

# Kumaraguru College of Liberal Arts and Science

## Committees for Institutional Governance

### Academic Year 2024-25

## Committees of KCLAS

Committees in a college play a pivotal role in ensuring effective governance, enhancing the quality of education, and fostering a vibrant campus environment. Statutory committees are established by the institutional regulation, and their functions, composition, and responsibilities are often defined by statutory provisions. These committees are essential for ensuring compliance with legal and regulatory requirements and maintaining institutional integrity and accountability. Non-statutory committees are formed by the institution to address specific needs, enhance operational efficiency, and support various aspects of institutional development. These committees are often flexible in their composition and can be formed or dissolved based on the institution's evolving needs. Through these diverse functions, committees help uphold the institution's mission, ensure compliance with regulations, and create an inclusive and dynamic academic environment.

## STATUTORY COMMITTEES

### 1. Internal Quality Assurance Cell (IQAC)

#### Functions

1. Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution
2. Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
3. Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes
4. Dissemination of information on various quality parameters of higher education
5. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
6. Documentation of the various programmes/activities leading to quality improvement
7. Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices
8. Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality
9. Development of Quality Culture in the institution
10. Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC

#### Frequency of Meetings

The members shall meet once in 6 months to present the reports of the monthly audit. The Steering Committee members meet every week to understand the academic and operational updates.

**Tenure:** Steering Members shall serve for a period of 3 years

## Members

1	Dr. Vijila Kennedy	Principal and Chairperson of IQAC	
2	Mr. Muniasamy	Executive Director, KIG	
3	Dr. Radhika	Associate Professor and Coordinator, IQAC	
4	Dr. Dayalarajan	Deputy Dean of Academics & Advanced Learning	
5	Dr. L. Mary Louis	Professor, Dept. of Data Science	
6	Dr. N. Sumathy	Professor & Head of School of Commerce	
7	Dr. Nandhini Devi	Assistant Professor, Dept. of Management	
8	Dr. C.V. Suganthamani	Assistant Professor & Head of School of Economics	
9	Mrs. Packialakshmi	Office Manager	
10	Mr. Venkatachalam	Representative of Trust	
11	Mr. Anirudh Raman	II BCom 2022-2025 Batch, Student Representative	
12	Mr. Tarun C J	Deputy Manager, HDFC Bank Ltd., Coimbatore Alumni Representative (2018 - 2021 Batch)	
13	Mr. Soundrarajan	CHRO, Sakkthi group of Companies	

## 2.Anti-Ragging Committee

### Functions

1. It shall work under the overall guidance of the Anti-Ragging Committee
2. The Squad shall have vigil and patrolling functions.
3. It shall be kept mobile, alert and active at all times and shall be empowered to inspect places of potential ragging and make surprise raids on hostels and other hot spots.
4. It will conduct regular and surprise checking at various places, hostels and classrooms from time to time.
5. It shall conduct anonymous random surveys among freshers to check whether the Campus is indeed free from ragging.
6. It shall ensure that anti-ragging posters are displayed in designated places.

### Frequency of Meetings

The members shall meet twice in a semester or as and when required.

### Members

1	Dr. Vijila Kennedy	Chairperson	
2	Dr. G. Arivazhagan	Committee Lead	
3	Dr.L.Mary Louis	Committee Member	
4	Dr. Mohammed Nooruddeen	Committee Member	
5	Dr.C.V.Suganthamani	Committee Member	
6.	Mr. P. Sudalaimani	Committee Member	

### 3. Marginalized Students Committee

#### Functions

1. To conduct activities for the betterment of students from SC /ST community.
2. To create awareness of the schemes for the welfare of SC /ST community.
3. To maintain data base of Staff and Students belonging to SC /ST community.
4. To maintain the records of the activities conducted and submit the same to the IQAC Committee

#### Frequency of Meetings

The members shall meet twice in a semester or as and when required.

#### Members

1	Dr. Vijila Kennedy	Chairperson	
2	Dr. R. Preetha Leena	Committee Lead	
3	Dr. M. Narmadha	Committee Member	
4	Dr. Periyasamy P	Committee Member	
5	Dr. N. Deepa	Committee Member	
6	Mrs. Packialakshmi	Office Manager	

### 4. Students Grievance Committee

#### Functions

1. 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.
2. To instruct the official/s concerned to attend to the grievances.
3. To refer / report the matters to the Principal.
4. To attend to Students' grievances related to Examination/s and recommend suitable redressal measures.
5. To maintain records of the Grievances redressed/ reported / referred and submit the same to the IQAC Committee.

#### Frequency of Meetings

The members shall meet twice in a semester or as and when required.

