



Uttar-Purva Gujarat Uchcha Kelavani Mandal, PILVAI

Managed

# Shri U P Arts, Smt M G Panchal Science & Shri V L Shah Commerce College, Pilvai

At & Po:- Pilvai, Ta. Vijapur, Dist Mehsana, North Gujarat Pin Code 382850

Accredited with A+-Grade' (CGPA 3.45) by NAAC: A Grade (CGPA 3.04) in AAA By KCG CPE(2nd Phase) Status Awarded By UGC



## Roles & Responsibilities of Various Committees

### Internal Quality Assurance Cell (IQAC)

#### Roles & Responsibilities:

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes
- Dissemination of information on various quality parameters of higher education
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- Documentation of the various programmes/activities leading to quality improvement
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices
- Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality
- Development of Quality Culture in the institution
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC

### Time-Table Committee

#### Roles & Responsibilities:

- To Prepare the Time Table in accordance with the academic calendar for all the departments.
- Maintains the Stream Wise Master/Class Timetable in common template.
- Prepares the Time Table plan ahead of every semester in consultation with the departments.
- Schedules arrangement of Classrooms, Laboratory and Seminar hall based on availability.

### Women Development Cell /Anti-Sexual Harassment committee

## **Roles & Responsibilities**

- Addressing the issues related to well-being of women students and lady faculty members.
- Inviting experts and doctors to address women related issues.
- Conducting various women enrichment add on programs to the students.
- Demonstration the talent of girl students.
- Preventing any act of sexual harassment.
- To organize several programmes to enhance the confidence level of girl students for their empowerment in the society.
- To celebrate International Women's Day.
- To counsel and solve the personal and academic related problems of Women.
- To maintain the records of the activities conducted and submit the same to the IQAC Committee.

## **Grievance Redressal Committee**

### **Roles & Responsibilities**

- Addresses genuine problems and complaints of students.
- Encourages the students to express their grievance without fears.
- Suggestion Boxes are provided in the campus and grievance records are placed at library and hostels.
- Based on the complaints, necessary actions are taken in consultation with authorities.
- Suggestions and complaints of the students are being represented to the authorities immediately for necessary remedial actions.
- College assures the students that once a complaint is made, it will be treated with confidentiality.
- Deputes faculty members to identify the areas of conflict amount the students and propagate the strength of unity and collaboration.

## **Anti-Ragging Committee**

### **Roles & Responsibilities**

- Anti-Ragging Committee Student members assist the institution in implementing rigid anti-ragging measures so that the institution becomes ragging-free campus
- Institution imparting technical education shall constitute a Committee to be known as the Antiragging Committee to be nominated and headed by the Head of the Institution, and consisting of representatives of civil and police administration, local media, Non-Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the fresher's category as well as senior students, non-teaching staff and shall have a diverse mix of membership in terms of level as well as gender.
- Faculty members for monitoring the premises, includes hostels, canteen, parking places, different buildings, play grounds, etc., where students assemble and meet one another.
- Explains the students about the severity of punishments and the consequences likely to be imposed as per the Government proceedings.

- Disseminate about anti-ragging in the forms of circulars, flexes, posters and displaying boards and in and around college premises

## **SC/ST/OBC Committee**

### **Roles & Responsibilities**

- SC/ST/OBC Committee looks into the complaints and grievances of SC/ST employee and students.
- The committee provides information about the scholarship and resolves any problems faced by the SC/ST/OBC students and employees.
- Encourages the students to express their grievance without fears.

## **NSS Unit**

### **Roles & Responsibilities**

- To Motivate, recruit and select students for NSS work
- To create awareness regarding social service among the students and other members of the college community.
- To organize orientation programs for NSS volunteers, explain them about the concept of social service, and teach them methods and skills required for achieving the objectives of the scheme
- To select service projects on the basis of utility and feasibility
- To ensure cooperation and coordination of community agencies, government departments and non-governmental agencies.
- To understand the community in which the NSS volunteers work and to understand themselves in relation to their community;
- To identify the needs and problems of the community and involve themselves in problem-solving exercise;
- To develop among themselves a sense of social and civic responsibility;
- To utilize their knowledge in finding practical solutions to individual and community problems;
- To acquire leadership qualities and democratic values;
- To develop capacity to meet emergencies and natural disasters;
- To practice national integration and social harmony. To establish meaningful linkages between 'Campus and Community', 'College and Village' and 'Knowledge and Action'.

## **Sports Committee**

### **Roles & Responsibilities**

- To recommend to Principal to provide facilities for indoor and outdoor games
- To finalize annual calendar of internal and external sports activities
- Preparing budget for proposed activities
- Providing necessary training to the students in different sports activities
- Selection of teams to represent college in intercollegiate tournaments and intramural tournaments.
- To maintain a stock of sports goods.
- To order sports equipment after seeking necessary approvals.
- To arrange venues for sports events. To recommend students for permission to participate in the intra or inter collegiate events.

- To ensure that those students who participate in sports events are given attendance as per University rules.
- To maintain discipline in all events happening in and outside the college.
- Maintaining records of sports events attended by students.

