

Sri Venkateswara College
University of Delhi



తిరుమల తిరుపతి దేవస్థానములు
శ్రీ వేంకటేశ్వర కళాశాల
శ్రీ వేంకటేశ్వర మహావిద్యాలయ
SRI VENKATESWARA COLLEGE
(UNIVERSITY OF DELHI)
NAAC Grade A+




సంఘ సంఖ్య/Ref. No. SVC/Notice/PO/2025

దినాంక/Dated 30.06.2025

30th June, 2025

Subject: Functions of Staff Council Committees

The Committee of Twenty One Convenors that was constituted for drafting the Functions of Staff Council Committees vide Notification dated 4th November 2024, has submitted the report which was placed in Staff Council meeting held on 20th March, 2025 and discussed. The Committee has been chaired by Vice Principal and includes Staff Advisor, Proctor and Secretary of Staff Council. Further the functions of ten new committees have been formulated. The Council has further authorised the Principal to notify the functions of Thirty One committees. In pursuance of the above decision of the Staff Council, the Functions of Thirty one Committees are hereby notified.


Secretary


Principal

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I. Ability Enhancement Courses Committee

A. Goal

To allot Ability Enhancement Courses (AEC) to students in a time bound manner as per the Guidelines/Criteria established by the Committee.

B. Functions

- a) To inform the students of the choices available w.r.t. Ability Enhancement Courses (AEC).
- b) To collect students' preferences for Ability Enhancement Courses.
- c) To develop Guidelines/Criteria for the allotment of AEC to students.
- d) To allot AECs to students as per the Guidelines/Criteria established.
- e) To permit the change of AECs by students within a stipulated time.
- f) To collect and maintain the Teacher's database and share it with AEC, SEC, VAC, and the end-term theory exam coordinator.
- g) To assist the end-term theory exam coordinator in ensuring timely evaluation of AEC courses by the concerned Teachers and submission of the award list.
- h) To perform any other duties assigned by the Principal.

C. Knowledge Required for Convenor & Members to efficiently perform their duties and responsibilities.

- a) Knowledge of various AEC courses offered in each semester by each department.
- b) Knowledge of mandatory AECs for students.
- c) Knowledge of pre-requisites, if any, for an AEC.
- d) Working knowledge of MS Excel.

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II. Academic Planning Committee

A. Goal

To recommend effective academic planning to achieve optimal learning outcomes.

B. Functions

- a) To implement the Undergraduate Curriculum Framework 2022 as per the rules laid by the University.
- b) To calculate department-wise workload and recommend guest/ad-hoc faculty appointment, if any, to the competent authority.
- c) To work in coordination with GE/DSE/SEC/VAC committees for the seamless implementation of various courses.
- d) To establish the number of Elective Courses (GE & DSE) to be offered by each department, keeping in mind the interest of students as well as the limitations of the infrastructure and resources.
- e) To review the teaching plans, uphold academic structure, and ensure the completion of all academic works.
- f) To prepare a semester-wise Academic Calendar for the College, which must be in accordance with the University Academic Calendar.
- g) To update the current syllabus on the college website.
- h) To update the Program Outcomes, Program Specific Outcomes, and Course Outcomes of the current syllabus on the college website.
- i) To perform any other duties assigned by the Principal.

C. Knowledge Required for Convenor & Members to efficiently perform their duties and responsibilities

- a) Knowledge of all UG/PG/Diploma/PG Diploma/Certificate courses offered by the college.
- b) Knowledge of the number of sanctioned seats in each course offered by the college.
- c) Knowledge of the Academic Structure of B.A./B. Com/B.Sc. Hons. & Programme courses in UGCF 2022.
- d) Knowledge of eligibility criteria for securing a Major or a Minor Degree in any discipline at the UG Level.
- e) Knowledge of Mandatory Generic Elective rules for securing a Minor degree and to pursue Post-Graduation in Minor Discipline.
- f) Knowledge of UGCF 2022 Examination Schemes and Result Guidelines as notified periodically by the University.
- g) Knowledge of course-wise (DSC, DSE, GE, AEC, SEC, VAC) Teacher-Student Ratio notified by the University for All Programmes for Theory/Tutorial/Practical classes.
- h) Knowledge of the Department-specific workload and calculation thereof.
- i) Knowledge of the teaching roster of the college.
- j) Knowledge of the rules for the appointment of Guest faculty, notified periodically by UGC and the University.

III. Admission Committee

A. Goal

To organise admissions smoothly and complete them in a time-bound manner.

B. Functions

- a) To conduct the admissions of all Undergraduate/Postgraduate Programmes which require:
 - Sharing of all relevant rules, guidelines etc. with teaching staff involved in admission work.
 - Guiding teaching staff involved in admissions and updating them status of seats allotted.
 - Coordination with all the admission related committees, take stock of verification of Community / Income Certificates and clear doubts if any, and give appropriate instructions.
 - Coordination with ICT Unit, obtain admission data, and update to all concerned.
- b) To identify Programme wise vacancies and conduct the migration admission to the Undergraduate Programmes in a time-bound manner.
- c) To conduct the Orientation Program for Fresher's/ Fresher's Welcome in the 1st week of academic session.
- d) To perform any other duties assigned by the Principal.

