RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES



**Committee Manual**

**Version 4 (3/10/2023)**

**Document Control**

1. **Document History**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ver.** | **Effective Date** | **Compiled By** | **Approved by** | **Description** |
| 1.1 | 25/03/19 | IQAC | CDC, GOV | Initial Version |
| 2.0 | 23/03/20 | IQAC | CDC, GOV | * Added Annual Committee Report and AQAR * Changed name of Student Council to Student Body * Added Student Welfare Committee |
| 2.1 | 20/09/21 | IQAC | CDC, GOV | * Added GRC / Updated SGRC as per All India Council for Technical Education (Redressal of Grievance of Faculty/Staff Member) Regulations, 2021 vide F.No.1- 103/ AICTE/ PGRC/Regulation/2021 Notified on 25th March, 2021 |
| 3 | 10/10/22 | IQAC | CDC, GOV | * Review of Anti Ragging, ICC, SC/ST, SGRC, GRC – No Changes * Review of Library Committee – Term Changed * Review of Exam Committee – Term and membership changed * Review of R&D committee – Term and membership changed * Review of T&P – Term changed. * Review of WDC – Membership and Term changed. * Review of APRC – Membership and Term changed * Review of IV – Role of various coordinators * Review of Computer Lab Membership and Term changed * Review of Student Welfare Membership and Term changed * Review of Digital Media Membership and Term changed * Review of Cultural Committee Membership and Term changed * Review of ED Cell   + Name updated as per MIC   + Objective updated   + Membership and Term updated |
|  | 03/10/23 | IQAC | CDC, GOV | * Consolidation of Committees |
|  | 20/07/23 | IQAC |  | * APRC – Meetings & Quorum   + Monthly meetings changed to Meeting as per Academic Calendar * Exam Committee   + Membership updated * Research & Development   + Meetings & Quorum updated * Library   + Membership updated * Laboratory   + Updated functions * Entrepreneurship Development   + Name updated to Institute Innovation Council * Institute Industry Interface Committee (IIIC)   + Industrial Visit updated to IIIC with modifications in Preface, Objectives, Membership & Quorum and Functions * Women Development Committee   + Objectives updated * Extra-curricular committee (Cultural)   + Functions updated * Extra-curricular committee (Sports)   + Preface & Objectives updated * Reviewed Governing Body, College Development Committee, Internal Quality Assurance Cell, Administration committee, Alumni, Student Body, Internal Complaint Committee, Anti-Ragging committee, SC/ST committee, Student Grievance Redressal Cell, Grievance Redressal Committee were reviewed and there were no changes. |

1. **Document Approvals**

|  |  |
| --- | --- |
| 1. The latest version is :- **Version 4** **(20/7/2024)** 2. COMPILED by :- **IQAC** 3. APPROVED by :-    1. **Governing Body** in its meeting held on 22/07/2024 | |
|  | **Dr. Dinesh Gabhane** Member Secretary Governing Body / CDC |

Table of Contents

[*Chapter 1* Governance Structure 1](#_Toc177626919)

[1.1 Organization Setup 1](#_Toc177626921)

[1.1.1 Organization structure based of functional committees 2](#_Toc177626922)

[1.1.2 Organization structure based of functional Roles 2](#_Toc177626923)

[*Chapter 2* Board of Trustees 3](#_Toc177626924)

[2.1 Constitution 3](#_Toc177626926)

[2.2 Roles and responsibilities (limited to RGCMS) 3](#_Toc177626927)

[*Chapter 3 Governing Body / Board of Governance (BoG)* 4](#_Toc177626928)

[3.1 Membership / Composition 4](#_Toc177626930)

[3.2 Term 4](#_Toc177626931)

[3.3 Meetings and Quorum 5](#_Toc177626932)

[3.4 Roles and responsibilities 5](#_Toc177626933)

[*Chapter 4 College Development Committee (CDC)* 6](#_Toc177626934)

[4.1 Membership / Composition 6](#_Toc177626936)

[4.2 Term 6](#_Toc177626937)

[4.3 Meetings and quorum 7](#_Toc177626938)

[4.4 Functions, Roles and Responsibilities 7](#_Toc177626939)

[4.5 Functions of committee: 7](#_Toc177626940)

[4.5.1 Roles and Responsibilities of Chairperson: 8](#_Toc177626941)

[4.5.2 Role of Member Secretary: 8](#_Toc177626942)

[4.5.3 Role of Committee members: 8](#_Toc177626943)

[*Chapter 5 Internal Quality Assurance Committee (IQAC)* 9](#_Toc177626944)

[5.1 Preface and Objectives 9](#_Toc177626950)

[5.1.1 Objectives: 9](#_Toc177626953)

[5.2 Membership and Term 10](#_Toc177626954)

[5.2.1 Membership 10](#_Toc177626955)

[5.2.2 Term 10](#_Toc177626956)

[5.3 Meetings and Quorum 10](#_Toc177626957)

[5.4 Functions, Roles and Responsibilities 10](#_Toc177626958)

[5.4.1 Functions of the Committee 11](#_Toc177626959)

[5.4.2 IQAC Committee Chairperson: 12](#_Toc177626960)

[5.4.3 IQAC Committee Coordinator: 12](#_Toc177626961)

[5.4.4 IQAC Committee members: 13](#_Toc177626962)

[*Chapter 6 Academic Planning and Review Committee (APRC)* 14](#_Toc177626963)

[6.1 Preface and Objectives 14](#_Toc177626970)

[6.1.2 OBJECTIVES OF COMMITTEE 14](#_Toc177626971)

[6.2 Membership and Term 15](#_Toc177626972)

[6.2.1 Membership 15](#_Toc177626973)

[6.2.2 Term 15](#_Toc177626974)

[6.3 Meetings and Quorum: 15](#_Toc177626975)

[6.4 Functions, Roles and Responsibilities 16](#_Toc177626976)

[6.4.1 Function of the Committee 16](#_Toc177626979)

[6.4.2 Roles and Responsibilities of Chairperson: 17](#_Toc177626980)

[6.4.3 Coordinator of Committee: 17](#_Toc177626981)

[6.4.4 Members: 18](#_Toc177626982)

[*Chapter 7 Administration Committee* 19](#_Toc177626983)

[7.4 Preface and objective 19](#_Toc177626985)

[7.5 Membership and Term 19](#_Toc177626986)

[7.5.1 Membership 19](#_Toc177626990)

[7.5.2 Term 20](#_Toc177626991)

[7.6 Meetings and Quorum 20](#_Toc177626992)

[7.7 Roles and Responsibilities 20](#_Toc177626993)

[7.7.1 Committee Chairperson: 20](#_Toc177626996)

[7.7.1 Committee Coordinator: 21](#_Toc177626997)

[7.7.2 Functional Heads: 21](#_Toc177626998)

[7.7.3 Committee members: 21](#_Toc177626999)

[7.8 Office & Administration Function 21](#_Toc177627000)

[7.8.1 Objective: 21](#_Toc177627002)

[7.8.1 Function: 22](#_Toc177627003)

[7.9 Accounts Function 23](#_Toc177627004)

[7.9.1 Roles and responsibility - Cashier 23](#_Toc177627006)

[7.9.2 Roles and responsibility – Accountant 23](#_Toc177627007)

[7.9.3 Reporting Hierarchy 23](#_Toc177627008)

[7.10 Infrastructure Maintenance Function 24](#_Toc177627009)

[7.10.1 Objectives: 24](#_Toc177627011)

[7.10.2 Function: 24](#_Toc177627012)

[7.11 Admission Function 25](#_Toc177627013)

[7.11.1 Objectives: 25](#_Toc177627015)

[7.11.2 Functions: 25](#_Toc177627016)

[7.12 Digital Media and IT Services 25](#_Toc177627017)

[7.12.1 OBJECTIVES 26](#_Toc177627019)

[7.12.2 Functions: 26](#_Toc177627020)

[7.13 Student Welfare 27](#_Toc177627021)

[7.13.1Objective: 27](#_Toc177627023)

[7.13.1 Function: 27](#_Toc177627024)

[*Chapter 8 Training and Placement Cell (T&P)* 28](#_Toc177627025)

[8.1 Preface and objectives 28](#_Toc177627027)

[8.1.1 Training Related 28](#_Toc177627030)

[8.1.2 Placement Related 28](#_Toc177627031)

[8.2 Membership and Term 29](#_Toc177627032)

[8.2.1 Membership 29](#_Toc177627035)

[8.2.2 Term 29](#_Toc177627036)

[8.3 Meetings and Quorum 29](#_Toc177627037)

[8.4 Roles and responsibilities 29](#_Toc177627038)

[8.4.1 Functions of T&P committee: 29](#_Toc177627040)

[8.4.2 Committee Chairperson: 31](#_Toc177627041)

[8.4.3 T&P Committee Coordinator: 31](#_Toc177627042)

[8.4.4 T&P Committee members: 31](#_Toc177627043)

[*Chapter 9 Library Committee* 32](#_Toc177627044)

[9.1 Preface and objectives 32](#_Toc177627046)

[9.1.1 Objectives: 32](#_Toc177627049)

[9.2 Membership and Term 32](#_Toc177627050)

[9.2.1 Membership: 32](#_Toc177627052)

[9.2.2 Term: 32](#_Toc177627053)

[9.3 Meetings and Quorum 33](#_Toc177627054)

[9.4 Functions, Roles and Responsibilities 33](#_Toc177627055)

[9.4.1 Functions of Library Committee 33](#_Toc177627058)

[9.4.2 Roles and Responsibilities of Chairperson: 34](#_Toc177627059)

[9.4.3 Role of Library Committee coordinator: 34](#_Toc177627060)

[9.4.4 Role of Library Committee members: 34](#_Toc177627061)

[*Chapter 10 Computer Lab committee* 35](#_Toc177627062)

[10.1 Preface and objectives 35](#_Toc177627064)

[10.1.1 Objectives: 35](#_Toc177627067)

[10.2 Membership and Term 35](#_Toc177627068)

[10.2.1 Membership 35](#_Toc177627071)

[10.2.2 Term 35](#_Toc177627072)

[10.3 Meetings and Quorum 36](#_Toc177627073)

[10.4 Functions, Roles and Responsibilities 36](#_Toc177627074)

[10.4.1 Functions of Laboratory committee: 36](#_Toc177627075)

[10.4.2 Roles and Responsibilities of Chairperson: 36](#_Toc177627076)

[10.4.3 Role of Laboratory Committee coordinator: 36](#_Toc177627077)

[10.4.4 Role of Laboratory Committee members: 37](#_Toc177627078)

[*Chapter 11 Exam Committee* 38](#_Toc177627079)

[11.1 Preface and Objectives 38](#_Toc177627081)

[11.1.1 Objectives 38](#_Toc177627082)

[11.2 Membership and Term 38](#_Toc177627083)

[11.2.1 Membership 38](#_Toc177627084)

[11.2.2 Term 38](#_Toc177627085)

[11.3 Meetings and Quorum 39](#_Toc177627086)

[11.4 Roles and responsibilities 39](#_Toc177627087)

[11.4.1 Functions of the Exam Committee: 39](#_Toc177627088)

[11.4.2 Exam Committee Chairperson: 40](#_Toc177627089)

[11.4.3 Exam Committee Coordinator: 40](#_Toc177627090)

[11.4.4 Exam Committee members: 40](#_Toc177627091)

[*Chapter 12 Research and Development Committee* 41](#_Toc177627092)

[12.1 Preface and Objectives 41](#_Toc177627094)

[12.1.1 Objectives: 41](#_Toc177627095)

[12.2 Membership and Term 41](#_Toc177627096)

[12.2.1 Membership 41](#_Toc177627097)

[12.2.2 Term 41](#_Toc177627098)

[12.3 Meetings and Quorum 42](#_Toc177627099)

[12.4 Functions, Roles and responsibilities 42](#_Toc177627100)

[12.4.1 Functions of Research & Development Committee: 42](#_Toc177627101)

[12.4.2 R&D Committee Chairperson: 42](#_Toc177627102)

[12.4.3 R&D Committee Coordinator: 43](#_Toc177627103)

[12.4.4 R&D Committee members: 43](#_Toc177627104)

[*Chapter 13 Institute Innovation Council - IIC* 44](#_Toc177627105)

[13.1 Preface and Objectives 44](#_Toc177627107)

[13.1.1 Objectives 44](#_Toc177627108)

[13.2 Membership and Term 44](#_Toc177627109)

[13.2.1 Membership 44](#_Toc177627110)

[13.2.2 Term 45](#_Toc177627111)

[13.3 Meetings and Quorum 45](#_Toc177627112)

[13.4 Functions, Roles and Responsibilities 45](#_Toc177627113)

[13.4.1 Functions of Committee 45](#_Toc177627114)

[13.4.2 ED Committee Chairperson: 46](#_Toc177627115)

[13.4.3 ED Committee Coordinator: 46](#_Toc177627116)

[13.4.4 ED Committee members: 46](#_Toc177627117)

[*Chapter 14 Extra-Curricular Activities Committee* 47](#_Toc177627118)

[14.1 Preface and objectives 47](#_Toc177627120)

[14.2 Membership and Term 47](#_Toc177627121)

[14.2.1 Membership 47](#_Toc177627122)

[14.2.2 Term 48](#_Toc177627123)

[14.3 Meetings and Quorum 48](#_Toc177627124)

[14.4 Roles and responsibilities 48](#_Toc177627125)

[14.4.1 Committee Chairperson: 48](#_Toc177627126)

[14.4.2 Committee Coordinator: 48](#_Toc177627127)

