



Anjuman Khairul Islam's

POONA COLLEGE OF ARTS, SCIENCE & COMMERCE

- Affiliated to Savitribai Phule Pune University: ID No PU/PN/ASC/023/1970
- Junior College Index No: J-11.15.004
- Government of Maharashtra and Savitribai Phule Pune University Recognized Minority Institute
- UGC - 2(f) & 12 (B) Status • NAAC Re-accredited College • DST - FIST Funded College



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CRITERION- VI

**KEY
INDICATOR**

**6.1 Institutional Vision and
Leadership**

METRIC NO.

6.1.2

- The effective leadership is visible in various institutional practices such as decentralization and participative management

COLLEGE COMMITTEES AND THEIR FUNCTIONING

Sr. No.	Name of Committees	Functions of Committee
1.	College Infrastructure, & Development Committee	<ul style="list-style-type: none"> • The CDC shall meet at least twice a year. • To approve the budgetary provisions for the development of the College. • To approve the recommendations made by Internal Quality Assurance Cell (IQAC). • Prepare an all-inclusive development plan of the college encompassing academic, administrative and infrastructural growth, and facilitate College to promote excellence in curricular, co-curricular and extra-curricular activities.
2.	Discipline Committee	<ul style="list-style-type: none"> • The Committee shall assure that discipline pervades in the College premises. • The Committee shall decide on disciplinary matters pertaining to all stakeholders. • To initiate timely action against erring students. • To maintain records of the cases investigated and submit the same to the IQAC Committee
3.	Admission and Annual Plan Committee	<ul style="list-style-type: none"> • To manage screening of students pursuing admission in the College. • To inform the aspirant students through print and social media about the different avenues of career and admission process. • To decide fee structure for self-financing short term course (I think it applies more to autonomous institutions)
4.	Examination Cell	<ul style="list-style-type: none"> • To ensure essential arrangements for smooth conduction of internal and university examinations. • To publish results within time and award degree certificates (provided by the University and Institute) to the students. • To maintain transparency and accountability in examinations.
5.	Academic Audit Committee	<ul style="list-style-type: none"> • To organize programmes regularly to improve the quality of teaching and learning for teaching staff. • To prepare an annual schedule of programmes. • To maintain documentation of the academic actions of teachers.

6.	Canteen Committee	<ul style="list-style-type: none"> • To keep constant quality checks. • To observe the cleanliness and hygiene in the canteen. • To keep the rates of items served in the canteen pocket friendly
7.	N. S. S.	<ul style="list-style-type: none"> • The college NSS unit shall function in accordance to the specified Guidelines laid down by the NSS Department of SPPU, Pune. • To arrange discussions and workshops for groups of students on a regular basis on issues of social importance, ethical relevance and moral <ul style="list-style-type: none"> ○ values. • To arrange social service groups and outdoor field activities. • To practically involve students in social service activities.
8.	NCC	<ul style="list-style-type: none"> • To cultivate qualities of character, courage, comradeship, discipline, leadership, secular outlook, a spirit of adventure and sportsmanship. • To fill the ideals of selfless service among the youth to make them good civilized citizens. • To pragmatically involve the students in various extension activities. • To arrange different training camps and adventurous activity camps all over India for NCC cadets to imbibe values in them.
9.	Student Welfare Committee	<ul style="list-style-type: none"> • To nurture students into a versatile personality with academic excellence and a commitment to a democratic society. • To apply for various proposals of Student Development activities to SPPU for financial assistance. • To help economically weaker students through 'Earn and Learn' scheme initiated by SPPU.
10.		<ul style="list-style-type: none"> • To organize various programmes such as Save environment campaign, tree

	Nature's Club	<p>plantation and Cleanliness drive, plastic free campus, no vehicle day etc. on the campus.</p> <ul style="list-style-type: none"> • To seek financial support, make proposals and develop the Botanical Garden in the college campus. • To nurture Flora and Fauna of the college. • To maintain an Eco friendly environment in the college.
11.	Placement Cell	<ul style="list-style-type: none"> • To arrange Campus interview for students. • To organize the seminar/workshop regarding placement and career opportunities. • To guide the students for job and career related issues.
12.	Science Association	<ul style="list-style-type: none"> • The Celebration of several days related to science and organizes programmes related to new innovations in science and technology. • To create a scientific and rational approach among the students. • To promote students to participate in Competitions like "Avishkar". • To organise Science exhibitions.
13.	Commerce Association	<ul style="list-style-type: none"> • To arrange guidance talks by experts, wallpaper displays, Seminars, Workshops etc. • To expose students practically through activities like Industrial visits. • To organize a personalit development courses and Soft Skills programmes for students. • To maintain and update the records of the skill progress of students.
14.	Gymkhana	<ul style="list-style-type: none"> • To schedule various events for every academic year in advance in consultation by consulting the Students' Sports Committee. • To maintain records of sports events attended by students outside the college at various levels. • To promote a spirit of healthy competition

