

**Shikshan Mandal, Karad**  
**Mahila Mahavidyalaya, Karad**



## Responsibilities of Administrative Committees

### **1. IQAC Committee**

- To develop mechanism for improvements in academic and administrative performance.
- To facilitate the integration of various activities of the college.
- To promote quality culture in all aspects.
- To make significant contribution in the post-accreditation phase.

### **2. UGC Committee**

- To study the various schemes of UGC for quality enhancement of students, teachers etc.
- To motivate teachers to avail of research grants, FIP and the like.
- To explore introduction of new courses, programmes.
- To acquaint the administration with the various provisions, regulations of UGC and monitor the proper utilization of funds availed.

### **3. Budget Committee**

- To prepare a comprehensive budget of the college by providing for the various activities and schemes of the college in view of the available resources.
- To plan for various development activities in line with the institutional vision.
- To consider the academic and administrative needs and provide resources for the same by mobilising resources.
- To cater to the needs of individual departments, augmentation of facilities, library etc.

### **4. Purchase Committee**

- To finalize the various major purchases of the college by considering the need, utility, cost etc. the purchases.
- To ensure that the budgetary provisions are made for the purchase
- To secure requisite permissions from CDC and Management for budgeted as well as non-budgeted purchases above Rs. 5000/-.

- To ensure that the proper procedures of purchase like securing quotations, finalising the vendor, payment mode, quality of the product etc. are followed and maintain transparency

### **5. Affiliation Committee**

- To review the process of affiliation for the various courses, programmes and fulfil the compliance annually.
- To guide the administrative staff regarding various affiliations.
- To ensure that the affiliations are regularly renewed, new affiliations in the wake of introduction of new courses, programmes are sought in proper format and requirements fully met.

### **6. Placement and Fixation Committee**

- To ensure the placement and fixation of teaching and non-teaching staff under CAS
- To guide them in the preparation of the proposal, collection of requisite documents.
- To follow up the process for time to time

### **7. Awishkar Committee / Research Promotion Cell**

- To foster innovation and research approach in the faculty and students.
- To encourage faculty and students to participate in research related activities.
- To motivate faculty and students for research publications and presentations.
- To arrange seminars or workshops on research paper preparation and presentation techniques.
- To establish linkage with other institutes.
- To organise seminars/workshops/ conferences

### **8. NSS Committee -**

- To inculcate the value of selfless social service among the students.
- To enable the students to identify the needs of the community and act accordingly
- To develop leadership qualities and democratic attitude
- To organize various activities related to social awareness like Environment Protection, Save the Girl Child, Blood and Organ Donation, Road Safety, Voters Awareness, Cleanliness Drive/ Sanitation drive, Conduct of surveys for local self bodies, Waste Management, etc.

- To organize short programmes at the assembly to commemorate certain important days, anniversaries and orient students about the contribution of great personalities.
- Organize street plays, rallies for creating awareness among people.
- Organize seven-day special residential camping in adopted village and contribute substantially for overall development of the village
- To motivate students to participate in University, State and National level camps.

### **9. EOC and Skill Development Courses Committee**

- To develop various employment generation skills.
- To nurture creative talents in students.
- To generate social awareness among students and enable them to be responsible citizens.
- To achieve all-round personality through hard skills and soft skills.
- To instill confidence in students to face commercial challenges.

### **10. Placement Cell**

- To prepare data of students, their qualifications, their aptitude for jobs, preferences
- To explore the possibilities to organise on campus and off-campus placement camps
- To equip students with requisite communications skills, interview skills
- To acquaint students with various career options and also motivate them to pursue self - employment

### **11. Alumni Committee**

- To establish a strong network of former graduates
- To appeal the alumni to provide fund or raise funds for the college
- To encourage the alumni to offer their expertise as a trainer/resource person
- To update the alumni register every year
- To organize various programmes for alumni

### **12. Library Committee**

- To facilitate library development plans
- To organise library activities
- To implement library policies such as book bank facility, etc
- To organise linkage activities with other libraries
- To make e-resources available to faculty and students

- To provide reference support
- To monitor effective utilization of library

### **13. Sports Development Committee**

- To promote Sports activities among students
- To organize training, coaching and education in sports
- To develop team spirit and sportsmanship
- To arrange better coaching facilities
- To provide necessary infrastructure for sports

### **14. Lead College Programme Committee**

- To organise workshops or academic programme for the students in the cluster
- To monitor the administration of the programmes
- To encourage the departments to organise programmes under the scheme
- To coordinate with the Lead college

### **15. Counselling Committee**

- To facilitate positive behavioural changes in students
- To improve the students' ability to establish and maintain healthy social relationship
- To develop and promote decision making ability/skills
- To help the students understand their own potential
- To develop an ability to cope up with problems effectively.

