



No.: SSMC/IQAC/2022/20

Date: 12/12/2022

COLLEGE ACADEMIC COMMITTEES FOR THE A.Y. 2022-23

The following Committees are constituted to ensure the operational administration functionalities of the institute. This diversification ensures that the committees address any issues faced by the stake holders and also aims for the improvements under the purview of the respective committees. The various committees are as follows:

Sl. No.	Name of the Committee	Name and Designation	Frequency of the Meeting
1	Academic Advisory Committee	Dr. C. B. Gandhigudi : Convener Dr. Basavaraj Hiremath : Member Prof. G. R. Sthavarmath : Member Dr. Venkatesh Pujari : Member Prof. Vishal Rathod : Member Prof. Poornima : Member Prof. Banashankari : Member	Once in a semester
2	Grievance Redressal Cell	Dr. C. B. Gandhigudi : Convener Prof. G. R. Sthavarmath : Member Dr. Basavaraj Hiremath : Member Dr. Venkatesh Pujari : Member Prof. M. K. Bothagi : Member Prof. Sunita Chinmalli : Member Sri. S. K. Dawood : Member Prof. Md. Irfan : Member Prof. Sarita S. : Member Prof. Gouradevi : Member Sri. Basangouda : Member Sri. Basavaraj Nandur : member	Once in a semester
3	Anti-ragging Committee	Prof. M. K. Bothagi : Convener Prof. G. R. Sthavarmath : Member Prof. Sunita Chinmalli : Member Dr. Basavaraj Hiremath : Member Dr. Venkatesh Pujari : Member Sri. S. K. Dawood : Member Prof. Gurulingappa : Member Dr. ShiladeviBiradar : Member	Once in a semester
4	Newsletter Committee	Dr. G. R. Sthavarmath : Convener Dr. Basavaraj Hiremath : Member Dr. Venkatesh Pujari : Member Prof. M. K. Bothagi : Member Prof. Vishal Rathod : Member Prof. Sarita S. : Member Dr. Shiladevi Biradar : Member Prof. Shivashankar H. : Member	Once in a semester





5	Career Guidance, Training and Placements Cell	Dr. Venkatesh Pujari Prof. G. R. Sthavarmath Dr. Basavaraj Hiremath Prof. Vishal Rathod Prof. Sarita S. Sri. Basangouda Sri. Basavaraj Nandur	: Convener : Member : Member : Member : Member : Member : Member	Continuous; Need Based
6	Social Welfare Committee (OBC/SC/ST)	Prof. M. K. Bothagi Dr. Basavaraj Hiremath Dr. Venkatesh Pujari Prof. Gurulingappa T. Prof. Md. Irfan Prof. Gouradevi Sri. Basangouda	: Convener : Member : Member : Member : Member : Member : Member	Need Based
7	Sports and Games Committee	Sri. S. K. Dawood Prof. G. R. Sthavarmath Dr. Basavaraj Hiremath Dr. Venkatesh Pujari	: Convener : Member : Member : Member	Once in a Year
8	Cultural Committee	Prof. M. K. Bothagi Prof. Shivashankar H. Prof. Sunita Math Prof. Payal Prakash	: Convener : Member : Member : Member	Once in a semester
9	Internal Examination Committee	Dr. Venkatesh Pujari Prof. M. K. Bothagi Prof. G. R. Sthavarmath Dr. Basavaraj Hiremath Sri. Basangouda	: Convener : Member : Member : Member : Member	Need Based
10	Library Committee	Smt. Lalita Prof. G. R. Sthavarmath Dr. Basavaraj Hiremath Dr. Venkatesh Pujari Prof. M. K. Bothagi Prof. Vishal Rathod Sri. Basavaraj Nandur	: Convener : Member : Member : Member : Member : Member : Member	Once in a semester
11	I.T. Committee	Prof. Vishal Rathod Prof. Md. Irfan Prof. Poornima K. Prof. Banashankari	: Convener : Member : Member : Member	Need Based
12	Alumni Committee	Prof. Gurulingappa T. Prof. Shivashankar H. Prof. Vishal Rathod Prof. Md. Irfan Sri. S. K. Dawood Sri. Sharanayya Puranik Sri. Bsasangouda	: Convener : Member : Member : Member : Member : Member : Member	Once in a year