C. Knowledge Required for Convenor & Members to efficiently perform duties and responsibilities.

- a) Bulletin of Information on Admission to Undergraduate programmes.
- b) Bulletin of Information on Admission to Postgraduate programmes.
- c) UG & PG Common Seat Allocation System

IV. Admission Grievance Committee

A. Goal

To address admission-related grievances by students/guardians promptly and ensure no institutional lapse.

B. Functions

- a) To receive admission-related grievances from the student/guardian telephonically or through email.
- b) To forward the grievance to the Central Admission Committee and the concerned Teacher-in-Charge, as applicable.
- c) To address the received grievance by discussing it with the admission committee members.
- d) To convey the possible resolution to the aggrieved student in a time-bound manner and follow up, if necessary.
- e) To perform any other duties assigned by the Principal.

C. Knowledge Required for Convenor & Members to efficiently perform duties and responsibilities

- a) Knowledge of CUET for UG and PG, and notices related to CUET.
- b) Knowledge of the University "Bulletin of Information" for UG and PG admission.
- c) Knowledge of information details in the College Prospectus for UG and PG admission.
- d) Knowledge of Course-wise seat matrix and Admission Fee structure (with fee heads).

V. Annual Magazine Committee (i.e. Neerajana)

A. Goal

To publish the Annual Magazine, incorporating all aspects of an academic year in a time-bound manner.

B. Functions

- a) To collect the Department/ Society Annual reports/Photographs etc.
- b) To compile and collate the above and publish the Annual Magazine
- c) To perform any other duties assigned by the Principal

C. Knowledge Required for Convenor & Members to efficiently perform duties and responsibilities

- a) Knowledge of Report Making

VI. Annual Report and Prospectus Committee

A. Goal

- a) To prepare the Prospectus and publish it in a time-bound manner.
- b) To prepare the Annual Report and publish it in a time-bound manner.

B. Functions

i) Prospectus

- a) To collect up-to-date data from various stakeholders such as departments, committees, societies, cells, administration, etc., for the preparation of the Prospectus.
- b) To verify the collected data and ensure the correctness and accuracy of the collected data.
- c) To collate and compile the collected data to prepare the Prospectus.
- d) To perform any other duties assigned by the Principal.

ii) Annual Report

- a) To collect up-to-date data from various stakeholders such as departments, societies, cells, administration, etc., for the preparation of the Annual Report.
- b) To verify the collected data and ensure the correctness and accuracy of the collected data.
- c) To collate and compile the collected data to prepare the Annual Report.
- d) To perform any other duties assigned by the Principal.

C. Knowledge Required for Convenor & Members to efficiently perform duties and responsibilities.

- a) Knowledge of activities conducted by societies, cells, and Associations.
- b) Knowledge of editing software and Tools.

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VII. Attendance Screening Committee

A. Goal

To implement minimum attendance rules of the University for appearing in the theory examination, and increase student attendance in Lectures/Tutorials/Practicals.

B. Functions

- a) To ensure that students from all three years are notified about the minimum attendance percentage required as per Delhi University Ordinance VII rules for appearing in the university examinations at the time of admissions and at the beginning of each semester.
- b) To notify the faculty about uploading their attendance every month to ensure that there is sufficient time for student grievances to be effectively addressed.
- c) To notify the students to check their attendance at the beginning of each month and resolve their grievances, if any, with the teacher concerned within the time allotted.
- d) To upload a notification on the notice board regarding the final attendance position of each student after due consideration of the medical/ECA/NCC/NSS/Co-curricular activities within three days of the dispersal of classes in every semester.
- e) To seek advice from the college principal on compassionate ground cases and decide the list of allowed and not allowed students accordingly.
- f) To notify students to represent any grievances against the attendance and dispose of all such cases in consultation with the principal of the college, at least three days before the commencement of the examination in which the student intends to appear, ensuring that genuine cases of attendance shortage are fairly considered before university examinations begin.
- g) To put up a final list of students who are allowed and not allowed to appear in the University of Delhi end-of-semester examination at least three days before the commencement of university exams.
- h) To assist the principal and examination committee in ensuring that the students who are barred from writing the end-of-the-semester university examination due to the shortage of attendance do not sit in the said examination.
- i) To act as a bridge between students, faculty, and college administration to enforce attendance policies while upholding student welfare.
- j) To keep a record of all decisions for highlighting the positive outcome of attendance regularization in academic audits.
- k) To perform any other duties assigned by the Principal.

C. Knowledge Required for Convenor & Members to efficiently perform duties and responsibilities.

- DU Ordinance Clause 2, Ord. VII. Conditions for Admission to Examinations.

VIII. Canteen Committee

A. Goal

To provide quality food to students at an affordable price while promoting healthy eating habits.

