After spending an amount of about Rs.5,000/- the amount can be recouped by submitting necessary bills and vouchers.

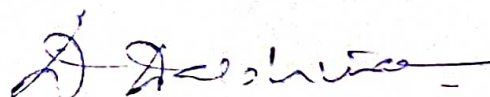
If any bill exceeds Rs.5,000/- prior approval is needed from the Director/Principal.

From the funds sanctioned and received by the college towards the proposals submitted by the staff/department for research/ consultancy, 50% of the amount will be placed at the disposal of the staff/HOD to give it to concerned members and draw the remaining after submitting bills.



**Teacher:**

- a) Every teacher shall discharge his/her duties for not less than 40 Hrs. a Week as per UGC/AICTE rules and acts as a class teacher as and when the Head of the Department(HOD) nominates. In case a teacher applies for leave he/she has to adjust the class work and intimate the same to the Head of the Department in advance.
- b) Class Teachers and Mentors shall identify slow learners and in consent with the HOD organize remedial classes for betterment.
- c) Teach the concerned subjects allocated by the Head of the Department as per time table. Mentor the students allotted for their academic enrichment by close supervision and interaction.
- d) Coordinate with the HOD and other colleagues in the department in the conduct of examinations, practical training /industrial visits, project works, internships, Personality Development Activities and all other academic activities organized by the department from time to time.
- e) Responsible for the activities which enrich the knowledge of the student.
- f) Providing proper guidance and supervision for the project work undertaken by students.
- g) Make the teaching more effective and interesting to the students by using ICT aids.
- h) Make use of laboratories and seminars more purposeful to improve the students' understanding of the course.
- i) Conduct core/elective course as project based/experimental/activity based learning.
- j) Help peer-assisted learning.
- k) Adopt learning centric pedagogy.
- l) Prepare the teaching plan (schedule of lectures with topics, tests, assignments, demonstrations, screening of video or power point presentation etc.) and inform the same to the HOD and students in advance and maintain the teaching diary.
- m) Map CO-POs, CO-PSOs and calculation of attainment of CO-Pos and CO-PSOs.
- n) et question papers according to the course outcomes to test the knowledge/analytical thinking of students.
- o) Actively participate in curriculum preparation for new programmes and revision of syllabi.
- p) Conduct/attend Faculty development programmes, short-term courses, professional society meetings, National/International Conferences. Register in MOOCs to enrich the knowledge.



q) Refer recent research papers/journal articles/periodicals and visit the web sites of world class Universities to update their knowledge.

r) Enroll in Professional Societies/Associations as members.

s) Publish their research articles in SCOPUS/SCI/WOS/UGC listed journals. Strive to file patents.

t) Ensure that the various machinery and equipment in the laboratory/workshop are maintained in good working condition and used effectively for academic and research activities.

u) Oversee the work of technical staff of the laboratory and arrange for periodical maintenance/repair/recalibration.

v) Ensure proper maintenance of stock registers, both consumable and non-consumable and propose for replacement of outlived/unserviceable equipment and verification of stock annually.

**as a mentor:**

a) monitor the attendance and academic performance of each student and take necessary steps to improve the student's progress. If his/her effort fails, the teacher shall bring it to the notice of the HOD/Director/Principal.

b) Assist Class teachers/HOD in identification of slow learners and fast learners.

c) Counsel the students who are lagging behind in all respects (attendance, internal and Semester-end examination marks, project/laboratory work etc.,) and inform to the HOD/Director/Principal.

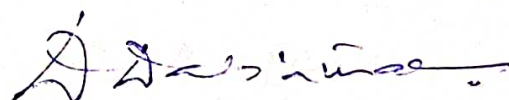
d) Counsel the students in selection of specialization and career opportunities.

## **2.B:Academic Council :**

### **Composition:**

The Academic Council shall comprise :

1. Principal (Chairman)
2. Directors/Deans( one of them shall be member secretary)
3. Controller of Examinations
4. All the Heads of Departments of the College
5. Four senior professors nominated by Principal.
6. Not less than four experts/academicians from outside the college representing industry, commerce, law, education, medicine, engineering, sciences etc., nominated by the Governing Body.
7. Two or Three nominees from the affiliating university.
8. Two faculty members of other autonomous institutions nominated by the Chairman/Member Secretary, Governing Body.
9. Nominee of the Government.



