

## **6.1.2**

- **Organogram**
- **Committee And Its Functions**
- **Jaydeep Magazine**

Sr. No.	Name of the committees	Function of the committees
1	College Development Committee	<ul style="list-style-type: none"> <li>• The CDC shall meet at least twice a year.</li> <li>• To approve the budgetary provision for the development of College.</li> <li>• To endorse the recommendation made by Internal Quality Assurance Cell (IQAC).</li> <li>• Prepare an overall inclusive development plan of the college concerning academic, administrative and infrastructural growth, and facilitate College to promote excellence in curricular, co-curricular and extracurricular activities.</li> </ul>
2	Admission committee	<ul style="list-style-type: none"> <li>• To oversee screening of students seeking admission in College.</li> <li>• Distribute brochures, hand outs and display posters depicting salient features of college.</li> <li>• To consider and adopt all efforts to attract students, such as- Printing of brochures, handouts, Advertisements, Banners, written appeals, etc.</li> </ul>
3	Institutional Academic Calendar committee	<ul style="list-style-type: none"> <li>• Academic Calendar Committee will prepare the annual academic calendar of the college.</li> </ul>
4	Time- table Committee	<ul style="list-style-type: none"> <li>• The Committee shall plan, and prepare time tables for regular classes, practicals and shall see to it that all departments are allocated equal number of classes during the academic session/semester.</li> </ul>
5	Examination committee	<ul style="list-style-type: none"> <li>• To make all essential arrangements to conduct internal and university examinations.</li> <li>• To carry out all examinations, publish results within time and award degree certificates (Provided by the University and Institute) to the students.</li> <li>• To conduct all examination according to rule and regulation lay down by Shivaji University, Kolhapur.</li> <li>• To maintain transparency and accountability in examinations.</li> </ul>

6	Research consultancy and extension committee	<ul style="list-style-type: none"> <li>• To promote research attitude among the students.</li> <li>• To promote faculty to apply for major and minor research projects for various funding agencies.</li> <li>• To acquire skills of research, develop leadership as well as involve social activities for the benefit of mankind.</li> <li>• To promote students and teachers to participate in AVISHKAR competition.</li> <li>• To promote consultancy, establish linkages and MoU's</li> </ul>
7	Academic audit and students feedback	<ul style="list-style-type: none"> <li>• To conduct the internal and external academic and administrative audit with the help of IQAC.</li> <li>• To collect the feedback on curriculum, teachers and college from all the stakeholders and do analysis and take proper measures for improvement.</li> <li>• To prepare the agenda and minutes of the meetings</li> </ul>
8	Discipline, Anti-ragging and Grievance Redressal Cell	<ul style="list-style-type: none"> <li>• The Committee shall assure that discipline is adhered in the College by the Students.</li> <li>• The Committee shall lay down the College rules and regulations to be followed by the College Community and shall enforce the same.</li> <li>• The Committee shall decide on disciplinary matters pertaining to Students and Staff. Set mechanism for prevention of ragging of students of the college</li> </ul>
9	Magazine & publications	<ul style="list-style-type: none"> <li>• To raise resources for publication of the magazine "Jaydeep".</li> <li>• To receive the articles, reports, poems from the students as well as staff and edit the same.</li> <li>• To make sure before the publication that not a single report, article is not plagiarized.</li> <li>• To get the magazine printed by end of April and distribute the same to students and staff.</li> </ul>

10	Science Association	<ul style="list-style-type: none"> <li>• The Celebration of several days related to science and organizes programmes related to science.</li> <li>• To create scientific approach among the students.</li> </ul>
11	Internal Quality Assurance Cell (IQAC)	<ul style="list-style-type: none"> <li>• Development and application of quality benchmarks/parameters for various academic and administrative activities of an institution</li> <li>• Dissemination of information on various quality parameters of higher education</li> <li>• Organization of workshops, seminars on quality related themes and promotion of quality circles</li> <li>• Documentation of the various programmes / activities leading to quality improvement</li> <li>• Acting as a nodal agency of the institution for quality related activities</li> <li>• Preparation of the Annual Quality Assurance Report(AQAR) to be submitted to NAAC based on the quality parameters.</li> <li>• To prepare for the NAAC assessment and accreditation.</li> </ul>
12	Students welfare committee	<ul style="list-style-type: none"> <li>• To develop a student as a versatile personality with academic excellence and a commitment to a democratic society.</li> <li>• To apply for various proposal for ShivajiUniversity,Kolhapur for financial assistance.</li> <li>• To bridge the gap between rural and urban India.</li> </ul>
13	Earn and Learn Scheme	<ul style="list-style-type: none"> <li>• To help economically weak students; they are selected and allotted the job in the college campus and paid the honorarium</li> </ul>
14	UGC - Proposal Committee	<ul style="list-style-type: none"> <li>• To prepare proposals for grants and do necessary steps to receive grants.</li> <li>• To work as bridge between UGC and respective college.</li> <li>• To implement the policies which are recommended by UGC</li> </ul>

