



ST MARYS CENTENARY DEGREE COLLEGE

(Affiliated to Osmania University)

St. Francis Street Secunderabad

Date: 21/08/2023

COMMITTEES FOR THE ACADEMIC YEAR : 2023-24

The following committees are formulated under the **Chairmanship of the Principal Rev.Fr.Dr.P. Anthony Vinay**, and the following members are the Conveners of various Committees. The Functions of various Committees are enclosed.

The Conveners are responsible for preparing the Agenda of the Meeting, Organize the Meeting (as per the schedule) , prepare the minutes of the meeting and execute the resolutions made and report the same to the Higher Authorities.

All the Conveners and members are responsible for the documentation of their respective committees' events / activities and submit the same to the Dean-Academics from time to time.

An intimation to the Dean-Academics to be made before planning the programme to avoid overlapping of the events and smooth functioning of activities.

The Conveners are advised to organize the events after the lunch break without disturbing the classes.

Timings of Meetings: 2.00 to 3 pm.

S.No	Committee Name	Chairman/Convener/ Coordinator
1	Academic Committee	Dr. P A L N S Kalyani Mrs. Baghya Lakshmi
2	Anti-Ragging Committee	Mr Tulasi Ram Mrs Baghya Lakshmi
3	Internal Quality Assurance Cell	Dr. P A L N S Kalyani Mrs Baghya Lakshmi
4	Library Committee	Mrs. Sohini Mrs Radha Lakshmi
5	Grievances Redressal Committee	Dr. P.A.L.N.S. Kalyani Mr Tulasi Ram
6	Sports Committee	Mr. J P Paul Mrs Padmavathi
7	R&D Committee	Dr. P.A.L.N.S. Kalyani Mrs. Angela Christina
8	National Service Scheme	Mrs. Maheswari Mrs. Susanna
9	Women Protection Cell	Mrs. Dorathy Mrs. Shiela
10	Infrastructure and Facilities Committee	Mr. T. Ravi Kumar Mr. K. Tulasi Ram
11	Editorial and Social Media Committee	Mrs. Sudha Mrs. Nancy
12	Class Teachers Committee	Mrs Baghya Lakshmi Mrs. Lavanya
13	Cultural Committee	Dr. Kalyani Mrs. Sangeetha Mrs. Archana Mrs. Susanna

14	Entrepreneurship Development Cell	Dr. P A L N S Kalyani Mrs. Suvarchala
15	Industry Institute Interaction Cell	Mr. Ravi Kumar Mr. Tulasi Ram
16	Placement Committee	Mrs. Blessina Mrs. Susanna
17	Alumni Committee	Mr Tulasi Ram Dr.P.A.L.N.S. Kalyani
18	SC & ST Committee	Ms Sushmitha
19	RTI Cell	Mrs Baghya Lakshmi
20	Examination Branch	Mrs Baghya Lakshmi Mr Tulasi Ram
21	Time Table Committee	Mrs. Baghya Lakshmi Mrs. Lavanya
22	Attendance Committee	Mrs Baghya Lakshmi Mr. Ravi Kumar
23	Discipline Committee	Mrs. Baghya Lakshmi Mr Tulasi Ram
24	Higher Education Cell	Mr. Tulasi Ram Mr. Raheem
25	Hospitality	Mrs Swathi Mrs Radha Lakshmi
26	NAAC Criterion wise Coordination Team	Mrs. Kalyani Mrs. Baghya Lakshmi

Fr. Dinku
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ST MARYS CENTENARY DEGREE COLLEGE

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St. Francis Street Secunderabad

No. SMCDC/2023/CC/01

Date : 21/08/2023

OFFICE ORDER COLLEGE ACADEMIC COMMITTEE (CAC)

OBJECTIVES OF COLLEGE ACADEMIC COMMITTEE:

- To review the academic and other related activities of the college.
- To review the students and faculty development programmers.
- To visualize and formulate perspective plans for the development and growth of the college.
- To formulate Master Plan for campus development, facilitating implementation of the provision of the perspective plan.
- To draw new schemes of development for the college.
- To plan for resource mobilization through Industry interaction, consultancy and extramural funding.
- To promote research and extension activities in the college campus.
- To promote teaching innovations and student placement programmers.
- To plan for sustaining the quality of education, quality of education, quality improvement and accreditation of the college.
- To recommend schemes to promote participation of academic developments in community development activities in the region.
- To consider such other activities for furtherance of academic excellence.
- To review students attendance/malpractices in examinations.
- To oversee the internal examinations/evaluation/recording.
- Any other responsibility assigned by the Higher Authorities

