

NARAYANA ENGINEERING COLLEGE: NELLORE

DETAILS OF VARIOUS COMMITTEES

S.No	Name of the Committee	Incharge	Members – Staff / Others	Members - Students	Duration	Frequency of Meetings
1	Discipline Committee	Convener - Professor In-charge	1. Discipline In-charges from all departments. 2. Administrative Officer	--	2 Years	3 rd Saturday of every month
2	Anti – Ragging Committee	Chairman - Principal Convener - Professor In-charge	1. 1 Representative from Civil Administration. 2. 1 Representative from Police Administration. 3. 1 Representative of local media 4. 3 Staff members from different departments 5. 2 Non-teaching staff.	2 Students belonging to freshers and two senior students.	1 Year	3 rd Saturday of every month from June to December and once in 3 months later on or as per the demand of the situation.
3	Library Committee	Convener – Professor In-charge Library Co-Convener - Librarian	Faculty In-charges from all departments.	4 students from 1 st , 2 nd , 3 rd & 4 th Year and 2 PG students.	1 Year	Once in 2 months
4	Canteen Committee	Convener – Sr. Professor	1. 3 Faculty members from different departments. 2. 2 Non – Teaching Staff	4 Students from different Departments	1 Year	4 th Saturday of every month
5	Hobby Club	Convener – Professor In-charge – Hobby Clubs	Faculty In-charges from all Departments	2 Students from each department	1 Year	3 rd Saturday of every month
6	Placement Cell	Convener – Professor In-charge. Co-Convener – Placement Officer	Faculty In-charges from all Departments	2 Students from final year of each Department	1 Year	1 st Saturday of every month

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7	Time Table Committee	Convener – Professor In-charge – Time Tables	Faculty In-charges from all departments	--	1 Year	1st Saturday of every month
8	Career Guidance Cell	Convener – Professor In-charge. Co-Convener – Placement Officer	Faculty In-charges from all departments	--	2 Years	1st Saturday of every month
9	Entrepreneurship Development Cell	Convener - Professor In-charge. Member Secretary – 1 Senior Faculty from MBA	4 Faculty members from different Departments	--	2 Years	Once in 2 Months
10	Grievance Redressal Cell – Department Level	Convener - HOD	3 Faculty members from the department	--	1 Year	As and when necessary
11	Grievance Redressal Cell – Institute Level	Convener – Principal Co – Convener – Professor In-Charge Discipline	4 Senior faculty members from different Departments	--	1 Year	As and when necessary
12	HV & E Cell	Coordinator – Professor In-charge	Faculty In-charges from all Departments	1 Student from each Department	1 Year	Once in 3 months

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13	Industry – Institute Interaction Cell (IIIC)	Convener - Professor In-charge	4 Faculty members from different Departments	1 Student from each Department	2 Years	3rd Saturday of every month.
14	Library Advisory Committee	Chairman – Professor In-charge – Library Member Secretary - Librarian	All HODs	3 Students from different Departments	1 Year	1st Saturday – Once in 3 months. Special meetings as and when necessary.
15	Sports Committee	Coordinator – Professor In-charge Co – coordinator – Physical Director	Faculty In-charges of all Departments	1 Student from each Department	1 Year	4th Saturday of every month
16	Women's Forum	Convener – Professor In-charge – Women's Forum	Faculty In-charges of all Departments	1 Girl student from each Department	1 Year	Once in 2 months
17	Women's Grievance Redressal Cell	Secretary – Women working at Senior Level.	<ol style="list-style-type: none"> 1. 2 Senior Women faculty members. 2. 2 Women non – teaching staff. 3. Representative of an NGO. 4. 1 prominent lady advocate. 	--	3 Years	Twice in a semester or as per the demand of the situation.

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18	Alumni Committee	Convener – Professor In-charge	Faculty In-charges of all Departments	--	2 Years	Once in 3 months
19	IQAC	Chairperson – Head of the Institution Coordinator – 1 Senior Staff member	<ol style="list-style-type: none"> 1. A few senior administrative officers 2. 3 to 8 teachers 3. 1 member from the management 4. 1 or 2 nominees from Employers / Industrialists / Stakeholders 	1 Student	2 Years	Once in 3 months
20	Department Student Association Committee	Coordinator – Professor In-charge	--	3 Students from each year of the department. .	1 Year	4th Saturday of every month
21	SC/ ST Cell	Coordinator - 1 Senior Faculty member	<ol style="list-style-type: none"> 1. 1 Staff member from SC Community 2. 1 Staff member from ST Community 	--	1 Year	4th Saturday of every month
22	NSS	Program Coordinator – Professor In-charge	Faculty In-charges of all Departments	1 Student from each Department	1 Year	4th Saturday of every month during course work
23	R & D Cell	Convener – Professor In-charge – R&D	Faculty In-charges of all Departments	--	2 Years	3rd Saturday of every month

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24	College Academic Committee	Chairman – Principal	Heads of all Departments Exam Cell In-charge	--	1 Year	1st Saturday of every month during course work
25	Examination Grievance Committee	Convener – Chief Superintendent / Principal Co-convener – Exam Section In-charge	3 Faculty members from different Departments	--	2 Years	4th Saturday of every month
26	Innovation & Incubation Cell (IIC)	Convener – Dean / Professor I/C – R&D Co-convener – In-charge of IIC	Faculty In-charges of all Departments	1 Student from each Department	1 Year	Once in 2 months
27	Maintenance Committee	Convener – Professor In-charge – Maintenance Co-convener – Administrative Officer	1. Faculty In-charges of all Departments. 2. Construction Engineer 3. Maintenance Engineer	--	2 Years	1st Saturday of every month
28	Website Committee	Convener – Professor In-charge Co-convener – Web Developer	Faculty In-charges of all Departments	--	2 Years	3rd Saturday of every month

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29	Attendance Committee	Convener – Professor In-charge – Attendance	Faculty In-charges of all Departments	--	2 Years	Twice in a month during course work
30	Professional Chapter's Committee	Convener – Professor In-charge	Faculty In-charges of all Departments	1 Student form each Department	1 Year	1st Saturday of every month during course work
31	Counseling Cell	Convener – Professor In-charge	Faculty In-charges of all Departments	--	2 Years	1st Saturday of every month
32	Staff Grievance Cell	Chairman - Principal	<ol style="list-style-type: none"> 1. 2 Senior Staff members from different Departments. 2. HR 3. Administrative Officer 	--	2 Years	As and when necessary
33	OBC Cell	Chairman – 1 Senior OBC Staff member Convener – 1 Senior OBC Staff member	3 OBC Staff members from different Departments	--	1 Year	4th Saturday of every month
34	Alumni Cell	Chairman – 1 Senior Staff member	Faculty members	-	1 year	Once in a year or whenever required