B. Functions

- a) To participate and recommend in the award of contracts to vendors to supply food & beverages.
- b) To participate in deciding the menu of food items and prices.
- c) To ensure that the Price list of each item cooked and served is displayed prominently at the Counter.
- d) To ensure that manufactured goods (soft drinks, chocolate, biscuits etc.) are served at not more than Maximum Retail Price (MRP).
- e) To ensure that time expired food ingredients are not used in cooking of food and time expired manufactured goods are not sold.
- f) To monitor quality and safety aspects of the following:
 - Procurement of oil, pulses, and condiments
 - Procurement of perishable raw material
 - Storage of raw material
 - Food safety measures
 - Tasting of meals by the teachers
 - Testing of meals
 - Cleaning of cooking areas
 - Cleaning of utensils, equipment, and other material
 - Personal hygiene, cleanliness, and health check-up of cook-cum helpers
 - Pest control
 - Hand washing for students
 - Infrastructural requirements of food safety and hygiene
 - Water supply
 - Testing of the water
 - Drainage and waste disposal
 - Food serving area
- g) Provision of adequate provision of Furniture, Dustbins, etc. (i.e., Chairs and Tables, etc.)
- e) To perform any other duties assigned by the Principal.

C. Knowledge Required for Convenor & Members to efficiently perform duties and responsibilities.

- Food Safety and Standards Regulations (FSSAI)
- ICMR-NIN- Dietary Guidelines for Indians 2024

IX. Competitive Exam Cell

A. Goal

To create an enabling environment to prepare for various competitive examinations, including civil service examinations.

B. Functions

- a) To create and maintain a dedicated section in the library for competitive exams.
- b) To procure the Books required for preparation for competitive exams within the allotted funds.
- c) To conduct seminars/webinars/workshops by Civil Servants, Coaching Institutes, and Domain Experts to mentor and guide the students in preparation for competitive exams.
- d) To perform any other duties assigned by the Principal.

C. Knowledge Required for Convenor & Members to efficiently perform duties and responsibilities.

- a) Knowledge of various competitive exams held in our country.
- b) Knowledge of qualifications for each of the competitive exams.
- c) Knowledge of various selection stages and the nature of assessment at each stage.

X. Debating Society

A. Goal

A Society to build, enhance presentation, communication, oratory skills, and promote an argumentative approach among the student community to enable them to articulate their viewpoints in their professional career and social life, to solve problems, and build consensus.

B. Functions

- a) To conduct debates in Hindi, English, Sanskrit, Telugu, and Tamil.
- b) To encourage and motivate students to participate in conventional debates and parliamentary debates held in Delhi and outside.
- c) To perform any other duties assigned by the Principal.

C. Knowledge Required for Convenor & Members to efficiently perform duties and responsibilities.

- a) Knowledge of various Debate competitions held in Delhi and outside.
- b) Knowledge of core competency skills for an effective debater.

XI. Development Fund Committee

A. Goal

To recommend the allocation of development fund by prioritising competing needs and ensuring proper utilisation of student contributions under the designated head.

B. Functions

- a) To identify the Infrastructure, Facilities, Equipment, and Furniture, and Maintenance needs of the College.
- b) To recommend augmentation/maintenance of the above facilities.
- c) To perform any other duties assigned by the Principal.

C. Knowledge Required for Convenor & Members to efficiently perform duties and responsibilities.

- a) Knowledge/Identification of infrastructure, facilities, equipment, furniture, etc., needs of the College.

XII. Equal Opportunity Cell

A. Goal

To create accessibility to differently abled students and provide them the opportunities to realise their full potential in academic, sports, and extra-curricular activities

B. Functions

- a) To recommend facilities like disabled friendly toilets, ramps/lifts in each building or block
- b) To create awareness among the differently abled student community through seminars, educational tours, sign language workshops, Nukad Natak, Abhyudaya, etc.
- c) To promote mutual affection and service, morality, etc., through annual celebrations to promote wholesome development.
- d) To perform any other duties assigned by the Principal.

C. Knowledge Required for Convenor & Members to efficiently perform duties and responsibilities.

- a) Accessibility Guidelines and Standards for Higher Education Institutions and Universities- UGC-Ministry of Education.
- b) The Rights of Persons with Disabilities Act, 2016.
- c) Rights of Persons with Disabilities Rules, 2017.

XIII. EWS/ PwBD/KM/ CW/PMSS/SS/WQ Admission Enabling Committee

A. Goal

To enable every eligible EWS/ PwBD/KM/ CW/PMSS/SS/WQ applicant who has been allotted a seat in the College to obtain admission in the allotted programme.

B. Functions

- a) To verify the EWS/ PwBD/KM/ CW/PMSS/SS/WQ certificate submitted by the applicant and confirm the validity of the certificate.
- b) To guide the applicant in case he/she could not submit a valid EWS/ PwBD/KM/ CW/PMSS/SS/WQ certificate.
- c) To perform any other duties assigned by the Principal.

C. Knowledge Required for Convenor & Members to efficiently perform duties and responsibilities.

- a) Knowledge of Competent Authorities to issue EWS/ PwBD/KM/ CW/PMSS/SS/WQ certificate.
- b) Knowledge of original features of EWS/ PwBD/KM/ CW/PMSS/SS/WQ certificate.

