



M.S. RAMAIAH COLLEGE OF ARTS, SCIENCE AND COMMERCE

(Re-accredited "A" by NAAC, permanently affiliated to Bangalore University, Approved by AICTE)

Date: 11.05.2015

OFFICE ORDER

To,
The Committee Conveners
MSRCASC

The following are the duties and responsibilities of Committee conveners of the institution

1. The Primary responsibility is to serve as an organizer and administrator of the Committee/ Cell.
2. Call for regular meeting periodically, record the minutes of the meeting.
3. Prepare the Annual Budget of the Committee/Cell.
4. Organise Events/programmes and also contact the speakers and experts and coordinate the events/programmes.
5. Allot duties to the members of the Committees/Cells and ensure that everyone performs the tasks allotted to them through regular follow-ups.
6. Encourage each member to do the work he/she is best for based on the capabilities /skills of the members to accomplish the goals set.
7. Organise events/programmes, prepare printed materials, publicity, presentations etc., along with the members.
8. Submit reports on the events conducted as and when demanded.
9. At the end of the Academic Year should submit accounts on the expenses/ expenditure incurred.


Dr. A. Nagarathna
Principal,

M.S. Ramaiah College of Arts, Science & Commerce
MSRIT Post, MSR Nagar
Bangalore - 560 054