#### Members

1	Dr. Vijila Kennedy	Chairperson	
2	Dr.G.Jayanthi	Committee Lead	
3	Dr. L. Mary Louis	Committee Member	
4	Dr. J. Dhorai Murugan	Committee Member	
5	Ms. S. Nivetha	Committee Member	
6	Mr. P. Ragul	Committee Member	

## 5. Discipline Committee

### Functions

1. Maintaining overall Discipline
2. Monitoring General Moral Behaviour of the students.
3. Discouraging smoking, use of narcotics and carrying arms on the campus.
4. Ensuring security of college property, checking trespassing etc.
5. Preventing students from indulging in political activities of any sort on the campus or showing their political affiliations by displaying badges of student federations etc.
6. Ensuring that each student wears his/her ID card during his stay in the college premises.

### Frequency of Meetings

The members shall meet twice in a semester or as and when required.

### Members

1	Dr. Vijila Kennedy	Chairperson	
2	Dr. Dayalarajan	Committee Lead	
3	Dr. R. Radhika	Committee Member	
4	Dr. T. Usharani	Committee Member	
5	Dr. Leo Gertrude	Committee Member	
6	Dr. N. Manicka Mahesh	Committee Member	

## 6. Internal Complaints Committee

### Functions

1. Ensure safety for women students and faculty at the institution.
2. To develop Annual gender sensitization Action plan.
3. Publicly notify and commit to a zero-tolerance policy towards sexual harassment by organising awareness programs or workshops on safety and security for the faculty and students.
4. Take cognizance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims, recommend disciplinary action, or take immediate action against the harasser, if necessary.
5. Counsel and redress the safety and security issues of women students.
6. Organize events to promote gender equity and amity in the campus.
7. Send Reports to the Government Authorities in prescribed formats.
8. Submit reports to IQAC.
9. Conduct committee meetings every first Monday of the month.

### Frequency of Meetings

The members shall meet twice in a semester or as and when required.

## Members

1	Dr. Vijila Kennedy	Chairperson	
2	Dr. Radhika R	Committee Lead	
3	Dr. A. Priya Dharshini	Committee Member	
4	Dr. C. Gnanaprakash	Committee Member	
5	Ms. Anitha Kumari	Committee Member	
6	Dr. Sharon Samson	Committee Member	

## 7. Anti-drug Committee

### Functions

1. Developing effective strategies to mitigate the negative impacts of drug use.
2. Establishing an Anti-Drug Squad comprised of student volunteers within the institution and hostels.
3. Conducting regular and surprise visits in hostels and other areas.
4. Safeguarding the health and welfare of all students by addressing the drug problem.
5. Organizing awareness programs to educate students about the harmful effects of drug use and the legal penalties for violations.

### Frequency of Meetings

The members shall meet twice in a semester or as and when required.

## Members

1	Dr. Vijila Kennedy	Chairperson	
2	Dr. Gnanaprakash	Committee Lead	
3	Dr. N. Balu	Committee Member	
4	Dr. L.A. Razia Fathima	Committee Member	
5	Dr. G. Suniljoghee	Committee Member	
6	Dr. Gopi Krishnan Mahalingam	Committee Member	

## NON-STATUTORY COMMITTEES

### 1. Women's Empowerment Committee

#### Functions

1. Organize several programmes to enhance the confidence level of girl students for their empowerment in the society.
2. Build self-esteem & dignity among girl students & ladies' faculty member.
3. Offer services such as counseling, legal aid in case of atrocities against women.
4. Create awareness regarding women rights.
5. Arrange programs regarding health, personality development etc.

6. Avoid and prohibit sexual harassment at workplace
7. Celebrate International Women's Day.
8. Counsel and solve the personal and academic related problems of Women.
9. Maintain the records of the activities conducted and submit the same to the IQAC Committee.

### Frequency of Meetings

The members shall meet twice in a semester or as and when required.

### Members

1	Dr. Vijila Kennedy	Chairperson	
2	Dr. Devika	Committee Lead	
3	Dr. M. Sindhana Devi	Committee Member	
4	Ms. R. Iti Dubey	Committee Member	
5	Ms. M. Dharani	Committee Member	
6	Mrs. Magdalene Clipitha Dominic	Committee Member	

## 2. Research Committee

### Functions

1. Motivate faculty to engage in research
2. Identify emerging areas of research and funding possibilities
3. Motivate faculty to present papers and publish
4. Suggest methods to increase research activities in the college
5. Organize research activities for the staff and students of the college.
6. Organize orientation lectures in research for project work students.
7. Assist the departments in organizing research seminars.
8. Take up major / minor research projects for the college.
9. Raise funds for research activities of the college.
10. Suggest steps for effective use of college resources for extension services.
11. Promote research climate in the institution.
12. Maintain the records of the activities conducted and submit the same to the IQAC committee.

### Frequency of Meetings

The members shall meet twice in a semester or as and when required.

