

## **1. ADMISSION & ANNUAL PLAN COMMITTEE**

**Chairperson – Dr. A K Math**

Members:

1. Dr. Veena E
2. Dr. Vithal Koli
3. Prof. I B Patil
4. Prof. Veeranna Badiger

### **DUTIES:**

1. To draft Annual plan of activities for the year for publication in the Prospectus.
2. To finalize College Prospectus & Admission Form for the academic year.
3. To assist the students and to interact with the parents during admissions.
4. To provide proper College Identity Cards to the students after the reopening of the College for the year.
5. To file and maintain the records of the admissions and Annual Plan.

  
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## **2. TIME TABLE COMMITTEE**

**Chairperson –Dr. A K Math**

**Members:**

Smt.Vishala V Talagade

Shri.S C Nilugal

### **DUTIES :**

1. To frame a suitable, clash free time-table for conducting Theory/Practical Time-Table as per University rules.
2. To attend to various complaints of clashes in the time-table and make necessary adjustments.
3. To scrutinize the work load of the individual faculty members/teachers and the Departments as per the University rules.
4. To maintain the records of the Time-Table framed and submit the same to the IQAC Committee.

  
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### **3. ATTENDANCE COMMITTEE**

**Chairperson – Dr. A K Math**

**Co-ordinators: Dr. Vithal Koli**

#### **DUTIES :**

1. To ensure that daily attendance is recorded by the Lecturers in the prescribed Attendance sheets and that the same are submitted within 2 days of the completion of the last lecture/s for the month.
2. To inform the Principal the name/s of the defaulting Lecturer/s by 3rd of the following month.
3. To ensure timely compilation of attendance record by the dealing clerks.
4. To ensure periodic display of attendance on the Notice Boards.
5. To keep track of regular absentees and counsel them, if required, along with their parents.
6. To process genuine cases for condonation of attendance.
7. To maintain the records of the attendance compiled.

  
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#### **4. LITERARY ASSOCIATION**

**Chairperson –Dr. A K Math**

#### **Members:**

1. Dr.Andayya Aravatagimath
- 2.Smt.Vishala V Talagade
- 3.Dr.Ramachandra Padesur

#### **DUTIES:**

1. To arrange guest speakers at least once in a month preferably after the scheduled teaching hours.
2. To encourage students to write articles for wall papers and for the College Magazine.
3. To display important newspaper/magazine/journal cuttings (notable poems /articles, etc.) on notice board.
4. To arrange Personality Development Programmes for the students.
5. To celebrate Literary Days.
6. To hold Inter-Collegiate Literary competitions.
7. To maintain the records of the activities conducted and submit the same to the IQAC Committee.

  
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## **5. COMMERCE ASSOCIATION**

**Chairperson – Dr.A K Math**

### **Members:**

- 1.Shri.S C Nilugal
- 2.Smt.Shweta Rachayyanavar
- 3.Shri.Vageesh Reshmi

### **DUTIES:**

1. To arrange talks by experts, wall papers displays, Seminars, etc.
2. To organise student trips to Industrial Units.
3. To organise personality development programme/s for Commerce students.
4. To file and maintain the records of the Commerce Association and submit the same to the IQAC Committee.

  
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## **6. Eco CLUB**

**Chairperson – Dr.A K Math**

### **Members:**

- 1.Prof.Vageesh Reshmi
- 2.Prof.Chandalinga Hallikeri
- 3.Prof.Raju Yalburgi
- 4.Prof.Veeranna Badiger

### **DUTIES:**

1. To enroll members for the club and to create awareness among the Students and the staff about the need for protection of natural habitat.
2. To invite speakers to talk on environmental protection.
3. To organise relevant programmes.
4. To maintain the records of the activities conducted and submit the same to the IQAC Committee.

  
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## **7. LIBRARY ADVISORY COMMITTEE**

**Chairperson – Dr.A K Math**

### **Members:**

- 1.Dr.Vithal Koli
- 2.Prof.S C Nilugal
- 3.Prof.I B Patil
- 4.Prof.Raju Yalburgi
- 5.Dr.Ningamma Gadag
- 6.Dr.Netravati Angadi
- 7.Dr.Gundappa Nayak

### **DUTIES:**

1. To take stock of the existing, newly added and total number of books.
2. To introduce bar coding system.
3. To see that the library is computerised.
5. To arrange talks for students to motivate them to cultivate reading habits.
6. To organise book week, books display's on special occasions.
7. To provide digital library facilities with National and International online journals.
8. To see that Library building is enabled with Wi-fi facility.
9. To see that library issue/ return of books are maintained.
10. To facilitate the services of National Digital Library an initiative by HRD Ministry.
11. To acquire books for the book bank and distribute to the deserving students.
12. To ensure that a Suggestion Box is installed in the Library and the reader's

grievances are attended to and measures suggested.