Academic Committee (CAC) has been constituted with the following

S.No.	Name	Designation	Department
1	Rev. Fr. Dr. P. Anthony Vinay	Principal	--
2	Mrs Baghya Lakshmi	Asst. Principal	Commerce
3	Dr. Kalyani	Dean – Academics	Management
4	Mr Ravi Kumar	HOD-Management	Management
5	Mrs Sudha	HOD-Computer Science	Computers
6	Mrs Nancy	HOD- English	Languages
7	Mrs. Srivatsala	Programme Coordinator – BCom Tax	Commerce
8	Mrs Suvarchala	Programme Coordinator – B Com Reg	Commerce
9	Mrs Lavanya	Programme Coordinator – B Com Capp	Commerce
10	Mrs. Archana	Faculty – Hindi	Hindi
11	Mr. Vinay	HOD-French	French
12	Mr. Sunil Gavaskar	HOD- Sanskrit	Sanskrit
13	Mr. Tulasi Ram	In charge – Exam Branch	Computers

Fr. Vinay

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ST MARYS CENTENARY DEGREE COLLEGE

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No. SMCDC/2023/CC/02

Date : 21/08/2023

OFFICE ORDER (ANTI RAGGING COMMITTEE)

OBJECTIVES OF ANTI- RAGGING COMMITTEE:

1. To create ragging free atmosphere in and outside the campus.
2. To create awareness among students regarding acts and punishments pertaining to ragging activities.
3. To create cordial relations among students for fulfilling organizations mission and objectives.
4. To create awareness among students regarding how the self-confidence of the individual influences the national interest.
5. Any other responsibility assigned by the Higher Authorities

The committee has been constituted with following members:

S.No.	Name	Designation	Department
1	Rev. Fr. Dr. P. Anthony Vinay	Principal	-
2	Mrs Baghya Lakshmi	Asst. Principal	Commerce
3	Mr Tulasi Ram	Asst. Prof	Computers
4	Mr. T. Ravi Kumar	HOD-BBA	Business Management
5	Mr D J Paul	Physical Director	Physical Education

Fr. D. J. Paul

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The Anti Ragging Committee has to take steps for curbing Ragging of the students. The Committee should monitor senior students during the lunch hours / leisure hours / sports events / canteen / library /at the buses etc.

****Anti Ragging and Monitoring Cell Toll Free No. 1800-425-1288.**



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No. SMCDC/2023/CC/03

Date :21/08/2023

OFFICE ORDER Internal Quality Assurance Cell

OBJECTIVES OF IQAC :

The Primary aim of the IQAC is to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

The following are the functions of IQAC:

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution
- Facilitating the creation of a learner-centric environment conducive to quality education and Asst. Prof. maturation to adopt the required knowledge and technology for participatory teaching and learning process
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes
- Dissemination of information on various quality parameters of higher education
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- Documentation of the various programmes/activities leading to quality improvement.
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
- Development of Quality Culture in the institution.
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC
- To compile data for NIRF
- To compile data for any other institutional ranking
- To compile data for University / any other regulatory authorities inspections.
- Any other responsibility assigned by the Higher Authorities

A Committee has been constituted with the following members

S.NO.	NAME OF THE PERSON	DESIGNATION
1.	Rev. Fr. Dr.P. Anthony Vinay	Principal, Chairman- IQAC
2	Dr. P A L N S Kalyani	Dean – Academics
3	Mrs. Baghya Lakshmi	Asst. Principal
5	Mr. Ravi Kumar	HOD – Management
6	Mrs. Nancy	HOD – Languages
7	Mrs Sudha	HOD – Computers
8	Mrs. Lavanya	Programme Coordinator – B.Com (Computers)
9	Mrs. Suvarchala	Programme Coordinator – B.Com (Regulars)
10	Mrs Srivathsala	Programme Coordinator – B.Com (Tax)
11	Mrs. Sheila	Asst. Prof., Department of Commerce
12	Mrs. Maheshwari	Asst. Prof.- Department of Computers
13	Mr. Tulasi Ram	Asst. Prof. – Department of Computers
14	Mr Mateen	Asst. Prof., Department of Management
15	Mr. Raja	Senior Administrative Officer
16	Mrs. Radha	Librarian
17	Mr. Paul	Physical Director
18	Mrs. Archana	Asst. Prof., Department of Hindi
19	Mrs Swathi	Asst. Prof., Department of Commerce
20	Mr. Vinay	Asst. Prof., Department of French
21	Mr. Sunil Gavaskar	Asst. Prof., Department of Sanskrit
22	Wilson Roy	Alumni
23	Vishal	Alumni
24	Ms. Sushmitha (3CC)	Student Representative
25	Mr. Himanshu Malik (3BBA)	Student Representative
26	Mr. Jagadeesh	Industrialist
27	Mr. Parthasarathy	Employer
28		Parent

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No. SMCDC/2023/CC/04

Date :21/08/2023

OFFICE ORDER

(LIBRARY COMMITTEE)

OBJECTIVES OF LIBRARY COMMITTEE:

- To develop operational procedures
- To discuss matters of policy and make recommendations relating to library
- To advise the Asst. Prof. and the Governing body concerning the direction and growth of the Library
- To advise and consult with the Librarian and the professional library staff on any matters pertaining to the policies, administration, use and functions of the Library.
- Any other responsibility assigned by the Higher Authorities

Library Committee has been constituted with the following members.