ಹೈದರಾಬಾದ್ ಕರ್ನಾಟಕ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆಯ
ಎಸ್. ಎಸ್. ಮರಗೋಲ ಕಲಾ, ವಿಜ್ಞಾನ
ಮತ್ತು ವಾಣಿಜ್ಯ ಮಹಾವಿದ್ಯಾಲಯ
ಶಹಾಬಾದ್ - 585 228 - ಜಿ. ಕಲಬುರಗಿ
(ಗುಲಬರ್ಗಾ ವಿಶ್ವವಿದ್ಯಾಲಯದ ಸಂಲಗ್ನತೆ ಪಡೆದ)
ನ್ಯಾಕೆ ಆರ್ ಪ್ರೇಮ ಮಾನ್ಯತೆ



Hyderabad Karnataka Education Society's
**S. S. Margol College of Arts,
Science & Commerce**
SHAHABAD - 585 228 - Dist. Kalaburagi
(Affiliated to Gulbarga University, Kalaburagi)
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13	Women Sexual Harassment Committee	Prof. Sunita Chinmalli Prof. Gouradevi Prof. Sarita S. Dr. Shiladevi Biradar Prof. Sunita Math Prof. Farihin Banu Prof. Payal Prakash	: Convener : Member : Member : Member : Member : Member : Member	Need Based
14	Academic Calendar Committee	Dr. Basavaraj Hiremath Prof. G. R. Sthavarmath Dr. Venkatesh Pujari Prof. Vishal Rathod	: Convener : Member : Member : Member	Once in a semester
15	Time Table Committee	Dr. Basavaraj Hiremath Prof. G. R. Sthavarmath Prof. Venkatesh Pujari Prof. Sarita S.	: Convener : Member : Member : Member	Once in a semester
16	Disciplinary Committee	Prof. M. K. Bothagi Sri. S. K. Dawood Prof. Gurulingappa Prof. Md. Irfan Dr. Shiladevi Biradar	: Convener : Member : Member : Member : Member	Need Based


COORDINATOR IQAC
H.K.E.S. S.S. Margol College
of Arts, Science & Commerce,
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PRINCIPAL
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of Arts, Science & Commerce,
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Academic Advisory Committee

Objective:

Academic Advisory Committee is to assist the administration in making policy recommendations to the management, undertake long-term assignments in order to develop and carry out strategic plan of the institute.

Functions:

The primary purpose of advisory committee is to promote collaboration between specific educational programs and industry.

Prepare students to succeed in their chosen career. Committee advises the administration to assist department staff by providing support and giving encouragement for quality education and training.

Responsibilities:

Monitoring educational objectives and programme outcomes. Advising faculty members in preparation of Academic plans for their respective courses allotted by the Department to promote in conduction of Co-Curricular activities to promote research, activities establishment. Assisting with different Centre of Excellence/Incubation Centre Advising for value added training courses.

Frequency of Meetings: Once in a semester.

Grievance Redressal Cell

Objective:

To create a platform where students can discuss their problems, regarding academic and non academic matters. To enlighten the students on their duties and responsibilities to access benefits. To ensure effective solution to the student's grievances. To obtain speedy resolution to the problem.

Functions of the Committee:

The Grievances committee deals with the grievances of teaching faculty, other employees and the students. The Grievance Committee hears and settles grievances within short duration, after the grievance is lodged with the committee.

Responsibilities:

Grievances Redressal committee receives and redresses grievances reported for the following issues: Academic issues: pertaining to teaching learning activities. Student's teacher, student- student, student- parent relationship pertaining to harassment etc. Internal evaluation and in assessment marking. Complaint related to library and IT services. Grievances related to water, electricity, etc. Grievances related to sports, cultural and selection process etc. Grievances related to women's issues and harassment. Grievance related to ragging Grievances





related to university examination. Grievances related to delay in issuance of records and documents.

Frequency of Meetings: Once in a semester; Need based.

Anti-Ragging Committee

Anti-Ragging Committee Ragging means causing physical and / or mental trauma to a person as a result of physical abuse, manhandling, using abusive language or gestures or forcing to perform acts that may cause physical/mental damage. Ragging is a social, cultural and psychological menace. Students are urged to keep-up the glorious tradition of SIET and not to indulge in any activity within or outside the campus that may be construed as ragging. Any student, if found involved in any such activity, directly or indirectly, shall not only be expelled from the institution but also the matter will be reported to the police / legal authorities for further necessary action.