**Term:** The term of the nominated members shall be three years except those nominated by the University/State Government.

**Meeting Schedule of the Academic Council :**

**Meetings:** Meetings of the Academic Council will be held a minimum of 2 times in an Academic Year. It shall be as follows.

Sl.No.	Schedule of Dates
1.	Last week of January
2.	Last week of June

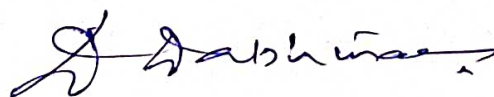
### **Functions.**

- a) Review the progress of the programmes and offers suggestions on various teaching-learning activities.
- b) Scrutinize and approve the minutes of the Boards of Studies with regard to courses of study, academic regulations, curriculum, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto.
- c) Formulate regulations regarding the admission of students to different programmes of study in the college as per rules of the University/UGC/AICTE/Government.
- d) Recommend to the Governing Body the proposals for starting new programmes of study and for institution of scholarships, studentships, fellowships, prizes and medals and frame regulations for the award of the same.
- e) Suggest academic needs viz., library, laboratory etc.
- f) Review placement activities.
- g) Give suggestions for designing value added, non-credit courses to increase the employability of students.
- h) Identify resource persons from academics/industry for Guest Lectures as per the suggestions of the Boards of Studies.

### **2.C: Board of Studies**

The Board of Studies shall comprise :

1. Head of the Department concerned (Chairman).
2. All Professors and Associate professors in the Department.
3. Three or four Assistant professors by rotation.
4. Two outside experts including one from industry nominated by the Principal.
5. One University representative.



6. Meritorious alumnus nominated by the Principal.

7. One Student representative.

The total number shall not exceed fifteen including chairman. However, any number that can contribute to the deliberations can be co-opted as invitees.

**Term:** The term of the nominated members shall be three years except University and student representatives.

**Meetings:** The Board of Studies shall meet at least twice a year.

Sl.No.	Schedule of dates
1.	Last week of November
2.	Last week of April

#### **Functions:**

The Board of Studies of a Department shall :

- Prepare syllabi for various courses keeping in view the objectives of the college, interest of the students in accordance with University/UGC/AICTE structure.
- Suggest methodologies for innovative teaching and evaluation techniques.
- Suggest panel of names for appointment as examiners and paper setters.
- Coordinate teaching, research, extension and other academic activities in the Department.
- Suggest text books, reference books and journals to the librarian for procurement.
- Identify companies/organisations for industrial visits/projects/internships.

#### **2.D Finance Committee.**

The Finance Committee shall be an advisory body to the Governing Body on all financial matters. It shall comprise of :

- Principal - Chairman
- One person to be nominated by the Governing Body.
- Four teachers (one of them shall act as finance officer), one each from :

- i) AICTE Under-Graduate programmes
- ii) AICTE Post-Graduate programmes
- iii) Non-AICTE Under-Graduate programmes and
- iv) Non AICTE Post-Graduate programmes

ominated in rotation by the Principal for three years.

**Term:** Term of the Finance Committee shall be three years.

**Meetings:** The Finance Committee shall meet at least twice a year

Sl.No.	Schedule of Dates
1.	First week of August
2.	Second week of February

#### Functions:

- a) Consolidate the budget proposals received from all the Departments and prepare budget estimates of the college relating to the grants received/receivable from UGC/AICTE/other funding agencies and revenue from fees *etc.*, collected for the activities to undertake the scheme of autonomy.
- b) Revision of budget estimates and provision of additional grants after review and submit revised budget proposals for approval.
- c) Get accounts audited Department-wise and submit the audited statements for the approval of the Governing Body.

#### 2.E.Examination Committee.

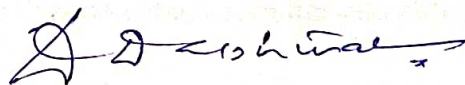
Autonomous College shall have an Examination Cell

The Principal shall be the Chairman of Examination Cell and it is headed by the Controller of Examinations.