S.No.	Name	Designation	Department
1	Rev. Fr. Dr P. Anthony Vinay	Principal	
2	Mrs. Sohini	Asst. Prof.	Commerce
3	Mrs. Radha	Librarian	Library Sciences
4	Mrs. Archana	Asst. Prof.	Hindi
5	Mr. Vinay	Asst. Prof.	French
6	Mrs. Swetha	Asst. Prof.	Management
7	Ms. Shakeela	Asst. Prof.	Commerce

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No.SMCDC/2023/CC/05

Date: 21/08/2023

OFFICE ORDER
GRIEVANCES REDRESSAL COMMITTEE (GRC)

OBJECTIVES of CGRC:

The objective of the Grievance Redressal Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the College.

The College Grievances Redressal Committee (CGRC) is constituted with the following members.

- (a) The Committee is required to enquire the complaints received from the aggrieved students including ragging.
- (b) The Committee is required to enquire the complaints received from the aggrieved staff members.
- (c) The Committee is also required to recommend the penalty to be imposed.
- (d) Any other responsibility assigned by the Higher Authorities

S.No.	Name	Designation	Department
1	Rev. Fr. Dr. P. Anthony Vinay	Principal	
2	Dr. P.A.L.N.S. Kalyani	Dean-Academics	Management
3	Mr Tulasi Ram	Asst. Prof.	Computers
4	Mrs Baghya Lakshmi	Asst. Principal	Commerce
5	Mr Ravi Kumar	HOD-Management	Management
6	Mrs. Srivathsala	Asst. Prof	Commerce
7	Mr. Raja	Administrative Officer	Administration

Fr. Dike

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No. SMCDC/2023/CC/06

Date : 21/08/2023

OFFICE ORDER
(SPORTS COMMITTEE)

OBJECTIVES OF SPORTS COMMITTEE:

- To help students to achieve a health-enhancing life of physical activity.
- To help students to understand and respect individual differences among people in physical settings.
- To provide for a safe physical environment.
- To provide students with a variety of activities that will enhance life - long learning and participation.
- To develop superior individual / team skills and prowess.
- To promote physical excellence.
- Any other responsibility assigned by the Higher Authorities

A Sports Committee has been constituted with the following members

S.No.	Name	Designation	Department
1	Rev. Fr. Dr. P. Anthony Vinay	Principal	
2	Mr. Paul	Physical Director	Physical Education
3	Mrs. Padmavathi	Asst. Prof.	Commerce
4	Mr. Sunil Gavaskar	Asst. Prof.	Sanskrit
5	Ms. Shakeela	Asst. Prof.	Commerce
6	Ms. Sai Bhavana	Asst. Prof.	Commerce
7	Mrs. Susanna	Asst. Prof.	Commerce

Fr. B. B. B.

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No. SMCDC/2023/CC/07

Date : 21/08/2023

OFFICE ORDER
R&D COMMITTEE

Objective of R&D Programmes:

1. To involve the students in Research and endow required expertise in their subjects, familiarity with the field, competence in methodology, technical skills in collecting and analyzing the data.
2. To promote a culture of R&D among the Asst. Prof. members
3. To undertake various consultancy projects
4. To apply for various mini and major project
5. Any other responsibility assigned by the Higher Authorities

R&D Committee has been constituted with the following members:

S.No.	Name	Designation	Department
1	Rev. Fr. Dr. P. Anthony Vinay	Principal	
2	Dr. P.A.L.N.S. Kalyani	Dean - Academics	Management
3	Mrs. Angela Christina	Asst. Prof.	English
4	Mr. Mateen	Asst. Prof.	Management
5	Mrs. Merolyn	Asst. Prof.	Commerce
6	Mrs. D. Vedasree	Asst. Prof.	Hindi

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No. SMCDC/2023/CC/08

Date : 21/08/2023

NATIONAL SERVICE SCHEME (NSS) COMMITTEE

OBJECTIVES OF NATIONAL SERVICE SCHEME (NSS):