13. To maintain the sanctity of the Library.

14. To maintain a record of the services rendered/ activities conducted and submit the same to the IQAC Committee.

  
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## 8.N.S.S. UNIT


**Chair Person : Dr.A K Math**

### **Programme Officers:**

- 1.Prof.Vageesh Reshmi
- 2.Prof.Chandalinga Hallikeri
- 3.Prof.Raju Yalburgi
- 4.Prof.Veeranna Badiger

### **DUTIES:**

1. To plan and execute N.S.S. Programmes for the year.
2. To conduct Special N.S.S. camp and to submit the audited statement of accounts at the end of the year.
3. To distribute the work for the NSS volunteers for maintenance of cleanliness in and around the College.
4. To take care of campus beautification and gardening.
5. To maintain the records of the activities conducted and submit the same to the IQAC Committee.

  
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## 9. SPORTS COUNCIL

**Chairperson : Dr.A K Math**

**Members:**

- 1.Dr.Vithal Koli
- 2.Prof.Veeranna Badiger

**DUTIES:**

1. To organise Intra-mural sports and athletic competitions.
2. To help in selecting College teams.
3. To organise tournaments for staff members.
4. To maintain the records of the activities conducted and submit the same to the IQAC Committee.

  
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## 10. STUDENTS' COUNCIL

**Chairperson :Dr.A K Math**

**Members:**

- 1.Dr.Vithal Koli
- 2.Dr.G T Nayak
- 3.Prof.Gowra Yalamali
- 4.Prof.S C Nilugal

**DUTIES:**

1. To organise various Intra-mural competitions such as essay, quiz, elocution, debate, patriotic singing, Youth Festival / Jubilations and Annual College Day.
2. To arrange to photograph the College functions and maintain photo albums.
3. To prepare College team/s for Inter-Collegiate/Institutional Cultural and Literary activities and to arrange personality development programmes, etc.
4. To organise farewell function for the outgoing .
5. To maintain the records of the activities conducted and submit the same to the IQAC Committee.

  
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## 11. CAREER GUIDANCE/ PLACEMENT / ENTREPRENEUR DEVELOPMENT CELL

**Chairperson – Dr. A K Math**

### **Members:**

1. Dr. Vithal Koli
2. Dr. G T Nayak
3. Prof. Gowra Yalamali
4. Prof. S C Nilugal

### **DUTIES:**

1. To organise career oriented workshops for the outgoing students.
2. To organise coaching classes for competitive exams by inviting experts.
3. To organise programmes to create awareness on the importance of higher education in India and abroad.
4. To invite industries and companies for Campus placements.
5. To provide details of campus placements.
6. To conduct awareness programmes on entrepreneurship skills for students.
7. To invite experienced academicians, leading professionals with extensive corporate experience to address the students and thereby facilitate practical learning.
8. To arrange industrial visits to get practical exposure and knowledge of the industrial environment.
9. To file and submit the records to the IQAC Committee.

  
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## **12. FIRST AID, HEALTH WATCH, RED RIBBON, COUNSELLING CLUB**

**Chairperson – Dr.A K Math**

### **Members:**

- 1.Shri.Vageesh Reshmi
- 2.Shri.Chandalinga Hallikeri
- 3.Shri.Raju Yalburgi
- 4.Shri.Veeranna Badiger

### **DUTIES:**

1. To see that there is a First Aid Kit with all the basic facilities in case of emergency.
2. To organise programmes for students and Staff related to Health and First Aid.
4. To conduct activities under Red Ribbon Club.
5. To organise Community Welfare programmes. i.e. to involve their participation in Yoga camps etc.
6. To celebrate International Yoga Day and to conduct awareness programmes regarding importance of Yoga.
7. To guide and help students to develop study habits, resolving personal and emotional difficulties & interpersonal relationships.
8. To organise activities to inculcate values, civic responsibilities and promote all round development of personality of students.
9. To maintain the records of the activities conducted and submit the same to the IQAC Committee.

  
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### 13. ALUMNI/PARENTS ASSOCIATION

**Chairperson – Dr.A K Math**

**Members:**

1.Smt.Veena Tirlapur

2.Shri.S C Nilugal

Shri.I B Patil

**DUTIES:**

1. To invite the Alumni to visit the College to interact with the students to enhance the knowledge and skills of the students.
2. To encourage them to bring industries and companies for campus placements.
3. To give an opportunity to the Alumni who are entrepreneurs to motivate the students.
4. To suggest Add On / Certificate / Diploma courses to be conducted by the College with financial assistance from industries/commercial organisations and well placed Alumni.
5. To conduct Alumni meet every year.
6. To receive and attend to parents / guardians in the College.
7. To inform about the low attendance or poor Marks of the students, if any, to the concerned Parents.
8. To hold at least Two General Body Meetings to discuss issues regarding Students.
9. To file and submit the records to the IQAC Committee.

