

**ANNASAHEB GUNDEWAR COLLEGE**

**COLLEGE COMMITTEES FOR THE ACADEMIC SESSION 2022-23**

<b>Sr. No</b>	<b>Name of the Committees / Cell</b>	<b>Objectives, Roles and Responsibilities</b>
1	<b>COLLEGE ADMISSION COMMITTEE</b>	<p><b>Objectives:</b> Study all the directives of the Govt./UGC/RTM Nagpur University regarding reservations and eligibility.</p> <p><b>Role and Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. Finalizing norms for the admission process.</li> <li>2. Verification of admission forms/documents submitted by the students.</li> <li>3. Preparing provisional merit list and publication of the list. Inviting grievances before finalizing final merit list.</li> <li>4. Endorsing signature on forms of candidates eligible for admission.</li> <li>5. Generating and maintaining the record of cut-off marks, category wise and gender wise record of the students admitted.</li> <li>6. Generate a detailed gender wise report on number of students admitted from different categories (SC/ST/NT/VJNT/OBC (non-creamy layer) / Minority.</li> <li>7. Preparing roll-calls for the individual programs.</li> </ol>
2	<b>ACADEMIC PLANNING COMMITTEE</b>	<p><b>Objectives:</b> To create a strategic academic road map and oversee the academic affairs of the college and make recommendations to the principal about academic programs and strategic priorities.</p> <p><b>Role and Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. Prepare the academic calendar of the college.</li> <li>2. Prepare a time-table and allocate class-rooms.</li> <li>3. To collect information on various academic/curricular and extension activities planned by various committees and departments.</li> <li>4. Review of completion of syllabus in all subjects as per lesson plans submitted by the faculty.</li> <li>5. Submit the draft of Academic Calendar to the principal for final approval.</li> <li>6. To prepare and publish Academic Calendar before June 30.</li> <li>7. To submit the copy of Academic Calendar to the Committee for Planning, Development and Maintenance for up-dating Web-Site.</li> <li>8. Frame a suitable, clash free time-table for conducting Theory/Practical lectures as per university rules.</li> <li>9. Attend various complaints of clashes in the time-table and make necessary adjustments.</li> <li>10. Review the occupancy in class-rooms and resolve overlapping in lecture timings</li> <li>11. Scrutinize the work-load of the individual faculty members/teachers and the Departments as per university rules.</li> <li>12. Maintain the records of the Time-Table framed and submit the same to the IQAC.</li> <li>13. Accommodate tutorials/seminar presentation etc.</li> <li>14. Maintain a record of all curricular activities organized and conducted in the college</li> <li>15. Classify, analyze &amp; file all sorts of data and make it available</li> </ol>

		<p>whenever required</p> <ol style="list-style-type: none"> <li>16. Finalizing the department budget</li> <li>17. Recommends staff for higher education/ workshops/ FDPs</li> <li>18. Department result assessment</li> <li>19. Define/refine of course outcomes</li> </ol> <p><b>Duties of Admission Office:</b></p> <ol style="list-style-type: none"> <li>1. To collect proposals / materials from the Departments, Committees and lecturers to draft Annual plan of activities for the year for publication in the Prospectus.</li> <li>2. To finalize College Prospectus &amp; Admission Form for the year 2018-19.</li> <li>3. To assist the students and to interact with the parents during admissions for the year 2018-19.</li> <li>4. To provide proper College Identity Cards to the students after the reopening of the College for the year 2018-19.</li> <li>5. To file and maintain the records of the admissions and Annual Plan.</li> <li>6. To submit the enrolment records to the IQAC Committee.</li> </ol>
3	<p><b>COLLEGE AND UNIVERSITY EXAMINATION COMMITTEE</b></p>	<p><b>Objectives:</b> The examination committee is an apex body of the college which is headed by Principal and shall be facilitated by three sections: Examination, Record Maintenance and Administration. The main function of this committee is to carry out examinations, publish results of Unit Test and Pre-final examinations. Keeping the record of each and every issue related to the examination and organizing workshops and seminars for the improvement of the examination system are also the responsibilities of this committee. The examination committee plans and organizes all internal as well external examinations in the college.</p> <p><b>Role:</b></p> <ol style="list-style-type: none"> <li>1. The examination committee shall prepare relevant time tables for college examinations.</li> <li>2. The examination committee will make policies regarding holding of different examinations and shall make seating arrangement and display them on the concerned Notice Board/Website and Blocks.</li> </ol> <p><b>Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. To successfully conduct the Semester End Examinations and prepare the Results.</li> <li>2. To make inventory of the required Stationery well in advance and put up the requisition for required items at least 2 months in advance.</li> <li>3. To refer cases of malpractice in the examination to the Unfair Means Inquiry Committee / Examination Grievances Committee for necessary action.</li> <li>4. To process the practical exam remuneration bills on time.</li> <li>5. To prepare course/programme wise distribution of pass percentage and submit the same to the IQAC Committee.</li> </ol> <p>*University Examination: Examination is conducted as per the Guidelines issued by R.T.M. Nagpur University. The Examination In-charge will be constituted separately for the winter and summer exam. Also,</p>

