



SRI BHARATHI

ENGINEERING COLLEGE FOR WOMEN

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
Kaikkurichi, Pudukkottai -622 303

www.sbec.edu.in

NAAC DOCUMENTS



Quality Indicator Frame Work

Criterion – 6

Governance, Leadership and Management

Submitted by

IQAC

Internal Quality Assurance Cell

Sri Bharathi Engineering College for Women



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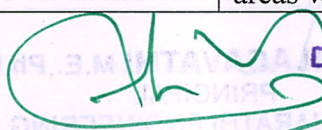
Various Committees

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VARIOUS COMMITTEES FUNCTIONS AND RESPONSIBILITIES

S. No	Name of the Committee	Functions and Responsibilities
1.	Governing Council Committee	The Governing Council Committee is an important organization tasked with supervising and directing the college's general administration in accordance with the institution's strategic plan. It is essential for making decisions, formulating policies, and mobilizing funds and resources to establish a conducive environment for academic learning and the efficient operation of the institution.
2.	Admission Committee	The Admission Committee is a vital committee that oversees matters related to student admissions. This committee is responsible for implementing policies as per the direction of Governing Council about student admissions.
3.	Planning and Monitoring Committee	The committee is responsible for developing strategic plans, setting goals as per the direction of Governing Council committee and monitoring the progress towards achieving enhanced performance of the Faculty Members and Students and reporting the same to the Governing Council of the institution.
4.	Grievance Redressal Committee	The primary purpose of Grievance Redressal Committee is to provide a mechanism for individuals both staff and students to seek redressal for their grievances. The committee has been under the direct supervision of the Principal to create a pleasant and conducive atmosphere to everyone.
5.	Anti Ragging Committee	Implementing the guidelines of UGC/AICTE/Anna University about Ragging Free campus and conven meeting for further action. Organizing orientation programs and awareness campaigns to sensitize students about the negative consequences of ragging and importance of maintaining a friendly and inclusive campus environment of the organization. Collecting undertaking forms from every student's for not indulge in Ragging.
6.	Internal Compliant Committee	The committee is typically composed of senior executives, department heads, legal experts, and stakeholders as per the guidelines of UGC/AICTE/Anna University and mainly focuses on sexual harassment of women employees.
7.	Discipline Committee	Responsible for maintaining discipline among the student's, ensuring the well-being of individuals and conducive atmosphere for teaching and learning activity.
8.	SC and ST Committee	To promote the special interests of students in the reserved category and provide special inputs in areas where the students experience difficulties.


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9.	OBC Committee	To promote the special interests of students in the OBC category and provide special inputs in areas where the students experience difficulties.
10.	Mentor Mentee Committee	To provide guidance, advice, feedback and support to the mentee. A mentor will discuss information about mentee's own career path, as well as provide guidance, motivation, emotional support and role modeling to create fearless environment.
11.	Sports and Cultural Committee	To support and encourage students to actively participate in cultural activities, indoor and outdoor games across several disciplines.
12.	Placement and Training Cell	To recognize each student's dream and primary competence by guiding them on relevant subjects. To increase awareness of career planning and to create confidence and a positive attitude in them. To strengthen their communication and interpersonal skills. Responsible for inviting various companies.
13.	Internal Quality Assurance Cell	The IQAC is responsible for development and effective implementation of quality management system for various academic and administrative activities of the College. Implement skill enhancement program through participatory teaching and learning process. Arrangement for feedback responses from students, parents and other stakeholders on quality related institutional processes. Organize inter and intra institutional workshops, seminars on quality related themes. Conducting academic audit and documentation of the various programmes/activities of the College, leading to quality improvement. Acting as a nodal agency of the college for coordinating quality-related activities, including adoption and dissemination of good practices.
14.	Hostel Mess Committee	To manage and oversee the functioning of the mess, Quality of food, Boarding & lodging facility within the hostel and conven meeting with the committee member for further action.
15.	Examination Cell	Responsible for conducting periodical Cycle test (Internal Test) as per the academic planner and send the mark statement to Anna University through COE portal. Conduction of University Practical/Theory examinations as per the schedule declared by Anna University and enter the required details in COE portal as per the norms of Anna University. Issuing the Mark statements/ Consolidated Mark report/ Provisional certificate to the student's through their Faculty Coordinator. To collect the grievances of the Student's and Faculty Members concerning exam-related issues/corrections in certificates and address the

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		same to the Anna University through COE portal.
16.	Scholarship Committee	To ensure the financial assistance to needy student's to pursue education and to achieve academic excellence through Government/Institutional Scholarship.
17.	RRC/ YRC/ NSS	To organize various events, awareness campaign and community outreach activities in regular basis to encourage the students to extend their social services to the society.
18.	Right to Information Act Cell	To ensure timely reply of all the applications under Right to Information Act, 2005, which are received in the RTI Cell.
19.	Alumni Cell	To Organizes alumni meet to facilitate the reunion of the alumni to bond with the Institution. To invite alumni to deliver Guest lecture/Act as a Resource Person in the Seminar/ Workshop/ Skill Enhancement programme/ Career Development Programme to interact with juniors and motivate them to achieve their dream.
20.	Electoral Literacy Club	To engage the students through interesting activities and facilitate hands on experience to sensitise them on their electoral rights and familiarise them with the electoral process of registration and voting by conducting various activities.
21.	Women Empowerment Cell	To promote women's empowerment through seminars, awareness programs, motivational programs and other initiatives, work towards the welfare of faculty members and students in order to develop them into capable professionals.
22.	Entrepreneurship Development Cell	The cell regularly organizes different activities and events to train and motivate the students as an entrepreneur.Motivate students to pursue entrepreneurship as their career and promote entrepreneurial spirit among students to supports their business endeavors.


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