



## Internal Quality Assurance Cell (IQAC)

The primary purpose of an IQAC is to plan and oversee all academic activities that are essential to enhance the quality of education provided at NSB. The Chairperson and its members are given below.

### **Functions and Responsibilities:**

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
- Dissemination of information on various quality parameters of higher education.
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programmes/activities leading to quality improvement
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality.
- Development of Quality Culture in the institution.
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.



## **Research Cell**

The Research cell in a higher education institution plays a pivotal role in fostering a research-oriented environment and ensuring the quality and integrity of the research activities conducted within the institution.

### **Functions and Responsibilities:**

- Identify and communicate funding opportunities from external agencies, assist in the preparation of proposals, and manage the administration of research grants.
- Guide faculty and students in the publication of research papers in reputed journals and assist in the documentation of research outcomes.
- Ensure access to necessary research resources such as databases, software, laboratories, and equipment.
- Compile and disseminate reports on research activities within the institution and showcase research achievements through various platforms.
- To produce quality publications
- To make high quality presentations in academic and business platforms
- To provide consultation for businesses/organizations
- To access the research funds / grants by submitting the proposals
- To foster ethics in publications and presentations
- To disseminate the knowledge by organizing conferences / seminars / workshops / training programs on research methodology and contemporary issues in business and management.
- To play a crucial role in social development by engaging in socially responsible research activities and participating in translating research to application.



## **Malpractices Committee**

### **Functions and Responsibilities:**

- Develop and enforce policies and guidelines aimed at preventing academic and non-academic malpractices, including plagiarism, cheating, and unethical conduct.
- Conduct workshops, seminars, and training sessions to educate students, faculty, and staff about the importance of academic integrity and the consequences of malpractices.
- Monitor academic activities, such as exams, assignments, and research work, to detect and prevent any malpractices. This can include the use of plagiarism detection software and surveillance during exams.
- Establish a system for receiving and addressing complaints related to malpractices. Ensure that the process is transparent, confidential, and fair to all parties involved.
- Investigate reported cases of malpractices thoroughly, gather evidence, and report findings to the relevant authorities for appropriate action.
- Recommend and oversee disciplinary actions against individuals found guilty of engaging in malpractices, ensuring that the penalties are consistent with the institution's policies.
- Work closely with academic departments to ensure that all assessments and evaluations are conducted fairly and free from any form of malpractice.
- Regularly review and update the institution's policies and procedures related to malpractice prevention, ensuring they remain effective and in line with best practices.
- Ensure that all academic activities within the institution adhere to ethical standards.
- Collect and analyse data on incidents of malpractices to identify trends, assess the effectiveness of prevention strategies, and make necessary improvements.



## **Grievance Redressal Cell**

### **Functions and Responsibilities:**

- The Grievance Redressal committee should establish a clear and accessible process for receiving complaints from students, faculty, and staff. This includes acknowledging the receipt of complaints promptly.
- The committee is responsible for conducting thorough and impartial investigations into the grievances received. This may involve gathering evidence, interviewing relevant parties, and reviewing documentation.
- It is crucial for the Grievance Redressal Committee to maintain confidentiality throughout the grievance handling process to protect the privacy of the complainants and respondents.
- The Grievance Redressal Committee should offer both parties the opportunity to present their case. Ensuring fairness and impartiality in hearings is essential to maintaining trust in the grievance process.
- The Grievance Redressal Committee should work towards mediating disputes and finding amicable solutions that are acceptable to all parties involved. In cases where mediation is not possible, the committee should recommend appropriate actions.
- Proper documentation of all grievances, investigations, hearings, and resolutions is necessary. This ensures that there is a clear record of how each grievance was handled.
- The Grievance Redressal Committee is responsible for communicating the outcomes of the grievance process to the complainants and respondents. This should be done in a timely and clear manner, with reasons for the decision provided.
- Based on the grievances received and the outcomes, the committee should make recommendations for policy changes or improvements to prevent similar issues from arising in the future.
- The Grievance Redressal Committee must ensure that the grievance handling process complies with institutional policies, as well as local and national regulations governing higher education institutions.
- The committee should regularly report on its activities, findings, and any unresolved issues to the higher authorities of the institution, to ensure transparency and accountability.



### **Equal Opportunity Cell**

Equal Opportunity Cell is Focused on the welfare of students from SC/ST/OBC background, this cell provides support and resources to ensure their academic and social development. It works towards creating an inclusive environment and addressing any issues faced by these students.