		two Internal officer-in-charge from regular teachers will be selected for the examination through roster system.
4	<b>ACADEMIC RESEARCH AND PROMOTION CELL</b>	<p>Objective • To foster Innovation and Research that will lead to competitive development;</p> <ol style="list-style-type: none"> <li>1. To establish our college as a Centre for Excellence in Innovation, through an interdisciplinary approach;</li> <li>2. To create opportunities for students to build their Academic Profile for a successful career;</li> <li>3. To enhance productivity in our youth and channel their intellect to improvise and invent for the benefit of society.</li> </ol> <p>Roles and Responsibility:</p> <ul style="list-style-type: none"> <li>• Review the students and faculty development programs; • Visualize and formulate perspective plans for the development and growth of the college;</li> <li>• Draft Concise Leave Rule for the teaching and non-teaching staff of the College;</li> <li>• Promote research and extension activities in the college campus;</li> <li>• Plan for sustaining the quality of education, quality improvement and accreditation of the college;</li> <li>• Organizing National and International Conferences;</li> <li>• Organizing Short Term Training Programs and workshops;</li> <li>• Establishing linkages with other Institutes / Labs / Organizations for projects;</li> <li>• Arranging seminars on paper presentation techniques for faculty and students, designed to meet national and international standards;</li> <li>• Inculcate the concept of research among students &amp; staff by arranging paper presentation competitions;</li> <li>• Encourage publication of research articles by sending deserving entries to journals;</li> </ul> <p>Roles &amp; Responsibilities:</p> <ol style="list-style-type: none"> <li>I. To identify the potential areas of research in various disciplines of engineering and form the faculty into various clusters based on their specialization.</li> <li>II. To help preparing and submit proposals to government agencies like UGC, DST, ICSSR etc. for obtaining funded projects.</li> <li>III. To encourage multi-disciplinary research internally within the institute and externally with other organizations.</li> <li>IV. Encourage the staff to attend/publish papers in various National/International conferences/Journals of their specialized areas.</li> <li>V. To coordinate the research activities among the various departments of the college.</li> <li>VI. Encourage the faculty to attend various research-oriented Faculty development programmes.</li> <li>VII. Encourage and motivate the staff to apply for Ph.D at various Universities.</li> <li>VIII. To encourage the staff to publish their research works in reputed journals that have good impact factor and are Scopus indexed.</li> <li>IX. To plan for resource mobilization through industry interaction, consultancy and Extramural funding.</li> </ol>

5	<b>ICT (Information and Communication Technology) COMMITTEE</b>	<p><b>Objectives:</b> To maintain &amp; improve ICT related resources To assist administration in taking decision in IT related matters</p> <p><b>Roles and Responsibility:</b></p> <ol style="list-style-type: none"> <li>1. To look after the ICT infrastructure of the college</li> <li>2. To promote ICT enabled learning culture</li> <li>3. To promote innovation and opportunities in learning</li> </ol>
6	<b>GIRLS STUDENTS' GUIDANCE COMMITTEE</b>	<p><b>Objectives:</b> To create and maintain safe, healthy and supportive environment for girl students in the campus</p> <p><b>Roles and Responsibility:</b></p> <ol style="list-style-type: none"> <li>1. Nurturing the girls students</li> <li>2. Improve academic grade through the remedial teaching program</li> <li>3. Mentoring through an individual counseling</li> <li>4. To arrange program for resolving psychological, emotional, behavioral, academic, and social issues of the girls students.</li> </ol>
7	<b>LIBRARY ADVISORY COMMITTEE</b>	<p><b>Objectives:</b> To enrich library resources and its usages</p> <p><b>Roles and Responsibility:</b></p> <ol style="list-style-type: none"> <li>1. Making arrangement for procuring subject wise books/ magazines/journals/ e-resources, reference books etc.</li> <li>2. To recommend measures for upgrading the library facilities</li> <li>3. To develop procedure of issuing books to students, teachers, and members of the library</li> <li>4. To develop and implement the rules and regulations of library for students, teachers, and members of the library</li> <li>5. To identify and improve E-Library resources</li> <li>6. To verify various stocks of library department periodically</li> </ol>
8	<b>N.S.S. ADVISORY COMMITTEE</b>	<p><b>Objectives:</b> To inculcate values of social welfare among students and provide selfless <b>service</b> to the society To understand the community in which they work</p> <p>To understand themselves in relation to their community To identify the needs and problems of the community and involve them in problem-solving To develop among themselves a sense of social and civic responsibility To utilise their knowledge in finding practical solutions to individual and community problems To develop competence required for group-living and sharing of responsibilities To gain skills in mobilising community participation To acquire leadership qualities and democratic attitudes To develop capacity to meet emergencies and natural disasters and To practise national integration and social harmony</p>

