
	SRI DEVARAJ URS COLLEGE OF NURSING TAMAKA, KOLAR-563103	Doc. No.	PRN-04
		Issue Status	01
	MASTER LIST OF ORGANIZATION COMMITTEE WITH ITS TERMS AND REFERENCES	Rev. Status	01
		Date:	01.04.08


LIST OF COMMITTEES 2021


Sl. No	Name of the Committee	Chairperson	Member Secretary
Administrative Committees			
01	Governing Council Committee	Dr .G.Vijayalakshmi	Mrs. Lavanya Subhashni
02	Management Review Meeting (MRM) Committee	Dr .G.Vijayalakshmi	Mrs. Jairakini Aruna
03	Curriculum and Evaluation Committee	Dr .G.Vijayalakshmi	Mrs. Jairakini Aruna
04	Internal Quality Auditing Cell (IQAC)	Dr .G.Vijayalakshmi	Mrs. Gayathri KV
05	Staff & Students Recruitment and Selection Committee	Dr .G.Vijayalakshmi	Mrs. Lavanya Subhashni
06	Editorial Committee	Prof. Mary Minerva	Mr. Rajesh R
Academic Committees			
07	Research Committee	Mrs. Jairakini Aruna	Mrs.Gayathri K.V
08	Institutional Ethics Committee	Dr. Reddemma K	Mrs. Jairakini Aruna
09	Library Committee	Dr .G.Vijayalakshmi	Mrs. Shamala M
10	Monitoring Committee for Code of Conduct	Mrs. Jairakini Aruna	Mrs. Gayathri KV
11	Continuing Nursing Education	Prof. Mary Minerva	Mrs. Komala Devi R
12	Women Empowerment Cell	Mrs. Punitha M	Mrs.Umadevi.T
13	Environmental Cell	Prof. Mary Minerva	Mrs. Komala Devi R
14	Disciplinary Committee (Staff & Students)	Mrs. Jairakini Aruna	Mrs.Ramya M
15	Grievance Redressal Committee	Dr. Zeanath C J	Mrs. Kavitha


 Principal
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		Date:	01.04.08

Sl. No	Name of the Committee	Chairperson	Member Secretary
16	Internal Complaint Committee	Dr. Zeanath C J	Mrs. Kavitha
17	Prevention of Sexual Harassment cell	Mrs. Punitha M	Mrs.Umadevi.T
18	Anti-Drug / Substance Abuse Cell	Mrs. Jairakini Aruna	Mr. R. Rajesh
19	Alumni Association	Dr .G.Vijayalakshmi	Mrs. Lavanya Subhashni
20	Maintenance Committee	Dr. G.Vijayalakshmi	Mrs. Reshmi Edwin
21	Condemnation Committee	Dr. G.Vijayalakshmi	Mr. Shree Krishna K.N
Student Focused Committees			
22	Student's Nurses Association	Dr .G.Vijayalakshmi	Dr. Malathi K.V. & Mrs. Sumana Yesu Priya
23	Youth Red Cross Unit	Dr .G.Vijayalakshmi	Dr. Malathi K.V.
24	Students Counseling Cell	Mr. R. Rajesh	Mrs.Ramya M
25	Parent Teacher Association	Dr .G.Vijayalakshmi	Mrs. Vani R.
26	Students Welfare Committee	Dr. Malathi K.V.	Mrs. Saritha
27	Anti - Ragging Committee	Dr .G.Vijayalakshmi	Mrs. Banubi
28	Placement & Career Guidance Counselling Cell	Mr. R. Rajesh	Mrs. Ramya M
29	International Student Cell	Mrs. Jairakini Aruna	Mrs. Sumana Yesu Priya
30	Equal Opportunity Cell (SC/ST/Minority Cell/OBC Cell)	Dr .G.Vijayalakshmi	Ms. Geetha S
31	Hostel and Mess Committee	Dr .G.Vijayalakshmi	Dr. Malathi K.V
Employee Focused Committee			
32	Staff Welfare Committee	Dr. Zeanath C J	Mrs. Uma Devi T.


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GOVERNING COUNCIL COMMITTEE


Purpose:

The Governance Council committee document reflects the best practices of governance that result in benefits to all the stakeholders:

- Strong leadership and management skills at all levels
- Transparency with Integrity at all levels
- Process for good teaching-learning, assessment, through appropriate checks and audits.
- Focused and effective Training Services
- Good support systems for student's progression
- Robust and transparent financial systems with internal and external audits
- Process to meet the requirements of Accreditation
- Students Participation at various levels
- Process for feedback from stakeholders and follow up actions
- Promotion of strong industry institute interaction for improved outcomes
- Promotion of faculty and staff development programs
- Process to get sponsored research projects involving UG/PG/Research students and faculty

Composition of the committee:

Chairperson	Dr. G. Vijayalakshmi, Principal, SDUCON, Kolar.	
Members	Sri G.H. Nagaraja	Secretary, SDUET, Kolar.
	Sri Rajendra J.	Director, SDUET, Kolar.
	Sri Rajesh jegadale	Chancellor, SDUAHER.
	External Member	Representative from Affiliated University
	Sri HanumanthaRao	Chief Executive Engineer, SDUET, Kolar.
	Mr.Sreedar	Advocate, Kolar.
	Dr.S.M.Azeem Mohiuddin	Medical Superintendent, RLJH and RC
	Mr. Balaji	Finance Officer, SDUET, Kolar.
	Dr. ZeanathCariena. J.	Chief Nursing Officer, RLJH and RC& HOD Dept. of MSN-SDUCON.
Members Secretary	Mrs. Lavanya Subhashni	Assoc. Prof. Paediatric nursing SDUCON, Kolar.

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Roles and responsibilities of the committee members

1. The Chairperson is responsible for the leadership of the Governing Council and ultimately to the stakeholders for its effectiveness.

