



**TELANGANA SOCIAL WELFARE RESIDENTIAL DEGREE COLLEGE FOR WOMEN,  
WARANGAL EAST**

(Affiliated to Kakatiya University)

Rangashaipet, Warangal-506005, Telangana India



Sl.No.	Name of the Committee	Name of the Co-ordinators & Members	Activities and Functions	Frequency of the Meetings
1	Staff Council	Principal: G. Suresh Kumar, Vice principal Dr M. Mamatha, Dr. P. Veena, Dr. N. Deepa,  J. Pallavi	To promote the conduction of co-curricular activities To promote research, activities establishment. To assist with different Centre of Excellence/Incubation Centre To advise for value added training courses. To assist the administration in making policy recommendations to the management, undertake long-term assignments in order to develop and carry out strategic plan of the institute.	Once a month
2	Grievance redressal Committee	Principal: G. Suresh Kumar, Vice principal Dr M. Mamatha, Dr. P. Sujeetha, G. Prathiba, M. Radha	To receive grievances from the students To devise a mechanism for the redressal of the grievances	Whenever required
3	Sports & games Committee	Principal : G. Suresh kumar Vice principal Dr M. Mamatha Dr. D. Swaroopa B. Sukanya, G. Roopa	To conduct Sports and Games events in the college To identify the talented students and make them participate in games and sports competitions at various levels	Once a month
4	Anti-ragging Committee	G. Suresh Kumar, Vice principal Dr M. Mamatha, Flora maria bandari, Dr. V. K. Pavani, B. Sukanya	To assure that discipline is adhered to in the College by the Students To set mechanisms for the prevention of ragging of students of the college To create awareness of the consequences of ragging	Once a month / Whenever required
5	Alumni Committee	Principal:G. Suresh Kumar, Vice principal Dr M. Mamatha, Dr. V. K. Pavani, P. Samatha, M. Rachana	To Maintain an up-to-date and detailed database of the alumni To Highlight the success of alumni in improving the credibility and reputation of the college To Encourage the alumni to take part in the developmental activities of the college. To Plan to bring together the former students and make efforts to contribute to the college for the benefit of the student community To Conduct the Alumni meet at regular intervals To Make all efforts to involve the Alumni in the overall development of the college	Once a month
6	Career Guidance Committee	Principal:G. Suresh Kumar, Vice principal Dr M. Mamatha, Dr. V. Sunitha, Dr. S.Vyjayanthi, B. Sujitha, M. Ramya Sri	To guide the students to the right sources of information regarding job, higher education research opportunities	Once a month
7	Literary/ Cultural Committee	Principal:G. Suresh Kumar, Vice principal Dr M. Mamatha, K. Pushpalatha, Yasmeen Begum	To bring out the talent among students To Conduct various cultural events To encourage the students to participate in various cultural events To conduct literary competitions at intra/inter college and university levels	Once a month

8	Students Welfare & Discipline Committee	Principal:G. Suresh Kumar, Vice principal Dr M. Mamatha, Dr.N.N.L. Bhagavathi, K. Andalu, G.Sumalatha	To look after the welfare related activities of the students To maintain discipline in the college To inculcate the values of social harmony and individual dignity	Once a month
9	IQAC & NAAC Committee	Principal:G. Suresh Kumar, Vice principal Dr M. Mamatha NAAC Co-Ordinator :Dr. B. Sridevi Dr. P. Veena G. Prathibha Dr. K. Rajyalaxmi Dr. V. Sunitha Dr. N. Deepa K. Andalu M. Ramyasri	To act as nodal agency of the institution for quality centred activities. To set benchmarks for various academic activities To share information on various quality parameters of higher education To Organizes workshops and seminars to enhance quality in collaboration with departments. To record programmes/activities to prepare for assessment. To Prepare the Annual Quality Assurance Report (AQAR) for NAAC assessment Enters into MoUs/Collaborations/Linkages with the premiere institutions to organise seminars and share the best practices. To Institutionalise the best Practices in the college	Once a month
10	Scholarship Committee	Principal:G. Suresh Kumar, Vice principal Dr M. Mamatha, Dr. Anitha D'souza Yasmeen Begum S. Sandhya	To guide the students to apply for the scholarships To provide information about the hostel facilities to the students	Once a month
11	Woman Empowerment Committee	Principal:G. Suresh Kumar, Vice principal Dr M. Mamatha, Dr P. Sujeetha, Kezia Elizabeth, B. Sujitha	To enlighten the students on necessity of gender equity and justice for true democratic society To observe women related days by conducting the talks of noted women personalities To create awareness on legal protections available to the women To take up programs that empower women students	Once a month
12	Right to Information Act Committee	Principal:G. Suresh Kumar, Vice principal Dr M. Mamatha, G. Sandhya Rani, Dr. L. Harathi, V. Manjula	To promote transparency and accountability in the working of the college	Once a month
13	Anti-sexual Harassment Committee	Principal: G. Suresh Kumar, Vice principal Dr M. Mamatha, Dr. V. K. Pavani, Flora maria bandari, Shabana Begum	To help women to realize their rights of freedom To treat sexual harassment as a grievous misconduct and initiate disciplinary actions for such misconduct. To support the distressed Women in lodging a complaint. To provide safety and security mechanism for women in workplace.	Once a month
14	Academic Plan Committee	Principal:G. Suresh Kumar, Vice principal Dr M. Mamatha, Dr P. Sujeetha, Dr. P. Veena, Dr D. Swaroopa, G. Roopa	To prepare the academic calender and ensure the adherence to the dates mentioned in the academic calender for conducting various activities by each departments. To monitor and compile the data relating to the student attendance and submit the report the shortage of attendance.	Once a month
15	Library & reading room committee	Principal:G. Suresh Kumar, Vice principal Dr M. Mamatha, D. Asha Kumari, K. Andalu, P. Srinivas(DEO)	To maintain the library in good condition To encourage the Students and staff to utilise the library resources effectively for effective teaching and learning process	Once a month

