



ST. JOHN COLLEGE OF ENGINEERING AND MANAGEMENT

St. John Technical Campus, Vevoor, Manor Road,
Palghar East, Dist. Palghar – 401404.

FUNCTIONS & RESPONSIBILITIES OF THE COLLEGE COMMITTEES

Vision:

"Excellence in Engineering Education & Creating Next-Gen Leaders / Managers in the Service of Society"

Mission:

- To impart quality engineering education for holistic development
- To provide conducive environment for joyful learning, innovation and research
- To promote innovative technology enabled teaching and learning process
- To nurture socially responsible engineers, entrepreneurs and leaders
- To enhance employability skills to meet the changing industrial trends

GOVERNING BODY

Frequency of Meetings: Once in an academic year.

Functions & Responsibilities:

The Governing Body works towards ensuring that all stakeholders, including students, faculty, staff, management and industry, are confident and have faith in the institution. It also ensures that all those assigned authority for various nodal functions, both within and outside institutions, carry these out effectively.

- Adopt rules and procedures for good governance of the institutions
- To appoint the Principal / Director, the teaching and non-teaching staff on the recommendations of the selection committees constituted under the relevant regulations of the University.
- To monitor and review the academic progress of the institute periodically
- To monitor faculty deployment and development, placement and industry-institute interaction activities in the institute/college and suggest remedial measures wherever necessary.
- Approval of Annual Budget.

College Development Committee (CDC)

Earlier known as Local Managing Committee (LMC)

Frequency of Meetings: Twice in an academic year.

Functions & Responsibilities:

- To discuss the Academic progress of the college and make recommendations to the Governing Body for the improvement of the standard of teaching in the college;
- Recommend to the Governing Body the need for teaching and other posts.
- Advise the principal regarding the intake capacity of various classes
- Discuss matters relating to the internal management of the college and discipline of the college students as may be referred to it by, the principal, from time to time.
- Prepare the budget and financial statements;
- Consider and make recommendations on the report of the Local Inquiry Committee or other inspection reports, if any

Academic Advisory Committee (AAC)

Frequency of Meetings: Once in an academic year.

Functions & Responsibilities:

- To make recommendations for the Vision, Mission statements and PEOs for the Institute and the Program
- To monitor the academic activity with reference to adherence to academic calendar, syllabus completion, attendance of students, results of each semester etc and give recommendations accordingly
- To evaluate the contribution of various beyond syllabus activities conducted for each semester
- To mentor the Program Assessment Committee and assist in planning of academic activities to meet the expectations of the Vision, Mission and PEOs

Internal Quality Assurance Cell (IQAC)

Frequency of Meetings: Once in an academic year.

Functions & Responsibilities:

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution
- 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
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes
- Dissemination of information on various quality parameters of higher education
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- Documentation of the various programmes/activities leading to quality improvement
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices
- Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality
- Development of Quality Culture in the institution
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC

Internal Complaint Committee (ICC)

Frequency of Meetings: Twice in an academic year.

Functions and Responsibilities

- To sensitize all members of the Institute towards prevention of gender discriminations and sexual harassment at the work place and encourage involvement through academic, cultural and outreach activities.
- To provide for dialogue, discussion, and deliberation on women's rights and gender-related issues.
- To encourage participation from NGOs and law enforcement agencies in this area.
- To review safety and security measures for female employees and girl students at St. John Campus.
- To address any issues and take necessary actions when required

Anti-Ragging Committee:

Frequency of Meetings: Twice in an academic year.

Functions and Responsibilities

- Give wide publicity regarding anti-ragging laws and policies across the college.
- Monitor activities during start of academic year.
- Solicit affidavits from parents/guardians and students.
- Conduct counseling sessions for senior students.
 - Conduct counseling sessions for incoming students at the time of admission and induction.
- Prevent ragging by students in the institute by pro-actively involving, taking rounds.
 - Promote and maintain discipline in the institute by pro-actively giving suggestions to curb ragging

SC / ST Committee:

Frequency of Meetings: Twice in an academic year.