#### **Functions and Responsibilities:**

- To counsel and guide SC/ ST students and help them to manage academic and personal issues if any.
- To inform the SC/ST students regarding various scholarships / program of State Govt. and UGC.
- Function as a Grievances Redressal Cell for the grievances of SC/ST students and employees of the college and render them necessary help in solving their academic as well as administrative problems.
- To ensure the Prevention of Atrocities on the SC, ST Staff, Faculty and Students.
- To hear and resolve the issues/complaints if any; of such nature of Atrocity reported/complained.



### **Disciplinary committee**

This committee maintains academic integrity by enforcing the code of conduct to be followed by the students and thereby upholding the ethical standards of the institution. It addresses instances of malpractice and enforces disciplinary actions.

#### ***Functions and Responsibilities:***

- To ensure a quiet and peaceful academic atmosphere in the campus.
- To avoid physical conflict among students.
- To ensure all the students wear ID Cards while they are entering the campus.
- To prohibit cell phone usage by the students in the Classrooms.
- To monitor the movement of the students in the college and prevent students loitering around in the corridor during the class hours.
- To prevent the students leaving the college early without prior permission from the Head of the Department.
- To prohibit Smoking, Alcohols and Narcotics strictly in the college campus.
- To maintain proper discipline in the college canteen and student waiting room.
- To support the college anti-ragging committee in preventing ragging in the College.



### **Anti-Sexual Harassment Committee**

This committee addresses complaints of sexual harassment and ensures a safe environment for all students and staff. It promotes gender sensitivity and provides support to victims while enforcing policies against harassment.

#### **Functions and Responsibilities:**

- To prevent sexual harassment at the campus in any form.
- To prevent discrimination and sexual harassment against girls by promoting gender amity among students and employees.
- To conduct periodical programmes on women empowerment.
- To provide a conducive environment and congenial atmosphere for women.
- Monitor the effectiveness of the measures in place to prevent and address sexual harassment. This includes regular reviews of policies, procedures, and the overall campus environment.



### **Anti-Ragging committee**

**Anti-Ragging** is an offence under Penal Code and under section 116 of the Karnataka Education Act, 1983. The sole aim of this committee is to create this awareness among the students and avoid incidents of ragging. It conducts awareness programs and takes strict action against violators to ensure a ragging-free campus.

#### **Functions and Responsibilities:**

- To create awareness among the fresher students.
- To explain the senior students regarding the adverse effects of ragging and punishments involved.
- To display anti ragging notices in various location of the campus.
- To conduct surprise raids in hostel and other places.
- To conduct an on-the-spot enquiry into any incidents of ragging referred to it by any member of the faculty or any student or any parent or guardian or any employee of a service provider as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action.





### **Alumni Association**

At NSB Academy the alumni association is named 'Samagam Samiti'. The Association promotes and fosters mutually beneficial interaction among the alumni, current students and the institution at large. It organizes events, reunions, and mentorship programs to support the current students and the institution.

#### **Functions and Responsibilities:**

- To establish continuity among current and passed out students
- To maximize alumni expertise for knowledge-sharing programs, including professional lectures, experiential learning activities, training, and conferences.
- To promote gatherings, sports, and cultural competitions.
- To assist and encourage excellent alumni to pursue higher education.
- Engage with alumni working in various industries to leverage their experience and networks for the benefit of current students and the institution.



### **Sports Committee**

The Sports Committee promotes physical fitness and sportsmanship among students. It organizes various sports events, competitions, and fitness programs to encourage a healthy and active lifestyle.

#### **Functions and Responsibilities:**

- Understand the importance of sports.
- Develop physical fitness.
- Get opportunity to be innovative and creative in sports.
- To develop an appreciation of the concepts of honest competition.
- To develop self-esteem and self-confidence
- The committee shall promote sports activities by motivating students and member's faculty.
- Promoting Team spirit by making healthy competition.
- To organize regular sports events in order to train students for states and national level competition.
- To arrange for better coaching facilities.
- Proper maintenance of sports accessories.
- To provide necessary infrastructure for sports. To prepare and maintain records of all sports activities.



