



COLLEGE CODE-591

PRATAP MEMORIAL CHARITABLE TRUST GONDIA'S  
**SHANKARLAL AGRAWAL SCIENCE COLLEGE, SALEKASA**

Approved by Government of Maharashtra, Mumbai

Affiliated to R. T. M. Nagpur University, Nagpur

Accredited by NAAC with CGPA 1.94

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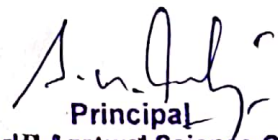
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With respect to effective and efficient functioning of the institutional bodies, institute has constituted the statutory, non statutory and add-hoc committees as per the regulations and norms of accredited University, Government of Maharashtra and UGC and it works as per its objectives and functions.



  
Principal  
Shankarlal Agrawal Science College  
Shankarlal Agrawal Science College  
Salekasa

## **Guidelines for the Committees**

### **1. RTI act**

**Composition:** As decided by the UGC & State Government

First Information Officer -: Head Clerk

Appealing Officer -: Principal

**Tenure:** As per the guidelines of UGC & State Govt.

**Objective:** The Right to information Act, 2005 (22 of 2005) has been enacted by the Parliament and has come into force from 15 June 2005.

#### **Function:**

Through this Act provides for right to information for citizens to secure access to information under the control of public authorities in order to promote transparency and accountability in the working of every public authority. All Universities and Colleges established by law made by Parliament or by State Legislature or by notification by the appropriate Government or owned, controlled or substantially financed directly or indirectly by funds provided by the Government shall come within the meaning of a Public Authority under this Act.

Whereas, some provisions of this act have come into effect immediately on its enactment (that is on 15 June 2005), other provisions shall come into effect on 100 / 120 days of its enactment. All universities and colleges are therefore advised to carefully go through this Act and take necessary steps for implementation of various provisions including proactive disclosure of certain kind of information. Such information shall be made available to the public at large through the website by the concerned university/college.

## **2. IQAC & NAAC Co-ordination Committee**

**Composition:** As decided by the Principal And Secretary of Institution

**Tenure:** 5 years

**Objective:**

- To cultivate quality culture in Teaching Learning
- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

**Function:** This committee will

- prepare plan of action for academic improvement
- try to implement the projects adopted monitor the status of progress
- adopt remedial measures if the progress is not as per the expectations.
- help teachers in matter of promotion through CAS.
- improve the overall academic ambience of the College

## **3. Student Grievance & redressal cell committee**

**Composition:** As decided by the Principal

**Tenure:** 5 Years

**Objective:** To attend the Studentsgrievances and recommended suitable Redressal measures & to ensure overall well being.



**Function:** This committee will

- scrutinize, investigate & consider all complaints grievances of the students
- maintain a record of the Grievances redressed/reported/referred
- regulate & enforce discipline among the students of the college
- take appropriate action wherever necessary

#### **4. Woman Grievance committee**

**Composition :**As per The Government of India through a directive of the Supreme Court of India

**Tenure:** 5 years

**Objective :**to address issues of sexual harassment that may come up from time to time. A cell or committee comprising male & female members is required to investigate all complaints of sexual harassment, for which a documented procedure is to be made a part of the QMS or something akin by way of Company rules. A committee is constituted for prevention/action against sexual harassment of female teaching staff, non-teaching staff and girl student.

**Functions :**The Complaint Mechanism: The aggrieved member/complainant shall submit a written and signed complaint to the Secretary of the Grievance Committee with a copy to the Chairman within 7 days after the committee of grievance. If the case falls outside the purview of the Cell, the complainant will be informed about the same by the appropriate authority. If the case comes under the purview of the Cell, In case of any difficulties, the Grievance Committee shall have a discussion with the Director / Principal before a decision is taken.