Functions and Responsibilities

- To look into the complaints, if any, received from the concerned staff and students belonging to SC / ST.
 - To liaison with any statutory bodies, in case of necessity

Grievance Redressal Committee (Student & Staff):

Frequency of Meetings: Twice in an academic year.

Functions and Responsibilities

- The cases will be attended promptly on receipt of written grievances from the students.
- The committee formally will review all cases and will act accordingly as per the Management policy
- The committee will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.
- The students may feel free to put up a grievance in writing and drop in the grievance box or handover to the officer- in-charge of the committee.
- The Grievance committee will assure that the grievance has been properly solved in a stipulated time limit provided by the committee

Time Table Committee:

Frequency of Meetings: At the beginning of every semester

Functions and Responsibilities

- To prepare the Institutional Academic Calendar at the end of each semester for the next semester with the active involvement of the respective Heads of Departments and under the guidance of both the Principal
- To, with the active involvement of the committee members of the respective department, gather requisite information like teaching load of individual faculty members from the department, shared teaching load from other departments, lab-wise subject allotment, assigned classrooms and tutorial rooms, assigned shared common resources (classrooms, labs, tutorial rooms which are shared) and other department-specific requirements (e.g. lectures to be arranged only in morning slot and lunch break times etc.).
- To prepare Class Time Table at the beginning of each semester
- To prepare Laboratory Time Table at the beginning of each semester
- To widely publicize the Institutional Academic Calendar and Time Tables to teaching staff, non-teaching staff and students.

Library Committee

Frequency of Meetings: Twice in an academic year.

Functions and Responsibilities

- To assist the Librarian in formulating Library policy.
- To look after general maintenance of the library in terms of reading material and infrastructure. To effectively involve in fostering the reading habit of staff and students.
- To recommend / justify / sanction / approve withdrawal and weeding out of outdated material to the competent authority for final decision in the matter.
- To prepare the agenda and minutes of the meetings and circulate it to the authorities and to the Librarian.
- To identify vendors and shortlist.

Examination Advisory Committee

Frequency of Meetings: Twice in an academic year.

Functions and Responsibilities

- To conduct end semesters examinations as per the university time table and directives.
- To prepare and submit results gazettes to the University of Mumbai.
- To publish results on MIS, Moodle
- To distribute mark sheets to the students at the end of examination procedure.
- To distribute award degree certificates that are provided by the University to the students who pass the examinations upon successful completion of course.
- Keeping record of each and every issue related to the examinations

R&D Committee

Frequency of Meetings: Twice in an academic year.

Functions and Responsibilities

- Complete the design and coding of research tab on MIS.
- Update information about research work of all faculty members.
- Minimum 2-3 quality research paper per faculty per year
- Create and updating of research gate and google scholar account of each faculty.
- Prepare and Submit Research proposal to renowned funding agencies.
- Submit MODROB proposals

Sports Committee

Frequency of Meetings: Thrice in an academic year.

Functions and Responsibilities

- To coordinate with the Sports Secretary.
- To maintain a stock of sports goods.
- To order sports equipment after seeking necessary approvals.
- To arrange venues for sports events. To recommend students for permission to participate in the intra or inter collegiate events.
- To ensure that those students who participate in sports events are given attendance as per University of Mumbai rules.
- To maintain discipline in all events happening in and outside the college.
- Maintaining records of sports events attended by students.

Alumni Committee

Frequency of Meetings: Once in an academic year.

Functions and Responsibilities

- To maintain an up-to-date and detailed database of the alumni.
- To highlight the success of alumni to improve the credibility and reputation of the university.
- Plan and promote a platform for interaction between all stakeholders.
- Promote the interests and welfare of alumni association.
- Maintain healthy relationship with the alumni body.
- Assist management in creating an environment in the college which enables student to have long-lasting memories.

Training and Placement Committee

Frequency of Meetings: As per the need

Functions and Responsibilities

- Conducting Mock Aptitude tests for the students and as when required on behalf companies for recruitment process.
- Assembling students for placement.
- Assist in setting up laboratories for on-line recruitment tests.
- Updating T & P data on the college MIS from time to time.
- Interacting with corporate for Internship and projects.