[14.4.3 Functional Heads: 49](#_Toc177627128)

[14.4.4 Committee members: 49](#_Toc177627129)

[14.5 Cultural Activities 49](#_Toc177627130)

[14.5.1 Objectives: 49](#_Toc177627131)

[14.5.2 Functions 50](#_Toc177627132)

[14.6 Sports Activities 50](#_Toc177627133)

[14.6.1 Objectives: 50](#_Toc177627134)

[14.6.2 Functions: 50](#_Toc177627135)

[14.7 Student Body 51](#_Toc177627136)

[14.7.1 Objective: 51](#_Toc177627137)

[14.7.2 Functions of the Student Body 51](#_Toc177627138)

[14.7.3 Membership 51](#_Toc177627139)

[14.7.4 Term 52](#_Toc177627140)

[14.7.5 Role and Responsibility of Function Head / Coordinator 52](#_Toc177627141)

[14.8 Institute Social Responsibility Activities 53](#_Toc177627142)

[14.8.1 Objectives: 53](#_Toc177627143)

[14.8.2 Functions of ISR Activities 53](#_Toc177627144)

[*Chapter 15 Industrial Visit* 54](#_Toc177627145)

[15.1 Preface and objectives 54](#_Toc177627147)

[15.1.1 Objectives: 54](#_Toc177627148)

[15.2 Membership and Term 54](#_Toc177627149)

[15.2.1 Membership: 54](#_Toc177627150)

[15.2.2 Term: 54](#_Toc177627151)

[15.3 Meetings and Quorum 55](#_Toc177627152)

[15.4 Roles and responsibilities 55](#_Toc177627153)

[15.4.1 Functions of the Committee 55](#_Toc177627154)

[*Chapter 16 Alumni Committee* 56](#_Toc177627155)

[16.1 Preface and objectives 56](#_Toc177627157)

[16.1.1 Objectives: 56](#_Toc177627158)

[16.2 Membership and Term 56](#_Toc177627159)

[16.2.1 Membership 56](#_Toc177627160)

[16.2.2 Term 56](#_Toc177627161)

[16.3 Meetings and Quorum 56](#_Toc177627162)

[16.4.1 Functions, Roles and responsibilities 57](#_Toc177627163)

[16.4.2 Functions of Alumni committee: 57](#_Toc177627164)

[16.4.3 Roles and Responsibilities of Chairperson: 57](#_Toc177627165)

[16.4.4 Role of Alumni Committee coordinator: 57](#_Toc177627166)

[16.4.5 Role of Alumni Committee members: 57](#_Toc177627167)

[*Chapter 17 Women’s Development Cell (WDC)* 58](#_Toc177627168)

[17.4 Preface and objectives 58](#_Toc177627170)

[17.4.1 Objectives: 58](#_Toc177627171)

[17.5 Membership and Term 58](#_Toc177627172)

[17.5.1 Membership 58](#_Toc177627173)

[17.5.2 Term 58](#_Toc177627174)

[17.6 Meetings and Quorum 59](#_Toc177627175)

[17.7 Functions Roles and Responsibilities 59](#_Toc177627176)

[17.7.1 Functions of WDC 59](#_Toc177627177)

[*Chapter 18 Internal Complaint Committee (ICC)* 60](#_Toc177627178)

[18.4 Preface and objectives 60](#_Toc177627180)

[18.5 Membership and Term 60](#_Toc177627181)

[18.5.1 Membership 60](#_Toc177627182)

[18.5.2 Term 60](#_Toc177627183)

[18.6 Meetings and Quorum 60](#_Toc177627184)

[18.7 Functions, Roles and Responsibilities 61](#_Toc177627185)

[18.7.1 Functions of the Committee 61](#_Toc177627186)

[18.7.2 Roles and responsibility of the Presiding Officer 61](#_Toc177627187)

[*Chapter 19 Student Grievances Redressal Cell - SGCR* 63](#_Toc177627188)

[19.4 Preface and objectives 63](#_Toc177627190)

[19.4.1 Objectives: 63](#_Toc177627191)

[19.5 Membership and Term 63](#_Toc177627192)

[19.5.1 Membership 63](#_Toc177627193)

[19.6 Meetings and Quorum 64](#_Toc177627194)

[19.7 Functions, Roles and Responsibilities 64](#_Toc177627195)

[19.7.1 Functions of Committee 64](#_Toc177627196)

[19.7.2 Role of Chairperson 65](#_Toc177627197)

[19.7.3 Responsibility of Committee Coordinator (Member Secretary) 65](#_Toc177627198)

[19.7.4 Role of Committee members: 66](#_Toc177627199)

[*Chapter 20 Grievance Redressal Cell (GRC) for Faculty / Staff* 67](#_Toc177627200)

[20.4 Preface and objectives 67](#_Toc177627202)

[20.5 Membership and Term 67](#_Toc177627203)

[20.5.1 Membership 67](#_Toc177627204)

[20.5.2 Term 67](#_Toc177627205)

[20.6 Meetings and Quorum 68](#_Toc177627206)

[20.7 Functions, Roles and Responsibilities 68](#_Toc177627207)

[20.7.1 Functions of Committee and SOP 68](#_Toc177627208)

[20.7.2 Role of Chairperson 68](#_Toc177627209)

[20.7.3 Role of Committee members: 69](#_Toc177627210)

[*Chapter 21 Anti-Ragging Committee* 70](#_Toc177627211)

[21.4 Preface and objectives 70](#_Toc177627213)

[21.4.1 Objectives: 70](#_Toc177627214)

[21.5 Membership and Term 70](#_Toc177627215)

[21.5.1 Membership 70](#_Toc177627216)

[21.5.2 Term 71](#_Toc177627217)

[21.6 Meetings and Quorum 71](#_Toc177627218)

[21.7 Functions, Roles and Responsibilities 71](#_Toc177627219)

[21.7.1 Functions of Committee 71](#_Toc177627220)

[21.7.2 Roles and Responsibilities of Chairperson: 72](#_Toc177627221)

[21.7.3 Role of coordinator: 72](#_Toc177627222)

[21.7.4 Role of Committee members: 72](#_Toc177627223)

[21.7.5 Anti-Ragging Squad: 72](#_Toc177627224)

[*Chapter 22 SC / ST Committee* 74](#_Toc177627225)

[22.4 Preface and objectives 74](#_Toc177627227)

[22.4.1 Objectives: 74](#_Toc177627228)

[22.5 Membership & Term 74](#_Toc177627229)

[22.5.1 Membership 74](#_Toc177627230)

[22.5.2 Term 74](#_Toc177627231)

[22.6 Meetings and Quorum 75](#_Toc177627232)

[22.7 Functions, Roles and Responsibilities 75](#_Toc177627233)

[22.7.1 Functions of the Committee 75](#_Toc177627234)

[22.7.2 Roles and Responsibilities of Chairperson: 75](#_Toc177627235)

[22.7.3 Role SC/ST Liasoning Officer (Co-ordinator): 75](#_Toc177627236)

[22.7.4 Role of SC/ST Committee members: 76](#_Toc177627237)

[*Chapter 23 – Appendix* 77](#_Toc177627238)

[23.4 Reference and Citation 77](#_Toc177627240)

# Chapter 1 Governance Structure



## Organization Setup

The governance structure of RGCMS resides on the foundation of *Institutional Values and Social responsibilities* derived from Jawaharlal Nehru Institute of Education Science and Technological Research Trust. It is supported by “pillars” of *People, Process, Resources and Technology.*

This Governance structure is instrumental to deliver core values of RGCMS’s core values of governance which are Accountability, Fairness, inclusiveness, Transparency and Responsiveness

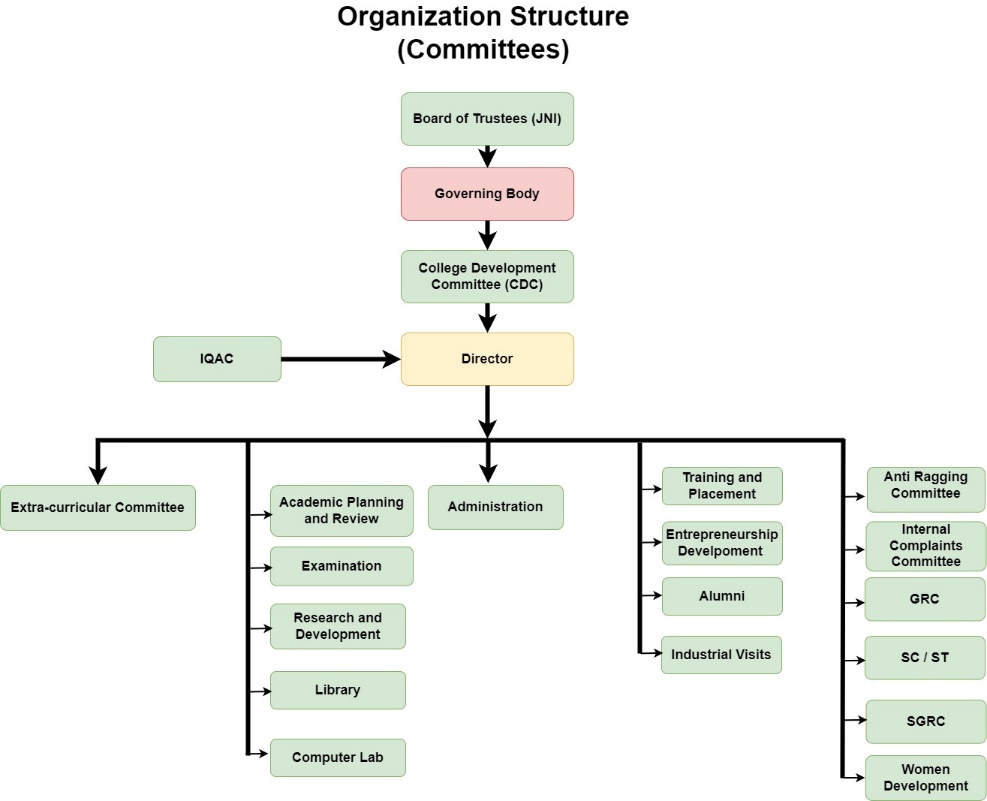
Organization structure of RGCMS is set up to facilitate how activities such as tasks allocation, coordination and supervision are directed towards the achievement of organization goals.

RGCMS organization structure is somewhat Matrix (combination of divisional and functional) where focus is on better cooperation and problem solving and flexibility to provide best of the strategic management alignment. However, care is taken that it does not suffer from the drawbacks of traditional matrix organization.

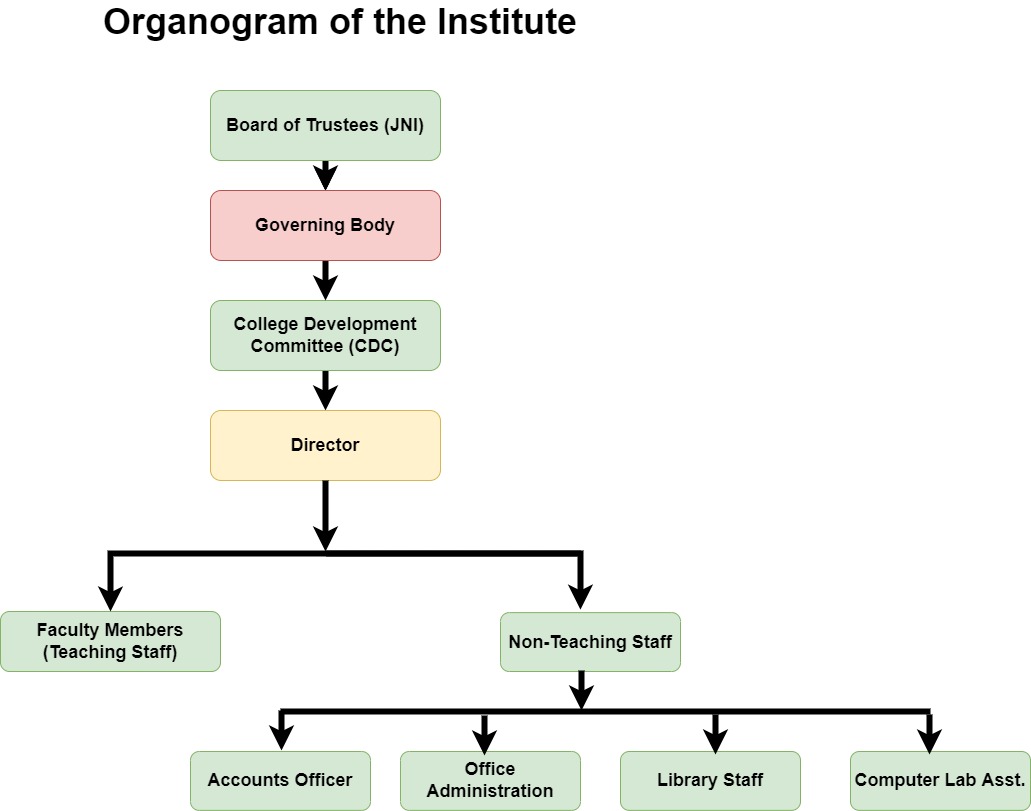
Most of the work and activities are delegated to committees who report directly into Director. These committees have clear mandates and roles and responsibilities with adequate financial powers to aid execution.