		<p><b>Roles and Responsibility:</b></p> <ol style="list-style-type: none"> <li>1. Motivate, recruit and select students for NSS work</li> <li>2. Create social awareness among the students and other members of the college community</li> <li>3. Organize orientation programs for NSS volunteers,</li> <li>4. Ensure co-operation and co-ordination of community agencies, government departments and non-governmental agencies</li> <li>5. Prepare an annual calendar of NSS activities</li> <li>6. To conduct periodic review of meetings involving programme officers and students</li> <li>7. To conduct various programmes for the realization of the committee objectives</li> </ol>
9	<p><b>SPORTS AND GAMES DEVELOPMENT COMMITTEE</b></p>	<p><b>Objectives:</b> To promote and motivate students to learn, practice and participate in various sports and games events</p> <p><b>Roles and Responsibility:</b></p> <ol style="list-style-type: none"> <li>1. To provide training of physical fitness to the students</li> <li>2. To promote students for participating in various games and sports events</li> <li>3. To arrange training programmes of various sports &amp; games activities</li> <li>4. To conduct physical fitness / medical test every year</li> <li>5. To prepare budget for sports &amp; games events</li> <li>6. To procure required sports equipments</li> </ol>
10	<p><b>CAMPUS AUDIT CELL</b> (Green, Energy, Environment, Clean &amp; Green Campus, Rain Water Harvesting, Vermi Composting Unit)</p>	<p><b>Objectives:</b> To introduce and aware students to real concerns of environment and its sustainability To secure the environment and cut down the threats posed to human health by analysing the pattern and extent of resource use of the campus. To establish a baseline data to assess future sustainability by avoiding the interruptions in environment that are more difficult to handle and their corrections requiring high cost</p> <p><b>Roles and Responsibility:</b></p> <ol style="list-style-type: none"> <li>1. To fulfill the institution's responsibility towards reducing carbon footprint contribute to environmental protection</li> <li>2. To promote environmental consciousness and responsibility among students</li> <li>3. To implement green practices consistently and effectively towards creating a sustainable campus.</li> <li>4. To monitor and evaluate the Green practices, towards building a sustainable campus</li> <li>5. To generate innovative green practices, promoting the spirit of eco-innovation among students</li> </ol>
11	<p><b>EMPLOYMENT GUIDANCE</b> (Career Counselling), <b>PLACEMENT AND CAREER COUNSELING</b></p>	<p><b>Objectives:</b> To guide students in the matter of career options, and also to promote entrepreneurship</p> <p><b>Roles and Responsibility:</b></p> <ol style="list-style-type: none"> <li>1. Organize training programmes to improve</li> </ol>

	<b>COMMITTEE</b>	<p>communication and soft skills</p> <ol style="list-style-type: none"> <li>2. Organize training programmes on personality development</li> <li>3. Counsel the students on career development</li> <li>4. Organize placement drives with different companies to improve the campus placements</li> <li>5. Provide career guidance to students on the basis of their aptitudes and groom them for the jobs they are fitter</li> <li>6. Invite commercial / industrial organizations to the campus for conducting campus interviews and recruitment</li> <li>7. promote self-reliance among students</li> <li>8. Select students for participation in recruitment drive organized by other institutions</li> </ol>
12	<b>ALUMNICOORDINATION COMMITTEE</b>	<p><b>Objectives:</b> To foster and promote good relationship among the members of the teaching staff, students and guardians of the students. To increase alumni interaction with the institution</p> <p><b>Roles and Responsibility:</b></p> <ol style="list-style-type: none"> <li>1. To maintain an up-to-date and detailed database of the alumni</li> <li>2. To highlight the success of alumni to improve the credibility and reputation of the college</li> <li>3. To Plan and promote a platform for interaction between all stakeholders</li> <li>4. To Promote the interests and welfare of alumni association</li> <li>5. To maintain healthy relationship with the alumni body</li> <li>6. To encourage parents / guardians to be involved in the education and development of their children</li> <li>7. Provide an active communication link between students parents / guardians and the college by organizing regular meeting</li> <li>8. To seek valuable feedback from the parents for the enrichment and improved delivery of the curriculum thereby promoting the development of the institution</li> <li>9. To seek valuable input from parents for the development of college policies</li> </ol>
13	<b>ANTI-RAGGING, DISCIPLINARY COMMITTEE</b>	<p><b>Objectives:</b> To look into various aspects of ragging, means and methods to prevent it, possible action that can be taken against those who involve in it, and action against offenders in the event of ragging</p> <p><b>Roles and Responsibility:</b></p> <ol style="list-style-type: none"> <li>1. To oversee and monitor the overall discipline of students in the college, and review it periodically</li> <li>2. To recommend appropriate actions related to indiscipline of the students as and when required</li> <li>3. Taking all precautionary measures to prevent ragging</li> <li>4. Creating awareness among senior students and new entrants</li> </ol>

