

**NARI SHIKSHA NIKETAN P.G. COLLEGE, LUCKNOW**  
**DUTIES OF COMMITTEE MEMBERS**

**1. INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**GOALS OF IQAC:**


Planning and Preparations of Proposals to implement the Recommendations of the NAAC Peer Team during the Cycle 1 Visit for Assessment and Accreditation in 2009.

- To ensure timely, efficient and progressive performance of academic, administrative and financial tasks.
- Integration and optimization of modern methods of teaching and learning.
- To overview the plans to implement credibility of evaluation procedures.
- To ensure the adequacy, maintenance and proper allocation of support structure and services.
- To establish network with other institutions of India and abroad and share research findings with them.

**FUNCTIONS OF IQAC:**

Internal Quality Assurance Cell of the College has developed several quality assurance mechanisms within the existing academic and administrative setup. Some of these are as follows:

- Since inception, the main objective of IQAC cell is to plan and implement quality initiatives and their evaluation. It also conducts regular meetings with quality agenda and maintains its systematic record of its proceedings.
- To formulate the action plan for implementation of the recommendations of the NAAC Peer Team visit in 2009.
- To circulate its plan and take steps for implementation.
- To provide recourses in conducting workshops, awareness programmes, special lectures on quality innovations, Teaching-Learning & Evaluation, Research oriented seminars etc. It analyses the feedback received from Students and other Stakeholders.
- To coordinate with all stakeholders for their opinions and advice for quality sustenance and quality improvement.
- To disseminate information on various quality parameters of higher education.
- To enforce academic and administrative auditing by external agency.
- To Plan and Support effective implementation for Total Quality management, Teaching-Learning and evaluation, Research, Consultancy and Extension activities for all stakeholders.
- MHRD subcommittee, under IQAC regularly prepares the Reports for AISHE.
- Documentation of the various programmes /activities leading to quality improvement.
- To collect, maintain and analyze documents and document evidences directly or through the College Office.
- To prepare the Annual Quality Assurance Report (AQAR) and submit it to NAAC regularly after its inspection.
- To appreciate, encourage and provide support required by the faculty for their qualitative improvement in teaching, research & administration.
- To make the Strategies to be adopted by institution to satisfy the needs of the students from diverse backgrounds including socio-economic backward community and complying with all the norms of the Government.

  
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## 2. PROCTORIAL BOARD/DISCIPLINE & ANTI- RAGGING COMMITTEE

- To ensure overall disciplined environment in the College.
- To initiate timely action against erring students.
- To sensitize students about the evils of ragging and its prevention in the College Campus by organizing talks/ programmes etc.
- To address complaints about ragging as per the Govt. and University procedures.
- To conduct the student's election, form the students union, conduct oath – taking ceremony.
- To maintain records of the cases investigated and submit the same to the IQAC Committee

## 3. LIBRARY COMMITTEE


- To take stock of the existing, newly added and total number of books.
  - To introduce bar coding system.
  - To see that auto lib software is used for automation.
  - To see that the library is computerized.
  - To arrange talks for students to motivate them to cultivate reading habits.
  - To organize book week, books display on special occasions.
  - To provide digital library facilities with National and International online journals.
  - To see that Library building is enabled with Wi-fi facility.
  - To see that library issue/ return of books are maintained through software.
  - To facilitate the services of National Digital Library an initiative by HRD Ministry.
  - To introduce book bank and to acquire books for the book bank and distribute to the deserving students.
  - To ensure that a Suggestion Box is installed in the library and the reader's grievances are attended to and measures suggested.
  - To maintain the sanctity of the library.
  - To maintain a record of the services rendered/ activities conducted and submit the same to the IQAC Committee.

## 4. CULTURAL COMMITTEE

- To make necessary arrangements for the functions like Founder's week, Annual function celebrations etc.
- To prepare the students for inter-college functions.
- To make necessary arrangements for the flag hoisting ceremony to celebrate the National Days i.e Independence Day, Republic Day.
- To celebrate National festivals.
- National days celebrations records should be submitted to the IQAC Committee.

## 5. SPORTS COUNCIL

- To facilitate healthy practices.
  - To organize relevant programmes to promote healthy practices.
  - To facilitate rain water harvesting, energy conservation, Solar lights, LED lights.
  - To organize Intra-mural sports and athletic competitions.
  - To help in selecting College teams.