2. As Chairperson of its meetings, he/she should promote Governing Council's well-being and efficient operation, ensuring that its members work together effectively and have confidence in the procedures laid down for the conduct of meeting.

3. The Chairperson is responsible for ensuring that the Governing Council operates effectively, discusses those issues which it needs to discuss, and dispatches its responsibilities in an effective way.


4. The Chairperson is responsible for ensuring that the Governing Council exercises control over the strategic direction of the institution, through an effective planning of Teaching-Learning process, and the performance of the institution is assessed against the objectives, which the Governing Council has approved.

Member Secretary:

- Implementing the decisions of the Governing Council and ensuring that they are implemented through the relevant part of the institution's management structure.
- Initiating discussion and consultation with the staff and the academic council on proposals of concerning the institution's future development, and ensuring that such proposals are presented to the Governing Council.

Members

- Participate and guide in developing strategic plans
- Attend brainstorming sessions for new initiatives and guides the same.
- Monitor the reviews of processes/procedures and follow these changes from time to time
- Review procurement procedures and audit for any issues/concerns

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MANAGEMENT REVIEW MEETING (MRM) COMMITTEE


Purpose:

The purpose of a MRM is to review and evaluate the effectiveness of Management System and also help to determine its continued suitability and adequacy. The MRM does this, by encouraging top management to consider the degree by which the Management System:

- Achieves the expected results.
- Meets the organization's requirements.
- Functions in accordance with the established operating procedures and processes.
- Capable of identifying non-conformities and monitoring subsequent corrective and preventive actions.

Composition of the committee:

Sl.No	Names	Designation	Position in the committee
1	Dr. G. Vijayalakshmi	Principal	Chairperson
2	Sri. J. Rajendra	Director and Trustee	Member
3	Dr. Zeanath C.J.	HOD of MSN Dept.	Member
4	Prof. Mary Minerva	HOD of CHN Dept. B.Sc.(N) & P.B.B.Sc.(N) Course Co-ordinator	Member
5.	Mrs. Gayathri KV	M.Sc.(N)- I Yr. Coordinator	Member
6.	Mr. R. Rajesh	M.Sc.(N)- II Yr. Coordinator	Member
7.	Mrs. Punitha.M	P.B.B.Sc.(N)- I Yr. Coordinator	Member
8.	Mrs. Vani	P.B.B.Sc.(N)- IYr Coordinator .	Member
9.	Dr.Malathi KV	B.Sc.(N)- I Yr. Coordinator	Member
10.	Mrs. SumanaYesuPriya	B.Sc.(N)- II Yr. Coordinator	Member
11.	Mrs.T.Umadevi	B.Sc.(N)- III Yr. Coordinator	Member
12.	Mrs. LavanyaSubhashini	B.Sc.(N)- IV Yr. Coordinator	Member
13.	Mrs.Jairakini Aruna	HOD of MHN Dept M.Sc.(N) Course Co-ordinator	Member secretary

	SRI DEVARAJ URS COLLEGE OF NURSING TAMAKA, KOLAR-563103	Doc. No.	PRN-04
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		Date:	01.04.08

Roles and responsibilities

Administrator

Administrator oversees the overall responsibility for the Management System and also accountable for convening, attending and reporting on Management Reviews.

Member Secretary

- To review periodically the working and to ensure the continual improvement of quality management system.
- Reviews adequacy of teaching, non-teaching staffs and supporting facilities to plan, implement and evaluate the Quality management system
- Prepares institutional calendar of events to implement curricular and curricular activities.

Members

- Monitors progress of syllabus and plan and implement for the same
- Plans and implements faculty training program and promotions


CURRICULUM AND EVALUATION COMMITTEE

Purpose

- It ensures that UG and PG curriculum is implemented and evaluated as per statutory request.
- It ensures that the design and structure of a curriculum meets the established curricular goals and objectives
- It monitors and evaluates all aspects of the curriculum periodically

Composition of the committee:

Sl. No	Name	Designation	Signature
1.	Dr. G. Vijayalakshmi	Principal	Chairperson
2.	Dr..S.M.Azeem Mohiuddin	Medical Superintendent, RLJH & RC	Member
3.	Mrs. Lakshmi	Principal, RLJCS	Member
4.	Dr. Zeanath.C.J	HOD, MSN Dept.&CNO RLJH&RC	Member
5.	Prof. Mary Minerva	HOD of CHN Dept. B.Sc.(N) & P.B.B.Sc.(N) Course Co-ordinator	Member
6.	Mrs. Gayathri KV	M.Sc.(N)- I Yr. Coordinator	Member
7.	Mr. R. Rajesh	M.Sc.(N)- II Yr. Coordinator	Member
8.	Dr.Malathi KV	B.Sc.(N)- I Yr. Coordinator	Member
9.	Mrs. SumanaYesuPriya	B.Sc.(N)- II Yr. Coordinator	Member
10.	Mrs.T.Umadevi	B.Sc.(N)- III Yr. Coordinator	Member
11.	Mrs. LavanyaSubhashini	B.Sc.(N)- IV Yr. Coordinator	Member
13	Mrs. Punitha.M	P.B.B.Sc.(N)- I Yr. Coordinator	Member
14	Mrs. Vani.R	P.B.B.Sc.(N)- II Yr. Coordinator	Member
15	Mrs. Shamala M.	Asst. Librarian	Member
16	Mrs.Jairakini Aruna	HOD of MHN Dept M.Sc.(N) Course Co-ordinator	Member secretary
Student Representatives			
1	Ms. Gunasheela	II M.Sc. Student	Member
2	Ms. Nithya	II P.B.B.Sc Student	Member
3	Ms. Shwetha	IV B.Sc Student	Member
4	Ms. Anathara Mishra	III B.Sc Student	Member
5	Ms. Eliza Biju	II B.Sc Student	Member