The Controller of Examinations shall be assisted by Additional Controller of Examinations and Assistant Controllers of Examinations representing UG, AICTE-UG, and PG programmes and other supporting staff.

#### Functions

The Controller of Examinations shall :



Secretary and Correspondent  
Gayatri Vidya Parishad College for  
Degree and P.G. Courses(A)  
Visakhapatnam – 45

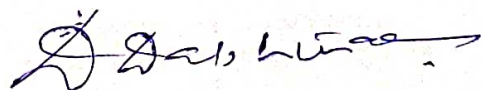
- a) Prepare and announce in advance the calendar of examinations in consultation with Principal/Directors/HODs.
- b) Arrange paper setting, moderation and printing of question papers.
- c) Conduct of internal and Semester-end examinations
- d) Evaluation the answer scripts.
- e) Issue of memoranda of grades to the students that appeared for the examination through the HODs.
- f) Postpone or cancel the examinations, in part or in whole, in case of any unforeseen/emergency situations or when lapses are noticed in confidentiality.
- g) To arrange for the timely announcement of results and final memoranda of grade lists, duly incorporating internal examination marks.
- h) To add new members or delete some existing members from the list of paper setters, examiners, moderators, or any other persons connected with examinations on grounds of confidentiality and adherence to time in consultation with Principal.
- i) The Controller of examination shall exercise such other powers as are necessary and perform such other duties as may be prescribed or assigned to him/her, from time to time.

**Examination committee shall comprise :**

1. Principal.
2. Controller of Examinations.
3. Directors.
4. Four Heads of the Departments nominated by Principal.
5. Any other special invitee.

**Functions of the Examination Committee:**

- a) To review the results of semester end examinations and recommend steps for improvement of students' performance.
- b) In the event of malpractice, the controller of examinations can recommend disciplinary action on the student by constituting a committee in consultation with the Principal.
- c) The committee shall adopt the rules followed by Andhra University from time to time.
- d) The committee shall examine the recommendations of the departmental committee and chairman board of studies and take necessary action.



## **2(F) Planning and Evaluation Committee:**

All autonomous colleges should have strategic plan and a committee be formed to plan for the progress of the college and evaluate once in two years the specified goals and achievements in order to match the vision and mission.

The Committee comprises :

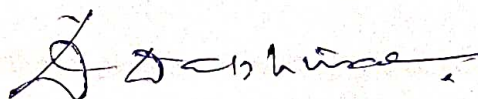
1. The Chairman of the Governing Body.
2. Principal.
3. Two Nominees of the Governing Body – an educationist and an industrialist.
4. Two Experts from other institutions of higher learning nominated by the principal.
5. Two senior staff members by rotation nominated by the principal.
6. President or Nominee from Alumni.

### **Functions of Planning and Evaluation Committee:**

- a) Prepare perspective plan for fifteen years and to match it with strategic plan.
- b) Prepare budget proposals and sanction finances to meet the objectives.
- c) Eliciting ideas and approaches for development of programmes/courses/restructuring the syllabi by involving all stake holders especially alumni settled in major industries and institutions within and outside India.
- d) Evaluation of programmes and strategies once in two years and propose revised plans to suit the changing needs of the global environment.
- e) Review of performance and submission of revised plans to suit the changing needs of the global environment.

**Term :** The term of the nominated members shall be for three years.

**Meetings :** The Planning and Evaluation Committee shall meet at least once in in a year preferably in December .



Secretary and Correspondent  
Gayatri Vidya Parishad College for  
Degree and P.G. Courses(A)  
Visakhapatnam – 45

## **2(G) Grievance Appeal and Redressal Committee.**

Students may have different grievances which need to be addressed promptly to avoid dissatisfaction and disturbance. The grievance redressal mechanism facilitates speedy redressal of grievances.

The students can submit their grievances on the available online link in the college website or to the mentor/class teacher or directly to the head of the department which in turn will be referred to the Grievance Redressal Cell.

The student can also directly approach the grievance redressal committee. Grievances dropped in the suggestion/complaint box are also taken up for redressal.

