

Matoshree Vimalabai Deshmukh Mahavidyalaya, Amravati

FUNCTIONS OF WORKING COMMITTEE (2021-2022)

➤ 6.2.2 Additional information :

Here with we are attaching the functioning of committees of the institution, which indicate the functioning of the institutional bodies.

FUNCTIONS OF WORKING COMMITTEE (2021-2022)

Objectives /Terms and Reference / Functions of Committees

1. College development committee:

FUNCTIONS:

- Teacher representatives must go through the proceedings before the meeting.
- Teacher representatives should submit the suggestions before the meeting.

2. INTERNAL QUALITY ASSURANCE CELL (IQAC)

OBJECTIVES:

- The primary aim of the IQAC is to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution, beside implementation of good practices in quality assurance to develop quality culture.

FUNCTIONS:

Some of the functions expected of the IQAC are

- To assess the level of attainment of vision and mission.
- The primary aim of the IQAC is to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- Implementation of good practices in quality assurance to develop quality culture.
- To periodically carryout extra-curricular activities through NCC, NSS and other club.
- To enhance infrastructure for Teaching –Learning and Administration.
- Organization of workshop, seminars on quality related themes and promotion of quality circles.
- Documentations of the various programmes / activities leading to quality improvement.
- Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.

3. Internal Academic Planning and Audit Committee:

- To Prepare Academic calendar and to look after the implementation of teaching.

- To focus on teaching technique.
- To establish linkage with other institutions/industries for collaboration programmes.

4. **Purchase ,Building and Construction Committee:**

- To decide the budgets of programs and departments.
- To keep account of the allocated budgets.
- To decide and prepare proposals for construction work to be sent to UGC or other agency.
- To Call tenders for construction that is to be done
- To monitor the construction work that is being done

5. **Library Advisory committee:**

- To recommend proper allocation of available library fund to differ academic departments, general library and reading room.
- To conduct activity to develop reading habit among staff and students.
- To recommend rules and guidelines for improving library working.
- To motivate teachers and students to make maximum use of reading room and reference section.
- To direct to display new arrival of books, journals for readers.

6. **College web site Update Committee:**

- To design and develop innovative method of teaching and learning for different courses run by the college.
- To conduct workshop for the student for improving the technique and skill of teaching and learning.
- To motivate the teacher to adopt the new and innovative method and ensure their implementation in the college.
- To organize the lectures, conference, seminars etc, for professional development of teachers.
- To encourage students of seek grant for project.
- To furnish information to college website.

7. **Guardian Teacher Committee:**

- To interact with Teachers and students.
- To trace out the problems of the students and solve them.
- To allot the students to the teachers for guardianship.
- To establish rapport of teacher with parents

8. **Students Attendance committee:**

- To keep vigil over the attendance of the students
- To post letters to the students below 75% of attendance

9. **Cultural Committee:**

- To organize the programmes to pay reverence to the eminent personalities on the dates of their birth & death as anniversaries as mentioned in academic calendar.
- To organize Annual gathering

- To organize programmes (as per University letters) committee with the involvement of all marked to the members.
- To guide and prepare students for cultural activities.
- To provide platform to students by organizing collegiate / intercollegiate competitions.
- To organize Dr. Panjabrao Deshmukh birth anniversary programme on Dec. 27.

10. Advertisement and Publicity Committee:

- To provide publicity to college activity.
- To organize press conference.
- To prepare draft for press note.
- To furnish information to college website.
- To maintain annual record of published news of college programme.

11. Feedback Committee:

- To fill feedback forms (as per the format by NAAC), by the students (during December month).
- To analyze the contents in the feedback forms statistically.
- To take cognizance of the finding of the analytical data.

12. Alumni Committee:

- To strengthen the Association.
- To update the list of alumni.
- To organize the meeting of alumni.
- To develop interaction of students with alumni.
- To organize function in collaboration with Alumni association.
- To facilitate the association for arranging various activity.