- To understand the community in which students work.
- To identify the needs and problems of the community and involve them in problem-solving.
- To develop among them a sense of social and civic responsibility.
- To utilize students' knowledge in finding practical solutions to individual and community problems.
- To develop competence required for group-living and sharing of responsibilities.
- To gain skills in mobilizing community participation.
- To acquire leadership qualities and democratic attitudes.
- To develop capacity to meet emergencies and natural disasters
- To practice national integration and social harmony.
- To organize events of National Importance
- Any other responsibility assigned by the Higher Authorities

NSS Committee has been constituted with the following members:

S.No.	Name	Designation	Department
1	Rev. Fr. Dr.P. Anthony Vinay	Principal	
2	Mrs. Maheswari	Asst. Prof.	Computers
3	Mrs. Susanna	Asst. Prof.	Commerce
4	Ms. M.A.Vincy	Asst. Prof.	Commerce
5	Ms. Sushmitha	Asst. Prof.	Management
6	Ms. Swetha	Asst. Prof.	Management
7	Mrs. Rafathunnisa	Asst. Prof.	Commerce
8	Mr. Vinay	Asst. Prof.	French
9	Ms. Hasitha	Asst. Prof.	English

The Committee will undertake the activities like Tree Plantation, Clean and Green activities, Blood Donation Camp, Health Camp and all other social beneficiary & Community beneficiary activities.

- The Coordinator shall coordinate with the "NSS Coordinator of OU" in respect of various activities taken up and submit a report to him

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No. SMCDC/2023/CC/09

21/08/2023

OFFICE ORDER WOMEN PROTECTION CELL

OBJECTIVES OF Women Protection Cell:

- To discuss potential areas of the girls and women to enhance their personality.
- To organize Gender Sensitization Programmes
- To prioritize the issues concerning young students
- To counsel as well as guide female students in coping up with problems by finding positive solutions.
- To conduct activities which will generate creativity and career enhancement in students
- To prioritize the most disadvantaged women, particularly issues concerning young students.
- To Provide support and guidance particularly around issues concerning the girl students, female Asst. Prof. and staff on the campus.
- To Make the girls feel comfortable on campus and to encourage them for their complete involvement in academic excellence, extracurricular activities and various other activities which help to build confidence in them.
- Any other responsibility assigned by the Higher Authorities

Women Protection Cell has been constituted with the following members:

S.No.	Name	Designation	Department
1	Rev Fr. Dr. P.Anthony Vinay	Principal	
2	Mrs. Dorathy	Asst. Prof.	Commerce
3	Mrs. Sheila	Asst. Prof.	Commerce
4	Ms. Shruthi	Asst. Prof.	English
5	Ms. Hasitha	Asst. Prof.	English
6	Mrs Merolyn	Asst. Prof.	Management
7	Mr. Vinay	Asst. Prof.	French

F. D. S. S.

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No. SMCDC/2023/CC/10

21/08/2023

OFFICE ORDER

INFRASTRUCTURE & FACILITIES COMMITTEE

OBJECTIVES OF THE COMMITTEE

- To find out the infrastructural requirements of the organization
- To offer suitable suggestions for the improvement of facilities in the organization
- To take feedback from the stakeholders regarding Infrastructural and Facilities requirements
- To conduct stock verification at the end of the academic year
- To propose suitable measures for waste management
- Any other responsibility assigned by the Higher Authorities

The Committee has been constituted with the following members

S.No.	Name	Designation	Department
1	Rev. Fr. Dr. P. Anthony Vinay	Principal	-
2	Mr. Ravi Kumar	HOD-BBA	Management
3	Mr Tulasi Ram	Asst. Prof.	Computers
4	Mr Raja	AO	Administration
5	Mrs.Radha Lakshmi	Librarian	-
6	Mr Jeevan	System Administrator	-
7	Mr Vincent	System Administrator	-
8	Mr. Edwin	System Administrator	-

Fr. Vinay

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ST MARYS CENTENARY DEGREE COLLEGE

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St. Francis Street Secunderabad

No. SMCDC/2023/CC/11

21/08/2023

OFFICE ORDER

EDITORIAL & SOCIAL MEDIA COMMITTEE

OBJECTIVES OF EC:

- To gather information about the Activities and Working of various departments, Committees/Cells in the College.
- To Co-ordinate for various Publications viz., News Letter, Souvenir, Magazines, Pamphlets, Brouchures, Posters etc., of the College.
- To update the Events, Activities, Achievements etc., to all the stakeholders through print electronic and social media.
- Any other responsibility assigned by the Higher Authorities

Editorial Committee has been constituted with the following members

S.No.	Name	Nature of Responsibility	Designation	Department
1	Rev. Fr. Dr. P. Anthony Vinay	-	Principal	
2	Mrs Sudha	Facebook and Instagram Accounts	HOD- Computers	Computers
3	Mrs Nancy	Editing the Content	HOD – Languages	English
4	Dr. P.AL.N.S. Kalyani	Website	Dean-Academics	Management
4	Mr Tulasi Ram	Website, College Gmail Accounts, Press and Media Relations	Incharge- Exam Branch	Computers
5	Mrs. Susanna	Facebook Page	Asst. Prof.	Commerce
6	Mr. Mateen	Video and Photography	Asst. Prof.	Management
7	Mr. Raheem	Video and Photography	Asst. Prof.	Computers

Fr. Dinku
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No. SMCDC/2023/CC/12

Date: 21/08/2023

OFFICE ORDERS
APPOINTMENT OF CLASS TEACHERS

The following faculty members have been appointed as Class Teachers for the following Section.

