

RRDS GOVT. DEGREE COLLEGE

BHIMAVARAM - 534 202
W.G.Dt., A.P.,



(Estd. 1972)

Affiliated to Adikavi Nannaya University
Accredited by NAAC)

Dr. V.K.J.PRASUNA M.Com, M.Phil, Ph.D.,
PRINCIPAL
Cell : 9491486449

E-mail : gdcbhimavaram.jkc@gmail.com
Website : www.rrdsgdc.info
Phone : 08816 223458

Functions of the Various Committees in the College

S.No.	Name of the Committee/Cell	Functions
1	Admissions Committee	This committee looks after the online admission process into various UG programmes offered by the institution. It maintains a help desk in the college. The members help the students to register into online admission website. When they allotted seats as per roster system by the CCE, AP, committee verifies the certificates and help students to get admission by helping them to pay fee through online.
2	IQAC	The IQAC works with the objective of enhancement and sustenance of quality education. The major thrust areas are Faculty enrichment for quality improvement in teaching, enhancement of infrastructural facilities, best practices and student centric support activities.
3	Student Union/ Special Fee	The committee represents the students' opinions and protects their rights. All the students are deemed as members of this committee. It encourages the students to participate in academic competitions, plays an active role in organizing extra-curricular events at college level. Provides information to the students and parents about the fee structure for self-funding restructured courses and guides them in opting various payment modes.
4	Cultural Association	The committee conducts various cultural activities in view of Independence Day, Republic Day and important festivals like Sankranthi etc and encourage students to participate in these events
5	Sports and Games Association	Trains students in various games and sports and prepares them to participate in various competitions at Institutional, University, State and National levels. The committee members accompany the participants to various institutes and States and provide support and guidance, and motivation. It takes care of funds allocated for games and sports.

6	Student Aid Fund	The committee represents the students' opinions and protects their rights. All the students are deemed as members of this committee. It encourages the students to participate in academic competitions, plays an active role in organizing extra-curricular events at college level
7	Health Club	It creates awareness among the students about the importance of health and hygiene. The committee monitors the sanitation facilities available in the institution and takes measures to keep the campus clean and fully sanitized.
8	Academic Coordinator	Academic coordinator will look after various academic activities like preparation of Time-Tables, conducting internal exams and smooth conduct of class work
10	Student Attendance Consolidation Committee	The Committee enrolls the students in the Biometric attendance app and monitors their attendance weekly. It also informs the parents if their wards' attendance is below 75%. In addition to monitoring the Bio Metric the Committee ensures that Attendance, the Committee hourly attendance is marked in the attendance registers and verifies them periodically.
11	Examination Committee	The Committee conducts both University examinations and Internal Mid Examinations. It maintains a record of internal and external marks of the students enrolled in various courses.
12	Red Ribbon Club	It observes the World AIDS Day and creates awareness about HIV and educates the students about the preventive measures. It also motivates the students in voluntary donation of blood.
13	NSS Committee	This committee will conduct various extension activities and involve students in various service oriented activities.
14	Alumni Committee	Alumni committee meets regularly and extend their cooperation for academic and infrastructure development of the college.
15	Career Guidance Cell	Career Guidance cell arranges various training and coaching programmes related to progression into higher studies and various competitive exams.
16	Grievance Redressal Committee	The Cell looks into the grievances received from students and resolves them.
17	Eco Club	Eco club conducts various activities related to environmental protection and clean and green activities.
18	Women Empowerment Cell	The Women Empowerment Cell (WEC) organizes programmes to create awareness on gender related issues for both staff and students and educates them about health, hygiene, the problems of eve-teasing, importance of learning skills of self-defence, important help lines in time of emergency, etc. The Committee conducts various competitions in order to create this awareness and also makes arrangement for periodic health camps.

19	Swatch Bharat Committee	Swatch Bharat Committee will take up various activities related to campus cleaning and promoting clean and green activities in the college surroundings.
20	Anti Ragging Committee	Anti ragging committee will take up various activities related to creation of awareness against ragging activities among the students in the college.
21	Library, Reading Room and Magazine Committee	The committee keeps a track of the books received and helps the convener in allotting accession numbers to them. It also assists in updating the digital database of Library Accession Register. The committee creates awareness among the staff and students in using Open Educational Resources, E-Books and Infflibnet.
22	Computer Department	Computer Department will maintain the records regarding number of computers and their configuration. It also trains the students in IT related activities.
23	Student Counselling	Students Counselling Committee will maintain the records related to student Bio-data and give counselling to the students on various personal, academic and career-oriented issues.
24	Scholarships	It informs the students about financial schemes introduced by the government for their welfare and ensures that scholarship is received by all the eligible students. Also it maintains the amount donated by donors for giving away Endowment Prizes to the toppers. It also utilizes the amount given by donors for development of the campus with the donors' consent.
25	Consumer Club	The Consumer Club celebrates the National Consumer Day and conducts programmes and awareness about the rights of consumers.
26	TLPAPP	This Committee acquires the required data from the newly admitted students and enrolls them in Integrated Attendance Management System launched by the Government of Andhra Pradesh. The fingerprints and iris of the students are scanned and the information is updated. The Committee also creates various sections in the College IAMS App and helps the faculty in adding the students in their particular sections.
27	Code of Conduct Monitoring Committee	This committee will look into the matters of student conduct, discipline and behaviour in the campus. It also monitors the code of conduct of the teaching and non-teaching staff and advise the students and staff from time to time.
28	Differently-abled Students Welfare Committee	This committee will look into the grievances of differently abled students and assist them from time to time on various issues related to them.



V. K. Prasad
PRINCIPAL
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