		5. Immediate action against reported incidents / complaints
14	<b>PERSON WITH DISABILITY (PWD), (PHYSICALLY HANDICAPPED STUDENTS)</b>	<p><b>Objectives:</b> To provide facilities and amenities to the differently abled students in regular teaching hours</p> <p><b>Roles and Responsibility:</b></p> <ol style="list-style-type: none"> <li>1. To identify resources required for differently abled students</li> <li>2. To recommend for procuring resources for differently abled students</li> <li>3. To recommend administration about building up college building barrier free friendly access</li> <li>4. To provide information about various welfare schemes for differently-abled students</li> </ol>
15	<b>GRIEVANCES REDRESSAL COMMITTEE</b>	<p><b>Objectives:</b> To settle genuine grievances of students, staff and parents up to a satisfaction level so as to create a healthy relationship among students, parents, employees and employer.</p> <p><b>Roles and Responsibility:</b></p> <ol style="list-style-type: none"> <li>1. To accept grievance of the students</li> <li>2. To solve grievances of the students within specified time</li> <li>3. To hear grievances of the students</li> <li>4. To make judgment of the grievances</li> <li>5. To maintain discipline in the premises</li> </ol>
16	<b>STUDENT WELFARE</b>	<p><b>Objectives:</b> To work for student welfare</p> <p><b>Roles and Responsibility:</b></p> <ol style="list-style-type: none"> <li>1. To consider application for scholarship.</li> <li>2. To select students for awards of scholarships and prizes</li> <li>3. To ensure healthy participation of students in inter-collegiate events, except sports</li> <li>4. To nominate teacher-advisor for various students union sub-committee</li> <li>5. To arrange prize distribution ceremony</li> <li>6. To recommend names for grant of full / half free boarder ship</li> <li>7. To protect the interest of needy students on the brink of dropping out.</li> </ol>
17	<b>CULTURAL ASSOCIATION AND YUWARANG</b> (Including conduct of competition)	<p><b>Objectives:</b> To promote and arrange extra-curricular activities to bring out the talents of students in the performing arts</p> <p><b>Roles and Responsibility:</b></p> <ol style="list-style-type: none"> <li>1. To plan and schedule cultural events in the college</li> <li>2. To prepare budget for all cultural events and take necessary steps for its approval</li> <li>3. To prepare and maintain records of all cultural activities</li> <li>4. To prepare an Annual budget for various cultural event</li> </ol>

		<ol style="list-style-type: none"> <li>5. To obtain formal permission from the college authorities to arrange programme</li> <li>6. To decide date, time and agenda of the programme</li> <li>7. To inform members of staff and students about the event</li> <li>8. To arrange the venue and logistics</li> <li>9. To invite the chief Guest and gifts / certificates for the participants</li> </ol>
18	<b>STUDENT RESEARCH DEVELOPMENT CELL</b>	<p><b>Objectives:</b> To Develop research skill &amp; awareness among the students</p> <p><b>Roles and Responsibility:</b></p> <ol style="list-style-type: none"> <li>1. To promote the aspiring students to carry out research in the field of commerce, science and arts by providing necessary facilities and infrastructure required for them.</li> <li>2. To create zeal among the students towards research and innovation</li> <li>3. To work closely with the industrial needs that eventually will result in new or improved products, processes, systems or services that can increase the company's productivity</li> <li>4. Innovative business activity creating added value in the global economy</li> <li>5. Innovation-friendly society aimed at long-term development</li> <li>6. To have periodical interactive session with entrepreneurship / industrialists</li> <li>7. To enhance skill development training and self-employment opportunities.</li> <li>8. To serve government by taking up sponsored projects</li> <li>9. To conduct research work and survey for identifying entrepreneurial opportunities for our students and to organize talent show, in-house exhibition, business stall, etc.</li> <li>10. To ensure smooth functioning and effective management of R &amp; D at the institution</li> <li>11. To provide a focal point in the institution to co-ordinate R &amp; D activities between various departments, faculty members and research students of the respective institution</li> <li>12. To identify potential projects / sources of funds, and to communicate the same to HQ NUST</li> <li>13. To establish collaboration with other universities, research centres, and industries with information to HQ NUST on research and development projects</li> <li>14. To liaise with public and private sectors and identify R &amp; D projects including consultancy services which could be undertaken at their institution on payment basis</li> <li>15. Implementation, follow-up, progress and monitoring</li> </ol>