S.NO	CLASS	NAME OF THE CLASS TEACHER(S)
1	3CA	Mrs. Padmavathi
2	3CB	Mrs. Maheswari
3	3CC	Mrs. Dorothy
4	3CD	Mr. Raheem
5	3RA	Ms. M.A.Vincy
6	3RB	Mrs. Srivatsala
7	3 Tax	Mrs. Merolyn
8	2CA	Mrs. Suvarchala
9	2CB	Mrs. Sheila
10	2CC	Mrs. Soma Sandhya
11	2CD	Mrs. Swathi
12	2RA & Tax	Mrs. Angela Christina
13	1CA	Ms. Hasitha
14	1CB	Mrs. Sohini
15	1CC	Ms. Shakeela
16	1RA	Mrs. Sai Bhavana
17	1 BCom- BA	Mrs. Subba Lakshmi
18	3 BBA –A	Ms. Neehalika
19	3 BBA –B	Ms. Sushmitha
20	2 BBA – A	Mrs. Swetha
21	2 BBA-B	Mr. Mateen
22	1 BBA – A	Mrs. Sangeetha
23	1 BBA – BA	Ms. Shruthi

The following are the duties of a Class Teacher.

- 1) Class Teacher is a Liaison Officer between students and the authorities.
- 2) Has to strictly maintain class discipline and improve the student's standards
- 3) Internal adjustments of the classes, if the any faculty member is on leave.
- 4) Monitoring / Counseling of the students, whenever they need some counseling.
- 5) Maintain the schedule of Doubt Clarification (DC) and Student Interaction (SI) and other classes.
- 6) Regular check – Maintenance of Records by/of the Students.
- 7) No Personal matters to be discussed.
- 8) Any other responsibility assigned by the Higher Authorities

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ST MARYS CENTENARY DEGREE COLLEGE

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St. Francis Street Secunderabad

No. SMCDC/2023/CC/13

Date : 21/08/2023

OFFICE ORDER

CULTURAL & CHOIR COMMITTEE

The objectives of the Committee are:

1. To organize cultural activities
2. To encourage the students to participate in cultural programmes
3. Any other responsibility assigned by the Higher Authorities

Cultural Committee has been constituted with the following members

S.No.	Name	Designation	Department
1	Rev. Fr. Dr. P. Anthony Vinay	Principal	
2	Dr. P. Kalyani	Dean-Academics	Management
3	Mrs. Sangeetha	Asst. Prof.	English
4	Mrs. Archana	Asst. Prof.	Hindi
5	Mrs. Susanna	Asst. Prof.	Commerce
6	Mrs. D. Vedasree	Asst. Prof.	Hindi
7	Ms. Vincy	Asst. Prof.	Commerce
8	Ms. Sushmitha	Asst. Prof.	Management
9	Mr. Sunil Gavaskar	Asst. Prof.	Sanskrit

Prayer and Choir Committee have been constituted with the following members:

S.No.	Name	Designation	Department
1	Ms. M.A. Vincy	Asst. Prof.	Commerce
2	Mrs. Susanna	Asst. Prof.	Commerce
3	Ms. Shakeela	Asst. Prof.	Commerce
4	Mrs. Nancy	HOD	English
5	Mrs. Soma Sandhya	Asst. Prof.	Computers
6	Mr. Ravi Kumar	HOD-BBA	Management

Fr. Baker
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No. SMCDC/2023/CC/14

Date : 21/08/2023

OFFICE ORDER

ENTREPRENEURSHIP DEVELOPMENT CELL (EDC)

Objectives of Entrepreneurship Development Cell:

- (1) To organize Lectures / Workshops / Entrepreneur Awareness Programs and Training related Programs to students.
- (2) To help the students who opt to set up his/her own organization.
- (3) To facilitate Incubation facilities in the College
- (4) Any other responsibility assigned by the Higher Authorities

The Entrepreneurship Development Cell (EDC) Committee has been constituted with the following members