16	Examinations Committee	Principal:G. Suresh Kumar, Vice principal Dr M. Mamatha, Dr P. Sujeetha, Dr. P. Veena, Dr D. Swaroopa G. Roopa	To make all essential arrangements to conduct internal and university examinations. To carry out all examination related work and analyse the results of each semester.	Once a month
17	Time-table committee	Principal:G. Suresh Kumar, Vice principal Dr M. Mamatha, Dr. Rajyalaxmi, G. Prathiba, P. Samatha, Dr. S. Vyjayanthi, Dr. V. K. Pavani	To plan and prepare time table for regular classes, practicals and to see to it that all departments are allocated equal number of classes during each semester.	Once a month
18	NSS Committee	Principal:G. Suresh Kumar, Vice principal Dr M. Mamatha, Dr Ch.Sharada, Dr. V. K. Pavani B. Sukanya	To oversee the extension activities with help of volunteers and effective functioning of the college NSS units	Once a month
19	Medical & health Committee	Principal:G. Suresh Kumar, Vice principal Dr M. Mamatha, Dr. N.N.L. Bhagavathi, Dr.B Sridevi, Dr. P. Veena, Dr S. Vyjayanthi	To prepare and monitor Health profile of the students in the campus To conduct health camps for Covid vaccination of all the students To organise programmes creating awareness on hygiene and good food habits for better health.	Once a month
20	Admission & DOST Committee	Principal:G. Suresh Kumar, Vice principal Dr M. Mamatha, All department HOD's	To canvass for the improvement of admissions To provide admission related online service to the students seeking admissions To counsel the students on the various courses available in the college	Once a month
21	Research & Development Committee	Principal: G. Suresh Kumar, Vice principal Dr M. Mamatha, Kezia Elizabeth, Flora Maria Bandari, G. Prathiba	To encourage the staff to carry out research To collect and record the research activities by the staff To disseminate the information regarding various funding agencies for the research.	Once a month
22	Students Welfare Committee/Students club	Principal: G. Suresh Kumar, Vice principal Dr M. Mamatha, Dr. Rajyalaxmi, Yasmeen Begum, Flora maria bandari, Dr D. Swaroopa, M. Ramyasri J.Pallavi	To look after the welfare of the students	Once a month
23	Parent-teacher association/Mentor-Mentee	Principal: G. Suresh Kumar, Vice principal Dr M. Mamatha, All House Madams	To maintain effective Mentoring system by distribute the students among the staff.	Once a month
24	EDC Placement & counselling cell	Principal: G. Suresh Kumar, Vice principal Dr M. Mamatha, Dr. Anitha D'souza, P. Samatha, Yasmeen Begum, Shabana Begum	To promote entrepreneurship among the students To conduct related activities	Once a month
25	Students council committee	Elected Students: Staff In- charge: J. Pallavi	To maintain discipline among the students To maintain the harmony of the college To communicate the policies made by the staff to students	Once a month

26	Task & Soft skills Development committee	Principal: G. Suresh Kumar, Vice principal Dr M. Mamatha. Dr P. Sujeetha, Flora maria bandari Yasmeen Begum, G. Prathiba, M. Radha, B. Sujitha	To prepare students for the industry and make them ready for employment To enhance their communication skills and their confidence for placements, entrepreneurship, etc.	Once a month
27	Publicity & News	Principal: G. Suresh Kumar, Vice principal Dr M. Mamatha, Dr D. Swaroopa, G. Pushpalatha Yasmeen Begum	To create and maintain a very positive image regarding the college in the minds of the people To look after all communication and publications - internal & external and also serves as the official spokesperson of the institute To manage the engagement with the print media and by facilitating institute's online presence across various platforms.	Once a month
28	Website Committee/ICT Committee	Principal: G. Suresh Kumar, Vice principal Dr M. Mamatha, Dr. V. Sunitha G. Prathiba Flora Maria Bandari V. Manjula	Managing the construction of the college webpage To communicate with authorities regarding future issues with the website To update information on the website regularly	Once a month
29	ICT Committee	Principal: G. Suresh Kumar, Vice principal Dr M. Mamatha, Dr. S. Vyjayanthi, Dr B. Sridevi, Dr. P. Veena M. Kezia Elizebeth P.Srinivas (DEO)	To look after the maintenance of Audio –Visual and ICT facilities	Once a month
30	Green Committee	Principal: G. Suresh Kumar, Vice principal Dr M. Mamatha, Dr. B. Sridevi, Dr. P. Veena, Dr. S. Vyjayanthi, P. Srinivas (DEO)	To conduct survey on the existing Flora maria bandari and fauna and find out the levels of pollution in water, soil and air and suggest measures To control the pollution and keep the campus free from the pollutants.	Once a month
31	Internal complaint committee	Principal: G. Suresh Kumar Vice-Principal: Dr. M.Mamatha Dr. P. Sujeetha D. Asha Kumari	To help women to realize their rights of freedom. To treat sexual harassment as a grievous misconduct and initiate disciplinary actions for such misconduct. To support the distressed Women in lodging a complaint. To provide safety and security mechanism for women in workplace.	Once a month
32	Mental wellbeing	Principal: G. Suresh Kumar Vice principal Dr M. Mamatha P. Samatha D. Asha Kumari	To monitor the students mental well being to identify the students emotional content by listing in different zones like red, yellow, green and orange and providing regular counselling	Once a month

  
**Principal**  
**TSWRDCW**  
**Warangal East.**