



## S. R. N. Mehta Degree College, Kalaburagi

The following committees are formed to ensure the operational functionalities of the institution and to run the day-to-day activities of the college smoothly.

(Academic year- 2023-2024)

Sl. No.	Name of the Committee and Members	Signature
1	<b>IQAC Committee</b>	
	Sri. B. Rajashekar Reddy	Principal & Chairman
	Sri. Chakor P. Mehta	Management Representation
	Dr. GururajChapparbandi	Coordinator
	Sri. Virupakshi M. Shastri	Co-coordinator
	Dr. K. Neeraja	Member
	Dr. Vaishali Mahajan	Member
	Dr. Poornima M	Member
	Smt. Mahadevi	Member
	Mr. Pralhadsing	Student Representative
Miss. SakshiYargol	Student Representative	
2	<b>Time-table Committee</b>	
	Sri. Virupakshi M. Shastri	Coordinator
	Dr. Vaishali Mahajan	Member
	Dr. Poornima M	Member
3	<b>Discipline and Anti-Ragging Committee</b>	
	Sri. B. Rajashekar Reddy	Chairman
	Dr. Gururaj Chapparbandi	Coordinator
	Sri. Virupakshi M. Shastri	Member
	Dr. K. Neeraja	Member
	Dr. Vaishali Mahajan	Member
	Dr. Poornima M.	Member
	Mr. AvinashSwamy	Student Representative
Miss. SnehaJadhav	Student Representative	
4	<b>Purchasing Committee</b>	
	Sri. B. Rajashekar Reddy	Chairman
	Dr. GururajChapparbandi	Coordinator

	Sri. Virupakshi M. Shastri Sri. Manish Mehta Sri. Nitin Kulkarni	Member Member Member			
5	<b>Internal Examination Committee</b>				
	Sri. Virupakshi M. Shastri Dr. Vaishali Mahajan Sri. Nitin Kulkarni	Coordinator Member Member			
	<b>Cultural and Literal Committee</b>				
6	Dr. Vaishali Mahajan Dr. Poornima M. Smt. Mahadevi Mr. Sharan Mr. Bhagyesh R. Biradar Miss. Vastavi Jadhav	Coordinator Member Member Member Student Representative Student Representative			
	<b>Students Grievance and Redressel Cell</b>				
	7	Sri. B. Rajashekar Reddy Dr. Gururaj Chapparbandi Sri. Virupakshi M. Shastri Dr. K. Neeraja Dr. Vaishali Mahajan Mr. Vinaykumar Dolle Miss. Bhagyalaxmi Lokhande	Chairman Coordinator Member Member Member Student Representative Student Representative		
		<b>Sports Committee</b>			
		8	Sri. Umesh Pundalik Sri. Abhishek Mr. Venkatesh Rathod Miss. Vanishree Saradagi	Coordinator Member Student Representative Student Representative	
			<b>Library Committee</b>		
9			Smt. Pratibha Dr. Poornima M. Smt. Mahadevi Mr. Gurukiran Kapnoor Mr. Mallinath Dodmani	Coordinator Member Member Student Representative Student Representative	

<b>10</b>	<b>Women's Protection and Protection of Sexual harassment Cell</b>		
	Dr. K. Neeraja	Coordinator	
	Dr. Vaishali Mahajan	Member	
	Dr. Poornima M.	Member	
	Smt. Mahadevi	Member	
	Miss. SnehaJadhav	Student Representative	
<b>11</b>	<b>N.S.S. Advisory Committee</b>		
	Dr. Vaishali Mahajan	Coordinator	
	Dr. Poornima M.	Member	
	Smt. Mahadevi	Member	
	Mr. Shivaprakash A. Patil	Student Representative	
	Miss. Vastavi Jadhav	Student Representative	
<b>12</b>	<b>ICT and Website Monitoring Committee</b>		
	Sri. Ramaling K.	Coordinator	
	Sri. Avinash Motakpalli	Member	
	Sri. Jeetendra Bilgundi	Member	
	Sri. Veeresh Sajjan	Member	
<b>13</b>	<b>Career Guidance, Training and Placement Cell</b>		
	Dr. Gururaj Chapparbandi	Coordinator	
	Sri. Virupakshi M. Shastri	Member	
	Dr. K. Neeraja	Member	
	Mr. Avinash	Student Representative	
	Mr. Pralhadsing	Student Representative	
<b>14</b>	<b>AISHE and NIRF Committee</b>		
	Dr. K. Neeraja	Coordinator	
	Sri. Bhanudas Deshpande	Member	
	Sri. Nitin Kulkarni	Member	