15	N. S. S.	<ul style="list-style-type: none"> <li>• College NSS unit shall function according to the specified Guidelines lay down by the NSS Department of Shivaji University, Kolhapur.</li> <li>• To arrange discussions and workshops of group of students on a regular basis on issues of social importance, ethical relevance and moral values.</li> <li>• To arrange social service groups and outdoor filed activities.</li> <li>• To support and involve students in social service activities</li> </ul>
16	N. C. C.	<ul style="list-style-type: none"> <li>• To develop qualities of character, courage, comradeship, discipline, leadership, secular outlook, spirit of adventure and sportsmanship.</li> <li>• To fill the ideals of selfless service among the youth to make them useful citizen.</li> <li>• To participate the students in various extension activities.</li> <li>• To arrange different training camps and adventurous activity camps all over India for NCC cadets.</li> </ul>
17	Cultural activities	<ul style="list-style-type: none"> <li>• To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the institute) by delegating various tasks.</li> <li>• The Cultural Committee shall be responsible for all intra and inter collegiate cultural events in the College.</li> <li>• To do the necessary procedure to organize cultural events.</li> <li>• To communicate about various festivals and events to be celebrated in the college and give a wide publicity.</li> <li>• To arrange events for staff and students in coordination with „Students Cultural Committee“.</li> </ul>
18	Staff welfare	<ul style="list-style-type: none"> <li>• To work for the benefit and welfare of teaching and nonteaching staff and provide a channel to interact with each other.</li> </ul>

		<ul style="list-style-type: none"> <li>• To organize and conduct staff meetings and maintain the record of meetings.</li> <li>• To ensure favourable working environment for members of staff.</li> <li>• To organize Welcome/ Farewell programmes for the faculty. To provide financial support to staff members in times of illness and difficulties.</li> <li>• To implements varies staff welfare schemes for teaching and non-teaching staff.</li> </ul>
19	College Beautification Botanical and Campus garden	<ul style="list-style-type: none"> <li>• To celebrate various days related to environment.</li> <li>• To organize various programmes, like- Save environment campaign, tree plantation and Cleanliness drive, plastic free campus, no vehicle day etc. on the campus.</li> <li>• To seek funding, make proposals and develop the Botanical Garden in college campus.</li> <li>• To prepare Flora and Fauna of the college.</li> <li>• To maintain eco-friendly atmosphere in the college.</li> </ul>
20	Alumni association	<ul style="list-style-type: none"> <li>• To maintain an up-to-date and detailed database of the alumni.</li> <li>• To highlight the success of alumni to improve the credibility and reputation of college.</li> <li>• To promote the interests and welfare of alumni association.</li> <li>• To plan on bringing together the former students and make efforts to contribute to the college on various aspects.</li> <li>• To conduct the Alumni meet.</li> <li>• To involve the Alumni for overall development of the college.</li> </ul>
21	Protection and prevention of persons from sexual harassment	<ul style="list-style-type: none"> <li>• To help women to realize their rights of freedom.</li> <li>• To treat sexual harassment as a misconduct and initiate disciplinary actions for such misconduct.</li> <li>• To support the distressed Women to place the complaint.</li> <li>• To provide safety and security for</li> </ul>

		women in workplace.
22	Parent-Teacher Association	<ul style="list-style-type: none"> <li>• To allot the mentee (Students) for every teacher (Mentor) to every academic year.</li> <li>• To act as a bridge between parents and college for smart communication.</li> <li>• To guide the student regarding academic, stress, financial and career related issues. To provide the personal counselling to students.</li> </ul>
23	Placement and Counselling Cell	<ul style="list-style-type: none"> <li>• To arrange Campus interview for students.</li> <li>• To organize the seminar/workshop regarding placement and career opportunities.</li> <li>• To help the students job and career related issues.</li> <li>• To bridge between Jaysingpur college, Jaysingpur and Swahimani diary for placement and training.</li> </ul>
25	Student Council	<ul style="list-style-type: none"> <li>• To promote an environment favourable to educational and personal development.</li> <li>• To support the management and staff in the development of the College.</li> <li>• To represent the views of the students on matters of general concern to them.</li> <li>• To organize the various student centric activities.</li> </ul>
27	Website Committee	<ul style="list-style-type: none"> <li>• To collect information about the latest events and achievements and get it posted on college website in write ups and pictures.</li> <li>• To upload and update the data required for NAAC point of view.</li> <li>• To update all communications, notices, announcements, etc on a regular basis.</li> <li>• To make improvement in the website with respect to design on a continuous basis.</li> </ul>
28	Publicity and News	<ul style="list-style-type: none"> <li>• To work for writing, editing, and distributing news releases to the news media.</li> </ul>

		<ul style="list-style-type: none"> <li>• To prepare activity report of each and every programme conducting on college.</li> <li>• To maintain an up-to-date list of news media for College.</li> <li>• To manage a website with up-to-date information of college activities.</li> <li>• To maintain a photo documents.</li> </ul>
29	NAAC Committee	<ul style="list-style-type: none"> <li>• To prepare NAAC SSR.</li> <li>• To prepare quality policy of the college.</li> <li>• To make necessary arrangement for peer team visit.</li> <li>• To work as a think tank for the college development and sustenance of quality culture.</li> <li>• To fulfill the NAAC peer team recommendation in subsequent cycles.</li> </ul>
30	Innovation and Incubation Centre	<ul style="list-style-type: none"> <li>• To inculcate a culture of innovation driven entrepreneurship.</li> <li>• Promotion of new technology/ knowledge.</li> <li>• To build a vibrant start-up ecosystem, by establishing a network between academia, industries, and other institutes.</li> </ul>





Anekant Education Society's

# JAYSINGPUR COLLEGE JAYSINGPUR

INTERNAL QUALITY ASSURANCE CELL (IQAC)

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## ORGANOGRAM