		<p>and cultivate excellence in various domains of sports.</p> <ul style="list-style-type: none"> • To monitor Sports items under the possession of the college.
15.	National Days Celebration Committee	<ul style="list-style-type: none"> • To celebrate the birth and death ceremonies of great personality of India and rendering their teachings and values among the students. • To organize lectures to acquaint the students with the outstanding achievements of great personalities.
16.	News, Bulletin and Press Committee	<ul style="list-style-type: none"> • To write, edit and supervise publication of news of various activities conducted by the college. • To prepare an activity report of each and every programme conducted in the college. • To maintain and update list of news media of the College. • To upgrade college website from time to time.
17.	Women's Development Cell	<ul style="list-style-type: none"> • To organize programmes based on guidelines given by the Board of Students' Development of the university. Such as- Personality Development Programme, Nirbhay Kanya Abhiyan (Fearless Girl Campaign), Yoga and Meditation Training Programme For Girls. • To address issues and grievances faced by women at work place and organize awareness campaigns • To ensure safety of women staff and girl students against sexual harassment. • To arrange competitions like Rangoli, Mehendi crafts and poster presentations for girl students. • To create and maintain safe, healthy and hygienic environment for women and girl Students in the campus. • To organize several programmes to enhance the morale of girl students for their empowerment in the society.

		<ul style="list-style-type: none"> • To organize various programmes to enhance variety of skills in them.
18.	Library Committee	<ul style="list-style-type: none"> • To administer, organize and maintain the Library, print as well as electronic material in the library. • To execute operational plan for modernization and improvement of Library and documentation services. • To prepare the annual budget and a proposal for the development of the Library. • To look after the general maintenance of the library in terms of reading material and infrastructure. • To develop reading culture among staff and students. • To prepare the agenda and minutes of the meetings.
19.	Magazine Committee	<ul style="list-style-type: none"> • To raise resources for publication of the college magazine. • To motivate students as well as staff to write the articles, reports, poems from the students and edit the same. • To keep a check on plagiarism. • To get the magazine printed by the end of April and distribute the same to the students and staff.
20.	Student Grievance Committee	<ul style="list-style-type: none"> • The cases are addressed promptly on receipt of grievances from the students. • The cell formally reviews all cases and prepares statistical reports about the number of cases received. • The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which requires direction and guidance from the higher authorities. • To maintain records of the Grievances redressed/ reported / referred and submit the same to the IQAC Committee.
21.	Environmental Awar	<ul style="list-style-type: none"> • To sensitize and ensure participation of College students in environmental

	ess Course Committee	<p>activities.</p> <ul style="list-style-type: none"> • To propose actions towards creating environmental awareness and ecofriendly practice among the college students. • To smoothly conduct the EVS examination and conduct visits for field projects to students. • To organize seminars and training programmes for environmental awareness campaigns regarding environmental problems like acid rain, ozone depletion, climate changes, global <ul style="list-style-type: none"> ○ warming, etc.
22.	Green Audit Committee	<ul style="list-style-type: none"> • To promote the college for optimum use of sustainable energy resources and reduce the college's carbonfootprint. • Comprehensive recycling and composting. • To observe water usage and recycle it. • To establish the rain water harvesting plant. • To conduct the energy audit and green audit ofthe college.
23.	Health Committee	<ul style="list-style-type: none"> • To conduct a health check-up for all the students. • To create awareness for health through various activities.
24.	Entrepreneurship Awareness & Start-up Cell	<ul style="list-style-type: none"> • To inculcate a culture of innovation driven entrepreneurship. • Promotion of new technology/ knowledge. • To build a vibrant startup ecosystem, by establishing a network between academia, industries, and other institutes.