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Roles and responsibilities

Chairperson


1. Prepare Curriculum Committee agendas in conjunction with the designated Operations to be done.
2. Moderates Curriculum Committee meetings.
3. Serve as a resource to assist faculty in the development of curriculum proposals.
4. Develop recommended procedures and forms for the processing of curriculum materials.
5. Review all curriculum proposals for accuracy and work with faculty to make necessary corrections.
6. Facilitate curriculum training for committee members.
7. Maintain the Curriculum Guidebook, curriculum training materials, and the curriculum management system.
8. Selection of class coordinators and course coordinators

Member Secretary:

1. Attend all Curriculum Committee meetings.
2. Demonstrate mastery of curriculum procedures, policies, resources, forms, and deadlines.
3. Provide first-line curriculum support for faculty in their respective area during curriculum development by answering questions and providing information on curriculum policies and procedures.
4. Review all curriculum materials provided via agenda prior to meetings and be prepared for the Committee's discussion.
5. Keep their respective areas apprised on curriculum issues and work with Curriculum Committee.
6. Define student evaluation procedures.
7. Plan and conduct evaluation of particular instructional program and also the entire curriculum plan of each program.
8. Plan and obtain objective specific curriculum evaluation.


Members:

- Plans calendar of events for all the courses
- Prepare course wise master rotation plan for the academic year
- Designing the course developments in accord with the overall academic objectives.
- Supervise the instructional plans for each class/course.
- Ensure on provision of adequate instructional resources
- Investigate specific curriculum problems present and discuss them, find solutions and take corrective measures.
- Plan and organize staff development activities relating to curriculum needs in co-ordination with staff welfare committee.
- Obtain and review feedback from various sources of the curriculum and instructional programs such as students, alumnae and stakeholders.

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Sl. No	Name of the Member	Designation
I	CHAIR PERSON	
	Dr. G. Vijayalakshmi	Principal
	MEMBERS	
II	SENIOR ADMINISTRATIVE OFFICER'S CADRE	
1	Prof. Mary Minerva	HOD, Dept. of CHN, SDUCON
2	Mrs. Lavanya Subhashini M	HOD, Dept. of Child Health Nsg, SDUCON
3	Mrs. Jairakini Aruna	HOD Dept. of Psychiatric Nsg., SDUCON
4	Mrs. Punitha M	HOD, Dept. of OBG Nursing, SDUCON
5	Mrs. Vani R	HOD Dept. of FON, SDUCON
III	FACULTY	
1	Mr. Rajesh R	Assoc. Prof. Dept of Psychiatric Nsg., SDUCON
2	Mrs. Malathi K.V.	Asst. Prof. of Community Health Nursing
3	Mr. Sree Krishna	Asst. Prof. of Medical Surgical Nursing
4	Mrs. Saritha	Lecturer of Pediatric Nursing
5	Mrs. Shamala	Librarian, SDUCON
6	Mr. Narayanaswamy	Clerk- SDUCON
IV	MEMBERS FROM MANAGEMENT	
	Mr. J. Rajendra	Director & Trustee (A&F), SDUET.
V	NOMINEE FROM EMPLOYERS	
	Dr. Azeem ,	Medical Superintendent, RLJH & RC
	Dr. M. L. Harendra Kumar	Professor of Path. & Director of IQAC- SDUMC
	Shri H. Hanumantha Rao	Executive Engineer, SDUAHER
	Mr. Balaji	Finance Officer
VI	NOMINEE FROM LOCAL SOCIETY	
1.	Mr. Suresh	Journalist, Kolar
	STUDENTS AND ALUMNI	
2	Mrs. Serha Rashmi	Asst. Prof., Smt. Nagarathamma CON, B'lore
3	Mrs. Gunasheela	II M.Sc.(N)
4	Mr. Mohammed Masiulla	IV B.Sc.(N)
5	Ms. Anna Rose	IV B.Sc.(N)
6	Ms. Mala	I P.B.B.Sc.(N)
VII	NAAC-IQAC COORDINATOR	
	Dr. Zeanath Cariena J	HOD, MSN Dept. SDUCON & CNO, RLJH & RC
	DEPUTY CO-ORDINATOR	
	Mrs. Gayathri K.V	Assoc. Prof, Dept of OBG Nursing

	SRI DEVARAJ URS COLLEGE OF NURSING TAMAKA, KOLAR-563103	Doc. No.	PRN-04
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STAFF & STUDENTS RECRUITMENT AND SELECTION COMMITTEE

Purpose:

It is a process of sourcing, screening, short listing and selecting the right students to the right programme and right staff for the required vacant positions.

Roles and Responsibilities:

- To recruit the right student to the right program and right staff to right job
- Selection of teaching and non-teaching staff and students as per the criteria given by apex bodies and institutional policy.
- Planning Orientation to the selected staffs and students on rules and regulations of the college.
- Explaining the rules, regulations of the Institution and responsibilities of particular post.

EDITORIAL COMMITTEES

Purpose

1. To review submitted documents.
2. To advise on journal policy and scope.
3. To identify topics for special issues.

Roles and Responsibilities

Chief Editor:


- Communicates all the editorial policies and standards
- Identifies, edits, & finalizing the reviewed documents for submission

Deputy Chief Editor

- Works collaboratively with the activities of the chief editor roles and responsibilities

Reviewers

- Assist & collaborates in reviewing and editing the documents.

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		Issue Status	01
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RESEARCH COMMITTEE

Purpose

- Enhance interaction and cooperation between researchers for interdisciplinary and multidisciplinary work.
- Organize research promotion events like conferences, seminars, workshops, invited guest lectures.
- Motivate faculty for doctoral and post -doctoral research.
- Encourage faculty to undertake research projects in thrust areas in health sector.
- Promote research publications.
- Scrutinize the UG, PG, staff and departmental research projects before submitting for ethical clearance.
- Check the completed projects before they are being presented or published
- Maintain the research review register.

