

G R PATIL COLLEGE OF ARTS, SCIENCE AND COMMERCE

Kalyan Shil Road, Sonarpada, Dombivli East - 421204

(Affiliated to University of Mumbai)

NAAC COMMITTEE POLICY

INTRODUCTION:

In pursuance of its Action Plan for performance evaluation, assessment and accreditation I quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a quality sustenance measure. Since our institution is planning for the 1st cycle of NAAC so we have established the NAAC Committee for quality enhancement of the institution. The prime task of the NAAC Committee is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions.

OBJECTIVES:

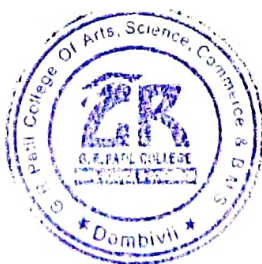
To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution. To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

ROLES& RESPONSIBILITIES:

1. Development and application of quality benchmarks
 - b) Parameters for various academic and administrative activities of the institution;
 - c)Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
 - d) Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
 - e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
 - f) Documentation of the various programmes /activities leading to quality improvement;
 - 8) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices,
 - h) Development and maintenance of institutional database through MIS for the purpose of maintaining enhancing the institutional quality;
 - i) Periodical conduct of Academic and Administrative Audit and its follow-up
 - j) Dissemination of information on various quality parameters to all stakeholders

COMPOSITION:

- Chair Person- 1
- Committee Member -2



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SIGNATURE

I/C Principal

**G. R. Patil College Of Arts,
Science, Commerce & B.M.S
Dombivli, Dist. Thane**

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ADMISSION COMMITTEE

INTRODUCTION:

The Admissions Committee of college is responsible for the student admissions in the graduate program. Because graduate education involves specialized mentoring and advising and requires discipline-specific skillsets, the College recognizes that decisions about admissions to graduate programs should largely be the responsibility of program faculty. The admissions committee endeavours to identify prospective students from various junior colleges. Applicants to be identified by the committee and, when possible, invited to visit the campus. In addition, the admissions committee tracks the success of the admissions process each day during admissions by maintaining a database of pertinent information on the applicants. This committee reviews admission requirements for the program annually.

OBJECTIVES:

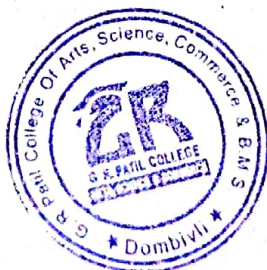
- To improve the admission process quality with well-defined policies.
- To disseminate and comply with all the rules and regulations of admissions as prescribed by Mumbai University. To create a brand value and awareness about the institute
- To provide best counselling to students and parents who come to seek admission.
- To guide the students and parents in making effective decisions.
- To guide admitted students about eligibility criteria, complete the admission procedure, fees detail etc.

ROLES& RESPONSIBILITIES:

- In consultation with Management, preparation of attractive brochures, prospectus and handouts for wider publicity.
- To collect proposals/ materials from the Departments, Committees and lecturers to draft the Prospectus.
- To prepare plan for addressing 12th standard students as a career counselling activity.
- To place advertisement regarding admissions as and when permitted by the respective Conveners of admissions.
- To assist the students and to interact with the parents during admissions.
- To convey the feedbacks to Principal got from parents and students during admission on improvements.
- To file and maintain the records of the admissions.

COMPOSITION:

- Chair Person- 1
- Committee Member -2



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ALUMNI COMMITTEE

INTRODUCTION:

It's time we act together, to make our society and environment a better place to be in. It is a matter of pride for the institution that our former students are occupying very key positions in different walks of life. The institution has always been in the constant touch with the ex- students and they have been playing a very crucial role for the progress of the college.

OBJECTIVES:

1. To convert group of alumni into alumni association.
2. The objective of the Alumni Association is to keep the Ex-students in touch with the college through a programme of events, reunions and networking opportunities and beneficial interaction between Alumni and the present students.
3. To encourage its members for taking part in indoor and outdoor games and cultural programmes.
4. To provide a means of staying in touch with institution.
5. To provide relationship between the college's past with its future.
6. To provide a forum for open exchange of relevant ideas.
7. To raise contribution funds carrying out the object of the group alumni.

ROLES& RESPONSIBILITIES:

1. To maintain an up-to-date and detailed database of the alumni.
2. To highlight the success of alumni to improve the credibility and reputation of the institute.
3. Plan and promote a platform for interaction between all stakeholders.
4. Maintain cordial relationship with the alumni body.
5. Assist management in creating an environment in the institute which enables students to have far-lasting memories

COMPOSITION:

- Chair Person- 1
- Committee Member -2



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EXAMINATION COMMITTEE POLICY

INTRODUCTION:

The examination committee coordinates with Mumbai University regarding all tasks related to the University examinations. Examination committee is responsible for the conduction of Midterm assessments, Semester End examinations, Practical examinations, Project Viva Examination. University end examinations, and preparing the consolidated Results, to organize and conduct University evaluations. The In-charge also coordinates along with the principal regarding all the proceedings of the Examination committee. Any information either received or required to be sent to the University is being dealt with within the committee. Any circular, guidelines, office order, notifications received from the university is implemented accordingly by the committee.