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XIV. Fine Arts Association

A. Goal

To promote fine arts students and fine arts among the student community, and enrich the College life.

B. Functions

- a) The Annual Cultural Festival of College: Nexus
Organise two-day inter-college competitive events and a star night on the third day in collaboration with the Students' Union.
- b) Organise JALSA: Annual Cultural fest of FAA.
- c) Organise a Cultural performance on the College Fresher's Day for first-year students.
- d) Organise cultural performances on special days or occasions like the Independence Day, Republic Day, NSS Annual festival, an event that is attended by high-level dignitaries from the University/ UGC/ Government of India/ Foreign Delegation.
- e) Formulation of the FAA office bearers (Student Society) and the office bearers of the thirteen constituent societies of FAA with the help of students.
- f) Granting day-to-day student permissions for participation in competitions and maintaining records of the same.
- g) Preparation of Annual Budget and Prudent spending of funds allocated and maintaining Bills/ Invoices and other financial records, and timely submission to the Accounts Section.
- h) To perform any other duties assigned by the Principal.

C. Knowledge Required for Convenor & Members to efficiently perform duties and responsibilities.

- a) Knowledge of rich Indian culture, heritage.
- b) Financial rules for spending the College funds.
- c) Obtain proper invoices/bills whenever purchases of goods and services are made from the open market.

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XV. Freeship and Student Aid Committee

A. Goal

To Grant Freeship to students in a time-bound manner to promote equitable access to education by reducing the financial burden on students and their families from economically weaker sections

B. Functions

- a) To establish a sound methodology for determining eligibility for Freeship and Student Aid.
- b) To invite applications for the Grant of free ship along with supporting documents.
- c) Screen the applications received diligently for eligibility and the determination of award of points.
- d) Award points based on family income and academic merit (based on student CGPA and Departmental Recommendations).
- e) To decide the cut-off points for monetary benefit and the amount of benefit.
- f) To recommend to the Principal the list of students and monetary benefit to each student, along with all supporting documents.
- g) Disseminate information about Central/State government and other scholarships on its page in the College portal.
- h) The committee is also entrusted with recommending the students for the Cheistha Kocchar Scholarship.
- i) Any other function assigned by the Principal.

C. Knowledge Required for Convenor & Members to efficiently perform duties and responsibilities.

- a) Knowledge of the income limit for scholarships awarded by the Central/ State Government/ University of Delhi.
- b) Knowledge of various state authorities that issue Income Certificates.
- c) Knowledge of document verification, including the Income Certificates/ ITR, etc.
- d) Knowledge and Skill of working in MS Excel.

XVI. Garden & Sustainable Development Fund Committee

A. Goal

To maintain and promote green cover (i.e., general horticultural development and environmental awareness) and nurture sensitivity towards sustainable development for the ecosystem. Since we inhabit a fragile and endangered planet, each member of the institution must be mindful of coexisting with the flora and fauna and remain conscious of their responsibilities

B. Functions

- a) Maintenance of Lawns, Gardens in the College, including sections in the Principal's Quarters and Staff Quarters. Promote and restore maximum greening and advocate de-concretisation, wherever possible.
- b) Identifying and learning about seasonal flowering plants and foliage native to the Delhi Ridge. We have met a team of experts and, with their help, will procure these shrubs and plant them at appropriate locations to beautify the College and enrich our 15-acre ecosystem.
- c) To promote sustainable development and take responsibility for the trees, foliage, rocks, birds, dogs, and other species in college with whom we must live in harmony.
- d) To create sustainable biodiversity in and around the college, including a rock garden and a lily pond, alongside the maintenance and nurturing of local foliage, and to demarcate a small area for rewilding that is between the botanical garden and the bamboo room.
- e) To emphasise and sensitise the need to reduce consumption and reuse, and recycling of resources. Focus on the minimal use of one-time plastic and discourage the use of plastic decorations and non-eco-friendly materials. Solid waste management activities, composting, rewilding, intelligent garbage disposal, preparation of tree mulch, rainwater harvesting, and greening of the campus.
- f) The GSDC is also the patron of Project Venki doggos (A student-led initiative for the welfare of campus dogs).
- g) The GSDC supplies gifts of potted plants for visiting dignitaries, and recommends that this practice be strengthened by the participation of all departments and societies when giving mementoes to visitors
- h) To perform any other duties assigned by the Principal

C. Knowledge Required for Convenor & Members to efficiently perform duties and responsibilities

The team requires people with a love for the environment and an alertness to the urgent need of the hour concerning sustainable development. The following are guidelines to be followed:

- a. The Delhi Preservation of Trees Act, 1994.
- b. The Delhi Preservation of Trees Rules, 1996.
- c. What constitutes Sustainable Development Activities?
- d. Purchase/Procurement Rules.
- e. A working Knowledge of Plant Species and care.

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XVII. Generic Elective Courses Committee

A. Goal

To allot Generic Elective Courses (GEC) to students in a time bound manner as per the Guidelines/Criteria established by the Committee.

