

NAME OF COMMITTEE	MEMBERS	RESPONSIBILITIES
GOVERNING BODY COMMITTEE	Dr.A.Srinivas, A.Prabhakarreddy, P.Govardhan Reddy, Dr.V.Ravikrishna, K.Anitha	<ol style="list-style-type: none"> 1. To review important communications, policy decisions or any other similar notices received from the University, Government or other authorities 2. To pass the annual budget of the college and review the audited statements of accounts of the college. 3. To review the faculty & non-teaching positions of the college. 4. To review the progress of accreditations, admissions, new courses introduced, student performance and all other developmental activities of the college 5. To discuss any other activities for developments and efficient running of the college such as MoUs, Collaborations etc.
FINANCE & PURCHASE COMMITTEE	P. Govardhan Reddy, Dr. A.Srinivas, P.Sunitha, S.Ravinder, S.Amarnath	<ol style="list-style-type: none"> 1. To prepare annual budget of the college 2. To prepare the audit statements of accounts of the college 3. To prepare and discuss the purchase proposals in governing body meetings 4. To estimate tuition fee, student expenses fee to be collected and preparation of schedule of fee payment. 5. Obtaining and verification of quotations for the purchase of stationary, equipment, furniture and others. 6. Ensure that expenses incurred have budgetary provision 7. Maintenance of relevant records and bank transactions
ACADEMIC COORDINATION COMMITTEE	P. Govardhan Reddy, Dr. A.Srinivas, Dr. V.Ravikrishna,	<ol style="list-style-type: none"> 1. To plan and arrange the teaching requirements for successful completion of

	<p>I.Rajeev, Md.Ismail, K.Anitha</p>	<p>academic programs of the college and supervising the same periodically.</p> <p>2. To facilitate promotion of research environment in the college through collaboration and corroboration among faculty.</p> <p>3. To plan & execute the overall academic growth of the college by making recommendations to the Governing Body, wherever necessary</p> <p>4.To help in collaboration of college with other academic institutes and industry</p> <p>5. To implement the academic schedules as per JNTUH almanac</p> <p>6. To focus on present and future best academic practices in the college</p>
<p>RESEARCH & DEVELOPMENT CELL</p>	<p>Dr.V.Ravikrishna, Dr.A.Srinivas, I.Rajeev, R.Pruthviraj, A.Priyanka</p>	<p>1.To create enthusiasm amongst students and faculty members towards research and innovation in our college and motivate them to publish research in reputed peer reviewed journals</p> <p>2. To organize regular seminars and workshops and FDPs on emerging trends and technologies with a special focus on research innovations</p> <p>3.To summarize the research and development information at the Institute level for each academic year and maintain the data</p> <p>4.To motivate the faculty members of the group for R&D activities in the area of their specialization and assist them in applying for getting funds from various funding agencies such as UGC, DST etc.</p>

		5. To ensure smooth functioning and effective Management of R & D at the institution.
PLACEMENT & CAREER GUIDANCE CELL	Dr. V.Ravikrishna, Dr.A.Srinivas, P.Govardhan reddy, M.Nandini, B.Mounica	<ol style="list-style-type: none"> 1. To conduct programmes oriented towards career development, communication skill development, and personality development and placement opportunities in our college. 2.To create awareness about employment opportunities and enhance the employability skills of the students by conducting pre placement trainings activities includes resume writing, mock aptitude tests, group discussion, mock interviews and tips to face interview. 3. To bridge the Academic-Industry Gap by conducting trainings and workshops by Industry Professionals, to orient the students towards good corporate placements. 4. To provide a guidance to our students on higher education opportunities like study in abroad 5.To maintain the track record of students employed in various fields from the institute
DISCIPLINARY COMMITTEE	Dr.A.Srinivas, P.Govardhan reddy, Dr.V. Ravikrishna, I.Rajeev, M.Nandini	<ol style="list-style-type: none"> 1.To make the rules & regulations and enforce strict discipline within the college campus 2. To make the students and faculty aware about disciplinary requirements and implement the same to protect the college from indiscipline students 3.To take disciplinary action against any of the misconduct in college campus 4.To assist the college anti-ragging committee in preventing ragging in the College and to spread anti-ragging campaign throughout the student's community.