OBJECTIVES:

1. To disseminate the examination related information to stakeholders.
2. To guide the students regarding Examination related matters, to ensure that the mark lists are submitted by the lecturers to the Examination committee by due dates and the Statement of Marks are given to the students within the time.
3. To evaluate the student's performance by the conduction of examinations.
4. To bring more transparencies in the examination and evaluation system.
5. To enhance the reputation of the organization.
6. To refer cases of malpractices in the examination to the Unfair Means Committee for necessary action.
7. To follow exam guidelines given by the university.
8. To prepare course/program wise distribution of pass percentage (CGPA) and enter on Mumbai university portal.

ROLES& RESPONSIBILITIES:

- 1 Examination notices received from the University are duly served to all congaed GE OF &S departments.
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2. For conducting examination, the preparation of proper staff mobilization, assigning the duty as per the duty chart already prepared.
3. After the results of various examinations received from the University, distribution of mark sheets to students.
4. The Examination committee analyses all examination results and in consultation with the principal, prepares the report there for submission to appropriate authorities for follow up action.
5. The Examination committee shall also examine compliance with all regulatory requirements, applicable guidelines and laws.
6. Both the examiners (Internal and External) have to assess the students for marks assigned for Project/practical examination.

COMPOSITION:

- Chair Person- 1
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LIBRARY COMMITTEE POLICY

INTRODUCTION:

The college library, which is a source of knowledge, is an integral and important part of our institute of higher learning. The library aims to stock all the books and periodicals which the students and faculties are required to read and grow through literature power. Library collection includes more than thousands of text books, reference books, donated books, specimen copies, journals, CDs, daily newspapers, periodicals using state of the arts library software called Granthalaya. Invasion of new technologies in the library and the routine library or traditional library services are geared with speed. Library has separate section for teachers and free internet section for all users. This is an open access library.

OBJECTIVES:

- To provide curriculum books and to promote educational, research, cultural, recreational and informational requirements of students, teachers, researchers.
- To promote reading habits among students.
- To promote effective use of library, user education/ orientation of students.
- To Collect and organize the relevant documents recorded in various print and non-print media.
- To provide full information support to the teaching-learning process in the college.

ROLES& RESPONSIBILITIES:

- ✚ To frame general rules for the management of the library.
- ✚ To advise the Librarian regarding general library development.
- ✚ To prepare the annual budget estimates of the library for the development of the library
- ✚ To allocate funds, from the sanctioned annual budget of the library, to the college, Departments and Centres of Studies for the purchase of books, journals and periodicals.
- ✚ To arrange for the stock verification of the library.
- ✚ To prepare and submit the annual report on the functioning of the library.
- ✚ To review library readership.
- ✚ To provide for proper documentation services and updating the library collection.
- ✚ To work towards modernization and improvement of Library and documentation Services.
- ✚ To take measures to increase the membership of the library beyond the boundaries of the College

COMPOSITION:

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Career counselling and placement cell Policy

INTRODUCTION:

Career Guidance & Placement Cell is an integral part of the institute. The institute has provided the complete infrastructure for the effective functioning of the cell. Training activities are organized throughout the year in an effort towards preparing the students for the campus selection programs. The cell keeps on inviting various industries and reputed firms for campus recruitment. The cell is sensitized to function all through the year towards generating placement and training opportunities for the students. Reputed industrial houses across the State visit our institute regularly for the campus recruitment programs. The cell maintains a very cordial relationship with all the recruiting industries and also prepares the recruited candidates to face the competitive world.

OBJECTIVES:

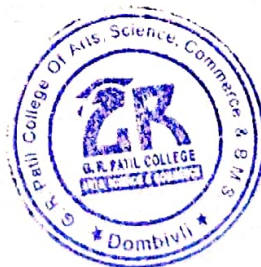
- ❖ To achieve maximum placement for our students.
- ❖ To raise the knowledge and skills of students to match with the present-day needs of the industry and provide the best of opportunities available in India.
- ❖ To provide career guidance and training program, enable the students to gain a competitive edge in the recruitment process.
- ❖ To groom their confidence and developing their personality.


ROLES& RESPONSIBILITIES:

1. To give choice to the students to choose the company for placement based on their specialization subject.
2. To make sure Students should be ready to attend any screening programme conducted by placement cell on the request of companies. Shortlisted students list only will be forwarded to companies.
3. To make sure Students must be formally dressed whenever they participate in any sort of interaction with a company.
4. To inform that student who applies and gets selected or shortlisted is bound to go through the entire selection process unless rejected mid-way by the companies.
5. To collect and preserve all documents of students who are placed in a company for future reference.

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