



Report

on

“Awareness Program for In-charges of Academic Support Units on Roles, Responsibilities and Documentation”

Introduction:

As part of its continuous efforts to strengthen institutional quality practices and promote effective governance, the Internal Quality Assurance Cell (IQAC) organised a seminar titled "**Awareness Program for In-Charges of Academic Support Units on Roles, Responsibilities and Documentation**" on **02 July 2026** at **4:00 PM** in the **Seminar Hall, Room No. 110**. The program was conducted for the Conveners and In-Charges of the institution's Academic Support Units to enhance their understanding of their roles, responsibilities, and the documentation processes required for the effective functioning of the respective units.

Objectives of the Program:

- To create awareness about the objectives and functioning of the Academic Support Units.
- To familiarize the Conveners/In-Charges with their roles and responsibilities.
- To provide guidelines on the constitution and composition of Cells, Committees, and Clubs.
- To explain the standard documentation procedures to be followed by each Academic Support Unit.
- To ensure systematic planning, implementation, monitoring, and reporting of activities.
- To strengthen quality assurance practices through proper documentation and record maintenance.

Proceedings of the Program:

The seminar commenced with the welcome of all the Conveners and In-Charges of Academic Support Units. **Dr. S. Muni Rathnam, Dean – IQAC, ACEM**, served as the resource person and delivered a comprehensive presentation on the functioning of the institution's **thirty-nine Academic Support Units**, comprising various Cells, Committees, and Clubs.

During the session, he explained the objectives and significance of each Academic Support Unit in contributing to academic excellence, student development, institutional governance, and quality enhancement. He elaborated on the roles and responsibilities of the Conveners and members, emphasizing leadership, coordination, accountability, and effective implementation of the activities assigned to each unit.

The resource person also highlighted the importance of decentralization in institutional administration and encouraged the faculty members to actively participate in achieving the objectives of their respective Academic Support Units.

A major emphasis of the seminar was on **documentation and record maintenance**. The participants were guided on the preparation and maintenance of:

- Constitution of the Academic Support Unit in the prescribed format.

- Composition of the Committee/Cell/Club with clearly defined responsibilities.
- Minutes of the Meeting (MoM) using the standard format.
- Semester Activity Plan aligned with the objectives of the respective Academic Support Unit.
- Reports of activities conducted with supporting evidence.
- Action Taken Report (ATR) based on the resolutions of the meetings.
- Maintenance of files containing all relevant records and documentary evidence required for institutional quality assurance and accreditation.

The session also included an interactive discussion in which participants clarified their doubts regarding committee constitution, activity planning, documentation, and reporting procedures.

Outcomes of the Program:

The seminar enabled the participants to:

- Gain a clear understanding of the objectives and functions of the twenty-nine Academic Support Units.
- Understand the roles and responsibilities of Conveners and members.
- Learn the standard procedures for constituting and managing Academic Support Units.
- Develop knowledge of systematic documentation practices, including preparation of constitutions, Minutes of Meetings, Activity Plans, Activity Reports, and Action Taken Reports.
- Recognize the importance of proper documentation in ensuring institutional quality, transparency, accountability, and NAAC compliance.

Conclusion:

The seminar was highly informative and beneficial for all the Conveners and In-Charges of Academic Support Units. It provided comprehensive guidance on the effective functioning of Cells, Committees, and Clubs and emphasized the significance of systematic documentation in achieving institutional quality objectives. The program strengthened the participants' understanding of quality assurance practices and prepared them to efficiently manage their respective Academic Support Units in alignment with the vision and quality standards of the institution.



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Awareness Program for In-Charges of Academic Support Units
on Roles, Responsibilities and Documentation

Agenda

- Constitution of Committees/Cells/Clubs
- Conduct of meetings
- Preparation of MoM
- Submission of Activity Plans
- Organization of events and activities
- Maintenance of records
- Preparation of Action Taken Reports (ATRs)

Organized by:

Internal Quality Assurance Cell

VENUE

Seminar Hall 114.



02.07.2026
04:00 PM



Poster



Address by Dean – IQAC



Convenors of various Academic Support units attended the seminar

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