## 5. Internal Complaint Committee:

**Composition:** As per Constitutional Amendments and UGC Regulations

**Tenure :** 5 years

**Objectives :** Organize training programs or as the case may be, workshops for the officers, functionaries, faculty and students, as indicated in the SAKSHAM Report (Measures for Ensuring the Safety of Women and Programs for Gender Sensitization on Campuses or the Workplace) of the Commission, to sensitize them and ensure knowledge and awareness of the rights, entitlements and responsibilities enshrined in the Act and under these regulations;

- act decisively against all gender based violence perpetrated against employees and students of all sexes recognizing that primarily women employees and girl students and some male students and students of the third gender are vulnerable to many forms of sexual harassment and humiliation and exploitation;
- publicly commit itself to a zero tolerance policy towards sexual harassment;
- reinforce its commitment to creating its campus free from discrimination, harassment, retaliation or sexual assault at all levels;
- create awareness about what constitutes sexual harassment including hostile environment harassment and quid pro quo harassment;
- include in its 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 13 harassment, contact details of members of Internal Complaints Committee , complaints procedure and so on. Any existing body already functioning with the same objective (like the Gender Sensitization Committee Against Sexual Harassment (GSCASH)) should be reconstituted as the ICC; Provided that in the latter case the HEI shall ensure that the constitution of such a Body is as required for ICC under these regulations. Provided further that such a Body shall be bound by the provisions of these regulations.

**Functions:** Inform employees and students of the recourse available to them if they are victims of sexual harassment;

(1) organize regular orientation or training programs for the members of the ICC to deal with complaints, steer the process of settlement or conciliation, etc., with sensitivity; (k) proactively move to curb all forms of harassment of employees and students whether it is from those in a dominant power or hierarchical relationship within HEIs or owing to intimate partner violence or from peers or from elements outside of the geographical limits of the HEI;

(2) be responsible to bring those guilty of sexual harassment against its employees and students to book and initiate all proceedings as required by law and also put in place mechanisms and redressal systems like the ICC to curb and prevent sexual harassment on its campus;

(3) Treat sexual harassment as a misconduct under service rules and initiate action for misconduct if the perpetrator is an employee;

(4) Treat sexual harassment as a violation of the disciplinary rules (leading up to rustication and expulsion) if the perpetrator is a student;

(5) Ensure compliance with the provisions of these regulations, including appointment of ICC, within a period of sixty days from the date of publication of these regulations;

(6) Monitor the timely submission of reports by the ICC;

(7) Prepare an annual status report with details on the number of cases filed and their disposal and submit the same to the Commission.

## **6. Anti-ragging committee**

**Composition:** As per UGC guidelines

**Tenure :**5 Years

**Objectives :**The 3rd Amendment of UGC Regulations on “Curbing the menace of Ragging in Higher Educational Institutions, 2016 according to this: 3(j) Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (Fresher or otherwise) on the ground of color, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.

**Functions:** By exercise of the disciplinary authority of the teachers over the students and of the management of the institutions over the teachers and students. No effort should be made to minimize the number of ‘reported cases’. Reporting is to be encouraged through all available means. Anti-ragging movement should be initiated by the institutions right from the time of advertisement for admissions. The prospectus, the form for admission and /or any other literature issued to the aspirants for admission must clearly mention that ragging is banned in the institution and anyone indulging in ragging is likely to receive deterrent punishment.

## **6. Campus management and development committee**

**Composition:** Chairman -: Principal, Secretary -: Teaching faculty Member, 1 Member from Non- Teaching Faculty, 1 Student Member

**Tenure :** 5 years

**Objectives:** Committee will Take care of

- Discipline regarding issue
- Cleaning the campus
- Plantation and gardening

**Functions:** The committee will

- arrange for maintenance of the college campus
- adopt schemes for renovation if and when necessary
- select the students team where cleaning is required.
- supervise planation and gardening
- Donation of plants from various bodies

Watering the garden and cleaning the waste from garden for vermicomposting tank.

