

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



## **Responsibilities of Statutory Committees**

### **1. College Development Committee: (Maharashtra Act No. Vi Of 2017 Section 97)**

- To prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extra-curricular activities;
- To decide about the overall teaching programmes or annual calendar of the college
- To recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts
- To take review of the self-financing courses in the college, if any, and make recommendations for their improvement
- To make specific recommendations to the management to foster academic collaborations to strengthen teaching and research
- To make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college
- To formulate proposals of new expenditure not provided for in the annual financial estimates (budget)
- To discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations
- To recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution
- To prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of such college

### **2. Student Development Committee ( As per Shivaji university, Kolhapur guidelines)**

- To develop the personality of students in all spheres of life.
- To organize various student oriented programmes
- To create or provide an opportunity that will unravel the hidden talent in students

- To initiate various schemes such as Earn and learn scheme, Special guidance scheme, students safety insurance scheme, etc.
- To encourage students to participate in various cultural activities.
- To inculcate self-reliance and boost confidence among students
- To provide opportunities to students seeking admission to various diploma/degree/post-graduate programmes.
- To strive for excellence in education for the realization of a vibrant and inclusive society through knowledge creation and dissemination.
- To blend theoretical knowledge with practical skills
- To improving the communication skills, GK, IQ, EQ of the students
- To pursue academic excellence through quality teaching, research and publications
- To provide access to all sections of the society to pursue higher education
- To inculcate right values among students
- To promote leadership qualities among students
- To produce socially sensitive citizens
- To hasten the process of creating a knowledge society

### **3. Grievance Redressal Committee**

- To address the grievances of the students, faculty and non-teaching staff.
- To prevent unfair practices in the college.
- To help the students regarding scholarships, admission process, examination issues, etc.

### **4. Students Grievances Redressal Committee**

- To provide accountable and easily accessible machinery for settlement of grievances.
- To take measures in the college to ensure maintenance of harmonies educational atmosphere in the college.
- To encourage the students to express their grievances/problems freely and frankly.
- To ensure effective solution to the students' grievances with an impartial approach.

### **5. Students Council**

(As Per Higher And Technical Education Department - Uniform Statute No. 5 Of 2018)

- To look after the welfare of students
- To coordinate and encourage the extra-curricular activities of art circle, Elocution and Debate Committee, Literary Circle, Gymkhana committee, etc.

- To promote democratic outlook, civic sense and spirit of oneness amongst students
- To inculcate sense of moral values, humanities and nationalism among students
- To promote sense of belonging and commitment to betterment of society and State
- To promote and maintain discipline among the students on the campus
- To organize various activities for promoting cultural, social and personality development of the students
- To assist proactively in resolving the difficulties and grievances of the students within its jurisdiction
- To suggest innovative ideas and schemes for students' welfare to the respective competent authorities
- To contribute in developing goodwill and perception about the University or college or institution in the society
- To suggest the administration of the University/college/institution about appropriate steps to be taken regarding the discipline, security and safety issues of students
- To suggest appropriate measures for elevating quality and excellence in education
- To promote more participation of students in different events of sports, culture and other outreach programmes
- To strive for provisions of the basic amenities and facilities to the students
- To assist in the process of framing and implementation of different types of feedback mechanisms
- To organize various programmes for the welfare of the students
- To prepare the annual report of the activities of the Students' Council and submit the same
- To perform such other functions and duties as may be assigned to it by Principal or Director

## **6. Special Cell Standing Committee**

- To monitor the implementation of the reservation policy for SC /ST/ VJNT/ OBC/ SBC/ EWS category students.
- To observe the roaster for teaching and non-teaching staff in the college.
- To supervise the allotment and distribution of scholarships to the students from reserved category.
- To circulate information regarding scholarships.

- To render help to the students regarding documentation and application.

## **7. Internal Complaints Committee / Sexual Harassment of Women at Work**

- To thoroughly investigated all complaints and take appropriate action promptly.
- To maintain confidentiality within the limits of the law and not to disclose sensitive information to any individual except for those who have a specific need to know.
- To create awareness regarding the redressal mechanisms through workshops /special talks.
- To promote and facilitate measures to create a work environment that is free of sexual harassment and responsibilities as citizens.
- To receive and take cognizance of complaints made about sexual harassment at the workplace and give every complaint serious consideration.
- To conduct session on Crisis Management, Mediation and Counselling.
- To act against all gender based violence perpetrated against employees and students of all genders according to UGC guidelines and Supreme Court orders.

## **8. Anti-Ragging Committee**

- To prevent, prohibit and to eliminate any kind of ragging.
- To generate an atmosphere of discipline by sending a clear message that no act of ragging shall be tolerated and any act of ragging shall not go unnoticed and unpunished.
- To ensure that no senior student disturb or disrupt the regular academic activity of the fresher.
- To monitor any act of physical or mental abuse targeted at another student on grounds of colour, race, religion, caste, ethnicity, gender, sexual orientation, appearance, regional origins, linguistic identity, place of birth /residence, or economic background.
- Strict action on the students involved in ragging.