  
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- To organize tournaments for staff members.
- To maintain the records of the activities conducted and submit the same to the same IQAC Committee.

#### **6. WEBSITE DEVELOPMENT/COMPUTER LITERACY/CYBER CELL COMMITTEE**

- To develop and maintain the college website.
- To organize Computer/Internet access training to teachers/non-teaching /students and other programmes for teaching upgradation during non-instructional days.
- To conduct activities and workshops for Students on Computer awareness, Cybercrime etc.
- To submit all the records to the IQAC Committee.

#### **7. COLLEGE STUDENT GRIEVANCE REDRESSAL CELL COMMITTEE**

- To attend to the general grievances of the students, public (related to the College), Staff and suggest redressal measures within the framework of College / University / Government rules.
- To instruct the official/s concerned to attend to the grievances.
- To refer / report the matters to the principal.
- To attend to Students' grievances related to Examination/s and recommend suitable redressal measures.
- To maintain records of the Grievances redressed/ reported / referred and submit the same to the IQAC Committee.

#### **8. INCOME TAX/RIGHT TO INFORMATION (RTI) COMMITTEE**


- To address the RTI's directed towards the college in consultation with the Principal.
- To assist the staff with their income tax related queries.
- To conduct a workshop/webinar regarding the updations in the taxation system.
- To maintain records and submit same to the IQAC Committee.

#### **9. SCHOLARSHIP COMMITTEE**

- To run the awareness program for the students about scholarship related issues
- To facilitate the students in filling up the scholarship forms
- To motivate and inspire the students to score better in exams to secure scholarships.
- To maintain a record and submit the same to the IQAC Committee.

#### **10. EXAMINATION COMMITTEE**

- To successfully conduct the Semester End Examinations and prepare the Results.
- To co-ordinate with the ISA Committee for smooth conduct of ISA (Intra Semester Assessment) tests and receive the final ISA marks on or before 15th September / March.
- To ensure that the mark lists are submitted by the faculties to the Examination Section by due dates and the Statement of Marks are given to the Students / Parents within the stipulated time.
- To make inventory of the required Stationery well in advance and put up the requisition for required items at least 2 months in advance.
- To refer cases of malpractice in the examination to the Unfair Means Inquiry Committee / Examination Grievances Committee for necessary action.

  
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- To process the exam remuneration bills on time.
- To prepare course/programme wise distribution of pass percentage and submit the same to the IQAC Committee.

### **11. ADMISSION & ANNUAL TIME - TABLE PLAN COMMITTEE**

#### **ADMISSION DUTIES:**

- To collect proposals / materials from the Departments, Committees and lecturers to draft Annual plan of activities for the year for publication in the Prospectus.
- To draft the Annual Plan of activities for the year 2021-22 and to incorporate the same in the Prospectus.
- To finalize College Prospectus & Admission Form for the year 2021-22.
- To draft the modified rules (in accordance to the university guide lines) for the admission counselling.
- To assist the students and to interact with the parents during admissions for the year 2021-22.
- To provide proper College Identity Cards to the students after the reopening of the College for the year 2021-22.
- To file and maintain the records of the admissions and Annual Plan.
- To ensure that daily attendance is recorded by the faculties in the Attendance Register.
- To submit the enrollment records to the IQAC Committee.

#### **ANNUAL TIME TABLE DUTIES:**


- To frame a suitable, clash free time-table for conducting Theory/Practical Time-Table as per university rules.
- To attend to various complaints of clashes in the time-table and make necessary adjustments.
- To scrutinize the work load of the individual faculty members/teachers and the Departments as per university rules.
- To maintain the records of the Time-Table framed and submit the same to the IQAC Committee.

### **12. PRESS RELEASE/PUBLIC RELATIONS COMMITTEE**

- To disseminate the efforts and the achievements of the College, Students and Staff to the stakeholders/public through Website updates, publicity through Media, News Papers, etc.
- To initiate the public relations and track the publication of events, programmes and achievements in mass media.
- To shortlist journalists and invite them to the campus over small refreshments.
- To maintain the records of the activities conducted and submit the same to the IQAC Committee

### **13. PLACEMENT/CAREER GUIDANCE/ENTREPRENEUR DEVELOPMENT CELL COMMITTEE**

- To organize career-oriented workshops for the outgoing students.
- To organize coaching classes for competitive exams by inviting experts.