It is expected that all the committees should work in accordance to the Strategic Plan Document which is drafted and updated by IQAC every year and reviewed and approved by College Development Committee and Governing Body

### Organization structure based of functional committees



### Organization structure based of functional Roles



# Chapter 2 Board of Trustees



## Constitution

Constitution of the Board of Trustees is been documented in Memorandum of Association of Jawaharlal Nehru Institute of Education Science and Technological Trust registered under Bombay Public Trust act of 1950

## Roles and responsibilities (limited to RGCMS)

1. To constitute Governing Body by nominating members
2. To delegate management oversight role to the Governing Body and College Development Committees as required
3. To start additional branch or new program by allocating financial and infrastructure resources
4. To close institution by following due process
5. To consolidate Trust budget and audit by incorporating RGCMS budget and audit and comply with all statutory requirements.

# Chapter 3 Governing Body / Board of Governance (BoG)



## Membership / Composition

The Governing Body shall have at least 11 (eleven) members including the Chairman and the Member Secretary. The Registered Trust/ Society/ Company shall nominate six members including the Chairman and the Member Secretary, and the remaining five members shall be nominated as indicated below.

|  |  |  |  |
| --- | --- | --- | --- |
| # | Description | Designation | No(s) |
| 1 | Chairman to be nominated by the Government/ Registered Trust/ Society/ Company. | Chairman | 1 |
| 2 | Two to five Members (Industrialist/ Technologist/ Educationist) to be nominated by the Registered Trust/ Society/ Company. | Member | 3 |
| 3 | Nominee of the Affiliating University/ Board (Not applicable for PGDM Institutions) | Member | 1 |
| 4 | Nominee of the All India Council for Technical Education (Ex-officio | Member | 1 |
| 5 | Nominee of the State Government/ UT (Ex-officio). | Member | 1 |
| 6 | An Industrialist/ Technologist/ Educationist from the Region nominated by the State Government/ UT | Member | 1 |
| 7 | Two Faculty members to be nominated from amongst the Regular Staff, one at the level of Professor and one at the level of Assistant Professor. | Member | 2 |
| 8 | Principal/ Director of the concerned Technical Institution (as nominee of the Trust/ Society/ Company) - Member Secretary | Member - Secretary | 1 |

The number of members can be increased equally by adding nominees of the registered Society and by adding an equal number of educationists from the Region keeping in view the interest of the Technical Institution. The total number of members of a Governing Body, however shall not exceed 21.

## Term

The term of the members will be Two (2) years, except for the ex-officio members

## Meetings and Quorum

The Governing Body shall meet at least twice a year in the college Campus. If chairperson is not available, he / she can nominate any member as pro-term Chairman from amongst the members available for that meeting.  It shall be the responsibility of the Member Secretary to ensure that the meetings are held regularly and keeps record.

The quorum for the meeting shall be 50% of the total members of the Governing Body.

## Roles and responsibilities

* To monitor the academic and other related activities of the college
* To consider the recommendations of the Staff Selection Committee
* To consider the important communications, policy decisions received from the University, Government, AICTE/ DTE etc.
* To monitor faculty development programmes and student welfare and quality of the education.
* To pass the annual budget of the college.
* To approve the income and expenditure of the college annually.
* To act in the best interest of the college and provide leadership in high level policy making

# Chapter 4 College Development Committee (CDC)

College Development Committee is formed as per Section 97 of the Maharashtra Public Universities Act, 2016.



## Membership / Composition

The college Development Committee shall have following members:

|  |  |  |  |
| --- | --- | --- | --- |
| # | Description | Designation | No(s) |
| 1 | Chairman of the management or his nominee ex-officio | Chairman | 1 |
| 2 | Secretary of the management or his nominee | Member | 1 |
| 3 | Head of department nominated by the principal or the head of the institution | Member | 1 |
| 4 | Three teachers elected by the full-time amongst themselves out of whom at least one shall be woman | Member | 3 |
| 5 | One non-teaching employee, elected by regular non-teaching staff from amongst themselves | Member | 1 |
| 6 | Four local members, nominated by the management in consultation with the principal from the fields of: Education, Industry, Research, and Social service of whom at least one shall be alumnus | Member | 4 |
| 7 | Coordinator, Internal Quality Assurance Committee of the college | Member | 1 |
| 8 | President and Secretary of the College Students' Council | Member | 1 |
| 9 | Principal or head of the Institution of the college | Member-Secretary | 1 |

## Term

* Elected & Nominated members shall have a term of 5 years from the date of election or nomination.
* If any vacancy occurs in the office of such member, the vacancy shall be filled within three months by the Principal and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.

## Meetings and quorum

The College Development Committee shall meet at least 4 times a year in the college Campus. If chairperson is not available, he / she can nominate any member as pro-term Chairman from amongst the members available for that meeting.  It shall be the responsibility of the Member Secretary to ensure that the meetings are held regularly and keeps record.

The quorum for the meeting shall be 50% of the total members of the Governing Council.

## Functions, Roles and Responsibilities

## Functions of committee:

* 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;
* Decide about the overall teaching programmes or annual calendar of the college
* Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts
* Take review of the self-financing courses in the college, if any, and make recommendations for their improvement
* Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research
* Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college
* Formulate proposals of new expenditure not provided for in the annual financial estimates (budget)
* Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations
* Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution
* Review 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.
* Perform such other duties and exercise such other powers as may be entrusted by the management and the university

### Roles and Responsibilities of Chairperson:

The chairperson is responsible to attend the meetings and approve the agenda. He is also responsible for smooth conduction of meetings. In absence of the chairperson, any member nominated by the chairperson can chair the meeting.

### Role of Member Secretary:

The Member Secretary is responsible for timely conduction of meetings, preparing agenda for meetings, convening meetings, circulating minutes of meetings and all communications. Notices should be sent one week before the conduction of meeting. He is also responsible for preparing budget expenditure of committee.

### Role of Committee members:

The committee members are responsible to attend the meetings and support the committee in all its affairs.

# Chapter 5 Internal Quality Assurance Committee (IQAC)



## Preface and Objectives

IQAC is constituted to develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the College and promote measures for institutional functioning towards quality enhancement through internationalization of quality culture and institutionalization of best practices



### Objectives:

* To facilitate the integration of the various activities of the institution and institutionalize the best practices.
* To provide a sound basis for decision making, imbibing all the dimensions of service quality to improve institutional functioning.
* To ensure credibility of assessment and evaluation process;
* To ensure internalization of the quality culture
* To act as a dynamic system for quality changes in the Colleges

## Membership and Term

### Membership

|  |  |  |  |
| --- | --- | --- | --- |
| # | Description | Designation | No(s) |
| 1 | Director or Head of the Institution | Chairperson | 1 |
| 2 | Members from Management | Member | 2 |
| 3 | Senior faculty members | Member | 3-8 |
| 4 | Senior Administrative official | Member | 1 |
| 5 | At least One nominee each from local society, Students and Alumni | Member | 3-5 |
| 6 | At least One nominee from Employers /Industrialists / Stakeholders | Member | 2-4 |
| 7 | Senior faculty as Coordinator | Member-Secretary | 1 |

### Term

* Director nominates Coordinator at the beginning of the academic year
* Committee Coordinator recommends members for the committee and get it approved by the Director at the beginning of the academic year.
* If any vacancy occurs in the office of such member, the vacancy shall be filled within 2 months by the Director and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.

## Meetings and Quorum

The IQAC should meet at least once in a quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

## Functions, Roles and Responsibilities

### Functions of the Committee

1. Quality Enhancement:

* Ensuring continuous improvement in all operational aspects of the institution.
* Ensure timely, efficient and progressive performance of academic, administrative and financial tasks
* Development and application of quality benchmarks/parameters for the various academic and administrative activities of the Colleges.
* Periodical conduct of Academic and Administrative Audit and its follow-up

1. Strategic Planning:

* Assisting in developing a system for conscious, consistent, and catalytic action to improve academic and administrative performance.

1. Documentation and Data Collection:

* Facilitating the collection and documentation of information on various activities leading to quality improvement.

1. Feedback Analysis:

* Collection and analysis of feedback from all stakeholders on quality related institutional processes and using it for institutional development

1. Performance Evaluation:

* Arranging for feedback response from students, parents, and other stakeholders on quality-related institutional processes.

1. Promotion of Best Practices:

* Disseminating information on various quality parameters of higher education and organizing workshops and seminars on quality-related themes.

1. Reporting and Dissemination

* Preparing the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of the accrediting body.
* Dissemination of information on various quality parameters to all stakeholders (student, parent, industry, alumni, staff);

1. Collaborative Activities:

* Acting as a nodal agency for coordinating quality-related activities, including the adoption and dissemination of best practices.

1. Capacity Building:

* Organizing inter and intra-institutional workshops, seminars on quality-related themes, and promotion of quality circles.
* Ensure the adequacy, maintenance and proper allocation of support structure and services

1. Stakeholder Engagement:

* Ensuring timely, efficient, and progressive performance of academic, administrative, and financial tasks.

1. Enhancement of Learning Resources:

* Facilitating the creation of a learner-centric environment conducive to quality education.
* Optimize and integrate of modern methods of teaching and learning;

1. Institutionalizing Best Practices:

* Encouraging departments to adopt best practices.

1. Technology Integration:

* Encouraging the use of technology in teaching and learning processes.

1. Monitoring Mechanisms:

* Developing and applying quality benchmarks/parameters for the various academic and administrative activities of the institution.

1. Consultative Role:

Acting as a consultative body for all stakeholders to solicit their advice and inputs on quality-related processes.

### IQAC Committee Chairperson:

* The IQAC committee Chairperson will responsible for the smooth condition of the meeting
* Approve the Annual Committee Reports and Budget expenditure of the committee and forward it to CDC

### IQAC Committee Coordinator:

* The IQAC committee coordinator is responsible for timely conduction of meetings, preparing agenda for meetings, convening meetings, circulating minutes of meetings and smooth functioning of the meetings. Notices should be sent one week before the conduction of meeting.
* Committee Coordinator is also responsible for preparing AQAR with the help of committee members.

### IQAC Committee members:

* The IQAC committee members are responsible to attend the meetings and support the committee in all its affairs.

# Chapter 6 Academic Planning and Review Committee (APRC)



## Preface and Objectives

Academics is of utmost priority of any educational institute. Keeping this point in view, a centralized Academic Planning and Review Committee (APRC) is formed in the institute. The primary objective of the committee is to ensure quality academics in the institute. APRC is responsible for drafting, regulating and implementing different academic policies and is meant for smooth & uniform conduction of academics throughout the institute to excel in university results and to develop the students into competent graduate Executives/Managers. The role Academic planning and Review committee includes semester planning, execution and mentoring of academic activities.

### OBJECTIVES OF COMMITTEE

The objectives of the committee are follows:

* To ensure that all faculty members have done proper planning before the start of semester for conduction of lectures and activities. (eg: Course plan, timetable – lectures, assignment, expert lectures etc)
* To ensure that effective teaching – learning is taking place throughout the semester.
* To ensure that effective continuous assessment and evaluation is taking place to support teaching – learning.
* To ensure that slow learners and advanced learners are taken care as per their needs.
* To ensure that students are mentored for academic as well as personality development.
* To ensure the attainment of course outcomes and eventually the program outcomes.
* To provide required support for IQAC and / or Other committees

## Membership and Term

### Membership

Academic Planning and Review Committee is headed by Chairperson who will typically be Director or Head of the Institute. All members of the committee shall be involved in policy making process, designing of schedules and formats, customising the formats for their respective departments, monitoring of defined academic processes. The prime role of committee is to ensure the effective implementation of all academic work processes and policies defined in this manual. All faculty member and mentors are the pillars of the committee in achieving the quality academics.

Following is the structure of the APRC

|  |  |  |  |
| --- | --- | --- | --- |
| # | Description | Designation | No(s) |
| 1 | Director or Head of the Institute | Chairperson | 1 |
| 2 | Senior Faculty member | Coordinator | 1 |
| 3 | Teaching member | Co-coordinator | 1 |
| 4 | Teaching Faculty members | Members | 8-12 |
| 5 | Industry Representative | Members | 1 - 3 |
| 6 | Alumni Representative | Members | 1 - 2 |
| 7 | Students Class representatives | Members | 2 |

This Committee will report to the Director / Head of the Institute on regular basis

### Term

* Director nominates Coordinator at the beginning of the academic year
* Committee Coordinator recommends members for the committee and get it approved by the Director at the beginning of the academic year.
* If any vacancy occurs in the office of such member, the vacancy shall be filled within 2 months by the Director and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.

## Meetings and Quorum:

The APRC should meet as planned in Academic calendar. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

## Functions, Roles and Responsibilities



### Function of the Committee

* To ensure that all faculty members have done proper planning before the start of semester for conduction of lectures and activities. (eg: Course plan, timetable – lectures, assignment, expert lectures etc)
* To ensure that effective teaching – learning is taking place throughout the semester.
* To ensure that effective continuous assessment and evaluation is taking place to support teaching – learning.
* To ensure that slow learners and advanced learners are taken care as per their needs.
* To ensure that students are mentored for academic as well as personality development.
* To ensure the attainment of course outcomes and eventually the program outcomes.
* To provide required support for IQAC and / or Other committees
* To approve the budget expenditure of the committee and forward it to CDC for final approval.
* Preparation of academic calendars, time tables at least one week prior to start of semester and getting it approved by Director and IQAC
* Preparation of academic manual, rules, guidelines and academic formats.
* Conducting meetings regularly with all members to plan and monitor the academic processes.
* Timely release of formats to all faculty members.
* Continuous monitoring of academics.
* Informing non-conformities to the Director regularly.
* Proposing corrective measures.
* Preparation of minutes of meeting and circulating to respective people.
* Implementation of new updated syllabus with due discussion with other members of committee.
* Preparation of the Annual Committee Report at the end of each year with the help of the committee members.
* Customizing the central formats for their respective departments.
* Monitoring of academic process for respective specialization and subjects at specified intervals.
* Maintaining absentee report and daily class conduction report of respective subject lectures.
* Reporting the monitoring status to the coordinator of the committee.
* Ensuring the presence of non-participating students of any workshops /seminars in lectures /activities
* Daily monitoring of attendance of students of all classes, sending sms to parents of defaulter students and reporting about students with very less attendance to the head of department.
* Ensuring the preparation of lesson plans by each faculty member prior to semester commencement.