Roles and responsibilities

1. To create a conducive environment for promotion of Research & Innovation activities in the institute.
2. To encourage faculty members to apply for Research Projects, Incubation, Design and innovation Centre's
3. To ensure smooth functioning and effective Management of Research & Innovation activities at the Institute.
4. To promote collaborative research.


INSTITUTIONAL ETHICS COMMITTEE

Purpose

- To establish and constitute the institutional ethics committee for SDUCON, Kolar as per ICMR Guidelines, Schedule Y and ICH-GCP.

Roles and responsibilities

- Regularly attend and actively participate in the IEC meetings.
- Review, discuss and consider research proposals submitted for evaluation. Reviewers for each proposal will review the study. Later, if any other issues the other IEC members can voice their comments/suggestions.
- Discuss serious adverse event reports and recommend appropriate action(s).
- Review the progress reports and monitor ongoing studies as appropriate.
- Evaluate final reports and outcomes.
- Maintain confidentiality of the documents and deliberations of IEC meetings.
- Declare any conflict of interest.
- Participate in continuing education activities in biomedical ethics and biomedical research.
- Conduct monitoring visits for any research proposal, if needed.

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LIBRARY COMMITTEE

Purpose

It shall assist in developing operational procedures, suggest various measures for improvement and development of the Library resources and formulate both personnel and fiscal policies. It shall strive to inculcate the enriching habit of reading books in a technologically enabled and intellectual atmosphere.


Roles and Responsibilities

1. To consider policy matters regarding Central Library/Departmental libraries including the policy for procurement of books and journals and render advice to the Purchase Committee for Library procurements.
2. To look into day to day problems of the Library clientele, Library staff and send recommendations to the Principal.
3. To supervise the allocation and utilization of funds for different departments for purchase of books and journals for the Central and Departmental libraries.
4. To maintain liaison between Central Library and various Academic Departments for the purchase of networking of Departmental libraries with the Central Library.
5. To consider and put forward the views of faculty members regarding books/journals selection, ordering process etc.
6. To consider and put forward the views of Students and faculty regarding their problems and solutions sought thereof.

MONITORING COMMITTEE FOR CODE OF CONDUCT

Purpose

Its purpose is to propose actions and control mechanism to promote compliance with code of conduct in order to prevent and detect illegal behavior and foster a culture that encourages good ethical behavior among the students and staffs.

	SRI DEVARAJ URS COLLEGE OF NURSING TAMAKA, KOLAR-563103	Doc. No.	PRN-04
		Issue Status	01
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		Date:	01.04.08

CONTINUING NURSING EDUCATION

Purpose

The purpose of the CNE is to ensure information and activities designed to enhance, improve or maintain the healthcare providers; Staffs which helps to improve in providing high quality education, care, research and administration.

Roles and Responsibilities

- Updates knowledge of the faculties with current trend, information and technology in nursing.
- Maintains standards of health care at acceptable level, and setting standard of performance.
- Provides a platform to exercise their professional capabilities.
- Encourages faculty to conduct Evidence based research activities.
- Promotes creative leadership efficiency among the faculty.
- Provide a channel to interact with one another.
- Conducts or organizes In-service education program.
- Encourages the faculty to attend Seminars/Workshops/Conferences.
- Conduct monthly Journal club.
- Maintains Documents of the program conducted.


WOMEN EMPOWERMENT CELL

Purpose

The WEC aims at intellectual and social upliftment of the female students and staffs. The cell supports and creates an enabling environment for sharing anxieties, problems and difficulties faced by persons marginalized on account of gender and sexuality. Train and coordinate the work of Gender Advocates who can champion gender awareness through workshops and other activities.

Roles and responsibilities

- The cell stands for facilitating women's empowerment through guest lectures, seminars, awareness program and other welfare activities.
- To create the awareness on the objectives of WEC amongst girl students for their enthusiastic participation.
- To encourage women to undertake activities that strengthens their self-confidence.
- To participate actively in the events and competitions organized by the cell and encourage other girl students to participate.
- To empower female faculty, staff and students about general economic and social issues.
- To review safety and security measures for female employees and girl students.

	SRI DEVARAJ URS COLLEGE OF NURSING TAMAKA, KOLAR-563103	Doc. No.	PRN-04
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		Date:	01.04.08

ENVIRONMENTAL CELL

Purpose:

- To do plantation of Maximum tree to protection the environment.
- To create environmental awareness among students.
- To make effective waste management (solid, water)
- Effectively using Alternate energy initiatives such as (Solar plant)
- Implement Audit such as:
 - Water audit
 - Energy audit
 - Waste management audit
 - Green audit
 - To try to make our college eco-friendly.
 - To care and periodically evaluation of tree.
 - Observation and maintain the garden area.
 - To implement paperless office.
 - To make Average percentage expenditure on green initiatives and waste management.
 - Use bicycles for pollution free environment


ROLES AND RESPONSIBILITIES

Chairperson:

- Evaluation of team work
- Establish a college environmental committee that will hold responsibility for the enforcement and review of the environmental policy.

Member Secretary:

- To make yearly plan
- Work accordingly to fulfill the objectives
- Participating in plantation, Water management, Energy Conservation, Waste management, E waste management, Green area Management, & Use of LED for energy conservation.
- Recycle or safely dispose of white goods, computers and electrical appliance.
- Review periodically the list of trees planted in the garden, allot numbers to the trees and keep records. Give scientific names to the tree and maintain green card
- Create awareness of environmental sustainability and takes action to ensure environmental sustainability.
- Ensure that an audit is conducted annually and action is taken on the basis of audit report, recommendation and findings.
- Celebrate every year “Environment Day” and plant trees to make the campus more Green

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		Date:	01.04.08

DISCIPLINARY COMMITTEE (Staff & Students)

Purpose

Education should bring in moral ethical values of well-being and every educator and educating institutions should strive hard to bring in the core human values in the process of learning and focus on quality approach to ensure better living with better educated countrymen.