<p>WOMEN WELFARE & REDRESSAL COMMITTEE</p>	<p>K.Anitha P.Sunitha V.Amulya A.Sujatha A.Priyanka</p>	<ol style="list-style-type: none"> 1. to empower girl students, to address all issues related to women and to make the college campus a safe place for female students and faculty members. 2. to motivate, empower women and secure feminine gender 3. To prevent sexual harassment, eve teasing and to promote general well-being of female students, teaching and non-teaching women staff of the college 4. To organize health awareness program, seminars, workshops, solves issues and complaints related to women and counsel them. 5. To guide about Women Welfare Laws
<p>ANTI-RAGGING COMMITTEE</p>	<p>Dr.A.Srinivas Dr.V.Ravikrishna P.Govardhan reddy I.Rajeev, K.Anitha</p>	<ol style="list-style-type: none"> 1. To root out ragging in all its forms from the College by preventing its occurrence by following the provisions of these regulations and punishing those who indulge in the same despite of 'prohibition and prevention'. 2.To consider the recommendations of the Anti-ragging Squad and take appropriate decisions, including spelling out suitable punishments to those found guilty. 3.To review the efforts to publicize anti-ragging measures, cross-verify the receipt of undertaking from students and their parents/guardians every year and should facilitate the implementation of antiragging measures. 4.To make surprise raids on class rooms, laboratories, buses and other places vulnerable to incidents and having the potential for ragging. 5.To conduct an on-the-spot enquiry into any incident of ragging referred to it by the faculty or student or parent or guardian, as the case may be: and the enquiry report along

		<p>with recommendations shall be submitted to the Head of the Institution for action.</p> <p>6. To conduct anti-ragging campaigns in the form of Flexes, Posters and Boards in college premises and surrounding areas where there is a chance of ragging.</p> <p>7.To offer services of counseling and create awareness to the students and associate with Grievances & Redressal committee and help in anti-ragging activities.</p>
LIBRARY COMMITTEE	<p>Dr.A.Srinivas Dr.V.Ravikrishna P.Govardhan Reddy B.Mahesh Ch.Bhanusudha</p>	<p>1.To prepare the list of books / references as per the requirement of all clases.</p> <p>2. to guide the librarian in formulating general library policies and regulations which govern the functions of the library</p> <p>3.To suggest improvements to run the library smoothly, orderly and satisfactory.</p> <p>4.To recommend e-journals and e-resource subscriptions.</p> <p>5.To monitor the effective utilization of library, digital library and e-resources.</p> <p>6.To work towards modernization and improvemnt of library and documentation services</p>
SPORTS & GAMES COMMITTEE	<p>R.Pruthviraj Dr.A.Srinivas I.Rajeev P.Bhanupriya</p>	<p>1.To plan the methods which encourage students and faculty to utilize sports and games facilities available in the college</p> <p>2.To organize training, coaching and education in sports for everybody so that they can learn to keep themselves physically fit.</p> <p>3. To Plan & organize the Sports activities in the college, on different occasions, by encouraging the students for active participation including inter college sports meet, state and national level competitions.</p> <p>4. To take up the responsibility of preparing the budget estimate, requirement of infrastructure equipment, maintaining the material and play fields.</p>

		5.To maintain record of sports and games events attended by students within the college, university and outside of the region/state.
INDUSTRY- INSTITUTE INTERACTION CELL	Dr. V.Ravikrishna Dr.A.Srinivas P.Govardhan Reddy I.Rajeev A.Priyanka	1.To plan industrial visits, Internship Training for the students in various Industries 2. To arrange guest lectures and workshops form Industry experts to enhance the student knowledge to match with the recent trends in technology. 3. To assist the Training and Placement Division. To Assist in bringing the research projects from industry. 4. To maintain the records for all the activities realted to projects,industrial visits, trainings, lectures, seminarts etc.
EXAMINATIONS CELL	Md. Ismail Dr.A.Srinivas P.Nagaraju V.Pavani A.Shirisha	1.To serve all examination notices received from University to all students & faculty 2. To prepares circulars for students regarding exam fee collection, the last date of fee collection and modalities of payments of fine etc. 3. To conduct both internal and external examinations as per the academic calendars issued by University by circulating notices well in advance. 4. To assign invigilation duties to staff members 5. To prepare and maintain both internal and external examinations marks registers and also to submit the necessary marks statements at the University from time to time. 6. To announce the results issued by University and guide the students for applying to revaluation or for reappearing the examination as per the University examination notification.


		<p>7. To see strict confidentiality is maintained and monitored for the conduct of both internal and external examinations.</p> <p>8. To addresses grievances of administration, faculty, staff and students on all examination related issues.</p>
IQAC CELL		<p>1. Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices</p> <p>2. To develop quality benchmarks/parameters for various academic, administrative and financial tasks of the institution</p> <p>3. Documentation of the various programmes/activities leading to quality improvement</p> <p>4. To Optimize and integrate the modern methods of teaching and learning.</p>
MAINTENANCE COMMITTEE	<p>P.Govardhan Reddy Dr.A.Srinivas P.Sunitha A.Sujatha V.Amulya</p>	<p>1. To take care of operation and maintenance as well as upkeep of the facilities in the premises of the college.</p> <p>2. To prepare reports related to the damage/lost material, repair work, or additional material installed in the labs, offices, other facilities and informed to the authority.</p> <p>3. To estimate the quantum of annual maintenance every year and get approval of the same for execution of the work</p> <p>4. To regularly review the condition of the campus building, ground, utilities and other infrastructure to ensure their adequacy and</p>