## **Industry-Institution Connect**

### **Functions and Responsibilities:**

- Look for opportunities to establish relationship with various industries to enhance learning opportunities, internships, and research collaborations for students and faculty.
- Organize internship opportunities and coordinate placement activities by connecting students with industry professionals and companies.
- Organize guest lectures, workshops, and seminars featuring industry experts to bridge the gap between academic knowledge and industry requirements.
- Collaborate with industry experts to make an effort that wherever possible, the academic curriculum aligns with the latest industry trends, technologies, and skills needed by employers.
- Encourage and facilitate joint research projects between faculty, students, and industry partners to foster innovation and practical application of academic knowledge.
- Arrange industry visits for students and faculty to give them firsthand experience of industrial processes and work environments.
- Identify skill gaps and organize training programs or certification courses to enhance the employability of students, tailored to industry needs.
- Collect and analyse feedback from industry partners regarding student performance and curriculum relevance to continuously improve academic offerings.
- Engage with alumni working in various industries to leverage their experience and networks for the benefit of current students and the institution.



## **Resource Mobilization Committee**

### **Functions and Responsibilities:**

- Develop and implement comprehensive fundraising strategies to generate financial resources for the institution's programs, scholarships, and infrastructure development.
- Cultivate and maintain relationships with potential and existing donors, including alumni, corporate sponsors, philanthropic organizations, and government agencies.
- Identify and apply for grants from government bodies, private foundations, and international organizations. Manage the grant application process, including proposal writing and compliance with funding requirements.
- Develop and monitor the budget for resource mobilization activities, ensuring effective use of funds and alignment with the institution's financial goals.
- Work closely with academic departments, research cell, and administrative units to identify funding needs and align resource mobilization efforts with the institution's strategic priorities.
- Establish and manage partnerships with corporations and industry leaders to secure funding, sponsorships, and in-kind contributions, and to create opportunities for collaboration.
- Engage alumni through targeted outreach programs, fostering a culture of giving back to the institution and encouraging alumni contributions.
- Monitor the progress of fundraising efforts and provide regular reports to the institution's leadership and stakeholders on the status of resource mobilization initiatives.
- Ensure that all fundraising activities are conducted in compliance with legal requirements and ethical standards, maintaining transparency and accountability in resource mobilization efforts.



## **Library Advisory Committee**

### **Functions/Objectives:**

- To support the library activities which are beneficial for the all stakeholders
- To help librarian to design and formulate the library policies for smooth functioning of the library
- To outline the library collection development policy as and when required, for its implementation.
- Evaluating the books procurement Subject- wise and allocation of budget accordingly.
- To advise the library on policy matters concerning services, resources and facilities.
- To facilitate communication between the Library and the community it serves.

### **Responsibilities:**

- Discuss and evaluate budgetary issues for books, e-books, journals, databases, e-resources etc.
- Providing input on library collections, services, facilities and infrastructures.
- To work towards modernization and improvement of Library and documentation Services.
- To formulate policies and procedures for efficient use of Library resources.
- To prepare a budget and proposals for the development of the Library.
- Advises and reviews library policies for instruction, resources, services, and the facility.



## **Examination Committee**

### **Functions and Responsibilities:**

#### **1. Examination Planning and Scheduling**

- **Preparation of Examination Calendar for Internal Assessment:** The committee is responsible for drafting the examination schedule well in advance, ensuring it aligns with the academic calendar given by the affiliating University.
- **Venue Allocation:** Assigning examination rooms, ensuring they are appropriately equipped and accessible.
- **Coordination with Faculties:** Collaborating with different departments to ensure the examination timetable does not clash with other academic activities.

#### **2. Examination Paper Management**

- **Question Paper Setting:** Overseeing the process of question paper creation, ensuring the content is relevant, adheres to the syllabus, and maintains the required academic standard.
- **Confidentiality:** Ensuring the confidentiality of question papers is maintained throughout the process, from creation to distribution.
- **Printing and Distribution:** Managing the printing, safe custody, and distribution of examination papers to various examination rooms.

#### **3. Examination Conduct**

- **Appointment of Invigilators:** Selecting and briefing invigilators on their duties, ensuring they understand the rules and regulations governing the examination process as described in University rules and regulations.
- **Supervision:** Monitoring the conduct of examinations to prevent any form of malpractice, ensuring a fair and conducive environment.
- **Addressing Malpractices:** Identifying, reporting, and taking necessary action against any examination-related malpractice or breach of regulations.



#### 4. Result Processing

- **Coordination of Evaluation:** Organizing the evaluation process, ensuring that answer scripts are assessed fairly, consistently, and in a timely manner.
- **Result Publication:** Managing the timely and accurate release of examination results, ensuring they are communicated to students and relevant stakeholders.

#### 5. Grievance Redressal

- **Handling Complaints:** Addressing grievances or complaints related to examinations, such as issues with question papers, discrepancies in results, or any misconduct during exams.
- **Re-evaluation and Rechecking:** Facilitating re-evaluation or rechecking processes if requested by students, ensuring transparency and fairness.