Roles and responsibilities:

- Maintain professional behavior/etiquettes among staff and students.
- Plan, develop and display the rules and regulations at college, clinical and hostel.
- Reporting incident within 24 hours to principal's office
- Verify and analyze the issues.
- Classify minor or major incidents.
- Taking necessary action.


GRIEVANCE REDRESSAL COMMITTEE

Purpose

It ensures a fair, impartial and consistent mechanism for redressal of varied issues faced by the staff and students and promotes cordial relationship among staff and students.

Roles & Responsibilities:

- To be a healthy, harmonious academic environment by providing a platform where staff and students are able to express the grievances/concerns freely and fearlessly with a feeling of being victimized.
- To counsel staff and students to refrain from instigating students against other students, teachers and/or college administration.
- To ensure a conducive teaching-learning environment where all members of the staff are affectionate to students without being resentful.
- To maintain a 'grievance box' where staff and students can drop their grievances.
- To scrutinize the cases of grievances received and redress the grievances depending on the merit of the case.
- To conduct a systematic inquiry into matter (where necessary) and submit a report to the higher authorities (undersigned) for suitable action.

	SRI DEVARAJ URS COLLEGE OF NURSING TAMAKA, KOLAR-563103	Doc. No.	PRN-04
		Issue Status	01
	MASTER LIST OF ORGANIZATION COMMITTEE WITH ITS TERMS AND REFERENCES	Rev. Status	01
		Date:	01.04.08

INTERNAL COMPLAINT COMMITTEE

Purpose


It ensures a fair, impartial and consistent mechanism for complaint of varied issues faced by the staff and students and promotes cordial relationship among staff and students.

Composition of the committee:

Sl.No.	Names	Designation	Position in the committee
1	Dr.ZeanathC.J	HOD, Dept. of MSN	Chairperson
2	Mrs.Kavitha	Tutor	Member secretary
3	MrAnantha Reddy	Computer operator	Member
4	Mrs. Roja	Hostel Supervisor	Member
5	Mrs. Radha P.N.	Attender	Member
6	Mrs. Sumana Yesu priya	Asst. Professor	Member
7	Mrs. Vani.R	Asst. Professor	Member
8	Ms. Beneta	I M.Sc(N)Student	Member
9	Ms. Sona	IV B.Sc(N)Student	Member

Roles & Responsibilities:

- Prevention and prohibition of sexual harassment against employees and students
- Notify the provisions against sexual harassment and ensure their wide dissemination
- Organize training programmes
- Act decisively against all gender based violence against employees and students of all sexes
- Create campus free from discrimination, harassment, retaliation/ sexual assault at all levels.
- Monitor timely submission of reports

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		Issue Status	01
	MASTER LIST OF ORGANIZATION COMMITTEE WITH ITS TERMS AND REFERENCES	Rev. Status	01
		Date:	01.04.08


PREVENTION OF SEXUAL HARRASMENT CELL

Purpose

It aims at intellectual and social upliftment of the female students and staffs. The cell supports and creates an enabling environment for sharing anxieties, problems and difficulties faced by persons marginalized on account of gender and sexuality. Train and coordinate the work of Gender Advocates who can champion gender awareness through workshops and other activities.

Roles and responsibilities

- The cell stands for facilitating women's empowerment through guest lectures, seminars, awareness program and other welfare activities.
- To create the awareness on the objectives of WEC amongst girl students for their enthusiastic participation.
- To encourage women to undertake activities that strengthens their self-confidence.
- To participate actively in the events and competitions organized by the cell and encourage other girl students to participate.
- To empower female faculty, staff and students about general economic and social issues.
- To review safety and security measures for female employees and girl students.

	SRI DEVARAJ URS COLLEGE OF NURSING TAMAKA, KOLAR-563103	Doc. No.	PRN-04
		Issue Status	01
	MASTER LIST OF ORGANIZATION COMMITTEE WITH ITS TERMS AND REFERENCES	Rev. Status	01
		Date:	01.04.08

ANTI DRUG/ SUBSTANCE ABUSE CELL

Purpose

The anti-drugs cell of the college has been constituted 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/hostels.

Roles and responsibilities

- The possession, use and/or distribution of substances of abuse are prohibited on premises.
- Supervisors and security will carry out random checks on students/residential premises for any substances of abuse.
- Possession, use and/or distribution of substances of abuse will attract appropriate disciplinary action which may include expulsion.
- Organizing awareness program in the college and hostels about the ill-effects of drugs and alcohol.
- Encouraging peer policing among students against the use of drugs and reporting of any noticed use of drugs by the students to anti-drugs cell


MAINTENANCE COMMITTEE MEMBERS

Purpose

It regularly reviews the conditions of infrastructure and other facilities and ensures any major and minor repairs of Equipment and office accessories in co-ordination with concern staff.

Roles and Responsibilities

1. Orients the staff annually or as and when required regarding identifying any repair/ replacement etc., and writing a complaint in complaint register.
2. Monitors on daily basis through Supervision any repair/ replacement etc required.
3. Arrange a staff to submit the complaint to office of A.E.E, SDUET & follow up on completion of work.
4. Receives the complaint registered from the concerned department/ classroom/ hostel and arranges a staff to submit to office of A.E.E, SDUET.
5. Prepares a report on requirements (facilities) of the college and submit to the Principal for its need.

	SRI DEVARAJ URS COLLEGE OF NURSING TAMAKA, KOLAR-563103	Doc. No.	PRN-04
		Issue Status	01
	MASTER LIST OF ORGANIZATION COMMITTEE WITH ITS TERMS AND REFERENCES	Rev. Status	01
		Date:	01.04.08

CONDEMNATION COMMITTEES

Purpose

It regularly reviews the conditions of infrastructure and other facilities and ensures any major and minor repairs of Equipment and office accessories in co-ordination with concern staff.