S.No.	Name	Designation	Department
1	Rev. Fr. Dr.P. Anthony Vinay	Principal	
2	Dr. P. A.L.N.S. Kalyani	Dean – Academics	Management
3	Mrs Suvarchala	Asst. Prof.	Commerce
4	Mrs Dorathy	Asst. Prof.	Commerce
5	Ms.Neehalika	Asst. Prof.	Management
6	Mrs. Swetha	Asst. Prof.	Commerce

Fr. Anil

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No. SMCDC/2023/CC/15

Date : 21/08/2023

OFFICE ORDER

INDUSTRY INSTITUTION INTERACTION CELL (IIIC)

OBJECTIVES OF IIIC:

- Take up Industry Visits, Guest Lectures by Industry HRs, CEOs, Managers and other important industry related officials.
- Take up Certification Programs
- Take up all industry and institution - student's related activities.
- Any other responsibility assigned by the Higher Authorities

The Industry Institution Interaction Cell (SIIC) Committee has been constituted with the following members.

S.No.	Name	Designation	Department
1	Rev. Fr.Dr. P. Anthony Vinay	Principal	
2	Mr Ravi Kumar	HOD-BBA	Management
3	Mr Tulasi Ram	Incharge – Exam Branch	Computers
4	Mrs. Blessina	Asst. Prof.	Commerce
5	Mr. Mateen	Asst. Prof.	Management
6	Mrs. Susanna	Asst. Prof.	Commerce


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No. SMCDC/2023/CC/16

Date 10/08/2023

OFFICE ORDER

PLACEMENT COMMITTEE (PC)

OBJECTIVES OF PLACEMENT COMMITTEE:

The Committee has to arrange various training programs, interact with various Industries & Organizations and Recruiting Agencies to explore possible placement offers and organize Placement Drive and also has to help the students to improve and enhance their employability skills etc and to carry out any other responsibility assigned by the Higher Authorities.

The Committee has been constituted to look after Training and Placements under with the following members.

S.No.	Name	Designation	Department
1	Rev. Fr. Dr.P.Anthony Vinay	Principal	
2	Mrs. Blessina	Asst. Prof. Placement Co-ordinator	Commerce
3	Mrs. Susanna	Asst. Prof. Asst. Placement Co-ordinator	Commerce
4	Mr. Tulasi Ram	Incharge- Exam Branch	Computers
5	Mrs Maheshwari	Asst. Prof.	Computers
6	Ms. Neehalika	Asst. Prof.	Commerce

F. B. B. B.
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St. Francis Street Secunderabad

No. SMCDC/2023/CC/17

Date : 10/08/2023

ALUMNI COMMITTEE

OBJECTIVES OF ALUMNI COMMITTEE

- To establish a single, secure database of all the alumni of the Institute and members of the association to help people connect with each other.
- To encourage the Alumni to take an active interest and participate in the work and progress of the Institute so as to contribute towards enhancement of the social utility of their Alma Mater.
- To register the Alumni Association
- To help the alumni with their technical problems through involvement (voluntary or otherwise) of other alumni and Asst. Prof. of the institute.
- To organize and establish scholarship funds to help the needy and deserving students.
- To institute prizes and awards for outstanding project work, research papers or other professional activity by the students of the Institute.
- To recognize outstanding social and community service by the Alumni and the students.
- To accept grants or money, equipment, land, buildings, donations, gifts, subscriptions and other assistance with a view to promote and further the objectives of the Association.
- To print, publish and circulate articles, news letters, journals, bulletins, pamphlets, posters, that the Association deems fit/desirable for promotion and furtherance of its objectives.
- To do all such other lawful things as are conducive or incidental to the attainment of the above objectives and/or beneficial to the interests of the Institute and its Alumni.
- To consider the feedback of Alumni in various Committees and invite them during various Meetings
- Any other responsibility assigned by the Higher Authorities

S.No.	Name	Designation	Department
1	Rev.Fr. Dr.P. Anthony Vinay	Principal	
2	Dr.P.A.L.N.S. Kalyani	Dean-Academics	Management
3	Mr. Tulasi Ram	In charge – Exam Branch	Computers
4	Mrs Baghya Lakshmi	Asst. Principal	Commerce
5	Mrs Srivathsala	Prog. Coordinator -- B Com Taxation	Commerce
6	Mr Ravi Kumar	HOD-Management	Management
7	Mrs Sudha	HOD - Computers	Computers
8	Mrs Soma Sandhya	Asst. Prof.	Computers
9	Mrs. Maheswari	Asst. Prof.	Computers

For Office
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Date 10/08/2023

SC & ST CELL

The primary focus of SC-ST Cell is to:

1. Empower students belonging to the backward sections of societies belonging to the Scheduled Castes and Scheduled Tribes.
2. Implementation of various schemes meant for educational purpose through Scheduled Caste and Schedules Tribes Sub-Plan schemes, Reservation Policy co-ordination etc. in order to ensure their empowerment through Social Justice, Economic Welfare, and Social Defense.