B. Functions

- a) To inform the students, the choices available w.r.t. Generic Elective Courses (GEC) and the pre-requisites, if any.
- b) To collect the choice of students' w.r.t. Generic Elective Courses.
- c) To prepare the guidelines/criteria for allotment of GEC to Students.
- d) To allot Generic Elective Course (GEC) to students as per the Guidelines/Criteria decided.
- e) To permit change of GEC by students within in stipulated timeframe.
- f) To collect and maintain the Teacher's database w.r.t. GE Courses.
- g) To decide matters pertaining to Discipline Specific Electives
- h) To conduct orientation session for students on GE choices
- i) To perform any other duties assigned by the Principal.

C. Knowledge Required for Convenor & Members to efficiently perform duties and responsibilities.

- a) Knowledge of various GE courses offered in each semester by each department.
- b) Knowledge of permitted sections of GE courses for each Department.
- c) Knowledge of mandatory GEs for pursuing a Master's Degree in the Discipline of Minor.
- d) Knowledge of pre-requisites, if any, for a GE Course.
- e) Working knowledge of MS Excel.

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XVIII. Health and Hygiene Committee

A. Goal

To promote health and hygiene among the students and ensure hygienic conditions in classrooms, labs, common rooms (staff and students), department rooms, washrooms, foyer, corridors, etc., other than the Canteen, which has a separate Committee.

B. Functions

Health

- a) To assess the needs of the Medical Room and recommend the equipment, consumables, drugs, and pharmaceuticals required for primary aid.
- b) To conduct health awareness Lectures/Workshops/Webinars/Seminars, etc.
- c) To organise blood donation and organ donation camps on the campus.
- d) To organise free health check-up camps for early identification of bio-markers to assess individual risks for developing a condition.
- e) Prevention of mosquito borne illnesses such as Dengue, Malaria, Chikungunya etc. during monsoon by fumigation in classrooms, labs, common areas and water outlets etc.
- f) To perform any other duties assigned by the Principal

Hygiene

- a) To inspect various places such as classrooms, labs, common rooms (staff and students), department rooms, wash rooms, foyer, corridors, etc., and recommend appropriate measures for maintenance of cleanliness.
- b) To monitor whether the housekeeping staff are using appropriate and sufficient cleaning materials and recommend appropriate measures if required.
- c) To perform any other duties assigned by the Principal

C. Knowledge Required for Convenor & Members to efficiently perform duties and responsibilities.

- a) Knowledge of first aid facilities required
- b) Knowledge of standards of cleanliness and hygiene to be maintained in an academic institution
- c) Guidelines for Promotion of Physical Fitness, Sports, Students' Health, Welfare, Psychological and Emotional Wellbeing at Higher Educational Institutions of India
- d) ICMR-NIN- Dietary Guidelines for Indians 2024.

XIX. ICT Committee

A. Goal

To create and maintain state-of-the-art computing facilities, ICT-equipped classrooms, and Wi-Fi-based internet facilities throughout the campus.

B. Functions

1. Strategic Planning & Policy Development
 - Develop and implement ICT policies for the college.
 - Ensure alignment of ICT strategies with the institution's academic and administrative goals.
 - Plan and oversee budget allocation for ICT-related projects.
 - Recommend new technologies for improving digital learning and administration.
2. ICT Infrastructure & Resource Management
 - Ensure the maintenance and upgrading of ICT infrastructure (computers, networks, Wi-Fi, servers, etc.).
 - Supervise the procurement of ICT equipment and software licenses.
 - Ensure cybersecurity measures and data protection protocols are in place.
 - Coordinate with the IT team to resolve technical issues promptly.
 - Ensure the availability of required software and licenses for academic and administrative use.
3. Digital Learning & Academic Support
 - Promote the use of LMS (Learning Management Systems), e-learning platforms, and digital resources.
 - Encourage and support faculty members in adopting technology in their teaching.
 - Ensure the availability of smart classrooms, virtual labs, and e-library facilities.
4. Website, ERP & Online Communication Management
 - Manage the college website, ERP portals, and official email systems.
 - Ensure regular updates on academic notices, events, and digital resources.
 - Manage and support the College ERP system for student attendance, assessments, and administrative functions.
 - Promote digital transformation initiatives in teaching, learning, and administration
 - Manage social media presence and digital communication platforms.
5. ICT Security & Compliance
 - Ensure data security, privacy policies, and compliance with government regulations.
 - Monitor network security and cybersecurity threats.
6. Technical Support & IT Services
 - Supervise the IT support team to ensure smooth operations
 - Ensure the availability and functioning of computer labs and IT facilities
 - Address and resolve hardware and software issues faced by faculty, students, and staff

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7. Research & Innovation in ICT
 - Encourage faculty and students to engage in ICT-related research projects.
 - Implement new innovations like AI, cloud computing, and automation in administrative processes
8. Collaboration & Liaison
 - Act as a bridge between the administration, faculty, students, and IT staff
 - Work with external vendors and service providers for ICT solutions
 - Collaborate with government agencies or funding bodies for ICT grants
9. Monitoring & Evaluation
 - Conduct regular assessments of ICT infrastructure and digital services
 - Gather feedback from faculty and students to improve ICT policies
 - Prepare reports on ICT developments, challenges, and plans for the college administration
10. To perform any other duties assigned by the Principal.