13. Cell on Sexual Harassment and Violence against women:

- To organize lecture/seminars etc. on women related problem (Health, empowerment, legal aid etc.)
- To depute women employees and student to learn self-defence techniques.
- To provide counselling and sort out their problem.
- To promote the concept of self-help groups.

14. Tour and Excursion Committee:

- To organize the educational tours.
- To collect Students undertaking/ consent letter by parents
- To ensure that every tour has a Lady teacher
- To organize Finance of the tour

15. Students Council Election Committee:

- To conduct the election of students in college as per University guidelines and directives
- To develop leadership quality among students.
- To communicate social welfare activity to teacher and students
- To provide justice to mission and vision of the institution.
- To focus on optimum utility of human resources available in the institution.

16. Nature club, Gardening and Conservation Committee:

- To maintain aesthetic sense in the campus.
- To create environmental awareness among teacher and students.
- To implement cleanliness drive.
- To plan and execute plantation and greenery in college premises.

17. College result (statistical data) committee:

- To collect data of results from gazette.
- To provide relevant information to IQAC.

18. Academic Research and Extension Committee:

- To promote research and extension activities.
- To organize research oriented workshops.
- To encourage the teacher to take up minor/major research project and guide them in preparing proposal and projects.
- To motivate the teacher to take up Ph.D. research and guide them in this regard.
- To motivate the teacher to write and publish research paper in journals. Every Teacher is expected to publish at least two papers in an academic year.

19. College Examination Committee:

- To make all the necessary preparations for and to conduct common test and terminal Examinations.
- To prepare roll list for the conduction of examination
- To get valuation /assessment done by the concerned teacher and keep record of examination and their result/marks.
- To co-ordinate with University to procure University result

20. Discipline / College monitoring Committee:

- To take disciplinary action against the students creating nuisance in the college premises.
- To recommend provision of facilities.
- To make the surprise check on the students.
- To device and implement ways and means to maintain discipline in the college premises.
- To prepare and recommends the rule for students discipline in the college.
- To check students I-cards and dress code.

21. New Course committee :

- To start new courses as per need.
- To prepare proposals for the new courses.
- To look into the complaints lodged by any student or employee and judge its merit.

22. Study circle committee:

- To exchange the thoughts, views, ideas preferably in current trends pertaining to subject having common interest.
- Organized lecture series followed by discussion(once in year)

23. Question bank committee:

- To collect Question sets from each subject teacher.

- To prepare Question bank semester wise/department wise for the use of students.
- To facilitate students to get overall idea of the university marking scheme.

24. Earn while learn committee:

- To encourage students to earn while learn through various skill development activities.
- To impart skills to students.
- To organize exhibition cum sale activities.

25. Students and employees Grievance Redressal Cell and Anti ragging Committee:

- To sort out Employees and students grievances.
- To prepare and recommend the rule for student discipline in the college
- Recommend imposition of fine/disciplinary action against students violating the rules of discipline.
- To maintain the record of grievances and solutions provided.

26. Incentive Awards and Scholarship Committee:

- To inform the students about scholarships.
- To find out students eligible for college scholarship.
- To publish photograph of scholarship holder students.
- To collect the list of meritorious students from the concerned (who has sponsored award)

27. Programme seating arrangement and Stage Decoration Committee:

- Decorate the stage.
- To help the conveners of the event for arrangements.
- Seating arrangement as per number of persons
- Photo, Pooja and bequest, shawls to be given on the stage

28. Time table committee:

- To collect the workload of the teachers.
- To prepare time tables with tutorials and display/distribute it.
- To prepare them faculty/shift wise, section wise and teacher wise.
- To recommend class room allotment to different classes and sections.
- To inform well in advance on additional requirement of infrastructure from time to time.

