

**LITTLE FLOWER DEGREE COLLEGE**

**(Affiliated to Osmania University)**

**Uppal, Hyderabad**

**Managed by Brothers of St. Gabriel Educational Society**



**POLICY FOR CELLS AND COMMITTEES**

## Preface

In its pursuit of academic excellence, quality education and holistic development, LFDC has set up various cells and committees to serve the needs of the students in both curricular and co-curricular activities and provide an opportunity to the faculty to enhance their multifarious skills.

The college constitutes Cells/Committees to streamline the college administration for implementing supportive action programs directed towards achieving the vision and mission of the college. The prime objective of cells/committees is to ensure quality and efficiency. They function as an advisory, recommendatory, monitoring and executing body.

## POLICIES

1. Cells/committees have a coordinator and faculty members. A student secretary is selected as per the function and requirement of the cells/committees. The tenure of members is of **three years** and additions/ changes are made to the group as per requirements.
2. Details of constituted Cells/Committees are published in the college handbook every academic year and updated on the college website for easy access to students and stakeholders.
3. Cells/Committees deal with long-term/ongoing programs and propose actions in the functional areas under their influence, subject to final approval by the Principal/Vice principal.
4. Meetings of the Cells/Committees are held as per the requirements of the functions. Student secretaries are to be present when required.
5. The Cells/Committees coordinator's responsibility includes scheduling meetings, preparing agendas, and documentation for the efficient management of cells/committees.
6. Treasurer takes responsibility for financial matters and he/she is accountable to the coordinator of cells/committees.
7. Ad Hoc committees are created as per the needs and are dissolved after achieving the objective. (E.g.: Decennial)

## **CELLS**

### **1. Alumni Relations (LAGAN)**

Form a network of former students that will help the institution to play an active role in mentoring the students in their areas of expertise.

### **2. Anti-Ragging**

Educate on the ill effects of ragging and the legal consequences and keep a continuous watch and vigil over ragging to prevent its occurrence and recurrence.

### **3. Counseling**

Develop problem solving and decision-making skills to manage challenging situations, thereby enhancing academic performance.

### **4. Entrepreneur**

Promote the spirit of entrepreneurship and encourage to start own enterprises by recognizing opportunities to generate innovative and creative ideas

### **5. Equal Opportunity**

Ensure diversity and make sure that the services provided in the institution are fair and accessible to everyone.

### **6. Faculty Development Cell (FDP)**

Enhance professional skills of teachers and be a catalyst for students' growth and success by offering a comprehensive approach to pedagogy.

### **7. First Aid/Medical Cell**

Improve awareness of first aid knowledge and ensure safety, feeling of security and to promote recovery.

### **8. Little Flower Capacity Development cell - Higher education/Certificate course**

Provide guidance to choose an area of study and to develop honing of skills to meet future career goals.

## **9. IPR - Intellectual Property Rights**

Create awareness among the stakeholders of the institution and to safeguard innovation, invention and creation to protect the institution's identity.

## **10. RTI**

Provide access to educational opportunities which is crucial to empower decision making at all levels.

## **11. Student Grievance Redressal**

Address and resolve grievances or complaints related to academic, administrative or other concerns within the institution

## **12. Women Protection**

Enhance self-esteem and self-confidence and to increase awareness of the role of women in building a healthy society.

## **13. Placement Cell**

Mentor students towards acquiring requisite exposure to avenues to attain greater heights in their professional career.

## **COMMITTEES**

### **1. Admission**

Offer counseling on the contents of the programs offered by the institution and assist in making the right career choice.

### **2. Attendance**

Monitor the attendance of students in classes and academic activities to ensure the students adhere to it.



### **3. Awards**

Responsible for monitoring, evaluating and recognizing excellence creative pedagogical achievements.

### **4. Bridge Course**

Help in updating skills and knowledge to fulfill the requirement for entry into the degree program.

### **5. Convocation**

Preserve quality education by recognizing academic achievements with the intent of ensuring and maintaining intellectually competent, socially committed and responsible citizens.

### **6. Cultural**

Provide a platform to inculcate team spirit and sharpen existing skills and talents while exploring new ones leading to overall personality development.

### **7. Discipline**

Ensure a calm and peaceful academic atmosphere and avoid physical confrontation in the campus.

### **8. Election**

Electoral participation is an essential civic duty which gives the power of representation and provides a platform to develop leadership qualities through organizational abilities.

### **9. Endowment/Student Welfare**

Focuses on all round development by addressing needs, providing counseling and helping to proceed in career with minimal obstruction.

### **10. Educational Tour**

Enhancing the communication skills, sense of teamwork and to accept diversity through interactions in a new socio-cultural environment



## **11. Examination**

Formulate to coordinate and systematize examinations by designing proper examination profiles for the smooth functioning curriculum accomplishments.

## **12. Faculty Recreation**

Assist in faculty recreation management in organizing, reviewing and evaluating facilities in diverse locations which improves health, wellness and develops a sense of community.

## **13. Interfaith**

Enhance religious tolerance and peaceful coexistence which will serve as a means to promote, support and enrich interfaith initiatives.

## **14. Lenvin**

Demonstrating how man can protect and preserve natural resources and by creating a sense of sustainability of our living world through recycling and reducing waste.

## **15. Library**

Provide facilities for enriching the curriculum and promoting literacy and information technology that significantly impact learning, creativity and social skills.

## **16. LIFE (Social Outreach)**

Create awareness in society through acts of social service guided by the values and principles of compassion and social justice.

## **17. Literary**

Develop a creative and constructive mind for a holistic development, providing a platform to bring out the best in intellectual capabilities and aesthetics.

## **18. Media Corner**

Enhance learning and help to develop various transferable skills and to discern messaging techniques.



## **19. Mentor Mentee**

Counsel and motivate in all academic matters- direct and indirect to identify potentiality, set goals and develop the skills required to excel in the chosen field of professional activities as a member of the society.

## **20. Collaboration**

Ensure that knowledge skills and techniques are made available to everyone interested and for mutual benefits to the participants as well as develop a network for future endeavors.

## **21. NCC - Motto “UNITY AND DISCIPLINE”**

Developing character, comradeship, discipline, a secular outlook, the spirit of adventure and ideals of selfless service amongst young citizens.

## **22. NSS - Motto “NOT ME BUT YOU”**

Identify the needs of the community and involve the youth in voluntary community service.

## **23. Programs/Events**

Serve as a fertile ground for networking opportunities, creating an environment which helps in Shaping personalities and interpersonal skills.

## **24. Remedial Classes**

Provide support needed to succeed academically and ensure the quality of learning is maintained.

## **25. Research**

Create a conducive environment for promotion of research and innovation activities.

## **26. Sports & Games**

Provide a wide range of sports events to develop a strong ethic of encouraging sporting behavior, to foster spirit of friendship and cooperation.

## 27. Time Table

Ensures consistency in efforts to achieve a goal for successful time management and meeting academic objectives.

## 28. TV/Digital Boards/ Hoardings

Viewing is an essential component and an active process, which leads to interactive experience between the viewer and the medium. It leads to deeper and more sophisticated learning.

An important and widely used instructional resource which has become a major socializer and educator in the pedagogy structure.

## 29. Website

Identify to update academic, administrative and auxiliary functions and to ensure that the digital teams and the content grows by maintaining a fine balance for the site to be effective.

*Jayanthi P*  
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