IQAC Coordinator

PRINCIPAL



# S.R.N. Mehta College Degree, Kalaburagi

## IQAC-Internal Quality Assurance Cell

As per the guidelines of NAAC, every Higher Education Institute (HEI) should establish and Internal Quality Assurance Cell (IQAC) to build and ensure a quality culture at the institutional level. Every College should have an internal quality assurance system, with appropriate structure and processes, and with enough flexibility to meet the diverse needs of the stakeholders. Since quality enhancement is a continuous process, the IQAC becomes a part of the institution's system and works towards realization of the goals of quality enhancement and sustenance. The IQAC should become a driving force for guiding in quality by working out intervention strategies to remove deficiencies and enhance quality.

### Objectives of IQAC

- It is meant for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the colleges.
- It may channelize and systematize the efforts and measures of an institution towards academic excellence.
- IQAC is a facilitative and participative organ of the institution.
- To Create a student-centric atmosphere for holistic learning.
- To enhance the Infrastructure for Teaching-Learning and Administration.

The IQAC Committee for the academic year 2024-25

Sl. No.	Name	Designation	
1.	Sri. B. Rajashekar Reddy	Principal	Chairperson
2.	Sri. Chakor Mehta	Managing Trustee	Member
2.	Dr.GururajChapparbandi	Asso. Professor	Coordinator
3.	Sri. Virupakshi M. Shastri	Asst. Professor	Member
4.	Dr.Vaishali Mahajan	Asst. Professor	Member
5.	Dr. K. Neeraja	Asst. Professor	Member
6.	Smt. Bhagyashree	Asst. Professor	Member
7.	Mr. Bhanudas Deshpande	FDA	Member
8.	Pralhadsing (BCA-III Sem.)	Student	Member
9.	Chaitra (BCA-I Sem.)	Student	Member
10.			

IQAC Coordinator

PRINCIPAL



# S.R.N. Mehta College Degree, Kalaburagi

## Students Grievance Redressal Cell

The College has Grievance Redressal Cell, to provide a mechanism for redressal of students' grievances and ensure the prevention of unfair practices, etc. The cell is dedicated to addressing concerns raised by students to foster an inclusive and conducive learning environment within the institution.

### Objectives:

- To develop a responsive and accountable attitude among all the students in order to maintain harmonious atmosphere in the campus.
- To address the problems raised by the students in the college.
- To uphold the dignity of the college by ensuring conflict free atmosphere in the college promoting cordial relationship among students and Students-teacher relationship.
- Advising the students to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising all the Students to abstain from inciting Students against other Students, teachers and College administration.
- Advising the faculty members to be affectionate to the Students and not behave in an unkind manner towards any student for any reason.

The composition of the grievance cell is as follows;

1.	Sri. B. Rajashekar Reddy, Principal	Chairman
2.	Dr. Gururaj Chapparbandi, Asst. Professor, Dept. of Commerce	Convener
3.	Sri. Virupakshi M. Shastri, Asst. Professor, Dept. of Comp. Applications	Member
4.	Dr. K. Neeraja, Asst. Professor, Dept. of Commerce	Member
5.	Dr. Vaishali Mahajan, Asst. Professor, Dept. of Hindi	Member

IQAC Coordinator

PRINCIPAL



# S.R.N. Mehta College Degree, Kalaburagi

## Women Protection and Anti Sexual Harassment Cell

S.R.N. Mehta Degree College is committed in providing safety and conducive environment for the students and the women staff in the campus. As per the guidelines of UGC and Honourable Supreme Court, Women Protection and Anti Sexual Harassment Cell has been established in the college to provide a healthy and amiable atmosphere to the female staff members and students of the College.

