



# RAJESWARI COLLEGE

## OF ARTS AND SCIENCE FOR WOMEN

### COMMITTEE DETAILS-2022-23

#### ANTI RAGGING COMMITTEE

- To uphold and comply with the directions of the hon'ble supreme court and be vigilant on nay acts amounting to ragging;
- To publicize to all students and prevalent directives and the actions that can be taken against those indulging in ragging;
- To consider the complaints received from the students and conduct enquiry and submit report to the antiragging committee along with punishment recommended for the offenders;
- Oversee the procedure of obtaining undertaking from the students in accordance with the provisions;
- Conduct workshops against ragging menace and orient the students;
- To provide students the information pertaining to contact address and telephone numbers of the person(s) identified to receive complaints/distress calls;
- To offer services of counselling and create awareness to the students;
- To take all necessary measures for prevention of ragging inside the campus.

#### TRAINING AND PLACEMENT COMMITTEE

- Organizing MNCS on - campus as well as OFFCAMPUS selection activities.
- Inviting HR person to address students on selfenhancement, confidence, building, career awareness program, etc.
- Conducting on-line and off-line training programs to students.
- Interacting with recruiters for campus placement.
- Conducting campus recruitment.
- All industry institute interaction activities to develop knowledge and skills of students.;



EMAIL



TWITTER HANDLE



TELEPHONE



LINKEDIN URL



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#### NSS/YRC/RRC COMMITTEE

- To enable the students to understand the community in which they work.
- To understand themselves in relation to their community.
- To identify the needs and problems in the community in the solution of which they can be involved.
- To develop among themselves a sense of social and civic responsibility.
- To apply education- find practical solution to individual & community problems.
- To develop competence required for group living and sharing responsibilities.
- Gain skills in mobilizing community participation.
- To acquire leadership qualities and democratic attitude.
- To develop capacity to meet emergencies and national disasters.
- To practice national integration.

#### SPORTS AND CULTURAL ACTIVITIES COMMITTEE

- Prepare sports calendar and an action plan to implement the same, suggest methods which encourage students and faculty to utilize sports and games facilities available in the college.
- Increase the cordial relations between students and faculty by organizing exhibition games between the teams of students and faculty wherever possible.
- Take up the responsibility of preparing the budget estimate, requirement of infrastructure and equipment, maintaining the equipment and play fields.
- Selection of teams to represent the college in various tournaments. – Conducting Tournaments.
- Encouraging students by awarding prizes.
- Providing the facilities for the day-to-day sports activities with supervision





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## **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes
- Dissemination of information on various quality parameters of higher education
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- Documentation of the various programmes/activities leading to quality improvement.
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
- Development of Quality Culture in the institution.
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.





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### COMMITTEE DETAILS-2022-23

## EXAMINATION MONITORING COMMITTEE

- The Examination Committee shall prepare relevant time tables for our College based on the examination time table.
- The Examination Committee shall make the Block and Seating Arrangement and display them on the concerned Notice Board.
- Though the teaching faculty is entitled to vacation if eligible, it is expected that they are available for examination duty at least for two weeks. Hence they shall give their vacation preference dates to the Exam Committee in the specified format.
- The Exam Committee shall prepare and display an overall Supervision Duty List as well as Daily Supervision Duty, List on the Staff Notice.
- The Exam Committee shall ensure that adequate stationary, like on answer sheets, drawing sheets, charts, graph paper, drawing boards, trays, threads, water jugs, etc. are made available.
- The Exam Committee shall hold a pre-exam meeting to brief the members of faculty with regard to the examination procedures and the role and responsibilities of A report of same shall be submitted to the Principal.
- All the results (First Year to Final Year) shall be sent to the respective HOD's.
- Under the guidance of the Exam cell shall analyze the exam results and the same shall be verified by the respective HOD's, After due verification, copies of the result analysis shall be sent to HODs, the Principal and Management.
- Preparation of smooth conduct of Examinations, preparation of time-table schedules, Invigilation duty chart, allotment in the Examination halls etc.
- To conduct Internal Assessment examination as per academic calendar.
- Distribution of marks lists to the students after the results of various examinations received from the University
- Any Circular, Guideline, Office Order, Notification received by the University are dispatched or circulates to the concerned Departments/ Students.





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### **COMMITTEE DETAILS-2022-23**

## **WOMEN WELL FARE COMMITTEE**

- To inculcate Human values and ethical practices to girls through co-curricular, extracurricular activities and make them strong.
- Create and sustain a community of learning in which girls acquire knowledge and learn to apply it professionally.
- To create a friendly environment, integrated with education, in establishing centers of excellence and sharing knowledge in all areas.
- To provide solutions to their problems related to academics and general and make them dynamic.
- To develop them physically and mentally on par with changing trends in society through their hidden talents.
- To improve their integrated development through inspiration for women empowerment.

## **OTHER COMMITTEES**

- EDP
- SCHOLARSHIP COMMITTEES
  - MOOVALOOR RAMAMIRTHAM SCHOLARSHIP
  - SC/ST
  - NSP-MINORITY
  - NANMUDHALVAN SCHEME

