



SEICOM DEGREE COLLEGE

(AFFILIATED TO SV UNIVERSITY)

(ACCREDITED BY NAAC)

9-66/14-A, New Maruthi Nagar, Extension, Tirupathi. Ph : No. 0877-2241094, 2242606

CONSTITUTION OF THE NOTICE BOARD COMMITTEE

Preamble

To ensure timely dissemination of information and maintain the decorum of the college, SEICOM Degree College formally constituted the **Notice Board Committee on 18th September 2015**. This committee is dedicated to managing and updating notice boards effectively, providing clear and relevant communication to students and staff.

Objectives

- To ensure prompt and accurate dissemination of information through notice boards.
- To maintain the organization and aesthetic presentation of notice boards.
- To promote transparency and accessibility in the communication of college activities.

Committee Composition

The Notice Board Committee shall consist of the following members:

Chairperson

Mr. P. Chandra Mouli Reddy

Secretary

Mrs. B. Poojitha

Members

- Mr. C. Ashok Kumar Reddy
- Mr. B. Muni Babu
- Mr. K. S. Sreekanth
- Mr. N. Suresh
- Mrs. G. Bandavi



P. Chandra Mouli Reddy
PRINCIPAL
seicom Degree College
Tirupati

Roles & Responsibilities

- Regularly update notice boards with relevant information, such as circulars, schedules, and event announcements.
- Ensure the accuracy and readability of all displayed content.
- Remove outdated notices promptly to avoid clutter.
- Coordinate with other committees and departments for the display of their notices.
- Maintain the cleanliness and organization of notice boards.

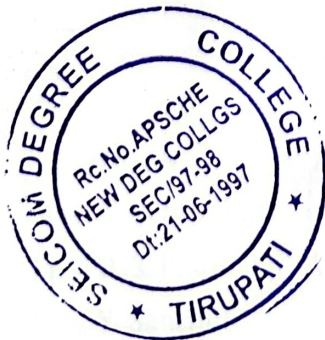
Implementation Procedure

- Hold regular meetings to plan and review notice board updates.
- Designate responsibilities for updating specific notice boards.
- Verify and approve notices before display to ensure consistency and relevance.
- Solicit feedback from students and staff to improve communication.

Review & Amendment

This constitution is subject to periodic review by the Notice Board Committee in consultation with the college administration to ensure its relevance and effectiveness in achieving its objectives.

This constitution reflects SEICOM's commitment to effective communication and organizational transparency.



Dchese Redh
PRINCIPAL
Selcom Degree College
Tirupati