### **16. Scholarship Committee**

- To circulate information regarding various merit scholarships
- To help students complete their education without any financial constraints.
- To encourage students to learn and create interest in learning.
- To reduce the dropout rate of students in the education sector.
- To give students an opportunity to enter the mainstream of education.
- To increase the Gross Enrolment Ratio of students in higher education.
- To encourage students to enhance their employability/ entrepreneurship skills.
- To appreciate students' performance in academics, sports, cultural activities and NSS
- To circulate information regarding various scholarships.
- To ensure the timely submission of scholarship forms

## **17. Students Welfare Committee**

- To ensure teachers' contribution per semester
- To render monetary help to the needy and studious students.
- To organize Students Health Checkup Camp in the college.
- To organize various wellbeing activities for students.
- To contact companies for CSR funds.

## **18. Students Health Committee**

- To inculcate healthy habits in students.
- To organize Students Health Checkup Camp in the college.
- To organize lecture series on health issues.
- To contact doctors for free consultation to the needy students.

## **19. Discipline Committee**

- To curb indisciplinary activities in the college campus.
- To ensure students obey rules and maintain required attendance in the class.
- To take disciplinary action against any kind of misconduct.

## **20. Timetable Committee**

- To collect the individual timetables and departmental timetables at the beginning of every academic year.
- To compile the master timetable by taking into consideration the individual and departmental timetables of academic teaching process.
- To do away with clashes, if any, and ensure the implementation of the same.
- To prepare the academic calendar of the college by incorporating the activities of the various departments for quality enhancement of the students along with the teaching-learning and evaluation calendar.

## **21. Website Committee**

- To update and enhance website design and content regularly.
- To coordinate with departments and committees for posting relevant information.
- To ensure the website stays updated.
- To display important details of the college.

## **22. Computer Lab Committee**

- To monitor the use of the computer lab by students, teachers etc.
- To ascertain that the hardware and software are properly maintained.
- To plan organization of various certificate courses in computer application conducted by the Centre for Skill Development.
- To motivate students in the use of computers and internet for augmenting their subject knowledge.

## **23. Parents-Teachers' Association**

- To organise meetings of parents and teachers on regular basis.
- To understand the problems and expectations of parents from the College.
- To organize various orientation programmes for parents.
- To acquaint parents with the expectations of the college from the parents.
- To motivate parents to promote education of girls and participation in employment oriented courses.

## **24. Teachers Academy**

- To encourage sharing of thoughts and information among the teachers.
- To organize in-house sessions with teachers presenting their studied views on relevant social, political, economic, literary, scientific issues and promote discussion on the same.
- To organize lectures or training sessions of invited speakers to enlighten the teachers upon contemporary relevant issues.

## **25. Elocution, Essay, Debating Competition**

- To organize elocution, debates and essay competitions in the college to develop the language skills and presentation skills of the students.
- To motivate students to participate in in-house and external elocution, essay, debate competitions.
- To guide the students in preparation for such competitions.
- To provide exposure to students and ensure development of stage daring, presentation skills and leadership qualities.

## **26. Samvadini Committee (College Magazine)**

- To nurture the creativity of the students.
- To help the students to develop linguistic skills.
- To acquaint the students with various literary genres.

- To acquaint the students with various social, economic, literary issues.
- To develop the critical eye in the students.

### **27. One- Day Activity Committee**

- To organize seminars, workshops, lectures, training activities of shorter duration i.e. up to one day on academic topics, social issues, health, nutrition, personal care, legal awareness, financial awareness, personality development etc.
- To sensitize students regarding various important issues through such activities.
- To organize competitions for students to promote their skills.
- To ensure proper documentation of such activities in the format prepared by the IQAC.

### **28. Youth Festival and Cultural Committee**

- To encourage the students to participate in various cultural events and competitions. organized by the college, University and other institutions of repute.
- To promote the latent skills of the students
- To guide and prepare the students in events like, mime, group songs, dance, elocution, folk art, acting, street plays etc.
- To encourage students to organize such events and thereby learn the skills of event management, compering etc.

### **29. Competitive Exams Guidance Committee**

- To provide guidance to students opting to appear for competitive exams like UPSC, MPSC, Bank exams, CAT, and other similar exams.
- To provide library facilities to students pursuing the exams.
- To organize special interactive sessions with persons who have succeeded in such exams as a part of motivation.
- To conduct practice tests as part of preparation for competitive exams.
- To acquaint the students with the schedules of various competitive exams.
- To guide the students to successfully face interviews.

### **30. Prayer Committee**

- To ensure regular conduct of prayer and occasional assembly of students.
- To communicate the relevance of prayer and assembly to the students.

- To organize occasional assembly after prayer to commemorate special days, anniversaries etc. in collaboration with the NSS Committee and the One –Day activity Committee.
- To encourage students to speak at assemblies, prepare wall papers, posters etc.

### **31. API Verification Committee**

- To verify the API claimed by a faculty in his/her CAS proposal on the institution level before submitting the proposal to the University.
- To guide the faculty members in calculating the API.

### **32. Publicity Committee**

- To ensure that the success and the good work done by the college gets proper publicity.
- To reach to the wider society through advertisement of programmes offered, courses organized for students as well as the society.
- To inform the wider public about various extension, academic activities organized by the college.