		respond quickly and appropriately to maintenance emergencies
ANTI DRUG ABUSE COMMITTEE	Dr.A.Srinivas A.Prabhakar reddy Dr.V.Ravikrishna P.Govardhan reddy P.Sunitha I.Rajeev	<ol style="list-style-type: none"> 1. To ensure a drug-free campus by imposing a total ban on the possession or consumption or use of drugs and alcohol by students of the college, within or outside the campus 2. To organize awareness programs in the college with the help of government authorized agencies/organizations and educating the students regarding the ill effects of drugs and alcohol, encouraging peer policing among students against the use of drugs 3. To report any noticed use of drugs by the students to the students welfare officer and parents.
STAFF WELFARE COMMITTEE	Dr.A.Srinivas, P.Govardhan reddy, Dr.Ravikrishna, I.Rajeev, M.Nandini	<ol style="list-style-type: none"> 1. To formulate the welfare policy to ensure the well-being of the staff which in turn will enrich the quality of the staff 2. To build a healthy working environment and foster good relationships among the staff 3. To plan and organize regular programs and activities for the development of faculty and administrative staff 4. To arrange yearly health check up and medical facilities for all the teaching and non teaching staff 5. To organize staff motivational and recreational activities such as Felicitations, Picnics, and so on.
SC/ST CELL	I.Rajeev Dr.A.Srinivas Dr.V.Ravikrishna A.Shirisha Md.Ismail	<ol style="list-style-type: none"> 1. To counsel and guide SC/ ST students and help them to manage academic and personal issues of college life effectively. 2. To aware of the SC/ST students regarding various scholarships program of State Govt. and UGC. 3. To ensure protection and reservation as provided in the constitution of India.

		<p>4. To ensure provisions for an environment where all such students feel safe and secure especially caste discrimination</p> <p>5. To arrange for special opportunities to enhance the carrier growth.</p>
INTERNAL COMPLAINT COMMITTEE	<p>K.Anitha P.Sunitha V.Amulya A.Sujatha A.Priyanka</p>	<p>1. To prevent sexual harassment at our college.</p> <p>2. To prevent discrimination and sexual harassment against girls by promoting gender amity among students and employees</p> <p>3. To make recommendations to the management for changes/elaborations in the Rules for students in the Prospectus and the Bye-Laws, to make them gender just and to lay down procedures for the prohibition, resolution, settlement and prosecution of acts of discrimination and sexual harassment, by the students and the employees</p> <p>4. To promote a social and psychological environment to raise awareness on sexual harassment in its various forms</p> <p>5. Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment</p>
GRIEVANCE REDRESSAL CELL	<p>Dr.A.Srinivas A.Prabhakar Reddy P.Govardhan Reddy Dr.V.Ravikrishna P.Sunitha K.Anitha</p>	<p>1.To accept written grievances from students and staff related to the system.</p> <p>2.To create and implement a mechanism to handle the reported grievances.</p> <p>3.To forward the findings to the Management if necessary for further action.</p>

		<p>4.To listen, record and scrutinize the grievances submitted to them by the Staff and Students and take necessary steps immediately.</p> <p>5.To attend to the grievances based on the authenticity and gravity of the criticisms made.</p> <p>6.To represent the grievances to the concerned section which may include maintenance, transport, academic, amenities etc.</p> <p>7.To convene periodical meetings to discuss whether the grievances have been settled.</p> <p>8.To make a follow-up of these matters at regular intervals till their final disposal.</p> <p>9.To maintain strict confidentiality, if necessary.</p>
CULTURAL CLUB	<p>I.Rajeev Saleha Nayeem Dr.A. Srinivas Dr.V.Ravikrishna M.Nandini</p>	<p>1. To provides innumerable opportunities for the students to exhibit their skills and talents by conducting intra and inter collegiate cultural events in the College.</p> <p>2. To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the institute.)</p> <p>3. To prepare budget for all cultural events and take necessary steps for its approval.</p> <p>4. To prepare and maintain records of all cultural activities.</p> <p>5. To arrange various cultural programmes (fresher's party, college annual day, etc.).</p>
EXTERNAL AFFAIRS & HOSPITALITY COMMITTEE	<p>P.Govardhan Reddy Dr.A.Srinivas A.Prabhakar reddy Md.Ismail P.Sunitha</p>	<p>1. To address issues concerning students with the University.</p> <p>2. To receive the inspectors and provide the facilities ex. PCI, AICTE, NAAC etc.</p> <p>3. To receive the external examiners for the exams and provide the facilities</p>

		4. To deal any other activities outside about the institute with consent of college authority 5. To provide the necessary faculties for any guests from outside of the college
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PRINCIPAL
UNITY COLLEGE OF PHARMACY
RAIGIRI (V), BHONGIR (M),
YADADRI BHONGIR (DT)