## **7. Media & Publication committee**

**Composition:** Chairman -: Principal, Secretary -: Teaching faculty Member, 1 Member from Non- Teaching Faculty, 1 Student Member

**Tenure:** 5 years

**Objective:** institutional publicity for public outreach by prospectus, news, website and magazine

**Function:** The committee will take care of bellow issues



### Prospectus:

- Resolve the admission issue
- Introduce the institutional family

### News:

- Daily updates of programs organized by institution
- Improvement of standards

### Website:

- quality improvement by upgradation of information to public domain and NAAC

### Magazine:

- Improvement and conservation local languages and thoughts on the basis of each edition of the magazine
- provide the editorial support to the magazine
- invite literary and other creative contributions
- arrange for competition so that the best contribution could be selected for publication
- provide students with some training in editorial work
- ensure regular publication of the wall magazines

### **8. Academic board and result committee**

**Compostion:** Chairman -: Principal, Secretary -: Teaching faculty Member, 1 Member from Non- Teaching Faculty, 1 Student Member

**Tenure:** 5 years

## **Objectives :**

- To improve the Discipline regarding timetable
- To maintain the practice of students before university examination
- To follow the institutional calendar
- To prepare the students by internal examination results.

## **Functions : Committee will**

- Prepare every year timetable for teaching learning classes
- Organized the internal examination in every semester
- Distribute the workload to every teacher
- Declare the result of every subject by compiling data submitted by respective teachers
- collect statistics on various subjects/papers and enrolment therein

Including roll numbers of students

- arrange for paper setting by faculty & printing of QP
- prepare examination blocks, requisition invigilators and support staff
- allot supervision duties
- conduct the examination as per the schedule
- calculate allowance due for invigilation/examination duty.

## **9. Event Management committee**

**Composition:** Chairman -: Principal, Secretary -: Teaching faculty Member, 1 Member from Non- Teaching Faculty, 1 Student Member

**Tenure:** 5 years

**Objective:** To create and ambience for expression and development

**Function:** This committee will

- conduct annual cultural competition
- arrange for cultural presentation on various college occasions
- prepare the students for cultural competition outside the college
- select students who are represent the college in off-campus platforms
- Organized the programs , speeches and compition governed by university time to time
- Maintain the Attaince of participant of each conclave.

Report of every conclave including Photographs

#### 10. **Carrier Guidance cum placement committee**

**Composition:** Chairman -: Principal, Secretary -: Teaching faculty Member, 1 Member from Non- Teaching Faculty, 1 Student Member

**Tenure:** 5 years

**Objective:** To guide students in the matter of career options, and also to promote Entrepreneurship.

**Function:** The committee will

- help learners explore career options
- make assesment of student's efficiency & groom them for job they are fitfor
- provide career guidance to students on the basis of their aptitudes & groom them for the jobs they are fitter
- invite commercial/ industrial organizations to the campus for conducting campus interviews and
- recruitment promote self-reliance among students



select students for participation in recruitment drive organized by other institutions

### **11. Counselling & Remedial committee:**

**Composition:** Chairman -: Principal, Secretary -: Teaching faculty Member, 1 Member from Non- Teaching Faculty, 1 Student Member

**Tenure:** 5 years

**Objectives:** Career development is more than just deciding on a major and what job you want to get when you graduate. It really is a lifelong process, meaning that throughout your life you will change, situations will change, and you will continually have to make career and life decisions. The goal of Career Counselling is to not only help you make the decisions you need to make now, but to give you the knowledge and skills you need to make future career and life decisions.

#### **Functions:**

- Help the students figure out who they are and what they want out of their education, their career and your life.
- Be someone for the students to talk to about their thoughts, ideas, feelings, and concerns about your career and educational choices, who will help the students sort out, organize and make sense of their thoughts and feelings.
- Help the students identify the factors influencing your career development, and help the students assess their interests, abilities and values.

- Help the students locate resources and sources of career information.
- Help the students to determine next steps and develop a plan to achieve your goals.

assist to the students holds a masters degree and has expertise in career development theory, counselling techniques, administration and interpretation of assessments, and career information resources. Conduction of career counsel as well experts should invited.