		<p>of on-going projects</p> <p>16. To assist in matters related to collaborative research with other agencies</p>
19	<b>STUDENT COUNCIL</b>	<p><b>Objectives:</b> As stated in the relevant government order or act</p> <p><b>Roles and Responsibility:</b> As stated in the relevant government order or act</p>
20	<b>COLLEGE COUNCIL</b>	<p><b>Objectives:</b> To smoothly conduct college council meetings and its proceedings</p> <p><b>Important Provisions:</b></p> <ol style="list-style-type: none"> <li>1. The College council shall consist of the Principal and Heads of the Department of each Subject of study, two persons elected from the staff members, Librarian of the General Library and the Ministerial Head of Administrative Staff of the College Office.</li> <li>2. The Principal shall be the ex-officio President of the Council. The council shall appoint one of the members as the Secretary and the member so appointed shall hold office for one year, but shall be eligible for re-election.</li> <li>3. The general administration of the college shall vest in the Principal subject to the control of the Director of Collegiate Education. Some of the general administrative work of the College may be distributed by the Principal among the members of Council to be done under the general supervision of the Principal e.g. Library, Athletics, Maintenance of Building and the ground etc.</li> <li>4. The Council is empowered to consider and report of any question concerning accommodation, course of instruction, or rules of discipline referred to it by the Principal but is shall not interface in any manner with the general administration of the college which is vested in the Principal acting under the orders of the Director of Collegiate Education.</li> <li>5. All questions of promotion, term certificates and scholarships shall ordinarily be decided by the Council.</li> <li>6. All cases of serious misconduct on the part of students involving loss of their term certificates or their removal or expulsion from the College shall be dealt with by the Principal, ordinarily in consultation with the College Council.</li> <li>7. Meeting of the Council shall be convened at such time as the Principal may consider necessary. He shall also convene a meeting when required to do so by the Director of Collegiate Education or on the written requisition of not less than two third of the members.</li> <li>8. Not less than three day's notice of a meeting shall ordinarily be given to each member. The notice ordinarily be accompanied by the agenda.</li> <li>9. It shall be the duty of the Secretary to give notice of the meeting of the Council, to keep a record of the proceedings of such meeting and to forward to the Director of Collegiate Education through the Principal a copy of the proceedings of each meeting.</li> <li>10. The Principal or in his absence, the Vice Principal shall take the Chair at all meeting of the Council.</li> </ol>

		<p>11. Not less than majority of the members shall form the quorum and all questions shall be decided by a majority of the votes of members present. If the votes including the vote of the chairman are equally divided, the Chairman shall have a casting vote. The Principal may over rule the decision of the College Council, but in such case he shall make a report to the Director of Collegiate Education setting forth the reason for doing so.</p> <p>12. The chairman shall be the sole judge of any point of order. He may call any member to order and shall have power to take any action as may be necessary to enforce his decision.</p> <p>13. The Budget shall be framed by the Principal in consultation with the members of the Council and forward to the Director of Collegiate Education.</p> <p>14. Notwithstanding anything contained in the foregoing rules it shall be competent to the Principal to dispose of any matter which should ordinarily be disposed by the Council.</p>
21	<b>COLLEGE WEB SITE MANAGEMENT CELL</b>	<p><b>Objectives:</b> To manage, update and maintain college website efficiently</p> <p><b>Roles and Responsibility:</b></p> <ol style="list-style-type: none"> <li>1. To design the college website template</li> <li>2. To make agreement with website developer and provide information to the government about the college website</li> <li>3. To collect information to be uploaded on the website</li> <li>4. To follow up the up gradation of the website</li> <li>5. To update the information on the website constantly</li> <li>6. To provide information on the website as per government norms, University norms and norms of UGC and NAAC</li> </ol>
22	<b>COMPETITIVE EXAMINATION GUIDANCE AND EQUAL OPPORTUNITY CELL</b>	<p><b>Objectives:</b> To enable students to face competitive examinations confidently</p> <p><b>Roles and Responsibility:</b></p> <ol style="list-style-type: none"> <li>1. To create awareness of the competitive examination among the students of the college.</li> <li>2. To provide guidance of various competitive examinations to the students of the college.</li> <li>3. To promote and encourage the students to register &amp; appear themselves in the competitive examinations</li> <li>4. To arrange guest lectures on various competitive examinations with a view to provide information of state, national level examinations</li> <li>5. To provide library resources required for important competitive examinations</li> <li>6. To making arrangement of independent study room or reading room for competitive examination</li> <li>7. To arrange internal competitive examination to assess the competitive strengths &amp; weaknesses of the college students</li> <li>8. To organize the workshop on the competitive examinations</li> </ol>