### Roles and Responsibilities of Chairperson:

The chairperson is responsible to attend the meetings and approve the agenda. He is also responsible for smooth conduction of meetings. He has to approve the budget expenditure of committee and forward it to CDC for final approval. In absence of the chairperson, committee coordinator can chair the meeting. Chairperson is also responsible for Approving Annual Committee Report and submit it to CDC.

### Coordinator of Committee:

* Preparation of academic calendars, time tables at least one week prior to start of semester and getting it approved by Director and IQAC
* Preparation of academic manual, rules, guidelines and academic formats.
* Conducting meetings regularly with all members to plan and monitor the academic processes.
* Timely release of formats to all faculty members.
* Continuous monitoring of academics.
* Informing non-conformities to the Director regularly.
* Proposing corrective measures.
* Preparation of minutes of meeting and circulating to respective people.
* Implementation of new updated syllabus with due discussion with other members of committee.
* Preparation of the Annual Committee Report at the end of the each year with the help of the committee members.

### Members:

* Attending meetings conducted by the convened by the Coordinator of the committee.
* Assisting the coordinator of the committee in preparation of manuals, guidelines and formats.
* Customising the central formats for their respective departments.
* Monitoring of academic process for respective specialization and subjects at specified intervals.
* Maintaining absentee report and daily class conduction report of respective subject lectures.
* Reporting the monitoring status to coordinator of the committee.
* Ensuring the presence of non-participating students of any workshops /seminars in lectures /activities
* Daily monitoring of attendance of students of all classes, reporting attendance to Head of Institute.
* Ensuring the preparation of lesson plan by each faculty member prior to semester commencement.

# Chapter 7 Administration Committee



## Preface and objective

Administration Committee at RGCMS comprise of following functions

* Office Administration
* Accounts
* Infrastructure
* Admission
* Digital Media and IT Services
* Student and Staff Welfare

These functions are headed by Functional Heads / Coordinators and may have student members as and where needed.

Administration Committee at Rajeev Gandhi College of Management Studies was constituted to efficiently and effectively plan, organize, coordinate and control the office, Accounts, infrastructure procurement and maintenance, Admission management and campaigning, IT Services which include website maintenance, and social media management and staff and student welfare. At RGCMS, Administration committee emphasize on the utilization of resources like material, men, methods etc. to achieve the objectives of the college in a most effective way.

## Membership and Term



### Membership

The Administration (O&A) committee of RGCMS is headed by Director / Head of the Institution as Chairperson. The composition of the committee is as follows

|  |  |  |  |
| --- | --- | --- | --- |
| # | Description | Designation | No |
| 1 | Director or HOI | Chairperson | 1 |
| 2 | Teaching or Non-Teaching staff | Coordinator | 1 |
| 3 | OS / Registrar | Function Head/Coordinator-O&A | 1 |
| 4 | Teaching or Non-Teaching staff | Function Head/Coordinator-Infra | 1 |
| 5 | Teaching or Non-Teaching staff | Function Head/Coordinator-Digital Med. | 1 |
| 6 | Teaching or Non-Teaching staff | Function Head/Coordinator-Admission | 1 |
| 7 | Teaching or Non-Teaching staff | Function Head/Coordinator- Welfare | 1 |
| 8 | Accounts Head | Function Head/Coordinator- Accounts | 1 |
| 9 | Student Representatives | For Digital Media and Student Welfare functions | 1 - 4 |

### Term

* Director nominates Coordinator at the beginning of the academic year
* Committee Coordinator recommends members for the committee and get it approved by the Director at the beginning of the academic year.
* If any vacancy occurs in the office of such member, the vacancy shall be filled within 2 months by the Director and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.

## Meetings and Quorum

Meetings should be conducted once in a quarter or as & when required as required by the Director. The quorum for the meeting is 2/3 of the total strength. In case the quorum falls below 2/3 of the total strength then the meeting is postponed for 30 minutes and then it can resume with whosoever members are present in the meeting. Under such circumstances, the decision made by the members will be final and binding to all

## Roles and Responsibilities



### Committee Chairperson:

* The committee Chairperson will responsible for the smooth condition of the meeting
* Committee Chairperson can constitute smaller sub-teams for any functional activities as S/he may deem fit.
* Approve Annual Committee Report and Budget expenditure of the committee and forward it to CDC

### Committee Coordinator:

* The committee coordinator is responsible for timely conduction of meetings, preparing agenda for meetings, convening meetings, circulating minutes of meetings and smooth functioning of the meetings. Notices should be sent one week before the conduction of meeting.
* Prepare Annual Committee Report.

### Functional Heads:

* The respective functional heads are responsible for carrying out the activities as described in the “Functions” section.
* Functional Heads review Strategic Plan document and any developmental goals as set by CDC / Governing Body vis-à-vis their functional area and execute those activities accordingly
* They are responsible to provide agenda item to the committee coordinator and make sure that discussion points and resolutions are documented properly for their respective agenda items
* Functional Heads are also responsible to provide any budgetary inputs to the coordinator / chairperson for their respective functions.
* Functional Heads are responsible for providing inputs to Committee coordinator for Annual Committee Report.

### Committee members:

* The committee members are responsible to attend the meetings and support the committee in all its affairs.
* To complete / execute any task assigned by Chairperson or Function Head.

## Office & Administration Function



### Objective:

The objective of Office & Administration function is to help Director (Head of the institution) to perform administrative duties by ensuring proper planning, implementation, evaluation, and maintenance of office work in order to sustain and improve efficiency and productivity.

One of the main functions under office Administration is maintenance of the official records and creating Standard Operating Process around office management.

### Function:

* **Record of all External Correspondence**

O&A coordinator / Function Head is responsible for maintaining all the external correspondence (to and from college / director) along with inward / outward register.

* **HR function:** Office committee is also owner and custodian of HR Policies and is responsible to convey the changes in the HR policy of the college from time to time.
* **Vendor Management:** O&A committee is responsible for renewal of AMC and contracts / negotiations related to fire safety, housekeeping, pest control, security, ID Cards, College Uniform etc and maintenance of the related records.
* **Notices, Circulars, GR etc record management:**O&A committee is responsible for maintaining the record of all the notices, Circulars issued by RGCMS and also notices, circulars GR received by RGCMS along with inward and outward entries.
* **Student Records**Office and Administration committee is the custodian for all student related data and will be responsible for correctness and accuracy of that data. It will create / update and maintain any SoPs related to maintenance of Student related data. Office and Admin Committee will also be responsible for Student and related affairs like issuing Leaving Certificate, verification and authentication of caste validity certificates. It is also custodian of original student certificates and SoP associated with release and withholding of these certificates.
* **Store Management:** O&A committee is responsible for overall procurement process and maintenance of dead stock / consumable register.
* **Scholarship Management:** O&A is responsible for liasoning and timely submission of scholarship proposal to Social Welfare Office and maintenance of records related to scholarship, EBC concession and other govt. schemes.
* **First Aid and Safety Management:** O&A committee is responsible for maintaining first aid and safety protocol, counsellor for students, appointment of doctor, etc.
* **Statutory Compliance:** O&A committee is responsible for timely preparation and submission of proposals related to Continuation of Affiliation (UoM), Extension of Approval (AICTE & DTE), Tuition fee (FRA) and statutory committee visits to colleges.

## Accounts Function



### Roles and responsibility - Cashier

* Fee collections and follow ups
* ERP entries
* Cash Collection and bank deposits
* Check Deposit
* Bank statements
* Petty cash maintenance

### Roles and responsibility – Accountant

* Manage fee collection data
* Preparation of checks (Salary, Vendors and statutory bodies)
* Preparation of vouchers as per prescribed format
* Tally Entries
* Bank Reconciliation (BRS)
* Preparation of Salary statements and slips
* Preparation of MIS as per requirements
* All Statutory compliances (TDS, PT, PF)
* Prepare financial statement and proposals as required by FRA, NBA, NAAC, AICTE etc.

### Reporting Hierarchy

**A close up of a sign

Description automatically generated**

## Infrastructure Maintenance Function

Infrastructure Maintenance Committee at Rajeev Gandhi College of Management Studies was constituted to take care of all issues related infrastructure maintenance. The committee plans and design classrooms, faculty rooms, labs etc. to comply with the requirements of AICTE/DTE/UoM.



### Objectives:

The objective of Infrastructure Maintenance Committee is to maximize the infrastructural well-being of the student community by handling all infrastructure related activities/issues in the college.

### Function:

* The committee ensures a uniform and balanced distribution of space and resources to all categories/departments and also to provide and maintain necessary amenities to staff and students in a time bound manner.
* The committee has to make necessary arrangements for conduction of cultural & formal events, Placement process, Guest lectures, and other activities.
* The committee has to coordinate with Administration, Canteen staff, Electrician, Plumber, Carpenter, Mason, House-keepers etc. to handle issues regarding infrastructure maintenance.
* The committee has to develop and maintain contacts of all support staffs of the college and outside vendors.

## 7.11 Admission Function

Admission Function at Rajeev Gandhi College of Management Studies was constituted to facilitate and finalize the admissions to MMS program. The admission committee has been formed to take all necessary action regarding circulars received from Government of Maharashtra/University of Mumbai as the case may be while giving admissions.



### Objectives:

The objective is to finalize admission as per the sanction intake and the reservation policy of Government of Maharashtra. The committee shall follow the guidelines given by government from time to time. The committee should also see that no deserving student ever remain deprived of admission to the program, of course, with the due permission of the

Government of Maharashtra/University as the case may be.

### Functions:

* To decide on all the matters relating to admission of the students at PG level.
* To ensure effective implementation of admission policy and process laid down by the government of Maharashtra.
* To ensure timely updation of admission related information on the college website and also notify the same on college notice board.
* To promote college through various channels of advertising and newspaper advertising, especially, for admission against CAP vacancy and institute level seats.
* To prepare the merit list of students after admission processes is over and submit it to the concerned competent authorities and get approved.
* Any other activities related to admissions deemed fit by the institute

## Digital Media and IT Services

The Promotion and Branding Committee strives to bring RGCMS, to the fore through brand building and promotion. The committee helps to spread awareness about RGCMS on online and offline media. It handles Website, Facebook, LinkedIn, Instagram pages of the college. It also looks after YouTube channel of the college. It helps in fostering a free exchange of creative ideas and efficient use of marketing resources. The committee ensures that all important happenings are shared with the outside world. It performs a quality review of the Website, Facebook, LinkedIn, and Instagram information and updates the information as and when needed. The uploading and maintenance of the Website along with the other social media platforms allows this procedure to be a continual process.

The committee encourages students to participate in various online and offline marketing activities such as Digital Marketing, Media Planning, Content Marketing and Designing. Students participating in the activities get a hands-on experience in branding a business in a real environment



### OBJECTIVES

* To maintain updated information or announcements on the college website and the social media platforms.
* To promote the college to the outside world through the website and social media platforms.
* To act as the bridge between the institute and the candidates who aspire to be a part of the institute every year, assisting them by providing vital knowledge regarding life inside the campus, hence orchestrating the activities that start right from the designing of Admission brochure and ending with the post induction settlement of the new entrants in the college.

### Functions:

* To keep following stakeholders updated through Website, Social and Digital Media
  + Faculty
  + Students
  + Parents
  + Recruiters \_ Industry
  + Alumni
  + compliance and regulators
* To ensure the website and social media (Facebook, Insta and LinkedIn) pages stay updated with latest information, images, and graphics.
* To co-ordinate with the appropriate parties responsible for making necessary changes on the website and other social media pages.
* To promote the brand, create brand image awareness, brand image reputation management and branding content.
* To ensure maintenance of website.
* To check the Google Analytics Report for reach and Search Engine Optimization.
* To ensure G-Suite Management (E-mail ID Maintenance, Trouble -shooting technical issues, Learning Management System)
* To help in lead generation for admissions and recruitments through various promotions on Social Media and WhatsApp
* To act as a Repository of Information/ Content for Events (upcoming and past), News, Admission, Research (papers/materials/blogs), Alumni, Resources link, Curriculum updating, Policies/ SOPs, Examination, Programs etc.

## Student Welfare



### 7.13.1Objective:

The student welfare committee shall review the conditions that contribute to the academic success, personal development and well-being of students.

### Function:

* To execute RGCMS Student Welfare Policies (Ex: Scholarship, Earn while learn etc))
* To co-ordinate with various committees for student development programs (Ex: Arrange Psychological Counseling seminars and one-on-one) For example:
  + Special programs for differently abled students (With coordination Office and Admin Committee)
  + Student counseling for academically weak (with coordination with APRC)
  + Economically Backward Students (With coordination Office and Admin)
  + Reserved Category Students (With SC/ST committee)
  + Troubled students (with Coordination with Mentors / APRC)
* To promote various schemes (Government / semi-government) for development and betterment of students
* To work in collaboration with APRC and T&P committee to award / reward / felicitate significant achievements of the students.
* To ensure that all students are covered by Student Group Insurance
* To help students in finding hostels / living arrangements.