Roles and Responsibilities

1. Orients the staff annually or as and when required regarding identifying any repair/ replacement etc., and writing a complaint in complaint register.
2. Monitors on daily basis through Supervision any repair/ replacement etc required.
3. Arrange a staff to submit the complaint to office of A.E.E, SDUET & follow up on completion of work.
4. Receives the complaint registered from the concerned department/ classroom/ hostel and arranges a staff to submit to office of A.E.E, SDUET.
5. Prepares a report on requirements (facilities) of the college and submit to the Principal for its need.

STUDENT'S NURSES ASSOCIATION

Purpose

The SNA aids in the development of the whole person, his/her professional role and his/her responsibility for healthcare of people in all walks of life. SNA unit of our college strictly follows the Bye- laws of Trained Nurses Association of India (TNAI).


Roles and Responsibilities:

President

- The president will demonstrate leadership and provide organization and initiative within SNA.
- The president is the representative of the SNA to the faculty.
- The president presides at all meetings of the organization and of the executive board

Vice President

- The vice-president acts as the coordinator of all committees.
- The vice-president will preside in the absence of the president.

	SRI DEVARAJ URS COLLEGE OF NURSING TAMAKA, KOLAR-563103	Doc. No.	PRN-04
		Issue Status	01
	MASTER LIST OF ORGANIZATION COMMITTEE WITH ITS TERMS AND REFERENCES	Rev. Status	01
		Date:	01.04.08

Secretary

- The secretary will keep the record of the proceedings of all meetings.
- The secretary will also take attendance at all meetings.
- The secretary will be responsible for all SNA communications.

Treasurer


The treasurer will keep an itemized record in a permanent file of all receipts and expenditures and give written report of same each month.

SNA ADVISOR

1. Plans calendar of events every year.
2. Conducts General Body meetings once in a year and executive meeting as and when required.
3. Elects SNA office bearers once in a year.
4. Celebrates various national days like Independence Day, Republic day and Kannada Rajyostavaday.
5. Organizes significant days like Nurses Day, Teachers day and New Year.
6. Celebrates various festivals like Onam and Christmas.
7. Plans and conducts college events like Fresher's Day, Graduation and Lamp lighting ceremony and farewell of students and staff.
8. Arranges picnic for students and staff.
9. Arranges guest lecturers for enhancement of knowledge for students and staff.
10. Maintain documents and registers of meetings and financial expenditure.
11. The SNA Advisor will be overall responsible for the coordination of SNA Activities

Members

- To serve as liaisons between their respective classes, the SNA and faculty.
- To distribute the "Nurses' Notes" and relay other pertinent information to their respective classes.
- To handle such responsibilities as set down by precedents.
- To serve as voting members of the standing committees
- All members of the executive board will keep detailed records and procedures of their job responsibilities and committee functions.

	SRI DEVARAJ URS COLLEGE OF NURSING TAMAKA, KOLAR-563103	Doc. No.	PRN-04
		Issue Status	01
	MASTER LIST OF ORGANIZATION COMMITTEE WITH ITS TERMS AND REFERENCES	Rev. Status	01
		Date:	01.04.08

YOUTH RED CROSS UNIT

Purpose

We try to make a difference in our students through YRC by following cardinal principles

1. Promotion of health and life.
2. Service to the sick and the suffering.
3. Develop the mental and moral capacities of the youth

Roles and Responsibilities

- Promotion of health and hygiene.
- Service to others.
- Relief work during emergencies like flood, fire and other natural calamities.
- National Integration.

YRC observes the following commemorative days with lectures, health camps & blood donationcamp:

- World Health Day
- World Red Cross Day
- World Blood Donation Day
- World AIDS day


STUDENT COUNSELLING CELL

Purpose

- Provides a platform of support service for the students in developing their clinical skills, communication ability, personal development and confidence to perform better.
- Provides support services to the students to face the challenges with regard to competitive examinations without any stress.
- Provides guidance and counseling to the students regarding various traditional and Job oriented courses.

Roles and Responsibilities

- To provide information and literature about the various possible careers available in India and abroad.
- To help students to resolve career problems.
- To equip them career related information to cope with the career challenges.
- To provide information further academic courses and scholarship etc.
- Provide required training [Soft skills & Technical] to the students through external trainers or through the internal resource members

	SRI DEVARAJ URS COLLEGE OF NURSING TAMAKA, KOLAR-563103	Doc. No.	PRN-04
		Issue Status	01
	MASTER LIST OF ORGANIZATION COMMITTEE WITH ITS TERMS AND REFERENCES	Rev. Status	01
		Date:	01.04.08

PARENT TEACHER ASSOCIATION

Purpose

The PTA is designed to foster and encourage student learning as a means of supporting students activities.

Roles and Responsibilities

President


- To chair meetings.
- To establish and guide the direction of the Parent-Teacher Association.
- To monitor the progress of the execution of resolutions made.

Member secretary

- To assist the president to draft and send agendas.
- To draft meeting minutes.
- To act as a bridge between parents and college for enhancing communication.
- To update parents regarding their children performance in the development in the college and to get feedback for the same.

Member

- To establish and expand parental networks to liaise with members for participation in relevant meetings and activities.
- To design activities of publicity and promotional events of the Parent-Teacher Association.

	SRI DEVARAJ URS COLLEGE OF NURSING TAMAKA, KOLAR-563103	Doc. No.	PRN-04
		Issue Status	01
	MASTER LIST OF ORGANIZATION COMMITTEE WITH ITS TERMS AND REFERENCES	Rev. Status	01
		Date:	01.04.08

STUDENT WELFARE COMMITTEE

Purpose

- It gives Maximum benefits to the students through various welfare activities organized by the college authorities.
- Analyze and solve the problems of students regarding academic & Institutional activities.

