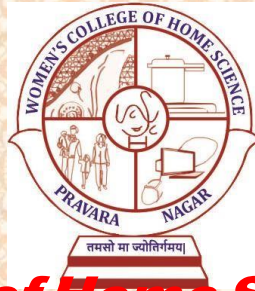


MANUAL FOR COLLEGE COMMITTEES

Approved by the CDC in its meeting dated 15.07.2017



Women's College of Home Science and BCA
Loni, Tal Rahata, Dist Ahmednagar – 413713



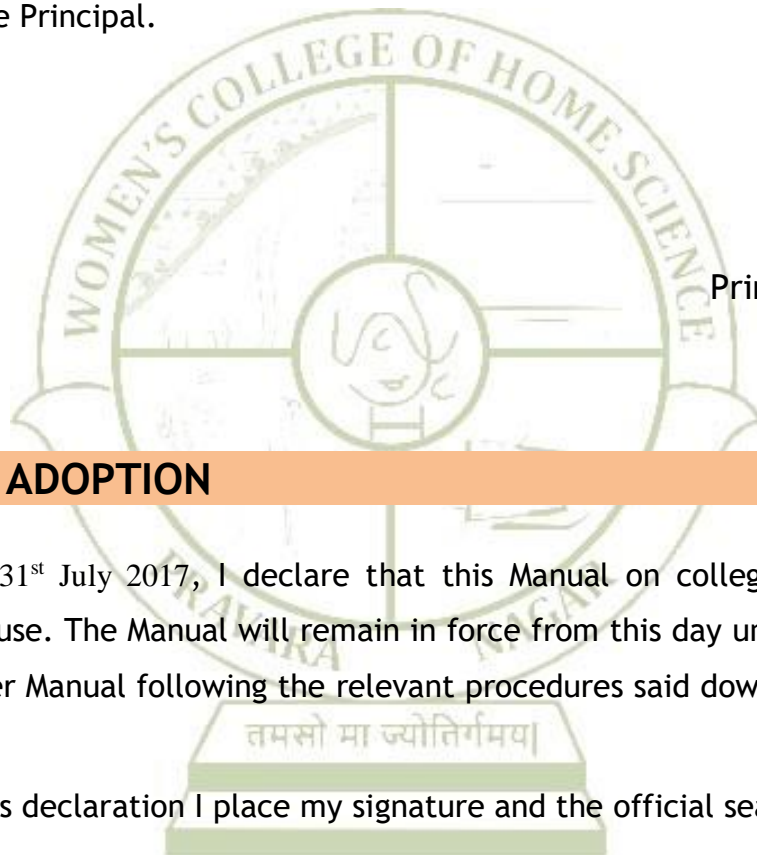


PREFACE

This Manual on College Committees is aimed at improving the efficiency with which the various Committees, formed by the institute and CDC . It has, therefore, been a fruitful endeavour preparing this Manual on college committees. The undersigned, heartily thanks all those who have made the venture successful.

This manual is an effort towards decentralizing the college administration. Since this Manual is meant to be a dynamic document, provisions have been made in this Manual for suitably amending the various rules and provisions whenever it is necessary.

This Manual will come into force from the day the “Declaration of Adoption” contained herein is signed by the Principal.



Principal

DECLARATION OF ADOPTION

On this day, the 31st July 2017, I declare that this Manual on college Committees is formally adopted for use. The Manual will remain in force from this day until it is amended or replaced by another Manual following the relevant procedures said down herein for such purpose.

In testimony of this declaration I place my signature and the official seal of the College.

Principal

COMMITTEES AND COLLEGE MISSION

Committees constituted to streamline college administration are a potent means for implementing supportive action programmes directed towards achieving the College Mission. This College Mission will act as the benchmark for setting as well as evaluating the objectives, Goals and targets of the committees.