# Chapter 8 Training and Placement Cell (T&P)



## Preface and objectives

The Training and Placement Cell plays a vital role of ensuring employability of students by imparting placement training through identification of industry requirements.

It is responsible for maintaining and establishing contacts with reputed firms and industries for their recruitment needs and facilitating placement and recruitments for the students by organizing pool campus interview, Job melas etc.

T&P Cell also organizes career guidance programs, Mock Interviews, Group Discussions, and Communication Skills, Workshop etc. by identifying training needs of the students.



### Training Related

* To train students to be industry ready and employable by identifying industry requirements.
* To identify training needs and gaps of the students.

### Placement Related

* To facilitate final recruitment of the Students
* To provide exposure through internship to MMS pursuing students.
* To establish and maintain relationship with industries for their recruitment requirements.
* To facilitate industry and academia interaction.

## Membership and Term



### Membership

|  |  |  |  |
| --- | --- | --- | --- |
| # | Description | Designation | No(s) |
| 1 | Director or Head of the Institute | Chairperson | 1 |
| 2 | Member from teaching staff | Coordinator | 1 |
| 3 | Member of teaching staff | Members | 1 -2 |
| 4 | Member of Non- Teaching Staff | Member | 1 |
| 5 | Student Representative | Student T&P Secretary | 1 |
| 6 | Student Representative | Student T&P Jt. Secretary | 1 - 5 |
| 7 | Alumni | Member | 1 - 2 |

### Term

* Director nominates Coordinator at the beginning of the academic year
* Committee Coordinator recommends members for the committee and get it approved by the Director at the beginning of the academic year.
* If any vacancy occurs in the office of such member, the vacancy shall be filled within 2 months by the Director and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.

## Meetings and Quorum

Meetings should be conducted min twice a semester and as & when required. The quorum for the meeting is 2/3 of the total strength. In case the quorum falls below 2/3 of the total strength then the meeting is postponed for 30 minutes and then it resumes with whosoever members are present in the meeting. Under such circumstances, the decision made by the members will be final and binding to all.

## Roles and responsibilities



### Functions of T&P committee:

T&P Cell is responsible for coordinating all the Training and Placement activities, which include Summer Internship and Final placement.

* To help students get summer internship in respective specialization.
* To conduct career guidance seminars / workshops / counseling regarding avenues open after graduation. ie. Higher education, placements, or entrepreneurship
* To identify students who want jobs, pursue higher education or entrepreneurship
* To maintain resume-books of all the students
* To organize training programs as per industry requirements.
* To identify students training needs and requirement and train in following
* Personality Development and soft skills
  + Aptitude
  + Stress Management
  + Coordinate / conduct training as per schedule and academic calendar
* To design, develop and print placement brochure (Hard copy and digital print)
* To allocate companies to student volunteers’ group for helping in the campus interviews and get detailed report regarding campus interview in prescribed format.
* To organize Pre- Placement Training’s, resume-writing session, mock interviews, GD etc.
* To ensure that all students prepare resumes in prescribed format.
* To maintain good relations with the recruiters.
* To promote the resume of all candidates to various prospective employers for placement and internship.
* Managing Recruiters correspondence and feedbacks.
* To facilitate Placement presentation by the recruiters
* Planning and organizing various Placement drives, pool campus drives and job melas.
* To ensure placement of maximum students through recruitment drives.
* To maintain a record of Placed students, joined students, students going for higher studies and entrepreneurs.
* To monitor progress of Placement activities at regular intervals and report to Chairperson
* To maintain a dossier of each student which will include Mentor forms, performance of the students in various platforms/ activities/ appreciation and grievances related to behavioral attributes of the students.
* To get Feedback regarding campus interview process from the recruiters (employers)
* To get feedback form students regarding T&P Cell.
* To get feedback from the employers as per PEO requirement.

### Committee Chairperson:

* Chairs all the T&P related meetings
* Overall in charge of the smooth functioning of the T&P Committee.
* Approve the Budget expenditure of the committee and forward it to CDC

### T&P Committee Coordinator:

* The committee coordinator is responsible for timely conduction of meetings, preparing agenda for meetings, convening meetings, circulating minutes of meetings and smooth functioning of the meetings. Notices should be sent one week before the conduction of meeting.

### T&P Committee members:

* The T&P committee members are responsible to attend the meetings and support the committee in all its affairs.
* To perform any and all duties assigned by Chairperson.

# Chapter 9 Library Committee



## Preface and objectives

RGCMS Library is an important learning resource center with open access system, computers with multimedia facilities and internet facilities. The Library’s collection and its services reflect not only the syllabus requirements but also the present & advanced requirements in the field of management, information technology, etc.



### Objectives:

* To facilitate high quality, welcoming research and learning environments by providing easy access to scholarly collections and reference material in both physical and digital format.
* Providing a safe and secure environment for collections, staff and students, including facilities for everyone
* Managing resources in an efficient, cost-effective and environmentally sustainable way in accordance with the college policies and procedures.

## Membership and Term



### Membership:

|  |  |  |  |
| --- | --- | --- | --- |
| # | Description | Designation | No(s) |
| 1 | Director or Head of the Institute | Chairperson / | 1 |
| 2 | Librarian | Coordinator | 1 |
| 3 | Assistant Librarian | Co-coordinator | 1 |
| 4 | Member from teaching staff | Members | 1 -2 |
| 5 | Member of Non-teaching staff | Members | 1 |
| 6 | Student Representative | Member | 1-2 |

### Term:

* Director nominates Coordinator at the beginning of the academic year
* Committee Coordinator recommends members for the committee and get it approved by the Director at the beginning of the academic year.
* If any vacancy occurs in the office of such member, the vacancy shall be filled within 2 months by the Director and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.

## Meetings and Quorum

Meetings should be conducted at least once in each semester. The quorum for the meeting is 2/3 of the total strength. In case the quorum falls below 2/3 of the total strength then the meeting is postponed for 30 minutes and then it resumes with whosoever members are present in the meeting. Under such circumstances, the decision made by the members will be final and binding to all.

## Functions, Roles and Responsibilities



### Functions of Library Committee

* To review the functioning of the library with regards to its support to the academic programmes of the institute.
* To monitor and evaluate, from time to time, trends and developments in information technologies, networking, library automation, library cooperation etc., and to direct the library in their adoption.
* To formulate action plan for the development of library infrastructure, facilities, products and services.
* To ensure maximum utilization of library resources.
* To seek and analyze feedback and suggestions made by the library users.
* To formulate and review the rules and procedure for library use.
* To assist library in providing need-based information services.
* To allocate budget as per the requisition received from various stake holders for books procurement and other stuff.
* To ensure stock-taking of books at regular intervals.
* To maintain the accession register of library books.
* To manage and maintain suites of Library Management Software and associated information technology infrastructure
* To collaborate with other education institutes to provide research / reference material to students.
* To support faculty members design and develop course content
* To Promote and provide information about the library's programs, resources and activities.
* To help create online and off-line repositories of available reference material which are easily accessible.
* To maintain information regarding availability of reference material (available, issued, expected return)

### Roles and Responsibilities of Chairperson:

The chairperson is responsible to chair the meetings and approve the agenda. He is also responsible for smooth conduction of meetings. He has to approve the budget expenditure of Library committee and forward it to CDC for final approval. In absence of the chairperson, committee coordinator can chair the meeting.

### Role of Library Committee coordinator:

The Library committee coordinator is responsible for timely conduction of meetings, preparing agenda for meetings, convening meetings, circulating minutes of meetings. Notices should be sent one week before the conduction of meeting. He is also responsible for preparing budget expenditure of Library committee.

### Role of Library Committee members:

The Library committee members are responsible to attend the meetings and support the committee in all its affairs.

# Chapter 10 Computer Lab committee



## Preface and objectives

RGCMS computer lab is equipped with workstations networked with unlimited internet access as an integral part of the rich resourceful learning facilities at our Institute. The entire campus is enabled with Wi-Fi facility allowing the students and other users to access the knowledge databases from anywhere in the campus.



### Objectives:

The primary goal of Computer Laboratory Committee is to provide technology support to staffs and students that will enhance their teaching-learning experience.

## Membership and Term



### Membership

|  |  |  |  |
| --- | --- | --- | --- |
| # | Description | Designation | No(s) |
| 1 | Director or Head of the Institute | Chairperson / | 1 |
| 2 | Lab Assistant | Coordinator | 1 |
| 3 | Member from teaching staff | Members | 1-2 |
| 5 | Student Representative | Member | 1-2 |

### Term

* Director nominates Coordinator at the beginning of the academic year
* Committee Coordinator recommends members for the committee and get it approved by the Director at the beginning of the academic year.
* If any vacancy occurs in the office of such member, the vacancy shall be filled within 2 months by the Director and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.

## Meetings and Quorum

Meetings should be conducted at least once in each semester. The quorum for the meeting is 2/3 of the total strength. In case the quorum falls below 2/3 of the total strength then the meeting is postponed for 30 minutes and then it resumes with whosoever members are present in the meeting. Under such circumstances, the decision made by the members will be final and binding to all.

## Functions, Roles and Responsibilities

### Functions of Laboratory committee:

* To provide students and staff with a vast array of  I.T resources needed to promote learning.
* To enhance classroom teaching with internet based real time online re-searchable study environment for the students and also the faculty.
* To provide training to students and staffs on Information Technology.
* To provide a conducive environment for E-learning and research.
* To keep all the computer hardware and software and other items in good working condition.
* To formulate action plan for the development of IT infrastructure, facilities, products and services.
* To formulate the rules and procedure for laboratory.
* To ensure proper maintenance of IT infrastructure in computer laboratory.
* To maintain stock register of all purchases in computer laboratory.
* To ensure stock-taking of dead stocks at regular intervals.

### Roles and Responsibilities of Chairperson:

The chairperson is responsible to chair the meetings and approve the agenda. He is also responsible for smooth conduction of meetings. He has to approve the budget expenditure of Laboratory committee and forward it to CDC for final approval. In absence of the chairperson, committee coordinator can chair the meeting.

### Role of Laboratory Committee coordinator:

The Laboratory committee coordinator is responsible for timely conduction of meetings, preparing agenda for meetings, convening meetings, circulating minutes of meetings. Notices should be sent one week before the conduction of meeting. He is also responsible for preparing budget expenditure of Laboratory committee.

### Role of Laboratory Committee members:

The Laboratory committee members are responsible to attend the meetings and support the committee in all its affairs.

# Chapter 11 Exam Committee



## Preface and Objectives

Examination committee at RGCMS seeks to evaluate whether students have achieved the academic requirements of the program and the courses within it, (as stated in the course specification and in the University's general educational aims) and attained the standard required for the award to which it leads.

### Objectives

* To conduct all work related to College driven & University driven Examination as per University notifications and ordinance.
* To create simulated environment for smooth conduction of examination
* To utilize the college facilities for convenient and fair evaluation practices
* To record & stock the exam evaluated information for reference purpose

## Membership and Term

### Membership

|  |  |  |  |
| --- | --- | --- | --- |
| # | Description | Designation | No(s) |
| 1 | Director or Head of the Institute | Chairperson | 1 |
| 2 | Senior Member from teaching staff | Coordinator | 1 |
| 4 | Members from Non-Teaching Staff | Member | 1-2 |

### Term

* Director nominates Coordinator at the beginning of the academic year
* Committee Coordinator recommends members for the committee and get it approved by the Director at the beginning of the academic year.
* If any vacancy occurs in the office of such member, the vacancy shall be filled within 2 months by the Director and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.

## Meetings and Quorum

Meetings should be conducted at least once in each semester or as per discretion of the Exam Coordinator who can call for meeting by giving notice of at least 2 days. In the absence of the Coordinator, the coordinator can nominate alternate member, or the members can elect a pro-term Coordinator from amongst the members present for that meeting.

The quorum for the meeting shall be 50% of the total members of the Exam Committee.

## Roles and responsibilities

### Functions of the Exam Committee:

* Notify students regards College driven &University driven examination schedule & distribute the Exam Forms of the University to students and collect them back after having them duly filled in due time.
* Prepare relevant time-tables for our College driven Examination.
* Do the Block and Seating Arrangement and display them on the concerned Notice Board/Website and Blocks.
* Prepare and display an overall Supervision Duty List on the  Staff  Notice
* Ensure that adequate stationery is stocked, like answer sheets, supplement etc. are timely made available.
* Hold a pre-exam meeting to brief the members of faculty with   regard   to   the   examination   procedures   and   the   role   and responsibilities
* Preparation of smooth conduct of College driven & University driven Examinations
* Conduct feedback of the process from improvement point of view
* Collect examiners names for assessment of each subject from Academic Coordinator.
* Display results on the respective student Notice Boards/College Website. A copy of the same shall be sent to the respective Academic Coordinator.
* Analyze the exam results and the same shall be verified by the exam coordinator after due verification, copies of the result analysis shall be sent to the Director.
* Prepare Grade card upon examination evaluation for college driven examinations & dispense the same & also University generated Grade Card & Degree in timely manner

### Exam Committee Chairperson:

* Chairs all the exam related meetings
* Overall in charge of the examination and making sure that exams are conducted smoothly by assigning duties to staff members as per university guidelines published from time to time.
* Approve the Budget expenditure of the committee and forward it to CDC

### Exam Committee Coordinator:

* The Exam committee coordinator is responsible for timely conduction of meetings, preparing agenda for meetings, convening meetings, circulating minutes of meetings and smooth functioning of the meetings. Notices should be sent one week before the conduction of meeting.
* To manage all the communications with the university and disseminate necessary information and circulars

### Exam Committee members:

* The Exam committee members are responsible to attend the meetings and support the committee in all its affairs.
* To perform any and all duties assigned by Chairperson.