23	<b>COLLEGE UNIFORM COMMITTEE</b>	<p><b>Objectives:</b> To maintain discipline about college uniform</p> <p><b>Roles and Responsibility:</b></p> <ol style="list-style-type: none"> <li>1. To decide the uniform of the college students</li> <li>2. To decide the quality and quantity of the college uniform</li> <li>3. To provide information to the students about college uniform</li> <li>4. To supervise that the students wear the uniform in the college premises</li> <li>5. To display the dress code on the notice board</li> <li>6. To collect quotations from the uniform seller</li> <li>7. To frame the disciplinary rules for the students in class, library and college premises</li> <li>8. To provide information to the student about the disciplinary rules in the college</li> <li>9. To ensure that the students behave as per the disciplinary rules framed by the college.</li> </ol>
24	<b>STOCK VERIFICATION AND DEAD STOCK COMMITTEE</b>	<p><b>Objectives:</b> keeping the records of stock accurately and in a transparent manner</p> <p><b>Roles and Responsibility:</b></p> <ol style="list-style-type: none"> <li>1. To physically verify the stocks available in the various departments / cells of the college</li> <li>2. To ensure that the stock register is maintained by the departments / cells of the college.</li> <li>3. To verify the receipts and issues of different types of stocks in various departments / cells of the college.</li> <li>4. To verify the stock periodically in monetary as well as non-monetary terms</li> <li>5. To submit the stock verification report to the college office and accountant.</li> </ol>
25	<b>BACKWARD CLASS STUDENTS' WELFARE COMMITTEE</b>	<p><b>Objectives:</b> Developing the overall personality of the backward students</p> <p><b>Roles and Responsibility:</b></p> <ol style="list-style-type: none"> <li>1. Understanding the problems faced by the backward students and taking appropriate actions to resolve these problems.</li> <li>2. providing information about various government and non government scholarship schemes for backward students</li> <li>3. Identifying the academic and non academic issues of the backward students and guide them to overcome the issues</li> <li>4. Providing the safe and healthy environment for backward students</li> <li>5. Resolve the grievances raised by the backward students</li> <li>6. Arranging the programmes for the overall development of the backward class students.</li> <li>7. To ensure non-discrimination in the college premises</li> <li>8. To arrange special guidance cell for the counseling of</li> </ol>

		<p>the backward students</p> <ol style="list-style-type: none"> <li>9. identifying the weakness of the students and taking appropriate measures to remove them.</li> <li>10. Arranging remedial coaching classes for the backward students.</li> <li>11. To maintain the records of backward class students, and their grievances</li> </ol>
26	<b>ANTI-SEXUAL HARASSMENT AND WOMEN'S PROHIBITION/PROTECTION CELL</b>	<p><b>Objectives:</b> To create harassment free environment for women</p> <p><b>Roles and Responsibility:</b></p> <ol style="list-style-type: none"> <li>1. To arrange meetings for organization &amp; planning of activities to be conducted</li> <li>2. To create awareness about issues relevant to sexual harassment, gender equality, violence on women, menstrual hygiene etc</li> <li>3. To register sexual harassment cases and resolve it within a specified time period.</li> <li>4. To develop guidelines and norms for a policy against sexual harassment</li> <li>5. To frame principles and procedures for combating sexual harassment</li> <li>6. To prepare a detailed plan of actions, both short and long term</li> <li>7. To organize gender sensitization awareness programmes.</li> </ol>
27	<b>ACADEMIC LINKAGES AND COLLABORATION CELL</b>	<p><b>Objectives:</b> establishing collaborations and linkages</p> <p><b>Roles and Responsibility:</b></p> <ol style="list-style-type: none"> <li>1. To identify the institutions with whom collaborations can be executed</li> <li>2. To identify the areas of collaborations</li> <li>3. To execute the documents of collaborations and linkages</li> <li>4. Making arrangement for collaborations and linkages</li> <li>5. making plans of the activities to be undertaken under linkages or collaborations</li> <li>6. maintaining the records of collaborations or linkages</li> <li>7. Submitting the reports of the committee to the principal and IQAC</li> </ol>
28	<b>PARENT – TEACHER ASSOCIATION</b>	<p><b>Objectives:</b> To establish good and ideal relations and interactions between Parents and teachers for student's overall development</p> <p><b>Roles and Responsibility:</b></p> <ol style="list-style-type: none"> <li>1. To arrange get together programme for interaction between parents and teachers</li> <li>2. To identify academic and non academic issues of the students and communicate to the parents</li> <li>3. To create healthy environment for establishing good</li> </ol>