  
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- To organize programmes to create awareness on the importance of higher education in India and abroad.
- To invite industries and companies for campus placements.
- To provide details of campus placements.
- To conduct awareness programmes on entrepreneurship skills for students.
- To invite experienced academicians, leading professionals with extensive corporate experience to address the students and thereby facilitate practical learning.
- To arrange industrial visits to get practical exposure and knowledge of the industrial environment.
- To file and submit the records to the IQAC Committee

#### **14. PURCHASE & GRANT UTILIZATION / INFRASTRUCTURE MAINTENANCE & DEVELOPMENT / STUDENT WELFARE FUND ADVISORY COMMITTEE**

- To scrutinize the indents put forth by the Depts./ Labs. /Committees/and various sections of the College from time to time.
- To supervise the process of finding out the suppliers, inviting quotations, preparation of comparative statements, placing of orders and settlement of bills following relevant rules.
- To fix the responsibility on erroneous payments, orders and issue warnings to improper suppliers.
- To suggest measures for the safety, development and maintenance of Old College building infrastructure
- To ensure optimal use of the College resources, get defective gadgets repaired.
- To suggest measures for disposal of outdated and unusable items.
- To be in charge of the AV systems, LCD, Copier Machines, Laptops etc.
- To ensure Computerization/ Automation of Library and Administration /Technology up gradation (overall)
- To provide internet facility with Wi-Fi connectivity.
- To provide details of infrastructure facilities to the IQAC Committee.
- To maintain the records of the purchase and grant utilization
- and submit the same to the IQAC Committee.

#### **15. COLLEGE MAGAZINE AND ANNUAL REPORT WRITING COMMITTEE**

- To raise resources for publication of the magazine.
- To receive the articles / reports from the students/staff and edit the same.
- To ensure that no reports/articles objectionable in nature are published.
- To appoint students as sectional editors.
- To arrange the photographs of staff and students required for the college magazine on various events.
- To get the magazine printed by April end and distribute the same to students and staff.

  
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#### **16. ALUMNAE/PARENT- TEACHER ASSOCIATION (PTA) COMMITTEE**

- To invite the Alumni to visit the College to interact with the students to enhance the knowledge and skills of the students.
- To encourage them to bring industries and companies for campus placements.
- To give an opportunity to the Alumni who are entrepreneurs to motivate the students.
- To suggest Add On / Certificate / Diploma courses to be conducted by the College with financial assistance from industries/commercial organizations and well-placed Alumni.
- To conduct Alumni, meet every year.
- To receive and attend to parents / guardians in the College.
- To inform about the low attendance or poor Marks of the students, if any, to the concerned Parents.
- To hold at least Two General Body Meetings (August & November) to discuss the issues regarding Students.
- To file and submit the records to the IQAC Committee

#### **17. UNIVERSITY DATA RESOURCE CENTRE (UDRC) COMMITTEE**

- To maintain data base and records and submit the same to the IQAC Committee.

#### **18. RASHTRIYA UCHCHATAR SHIKSHA ABHIYAN (RUSA) COMMITTEE**

- To maintain data base and records and submit the same to the IQAC Committee

#### **19. ALL INDIA SURVEY ON HIGHER EDUCATION (AISHE) COMMITTEE**

- To submit the annual college data to the AISHE portal.
- To maintain data base and records and submit the same to the IQAC Committee.

#### **20. SUDHA PRAKASH MEMORIAL SCHOLARSHIP COMMITTEE**

- To select the deserving students for the scholarship.
- To maintain data base and records and submit the same to the IQAC Committee.

#### **21. COVID-19 COMMITTEE**

- To ensure the COVID protocol is followed in the campus.
- To brief the students and the staff on the importance of social distancing, face masks and vaccinations.
- To maintain data base and records and submit the same to the IQAC Committee

#### **22. UP SMART PHONE COMMITTEE**


- Disbursement of the smart phones as and when provided by the UP Government.
- To maintain data base and records and submit the same to the IQAC Committee

#### **23. MANAV SAMPADA PORTAL COMMITTEE**

- To regularly update of the data of the employees on the portal.
- To maintain data base and records and submit the same to the IQAC Committee.