#### 6. Policy Formulation and Review

- **Development of Examination Policies:** Creating, reviewing, and updating examination-related policies, ensuring they are in line with academic regulations and standards.
- **Compliance with Regulations:** Ensuring that all examination processes comply with institutional, as well as University standards and regulations.

#### 7. Record Keeping and Documentation

- **Maintenance of Examination Records:** Keeping accurate records of all examination-related activities, including attendance, question papers, answer scripts, and results.
- **Data Security:** Ensuring the secure storage and confidentiality of examination records and related data.

#### 8. Continuous Improvement

- **Feedback and Evaluation:** Gathering feedback from students, faculty, and invigilators to identify areas for improvement in the examination process.
- **Implementation of Best Practices:** Staying updated with the latest trends and best practices in examination management and incorporating them into the institution's processes.



## **CSR Cell**

### **Functions and Responsibilities:**

- Organize workshops, seminars, and guest lectures to educate the academic community about the importance of CSR.
- Design and implement CSR projects that address local and global social, environmental, and economic issues.
- Partner with local communities to identify needs and develop projects that can make a meaningful impact.
- Promote and implement sustainability practices within the institution, such as waste reduction, energy conservation, and green campus initiatives.
- Encourage and facilitate student and faculty participation in volunteering activities, both on-campus and in the broader community.
- Provide opportunities for students to take leadership roles in CSR projects, fostering skills like teamwork, project management, and ethical decision-making.
- Regularly monitor and evaluate the impact of CSR initiatives to ensure they are achieving desired outcomes and contributing positively to society.
- Document and report CSR activities and their outcomes to stakeholders, including students, faculty, and Management.
- Establish and maintain partnerships with businesses, non-governmental organizations (NGOs), and other institutions to support and expand CSR efforts.
- Seek funding and resources from external partners and alumni to support CSR activities.
- Utilize various communication channels (social media, newsletters, etc.) to spread awareness about CSR initiatives and their impact.





## **Women Empowerment Cell**

A Women Empowerment Cell (WEC) in a higher education institution plays a crucial role in fostering a safe, supportive, and empowering environment for female students, faculty, and staff.

### **Functions and Responsibilities:**

- Advocate for equal opportunities and treatment for women within the institution.
- Work towards eliminating gender biases and stereotypes in academic and non-academic activities.
- Organize workshops, seminars, and awareness programs on women's rights, gender equality, and issues like harassment, discrimination, and domestic violence.
- Celebrate significant days such as International Women's Day to highlight women's achievements and issues.
- Ensure the safety and security of women on campus.
- Monitor and report any cases of harassment, abuse, or any form of gender-based violence.
- Offer counselling services for women facing personal, academic, or professional challenges.
- Provide guidance and support to women dealing with issues like harassment, discrimination, or stress.
- Work with the administration to develop, implement, and monitor policies that promote gender equality and women's empowerment.
- Facilitate networking opportunities with successful women professionals.
- Extend the cell's activities beyond the institution by engaging with the local community to promote women's empowerment.
- Collaborate with external organizations, NGOs, and government bodies on projects related to women's empowerment.



## **Incubation and Innovation Centre:**

### **Functions and Responsibilities:**

- Encourage students and faculty to come up with innovative ideas and provide them with the necessary support to develop these ideas into viable business models.
- Assist in business plan development, market research, and customer validation to transform innovative ideas into successful businesses.
- Establish a network of experienced mentors from industry and academia to guide and advise startups and innovators.
- Organize workshops, seminars, and training sessions on entrepreneurship, innovation, and related skills.
- Help startups connect with potential investors, venture capitalists, and angel investors.
- Organize pitch events where startups can present their ideas to investors and secure funding.
- Foster collaboration between academia and industry for research and development of innovative solutions.
- Build and maintain partnerships with industry players, government agencies, and other academic institutions to create a vibrant innovation ecosystem.
- Host events that bring together entrepreneurs, investors, industry experts, and other stakeholders to foster collaboration and knowledge sharing.
- Engage with alumni who are entrepreneurs or industry leaders to contribute to the innovation ecosystem of the institution.
- Engage students through competitions, hackathons, and innovation challenges to stimulate their interest in entrepreneurship.
- Support the formation of student-led entrepreneurship clubs and societies.
- Organize outreach programs and initiatives that benefit the local community and encourage social responsibility among students and startups.