### Objectives of the Cell

- To prevent discrimination and all forms of sexual harassment in the campus
- To create the awareness of 'Sexual Harassment of Women at Workplace' Act 2013. That is, Prevention, Prohibition and Redressal
- To encourage the early reporting of any allegations of sexual harassment
- To ensure fair and timely resolution of sexual harassment complaints
- To provide counselling and support services in the campus
- Through educational initiatives that encourages and fosters a respectful and safe environment to promote awareness about sexual harassment

### The Internal Committee of Women Protection and Anti Sexual Harassment Cell

1.	Sri. B. Rajashekar Reddy, Principal	Chairman
2.	Dr. Meenaskhi Kothari, <b>Reader</b> , Department of Oral and Maxillofacial Surgery, HKEs`SN Institute of dental science and research Kalaburagi	External Member
2.	Dr. Gururaj Chapparbandi, Asst. Professor, Dept. of Commerce	IQAC Coordinator
3.	Dr. K. Neeraja, Asst. Professor, Dept. of Commerce	Convener
4.	Dr. Vaishali Mahajan, Asst. Professor, Dept. of Hindi	Member
5.	Smt. Bhgyashree Baddoli, Asst. Professor, Dept. of Comp. Applications	Member

# CODE OF CONDUCT

**Students are expected to adhere to the rules and regulations and follow the code of conduct.**

- Students must come in college uniform and wear the identity card compulsorily.
- Students must be punctual and regular in attending classes, practical, Assessment tests, examinations etc. Failure to obtain the required attendance percentage, non-submission of assignments and inexcusable absence from tests /examinations will be treated as breaching the code of conduct.
- Discipline should be maintained in the campus. Students are not allowed to wander or stand in the verandas or corridors of the College during class hours.
- Ragging is strictly prohibited under UGC regulations on Curbing the menace of Ragging in Higher Educational Institutions. Disciplinary action will be taken against those who indulge in ragging.
- Good manners are expected of students. Rude behaviour with the staff and fellow students will be strictly dealt with.
- Use of mobile phones within the campus is restricted for academic purpose only.
- Loitering within the campus is strictly prohibited especially, during the class hours.
- Students should not cause any damage to the institutional property.
- Regularity in attending the classes is mandatory.
- Students should keep the campus clean.
- Students are expected to uphold the culture and values of the institution.
- Students must be punctual and regular in attending classes, tutorials, class tests examinations etc.
- Student must be seated in their classrooms at the beginning of each period. They must not enter or leave the class room without permission of the lecturer.
- Impersonation during roll call is a punishable offence.

- Use of Mobile Phone during class hours is prohibited and is liable for punishment.
- Resorting to any kind of malpractice (copying, impersonation, use of unfair means, exchanging answer-sheets) during examinations will not be tolerated and will be dealt with severely.
- Students should carefully follow the Notices put up on the Notice Board (both online and offline). No excuse will be considered if Notices on the Board are ignored.
- When a lecturer is absent or is unable to take class, students should maintain a strict order among themselves so as to not disturb the adjoining classes. Under no circumstances should they leave the classroom without ascertaining the relieve orders from the Staff room.
- Students are expected to treat the members of the staff both teaching and non teaching and their fellow students with courtesy both in and outside the College. Students shall not, by their act or conduct, cause damage to the reputation of the institution.
- Students are expected to come to College dressed suitably maintaining decency.
- Students must wear and display visibly their Identity Cards at the gate while entering the College and always keep it on your person during College hours inside the campus.
- When assembled every class must consider itself responsible for the conduct of its members.
- Students are forbidden from inviting friends from other institutions and outsiders to the College.
- No posters are to be pasted or fixed with cellotape anywhere on the College walls. Any writing, scribbling on the walls will attract disciplinary measures against the student.
- Smoking, chewing and spitting tobacco products or pan masala, consumption of alcohol or narcotic drugs is strictly prohibited inside the college premises. Violation of this rule will invite disciplinary action. The college premises is a smoking free zone, respect it.
- Students must refrain from mishandling and tampering with library books or college computer systems.
- The right to access Girl's Common Room is reserved to girls.
- A student shall not commit or cause breach of peace inside and around the College campus.