Objective:

To maintain discipline in the classroom and the college premises.

Function:

This committee monitors the students and ensures that no ragging activity happens. Also, in the event of any indiscipline activities, action is taken by this committee.

Responsibilities:

To ensure compliance with the provision of UGC regulation 2009 at the institute level as well as the provisions of any law for the time being in force concerning ragging. To monitor and oversee the performance of anti ragging squad in prevention of ragging in the institution. It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on Canteen and other places vulnerable to incidents and having the potential for ragging and shall be empowered to inspect such places. To take decisions and actions related to ragging activities of the students in the college as and when required.

Frequency of Meetings: Once in a semester; Need Based

Newsletter Committee

Objective:

The college tries to be best to create and maintain a very positive image amongst the minds of the people.

Functions:

The Media and PR Cell looks after all communication and publications - internal & external and also serves as the official spokesperson of the institute. It is also student-run body responsible for facilitating the Endeavour of a rich Institute Connect Program by means of organizing Conclaves, Guest Lectures, Workshops and other such interactive events.

Responsibilities:

The role of Media and PR Cell is to manage relations with external stakeholders through several media relation activities. It accomplishes this through engagement with the print media





and by facilitating institute's online presence across various platforms. The Media and PR Cell also manages internal communication by reporting events, happenings and achievements to the administration, faculty and student community. Besides focusing on Corporate Interactions, one of the major Media and PR Cell activities is to provide necessary assistance to prospective candidates in their admission related queries, thereby supporting the admission process conducted at college improve internal relations; teachers, students, other administrative staff. Maintain good relations with the community. Maintain positive relations with the alumni.

Frequency of Meetings: Event based.

Career Guidance, Training and Placements Cell

Objectives:

The main objective of the CGPC is to give career guidance with respect to job. To facilitate job opportunities and communicate them to the students seeking employment. To build and maintain good relations with the industry thereby bridging the gap between industry and our institution. Organize lectures/workshops for various areas like personality development, career opportunities, resume writing, etc. To facilitate project work, internships in industry as when required by either industry or students.

Functions:

To help the Training and Placement Office in conducting and coordinating campus placement process as well as training programs in the college. Roles and responsibilities of CGPC of the college provide placement assistance to all its students. The cell regularly conducts grooming sessions for the students in areas like soft skills, interview facing skills, behavioral skills thereby making them industry-fit. To gather information on job avenues and placements in different institutions and concerns related to the courses that the University offers. To organize seminars and guidance workshops for informing students about the emerging professional trends and events, job profiles, leadership roles, entrepreneurship, market needs and risks and implementation of national socio- economic policies and to impart training in soft skills. The Career Guidance and Counseling Cell are constituted to provide to student community all possible assistance in choosing the appropriate avenues. To enable the students to realize their primary ambition, it has become imperative to counsel and encourage them to set definite goals. The cell provides guidance and training by briefing about various avenues during the time of admission. Inviting career counselors to inform students about job prospects of different subjects, conducting aptitude tests, mock interviews and group discussions.

Frequency of Meetings: Continuous; Need based

Student Welfare Committee

Objectives:

The Social Welfare Committee functions to promote education among OBC/SC/ST students and other weaker section of the society. It continuously monitors and evaluates reservation policies intended for OBC/SC/STs Welfare by the Govt. of Karnataka and also for the



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effective implementation of the same welfare. Monitoring qualified and eligible students to get both fee reimbursement and scholarship. If any student fails to get the reimbursement and scholarship, he/she can make a compliant to Social Welfare Committee of the college. The committee in consultation with the scholarship clerk takes relevant measure to ensure that every student obtains scholarship.

Frequency of Meetings: Need based.

Sports and Games Committee

To promote and enhance and change the spirit of sports along with academics.

Function:

To organize physical education, sports and games activity to create an environment that stimulates desirable responses that contribute to the optimal development of the individual's potentialities in all the phases of life.