AIMS & OBJECTIVES:

1. Ensure Equal Opportunity and Social Justice to the Scheduled Caste and Schedules Tribes students by providing them equal opportunities in the fields of education, economic and social security.
2. Ensure the economic wellbeing of students belonging to the Scheduled Castes and Schedules Tribes classes of society through effective economic welfare measures.
3. Any other responsibility assigned by the Higher Authorities

The Committee has been constituted with the following members:

S.No.	Name	Department
1	Rev. Fr. Dr.P.Anthony Vinay	Principal
2	Ms. Sushmitha	Asst. Prof. – Management
3	Ms. Neehalika	Asst. Prof. - Management

Fr. Anthony

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RTI CELL As per the Guidelines of UGC

Implementation of 'The Right to Information Act, 2005' in the Universities / Colleges

The Right to Information Act, 2005 (22 of 2005) has been enacted by the Parliament and has come into force from 15 June, 2005. This Act provides for right to information for citizens to secure access to information under the control of public authorities in order to promote transparency and accountability in the working of every public authority. All

Universities and Colleges established by law made by Parliament or by State Legislature or by notification by the appropriate Government or owned, controlled or substantially financed directly or indirectly by funds provided by the Government shall come within the meaning of a Public Authority under this Act.

Whereas, some provisions of this act have come into effect immediately on its enactment (that is on 15 June 2005), other provisions shall come into effect on 100 / 120 days of its enactment. All universities and colleges are therefore advised to carefully go through this Act and take necessary steps for implementation of various provisions including proactive disclosure of certain kind of information. Such information shall be made available to the public at large through the website by the concerned university/college.

The Committee has been constituted with the following Members:

S.No.	Name	Designation	Department
1	Rev. Fr. Dr.P. Anthony Vinay	Principal	
2	Mrs. Bhagya Lakshmi	Asst. Principal	
3	Mrs Swathi	Asst. Prof.	Commerce
4	Mrs Dorathy	Asst. Prof.	Management
5	Mrs Merolyn	Asst. Prof.	Commerce
6	Mr. Tulasi Ram	In charge – Exam Branch	Computers
7	Mr. Raja	Administrative Officer	Administration

Fr. D. J. J.
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Examination Committee

- The Examination Committee is responsible for the smooth Conduct of Internal and External Examinations
- The Committee has been formulated with the Chairmanship of the Principal with the following members:
- Any other responsibility assigned by the Higher Authorities

S.No.	Name	Designation	Department
1	Rev. Fr. Dr.P. Anthony Vinay	Principal	
2	Mrs Baghya Lakshmi	Asst. Principal	Commerce
3	Mr. Tulasi Ram	In Charge – Exam Branch	Computers
4	Mr Ravi Kumar	Asst. Prof.	Management
5	Mr Mateen	Asst. Prof.	Management
6	Mr. Raheem	Asst. Prof.	Computers
7	Mrs Subba Lakshmi	Asst. Prof.	Commerce
8	Mrs Soma Sandhya	Asst. Prof.	Computers
9	Ms. Sai Bhavana	Asst. Prof.	Commerce
10	Mrs Radha Lakshmi	Librarian	Library
11	Ms. Neehalika	Asst. Prof.	Commerce
12	Mr. Vinay	Asst. Prof.	French
13	Mr. Anand	Clerk	Administration

F. D. K.

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Time Table Committee

OBJECTIVES OF TIME TABLE COMMITTEE:

- Timetable Committee need to prepare Time Table for the Academic Year and consider the Adjustment of Classes whenever a faculty member is on Leave.
- The Adjustment of the Classes need to bring to the notice of all the other Asst. Prof. members.
- Any other responsibility assigned by the Higher Authorities
- The Committee has been formulated under the Chairmanship of the Principal with the following members:

S.No.	Name	Designation	Department
1	Rev. Fr Dr.P Anthony Vinay	Principal	--
2	Mrs. Baghya Lakshmi	Asst. Principal	Commerce
3	Mrs. Lavanya	Programme Coordinator BCom Computers	Commerce
4	Dr.P.A.L.N.S. Kalyani	Dean-Academics	Management
5	Mrs. Sudha	HOD – Computers	Computers
6	Mr. Ravi Kumar T	HOD-Management	Management
7	Mrs. Nancy	HOD	English
8	Mrs. Archana	HOD	Second Languages

Fr. Anshu

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Attendance Committee

OBJECTIVES OF ATTENDANCE COMMITTEE:

- To review the students attendance once in every fortnight, take printout and display on the notice boards
- To review the final attendance of the students and submit for the purpose of allowing the students for end semester examination
- To identify the students (below 50%) and irregular students and counsel the same.
- To counsel the students, take undertaking forms from time to time and communicate with the parents.
- Any other responsibility assigned by the Higher Authorities