- Students are prohibited from indulging in games, even in small groups, anywhere in the College premises during lecture hours.
  - Ragging in any form is strictly prohibited. Disciplinary action will be taken against those who violate this rule. It is mandatory for all students and guardians to sign an affidavit in the pro forma prescribed by the University of Calcutta related to ragging.
- Teachers shall at all times conduct themselves in a manner that inspires, motivates, persuades and guides students in their educational endeavors.
  - Teachers appointed by MES are liable to inter-Institutional transfers within the group of institutions under it, and must be willing to accept training or deputation duties as and when directed by the Management.
  - Teachers are expected to wear the Institutional ID cards during their stay on the Institutional premises, as also insist the same from their students, and adhere to the dress code of the institution viz. sarees for lady staff members and formal dress for male staff members.
  - Teachers shall adhere to the working hours as stipulated by the Institution, MES Management or concerned regulatory authority.
  - Teachers shall attend the morning assembly and participate in all cultural and extra-curricular activities, and serve in any capacity in such functions as called upon.
  - Teachers shall adhere to the norms of biometrics/Institutional digital campus solutions as required by the Management.
  - Teachers shall be responsible for the equipment/furniture entrusted to them.
  - Teachers shall diligently undertake additional duties such as stock verification, etc. assigned to them by the HOI/Management from time to time.
  - Use of mobile phones is strictly not permitted in the Classrooms, Labs and Corridors, except for taking attendance under the ERP package/Nipomo campus solutions package.
  - Teachers shall not Indulge in or encourage any form of malpractice connected with examinations or any unlawful activity, and refrain from inciting students against other students/teachers/administrators/management members
  - During the period of their service, teachers cannot join any other Institutions or pursue any course of studies without the prior approval of the Head of Institution/Management.
  - Teachers cannot absent from the institution without prior sanction of leave or without previous permission of the HoI. They cannot leave the country without prior sanction from the MES Management.

- Leave cannot be claimed as a matter of right. When the exigencies of Institutional service so require, leave of any kind may be refused or revoked by the management, on a case-to-case basis.
- Teachers cannot accept any remuneration related job from any source other than officially-permitted or engage in any business.
- Teachers shall keep pace with the advancement in their subject domain in particular and in the area of education generally and shall constantly strive to endeavour to upgrade their skills, including ICT skills.
- All teachers are responsible for maintaining their Class Attendance Register, Lesson Plan Book, Daily Diary and Examination Registers. For any loss of the records, they shall be solely accountable.
- All teachers are required to get their Lesson Plan Book signed every fortnight and the Daily work Diary every week, from the HOD/HOI respectively.
- All teachers are strictly forbidden from inflicting any corporal punishment upon any student notwithstanding any compelling circumstances whatsoever. They shall also exhibit utmost fairness in their assessment of the students without any bias.
- Teachers shall strive to develop the institution as a community and human resource development centre, providing knowledge and information and developing skills and attitudes as needed for such development.
- Teachers shall not knowingly or wilfully neglect their duties, including correction of class-work or homework or assignments submitted by the students.
- Teachers shall not discriminate against any student on the ground of gender, caste, creed, language, place of origin, social and/or cultural background.
- Teachers shall not enter into any monetary transactions with any student or parent; nor shall they exploit their influence for any personal ends.
- Teachers cannot undertake private tuitions to any students or other persons as per the norms of the regulatory bodies.
- Teachers shall publish any book/s or keys/guides on their own or assist in such publications directly or indirectly, only with the prior permission from the Management.
- They shall be courteous to all the stakeholders of the institution/s managed by the MES, and not indulge in any gossip, vilification or propaganda against the MC/ institution / teachers /colleagues and refrain from divulging confidential information about the students/institution to any outsiders.
- They shall abide by all the rules and regulations as may be adopted by the MES from time to time.
- They shall refrain from being in touch with the students on any social media like WhatsApp, Twitter, Facebook, Instagram etc., or get unduly friendly or personal with them or have any interaction, which goes beyond the classroom.