

Sr.No	Name of The Committee	Objectives
1	<b>Internal Quality Assurance Cell (IQAC)</b>	To coordinate and improve internal communication to facilitate greater policy implementation and quality assurance towards its stakeholders.
2	Internal Complaint Committee(ICC)	To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures. To uphold the commitment of the Institute to provide an environment free of gender based discrimination.
3	<b>College Development Committee (CDC)</b>	The prime objective of this committee is to develop a comprehensive plan for college regarding ..academics, administrative, infrastructure, co-curricular and extra-curricular activities.
4	<b>Student Council</b>	To look after the welfare of students and to coordinate and promote extra-curricular activities.
5	Examination Committee	The committee looks into the quality of examination, assessment pattern so that mark distribution should be based on the content produce. Regarding this allocation of administrative work is done in a structured manner.
6	Unfair Means Enquiry Committee (UMEC)	To investigate the unfair practices if any found and to look that investigation is done in a transparent manner.
7	Women Development Cell	To create awareness about the problems that may occur in working environment.
8	Grievance Redressal Cell	A high-power committee handles the function of remedying of grievances. It is guided by the principles of natural justice while redressing the grievances.
9	SC/ST Committee	To counsel and guide such students about academic issues and to provide a conducive environment.
10	Admission Committee	To provide a smooth and transparent admission policy and guide them by answering the quires of students.

11	Entrepreneurial Cell	To develop entrepreneurial culture through the perfect blend of academics & industry.
12	Research Committee	A major objective of the research committee in colleges is to promote research in order to help the teachers in upgrading the pedagogies, teaching content and upgrading the course contents i.e., to facilitate research in a manner where it supplements and consolidates the teaching-learning process.
13	<b>Alumni Committee</b>	To promote a lifelong relation and to act as a forum for the exchange of information among its members. To exchange professional knowledge, organize technical conferences, seminars workshops & training courses.
14	<b>Library Committee</b>	To advise the library on policy matters concerning services, resources and facilities. To provide an opportunity to raise and discuss initiatives in the provision of library and information services.
15	Placement Committee	To assist students to develop/clarify their academic and career interests, and their short and long-term goals through individual counselling and group sessions.

## **COLLEGE DEVELOPMENT COMMITTEE**

MAHARASHTRA ACT No. VI OF 2017 (First published, after having received the assent of the Governor in the "Maharashtra Government Gazette", on the 11th January 2017). An Act to provide for academic autonomy and excellence, adequate representation through democratic process, transformation, strengthening and regulating higher education and for matters connected therewith or incidental thereto.

(13) "College Development Committee" means the College Development Committee constituted under section 97 of this Act;

### **Composition (As Per Section 97 Maharashtra State University Act 2017)**

1. There shall be a separate College Development Committee for every affiliated, autonomous, empowered autonomous college or recognized institution, consisting of the following members, namely: -
  - a. **Chairperson** of the management or his nominee ex-officio Chairperson;
  - b. **Secretary** the management or his nominee;
  - c. **One head of department**, to be nominated by the principal or the head of the institution;
  - d. **Three teachers in the college** or recognized institution, elected by the full-time amongst themselves out of whom atleast one shall be woman;
  - e. **One non-teaching employee**, elected by regular non-teaching staff from amongst themselves
  - f. **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;
  - g. **Co-ordinator**, Internal Quality Assurance Committee of the college;
  - h. **President and Secretary** of the College Students' Council;
  - i. **Principal** of the college or head of the institution - Member - Secretary.
2. The College Development Committee shall meet at **least four times in a year**.
3. Elected and Nominated members shall have a **term of five 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.
4. The College Development Committee shall, -
  - a. 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;
  - b. Decide about the overall teaching programmes or annual calendar of the college;

- c. Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts;
- d. Take review of the self-financing courses in the college, if any, and make recommendations for their improvement;
- e. Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college;
- f. Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research;
- g. Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process;
- h. Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college;
- i. Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval;
- j. Formulate proposals of new expenditure not provided for in the annual financial estimates (budget)
- k. Make recommendations regarding the students' and employees' welfare activities in the college or institution;
- l. Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations;
- m. Frame suitable admissions procedure for different programmes by following the statutory norms;
- n. Plan major annual events in the college, such as annual day, sports events, cultural events, etc.;
- o. Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution;
- p. Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.;
- q. Recommend the distribution of different prizes, medals and awards to the students.
- r. Prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of such college and the university;
- s. Perform such other duties and exercise such other powers as may be entrusted by the management and the university.