S.No.	Name	Designation	Department
1	Rev Fr Dr.P. Anthony Vinay	Principal	--
2	Mrs. Baghya Lakshmi	Asst. Principal	Commerce
3	Mr. Ravi Kumar	HOD-BBA	Management
4	Mr. Tulasi Ram	In-charge : Exam Branch	Computers

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Discipline Committee

OBJECTIVES OF DISIPLINE COMMITTEE:

- To monitor the discipline in the Campus
- To counsel the students relating to disciplinary measures
- Any other responsibility assigned by the Higher Authorities

S.No.	Name	Designation	Department
1	Rev. Fr.Dr.P. Anthony Vinay	Principal	--
2	Mrs Baghya Lakshmi	Asst. Principal	Commerce
3	Mr Tulasi Ram	In-charge : Exam Branch	Computers
4	Mr. J.P. Paul	Physical Director	Physical Education
5	Mr. Vincent Rao	System Administrator	Administration
6	Mrs. Prathima	Clerk	Administration

Fr. Dirke
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Higher Education Cell

OBJECTIVES OF Higher Education Cell:

- To guide and counsel the students for exploring opportunities for higher education.
- To organize workshops / programmes related to Higher Education opportunities
- To co-ordinate the LOR process.
- Any other responsibility assigned by the Higher Authorities

S.No.	Name	Designation	Department
1	Rev Fr Dr. P. Anthony Vinay	Principal	--
2	Mr. Tulasi Ram	Incharge- Exam Branch	Computers
3	Mr. Raheem	Asst. Prof.	Computers
4	Mr. Mateen	Asst. Prof.	Management

Fr. Dike

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No.SMCDC/2023/CC/25


Date: 10/08/2023

Hospitality Committee

OBJECTIVES OF HOSPITALITY COMMITTEE:

To co-ordinate the Hospitality arrangements for all the College related Events / Programmes and any other responsibility assigned by the Higher Authorities

S.No.	Name	Designation	Department
1	Rev Fr Dr. P. Anthony Vinay	Principal	--
2	Mrs. Swathi	Asst. Prof.	Commerce
3	Mrs Archana	Asst. Prof.	Hindi
4	Ms. M.A. Vincy	Asst. Prof.	Commerce
5	Mrs Sangeetha	Asst. Prof.	English
6	Mrs Radha Lakshmi	Librarian	Library
7	Mrs. Sohini	Asst. Prof.	Commerce
8	Mrs. Swetha	Asst. Prof.	Commerce
9	Ms. Shakeela	Asst. Prof.	Commerce


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No.SMCDC/2023/CC/26

Date: 10/08/2023

Coordinators as per NAAC Criteria

Chaired by : Rev. Fr. Dr.P. Anthony Vinay , Principal

Overall Co-ordinator : Dr.P.A.L.N.S. Kalyani, Dean-Academics

Criteria	Name of the Coordinators	Signature
1. Curricular Aspects (100 points)	1. Mrs. Baghya Lakshmi 2. Mr. Ravi Kumar 3. Mrs. Nancy 4. Mrs. Sudha 5. Mrs. Archana	
2. Teaching, Learning and Evaluation (350 points)	1. Mrs. Lavanya 2. Mrs. Srivatshala 3. Mrs. Sheila 4. Ms. Nechalika 5. Ms. Sushmitha 6. Mrs. D. Vedasree 7. Mrs. Sudha 8. Mr. Vinay 9. Mr. Raheem 10. Mr. Sunil Gavaskar	
3. Research, Innovations and Extension (120 points)	1. Mr. Mateen 2. Mrs. Padmavathi 3. Mr. Sunil Gavaskar 4. Ms. Neehalika 5. Mrs. Susanna	
4. Infrastructure and Learning Resources (100 points)	1. Mr. Tulasi Ram 2. Mrs. Radha Lakshmi 3. Mrs. Subba Lakshmi 4. Ms. M.A. Vincy	
5. Student Support and Progression (130 Points)	1. Mrs. Suvarchala 2. Mrs. Maheshwari 3. Mrs. Blessina 4. Mr. Paul 5. Mrs. Swathi 6. Mrs. Blessina 7. Mrs. Soma Sandhya 8. Mrs. Swetha 9. Ms. Shakeela	
6. Governance, Leadership and Management (100 Points)	1. Ms. Shruthi 2. Mrs. Rafathunnisa 3. Ms. Sai Bhavana	
7. Institutional Values and Best Practices (100 points)	1. Mrs. Sangeetha 2. Mrs. Dorathy 3. Mrs. Angela 4. Mrs. Merolyn 5. Mrs. Sohini 6. Ms. Hasitha	


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