### Members

1	Dr. Vijila Kennedy	Chairperson & Committee Lead	
2	Dr. N. Gayathri	Committee Member	
3	Dr. G. Suganya	Committee Member	
4	Dr. Reshmi A Rajan	Committee Member	
5	Dr. N. Sridevi	Committee Member	
6	Dr. D. Swathi Priya	Committee Member	
7	Dr. Rex Sahayaraj	Committee Member	

### 3. Alumni Committee

#### Functions

1. Register the Alumni association of KCLAS
2. Conduct Alumni meetings at least once in a year on a holiday.
3. Track the progress of Alumni
4. Engage Alumni in academic activities- knowledge sharing, internship support etc
5. Encourage financial contribution from Alumni by wayscholarships.
6. Report preparation on each event with geotagged photos and update in DMS.

#### Frequency of Meetings

The members shall meet twice in a semester or as and when required.

#### Members

1	Dr. Vijila Kennedy	Chairperson	
2	Dr. Sheela Srivastava	Committee Lead	
3	Dr. S. Muthulekshmi	Committee Member	
4	Mr. Clifford Chetan Ambler	Committee Member	
5	Dr. D.S. Makkalanban	Committee Member	
6	Dr. J. S. Santhosh	Committee Member	

### 4. Examination Committee

#### Functions

1. Communicate examination modalities to the students and faculty every semester
2. Schedule, print QP and completely managing CIA exams
3. Collect statistics on various subjects/papers and enrolment therein including roll numbers of students and communicate to Bharathiar university
4. Arrange for receiving QP from Bharathiar university
5. Allot supervision duties, Prepare examination blocks, requisition invigilators and support staff
6. Conduct the examination as per the schedule
7. Calculate allowance due for invigilation/examination duty
8. Arrange for sending answer books to Bharathiar university
9. Receive the assessed answer-books along with statement of marks
10. Enter marks into the merit register/arrange for computerization of marks
11. Consolidate marks-lists and prepare the results
12. Conduct enquiry on the malpractices during exam and take necessary action.
13. Be open to receive grievances regarding examinations and resolve them as early as possible.
14. Submit the committee meeting minutes to IQAC.

#### Frequency of Meetings

The members shall meet twice in a semester and during examinations.

## Members

1	Dr. Vijila Kennedy	Chairperson	
2	Mr. K. Sathiesh Kumar	Committee Lead	
3	Dr.J.X.Rhema Sharon	Committee Member	
4	Dr. K. Deepa	Committee Member	
5	Dr. C.J. Binesh	Committee Member	
6	Dr. Malavika Sunil Karippara	Committee Member	

## 5. Hostel Committee

### Functions

1. Address problems regarding running of the mess of each hostel
2. Recommend suggestions to improve hostel life
3. Maintain discipline and abide by rules
4. Maintain the records of the activities conducted and submit the same to the IQAC Committee.

### Frequency of Meetings

The members shall meet twice in a semester or as and when required.

## Members

1	Dr. Vijila Kennedy	Chairperson	
2	Dr. Sheela Srivastava	Committee Lead	
3	Ms. B. Preethi Meena	Committee Member	
4	Dr. S. Rajmohan	Committee Member	
5	Mr. M.M. Athmaramani	Committee Member	

## 6. Library Committee

### Functions

1. Coordinate with the librarian to conduct competitions for literary events like debates, elocutions and so on within the college.
2. To display notices regarding inter and intra literary events.
3. To encourage students to attend literary events outside college.
4. Arrange for procuring subject wise books/magazines/journals
5. Recommended measures for upgrading the library facilities
6. Look after internet facilities
7. Liaison between the library, the student and the faculty
8. Strive for enriching stock with e-resources and other resources
9. Ensure optimal use of library collection by students & staff
10. Support the librarian in the periodic stock verification as per rule
11. Submit the committee meeting minutes to IQAC



## Frequency of Meetings

The members shall meet twice in a semester or as and when required.

## Members

1	Dr. Vijila Kennedy	Chairperson	
2	Dr. Animesh Shukla	Committee Lead	
3	Dr. B. Madhusudhan	Committee Member	
4	Dr. S. Venugopal	Committee Member	
5	Dr. Muzammil Ahad Dar	Committee Member	

## 7. Faculty Wellness Committee

### Functions

1. Organize faculty induction program with HR department.
2. Attend to the general grievances of the faculty members and suggest redressal measures.
3. Organize events and programs for the health and wellbeing of the faculty members.
4. Suggest faculty welfare measures at the college.
5. Ensure the workplace is more relaxing and joyful.
6. Celebrate birthdays of faculty and administrative staff.
7. Hold meeting of committee members and submit reports to IQAC.

Prepared by IQAC

**PRINCIPAL**

June 2024