		<p>relations with parents</p> <ol style="list-style-type: none"> <li>4. To introduce about the college to the parents</li> <li>5. To run college events for parents and students; providing an opportunity for people to get to know each other and rejoice each other's company.</li> <li>6. To raise funds from the parents for the development of the students</li> </ol>
29	<b>CANTEEN COMMITTEE</b>	<p><b>Objectives:</b> Managing canteen facilities smoothly</p> <p><b>Roles and Responsibility:</b></p> <ol style="list-style-type: none"> <li>1. To supervise &amp; take steps for the maintenance of canteen facilities with hygiene.</li> <li>2. To maintain and control the quality of the food to be supplied in the canteen</li> <li>3. To modernize the canteen equipment and cooking procedures</li> <li>4. To control management of the canteen and suggest ways to improve the same</li> <li>5. To maintain the canteen clean and hygiene</li> <li>6. providing good canteen services to the staff, students and society in general</li> <li>7. To fix the reasonable rates of the items to be provided in the canteen</li> <li>8. To conduct food quality audit of the food provided in the canteen</li> </ol>
30	<b>INDUSTRIAL INSTITUTIONS INTERACTION COMMITTEE</b>	<p><b>Objectives:</b> Foster ideal industrial &amp; institutional interaction with the college</p> <p><b>Roles and Responsibility:</b></p> <ol style="list-style-type: none"> <li>1. To identify the areas of interactions with the industry and institution</li> <li>2. To promote research activities in collaboration with industries or other institutions</li> <li>3. To develop internship programmes with the industry by creating good relations</li> <li>4. To arrange training programme of the skills required for the industry.</li> <li>5. To organize industrial workshop at work sight.</li> <li>6. To encourage industry to deliver lectures to the students in the college</li> <li>7. To arrange industrial visit for students, teachers and non-teaching staff.</li> <li>8. To make available funding from the industry for the research and development of the college</li> <li>9. To arrange placement camps with the industries</li> <li>10. undertaking research work in collaboration with industries</li> <li>11. arranging expert lectures of industrialist</li> <li>12. Providing research &amp; consultancies services to the industries</li> </ol>

31	<b>RIGHT TO INFORMATION (RTI)</b>	<p><b>Objectives:</b> As stated in the RTI Act</p> <p><b>Roles and Responsibility:</b> As stated in the RTI Act</p>
32	<b>UNNAT BHARAT ABHIYAN CELL</b>	<p><b>Objectives:</b> To achieve sustainable development of the villages</p> <p><b>Roles and Responsibility:</b></p> <ol style="list-style-type: none"> <li>1. To select the villages in the vicinity of the college for Unnat Bharat Abhiyan</li> <li>2. To make survey of the selected villages in order to understand the present situation of the villages</li> <li>3. To identify the problems, issues and challenges faced by the selected villages</li> <li>4. To undertake research activities for finding solutions to the identified problems.</li> <li>5. To develop good and smooth interaction between college and villages to exchange their knowledge and understanding</li> <li>6. To utilize knowledge of the higher education institution for the sustainable development of the villages</li> </ol>
33	<b>LIFE LONG EDUCATION AND EXTENTION CELL</b>	<p><b>Objectives:</b></p> <ol style="list-style-type: none"> <li>1. To provide lifelong learning to the underprivileged community</li> <li>2. To undertake extension activities for the development of disadvantaged community</li> </ol> <p><b>Role / Roles and Responsibility:</b></p> <ol style="list-style-type: none"> <li>1. To function as teaching , training &amp; research department same as other teaching departments</li> <li>2. To provide academic and technical resource support for community based activities in collaboration with universities departments and colleges</li> <li>3. developing and offering need based lifelong learning / Education programmes for Students and members of local community</li> <li>4. Development of reading materials for neo-literatures, documentation of case studies / success stories and preparation of scholarly publications, monographs, research papers and evaluation studies.</li> </ol>
34	<b>INDIAN STUDENT PARLIAMENT</b>	<p><b>Objectives:</b></p> <ol style="list-style-type: none"> <li>1. To develop in students an insight into the working parliament</li> <li>2. To make students consider public issues and form their opinion from them</li> </ol> <p><b>Roles and Responsibility:</b></p> <ol style="list-style-type: none"> <li>1. To provide the knowledge of working of the parliament</li> <li>2. To disseminate information about public issues and develop the insight of forming opinion</li> <li>3. To arrange group discussion on various public issues</li> <li>4. To enable students to develop respect and tolerance for the views of others</li> </ol>

