Jain College - Notice Board Committee

The Notice Board Committee at Jain College is responsible for managing and overseeing the communication flow within the college. The committee ensures that important information, announcements, and notices are effectively displayed and accessible to students, faculty, and staff. This committee is crucial for maintaining transparency, timely dissemination of information, and ensuring that all members of the college community are informed about academic, administrative, and extracurricular matters.

1. Objectives

- To ensure timely and accurate display of notices and important announcements.
- To maintain a clear, organized, and accessible system for notice boards across campus.
- To monitor and update the notice boards regularly to ensure that only relevant and current information is displayed.
- To provide a platform for both academic and non-academic updates to be communicated efficiently to the college community.
- To ensure the proper placement of notice boards in high-traffic areas of the college for maximum visibility.
- To collect and manage notices from different departments and faculty for dissemination on notice boards.

2. Notice Board Committee Members

Name	Designation	Role in Committee
Dr. Naveen Kumar C.M	Principal	Chairperson
Ms.Hemalatha V	Faculty, Dept. of Commerce	Coordinator
Ms.Manjushri S	Faculty, Dept. of Management	Member
Mr. Mahadev	Assistant	Member
Mr. Sidharth N	Student Representative (UG)	Member
Ms. Divya GM	Student Representative (PG)	Member

3. Roles and Responsibilities

- Designate and maintain areas where notice boards are placed, ensuring they are easily accessible and visible to all.
- Update and manage the notice boards regularly to ensure they display relevant academic, administrative, and extracurricular information.
- Collaborate with departments, faculty, and administrative staff to gather and disseminate notices effectively.

- Ensure that expired or outdated notices are removed in a timely manner to avoid clutter.
- Maintain a digital notice board (if applicable) and ensure the information is updated in real-time.
- Monitor the condition of physical notice boards and ensure they are well-maintained, clean, and functional.
- Coordinate with the IT team for the display of online notices, announcements, and event schedules.
- Ensure the accurate display of important deadlines, events, workshops, and notices related to exams, attendance, and other college activities.

PRINCIPAL
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