MACRO PROCEDURES

STAFF FUNCTIONS AND LINE MANAGEMENT

Primary and key actions towards the achievement of the College Mission, especially the attainment of Excellence in Education, must come from the line management which includes the subject department.

Most committees considered in this Manual are “Staff Committees” constituted to provide Support services required by line functionaries to improve their performance.

If the subject departments feel that the services provided by the existing committees are inadequate, and new support services are required in a decentralized manner, a written representation in that regard is to be made to IQAC coordinator. If the IQAC recommends the same, the Manual will be amended.

PROCEDURES FOR AMENDING THIS MANUAL

This Manual can be amended for the purpose of setting up additional committees by incorporating a statement as to why the committee is appointed, its tenure, its size and composition, its objectives and its functions.

This Manual can be amended for the purpose of liquidation of particular committee by incorporating a statement from the Principal de-listing the said committee after having observed formalities for such liquidation.

In case two-thirds of all committees find that the procedures laid down in this Manual are too cumbersome and impair their efficient functioning. The principal suggests or appoints the person as a coordinator for the committee as per her/his interest of area.

EXTENT OF AUTONOMY

The committees will have complete autonomy in the performance of their tasks. In order to improve the work efficiency of the various committees, the Principal will make allocations of clerical, infrastructural and supporting staff assistance if and whenever required by the committees.

COMMITTEES

There are three types of committees appointed in this college. (a) Statutory committees, (b) Non-statutory committees, and (c) Ad-hoc committees. Statutory committees are those that are constituted as per the provisions of Savitribai Phule Pune University, Pune- University statues, Maharashtra government rules and stipulations of higher authorities like the UGC. The tenure and constitution of these committees will be determined by the CDC as per rule. Non-statutory committees are those that are appointed by the Principal in order to bolster the college administration. Ad-hoc committees are those that are appointed on purely temporary basis for performing contingency duties. Such Ad-hoc committees will fall outside the purview of this Manual. These committees may be further split for convenience of functioning. The Head Clerk, in consultation with appropriate bodies, will finalize names of non-teaching staff members of non- statutory committees whose functions are mostly administrative.

CONSTITUTION OF COMMITTEES

In addition to the number mentioned under „size and composition of the committee“ each non-statutory committee will co-opt one member from among the non-teaching staff. Each such committee must have a coordinator. All of them must be permanent entities. This is required in order to maintain continuity in administrative work and managerial supervision over the tasks that the committee has been setup to perform.

If otherwise not specified, members of committees must be appointed on “rolling basis”. The senior most members of a committee, i.e. those who have completed the three-year term, should be replaced by new members. This procedure will ensure that every year half the members of a committee complete their terms and fresh members are appointed in their place.

Should a member vacate his/her membership of the committee voluntarily or due to retirement or due to termination of his/her membership by the college authorities or due to any other reason, a new member could be appointed to fill the vacancy. This member

will serve on the committee for a period equivalent to the balance of the term of the person whom he/she has replaced.

The Principal of the college, in consultation with the IQAC can replace any member if such a member is found unfit with the assignment.

DECISION-MAKING

All decisions of a committee in furtherance of its basic objectives and goals, should be taken preferably by consensus. The consensus decision fosters team spirit and unity of purpose and generates synergy. If consensus cannot be achieved, voting would be required for policymaking; however, a two-third of the total members is required to be present to make such decisions valid.

The committee may frame its own rules and procedures of functioning. The rules require the assent of the Principal for enforcement.

All deliberations at the committee meeting should be properly recorded and all members of the committee present at the meeting should attest them.

Two-thirds of the member of the committee will constitute the quorum for a meeting. If the meeting is postponed for want of quorum, and at a subsequent date two-thirds of the members do not report, then the presence of fifty percent of the total member of the committee will make the meeting and the decision taken thereat valid.

All policy guidelines of the committees should be drafted before the commencement of the academic year so as to provide a sufficient lead-time for the committees to organize tasks for their successful implementation.