Roles and responsibilities

- a. Review the conditions that contribute to the academic success, personal development and well-being of students.
- b. Collect and share information relating to student welfare matters.
- c. Co-ordinate and communicate with teachers and students on matters concerning to the welfare of the students.
- d. Invite guest speakers on aspects of student welfare.
- e. Arranging for physical examination and vaccination.
- f. Preparing health in-charges rotation plan for students.
- g. Arranging recreational and cultural activities in co-ordination with SNA


ANTI - RAGGING COMMITTEE

Purpose

It helps to prohibit, prevent and eliminate the scourge of ragging including any conduct by student whether by words spoken/written/by an act which has the effect of teasing, treating/handling with rudeness to a fresher or any other student, indulging in rowdy/ undisciplined activities by any student and monitor, direct and oversee the functions and performance of the Anti-Ragging Squads in prevention and curbing of ragging in the institution.

Roles and responsibilities

- To be vigilant at all hours all around the campus and other places vulnerable to incidents of and having the potential of, ragging and shall be empowered to inspect such places.
- To make surprise raids on hostels, and other places vulnerable to incidents and having the potential for ragging.
- To conduct an on-the-spot enquiry into any incident of ragging referred to it by the faculty or student/parent/guardian, as the case may be and the enquiry report along with recommendations shall be submitted to the Head of the Institution for action.
- To ensure the display of posters on Institution and Department Notice Boards and other prominent Design INTERENnated places
- To offer services of counseling and create awareness to the students.

	SRI DEVARAJ URS COLLEGE OF NURSING TAMAKA, KOLAR-563103	Doc. No.	PRN-04
		Issue Status	01
	MASTER LIST OF ORGANIZATION COMMITTEE WITH ITS TERMS AND REFERENCES	Rev. Status	01
		Date:	01.04.08

- To maintain documentation regarding the Anti-ragging committee

Further, members also formulated the **Squad committee** as follows for maintaining vigil, oversight-patrolling

function and remain mobile, alert and active all the times Adequate vigilance on creating ragging free college and campus.

Responsibilities of Anti Ragging Squad

- To keep / maintain the SDUCON ragging free
- To keep in touch with the students to identify any incidents of ragging.
- To clarify / investigate about the incident.
- If found guilty, first warn, and in subsequent incidents take strong actions like punishments and fines.
- Report the incident to the higher Authorities for further management.
- To keep vigilance / check regularly to stop/ prevent/ avoid ragging among students.


PLACEMENT CELL & CAREER GUIDANCE COUNSELLING CELL

Purpose

- Helps to motivate students to get placement or job in our parent hospital, government, private or semi government sectors within and outside the state or country.
- Provides a platform of support service for the students in developing their clinical skills, communication ability, personal development and confidence to perform better.
- Provides support services to the students to face the challenges with regard to competitive examinations without any stress.
- Provides guidance and counseling to the students regarding various traditional and Job oriented courses.
- Provides or display the information related to vacant jobs.

Roles and Responsibilities

- To provide information and literature about the various possible careers available in India and abroad.
- To help students to resolve career problems.
- To equip them career related information to cope with the career challenges.
- To provide information further academic courses and scholarship etc.
 - Provide required training [Soft skills & Technical] to the students through external trainers or through the internal resource members.

	SRI DEVARAJ URS COLLEGE OF NURSING TAMAKA, KOLAR-563103	Doc. No.	PRN-04
		Issue Status	01
	MASTER LIST OF ORGANIZATION COMMITTEE WITH ITS TERMS AND REFERENCES	Rev. Status	01
		Date:	01.04.08

INTERNATIONAL STUDENT CELL

Purpose


The International Students' Cell would strive for the welfare of the international student community; organize interactive discussions, seminars, program on the themes of cultural integration, generating awareness about unity in diversity.

Composition of the committee:

Sl. No.	Names	Designation	Position in the committee
1	Mrs. Jairakini Aruna	Assoc. Professor & HOD of MHN	Chairperson
2	Mrs. Lavanya Subhashini	Assoc. Professor	Member
3.	Mrs. Malathi K.V.	Asst. Professor	Member
4.	Mr. ShreeKrishna	Asst. Professor	Member
1.	Mrs. SumanaYesu Priya	Asst. Professor	Member Secretary

Roles and Responsibilities

1. It is the duty of the Cell to refer the UGC guidelines for International Students – Generic guidelines of admission of international students and to follow it up in coordination with the Registrar's office.
2. The Cell shall get the details from the Registrar's office for every academic year viz. No. of International students enrolled for each course, Name of the student, Name of the country to which he/she belongs, etc.
3. It is the duty of the Cell to organize familiarization sessions for freshly enrolled students prior to the commencement of the academic session.
4. The Cell have to resolve the difficulties faced by international students and to provide necessary assistance in areas such as completion of admission formalities, to help them in finding accommodation, opening of Bank accounts, counseling/orientation etc.
5. It is the duty of the Cell to inform the international students about the dress code, hostel rules, rules on anti-ragging, etc.
6. It is the duty of the Cell to provide inputs on specific and relevant information about the region, city and suburbs, local customs, culture, language, civil facilities, etc.

	SRI DEVARAJ URS COLLEGE OF NURSING TAMAKA, KOLAR-563103	Doc. No.	PRN-04
		Issue Status	01
	MASTER LIST OF ORGANIZATION COMMITTEE WITH ITS TERMS AND REFERENCES	Rev. Status	01
		Date:	01.04.08

EQUAL OPPORTUNITY CELL (SC/SCT/MINORITY CELL/OBC CELL)

Purpose


It oversees the effective implementation of policies and program for disadvantaged groups, to provide guidance and counseling with respect to academic, financial, social and other matters and to enhance the diversity within the campus.

