

KONGUNADU ARTS AND SCIENCE COLLEGE
(Autonomous)
Coimbatore – 641 029



COMPOSITION AND FUNCTIONS OF STATUTORY&NONSTATUTORY BODIES

GOVERNING BODY

- Governing Body is the prime body of the college which manages all the functions of the college.

COLLEGE COMMITTEE

The college council is responsible in ensuring the following.

- Promotion of moral, ethical, social and personal responsibilities of the students
- Review of the academic and other related activities of the college
- Assessment of the effectiveness of teaching and the attainment of academic standards of higher education through various quality checks
- Visualization and formulation of perspective plans for the future

CONSTITUTION AND FUNCTIONS OF STATUTORY COMMITTEES

The other statutory bodies of the college are

- Governing Body
- Academic Council
- Board Of Studies
- Finance Committee

The college will, in addition, have other non-statutory committees such as

- Planning and Evaluation Committee
- Internal Quality Assurance Cell
- Staff Welfare and Grievance Redressal Committee
- Students Welfare and Grievance Redressal Committee
- CIA Examination Committee
- Examination Committee
- Library Committee
- Sports Committee

- Curriculum Committee
- Kongunadu Newsletter Committee and Magazine Committee
- Calendar Committee
- College Website Committee
- Purchase Committee
- Intellectual Property Rights Cell
- Internal Complaints Committee
- Disciplinary Committee
- Ragging Curb Committee
- Caste Based Discrimination Complaints Committee
- Alumni Association
- Students Association
- Faculty Association

GOVERNING BODY

Constitution of Governing Body

Number	Category	Nature
1 Chair Person	Management	President of the institution
5 Members	College Council	Trust or management as per the constitution or byelaws, with the Chairman or Director as the chairperson
1 Member	Principal of College	Ex-Officio
1 Member	Educationist or industrialist	Nominated by the management
2 Members	Teachers of the College	Nominated by the Principal
1 Member	UGC Nominee	Nominated by the UGC
1 Member	University Nominee	Nominated by the University

Term: The Governing Body is reconstituted every three years except in the case of UGC nominee shall have a term of five years.

Meetings: Meetings of the Governing Body are held twice a year.

Functions of the Governing Body:

- Monitor the activities of the college and check the fulfilling of the objectives for which the college has been setup
- Approve annual estimates of income and expenditure

- Institute scholarships, fellowships, medals, prizes and certificates for students and scholars
- Approve new undergraduate and postgraduate programmes
- Approve the appointment of staff members
- Decide the overall strategic direction and educational character of the college

ACADEMIC COUNCIL

Composition of Academic Council:

- The Principal(Chairman)
- Chair persons of the Board of Studies (All the heads of the departments)
- Four teaching staff of the college of various disciplines
- Not less than four experts/academicians from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc., nominated by the Governing Body
- Three University nominees

Term: The term of the nominated members is three years

Meetings: Academic Council meeting is held once a year

Functions of the Academic Council:

- Scrutinize and approve the curricula, syllabi and modifications made by the members of the Board of Studies
- Make recommendation to the Governing Body proposals through BOS for the institution of new programmes
- Perform such other functions as may be assigned by the GoverningBody

BOARD OF STUDIES

Composition of Board of Studies:

- Head of each department (Chairman)
- The entire faculty members of eachdepartment
- Two subject experts from outside the Parent University nominated by the Academic Council
- One expert nominated by the Vice-Chancellor of the parent University
- One representative from industry/corporate sector/allied area
- One alumnus nominated by the Chairman
- One student representative nominated by the Chairman

Term: The term of the nominated members is threeyears.

Meetings: The Board of Studies shall meet once a year.

Functions:

- Draft syllabi for various courses keeping in view the objectives of the college, feedback from the stakeholders and requirement for consideration and approval of the Academic Council
- Suggest a panel of examiners to the Academic Council for appointing them as examiners for question paper setting and valuation

FINANCE COMMITTEE**Composition of Finance Committee:**

- The Principal (Chairman)
- One member from college council
- One member nominated by the Governing body
- Finance Officer from the parent University

Term: Term of the Finance Committee is three years.

