



# Sadakathullah Appa College

\*An Autonomous Institution, Re-Accredited by NAAC at an 'A' Grade, \* ISO 9001: 2015 Certified \*

## CRITERION VI

### Governance, Leadership and Management

***6.2.2: The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules and procedures, etc.***

### Functions of various committees

*Submitted to*

THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL  
(NAAC)

August 2022





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## Functions of the Governing Body:

To ensure proper management of Administrative Affairs, the Governing Body is constituted as per the Guidelines / Norms / Regulations laid down by the University Grants Commission.

Subject to the existing provision in the bye-laws of respective college and rules laid down by the state government/parent university, the Governing Body shall:

- Guide the college while fulfilling the objectives for which the college has been granted autonomous status.
- Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council
- Approve new programmes of study leading to degrees and/or diplomas.
- All recruitments of Teaching Faculty/Principal shall be made by the Governing
- Body/state government as applicable in accordance with the policies laid down by the UGC and State Government from time to time.
- To approve annual budget of the college before submitting the same at the UGC.
- Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development of the college



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## **Functions of the Academic Council:**

To ensure proper management of Academic Affairs, the Academic Council is constituted as per the Guidelines / Norms / Regulations laid down by the University Grants Commission.

The Academic Council shall have powers to:

- (a) Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
- (b) Make regulations regarding the admission of students to different programmes of study in the college keeping in view the policy of the Government.
- (c) Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- (d) Recommend to the Governing Body proposals for institution of new programmes of study.



(e) Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.

(f) Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.

(g) Perform such other functions as may be assigned by the Governing Body



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**PRINCIPAL**

A small handwritten mark in blue ink above the stamp.  
**PRINCIPAL**  
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## Functions of the Board of Studies:

To ensure proper management of the framing of the Curriculum, the Boards of Studies are constituted as per the Guidelines / Norms / Regulations laid down by the University Grants Commission.

The Board of Studies of a Department in the college shall:

- (a) Prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council;
- (b) Suggest methodologies for innovative teaching and evaluation techniques;
- (c) Suggest panel of names to the Academic Council for appointment of examiners; and
- (d) Coordinate research, teaching, extension and other academic activities in the department/college.



  
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## Functions of the Finance Committee:

To ensure proper management of Financial Affairs, the Finance Committee is constituted as per the Guidelines / Norms / Regulations laid down by the University Grants Commission.

The Finance Committee shall act as an advisory body to the Governing Body, to consider:

- (a) Budget estimates relating to the grant received/receivable from UGC, and income from fees, etc. collected for the activities to undertake the scheme of autonomy; and
- (b) Audited accounts for the above.



  
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## Functions of the Planning and Evaluation Committee

The Planning and Evaluation Committee meets periodically to discuss the preparation of Academic Calendar, Working Days, Holidays, the Dates of Examinations, Submission of Statements of Marks, hosting of Seminars/Workshops and other academic related programmes, Non-academic events and the conduct of Annual Day, Graduation Day, Sports Day, CDC Meetings, Academic Council Meetings, Governing Board Meetings.



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## Functions of the Curriculum Development Cell

The Curriculum Development Cell designs the Course Structure for every course, the examination procedures and the pattern for evaluation. The IQAC supervises quality sustenance by carrying out the quality initiatives proposed by the CDC. Academic audits are conducted by the ISO to ensure the accomplishment of the tasks.



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