Responsibilities of the Sports Committee:

Coordination with the Student Sports Secretary Keeping stock of previous and current years' sports goods. Place order for sports goods on basis of quotations procured. Arranging the venues for sports events. Drawing plans for various sports. Consultation with the Principal Obtaining permission to hold sports events in the college campus. To conduct intra-oriented-college sports events. To obtain sanction for Entry/Registration Fees to participate in various sports events. To maintain attendance of students who participate in sports events. Sorting out any sports related issues (team selections, objections, quarrels etc) Maintaining reports of sports events participated outdoor or in the University. This is especially important from the Annual Day point of view, as the information is required for the Principal's Report and Prize Distribution Ceremony. Taking follow up of Annual sports contribution of the institute. To organize intra-class & inter - class sports and games competitions at the college level to identity talents in various sports and games both indoor and outdoor to build a strong college level teams to participate at the State Level and National Level competitions. To encourage the students to actively participate in various sports and games competitions conducted by other colleges. To organize college level sports and games competitions both for students and staff as part of the college annual day celebrations.

Frequency of Meetings: Once in a year.

Cultural Committee

Objective:

To promote the inclination of students in the line of arts, culture, NSS activities.

Functions:

The Cultural committee helps the students to distinguish themselves apart from their curriculum. Students are encouraged to take part in various cultural events in college and other colleges and showcase their talents through various clubs/associations/national service schemes.





Responsibilities:

Planning & Promotion To plan and schedule cultural events for the academic year. The in charge of the committee shall conduct a meeting of the committee to discuss and delegate tasks the committee shall display on the Notice Board/Website information about events to be celebrated. Events arranged for students in coordination with Cultural Committee are

- Fresher's Day
- Teachers' Day
- Festival Celebrations
- Annual Day

Formulation to obtain formal permission from the College authorities to arrange programs to decide the date, time and agenda of the programs. To inform members of staff and students about the events. To arrange the venue and logistics (audio/video system, dais, podium etc) Invitation & felicitations to invite the Chief Guest and other dignitaries. To arrange mementos for guests and gifts/certificates for the participants. The committee will be responsible to keep the record of all the above activities.

Frequency of Meetings: Once in a Semester

Library Committee

Objective:

The main objective of this committee is to ensure that all the resources are provided by the Library and all the students are well informed about the resources available.

Functions:

Books and other e-learning media are very essential for gaining knowledge as learning is a continuous process. Faculty and students require resources to attain knowledge for the day to-day requirements and to function as a channel between the library and its users. Inform the staff and students about the latest titles, new arrivals of books and journal. Pursue the titles available and recommended additional titles on requirements. Recommend the latest resources journals on periodical basis. Maintain and upgrade digital library. Suggest and provide the quotation for yearly budgetary allocations for library resources.

Responsibilities:

To assist the Librarian in formulating a Library policy. Procuring books, Technical Journals, Technical Magazines, Applying for access to E-Journals, Providing good reference books and adequate reading spaces To recommend / justify / sanction / approve - withdrawal and weeding out of outdated material to the competent authority for final decision in the matter. To look after general maintenance of the library in terms of reading material and infrastructure. To effectively involve in fostering the reading habit of staff and students

Frequency of Meetings: Once in a semester





Alumni Coordination Committee

Objective:

The need for an Alumni Committee is to provide a platform and an interface to serve and to promote the mutual interests of the institution and its alumni.

Function:

To act as a bridge between the college and the alumni for interaction on new developments in different disciplines of degree programmes and to encourage the alumni to assist the college to promote its academic and college development activities.

Responsibilities:

To maintain an up-to-date and detailed database of the alumni to highlight the success of alumni to improve the credibility and reputation of the institute. Plan and promote a platform for interaction between all stakeholders of H. K. E. S. SSMC Maintain healthy relationship with the alumni body Assist management in creating an environment in the college which enables the students to have lasting memories.

Frequency of Meetings: Once in a year

Disciplinary Committee


Objective:


To maintain discipline in the classroom, campus as well as in the college premises. Function: This committee monitors the students and ensures that no indiscipline happens. Also, in the event of any indiscipline activities, action is taken by the committee. The committee members ensure discipline is maintained among the students. Action is taken immediately for indiscipline activities within the campus. A record is maintained for indiscipline activities done by the students and action taken.

Responsibilities:

To maintain the rules and regulations of the college given in the information brochure, which are given to the students during admission To support College policy in a positive way. To oversee and monitor the overall discipline of students in the college, and review it periodically. To take decisions and actions related to indiscipline activities of the students in the college as and when required.

Frequency of Meetings: Continuous; Need based


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