## **12. Personality and Skill Development committee**

**Composition:** Chairman -: Principal, Secretary -: Teaching faculty Member, 1 Member from Non- Teaching Faculty, 1 Student Member

**Tenure:** 5 years

### **Objective :**

- To conduct regular classes for personality development through experienced and trained members of the faculty. Motivating to get an improved personality
- To organize regular seminars and workshops on emerging trends with a special focus on PDP
- To organize regular trainings for the students to get a wholesome personality to commensurate with market needs.
- To invite regular industrial personalities for the students.

## **Function :**

- To create zeal amongst students towards personality enhancement.
- To create center of training in the field of personality development.
- To work closely with the students that eventually will result in a new improved personality.
- To foster collaborations for mutual benefits and to maximize industrial connectivity.
- To establish collaboration with other universities, public and private sectors and identify PDP related areas including consultancy services which could be undertaken at the institution.

### **13. Student Progression & Alumni Association committee**

**Composition :** Chairman -: Principal, Secretary -: Teaching faculty Member, 1 Member from Non- Teaching Faculty, 1 Student Member

**Tenure:** 05 years

**Objective :**

#### **Student Progression**

- To receive information from modules and other relevant sources in relation to individual students across modules and years, to inform decision-making and make recommendations.
- To identify students who are experiencing difficulties and/or at risk of failing, including those who might be offered additional learning support, and inform staff best placed to support the student's future learning.



- To make recommendations to the appropriate Board of Censors, by identifying and recording evidence supporting that recommendation, regarding individual students being:  
ready to progress; not ready to progress; potential distinction candidates; the decision on readiness to progress deferred.
- To identify students for referral to the FtPC.
- To review applications, by staff or students, for a change from the standard curriculum for students.

### Alumni association

- To select members of the Managing Committee or confirm them.
- To serve as a forum striving to get a proper blending of the theoretical and practical aspects of the Engineering to the students on roll.
- To approve the report of the activities of the society.
- To help the students passing out of the college in securing employment consistent with their qualification.
- To maintain the contacts of the Alumni with the alma-mater.
- To institute scholarships, book banks etc. for students of the college.

### Functions :

- To organize Social action programs to alleviate injustice and inequality among under privileged sections of Organization.
- To keep the old students informed of the growth and development of the institution.
- To create and maintain discipline, self-confidence, trustworthiness, loyalty and honesty among the people.
- To give an opportunity to the old students of the institution to take part in the responsible tasks of building up and maintaining the traditions of the institution.

- To foster a cordial relationship between the past and present students of the institution.
- To undertake formal, non-formal and adult education programs to educate rural people and also community development programmes for the development of tribal and rural.
- To transact any other matter for the benefit of the society.

#### **14. Student Development & Welfare Committee**

**Composition:** As per Guidelines given by UGC & University

**Tenure :** 05 years

**Objective :** Student Development and welfare section comprising of different cells and committees is committed to provide programs and opportunities that support students in achieving their overall development.

**Functions :** To develop Various personal and professional skill programs viz. Communication and Soft Skill programs, Aptitude Training, Technical Skill enhancement programs, Foreign Language Certification Courses, Personal and Spiritual Development Programs, Entrepreneurship Development Activities, and Preparation courses for competitive Examinations (Gate/GRE/CAT/MPSC/UPSC etc.) are made available on campus through various professional agencies. To provide platform to the students to nurture and showcase their talents through Art Circle, games and sports club etc. The social commitment is imbibed in students through different activities organized under National Social Service (NSS) cell.



To give opportunities to develop and nurture their leadership qualities through Student Associations, Student Council, Student Cells and working as volunteers in various events organized at Department/college level.

To encouraged the students to join or form special interest groups that allow them to connect with and contribute to their learning community.

## **15. Research & Data Management committee**

**Composition :** Chairman -: Principal, Secretary -: Teaching faculty Member, 1 Member from Non- Teaching Faculty, 1 Student Member

**Tenure:** 05 Years

### **Objective:**

- To compile the data amongs all elements of institutions
- To adopt the project related activity
- To organized the seminar /worksahops/conferances and minor /major projects related work
- To avail the 50 % faculties funding every year for their reseach paper presentation at national /international conferances etc.