The Cell comprises of :

1. Principal
2. Three teachers nominated by principal (one each from professors/ associate professors/assistant professors, one of the three shall be a woman).
3. One member from non teaching staff is nominated by the Principal.
4. Two student nominees one from under graduate and the other from postgraduate courses.

**Term:** The term of the nominated members shall be a maximum of two years except student members.

**Meetings :** The Committee shall meet as and when warranted or at least once in a year to elicit information.

## **2(H) Admission Committee:**

College advertises inviting applications for admissions into various courses/programmes offered by the college in April/May every year.

University and Government of Andhra Pradesh conducts entrance tests for various courses at University/state level for courses such as Post graduate and Engineering.

Admission Committee examines all the applications received duly before the specified date and prepares a merit list and waiting list.

The student/ward will be informed to pay the fees in due date and get admission in specified course.

In the case of students admitted through entrance test conducted by University/State Government, Convener of such admission test will conduct the counseling and forward the list of the candidates.

The committee shall review the admissions and request for sanction of additional seats for courses which are in demand from time to time to the university.

The committee shall also process the applications of seats under management quota if any.

The committee shall also send requisitions for sanction of additional seats under specific orders issued by the UNIVERSITY/APSCH/UGC/AICTE/MHRD from time to time.

The committee comprises of :

1. Principal.
2. Five teachers nominated by principal (two from Sciences, one each from Commerce, Management studies and languages. At least one of the five shall be a woman).
3. One member from non teaching staff nominated by Principal.
4. One eminent senior citizen from society, nominated by the Chairman of Governing Body.

**Term:** The term of nominated members shall be a maximum three years.

**Meetings:** The Committee shall meet at least twice, once before the admissions are completed and again till the post graduate/engineering admissions are completed to get ratification of the admissions by sending the lists for approval to the University/State Government.

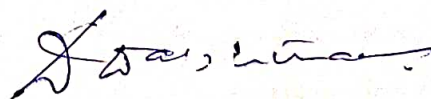
## **2(I)Library Committee:**

The purpose of the library committee is to procure books, journals and reading material including electronic resources to strengthen teaching learning process and research in the College.

Further the librarian as the custodian of the library shall be able to locate and make available any material required by the staff and students through inter-collegiate loans. The librarian shall be well versed with electronic learning and secure updated information through ICT mode.

The committee comprises of :

1. Principal.



Secretary and Correspondent  
Gayatri Vidya Parishad College for  
Degree and P.G. Courses(A)  
Visakhapatnam - 45

2. Deans/Directors.

3. Librarian.

4. One teacher from each programme nominated by the principal/HOD.

5. One student each from under graduate programme and post-graduate programme.

**Term:** The term of the nominated members shall be a maximum three years except student members.

**Meetings:** The Committee shall meet twice in a year for prescribing the books and journals to be acquired including electronic resources and review periodically the amenities available in library and elicit feedback from teachers and students.

## **2(J) Student Welfare Committee:**

The objective of the student welfare committee is to see that no student is denied any facility and extend help/assistance as per the needs of the deserving people subject to rules and availability of resources.

The committee considers the applications for award/recommendation for financial assistance to management/different organisations/Government Departments central or state as per the status.

The Committee Consists of :

1. Principal.

2. Deans/Directors.

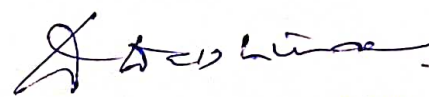
3. Office Superintendent.

4. Four Senior teachers (One shall be woman) nominated by the principal.

5. One student each from under graduate and post-graduate programmes.

**Term:** The term of the members shall be a maximum two years except the student members.

**Meetings:** The Committee shall meet twice in a year before commencement of the semester.

  
Secretary and Correspondent  
Gayatri Vidya Parishad College for  
Degree and P.G. Courses(A)  
Visakhapatnam - 45

## **2(K)Anti Sexual Harassment Committee.**

A committee (Internal Complaints Committee) is constituted with a senior woman teacher as the chairperson, two teachers and two students nominated by the Principal, to resolve issues if any, related to sexual harassment on the campus.