C. Knowledge Required for Convenor & Members to efficiently perform duties and responsibilities.

- a) Knowledge of ICT systems, equipment, and tools.
- b) Knowledge of Software used in Educational Institutes.
- c) Knowledge of Procurement rules.

XX. Library Committee

A. Goal

To provide books, manuals, reports, manuscripts, etc. that are part of the curriculum and provide a conducive reading environment in the library.

B. Functions

- a) To develop the guidelines/criteria for allocation of Funds to Departments for the purchase of Books.
- b) To recommend the allocation of funds for the purchase of Books amongst Departments.
- c) To prepare guidelines for the purchase of Books.
- d) To recommend measures for the maintenance and upkeep of Library assets.
- e) Recommend measures for pest control to preserve the Books.
- f) Recommend measures for the upgradation of Software and Systems of Library Management.
- g) Recommend measures to provide facilities for persons with special needs.
- h) To perform any other duties assigned by the Principal

C. Knowledge Required for Convenor & Members to efficiently perform duties and responsibilities.

- a) NAAC-Guidelines on quality indicators in library and information services: Affiliated/Constituent Colleges.
- b) UGC Library Norms for Colleges and Universities

XXI. National Service Scheme

A. Goal

Education through community service and community services through education.

B. Principle Elements of NSS

There are four principal elements in the NSS programme process, i.e., Students, Teachers, Community, and the programme.

C. Aims & Objective of NSS are:

- i. To understand the community in which they work.
- ii. To understand themselves concerning their community.
- iii. To identify the needs and problems of the community and involve them in the problem-solving process.
- iv. To develop among themselves a sense of social and civic responsibility.
- v. To utilize their knowledge in finding a practical solution to individual and community problems.
- vi. To develop the competence required for group living and sharing of responsibilities.
- vii. To gain skills in mobilizing community participation.
- viii. To acquire leadership qualities and a democratic attitude.
- ix. To develop the capacity to meet emergencies and natural disasters.

D. Overall Objective

Development of students' personality through community service.

XXII. OBC (NCL) Admission Enabling Committee

A. Goal

To enable every eligible OBC (NCL) applicant who has been allotted a seat in the College to obtain admission in the allotted programme.

B. Functions

- a) To verify the OBC(NCL) certificate submitted by the applicant and confirm the validity of the certificate.
- b) To guide the applicant in case he/she could not submit a valid OBC(NCL) certificate.
- c) To perform any other duties assigned by the Principal.

C. Knowledge Required for Convenor & Members to efficiently perform duties and responsibilities.

- a) Up-to-date knowledge of Central list of OBC(NCL).
- b) Up-to-date knowledge of Competent Authorities to issue OBC (NCL) Certificate.
- c) Up-to-date knowledge of the original features of the OBC (NCL) Certificate.

XXIII. Placement Cell

A. Goal

The Placement Cell Committee is responsible for bridging the gap between students and companies by facilitating career opportunities and ensuring that students have access to meaningful placements and internship opportunities.

B. Functions

- a) Engaging with top companies across various sectors to bring placement opportunities for students.
- b) Collaborating with organizations to offer internships that help students gain hands-on experience.
- c) Encouraging students to explore diverse internship roles to enhance their practical knowledge and skills.
- d) Hosting the Annual Flagship Event, the Internship Fair, wherein multiple corporations, Start-ups, and NGOs visit the campus to recruit students for a wide range of internship opportunities across diverse roles and industries.
- e) Conducting pre-placement talks, training programs, resume-building workshops, and skill enhancement sessions.
- f) Conducting webinars and seminars to prepare students for group discussions, personal interviews, and aptitude tests to ace the placement and internship recruitment processes.
- g) Gathering and analysing placement data, feedback from recruiters, and student experiences to improve placement and internship strategies each year.
- h) By engaging with the companies and organisations, organizing career development initiatives, and integrating the feedback received, the committee ensures that students are well equipped to transition into the professional world with the requisite skills.
- i) To perform any other duties assigned by the Principal.

C. Knowledge & Skills Required for Convenor & Members to efficiently perform duties and responsibilities.

- a) Sources of internships and employment opportunities
- b) Excellent Coordination skills
- c) Communication skills
- d) Interpersonal skills
- e) Leadership skills
- f) Time Management skills

XXIV. Purchase Committee

A. Goal

To procure the required goods and services as per General Finance Rules (GFR) in a time-bound manner, ensuring value for money for the smooth functioning of the College.

A. Functions

- a) To procure goods and services for the college as and when required.
- b) Ensuring the smooth process of purchases, quarterly wise in a time-bound manner.
- c) Purchase of chemicals and glassware through a custom bid or tendering process in a time-bound manner.
- d) Ensure and execute a transparent process in the purchase process through GeM only as per GFR 2017.
- e) Wherever the goods or services are not available or in urgent or emergency need in GeM, in such cases, purchase through a market survey done by the purchase committee (GFR 155).
- f) To perform any other duties assigned by the Principal.