# Chapter 12 Research and Development Committee



## Preface and Objectives

RGCMS has established Research & Development Committee in order to promote research activities among students and faculty of the college. The R&D committee aims to provide a platform to students, academicians, researchers and business practitioners to discuss the rapidly changing business practices.

### Objectives:

* To create awareness and opportunities in research among the faculty & students.
* To create interest and atmosphere among the faculty and students to take up research projects.
* To ensure smooth and effective functioning of research activities.
* To promote multi-disciplinary academic as well as industry-oriented research.

## Membership and Term

### Membership

|  |  |  |  |
| --- | --- | --- | --- |
| # | Description | Designation | No(s) |
| 1 | Director / Head of the Institution | Chairperson | 1 |
| 2 | Teaching Staff | Coordinator | 1 |
| 3 | Teaching Staff(s) | Members | 1-2 |
| 4 | Students | Member | 1 -2 |

### Term

* Director nominates Coordinator at the beginning of the academic year
* Committee Coordinator recommends members for the committee and get it approved by the Director at the beginning of the academic year.
* If any vacancy occurs in the office of such member, the vacancy shall be filled within 2 months by the Director and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.

## Meetings and Quorum

Meetings should be conducted at least once in each semester or as per discretion of the R&D Committee coordinator who can call for meeting by giving notice of at least 2 days. In the absence of the Chairperson, the coordinator will chair the meeting.

## Functions, Roles and responsibilities

### Functions of Research & Development Committee:

* To identify the potential areas of research in various disciplines of management.
* To develop R&D strategy in accordance with the college strategic plan.
* To prepare and submit proposals to government agencies for obtaining funded projects.
* To encourage multi-disciplinary research internally within the institute and externally with other organizations.
* Encourage faculty to publish papers in various National/International conferences of their specialized areas.
* To coordinate the research activities of the college.
* Encourage faculty to attend various research oriented Faculty development programmes.  
  Encourage and motivate the faculty to apply for PhD.
* To encourage faculty and students to publish their research works in reputed journals that have good impact factor and are Scopus indexed.
* To plan for resource mobilization through industry interaction and consultancy.
* To help library maintain repository of all the published research papers and case studies.

### R&D Committee Chairperson:

* The R&D committee Chairperson will responsible for the smooth condition of the meeting
* Approve the Budget expenditure of the committee and forward it to CDC

### R&D Committee Coordinator:

* The R&D committee coordinator is responsible for timely conduction of meetings, preparing agenda for meetings, convening meetings, circulating minutes of meetings and smooth functioning of the meetings. Notices should be sent one week before the conduction of meeting.

### R&D Committee members:

* The R&D committee members are responsible to attend the meetings and support the committee in all its affairs.

# Chapter 13 Institute Innovation Council - IIC



## Preface and Objectives

Institute Innovation council at RGCMS dedicated to promote the spirit of entrepreneurship among students throughout the college and to implement vision and directives of Ministry of Education Innovation Cell for HEI. It provides the budding entrepreneurs with a platform to convert their dreams into reality, organizes activities and events within the college for its students which brings out their entrepreneurial skills with support of start-up Incubation center viz., “Ignition Incubation Center” hosted in Institution premises. (Updated as of Nov 2022)

### Objectives

* To implement directives promulgated by Ministry of Education’s Innovation Cell - MIC
* To create environment for self-employment and entrepreneurship through formal and informal programs.
* To provide platform in support of formal Entrepreneurship Development curriculum.
* To promote creative thinking and efficient work culture, develop communication, marketing and management skills, make productive business plans, and to convert innovations into marketable products.

## Membership and Term

### Membership

* All Coordinators and members will be appointed by Director after consultation with the Staff members and accessing their interest level and expertise. However, Director’s decision will be definitive and be sent to College Development Committee for final approval.

|  |  |  |  |
| --- | --- | --- | --- |
| # | Description | Designation | No(s) |
| 1 | Senior Faculty member as Coordinator / Chairperson | Chairperson /Coordinator | 1 |
| 2 | Members as suggested by MIC from time to time | Members | 5-15 |

### Term

* Director nominates Coordinator / Convener at the beginning of the academic year
* IIC Convener recommends members for the cell as per directions given by MIC from time to time and get it approved by the Director at the beginning of the academic year.
* If any vacancy occurs in the office of such member, the vacancy shall be filled within 2 months by the Director and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.

## Meetings and Quorum

Meetings should be conducted at least two times each semester or as per discretion of the ED Committee incharge who can call for meeting by giving notice of at least 2 days. In the absence of the Coordinator, the coordinator can nominate alternate member, or the members can elect a pro-term Coordinator from amongst the members present for that meeting.

## Functions, Roles and Responsibilities

### Functions of Committee

* To organize expert talks by Successful Entrepreneurs
* To develop entrepreneurial skills in students
* To organize various seminars and workshops to create awareness about entrepreneurship
* To bridge the gap between investors and budding entrepreneurs
* To organize Ideathons and Business proposal competitions

### ED Committee Chairperson:

* The ED committee Chairperson will responsible for the smooth condition of the meeting
* Approve the Annual Committee Reports and Budget expenditure of the committee and forward it to CDC

### ED Committee Coordinator:

* The ED committee coordinator is responsible for timely conduction of meetings, preparing agenda for meetings, convening meetings, circulating minutes of meetings and smooth functioning of the meetings. Notices should be sent one week before the conduction of meeting.
* Prepare Annual Committee Report.

### ED Committee members:

* The ED committee members are responsible to attend the meetings and support the committee in all its affairs.

# Chapter 14 Extra-Curricular Activities Committee



## Preface and objectives

Extra-Curricular Activities Committee plan and execute following functions

* Cultural Activities
* Sports Activities
* Student Body
* Institute Social Responsibility / Extension Activities

These functions are typically headed by different functional heads and constitute staff as well as student members.

Extra-Curricular activities provide students with opportunities to develop a well-rounded personality, enhance their skills and talents, and prepare for holistic development.

Participation in these activities demonstrates a candidate's well-roundedness and diverse skill set and can make a student's resume stand out.

## Membership and Term

### Membership

|  |  |  |  |
| --- | --- | --- | --- |
| # | Description | Designation | No(s) |
| 1 | Director or Head of the Institute | Chairperson / | 1 |
| 2 | Member from teaching staff | Coordinator | 1 |
| 3 | Member from teaching staff | Function Head/Coordinator-Cultural | 1 |
| 4 | Member from teaching staff | Function Head/Coordinator-Sports | 1 |
| 5 | Member from teaching staff | Function Head/Coordinator-Student Body | 1 |
| 6 | Member from teaching staff | Function Head/Coordinator-ISR | 1 |
| 7 | Student Body Representatives | Members | 15 (min) |

### Term

* Director nominates Coordinator and Function Head at the beginning of the academic year
* If any vacancy occurs in the office of such member, the vacancy shall be filled within 2 months by the Director and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.
* Students are nominated based on their roles in the Student Body

## Meetings and Quorum

The Extra Curricular Activities Committee shall meet as and when needed, but at least 2 times per semester. If chairperson is not available, he / she can nominate any member as pro-term Chairman from amongst the members available for that meeting.  It shall be the responsibility of the coordinator to ensure that the meetings are held regularly and keeps record.

The quorum for the meeting shall be 50% of the total members of Committee.

## Roles and responsibilities

### Committee Chairperson:

* The committee Chairperson will responsible for the smooth condition of the meeting
* Committee Chairperson can constitute smaller sub-teams for any functional activities as S/he may deem fit.
* Approve Annual Committee Report and Budget expenditure of the committee and forward it to CDC

### Committee Coordinator:

* The committee coordinator is responsible for timely conduction of meetings, preparing agenda for meetings, convening meetings, circulating minutes of meetings and smooth functioning of the meetings. Notices should be sent one week before the conduction of meeting.
* Prepare Annual Committee Report.

### Functional Heads:

* The respective functional heads are responsible for carrying out the activities as described in the “Functions” section.
* Functional Heads review Strategic Plan document and any developmental goals as set by CDC / Governing Body vis-à-vis their functional area and execute those activities accordingly
* They are responsible to provide agenda item to the committee coordinator and make sure that discussion points and resolutions are documented properly for their respective agenda items
* Functional Heads are also responsible to provide any budgetary inputs to the coordinator / chairperson for their respective functions.
* Functional Heads are responsible for providing inputs to Committee coordinator for Annual Committee Report.

### Committee members:

* The committee members are responsible to attend the meetings and support the committee in all its affairs.
* To complete / execute any task assigned by Chairperson or Function Head.

## Cultural Activities

Cultural activities at RGCMS seeks to create a platform that provides students an opportunity to display creative talent and help them to explore the unexplored amidst rigorous academics throughout the year.

### Objectives:

* To inculcate leadership skills in students.
* To attain maximum visibility of our college by events we conduct.
* To provide students a platform beyond their academic quest and explore their artistic sensibilities.

### Functions

* To plan and schedule cultural events for the academic year.
* To prepare a tentative budget in beginning of academic year.
* To conduct meetings on regular intervals to discuss and allot tasks.
* To obtain formal permission from the College authorities to arrange programs.
* To inform staff and students about the events.
* To arrange venue and logistics.
* To invite Chief Guest and Guest of Honor.
* To arrange mementos, trophies, medals and certificates for participants.
* To ensure smooth functioning of the event.
* To take feedback from various stakeholders.

## Sports Activities

Sports Activities at RGCMS facilitate to imbibe healthy and competitive sporting spirit in the students. The sports events are planned at the end of every academic year and students are encouraged to participate in inter-collegiate events and intra-collegiate

### Objectives:

* To encourage and promote various sporting activities to inculcate sportsmanship qualities of leadership, perseverance, team spirit and brotherhood.
* To ensure holistic development of psychometric and cognitive skills of the student through effective participation in the various sporting activities of the college.

### Functions:

* To promote sports activities by motivating students and faculty members.
* Promoting team spirit by making healthy competition.
* To organize regular sports events in order to train students for state and national level competitions.
* To arrange for better coaching facilities.
* Proper maintenance of sports accessories.
* To provide necessary infrastructure for the sports.

## Student Body

Student body is the voice of the students. Students are encouraged to conceptualize, coordinate, and manage different activities at the institute, as well as take responsibility for the execution. All these activities help them to sharpen their leadership, coordination, managerial skills and improve their decision-making capabilities and team building skills that leads to holistic development.

### Objective:

* To promote voting rights
* To promote participative decision-making process
* To provide students an opportunity to develop leadership.
* To inculcate self-reliance and boost the confidence among students for their all-round development.

### Functions of the Student Body

* To participate in Election / Appointment process approved by policies defined by CDC.
* To involve students in various committees for incorporating their ideas.
* It contributes to the total educational and overall growth of all students
* To schedule, organize and execute Student led activities.
* To plan and prepare budget for conducting various activities throughout the year.

### Membership

* All members are appointed by combination of nomination and election. Please refer to “Student Body Member Appointment Process” chapter in “RGCMS Standard Operating Process” document.
* Members of the Student Body will also be student members of respective committees (Ex: Cultural Secretary of Student Body will be Student member of Cultural Committee)

|  |  |  |  |
| --- | --- | --- | --- |
| # | Description | Role | No(s) |
| **1** | Member of Faculty | Function Head | 1 |
| **2** | President | Student Member | 1 |
| **3** | Gen Secretary | Student Member | 1 |
| **4** | Student Representative from SYMMS | Student Member | 1-2 |
| **5** | Student Representative from FYMMS | Student Member | 1-2 |
| **6** | Student Lady Representative | Student Member | 1 |
| **7** | Class Representative Div. A FYMMS | Student Member | 1 |
| **8** | Class Representative Div. B FYMMS | Student Member | 1 |
| **9** | T&P Secretary SYMMS | Student Member | 1 |
| **10** | Dy. T&P Secretary SYMMS | Student Member | 1 |
| **11** | Cultural Secretary SYMMS | Student Member | 1 |
| **12** | Dy. Cultural Secretary SYMMS | Student Member | 1 |
| **13** | Sports Secretary | Student Member | 1 |
| **14** | Dy. Sports Secretary | Student Member | 1 |
| **15** | Media Secretary | Student Member | 1 |
| **16** | Dy. Media Secretary | Student Member | 1 |
| **17** | Reservation category representative | Student Member | 1 |
| **18** | Institute Innovation Council Secretary | Student Member | 1 |
| **19** | Dy. Institute Innovation Council Secretary | Student Member | 1 |
| **20** | R&D secretary | Student Member | 1 |
| **21** | Dy. R&D secretary | Student Member | 1 |
| **22** | Alumni secretary | Student Member | 1 |
| **23** | Dy. Alumni secretary | Student Member | 1 |
| **24** | ISR secretary | Student Member | 1 |
| **25** | Dy. ISR secretary | Student Member | 1 |
| **26** | Lab Representative | Student Member | 1 |
| **27** | Library Representative | Student Member | 1-2 |
| **28** | Student Welfare Representative | Student Member | 1-2 |
| **29** | Student Body members | Student Member | 1-6 |

### Term

* The term of the committee will be One(1) year.

### Role and Responsibility of Function Head / Coordinator

* To encourage personal growth of students through participation in various events.
* To provide a viable means for student expression and an increasing amount of self-direction.
* To develop student potential and encourage to make a well-informed, honest, interested and active member.
* To promote an awareness of human relations, of power structures and how one effectively operates within them.
* To improve understanding between and within groups through interaction and communications.
* To enhance skills and experiences of students by providing them with a positive involvement in the college, with widened areas of responsibilities and with more direct participation in organizing and implementing activities.
* To approve the budget expenditure of student body committee and forward it to Head of Institution for final approval.