29. Purchase, Building and construction Committee:

- Decide the budget as per the amount allocated
- Call for requirement of departments
- UGC allocation by office

30. Admission Committee:

- The admission procedure will start immediately after declaration of result of qualifying examination. No separate notice will be given to the member of admission committee
- All the members of B.A.- I, B.Com.- I and B.Sc.- I (Home Science and Science) Admission committee should make themselves available in the college from the next day of declaration of XIIth std. result.

- All the members of the admission committee should go through the prospectus of the college and rules and regulations framed by S.G.B. Amravati University regarding admission to various classes.
- To guide the students for the selection of subjects/ courses.

31. Prospectus Committee:

- To Project the appropriate image of the institution
- To provide information about various courses
- To mention the fee structure.
- To provide information about different facilities available in the institution
- To provide information about academic qualification and achievement of the faculty.

32. College Magazine Committee:

- To collect articles/write-ups (original) from students.
- To prepare college magazine before the end of the session.
- To keep the copies of the magazine in the library for distribution among students.

33. Wall magazine committee:

- To inculcate reading and writing habits among the students.
- To provide a platform for students to display their creative skill.
- To involve each and every department to participate.
- To encourage students to read widely.

34. Stock verification committee:

- To verify the stock of departments/office/library/hostel.
- To prepare a report.

35. Committee for Parents meeting:

- To organize parents, teachers, students meet
- To interact with parents, teacher and students
- To trace out problems, take the cognizance and make recommendations to the chairman.

36. Student Development Committee:

- To arrange the programmes as per the university directives.
- To keep the record of every activity

37. Career Counselling Cell:

- To organize lectures of experts, in the areas concerned.
- To invite members of organizations to identify students for placements.
- To purchase and issue books for students.
- To develop interview skills among the students.
- To trace the students qualified in NET/SET or other examinations.
- To trace the students having self – employed status.
- To prepare a list of students (each year) for NAAC purpose.

38. Committee for NGO/MOU:

- To arrange visits to NGO as an extension activity.
- To create linkage/ MOU with organizations.
- To encourage head of department to establish MOU's.

39. College hostel committee:

- To monitor the admissions in the hostel.
- To supervise the work of the warden.
- To pay visit to the hostel frequently.
- To observe and maintain the records.
- To check the demands/complaints of the students.
- To hold a quarterly meeting.

40. Games Sports committee:

- To encourage students to participate in games at various levels collegiate, intercollegiate, state, national and international levels.
- To organize summer camps of sports for learners
- To provide the best facility to payers.
- To organised Dr. Panjabrao Deshmukh Krida Mahotsav.
- To prepare students to participate in University Youth Festival.

40) Students development and Equal Opportunity Cell:

- To make students aware of opportunity.
- To achieve threshold level.
- To improve quality and excellence.
- To access to equity.

41) Time table / Lecture Observation committee:

- **To observe lectures as per the time table.**

42) Record Maintenance committee:

- To maintain the record of all the major / minor activities / event held in the college.
- To demand the details of the activities from the concerned department.
- To submit the record to IQAC at the end of the academic session for perusal.

43) Committee for competitive exam and placement cell:

(i.e. MPSC/UPSC/IAS/Railway etc)

- To publish advertisement in News paper
- To admit students for competitive Examination
- To invite Competent expert in areas concerned
- To purchase and issue books for students
- To develop job oriented skill

44) Science Club:

AIMS OF SCIENCE CLUB:

- To encourage and motivate the creating a person who has ambitions to achieve something in KSRIET.
- To hold together students from all backgrounds, with all kinds of interests.
- To develop a general interest in science.

OBJECTIVES OF SCIENCE CLUB:

- To improve scientific attitude and provide opportunities for practice in scientific method.

- To actively encourage the use of engineering technology in learning science
- To better understand scientific knowledge through science experiments.
- To allow them to work in the field of their interest and hone their skills in presentation.
- To maintain the students with knowledge in past and recent inventions in science.



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