## **Examination Committee**

### **Roles & Responsibilities**

- To finalize the schedules of internal examinations as per the academic calendar
- To notify the schedules of examination to the faculty and students well in advance to prepare themselves for the examinations.
- To make necessary arrangements to conduct both internal and external examinations with strict vigilance
- To implement the evaluation procedures as approved by the University.
- To submit the data required to the University and ensure the timely declaration of results and issue of marks statements and degree certificates.
- To take decision on malpractice cases and award punishments as per the university regulations
- To conduct end semesters examinations as per the university time table and directives.
- To prepare and submit results gazettes to the University of Mumbai.
- To publish results on college website
- To distribute mark sheets to the students at the end of examination procedure.
- To distribute award degree certificates that are provided by the University to the students who pass the examinations upon successful completion of course.
- Keeping record of each and every issue related to the examinations

## **Innovation Club**

### **Roles & Responsibilities**

- To develop and strengthen innovative qualities in the budding professionals who are interested in starting their own projects.
- The College provides infrastructure and technical support to the students having innovative ideas to transform into new products and services for the betterment of the society.
- Assists all the aspirants with mentoring, planning and execution of their start up idea into a real business.

## **Library Committee**

### **Roles & Responsibilities**

- To assist the Librarian in formulating Library policy.
- To look after general maintenance of the library in terms of reading material and infrastructure. To effectively involve in fostering the reading habit of staff and students.
- To recommend / justify / sanction / approve withdrawal and weeding out of outdated material to the competent authority for final decision in the matter.

- To prepare the agenda and minutes of the meetings and circulate it to the authorities and to the Librarian.
- To identify vendors and shortlist.
- To ensure relevant and latest collection of books, periodicals and electronic resources to Support the curriculum and built character of the users
- To allocate budget to procure library resources
- To provide assistance to economically weak students through Poor Boys' Library facility
- Keep abreast of the information by recommending purchase of books/journals/others To inculcate reading habits through activities
- Decide on all the matters relating to the Library.

## **Finance/Purchase Committee**

### **Roles & Responsibilities**

- To ensure purchase procedures are followed for purchases above Rs.10000
- Requirements of various departments received by the Principal shall be scrutinized and Committee shall call for quotations or for negotiations.
- Purchase Committee shall collect at least three quotations and prepare a comparative statement.
- To ensure transparency, accountability and fairness in the procurement process Recommend the suitable vendor for the procurement.
- To request technical input from relevant staff as required Committee meets as and when needed.
- To scrutinize the indents put forth by the Depts./ Labs. /Committees/and various sections of the College from time to time.
- To supervise the process of finding out the suppliers, inviting quotations, preparation of comparative statements, placing of orders and settlement of bills following relevant rules.
- To fix the responsibility on erroneous payments, orders and issue warnings to improper suppliers.
- To suggest measures for the safety, development and maintenance of Old College building infrastructure.
- To ensure optimal use of the College resources, get defective gadgets repaired.
- To suggest measures to dispose off outdated and unusable items.
- To be in charge of the AV systems, LCD, Copier Machines, Laptops etc.
- 8.To ensure Computerization /Automation of Library and Administration/Technology upgradation (overall)
- To provide internet facility with Wi-Fi connectivity.
- To provide details of infrastructure facilities to the IQAC Committee.
- To maintain the records of the purchase and grant utilization and submit the same to the IQAC Committee.

## **Career Guidance and Placement Cell**

### **Roles & Responsibilities**

- To prepare students for campus recruitment by arranging preplacement training in resume writing, group discussions, mock interviews etc
- To organize career counselling programs by inviting guest speakers from industry and making the students Corporate Environment friendly.
- To plan and organize placement drive in the college campus.
- To promote students to achieve employability skills through various certificate programs offered by the college
- Helping shape the overall personality and communication skills of the students by encouraging them to create networks with industry partners via negotiations, invites etc.

## **Research Committee**

### **Roles & Responsibilities**

- To organize research workshop for the faculties and the students.
- To motivate faculties to publish research paper in UGC care and other reputed indexed journal
- To encourage faculties to undertake Major and Minor Research Project
- To inspire students to participate in Avishkar Research Convention
- To organize intra-college research/ppt presentation competition for students
- To guide and motivate students to write research paper.
- To organize research activities for the staff and Students of the college.
- To organize orientation lectures in research for the TY project work students.
- To assist the Departments in organizing research Seminars.
- To take up major / minor research projects for the College.
- To raise funds for research activities of the College.
- To suggest steps for effective use of College resources for extension services.
- To conduct activities during the year in the sphere of extension activities and Institutional Social responsibility.
- To promote Research Climate in the Institution.
- To maintain the records of the activities conducted and submit the same to the IQAC Committee.

## **Cultural Committee**

### **Roles & Responsibilities**

- The Cultural Committee shall be responsible for all intra and inter collegiate cultural events in the College.

- To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the institute.)
- The Convener of the committee shall conduct a meeting of the committee to discuss and delegate tasks.
- The committee shall display on the Notice Board/Website information about festivals to be celebrated.



**Principal**  
Shri U.P. Arts, Smt. M.G. Panchal Science &  
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