## Institute Social Responsibility Activities

Institute Social Responsibility at Rajeev Gandhi College of Management Studies has evolved to include the participation of all stakeholders including students, faculty, NGO’s, rotary clubs etc. Over the years the students and faculty at RGCMS have actively participated in outreach program initiatives where they contribute their knowledge, skills, and technical expertise. Some of the activities covered under CSR are Unnat Bharat Abhiyan, Blood Donation, Swachha Bharat Abhiyan, Flood Relief, Tree Plantation etc.

### Objectives:

To develop, integrate and initiate collaborations with stakeholders for strategic inventions in the areas of health, education, community development, and environment. It enables the college to engage in social welfare activities and to take part in the development of the society.

### Functions of ISR Activities

* Formulating and recommending the activities to be undertaken by the college.
* Recommending amount of expenditure to be incurred on CSR activities undertaken.
* To constitute the committee for implementation and execution of CSR initiatives/ activities.
* To keep a record of activities carried out during financial year.
* To propose budget expenditure at the beginning of financial year and get it approved.

# Chapter 15 Industrial Visit



## Preface and objectives

The committee is responsible for arranging excursions to industries, research laboratories and universities every year at international, national and local levels. These immersion programs are arranged according to the academic requirements and as per the norms of the affiliating University.

### Objectives:

* To provide the students with a right blend of theoretical learning and an opportunity to witness how those concepts being utilized in the practical environment.
* To provide an excellent opportunity for the students to comprehend the complexities faced by the organizations in various stages and the implications.
* To make the students relate to the value-chain as followed by firms in the Industry.
* To explore various organizations and industry every year.
* To give exposure to students via taking them to companies based in different locations and impact they carry from respective attached macro level factors

## Membership and Term

### Membership:

|  |  |  |  |
| --- | --- | --- | --- |
| # | Description | Designation | No(s) |
| 1 | Director or Head of the Institute | Chairperson | 1 |
| 2 | Member from teaching staff | International IV Coordinator | 1 |
| 3 | Member from teaching staff | National IV Coordinator | 1 |
| 4 | Member from teaching staff | Local Visit Coordinator | 1 |
| 5 | Student Representative | Member | 1-3 |

### Term:

* Director nominates Coordinator at the beginning of the academic year
* Committee Coordinator recommends members for the committee and get it approved by the Director at the beginning of the academic year.
* If any vacancy occurs in the office of such member, the vacancy shall be filled within 2 months by the Director and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.

## Meetings and Quorum

Meetings should be conducted at the inception of academic year for brief tentative planning of visits later necessary meetings to be done as and when required prior to the visits slots arranged in the academic calendar. Call for meeting must be notified by the coordinating members by giving notice of atleast 2 days before.

## Roles and responsibilities

### Functions of the Committee

* The Industries choice and number of local industrial visits in a year will be decided by Hon. Director or along with Industry liaison expert
* Faculty Coordinator must:
* Certify that the tour is required for the students to improve their knowledge or is related to their curriculum. The companies selected for visit shall be suitable ones to the specialization, academic requirements and relevance. Requirements of POs, PEOs, PSOs, etc. must be followed.
* Accompanying faculty members will be responsible for smooth & timely conduction of Industrial Visits, taking care of the students and ensuring that rules are followed.
* Responsible to maintain Visit file containing all- I.V. approval letter, proposals, proof of discussions with vendor, notices, related documents copies, final itenary of excursion, undertaking, feedback & its analysis, sample of visit reports.
* Must collect all visit report & submit to APRC In charge for record purpose.

# Chapter 16 Alumni Committee



## Preface and objectives

The Alumni Committee at RGCMS is a link between RGCMS and RGCMS Alumni Association and it has been constituted to execute vision and directions of RGCMS Alumni Association.

### Objectives:

The objective of alumni committee is to support the RGCMS Alumni Association’s goals, and to strengthen the ties between alumni, the community, and RGCMS.

## Membership and Term

### Membership

|  |  |  |  |
| --- | --- | --- | --- |
| # | Description | Designation | No(s) |
| 1 | Director or Head of the Institute | Chairperson / | 1 |
| 2 | Senior Member from teaching staff who is also member of Alumni Association | Coordinator | 1 |
| 3 | Member from teaching staff | Members | 1 |
| 4 | Student Representative | Member | 1 - 3 |

### Term

* Nominated members shall have a term of 2 years from the date of appointment.
* If any vacancy occurs in the office of such member, the vacancy shall be filled within 2 months by the Director and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.

## Meetings and Quorum

Meetings should be conducted at least twice a year. The quorum for the meeting is 2/3 of the total strength. In case the quorum falls below 2/3 of the total strength then the meeting is postponed for 30 minutes and then it resumes with whosoever members are present in the meeting. Under such circumstances, the decision made by the members will be final and binding to all.

## Functions, Roles and responsibilities

### Functions of Alumni committee:

* To provide Logistic help to RGCMS Alumni Association in their execution of function
* Provide platform for Association meetings
* Organize Events on behalf of RGCMS Alumni Association
* Conduct activities and execute any task assigned by RGCMS Alumni Association related to RGCMS.
* To take all such steps as may be necessary for the fulfillment of the aims and the objectives laid down herein above.
* Any other activity which will be decided by the majority at Annual General Meeting of RGCMS Alumni Association for the benefit of the ex-students, the students and the college.

### Roles and Responsibilities of Chairperson:

* The chairperson is responsible to attend the meetings and approve the agenda. He is also responsible for smooth conduction of meetings. He has to approve the budget expenditure of alumni committee and forward it to CDC for final approval. In absence of the chairperson, committee coordinator can chair the meeting.

### Role of Alumni Committee coordinator:

* The Alumni committee coordinator will also be member of Alumni Association and is responsible for timely conduction of meetings, preparing agenda for meetings, convening meetings, circulating minutes of meetings. Notices should be sent one week before the conduction of meeting. He is also responsible for preparing budget expenditure of Alumni committee.

### Role of Alumni Committee members:

* The Alumni committee members are responsible to attend the meetings and support the committee in all its affairs.

# Chapter 17 Women’s Development Cell (WDC)



## Preface and objectives

The committee is responsible for prevent sexual harassment at college and to promote general well-being of female students teaching and non-teaching women staff on the campus. The cell is also responsible to undertake the awareness programmes on gender sensitization, women rights and women empowerment in campus.

### Objectives:

* To create awareness of sexual harassment through guest lectures.
* To ensure protection of girls/women from sexual harassment studying/working in the premises.
* To address the cases of sexual harassment if any & resolve issues through ICC.
* To organize workshops, seminars and talks to convey the message of Gender Equality (Gender Sensitization Workshops).

## Membership and Term

### Membership

At least 50% members should be women.

|  |  |  |  |
| --- | --- | --- | --- |
| # | Description | Designation | No(s) |
| 1 | Director or Head of the Institute | Chairperson / | 1 |
| 2 | Member from teaching staff (Women) | Coordinator | 1 |
| 3 | Member from teaching staff (at least one from RC) | Members | 2 |
| 4 | Member from Non-Teaching Staff | Members | 1 - 2 |
| 5 | Student Representative (Lady University Rep) | Member | 1 |
| 6 | Student Representative (from RC) | Member | 1 |
| 7 | NGO Representative | Member | 1 |

\***RC**: Reserved Category

### Term

* Nominated members shall have a term of 3 years from the date of appointment.
* If any vacancy occurs in the office of such member, the vacancy shall be filled within 2 months by the Director and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.

## Meetings and Quorum

The WDC shall meet at least twice every academic year and the intervening period between two meetings shall not exceed six months.

Meetings should be conducted at the inception of academic year for brief tentative planning of informative seminars & workshops later necessary meetings to be done as and when required prior to the event slots arranged in the academic calendar. Call for meeting must be notified by the coordinating members by issuing notice 3-4 days before.

## Functions Roles and Responsibilities

### Functions of WDC

* To process all the individual complaints concerning sexual harassment that may be received from any person and take suitable action thereon in the manner and mode more particularly set out hereinafter. In case of the complaint against the Principal / member of the Management the CWDC shall direct the complainant to approach the UWDC for redressal of grievances.
* To ensure implementation of these directives in the college.
* To depute members of the CWDC to attend and participate in the workshops and training programs that may be arranged by the University Cell for members of CWDC of colleges in connection with these directives.
* To implement the programs for the spread of awareness of these directives as may be formulated by the UWDC.
* To arrange to distribute all the publications of the University Cell concerning these directives amongst the teacher, non-teaching employees and students.
* To exercise such powers and perform such other functions as may be conferred imposed on it by/under these directions.
* To do all such acts and things as may become necessary to carry out the purpose of these directives

# Chapter 18 Internal Complaint Committee (ICC)



## Preface and objectives

RGCMS Internal Complaint Committee (ICC) has been set up with the responsibility to prevent sexual harassment of women employees and students and redress grievances. Please refer “As per Section 4 All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016 vide No. F.AICTE/WH/2016/01dated 10th June, 2016”

## Membership and Term

### Membership

* At least 50% of the members should be women.
* Persons in senior positions such as Chairman/ Secretary of the Society, Principal/ Director of the Institution, etc. shall not be the members of the ICC in order to ensure autonomy of their functioning

|  |  |  |  |
| --- | --- | --- | --- |
| # | Description | Designation | No(s) |
| 1 | Any women Senior Faculty member | Presiding Officer | 1 |
| 2 | Member from teaching staff | Members | 1 -3 |
| 3 | Member from non- teaching staff | Members | 2 |
| 4 | Student Representatives (At least 1 girl) | Member | 3 |
| 5 | Member of NGO Committed to cause of women | Member | 1 |

### Term

* The term of office of the members of the ICC shall be for a period of three years.
* One-third of the members of the ICC will be changed every year

## Meetings and Quorum

The committee will meet at least once a year or as and when grievances are received.

## Functions, Roles and Responsibilities

### Functions of the Committee

* Work in close collaboration with Women’s Development Committee (WDC) for following activities:
  + Publicly notify the provisions against sexual harassment and ensure their wide dissemination
  + Include in its Web Site, prospectus and display prominently at conspicuous places or Notice Boards the penalty and consequences of sexual harassment and make all sections of the institutional community aware of the information on the mechanism put in place for redressal of complaints pertaining to sexual harassment, contact details of members of Internal Complaints Committee, complaints procedure and so on
  + Organize Training Programmes or as the case may be, workshops for the officers, functionaries, faculty and students, to sensitize them and ensure knowledge and awareness of the rights, entitlements and responsibilities enshrined in the Act and under these regulations
  + Organize regular orientation or training Programmes for the members of the ICC to deal with complaints, steer the process of settlement or conciliation, etc., with sensitivity
  + To update and review inbuilt mechanism for gender sensitization against sexual harassment from time to time.
* Act decisively against all gender based violence perpetrated against employees and students of all sexes recognizing that primarily women employees and students and some male students and students of the third gender are vulnerable to many forms of sexual harassment and humiliation and exploitation

### Roles and responsibility of the Presiding Officer

* To preside over the meeting
* To prepare annual report containing following details and provide it to authorities as and when required in the requested format.
  + Number of complaints of sexual harassment received in the year
  + Number of orientation or training Programmes carried out for the members of the ICC to deal with complaints
  + Number of complaints disposed of during the year • Number of cases pending for more than 90 days
  + Number of workshops or awareness Programme carried out for the officers, functionaries, faculty and students to sensitize them against sexual harassment
  + Nature of action taken by the Technical Institution against the perpetrator

# Chapter 19 Student Grievances Redressal Cell - SGCR



## Preface and objectives

Student / College Grievance Redressal Cell is formed to address all student related grievances as per the AICTE Clause 1 of section 23, Act 1987 (52 of 1987), Establishment of Mechanism for Grievance Redressal) Regulations, 2012 and University of Mumbai Circular No. DSD/05/ of 2019 dated May 14, 2019 which also refers to Maharashtra Government Resolution Dated Feb 27, 2019.

The roles, responsibilities and composition of this committee will be revised as and when regulatory authorities review their guidelines.

At RGCMS, this committee will be referred to as Student Grievances Redressal cell (SGRC).

All grievances of students relating to College/Institution shall first be addressed to Student (College) Grievance Redressal Cell (SGRC) to be constituted at the level of College/Institution:

### Objectives:

* To prevent unfair practices and to provide a mechanism to innocent students for redressal of their grievances regarding imparting education and admission.

## Membership and Term

### Membership

|  |  |  |  |
| --- | --- | --- | --- |
| # | Description | Designation | No(s) |
| 1 | Director or Head of the Institute | Chairperson | 1 |
| 2 | Senior Member from teaching staff | Coordinator (Secretary) \* | 1 |
| 3 | Member from teaching staff (Women) | Member \* | 1 |
| 4 | Member from teaching Staff (SC/ST/OBC) | Member \* | 1 |
| 5 | Student Representative (Nominated) | Member \*\* | 1 -2 |

*\* Three senior members of the teaching faculty to be nominated by the Principal as Members and out of three one member shall be female and other from SC/ST/OBC category;*

*\*\* A representative from among students of the College to be nominated by the Principal based on academic merit/excellence in sports/performance in co-curricular activities Special Invitee.*

**Term**

* Nominated members shall have a term of 2 years from the date of appointment.
* If any vacancy occurs in the office of such member, the vacancy shall be filled within 2 months by the Director and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.