NSS Committee

The National Service Scheme is an Indian government-sponsored public service program conducted by the Department of Youth Affairs and Sports of the Government of India. Popularly known as NSS, the scheme was launched in 1969. Aimed at developing student's personality through community service, NSS is a voluntary association of young people in Colleges, Universities.

Frequency of Meetings: As per the need

Functions and Responsibilities

- NSS coordinator will plan NSS regular activities and special camping programme.
- The programme officer will ensure that NSS volunteers complete the prescribed hours in regular activities and participate in special camping programme as per requirements.
- He/She will supervise the work of NSS volunteers.
- He/She will maintain the necessary records and registers prescribed by programme coordinator of the university.
- He/She will ensure that the basic aims of NSS programme i.e. personality development of NSS volunteers, interaction of the different classes of the society take place harmoniously and the NSS volunteers and community are benefited from the activities of NSS unit.
- He/She will convene the meeting of the college advisory committee in consultation with the Principal of the institution as laid down in the NSS manual.

Mentoring Committee:

Frequency of Meetings: Twice in an academic year.

Functions and Responsibilities

- Provide the mentees with an experienced friend who is there to help in any number of situations.
- Help to cope up with the challenges in the professional course opted for, and improve their academic skills.
- Help them to set career goals and take steps to realize them.
- Guarantees the mentee that there is someone who cares about them and can guide them in dealing with day-to-day challenges of their profession.
- Cater to key issues like time management, regular check on academic performance, attendance, special achievements, shortcomings as well as career guidance.
- Document the minutes/details for further reference.
- In case of serious issues seek assistance of higher authorities.

Spectrum College Magazine

Frequency of Meetings: Every fortnight, from the beginning of the semester up to the final print

Functions and Responsibilities

- Advance the mission and well-being of their institutions in an ethical and socially responsible manner.
- Reflect the basic values of educational institutions, including an abiding respect for diverse viewpoints and a firm commitment to the open exchange of ideas.
- Maintain scrupulous standards of accuracy, fairness, editorial integrity, taste, and sensitivity.
- Place the welfare of the institution above personal gain, avoid conflict of interest, take responsibility for their decisions, and treat colleagues and the public with courtesy and respect.
- Welcome ideas and criticism from readers and campus colleagues through open and professional communications.
- Recognize their responsibility as stewards of a key communication instrument, and advocate for strategies that maximize readership and ensure the periodical's effectiveness.

STEP Committee:

Frequency of Meetings: As per the need

Functions and Responsibilities

- To interact with third and final year students to identify their training needs.
- To arrange short term certification course for soft skill development for final year.
- To coordinate with campus CSSPD team for conducting soft skill activities.
- To check the availability of Language lab and plan training is required for third and final year students
- Record attendance and feedback of all activities conducted
- Update master files with necessary records/reports for Documentation required by regulatory authorities.

MIS AND IT CO-ORDINATION

Frequency of Meetings: As per the need

Functions and Responsibilities

- Assigning rights to faculty/staff as per their roles and responsibilities
- Periodic check on status of data updation on MIS
- Updating modules as required by academic and other activities in coordination with Campus MIS team
- Periodic review and report of usage by faculty, students, parents
- Maintenance and troubleshooting issues
- Periodic reports on various modules as required and overall performance of MIS
- Conduct training sessions for faculty on MIS and MOODLE as per requirements
- Update master files with necessary records/reports for Documentation required by regulatory authorities

PROGRAM ASSESSMENT COMMITTEE (PAC):

Frequency of Meetings: Twice a year, at the end of each semester.

Functions and Responsibilities

- To propose the Vision and Mission statements for the Institute and the Program
- To define and propose revision of COs, POs and PEOs from time to time and seek approvals for the same from the Academic Advisory Committee (AAC)
- To define the tools for assessment of COs and POs.
- To assess the achievement of attainment of the COs, POs and PEOs.
- To submit a report on “Evaluation and Attainment of PEOs and POs ” to AAC.
- To identify curricular gaps and suggest the necessary actions