

ACADEMIC COMMITTEE

COMMITTEE WORK ALLOCATION DOCUMENT-2025-26

For the smooth and effective functioning of academic and co-curricular activities of the college, the following committees have been constituted. Each committee consists of a Coordinator and Members. All concerned are expected to perform their assigned duties properly and within the stipulated time and keep the undersigned informed. The details of the committees are as follows:

S. NO.	NAME OF THE COMMITTEE	COORDINATOR & MEMBERS	FUNCTIONS / RESPONSIBILITIES
1	Academic Committee	Coordinator: Dr. Neelam Mishra Members: <ul style="list-style-type: none"> • Dr. B.K. Tiwari • Dr. Naveen Sharma • Rajendra Kumar • Dr. Seema Pareek 	<ul style="list-style-type: none"> • To plan and monitor academic activities • To prepare academic calendar and records • To ensure effective curriculum delivery • To organize seminars, workshops and FDPs
2	Time Table Committee	Coordinator: Mr. Vinod Kumar Pandey Members: <ul style="list-style-type: none"> • Antima Sen • Bharat Bhushan • Radha Kumari • Pragati Kumawat 	<ul style="list-style-type: none"> • To prepare and implement time table • To ensure balanced workload for faculty • To solve clashes and scheduling issues • To update timetable as per requirements
3	Examination Committee	Coordinator: Dr. Naveen Sharma Members: <ul style="list-style-type: none"> • Vinod Kumar Pandey • Satish Kumar Rathore • Surendra Gautam • Dr. Shamta Nehlani 	<ul style="list-style-type: none"> • To conduct internal and external examinations • To prepare examination schedule • To maintain confidentiality and transparency • To evaluate answer scripts and declare results • To address examination related grievances

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4	Admission Committee	Coordinator: Dr. B.K. Tiwari Members: <ul style="list-style-type: none"> •Vikas Pareek • Sanjay Kumar • Brahmanand Kirad •Dr. Mamta Sharma 	<ul style="list-style-type: none"> • To plan and implement admission process • To verify documents and eligibility • To guide and assist prospective students • To maintain admission records and reports
5	Anti-Ragging Committee	Coordinator: Dr. Naveen Sharma Members: <ul style="list-style-type: none"> • Mrs Rajeshwari Vijay • Pragati Kumawat • Savit Bhudh • Mahaveer Suman Student Representatives Rama Gautam (B.Ed.) Sapna Raman (B.A.B.Ed.)	<ul style="list-style-type: none"> • To prevent ragging in and around campus • To create awareness about anti-ragging laws • To monitor and ensure ragging-free environment • To address complaints and take strict action • To submit reports to the Anti-Ragging Cell
6	Placement & Career Guidance Committee	Coordinator: Dr. Pinky Vyas Members: <ul style="list-style-type: none"> • Rakesh Kumar Nayak • Hari Chand • Dr.Mamta Sharma • Surendra Gautam Alumni Representative Jyoti Sharma	<ul style="list-style-type: none"> • To provide placement opportunities to students • To conduct career counseling sessions • To organize campus placement drives • To maintain record of placed students • To build linkage with schools and organizations
7	Student Welfare Committee	Coordinator: Dr. Seema Pareek Members: <ul style="list-style-type: none"> • Bhupendra Kumar • Sanjay Kumar • Ashish Dwivedi • Vikas Pareek 	<ul style="list-style-type: none"> • To look after overall welfare of students • To provide guidance and counseling • To address students' problems and grievances • To organize recreational and co-curricular activities

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8	Discipline Committee	Coordinator: Rajeshwari Vijay Members: • Manish Kumar Gole • Nipin Kumar • Deepak Kumar	<ul style="list-style-type: none"> • To ensure discipline in the campus • To monitor students' behavior and conduct • To take necessary action on indiscipline • To promote values and ethical behaviour
9.	Physical Resource Management Committee	Coordinator: Mr.Vinod Kumar Pandey Members: • Bharti Solanki • Dr.Chail Bihari • Vinita Raj • Renuka Dhabai	<ul style="list-style-type: none"> • To manage and maintain physical resources of the institution • To ensure proper utilization of classrooms, laboratories, and equipment • To monitor maintenance of infrastructure and facilities • To ensure availability of teaching-learning resources • To coordinate repair and maintenance work • To maintain records of physical resources
10.	Cultural Committee	Coordinator: Dr.Pinky Vyas Members: • Mamta Sharma •Renuka Dhabai • Radha Kumari • Surendra Gautam	<ul style="list-style-type: none"> • To plan and organize cultural activities and events in the institution • To celebrate national and international days (Independence Day, Republic Day, etc.) • To encourage students' participation in cultural competitions and programs • To promote artistic talents such as music, dance, drama, and literature • To coordinate annual function and cultural fests • To maintain records of all cultural activities

INSTRUCTIONS

1. All members shall perform their assigned duties sincerely, responsibly, and within the stipulated time. They may take assistance from others if required.
2. The Coordinator and Members of each committee shall be fully responsible for the execution of the assigned work.
3. Changes in committee responsibilities may be made as per requirements.
4. The Academic Calendar Committee shall prepare and submit the detailed academic calendar in the first week of July.
5. The Time Table Committee shall prepare and submit the detailed timetable in the first week of July.
6. All committees are directed to maintain proper records of their work and keep them safely. A copy of the record shall be submitted to the Principal.
7. All committees shall hold meetings at least twice a month to review their work and prepare a detailed plan for upcoming activities.
8. Each committee shall maintain proper minutes of meetings and get them verified/approved by the Principal.


PRINCIPAL
 KAUTILYA MAHILA SHIKSHAK
 PRASHIKSHAN MAHAVIDYALAY
 NAYAGAON, KOTA (RAJ.)