C. Knowledge Required for Convenor & Members to efficiently perform duties and responsibilities.

- a) Knowledge of GFR 2017.
- b) Knowledge of the Procurement Procedure in GeM.

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XXV. Proctorial Committee

A. Goal

To create and maintain a conducive environment for academic excellence by maintaining discipline among the student community and preventing ragging.

B. Functions

- a) General Maintenance of discipline among Students in the College and particularly when Freshers join the College and NEXUS- The inter-college festival
- b) Conduct events to create awareness of the ill effects of ragging and the consequences thereof.
- c) Formulation of small teams (2 members) and inspection of places like Canteen, Foyers, Lawns, and Gardens, etc., to prevent, mitigate, and manage the conflict among students
- d) Prevention, Mitigation, Management of Ragging in the College, particularly when the Freshers join the College
- e) To deal with all cases of indiscipline of students as per university rules and award punishment in proportion to the nature and degree of indiscipline.

C. Knowledge Required for Convenor & Members to efficiently perform duties and responsibilities.

- a) Ordinance XV -B Maintenance of discipline among Students and the University.
- b) Ordinance XV-C Prohibition and Punishment for Ragging.

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XXVI. SC and ST Admission Enabling Committee

A. Goal

To enable every eligible SC and ST applicant who has been allotted a seat in college to obtain admission in the allotted programme.

B. Functions

- a) To verify the SC and ST certificate submitted by the applicant and confirm the validity of the certificate.
- b) To guide the applicant in case he/she could not submit a valid SC and ST certificate.
- c) To perform any other duties assigned by the Principal

C. Knowledge Required for Convenor & Members to efficiently perform duties and responsibilities.

- a) Up-to-date knowledge of the Constitution (Scheduled Castes) Order, 1950
- b) Up-to-date knowledge of the Constitution (Scheduled Tribes) Order, 1950
- c) Up-to-date knowledge of the Competent Authorities to issue SC and ST certificates
- d) Up-to-date knowledge of the original features of the SC and ST certificates

XXVII. Skill Enhancement Courses Committee

A. Goal

To allot Skill Enhancement Course (SEC) to students in a time-bound manner as per the Guidelines/Criteria established by the Committee.

B. Functions

- a) To inform the students, the choices available w.r.t. Skill Enhancement Courses (SEC) and the pre-requisites, if any.
- b) To allot SECs to departments based on proximity to the domain subject of the Department.
- c) To collect the choice of students' w.r.t. Skill Enhancement Courses.
- d) To prepare the guidelines/criteria for allotment of SEC to students.
- e) To allot SEC to students as per the Guidelines/Criteria established.
- f) To permit change of SEC by students within a stipulated timeframe.
- g) To conduct orientation session for students on SEC choices
- h) To collect and maintain the Teacher's database and share with AEC, SEC, VAC, and the end-term theory exam coordinator.
- i) To assist the end-term theory exam coordinator in completing the evaluation of SEC courses by concerned Teachers and submit the award list in time.
- j) To perform any other duties assigned by the Principal.

C. Knowledge Required for Convenor & Members to efficiently perform duties and responsibilities.

- a) Knowledge of various SEC courses offered in each semester by each department.
- b) Knowledge of permitted class size for SECs.
- c) Knowledge of Theory + Practical credit distribution of SECs.
- d) Knowledge of components of Internal Assessment and Continuous Assessment of SECs.
- e) Working knowledge of MS Excel.

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XXVIII. Sports Committee

A. Goal

To create an environment wherein the students excel in sports and games at the University, National, and International levels.

B. Functions

- a) Sports Event Organization: Plan, organize, and execute inter-college, intra-college, and national-level sports events, tournaments, and championships.
- b) Sports Infrastructure Management: Oversee the maintenance, upkeep, and development of sports facilities, including playgrounds, gyms, and equipment.
- c) Team Selection and Management: Select and manage college teams for various sports, ensuring fair selection processes and adequate training.
- d) Hiring experienced coaches and sports staff to provide technical guidance and support.
- e) Sports Promotions and Publicity: Promote sports activities, events, and achievements through various channels, including social media, posters, and college newsletters.
- f) Budgeting and Finance: Manage the sports budget, allocate resources, and ensure transparency in financial transactions.
- g) Collaborations and Partnerships: Foster relationships with external sports organizations, clubs, and institutions to provide opportunities for students to participate in sports events and tournaments.
- h) To perform any other duties assigned by the Principal

C. Scope

- a) Intra-College Sports: Organize and manage sports events, tournaments, and leagues within the college, promoting participation and healthy competition among students.
- b) Inter-College Sports: Represent the college in inter-college sports events, tournaments, and championships, promoting the college's reputation and sports excellence.
- c) National and International Sports: Participate in national and international sports events, providing opportunities for students to compete at the highest levels.
- d) Sports Training and Development: Provide training and development programs for students, coaches, and sports staff, enhancing their skills and knowledge.
- e) Sports Infrastructure Development: Develop and maintain sports infrastructure, including facilities, equipment, and technology, to support sports activities and events.
- f) Sports Research and Innovation: Encourage research and innovation in sports, exploring new technologies, methods, and strategies to improve sports performance and participation.