## STUDENT COUNCIL

➤ **Role of Students.**

1. To officially represent all the students in the institute.
2. To identify and help solve problems encountered by students in the institute.
3. To communicate its opinion to the institute administration on any subject that concerns and on which the council wishes to be consulted.
4. To promote and encourage the involvement of students in organizing institute activities.

➤ **Responsibilities of Student Council.**

1. To promote the interest of students among the Institute administration, staff and parents.
2. To inform students about any subject that concerns them
3. To identify and help solve problems encountered by students in the Institute.
4. To consult students on any issue of importance.
5. To organize educational and recreational activities for students.
6. To participate in developing the Institute's educational projects and to promote them to students.
7. To organize an activity to recognize the efforts of students involved in organizing Institute activities.
8. To propose activities to the Institute administration that would improve the quality of life in the activities.

➤ **No. of Meetings:** The council should meet at least once in three months.

➤ **Terms of Members:** The election of the student members of the Students' Council shall be made every year, as soon as possible after the commencement of the academic year, on a date as may be prescribed. The term of office of the elected student members shall begin with effect from the date of election and shall extend up to the last date of the academic year, unless they have, in the meantime, incurred any of the disqualifications specified by or under the Act, and shall then expire.

## ALUMNI ASSOCIATION

**"Nobody is bothered about an institution more than its alumni." - N. R. Narayana Murthy**

➤ **Objective:**

- ✓ To establish, to maintain, to strengthen the contract between the college and its ex-students and ex-teachers.
- ✓ To foster and promoting the feeling of brotherhood and friendship among ex-student of the college.
- ✓ To suggest, to secure to promote the interest of the college, in all possible ways.

➤ **Composition:**

- ✓ Chairperson – Principal/ Head of the Institution.
- ✓ Member Secretary – Nominated Member of the Alumni Association (Ex-Student Representative)
- ✓ Treasurer – One faculty member, to be nominated by Principal.
- ✓ One faculty member, to be nominated by Principal.
- ✓ One member from the Management.
- ✓ Seven Ex-Students.

➤ **No. of Meetings:** It shall meet atleast twice in a year, or as when conveyed by the Chairman of the representative Council or Committee.

➤ **Terms of The Members:** The term of the members shall be for three years from the date of the nomination.

➤ **Functions:**

1. The alumni constantly come and interact with students of the Institute.
2. Some Alumni are actively involved in the placement activity of the Institute.
3. The alumni conduct Mock Interviews, in which they interact with the students, and help them to overcome their problems/lacunae in facing the Interviews, by giving them feedback.
4. Curriculum revision and activity planning are deeply influence by Alumni interaction and feedback. Alumni are a part of Board of Studies.
5. They also help the students in summer internship by evaluating them on viva-voce and giving feedback.

## **LIBRARY COMMITTEE**

### ➤ **Objective:**

Library committee has been constituted for the purpose of smooth functioning of the library and coordination with Director, management, faculty members and students.

### ➤ **Composition of the Committee:**

1. Chairperson: Director of the college.
2. Member secretary: Chief Librarian/Librarian
3. Faculty members to be nominated by the Director of the Institute.
4. One Member of Management
5. One Senior Student Representative.
6. One Nominee of Alumni.

➤ **No. of Meetings:** It shall meet once in an academic semester or term led by the Chairman of the committee.

➤ **Terms of Members:** The terms of members shall be for three years from the date of nomination except for the student's representative. The term of students' representative shall be for one academic year.

### ➤ **Functions**

1. To formulate various policies like collection, development, purchase etc.
2. To propose library budget for the Institute.
3. To propose library Vision strategy document.
4. To formulate knowledge and information archiving and management policy of the Institute.