Composition of the committee:

Sl. No.	Names	Designation	Position in the committee
1	Mr. ShreeKrishna	Asst. Professor	Chairperson
2	Mrs. Komala Devi	Tutor	Member
4	Mr. Anantha Reddy	Computer Operator	Member
5	Mr. NarayanaSwamy	Clerk	Member
6	Ms.Geetha .S	Tutor	Member secretary
7	Ms. Nirmala	III B.Sc.(N)	Member

Roles and Responsibilities

1. To ensure equity and equal opportunity to the community at large in the college and bring about social inclusion.
2. To enhance the diversity among the students, teaching and non-teaching staff population and at the same time eliminate the perception of discrimination.
3. To create a socially congenial atmosphere for academic interaction and for the growth of healthy interpersonal relationships among the students coming from various social backgrounds.
4. To make efforts to sensitize the academic community regarding the problems associated with social exclusion as well as aspirations of the marginalized communities.
5. To help individuals or a group of students belonging to the disadvantaged section of society to contain the problems related to discrimination.
6. To look into the grievances of the weaker section of society and suggest amicable solution to their problems.
7. To disseminate the information related to schemes and program for the welfare of the socially weaker section as well as notifications/memoranda, office orders of the Government, or other related agencies/organizations issued from time to time.
8. To prepare barrier free formalities/procedures for admission/ registration of students belonging to the disadvantaged groups of society.
9. To establish coordination with the Government and other agencies/organizations to mobilize academic and financial resources to provide assistance to students of the disadvantaged group.
10. To organize periodic meetings to monitor the progress of different schemes.
11. To adopt measures to ensure due share of utilization by SC/ST in admissions, recruitments (teaching and non-teaching posts) and to improve their performances.
12. To sensitize the college on the problems of SC/ST and other disadvantaged groups.

	SRI DEVARAJ URS COLLEGE OF NURSING TAMAKA, KOLAR-563103	Doc. No.	PRN-04
		Issue Status	01
	MASTER LIST OF ORGANIZATION COMMITTEE WITH ITS TERMS AND REFERENCES	Rev. Status	01
		Date:	01.04.08

ALUMNI ASSOCIATION

Purpose:

It aims to motivate, strengthen and foster the professional relationship among the present and past alumni's and thus enhance the growth and development of Institution

Roles and responsibilities

President:


The President shall have control over the affairs of the Association and shall preside over the committee meetings and the meeting of the general body. She or he shall have powers to convene meeting of the committee.

Vice- President:

In the absence of president she/he will carry out the duties and responsibilities of the President.

Secretary:

- 1.To receive all applications for membership and place them before the committee for enrolling members.
- 2.To maintain proper registers and records and to keep in safe custody.
- 3.To convene meetings of the committee or of the general body when authorized to do so by the president.
- 4.To perform all other functions as may be assigned from time to time by the President or by the Executive Committee.
- 5.To organize career guidance program for outgoing UG & PG students.
- 6.To check periodically the registers and the other records of the association
- 7.To conduct orientation program and in-service education program for its members in the interest of maintaining professional standards.
- 8.To implement all decisions taken by the general body.
- 9.To develop funding for the benefit of the association by donations, contributions, aids membership fees and subscriptions.
10. To fill up any casual vacancy in the committee by co-option.

	SRI DEVARAJ URS COLLEGE OF NURSING TAMAKA, KOLAR-563103	Doc. No.	PRN-04
		Issue Status	01
	MASTER LIST OF ORGANIZATION COMMITTEE WITH ITS TERMS AND REFERENCES	Rev. Status	01
		Date:	01.04.08

Treasurer:

1. To keep a regular account of income and expenditure of the association and it shall be presented to the general body for approval annually.
2. She or he shall have powers to operate the accounts of the association and to incur such expenditure as may be approved by the committee.
3. She or he shall get the annual statement of accounts prepared, audited and such statements shall be placed before the committee and the general body for approval.

Joint Secretary:

1. To assist the secretary in all her or his duties.
2. In the absence of the secretary, the joint secretary will perform all the duties and responsibilities of the secretary.

Members:

Representative will work for the association in their own area. They will help in the functioning of the association and work to strengthen the association.

HOSTEL COMMITTEE & MESS COMMITTEE

Purpose

Acting as liaisons between the administration, the caterers, the hostel authorities on one side and the students on the other, the committee members facilitate the addressing of issues that the students have and communicate the same to the concerned authorities. They ensure that the administration's concerns are communicated to the students and act for the benefit of all stakeholders involved. They take numerous initiatives for the betterment of lives of the students and implement the same by bringing the authorities in confidence.


Roles and responsibilities:

- h. Acts as a bridge between the administration, caterers, hostel authorities on one side and the students on the other.
- i. Facilitates the grievance redressal of students and communicates the same to the concerned authorities.
- j. Keeps a check on the daily issues regarding the hostel infrastructure, the housekeeping issues, mess facilities, etc.
- k. Ensures an enriching stay at the campus.
- l. Maintains friendly and homely atmosphere to the students.
- m. Develops social integrity among students.
- n. Provides general comfort and welfare to the students.
- o. Maintains discipline in the hostel.

STAFF WELFARE COMMITTEE

Purpose

It helps to build a healthy working environment and foster good relationships among the staff and provides opportunities for attending various workshops, seminars, symposiums and conferences conducted by various institutions and agencies in and outside the state. It plans and organizes regular programs and activities for the development of faculty and administrative staff.

	SRI DEVARAJ URS COLLEGE OF NURSING TAMAKA, KOLAR-563103	Doc. No.	PRN-04
		Issue Status	01
	MASTER LIST OF ORGANIZATION COMMITTEE WITH ITS TERMS AND REFERENCES	Rev. Status	01
		Date:	01.04.08

Roles and responsibilities

1. Motivates and improved the sense of security among staff.
2. Provide a platform to exercise their professional capabilities.
3. Establish a formal means to identify specific issues relevant to staff welfare at the college.
4. Advise the management on work matters of interest and concern to staff.
5. Share with management the staff ideas and suggestions for improvement to achieve the institution objectives.
6. To felicitate outstanding achievements of staff members in various fields.
7. Facilitate effective communication between staff and the various management structures within the college.