Each committee should have active participation in making academic calendar for achieving its goal. This will help in structuring its tasks effectively for better co- ordination and functioning within the committee.

The committees should preferably convene their meetings at bi- monthly intervals.

COMMITTEE IN THE COLLEGE CONTEXT

Every committee will enjoy functional autonomy required for attainment of its objectives, but will remain accountable to the Principal.

Ordinarily no recommendation of a Committee should be ignored. However, in situations posing a serious challenge to the college mission, the Principal may ask the committee to review its recommendation.

All recommendations are to be implemented either through IQAC by developing suitable procedures of implementation.

All committees are to monitor their own performance through periodic review of the progress of work.

If there be a gap between the targets set and actual performance, the committee should initiate corrective action to bridge the gap.

If this gap cannot be bridged due to reasons beyond the control of the committee, then the targets must be revised or reset so as make them meaningful.

1. College Development Committee (CDC)

Composition: As decided by Maharashtra University Act 2016.

Tenure: 3 years

Objective: To have an empowered system of administration

To ensure the faculty feels involved into the administration of the college.

Function: This committee will

- Meet at least twice a year.
- Approve the budgetary provision for the development of College.
- Endorse the recommendations made by Internal Quality Assurance Cell (IQAC).
- Prepare an overall inclusive development plan of the college concerning academic, administrative and infrastructural growth, and facilitate College to promote excellence in curricular, co-curricular and extra-curricular activities.

2. IQAC

Composition: As decided by the NAAC

Tenure: 3 years

Objective: To cultivate quality culture in Teaching Learning

Function: This committee will

- Prepare plan of action for academic improvement

- Try to implement the projects adopted monitor the state of progress
- Adopt remedial measure if the progress is halted
- Help teachers in matter of promotion through CAS
- Improve the overall academic ambience of the College
- Help to prepare quality benchmark for the institution.

3. Anti-ragging committee

Composition: As decided by the NAAC

Tenure: 3 years

Objective: To avoid ragging cases in college campus and outside.

Function: This committee will

- Display the charts and other material stating evil nature, punishment of Ragging and also student's discipline.
- Create cordial and free atmosphere.
- Involve seniors and freshers jointly in value based cultural and other activities.
- Entrust the responsibilities jointly.
- Inter-action and casual warning.
- Ensure the spot solutions by adapting soft measures.
- In case of need, report to the nearest police station.

4. EQUAL OPPORTUNITY CELL (SC/ST CELL)

Composition: As decided by UGC

Tenure: 3 years

5. Objective: To promote reserve category students for education

Function:

- Create and maintain safe, healthy and supportive environment for SC / ST staff and Students in the campus.
- Address the issues of staff and students, belonging to schedule caste / schedule tribes in the institute and to prevent atrocities against them.
- Provides various welfare schemes for SC/ST/OBC/physically handicapped (Divyanjan)

6. IIBOS (INSTITUTIONAL INTERDISCIPLINARY BOARD OF STUDIES)

Composition: As per decided by the CDC

Tenure: 3 years

Objective : To organize different courses

Function : This committee will

- It works as think tank for the Institution to start different courses(value added, certificate, add-on, bridge, remedial)
- Recommend to the concerned faculty regarding the course syllabi, course structures and evaluation schemes of various courses
- Recommend the reference books or supplementary reading books and such other material useful for study of the course to recommend to the faculty, modifications in respect of addition or deletion or updating of courses

7. CAMPUS DEVELOPMNET AND BUILDING MAINTENANCE COMMITTEE

Composition: As determined by the CDC.

Tenure: 3 years

Objective : To maintain the existing buildings and campus.

Function : The committee will

- Arrange for maintenance of the college building
- Adopt schemes for renovation if and when necessary
- Select engineer / architect where technical expertise is required for execution
- Supervise construction works if done departmentally

8. INTERNAL COMPLAINT COMMITTEE

Composition: As determined by the Government of Maharashtra and SPPU, Pune.