## RESEARCH COMMITTEE

- **Objectives:** The research cell aims to promote and support research based activities within and outside the college. The prime objective of the cell is to up bring the research culture among the students.
- **Composition of the committee:**
  - 1.) Chairperson: The Director will be the chairing the committee.
  - 2.) IQAC Co-ordinator
  - 3.) Faculty members nominated by the Director.
- **No. of Meetings:** The committee shall meet atleast once in academic semester or term and at other times as communicated by the Chairman of the representative committee.
- **Terms of Members:** The terms of members shall be for one year from the date of academic term commencement which may extent to 5 years.
- **Functions:**
  1. To create a conducive environment for research among both faculties and students.
  2. To propose management for the research based funds to foster the research activities.
  3. To evaluate and monitor research proposals for grants.
  4. To facilitate peer review of research works and enable them for publications.
  5. To get MOU from different Universities or college to conduct joint research projects.



## **Women Development Cell**

AT VIVA IMR to promote gender sensitivity amongst all the stakeholder is the prime objective of Women Development Cell. The WDC conducts various awareness activities on gender discrimination, women empowerment, cyber security, self-defense throughout the academic year. It aims to promote general wellbeing of female students teaching and non-teaching women staff in the colleges.

### **OBJECTIVES:**

- To create social awareness about the problems of women and in particular regarding gender discrimination.
- To develop the self-confidence of Women.
- To assert the importance of spiritual, economic, social, racial and gender equality.
- To highlight the importance of health and hygiene.
- To direct Women's role in the society. To develop multidisciplinary approach for the overall personality development.
- To promote general well-being of female students, teaching and non-teaching women staff of the College.

**No. of Meetings:** It shall meet at once in every academic session/ semester or as and when conveyed by the Chairman of the respective Council or Committee.

**Terms of Members:** The terms of members shall be for three years from the date of nomination.

## **EXAMINATION COMMITTEE**

The Examination Committee act as an apex body of the Institute. The committee is headed by Examinations In-Charge. The prime function of the committee is as follows:

- to carry out examination in a well-organized way.
- To publish results.
- To award certification during convocation
- To keep and maintain all the records in a proper manner.
- To participate in workshops regarding examination conducted by University of Mumbai.

**OBJECTIVE:** To conduct internal assessment and external assessment examination related work as per University notifications and ordinance.

### **Roles & Responsibility:**

- The Exam Committee shall put up notice regarding conduction of exams.
- The Examination Committee shall prepare relevant time tables for the College based on the examination time-table.
- The Examination Committee shall make the block and seating arrangement and display them on the concerned notice board/website and blocks.
- The Exam Committee shall prepare and display an overall supervision duty list as well as daily supervision duty list on the staff notice board.
- The Exam Committee shall ensure that adequate stationery like answer sheets, drawing sheets, charts, graph papers, drawing boards, trays, threads, water jugs etc. are made available.
- The Exam Committee shall hold a pre-exam meeting to brief the members of faculty with regard to the examination procedures and the role and responsibilities of the report of the same shall be submitted to the Principal.
- Committee should collect examiners' names for assessment and moderation of each subject from respective HODs.
- Preparation of smooth conduct of examinations, preparation of time-table schedules, invigilation duty chart, seat allotment in the examination halls etc.

## **UNFAIR MEANS COMMITTEE**

The college has a strict policy on academic misconduct. Exams are aimed at improved learning to motivate students for better performance and to provide a balanced and fair evaluation of each student. Resorting to unfair means practice in examinations is a punishable offence apart from being viewed as disrespectful towards the college and an unacceptable behavior towards sincere fellow candidates. As per the rules, an Unfair Means Inquiry Committee is constituted by the college. The Committee is authorized to take disciplinary action for resorting to malpractices during examination conducted by the college.

### **Aim of the Committee-**

To set an inquiry behind the purpose of resorting to unfair means during examinations by following the procedure and guidelines issued by University of Mumbai.

### **Objectives-**

- To investigate the cases of unfair means during examinations.
- Recommend action to the Principal regarding unfair cases.
- To be unbiased and maintain honesty and transparency regarding any unfair means cases.
- To maintain overall discipline while dealing with unfair means practices in examinations in the college.