## Meetings and Quorum

* The committee will meet at least once a year or as and when student grievances are received on the portal.
* The quorum for the meeting including the Chairperson, but excluding the special invitee, shall be three.

## Functions, Roles and Responsibilities

### Functions of Committee

* The SGRC shall send its report with recommendations, if any, to the concerned institution and a copy thereof to the aggrieved student, within a period of 15 days from the date of receipt of the complaint.
* Any student aggrieved by the decision of the Student Grievance Redressal Committee may prefer an appeal to the Ombudsperson, within a period of fifteen days from the date of receipt of such decision
* SGRC will address and process applications with necessary documentation related to grievances of students received from the portal available on college website.
* SGRC will maintain and update grievances portal with help of website committee on the college website and give it wide publicity to each staff and students (ex: notice board, Prospectus, website)
* SGRC will hear and settle grievances raised by students in accordance to published notification time to time.
* The committee shall resolve the grievance of the complainant student by giving an opportunity of hearing to all the concerned parties and following principles of natural justice
* The SGRC shall not discuss any sub-judice matters.
* To prepare and submit the recommendations relating to the redressal of grievances to the concerned authorities.
* To prepare and present Annual Report regarding working of the SGRC.

### Role of Chairperson

The Chairperson shall finalize the date of meeting of SGRC in discussion with Member Secretary. The Chairperson shall preside over the meeting of SGRC. In absence of chairperson – member secretary will chair the meeting.

A complaint from an aggrieved student relating to the institution shall be addressed to the Chairperson, Student Grievance Redressal Committee (SGRC).

### Responsibility of Committee Coordinator (Member Secretary)

* The Member Secretary of SGRC shall maintain the documentation of the grievances of students who have registered their grievances on the portal of the College/Institution.
* The Member Secretary shall prepare the Agenda for the meeting of the Student (College) Grievance Redressal Cell (SGRC) in consultation with the Chairperson and shall communicate to all members prior to the meeting.
* The Member Secretary shall convene meeting of College Grievance Redressal Cell (SGRC) in consultation with the Chairperson in order to redress the grievances registered on portal within 15 days of its receiving.
* In case of student grievances, the Member Secretary shall prepare Minutes and Action Taken Report for College Grievance Redressal Cell (SGRC) and submit it to proper authorities.
* In case of student grievances, The Member Secretary shall upload the Decisions/Resolutions/Minutes/Action Taken Report of SGRC on the portal.
* The Member Secretary shall communicate the Minutes and Action Taken Report of each meetings of SGRC for the information to the Director.
* The Member Secretary will prepare Annual Report regarding working of the SGRC and submit it to the Director

### Role of Committee members:

The Committee members are responsible to attend the meetings and support the committee in all its affairs.

# Chapter 20 Grievance Redressal Cell (GRC) for Faculty / Staff



## Preface and objectives

A Grievance Redressal Committee (GRC) for faculty/staff members is constituted to look into the grievances of the faculty/staff members to address the grievances of faculty/staff members including service matters at the Institution level itself as per All India Council for Technical Education (Redressal of Grievance of Faculty/Staff Member) Regulations, 2021 vide F.No.1- 103/ AICTE/ PGRC/Regulation/2021 Notified on 25th March, 2021

The roles, responsibilities and composition of this committee will be revised as and when regulatory authorities review their guidelines.

All grievances of faculty / staff relating to College/Institution shall first be addressed to Grievance Redressal Cell (GRC) to be constituted at the level of College/Institution:

**Objectives:**

* To provide a mechanism to redressal grievances of faculty/staff.

## Membership and Term

### Membership

|  |  |  |  |
| --- | --- | --- | --- |
| # | Description | Designation | No(s) |
| 1 | Director or Head of the Institute | Chairperson | 1 |
| 2 | One Senior Professor of the affiliating University as a Member | Member | 1 |
| 3 | One official from University or State DTE (Directorate of Technical Education) (to be nominated by DTE/University Vice Chancellor) as a Member | Member | 1 |
| 4 | One Senior Faculty (not below Associate Professor) as Member | Member | 1 |

### Term

* Nominated members shall have a term of 2 years from the date of appointment.
* If any vacancy occurs in the office of such member, the vacancy shall be filled within 2 months by the Director and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.

## Meetings and Quorum

* The committee will meet as and when staff grievances are received on the portal.
* The quorum for the meeting including the Chairperson, but excluding the special invitee, shall be three.

## Functions, Roles and Responsibilities

### Functions of Committee and SOP

* A complaint from an aggrieved faculty/staff member relating to the institution shall be addressed to the Chairperson, Grievance Redressal Committee (GRC).
* The GRC shall send its report with recommendations, if any, to the concerned DTE or University and a copy thereof to the aggrieved faculty/staff member, within a period of 15 days from the date of receipt of the complaint.
* In case faculty/staff is not satisfied with the decision of Grievance Redressal Committee, they may appeal to the affiliating University for redressal of their grievance.
* The University level Grievance Redressal Cell established by the University shall address such grievances and settle the matter at State/University level.
* Institution shall furnish, prominently, on its website, all relevant information in respect of the Grievance Redressal Committee(s) coming in its purview.
* Committee shall maintain the documentation of the grievances of students who have registered their grievances on the portal of the College/Institution.

### Role of Chairperson

* The Chairperson shall finalize the date of meeting of GRC as and when staff grievance is received. The Chairperson shall preside over the meeting of GRC.
* Issue notice and decide the agenda for the meeting

### Role of Committee members:

* The Committee members are responsible to attend the meetings and support the committee in all its affairs.

# Chapter 21 Anti-Ragging Committee



## Preface and objectives

RGCMS always ensures to provide a conducive, safe and secured environment to students where Ragging in any form is strictly prohibited.

RGCMS strictly complies with all the directions of the AICTE notification regarding Regulations for prevention and prohibition of ragging in AICTE approved Technical Institutions vide No. 37-3/ Legal/ AICTE/ 2009 dated 01.07.2009 based on the powers granted to AICTE by Honorable Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009, to prohibit, prevent and eliminate the scourge of ragging, in exercise of the powers conferred under Section 23 read with Section 10 (b), (g), (p) and (g) of AICTE Act, 1987

### Objectives:

* To provide safe and secured environment for students in RGCMS
* To prohibit, prevent and eliminate ragging in all its forms
* To build effective mechanism to deal with ragging
* To take effective measures to deal with ragging or related activities

## Membership and Term

### Membership

|  |  |  |  |
| --- | --- | --- | --- |
| # | Description | Designation | No(s) |
| 1 | Director or Head of the Institute | Chairperson / | 1 |
| 2 | Senior Member from teaching staff | Coordinator | 1 |
| 3 | Member from Non- teaching staff | Members | 1 |
| 4 | Student Representative (GS and President) | Member | 2 |
| 5 | Parents Representative | Member | 1 |
| 6 | Representative of Civil and Police administration | Member | 1 |
| 7 | NGO Representative | Member | 1 |
| 8 | Representative of Local Media | Member | 1 |
| 9 | Student Counsellor | Member | 1 |

### Term

* Nominated members shall have a term of 3 years from the date of appointment.
* If any vacancy occurs in the office of such member, the vacancy shall be filled within 2 months by the Director and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.

## Meetings and Quorum

* Meetings should be conducted once in each semester or as per requirement.
* The Member secretary (Coordinator) will call the meeting as per instructions of Chairman and chairman will chair the meeting.
* The quorum of the meeting will be 50% or above.

## Functions, Roles and Responsibilities

### Functions of Committee

The committee will decide and finalize Anti Ragging Regulations for the institution, in accordance with the prevailing regulations of various statutory bodies.

* To conduct Anti Ragging Committee meeting every semester, or in case of any compliant registers as and when basis.
* The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad and its recommendations, award punishment appropriately
* To ensure submission of undertaking in the prescribed format from the candidate and parent concerned on anti- ragging at the time of admission.
* To familiarize parents, guardians of the students regarding anti ragging policies of the institute at the time of student orientation and PTA meetings.
* To suggest measures to tighten vigil against any act which constitutes ragging.
* To make sure that all students, parents and staff members of the institute are aware of the anti-ragging policy of institute by publishing it on notice board, brochure, website, etc.
* In coordination with infrastructure committee, make sure that CC TV cameras are set up vital points.
* To appoint anti ragging squad amongst committee members (from campus) as per the prescribed regulation, for eliminating the scourge of ragging.
* To coordinate with student counsellor and/or mentor to prevent any ragging incidence.
* Ensuring that undertakings in the form of Affidavit by students, parents / guardians and staff members of the institutes are taken.
* In case of incident, to ensure that the actions are taken as per the guidelines and mechanism established by the regulatory bodies
* Timely circulation of action taken report to the concerned authorities against Anti Ragging in the institute.

### Roles and Responsibilities of Chairperson:

The chairperson is responsible to chair the meetings and approve the agenda. He is also responsible for Smooth conduction of meetings. Chairperson will approve Annual Committee Report and present it to CDC.

### Role of coordinator:

The Committee coordinator is responsible for timely conduction of meetings, preparing agenda for meetings, convening meetings, circulating minutes of meetings. Notices should be sent one week before the conduction of meeting. He is responsible for preparing and presenting annual report on Anti Ragging.

### Role of Committee members:

The Committee members are responsible to attend the meetings and support the committee in all its affairs.

### Anti-Ragging Squad:

Necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times. Provided that the Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation.

It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents and having the potential for ragging and shall be empowered to inspect such places.

It shall also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incidents of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action. Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incidents of ragging, and considerations such other relevant information as may be required.

# Chapter 22 SC / ST Committee



## Preface and objectives

SC/ST Committee at RGCMS is constituted as per the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989, No. 33 of 1989, dated 11.09.1989.

### Objectives:

The objective of SC/ST Committee is to ensure equality among all staff and students by counselling and sensitizing the stakeholders to optimally utilize the benefits of the schemes offered by the State/Central Government.

## Membership & Term

### Membership

At least 2 members of the committee should be from SC/ST Category.

|  |  |  |  |
| --- | --- | --- | --- |
| # | Description | Designation | No(s) |
| 1 | Director or Head of the Institute | Chairperson / | 1 |
| 2 | Member from teaching staff | Member | 1 - 2 |
| 3 | Member from non-teaching staff | Members | 1 - 2 |
| 4 | Student Representative | Member | 2 |

### Term

* Nominated members shall have a term of 3 years from the date of appointment.
* If any vacancy occurs in the office of such member, the vacancy shall be filled within 2 months by the Director and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.

## Meetings and Quorum

Meetings should be conducted twice in a year. The quorum for the meeting is 2/3 of the total strength. In case the quorum falls below 2/3 of the total strength, the meeting will be postponed for 30 minutes and then it resumes with whosoever members are present in the meeting. Under such circumstances, the decision made by the members will be final and binding to all.

## Functions, Roles and Responsibilities

### Functions of the Committee

* To counsel SC/ ST students and help them to manage academic and personal issues.
* To maintain conducive environment for SC/ST students and staff so that they feel safe and secure.
* To provide counseling for any emotional emergencies arising on account of any event in the campus.
* To provide mechanism to redress the grievance of SC/ST students and staff, if any.
* To inform SC/ST students regarding various scholarships program of State Govt. and UGC.
* To communicate with students and motivate them for better future planning.

### Roles and Responsibilities of Chairperson:

The chairperson is responsible to attend the meetings and approve the agenda. He is also responsible for smooth conduction of meetings. Agenda other than circulated to the members can be discussed with the permission of the chair. In absence of the chairperson, committee coordinator can chair the meeting.

### Role SC/ST Liasoning Officer (Co-ordinator):

SC/ST Committee Liasoning officer is responsible for timely conduction of meetings, preparing agenda for meetings, convening meetings, circulating minutes of meetings. Notices should be sent one week before the conduction of meeting. He is also responsible for notifying quota for reserve category at college level as per the guidelines of the State/Central Government. Coordinator is responsible for preparing Annual Committee Report with the help of the committee members

### Role of SC/ST Committee members:

The SC/ST Committee members are responsible to attend the meetings and support the committee in all its affairs.

# Chapter 23 – Appendix



## Reference and Citation

|  |  |  |
| --- | --- | --- |
| # | Reference Document | Link |
| 1 | Maharashtra-Public-Universities-Act-2016 | **[Shape  Description automatically generated](https://old.mu.ac.in/wp-content/uploads/2017/11/Maharashtra-Public-Universities-Act-2016-English-Copy.pdf)** |
| 2 | SAKSHAM-REPORT 2017 | **[Shape  Description automatically generated](https://old.mu.ac.in/wp-content/uploads/2017/11/SAKSHAM-REPORT.pdf)** |
| 3 | Sexual Harassment of Women Act and Rules-2013 | **[Shape  Description automatically generated](https://old.mu.ac.in/wp-content/uploads/2017/11/sexual-harrassment-of-women-act-and-rules-2013.pdf)** |
| 4 | UGC Regulations Harassment | **[Shape  Description automatically generated](https://old.mu.ac.in/wp-content/uploads/2017/11/UGC_regulations-harassment.pdf)** |
| 5 | UOM Circular No. DSD/05/ of 2019 dated May 14, 2019 | **[Shape  Description automatically generated](http://grievance.mu.ac.in/main_circulars/guidelines_for_cgrc.pdf)** |
| 6 | AICTE Application Process Handbook 2021-22 |  |
| 7 | Regulations for prevention and prohibition of ragging in AICTE approved Technical Institutions | **[Shape  Description automatically generated](http://www.aicte-india.org/anti.htm)** |