Tenure: 3 years

Objective : To maintain safe and secured environment in the campus.

Function : The committee will

- Help women to realize their rights of freedom.
- Treat sexual harassment as misconduct and initiate disciplinary actions for such misconduct.
- Support the distressed Women"s to place the complaint.
- Provide safety and security for women in workplace.

9. PROPOSAL COMMITTEE

Composition: TS - 4 NTS - 1

The Heads of the departments would be invited members.

Tenure: 5 years

Objective: Proper utilization of grants.

Function: The committee will

- See to it that plan- proposals are submitted to the UGC or the other bodies on time
- Allocate fund received prioritizing need and necessity
- Ensure proper utilization of fund within the date specified
- Submit audited utilization certificate within date

10. GRIEVANCE REDRESSAL CELL

Composition: As determined by UGC.

Tenure: 3 years

Objective : To reduce grievances in students and staff.

Function : The committee will

- Attend promptly on receipt of written grievances from the students
- Review all cases and will act accordingly as per the Management policy
- Report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

11. ADMISSION COMMITTEE

Composition: As preferred by institution

Tenure: 2 years

Objective: To efficiently manage the college admission

Functions: The committee will

- Formulate and execute the admission criteria ensure filling up seats according to merit & intake capacity
- Ensure temporary transparency in admission
- Screen applicants for admission to various courses
- Revise and update college prospectus
- Send admission report to Management, University or Government.

Composition: As preferred by the institution

Tenure: 3 years

Objective: To evolve academic calendar and prospectus

Function: The committee will

- Academic Calendar Committee will prepare the annual academic calendar of the college
- Revise and update college prospectus

13. TIME TABLE COMMITTEE

Composition: As preferred by the institution.

Tenure: 2 years

Objective: To evolve an ideal time-table which incorporates the needs and convenience of students and teachers

Function: The committee will

- Prepare the academic calendar of the college
- Prepare a time-table and allocate class-rooms
- Review the occupancy in class-rooms and resolve overlapping in lecture timings

14. LIBRARY ADVISORY COMMITTEE

Composition: As preferred by the institution (The Librarian to be ex-officio members and student)

Tenure: 2 years

Objective: To enrich Library collection and improve usage

Function: The committee will

- Arrange for procuring subject wise books/magazines/journals
- Recommended measures for upgrading the library facilities
- Look after internet facilities
- Liaison between the library, the student and the faculty
- Strive for enriching stock with e-resources
- Ensure optimal use of library collection by students & staff
- Cause periodic stock verification as per rule

15. ACADEMIC COMMITTEE

Composition: As preferred by the institution

Tenure: 3 years

Objective:

- To ensure regularity of attendance.
- To update all institutional data.
- To prepare prospectus for the institute
- Function: This committee will
- Maintain the attendance and data collection committee.
- Update all institute data
- Prepare prospectus for the institute.

16. EXAMINATION COMMITTEE

Composition: As preferred by the institute

(Apart from having Coordinator for College examination CEO, the Committee will have as its members the three teachers acting as Centre-in- Charge in connection with University exams).

Tenure: 3 years

Objective: Smooth conducting of examination

Function: The Committee will

- Collect statistics on various subjects/papers and enrolment therein including roll numbers of students
- Arrange for paper setting by faculty & printing of qp
- Prepare examination blocks, requisition invigilators and support staff
- Allot supervision duties
- Conduct the examination as per the schedule
- Calculate allowance due for invigilation/examination duty

17. PLACEMENT CUM CAREER COUNSELLING COMMITTEE

Composition: As preferred by the institute.

Tenure: 2 years

Objective: To guide students in the matter of career options.

Function: The Committee will

- Help learners explore career options
- Make assessment of student"s efficiency & groom them for job they are fit for
- Provide career guidance to students on the basis of their aptitudes & groom them for the jobs they are fitter
- Promote self-reliance among students
- Select students for participation in recruitment drive organized by other institutions

18. START UP AND INNOVATION CELL

Composition: As constituted by the university.