  
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## 14. INTERNAL EXAMINATION COMMITTEE

**Chairperson – Dr.A K Math**

### **Members:**

- 1.Smt.Vishala V Tagade
- 2.Smt.Gowra Yalamali
- 3.Smt.Veena R Tirlapur
- 4.Shri.P F Jambagi

### **DUTIES:**

1. To co-ordinate the conduct of ISAs and prepare the consolidated Results.
2. To receive the final ISA marks by and to hand them over to Exam Committee before the stipulated time.
3. To ensure that the marks of ISAs are given to the students within 1 week and the ISA mark lists are submitted by the lecturers to the Examination Section by the due dates.
4. To make inventory of the required Stationery well in advance and put the requisition of the required items to the Stores Dept. at least 1 month in advance.
5. To guide the students regarding ISA related matters.

  
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## 15. TECHNICAL ASSISTANCE CELL

Chairperson – Dr.A K Math

### Members:

1.Smt.Gowra Yalamali

2.Shri.Raju Bhandra

### DUTIES:

1. To organize Computer/Internet access training to teachers/non-teaching /students and other stakeholders for teaching and learning.
2. To conduct activities and workshops for Students on Computer awareness, Cyber crime etc.
3. To submit all the records to the IQAC Committee.

  
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## 16. STAFF WELFARE COMMITTEE

Chairperson – Dr.A K Math

### Members:

- 1.Smt.Gowra Yalamali
- 2.Smt.Shweta S Rachayyanavara

### DUTIES:

1. To organise staff welfare activities such as Staff / Faculty Improvement Programmes, Felicitations, Literary Competitions / Picnics, Hikes, etc.
2. To pursue the matter with the Directorate of Higher Education related to Confirmation, Career Advancement, Pay Fixation etc. of the lecturers.
3. To maintain the records of the activities conducted and submit the same to the IQAC Committee

  
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## 17. WOMEN EMPOWERMENT CELL

**Chairperson - Dr. A K Math**

**Members:**

- 1.Smt.Vishala V Talagade
- 2.Smt.Gowra Yalamali
- 3.Smt.Shweta S Rachayyanavar

**1) DUTIES:**

1. To organize several programmes to enhance the confidence level of girl students for their empowerment in the society.
2. To celebrate International Women's Day.
3. To counsel and solve the personal and academic related problems of Women.
4. To maintain the records of the activities conducted and submit the same to the IQAC Committee.

  
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**18. WEBSITE DEVELOPMENT, PUBLIC RELATIONS/ PRESS  
RELEASE COMMITTEE**

**Chairperson – Dr. A K Math**

**Website Incharge:**

1.Smt.Howra Yalamali

2.Shri.Raju Bhanda

**Public Relations / Press Release Incharge :**

1.Smt.Veena Tirlapur

2.Dr.Andayya Aravatagimath

3.Shri.Yallappa Adkavu

**DUTIES:**

1. To develop and maintain the College Website.
2. To disseminate the efforts and the achievements of the College, Students and Staff to the outer world through Website updates, publicity through Media, News Papers, etc.
3. To maintain the records of the activities conducted and submit the same to the IQAC Committee.

  
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## **19. PURCHASE AND GRANT UTILIZATION / INFRASTRUCTURE MAINTENANCE & DEVELOPMENT COMMITTEE**

**Chairperson – Dr. A K Math**

**Members:**

HODs of all the Departments.

### **DUTIES:**

1. To scrutinize the indents put forth by the Depts./ Labs. /Committees/and various sections of the College from time to time.
2. To supervise the process of finding out the suppliers, inviting quotations, preparation of comparative statements, placing of orders and settlement of bills following relevant rules.
3. To fix the responsibility on erroneous payments, orders and issue warnings to improper suppliers.
4. To suggest measures for the safety, development and maintenance of College building infrastructure.
5. To ensure optimal use of the College resources, get defective gadgets repaired.
6. To suggest measures to dispose of outdated and unusable items.
7. To be in charge of the AV systems, LCD, Copier Machines, Laptops etc.
8. To ensure Computerization /Automation of Library and Administration/Technology up gradation (overall)
9. To provide internet facility with Wi-Fi connectivity.
10. To provide details of infrastructure facilities to the IQAC Committee.
11. To maintain the records of the purchase and grant utilization and submit the same to the IQAC Committee.

  
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**20. INSTITUTIONAL SOCIAL RESPONSIBILITY (VILLAGE  
ADOPTIONPROGRAMME)/START UP's COMMITTEE**

**IQAC Co-ordinator – Dr. Veena E**

**NAAC Co-ordinator: Dr.Veena E**

**NSS Programme Officer: Shri.Vageesh Reshmi**

**YRC Programme Officer:Shri.Vageesh Reshmi**

The above Co-ordinators are also incharge of startups committee.

  
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