This committee arranges sessions on awareness/prohibition/prevention/ redressal against sexual harassment and ensures that no instances of harassment occur on the campus.

## **2(L)Extra-Curricular Activities Committee :**

The Principal as the chairman constitutes a committee with teacher representatives of NCC and NSS wings. Two teachers and one among them a woman are nominated as members.

The committee conducts extracurricular activities from time to time to instill social concern, unity and integrity. The participants are also the brand ambassadors of the college.

## **2(M)Academic Audit Committee:**

The purpose of the academic audit committee is to audit the academic activities of the college and the status of autonomy utilized by the college.

It evaluates the teaching learning process, evaluation system and compliance with the rules and regulations of the UGC/AICTE.

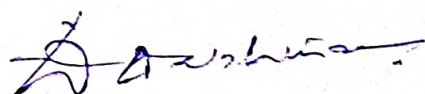
It also analyses the steps taken by the college in creating skill development programmes, use of new ICT technologies in teaching methods, facilities and available academic infrastructure.

The committee consists of Academic Audit experts nominated by the Chairman and Coordinator, IQAC in accordance with the recommendations of the Principal.

The committee shall submit annual quality assurance report to IQAC. IQAC is headed by a senior professor nominated by the principal.

The Coordinator, IQAC invites the members for a visit and provides all necessary information for evaluation. The report received from the Chairman of Academic Audit Committee is placed before the Principal for necessary action. Principal convenes a meeting of the staff members and informs the comments and recommendations of the Academic Audit Committee for introducing necessary changes in the system for the development of the college.

**Term:** The term of the nominated members shall be for one year.



## **2(N) Cultural Committee :**

The Principal as the Chairman constitutes a committee with four or five teacher representatives and four or five student representatives showing interest in Indian Arts and culture. One third of the members among them shall be women.

The committee ensures that the culture of the college is maintained and promote the image of the college by planning and make arrangements to conduct and encourage student participation in various cultural activities from time to time, to carry the Indian culture and especially to exhibit talents of the students in various traditional and modern cultural activities. The participants identified in each programme by the committee are the brand ambassadors of the college.

## **2(P) Canteen Committee:**

Principal constitutes a canteen committee consisting of members of teaching staff, non teaching staff and students.

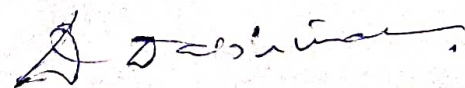
The committee monitors quality of the food, the amenities and hygiene prevalent in the canteen and take necessary steps if there are any deficiencies. It also fixes the tariffs of food items and revises them from time to time.

## **2 (Q) Anti Ragging Committee:**

The committee ensures that no instance of ragging occurs on campus or in hostels, adhering to the AICTE and Govt. Instructions. The committee creates a sense of security among students especially freshers and create awareness on the consequences of ragging by organizing awareness programmes. Boards are displayed prominently on the campus with content in accordance with AP Ragging Act 26 of 1997, discouraging ragging in any form.

Composition of the Anti ragging committee:

1. Principal – Chairman.
2. Members – All Directors,
3. Two senior teachers,
4. Three junior teachers (including one woman),
5. Physical Director, NSS and NCC officers,



6. Security supervisor and
7. three senior students (one of them a girl).

## **2(R) Industry Institute Partnership Cell (IIPC):**

The purpose of the IIPC is to promote continuous industry interaction so as to bridge the gap between industry expectations and academic outcomes. The IIPC shall arrange for student internships, guest lectures by industry people, industrial visits, consultancy etc.

The committee comprises:

1. Principal - Chairman
2. Chief Coordinator (in the rank of a Dean/Director) - nominated by the Principal.
3. Coordinator : (in the rank of a Professor) - nominated by the Principal.
4. Co-coordinators (8): (in the rank of an Associate Professor)- one from each AICTE programmes and one each from science, Arts and Humanities, nominated by the Principal.
5. Members- Minimum of Three experts from industry nominated by the Principal.
6. Alumni/Students (4) One from engineering programmes one from management/computer application programmes, one each from science, Arts and Humanities, nominated by the Principal.