Tenure: 3 years

Objective:

Function: The Committee will

- To conduct various training and expert sessions/programs from time to time to percolate startup policies and create a platform to acquire startups and innovations among students.

19. ACADEMIC AND RESEARCH COMMITTEE

Composition: As decided by the GB

Tenure: 3 years

Objective: Promoting Research activity & output of the College

Function: This committee will

- Motivate faculty to apply for MRP
- Arrange for publishing research papers in peer reviewed journal
- Identify emerging areas of research
- Motivate students to participate in research competitons

20. ICT COMMITTEE

Composition: As decided by the institute.

Tenure: 2 years

Objective: Help the administration in taking decision in IT related matters

Function: This committee will

- Look after the ICT infrastructure of the College
- Promote ICT enabled learning culture
- Ensure the connection with other educational institutions
- Promote innovation and opportunities in learning
- Take steps for maintenance of
- Computers, their accessories
- Arrange for uninterrupted internet service
- See to it that the Virtual Classroom remains functional

21. DISCIPLINE COMMITTEE

Composition: As decided by the institute.

Tenure: 2 years

Objective: To attend the Students" grievances and recommended suitable redressed measures & to ensure overall discipline

Function: This committee will

- Scrutinize, investigate & consider all complaints grievances of the students
- Maintain a record of the grievances redressed/reported/referred
- Regulate & enforce discipline among the students of the college
- Take appropriate action wherever necessary

22. STUDENT DEVELOPMENT & EARN AND LEARN SCHEME COMMITTEE

Composition: As preferred by the institute (GS & Welfare sub-committee Secretary to be ex-officio members)

Tenure: 3 years

Objective: To work for student development

Function: The committee will

- select students for awards of scholarships and prizes
- ensure healthy participation of students in inter-collegiate events, except sports
- nominate teacher-advisor for various Students" Union subcommittee
- arrange prize distribution ceremony
- Prepare, submits successful implementation of proposals to SPPU.

23. CULTURAL COMMITTEE

Composition: As preferred by the institute (GS & Secretary, sub-committee for Cultural affairs to be ex-officio members)

Tenure: 3 years

Objective: To create an ambience for expression and development

Function: This committee will

- conduct annual cultural competition
- arrange for cultural presentation on various college occasions
- prepare the students for cultural competition outside the college
- select students who represent the college in off-campus platforms

24. MAGAZINE PUBLICATION COMMITTEE

Composition: As preferred by the TC (GS & Magazine Secretary to be ex-officio members)

Tenure: 2 years

Objective: To nurture the creativity of the learners

Function: The committee will

- Decide on the issues and themes of social awareness women empowerment etc. that will form the basis of each edition of the magazine
- Provide the editorial support to the magazine
- Invite literary and other creative contributions
- Arrange for competition so that the best contribution could be selected for publication
- Provide students with some training in editorial work
- Ensure regular publication of the wall magazines

25. GYMKHANA COMMITTEE

Composition: As preferred by the TC (GS & Sports Secretary to be ex-officio members)

Tenure: 3 years

Objective: To create scope for cultivation of skill in games & sports

Function: The committee will

- Arrange physical fitness programmes
- Arrange competitive sports programmes
- Raise and administer funds for the above purpose

- Prepare sports schedule for the year
- Escort college sports achievers to sports meet outside the college
- Arrange for regular use of multi gym cum fitness center

26. N.S.S. ADVISORY COMMITTEE

Composition: As proposed by the P.O.

Tenure: 3 years

Objective: To help P.O. in conducting socially relevant programmes.