Meetings: The Finance Committee meeting is held once in a year

Functions of the Finance Committee:

- Estimate budget relating to the grant received/receivable from UGC and other agencies for the optimal utilization of the same
- Scrutinize thoroughly the expenditure incurred during the last academic year and approve the same
- Submit Utilization Certificate obtained from the Statutory Auditor to the UGC

CONSTITUTION AND FUNCTIONS OF NON STATUTORY COMMITTEES:**Internal Quality Assurance Cell**

The committee consists of

- Chairman – Principal
- Member from management
- Coordinator
- Nominees from local society
- Industrialist
- Senior administrative Officers
- Members from Faculty
- Alumni
- Office Superintendents
- Students Association President

Functions:

- Frame the policy for the academic and administrative development of the college

- Develop a quality yardstick for the several academic and administrative activities of the institution
- Analyze and review the feedback received from students, parents, stakeholders and alumni
- Evaluate the self-appraisal report of all the teaching and non-teaching staff
- Initiate the recommendations made by the Planning and Evaluation Committee, Board of Studies, Academic Council and Governing Body
- Plan and conduct Academic Audit for every year
- Prepare AQAR report for every academic year

PLANNING & EVALUATION COMMITTEE

The committee consists of

- Chairman – Secretary & Director of the college
- Principal
- Chief Executive Officer
- Dean (Academics)
- Dean (R&D)
- All Heads of the departments

Functions:

- Examine the proposals to be submitted to various funding agencies like UGC, DST, DBT, TNSCST, etc.,
- Plan for the optimal utilization of physical and financial resources of the institution
- Oversee all the departmental activities of the previous academic year, derive observations and take necessary action

STAFF WELFARE AND GRIEVANCES REDRESSAL COMMITTEE

The committee consists of

- Chairman-Principal
- Chief Executive Officer
- Dean (Academics)
- Dean (R&D)
- Faculties of different departments as its members

Functions:

- Receive Grievances from teaching and non-teaching staff members
- Conduct meeting and analyze the received grievances
- Suggest remedial and preventive measures

STUDENTS WELFARE AND GRIEVANCES REDRESSAL COMMITTEE

The committee consists of

- Chairman-Principal
- Chief Executive Officer
- Dean (Academics)
- Dean (R&D)
- Faculties of different departments as its members

Functions:

- Receive grievance from students
- Conduct meeting and analyze the received grievances
- Suggest remedial and preventivemeasures

EXAMINATION COMMITTEE

The committee consists of

- Chairman-Principal
- Controller of Examinations
- Chief Executive Officer
- Dean (Academics)
- Faculties from various departments
- Office Superintendents

The following are the functions of the Examination Committee.

Functions:

- Prepare examination schedule
- Allot invigilation duties for staff members
- Assist in the proper functioning of continuous internal assessment and endof semester examinations

LIBRARY COMMITTEE

The committee consists of

- Chairman – Principal
- Librarian
- Members of various departments

Functions:

- Prepare the list of books/journals as per the requirement of variousdepartments
- Suggest ideas to run the library in a well manner

- Frame the guidelines for the users of the library
- Organize book fair for the public and for the students

INTERNAL COMPLAINTS COMMITTEE

The committee consists of

- Chairman-Principal
- Faculties of various departments
- Office Superintendents
- Advocate

Functions:

- Receive complaints if any, from the staff and students who have been subjected to sexual harassment
- Enquire such complaints and take necessary action

RAGGING CURB COMMITTEE

The committee comprises of

- Chairman-Principal
- Senior faculty members of different departments
- Inspector of Police
- Student representatives

Functions:

- Ensure a ragging-free campus
- Receive complaints from the students who were ragged
- Enquire and take necessary action for the punishment to the students involved in ragging

CASTE BASED DISCRIMINATION COMPLAINTS COMMITTEE

The committee consists of

- Chairman-Principal
- Faculty members of different departments

Functions:

- Receive the grievances of SC/ST students and employees
- Ensure a safe environment for all the students without being discriminated using caste distinction