

CIRCULAR

(Management of Committees / Associations / Cell / Unit / Scheme)



Date: 22.01.2025

To,
The staff, Dr. PDNI
Amravati

We have established various Committees / Associations / Cells / Units / Schemes for smooth governance of academic & administrative affairs of the Institute. These committees are constituted from time to time in accordance to the guidelines of competent authorities. Hence, it is job responsibility of the Convener/Secretary of respective Committee to take an active part in conducting committee meetings, writing minutes, record maintenance and related activities.

General instructions to the committee members

1. As per committee policies, the coordinator/secretary of respective committee shall consult chairperson to convene the meeting regularly.
2. Coordinator/secretary shall record proceedings of the meeting immediately and obtain signature of the chairperson.
3. The coordinator/secretary must prepare an action taken report on the basis of minutes of previous meeting and shall place before the committee for review.
4. Necessary documents to be maintained by the co-coordinator / secretary of committee. No activities shall be kept pending.
5. Chairperson shall assign the committee activities to the members of respective committee. And it is the responsibility of every member to work on the activities related to committee.
6. The coordinator/secretary shall go through the NAAC manual and arrange the records / activities in the expected fashion of data template.
7. Secretary shall submit the documents/records of committee in-time to the NAAC coordinator or any other staff for NAAC accreditation.
8. If necessary, record the events / activities related to committee with geo-tagged photographs.
9. Circulate the information to the concerned staff / departments related to committee activities through notice / whats App.
10. The coordinator/secretary shall bring to the notice of chairperson immediately if any member leaves job /or any replacement of member to respective committee.
11. The coordinator/secretary shall handover the responsibilities to other member of committee when he/she is on leave.

However, following are the list of Committees / Cells / Units / Associations furnished for favour of information.