Function: The Committee will

- Provide logistics and advisory support for execution of NSS Programmes
- Prepare an annual calendar of NSS activities
- Co-ordinate activities of NSS students
- Conduct periodic review meetings involving programme officers and students
- Conduct various programmes for the realization of the committee objectives

27. HOSTEL COMMITTEE

Composition: As decided by the CDC

Tenure: 3 years

Objective: To look after the hostel affairs

Function: This committee will

- Take decisions regarding hostel administration
- Address problems regarding running of the mess of each hostel
- Hostel staff discharge duty with responsibility
- Recommend disciplinary measure in case of violation of rule by staff or students

28. ALUMNI ASSOCIATION

Composition: As decided by the CDC

Tenure: 3 years

Objective: to foster a spirit of loyalty and to promote the general welfare of your organization.

Function: This committee will

- Promote the interests and welfare of alumni association.

- Plan on bringing together the former students and make efforts to contribute to the college on various aspects.
- Involve the Alumni for overall development of the college.

29. STUDENT FEEDBACK COMMITTEE

Composition: As decided by the IQAC

Tenure: 3 years

Objective: To collect feedback on curriculum and Teacher

Function: This committee will

- Collect the feedback on curriculum, teachers and college from all the stakeholders and do analysis and take proper measures for improvement.
- Prepare the agenda and minutes of the meetings

30. TRIP AND FIELD VISIT COMMITTEE

Composition: As decided by the IQAC

Tenure: 3 years

Objective: To organize field trips and field visit

Function: This committee will

- Organize field trips, field visit and tours.
- Take necessary permission for Tour/Field visit etc.
- Maintain safety and security of students at the time of Tour/Trip etc.
- Communicate with parents for Parental consent and provide the details of excursion for adventure activities.
- Maintain the record and prepare the report of Tour/Trip etc.

31. COMPETITIVE EXAMINATION GUIDANCE CELL

Composition: As decided by the CDC

Tenure: 3 years

Objective: To provide guidance regarding competitive examinations

Function: This committee will

- Provide the special training or coaching for competitive examinations to students such as- MPSC/ UPSC.
- Organize the expert lectures on competitive examination to students.

32. ALUMNI COMMITTEE

Composition: As decided by the CDC

Tenure: 3 years

Objective: To maintain record update for alumni

Function: This committee will

- Maintain an up-to-date and detailed database of the alumni.
- Highlight the success of alumni to improve the credibility and reputation of college.
- Conduct the Alumni meet.

33. EXTRAMURAL STUDIES COMMITTEE

Composition: As decided by the CDC

Tenure: 3 years

Objective: To organize different extra mural lecture series

Function: This committee will

- Organize educational programmes such as Dr. Babasaheb Jayakar lecture series, Yashawantrao Chavhan lecture series, Sant Gadage Baba Jeshtha Nagarik lecture series, need based programs, seminars, symposiums, workshops, for students.
- Work according to the extra mural education cell of SPPU.

34. RIGHT TO INFORMATION ACT

Composition: As decided by the CDC

Tenure: 3 years

Objective: To create transparency and accountability related to RTI

Function: This committee will

- Promote transparency and accountability in the working of the College.
- Make our society open and public authorities more accountable and information must be made available to a private citizen subject to right of privacy.
- Provide information for any individual on their demands as per the Right to Information Act.
- Strictly follow the rules and regulation of RTI.

35. NEWS PUBLICITY COMMITTEE

Composition: As decided by the CDC

Tenure: 3 years

Objective: To publish news of all events in the college

Function: This committee will

- Work for writing, editing, and distributing news releases to the news media.
- Prepare activity report of each and every programme conducting on college.
- Maintain an up-to-date list of news media for College.
- Manage a website with up-to-date information of college activities.
- Maintain a photo documents.