**Term:** The term of the nominated members shall be a maximum of three years except alumni/student members.

**Meetings:** The Committee shall meet at least twice in a year to identify the industry experts for guest lectures, Viva-Voce subject externals and as members of BOS and to identify appropriate organizations for industrial visits and internships.

## **2(S) SC/ST Cell :**

The scheduled Caste (SC) and Scheduled Tribes (ST) Cell in the College promotes the special interest of students in the reserved category and to provide special inputs in areas where the students experience difficulties.

The committee comprises :

1. Principal
2. Nodal Officer (Secretary) : A senior teacher of SC/ST category.



3. Members : Four teachers and among them at least two belong to SC/ST category and one a women. Two students of SC/ST category one from undergraduate and one from post graduate programmes.

The functions are:

- a) Conduct of remedial coaching classes on life skills, personality development, writing assignments and making presentations.
- b) Organize interactive sessions and informal meetings with students to attend/redress their academic problems.
- c) Monitor the sanctioning of scholarships through college.
- d) Counsel the students (SC/ST) to build necessary confidence and provide training for placement.

NOTE: "This committee needs to be formed as per guidelines from AICTE approval process hand book for the academic year 2017-18 and the Scheduled Castes and the scheduled Tribes (Prevention of Atrocities) act. 1989, No. 33 of 1989, and dated 11.09.1989".

**Term:** The term of the nominated members shall be a maximum of three years except student members.

**Meetings:** The Committee shall meet at least twice in a year.

## **2(T) Entrepreneurship Development Cell (EDC)**

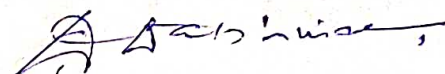
Established in the college to develop institutional mechanism to create entrepreneurial culture and to nurture a passion for self-employment.

The EDC comprises:

1. Principal - Chairman
2. Chief-Coordinator – A Senior Professor nominated by the Principal .
3. Members – 4 teachers nominated by the Principal and one among them woman.
4. Alumni/Students : Six identified by the Deans/Directors and nominated by the Principal and two among them woman.

Functions are :

- a) To create awareness on entrepreneurship and motivate the entrepreneurial instinct and zeal among the student fraternity.



- b) To act as an institutional mechanism for providing various services including information to budding student entrepreneurs.
- c) To respond effectively to the emerging challenges and opportunities at national level relating to SMEs and Micro Enterprises.
- d) To establish better linkages between the College, Industries and R&D institutions in the region and other related organizations engaged in promoting Small and Medium Enterprises (SMEs).
- e) To create Entrepreneurial culture in the College by conducting Entrepreneurial sensitization programmes among women.
- f) Conducts industry related skill development training programs with updated technologies.
- g) Maintains relationship with the local industries so as to give a clear picture to the prospective entrepreneurs about product development , process and procedures involved in setting up small scale Industrial unit or ancillary unit.
- h) Organizes programmes for potential entrepreneurs to know about the possible risks and failures of the project and make them learn how to overcome these problems. Strives for establishing Incubation centre in the college so as to facilitate incubates to take action on realization of the ideas generated.

**Term:** The term of the nominated members shall be a maximum of three years except student members.

**Meetings:** The Committee shall meet at least twice in a year.

## **2(U) Institution Innovation Council (IIC):**

The College established Institution Innovation Council (IIC) at its premises as per the norms and directions of MHRD Innovation Cell (MIC), Ministry of HRD, Govt. of India.

The IIC of the college is committed to organize innovation events or activities initiated by MIC as per the prescribed schedule and timeliness. The members in IIC encourage students of the college to participate in these events. Also the IIC help evolve student's start-up policy and enabling them to create start-ups and raise funding on the lines of AICTE's Start-up policy.

The Committee comprises :

1. Principal - Chairman
2. Convener- one of the Deans/Directors nominated by the Principal.

3. Members- 4 teachers and one among them woman and two experts from industry, six identified Alumni/Students by the Deans/Directors and nominated by the Principal.