D. Knowledge and Skills Required for Convenor & Members to efficiently perform duties and responsibilities.

Skill set required

- a) Communication skills, Interpersonal skills, Leadership skills, Team Management skills etc.

XXIX. Time Table Committee

A. Goal

- To prepare timetables for all Programmes in such a way that the available infrastructure is optimally utilised.
- To create a well-structured and efficient academic timetable that accommodates the scheduling needs of all departments and courses. Due regard shall be given to the class size (number of students) of each course/paper.

B. Functions

- a) Collection of following data from each Department in a specific format at least one and half month to two month before the academic semester/session starts.
 - List of Semester wise Courses/Papers taught by each Department
 - Number of actual students in each course/paper mentioned above
 - Lecture +Tutorial /Practical credits of each course/paper
- b) Making of Department timetables and sharing with Teacher-in-Charge of Departments at least one month before the academic semester/session starts, and addressing problems/issues raised by Teacher-in-Charge in a time-bound manner.
- c) Collection of Department time-tables and uploading in the College website at least one week before the academic semester/session starts.
- d) Making of Room/Lab wise schedule of classes of week.
- e) The committee periodically reviews the timetable to address any issues or changes that may arise during the academic year.
- f) With the implementation of NEP2020, the timetable committee marks and fixes slots for GE, SEC, AEC, and VAC for the college as well as for the South Cluster colleges.
- g) To perform any other duties assigned by the Principal

C. Knowledge and Skill Required for Convenor & Members to efficiently perform duties and responsibilities.

- a) Understanding of academic regulations w.r.t. Class size for Lectures, Tutorial and Practical for DSC, DSE, GE, SEC, VAC, AEC courses.
- b) Familiarity with credit distribution of different courses in different programme of study in terms of lectures, practical, tutorials.
- c) Knowledge of Department wise Generic/discipline specific elective papers, ability enhancement courses.
- d) Knowledge of structure of B.A./B.COM/B.Sc. program courses,
- e) Prior knowledge of room capacities, lab facilities, ICT facilities, and infrastructure to optimize resource allocation along with student strength in all courses and sections.
- f) Working in coordination with other committees like APC, GE, VAC, and SEC committees.

XXX. Value Addition Courses Committee

A. Goal

To allot Value Addition Course (VAC) to students in a time-bound manner as per the Guidelines/Criteria established by the Committee.

B. Functions

- a) To inform the students, the choices available w.r.t. Value Addition Courses (VAC) and the pre-requisites, if any.
- b) To allot VACs to departments.
- c) Collect the choices of the students' w.r.t. Value Addition Courses.
- d) To prepare the guidelines/criteria for allotment of VAC to students.
- e) To allot VAC to students as per the Guidelines/Criteria decided.
- f) To conduct orientation session for students on VAC choices
- g) To permit change of VAC by students within the stipulated timeframe.
- h) To collect and maintain an up-to-date Teacher's database and share with AEC, SEC, VAC end-term theory exam coordinator.
- i) To perform any other duties assigned by the Principal

C. Knowledge Required for Convenor & Members to efficiently perform duties and responsibilities.

- a) Knowledge of various VACs offered in each semester by each department.
- b) Knowledge of permitted class size for SECs.
- c) Knowledge of Theory and Practical credit distribution of VACs.
- d) Knowledge of components of Internal Assessment and Continuous Assessment of VACs.
- e) Working knowledge of MS Excel.

XXXI. Women's Development Cell

A. Goal

To promote gender neutrality and prepare one and all to assume leadership roles in society

B. Functions

- a) To deal with gender related issues both at the academic and practical level.
Academic: As we operate within the institutional framework, both teachers and students possess skills related to the same.
Practical: The essence of any cell is also to reach out to the wider community.
- b) Organise Gender sensitization seminars, contests/exhibitions/debates/ and film screenings regularly to sensitize the students, , teachers and other staff.
- c) Organise health awareness and health check-up camps to spread awareness about issues such as breast cancer, menstrual hygiene, use of contraceptive pills, unwanted pregnancy, depression, anxiety, eating disorders, stress induced disorders, hormonal imbalance, Polycystic Ovarian Disease (PCOD) etc.
- d) Organize self-defence classes/ training camps for female students and employees on a regular basis.
- e) Organise Community outreach programs without interfering with the classroom schedule
- f) To act as Observer of ICC elections
- g) To perform any other duties assigned by the Principal

C. Knowledge Required for Convenor & Members to efficiently perform duties and responsibilities.

- a) Guidelines on Basic Facilities and Amenities for Safe Secure Environment for Women and Women Cell (For Sensitization, Policy Implementation, Monitoring and Grievance Redressal) In Higher Educational Institutions by UGC 2023.