### **Functions:** Committee will

- Organized the data Research data management concerns ,from its entry to the research cycle through the dissemination and archiving of valuable results. Aims to ensure reliable verification of results, and permits new and innovative research built on existing information.
- Recognized the importance of research data management for a number of reasons, including recent requirements on data sharing from federal and private funders, as well as from publishers and journals, and
- Understand that data are both a research asset and research product, and thus need to be protected and archived, well organized and documented for future reuse, while giving proper credit to data authors.



- Ensure that we provide the right solutions, guidance, best practices, and policies in this area.
- Support all aspects of the data lifecycle - from data creation and use, to sharing and archiving.

## 16. Parent Teacher Association committee:

**Composition :**As per guidelines given by UGC

**Tenure :**05 Years

**Objective :**to maintain the communication between parents, teachers and the students. This committee coordinates between the Under –Graduate committee, internal assessment committee, attendance committee and mentorship committee to keep a tract of the students’ performance and convey/communicate to their parents.

**Functions :**Committee will

- Responsible to inform about the students’ performance to their parents
- Responsible collect the data regarding internal assessment marks and attendance.
- Authorizes to decide the date of the parent teacher meeting to be held. Two meetings are held one after first internal assessment and the other before preliminary examinations.
- Sent Letters/Mails to individual parents’ mentioning about the internal assessment marks and attendance one month prior to the date of parent teacher meeting.
- Guides the parent and the student to their respective subject teacher/the mentor for their better performance In case of any issues
- In case of any suggestions given by the parents the committee shall discuss with the higher authorities to be implemented

## **17. Lifelong learning & Extension committee:**

**Composition:** As per University Grant Commission Guidelines

**Tenure :** 05 Years

### **Objective :**

- Providing a forum & place for the exchange of ideas, innovation, research & students.
- Increasing the representatives' voice of those traditionally undeserved & ignored in society.
- Encouraging interaction, support & networking among all students affairs professionals.
- Providing an opportunity for mental health professional to become involved in participatory leadership.
- Identifying suitable mode of counseling.

**Functions :** The committee will facilitate the sensitization of the student to the socio-cultural realities, the Department offers for the students, extension work projects encompassing social issues.

## **18. NSS advisory Committee.**

**Composition:** As per the guidelines issued by University

**Tenure:** 3 years

**Objective:** To help P.O. in conducting socially relevant programmes.

**unction:** The Committee will

- provide logistics and advisory support for execution of NSS Programmes
- prepare an annual calendar of NSS activities
- co-ordinate activities of NSS students
- conduct periodic review meetings involving programme officers and students
- conduct various programmes for the realization of the committee objectives.

### **19. Prevention of Caste Based Discrimination committee:**

**Composition :** As per the guidelines of UGC & Constitutional Amendments

**Tenure :** 05 years

**Objective :** To Prevent the college element from caste based discrimination.

**Functions :** No manner whatsoever will tolerate caste based discrimination in the institution. All the faculty/officials are warned to desist from any act of discrimination against SC/ST students on grounds of their social origin.

In case if any SC/ST student feels discriminated, then he/she may file a written complaint in the Compliant Register maintained in the college office. If any such incident comes to the notice of the authorities, then strict action will be taken against such official/faculty.

### **20. College Library Committee**

**Composition:** Chairman -: Principal, Secretary -: Librarian, 3 Teaching faculty Members, 1 Member from Non- Teaching Faculty, 1 Student Member

**Tenure:** 2 years

**Objective:** To enrich Library collection and improve usage

**Function:** The committee will

- arrange for procuring subject wise books/magazines/journals



- recommended measures for upgrading the library facilities
- look after internet facilities provide in the Library.
- liaison between the library, the student and the faculty
- strive for enriching stock with e-resources
- ensure optimal use of library collection by students & staff  
cause periodic stock verification as per rule.