**Term:** The term of the nominated members shall be a maximum of three years except student members.

**Meetings:** The Committee shall meet at least twice in a year.

## **2(V) Training and Placement Cell:**

The Cell comprises of :

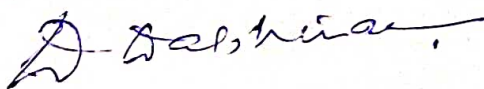
1. Principal – Chairman
2. Training and Placement Coordinator – One teacher in the rank of Professor or Associate Professor nominated by the Principal.
3. Training and Placement Officers – three teachers in the rank of Associate/Assistant professors nominated by the Principal.
4. Members- six identified Alumni/Students by the Deans/Directors and nominated by the Principal.

### **Functions of the Cell are :**

- a) Network with various industries and organisations and maintain strong relationship to identify potential employers and conduct placement drives in the college.
- b) Organise in-house seminars and counseling sessions on the importance of regular training for placement.
- c) Coordinate with the training and Placement cell of sister concerns and also other TPOs for conduct of pool campus drives and sharing of other relevant information from time to time.
- d) Conduct training sessions for competitive examinations such as GATE, GRE, Civil services, NPTEL and UGC NET.
- e) Maintain continuous rapport with alumni for conduct of mock interviews, seminars and workshops on latest technology and to share their experiences on the requirements of the industry.
- f) Collect and verify the accuracy of all data provided by the students in the pre-final year.

**Term:** The term of the nominated members shall be a maximum of three years except student members.

**Meetings:** The Committee shall meet at least twice in a year.



## **2(W) Games and Sports Committee:**

The Committee strives to create and maintain conducive environment for eminence in games and sports.

The Committee comprises :

1. Principal- Chairman
2. Members :
3. One Assistant Professor in Physical Education acts as Coordinator and another as convener nominated by the principal.
4. Four teacher nominees of the principal from different departments with at least one woman.
5. Four student nominees of the Principal from different departments with at least two girls.

### **Functions of the Committee are:**

- a) It encourages regular organisation of tournaments for active participation of the students in intra-murals, inter-collegiate, inter university, state, national and international levels.
- b) It helps to promote an environment wherein students are encouraged to be physically and mentally fit and achieve excellence in their carrier and personal life.

**Term:** The term of the nominated members shall be a maximum of three years except student members.

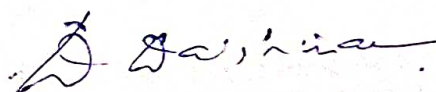
**Meetings:** The Committee shall meet at least twice in a year for plan and review of physical education activities.

## **2(X) Research and Development Cell.**

Research has been given high priority since the inception of the college to nurture and create research culture and also to develop the research potential among research scholars, students, academic and technical staff. Further it also aims at establishing a strong knowledge base in emerging areas of different academic streams like Arts, Humanities, Science, Commerce and Management and Engineering & Technology etc.

The Committee comprises of:

1. Principal- Chairman



**2. Members :**

- a) Dean/Director: Nominated by the Principal.
- c) Associate Deans/Directors: Two Nominated by the Principal from different disciplines.
- d) Coordinators: One from each faculty nominated by the Principal.
- e) Research Officer/Fellow/Project Assistants appointed by the competent authority case by case.

**Functions of the R&D Cell are:**

Apart from the research the cell also undertakes :

- a) Consultancy assignments for the industries. Private and public sectors firms can benefit from the college's know-how and technical facilities through consultancy activities.
- b) Applied research problem solving studies/case studies, benefit the sponsorer to address their specific problem. The exposure gained contributes to the advancement of the academic and research capabilities of teachers. It also develops an innovative and collaborative research environment in the college.
- c) Develop research culture and enhance research capability.
- d) Encourage applied research in social sciences, science, engineering & technology, Commerce & Management to address socio-economic needs.
- e) Promote multidisciplinary and interdisciplinary research,
- f) Develop collaborative research programs and partnerships with regional and national level organizations.

Promote and share research outcomes on different platforms like conferences, seminars, workshops, journals and FDPs.

- g) Promote research publications by organising conferences and seminars.

**Term:** The term of the nominated members shall be a maximum of three years.

**Meetings:** The Committee shall meet at least twice a year.

