



Shri K.I. Patel (Aries Group) Educational Campus

Managed by : The Unjha Education Board

Shri B.P. Brahmhatt Arts and M.H. Guru Commerce College - Unjha

(NAAC Accredited with grade 'A')

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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 programs/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 programs 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 Anti-ragging 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 outdated and unusable items.
- To be in charge of the AV systems, LCD, Copier Machines, Laptops etc.
- 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 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
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