## 21. Sports & Games Development Committee

**Composition:** Chairman -: Principal, Secretary -: Director of Physical Education, 1 Member of Teaching Faculty, 1 Member from Non- Teaching Faculty, 1 Student Member

**Tenure:** 2 years

**Objective:** To create scope for cultivation of skill in games & sports

**Function:** The committee will

- arrange physical fitness programmes & Fitness Tests.
- arrange competitive sports programmes
- raise and administer funds for the above purpose
- prepare sports schedule for the year
- escort college sports achievers to sports meet outside the college
- arrange for regular use of multygym cum fitness centre
- to plan and implement to enhance sports Grounds and equipments.

## 22. Knowledge Sharing Committee

**Composition:** Chairman -: Principal, Secretary -: Teaching faculty Member, 1 Member from Teaching Faculty, 1 Member from Non- Teaching Faculty, 1 Student Member

**Tenure:** 5 years

**Objective:** Furthering academic activities of the College

**Function:** This committee will

- organize seminars/workshops in the college
- assist the staff in submitting seminar proposal
- arrange for collaboration with other institutes
- help the students with ideas for stall presentation

### 23. ICT Committee

**Composition:** Chairman -: Principal, Secretary -: Teaching faculty Member, 1 Member from Teaching Faculty, 1 Member from Non- Teaching Faculty, 1 Student Member

**Tenure:** 5years

**Objective:** Help the administration in taking decision in IT related matters

**Function:** This committee will

- look after the ICT infrastructure of the College
- promote ICT enabled learning culture
- ensure the connection with other educational institutions
- promote innovation and opportunities in learning
- take steps for maintenance of computers, their accessories
- arrangement for uninterrupted internet service
- See to it that the Virtual Classroom remains functional

### 24. Internal Audit Committee:

**Composition:** Chairman -: Principal, Secretary -: Teaching faculty Member, 1 Member from Teaching Faculty, 1 Member from Non- Teaching Faculty, 1 Student Member

**Tenure:** 05 Years

**Objective:**The scope of the internal audit function is determined by the audit committee. One of the main responsibilities of the audit committee is to enhance and maintain the internal auditors' independence in order to enable them to achieve their duties. The internal auditors provide the committee with the necessary information to which they have direct access, same as the organization's management, in order to enable the audit committee to accomplish its oversight and monitoring mission. On the other hand, the audit committee supports the position of the internal audit function and submits management's irregularities and other relevant managerial and financial issues to the board of directors, after discussing such issues with the internal auditors and relevant other parties.

**Functions:**Committee will take care of

**Green Audit:** Green audit involved the plantation,Energy saving , Water harvesting related issue for audit

**Administrative Audit:**Ensure the administrative responsibilities of authoritiesand guide them to standardized procedures of administration.

**Financial Audit :** The committee will

- see that expenses incurred have budgetary provision
- recommend for approval financial proposals made by other committees with or without modification
- check that necessary formalities have been observed in incurring expenses
- check process bills placed for payment
- consider proposal for enhancement of wages/allowances or engagement of temporary staff

**Social Audit :**The Committee will

- ensure the social outreach of programmes conducted by Institution.
- look after the social outcomes of social outreach of programmes.

**25.Staff Placement Committee :**

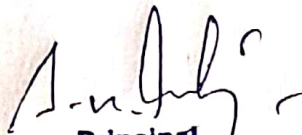
**Composition :**Chairman -: Principal, Secretary -: Teaching faculty Member, 1 Member from Teaching Faculty, 1 Member from Non- Teaching Faculty



Tenure : 05 Years

**Objectives :** To ensure the placements related issues under CAS

**Functions :** To enhance the research based criteria of faculties & promotions of the extra- curricular activities. To involve various Governmental & non-Governmental bodies like DBT, DST, UGC etc for funding through minor and major research projects.

  
Principal  
Shankar Lal Agrawal Science College  
Salekasa  
**PRINCIPAL**



  
IQAC Co-Ordinator  
Shankar Lal Agrawal Science College  
Salekasa  
**IQAC CO-ORDINATOR**