		<ol style="list-style-type: none"> <li>5. To enable students to understand problem faced by the society</li> <li>6. To create in students the quality of leadership</li> <li>3. To understand the common man point of view express it in an articulated manner</li> </ol>
35	<b>LANGUAGE LABORATORY</b>	<p><b>Objectives:</b> To develop language skill among the students</p> <p><b>Roles and Responsibility:</b></p> <ol style="list-style-type: none"> <li>1. To organize workshop/ seminar/ group discussion on the Indian languages</li> <li>2. To enable students to speak Indian languages fluently.</li> <li>3. To provide knowledge of academic writing</li> <li>4. To use modern IT technology for speaking and writing skills of the students</li> <li>5. To enhance language and communication skills in English/ Marathi / Hindi</li> </ol>
36	<b>PROGRAM ORGANISING COMMITTEE</b>	<p><b>Objectives:</b> Organizing the programme notified by the appropriate authority</p> <p><b>Roles and Responsibility:</b></p> <ol style="list-style-type: none"> <li>1. To Prepare the academic calendar of the programmes to be organized in a year</li> <li>2. To procure required resources in order to arrange the programmes</li> <li>3. To create outline of the programmes</li> <li>4. To identify the programmes to be organized in an academic year</li> <li>5. making the schedule of programmes in a view that regular classes cannot be suffered</li> <li>6. To participate the students in the programme organizing activities</li> <li>7. To develop the guidelines and manners for organizing the programmes</li> </ol>
37	<b>STRAT-UP AND INNOVATION CELL</b>	<p><b>Objectives:</b> To promote student driven innovations &amp; start-ups and to engage the students and faculty in innovation and start up activities in campus.</p> <p><b>Roles and Responsibility:</b></p> <ol style="list-style-type: none"> <li>1. To develop innovative mind set of the students</li> <li>2. To encourage students to develop innovative approach</li> <li>3. To promote students to begin start-ups</li> <li>4. To organize workshops / Seminars / Guest Lectures on Innovation and start-ups</li> <li>5. To disseminate the information of various innovations taking place in the world</li> <li>6. To suggest new starts ups</li> <li>7. To begin the programmes / courses on innovations and starts-ups</li> </ol>
38	<b>IPR AND FDP CELL</b>	<p><b>Objectives:</b> To promote for the creation of intellectual property</p> <p><b>Roles and Responsibility:</b></p> <ol style="list-style-type: none"> <li>1. To act and work as per the IPR policy of the university.</li> </ol>

		<ol style="list-style-type: none"> <li>2. To promote constant awareness about the IPR</li> <li>3. To advice and guide students and faculty on the importance of IPR</li> <li>4. To provide IPRs protection information, orientation and facilities to students and faculty.</li> <li>5. To provide a platform for encouraging filing of IPRs and patenting the products / technologies for the benefit of the institute and thereby to society at large.</li> <li>6. To provide guidance and information about the procedure for filing the IPRs</li> <li>7. To establish an IPR ecosystem within RTMNU</li> <li>8. To engage in conduct IP workshops / seminars</li> <li>9. To exercise such other powers and perform such other tasks related to IPR as may be assigned by the university authorities or prescribed in the ordinances / directions / policies of the universities from time to time</li> </ol>
39	<b>CODE OF CONDUCT COMMITTEE</b>	<p><b>Objectives:</b> Creation of Code of Conduct for various stakeholders</p> <p><b>Roles and Responsibility:</b></p> <ol style="list-style-type: none"> <li>1. To draft the code of conduct for teachers, students, principals and the management of the society</li> <li>2. To arrange meetings for the discussion on the draft of the code of the conduct</li> <li>3. Taking the approval for the code of the conducted finalized in the committee</li> <li>4. publishing the code of the conduct</li> <li>5. organizing workshops / seminars / guest lectures on code of the conduct</li> <li>6. to disseminate the code of the conduct to the teachers, students, principal and the management of the society</li> </ol>
40	<b>COLLEGE MAINTEANANCE MECHANISM</b>	<p><b>Objectives:</b> To ensure the maintenance of college infrastructure</p> <p><b>Roles and Responsibility:</b></p> <ol style="list-style-type: none"> <li>1. To look after the infrastructure in the premises of the college</li> <li>2. To visit the college building, library building or other buildings of the institution to know the status of the infrastructure</li> <li>3. To check the batches, blackboard, chairs, and other things in the classes of the college to maintain them in good condition</li> <li>4. To evolve &amp; develop maintenance policy of the infrastructure.</li> <li>5. To make arrangements for the repair and maintenance of the computers in the premises of the college</li> <li>6. To maintain uninterrupted supply of internet connectivity in the premises of the college</li> <li>7. To make arrangements for the repair and maintenance of electrical appliances and its supply</li> <li>8. To develop the policy of utilization of the infrastructure</li> </ol>