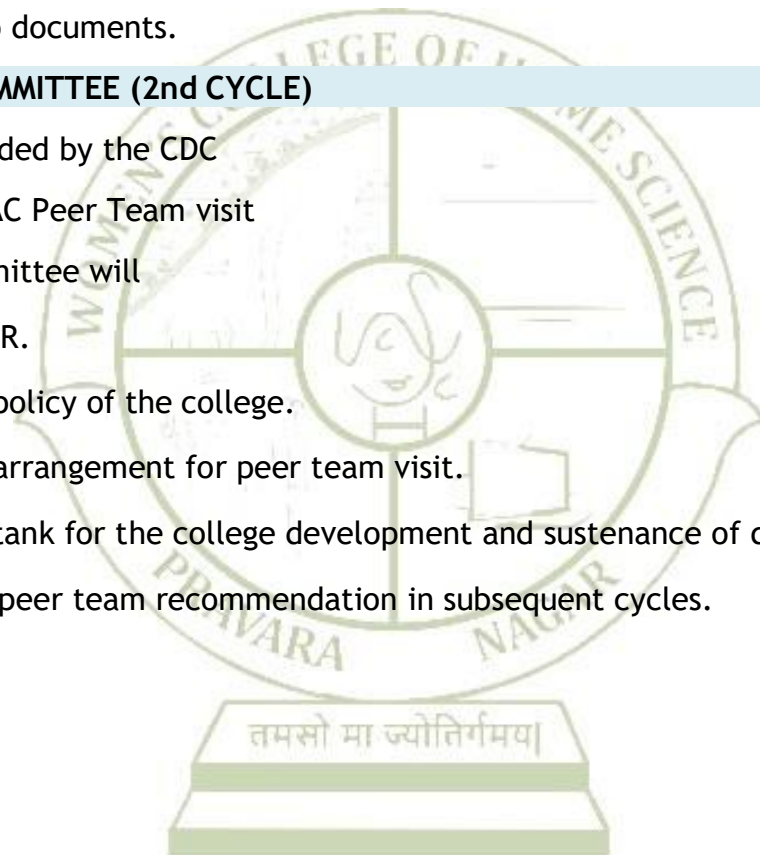
36. NAAC STEERING COMMITTEE (2nd CYCLE)

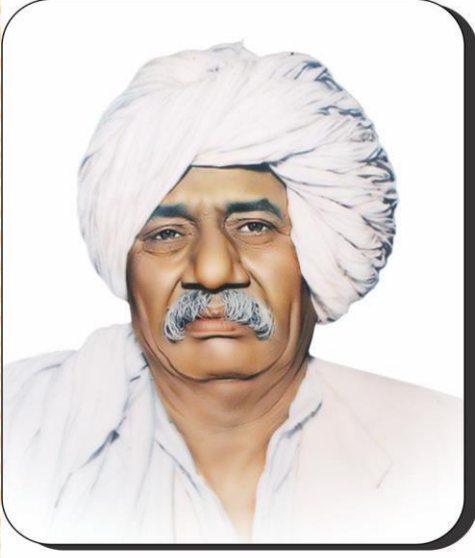
Composition: As decided by the CDC

Tenure: Till the NAAC Peer Team visit

Function: This committee will

- Prepare NAAC SSR.
- Prepare quality policy of the college.
- Make necessary arrangement for peer team visit.
- Work as a think tank for the college development and sustenance of quality culture.
- Fulfill the NAAC peer team recommendation in subsequent cycles.





पुणे विद्यापीठ गीत

ज्ञान बनो कर्मशील, कर्म शानवान

पुण्यमयी दे आम्हा अक्षर वरदान
ज्ञान बनो कर्मशील, कर्म शानवान

जातिभेद, धर्मभेद, वंशभेद दूर
लाख लाख कंठांनुनि हाच एक सूर
करुणेच्या चरणांशी नत हो विशान

माणुसकी धर्माचा अर्थ जाणतो
श्रमनिष्ठा हें पवित्र तीर्थ मानतो
हृदयांनुनि समतेचा निर्भय अभिमान

सेवेतच मुक्ती ही मंगल दीक्षा
न्यायास्तव जागृति ही सर्वपरीक्षा
हें विश्वचि पार अमुचे मंत्र हा महान

मंगेश पाडगांवकर