#### **24. NOTICE BOARD / FACEBOOK COMMITTEE**

- To regularly update the information on the notice board of the college.
- To upload the activities of the college on Facebook page of Nari Shiksha Niketan PG College, Lucknow.
- To inspire the students to LIKE the Facebook page of College.

  
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## **25. GUIDANCE & COUNSELLING COMMITTEE**

- To solve the personal level problems of the students facing depression, anxiety & stress by giving them personal guidance.
- To provide vocational guidance to students so that they can succeed in their professional as well as personal front.
- To provide educational guidance to the students when they are not able to select subjects appropriate for them.
- To maintain the records of the activities conducted and submit the same to the IQAC Committee.

## **26. NCC UNIT**

- To plan and execute N.C.C. Programmes throughout the year.
- To conduct N.C.C. parade and to submit the audited statement of accounts at the end of the year.
- To disburse the work for the NCC volunteers for maintenance and cleanliness in and around the College.
- To take care of campus beautification and gardening.
- To maintain the records of the activities conducted and submit the same to the IQAC Committee

## **27. NSS UNIT**


- To plan and execute N.S.S. Programmes throughout the year.
- To take care of campus beautification and gardening.
- To maintain the records of the activities conducted and submit the same to the IQAC Committee.

## **28. DEAN STUDENT WELFARE (DSW) COMMITTEE**

- To support the students in their personal and emotional problems.
- To educate the students about their rights and responsibilities.
- To involve the students in campus beautification and gardening.

## **29. RED RIBBON CLUB**

- To enroll members for the club and to create awareness among the students and the staff about the need for protection of natural habitat.
- To invite speakers to talk on environmental protection.
- To organize relevant programmes.
- To facilitate healthy practices.
- To organize relevant programmes to promote healthy practices.
- To facilitate rain water harvesting, energy conservation, Solar lights, LED lights.
- To see that there is a First Aid Room with all the basic facilities in case of emergency.
- To act as Nodal Officer for Vector Borne Diseases.
- To organize programmes for students and Staff related to Health and First Aid.
- To conduct activities under Red Ribbon Club.
- To organize Community Welfare programmes. i.e. to involve their participation in Yoga camps etc.
- To celebrate International Yoga Day and to conduct awareness programmes regarding importance of Yoga

  
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- To guide and help students to develop study habits, resolving personal and emotional difficulties & interpersonal relationships.
- To organize activities to inculcate values, civic responsibilities and promote all round development of personality of students.
- To maintain the records of the activities conducted and submit the same to the IQAC Committee.

### **30. STAFF WELFARE/ FACULTY ASSESSMENT/ REMEDIAL/MENTORING COMMITTEE**

- To facilitate online faculty assessment.
- To obtain objective opinion from the students about the effectiveness of the faculty and the facilities in the College.
- To promote mentoring and maintain the records regarding the same.
- To see that remedial classes are conducted by teachers for weaker students and maintain records regarding the same.
- To organize staff welfare activities such as Staff / Faculty Improvement Programmes, Felicitations, Literary Competitions / Picnics, Hikes, etc.
- To pursue the matter with the Directorate of Higher Education related to Confirmation, career advancement, pay fixation etc. of the faculties.
- To organize research activities for the staff and Students of the college
- To assist the Departments in organizing research Seminars.
- To take up major / minor research projects for the College.
- To raise funds for research activities of the College.
- To suggest steps for effective use of college resources for extension services.
- To conduct activities during the year in the sphere of extension activities and Institutional Social responsibility.
- To promote Research Climate in the Institution.
- To maintain the records of the activities conducted and submit the same to the IQAC Committee.

### **31. SEXUAL HARASSMENT CELL**

- To address and solve grievances related to sexual harassment of any staff or student.
- To organize several programmes to enhance the confidence level of girl students for their empowerment in the society.
- To celebrate International Women's Day.
- To counsel and solve the personal and academic related problems of women.
- To maintain the records of the activities conducted and submit the same to the IQAC Committee.

### **32. CANTEEN COMMITTEE**

- To see that the Canteen services to students / staff are good.
- To fix the rates for the items served in the Canteen and to maintain cleanliness in the Canteen.

### **33. NATIONAL LIBRARY AND INFORMATION SERVICES (N-LIST CELL)**

- To Register the college on N-LIST
- To give the access to faculty members as well as college students on N-LIST portal.
- To share the provided mail ID & password to every faculty member
- To check whether they have been successfully done the process.

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