



Bhagini Nivedita College

Objectives & Scope of Work of Committees

GENERAL RULES FOR ALL COMMITTEES

1. All committees must submit an action plan in the prescribed format within a fortnight of their formation. (Appendix-1)
2. Each committee will meet with the Principal at least once in two months and discuss the progress being made.
3. All committees must obtain feedback from the students in the prescribed form for the events organised by them. (Appendix -2)
4. All Conveners must prepare event report in the prescribed format (Appendix – 3)
5. All conveners must submit reports, photographs, summary of students' and organiser's feedback for each of their activities within 3 days of holding the event, to the IQAC co-ordinator, failing which their bills will not be accepted by the Administration for settlement. A clearance form will be provided by the IQAC upon submission of the required documents. (Appendix-4)
6. Every committee will prepare the Annual Report in the prescribed format (Appendix-5)
7. All committees and cells will coordinate and cooperate with the IQAC of the college for the effective implementation of its recommendations for quality improvement.
8. All committees and cells will comply with the college policies on community engagement, research promotion, and entrepreneurship promotion and cooperate with the concerned cells
9. All outgoing conveners and the Secretary of the Staff Council must deposit all concerned registers, minutes and document files with the new Secretary of the Staff Council in the last meeting of the academic session.

1. Academic Planning and Reforms Committee (APRC)

will comprise all Teachers in charge (TIC) and will

- i. Assess the workload and recommend faculty resources as required
- ii. Guide and monitor the preparation and use of the Course Implementation Plan (CIP) by all teachers as per the prescribed template
- iii. Monitor the progress of teaching and ensure that all the courses are being delivered in accordance with the course objectives.
- iv. Obtain course and teaching-learning evaluation feedback from students, teachers and industry representatives/alumni and based on these forward suitable recommendations to the university and the college administration
- v. To constitute a Faculty Advisory Council (FAC) for each of the Discipline I courses and Curriculum Advisory Council (CAC) covering all the Non Discipline I courses and ensure their proper and regular functioning in accordance with the prescribed guidelines

- vi. To review and analyse the academic performance of the students through their results and discuss steps for improvement. APRC will be assisted by the following sub committees with the roles and functions indicated thereunder
- **Sub Committee on Courses and Course Implementation (CCI) will**
 - i. Obtain workloads from TICs and forward these to the Time Table Committee after scrutiny for the preparation of teaching schedule.
 - ii. Review and approve proposals for division of hours of teaching load among departments for interdisciplinary courses/papers
 - iii. assess student requirement for the various courses
 - iv. Guide and monitor the preparation and use of the Course Implementation Plan (CIP) by all teachers as per the prescribed template.
 - v. Discuss and recommend the guidelines and best practices useful in the preparation of CIPs.
 - vi. Obtain course and teaching-learning evaluation feedback from students, teachers and industry representatives/alumni and based on these forward suitable recommendations to the university and the college administration for making use of it for making quality improvements
 - vii. Discuss the teaching and learning, internal assessment and evaluation best practices available from different sources and the compilations of such best practices made available by IQAC and initiate suitable measures for promoting their adoption by teachers.
 - viii. Ensure the constitution of a Faculty Advisory Councils (FAC) for each of the Discipline I courses and their proper and regular functioning in accordance with the prescribed guidelines
 - ix. Establish a Curriculum Advisory Council (CAC) covering all the Non Discipline I courses and ensure its regular and proper functioning in accordance with the prescribed guidelines.
 - **Sub Committee on Syllabus Coverage & Results Analysis will**
 - i. Monitor the actual achievement of the stated objectives in CIP based on the certificate submitted by the concerned teacher in respect of course completion and achievement of the stated objectives of the course
 - ii. Review the overall results and analysis and discuss areas of poor performance of students and identify the scope for improvement and initiate remedial measures
 - iii. Based on results analysis, prepare the list of prize winners, meritorious students deserving scholarships and awards and the Best Student of the Year on the basis of analysis of results and as per the criteria laid down by the Staff Council.
 - iv. Implement the student advising policy of the college and allocate students to different teachers, who will act as their advisers and be responsible for providing academic, personal and psycho-social counselling.

- v. Facilitating Interface of Student Advisers with teachers to discuss learning difficulties of the students under their care.

2. **Students' Welfare Committee and Placement Cell**

will comprise a convenor and members and will

- i. Invite applications for scholarships / fee concession as applicable and recommend eligible cases.
- ii. Maintain records of applications and approval of scholarships/ fee concessions as well as the recommendations/ certifications given to the students who apply for financial assistance from state/central Governments, banks or other agencies
- iii. Operate the book bank of the college
- iv. Carry out a survey annually of the students with different types of disabilities to assess and review the facilities provided by the college.
- v. Ensuring timely display of the notice regarding online availability of the monthly attendance records, on the Students' notice boards.
- vi. Inform students about the opportunities available for further education / professional development in coordination with TICs and Departmental societies.
- vii. Organise career counselling sessions for the students in choosing proper careers and preparing themselves for such jobs
- viii. Organise programmes aimed at developing the required soft skills such as resume preparation, facing the interview and interaction with HR departments.
- ix. Establish linkages with the placement cell of the university and enable the students to benefit from the linkage.
- x. Organise placement drives in collaboration with interested companies/ agencies

3. **Students' Advisory and Transport Committee**

will comprise a convenor and members and will

- i. Implement the Constitution of the Students' Union
- ii. Conduct the annual elections of the College Student's Union and the Delhi University Students Union (DUSU) in accordance with the regulations and procedure prescribed by the university for inviting, scrutinising and finalising nominations, conducting elections and declaring results
- iii. Interact, counsel and adjudicate on all matters of the Student's Union and ensure the smooth functioning of the students union and efficient organisation of its activities
- iv. Organise the Fresher's Welcome and Farewell functions in accordance with the annual plan
- v. Invite applications for student volunteers and create a pool of volunteers who can be utilised by other committees and cells when needed.
- vi. To prepare and monitor college van schedules for regular classes, exam time and admission time.
- vii. To take up/follow up issues related to public transport connectivity to the college.

4. College Admission Committee

will comprise a convenor and members and will

- i. Draft, edit and publish the college prospectus and make it available in time for admission seekers
- ii. Conduct the entire admission process as per rules and guidelines stipulated by the university and notify cut-off lists as per University guidelines and schedules of the university
- iii. Organise the admissions of students under the OBC, SC/ST, PWD, Sports and ECA quotas after proper verification of their eligibility of students for each of the above criteria
- iv. Ensure adequate publicity of the college and the courses offered during and around the admission time through Publicity material, Participation in Open Day organised by the University etc.
- v. Conduct student profile survey at the time of admission in the prescribed format and provide the filled in forms to the concerned departments.
- vi. Maintain a record of admission related grievances and their redressal in a separate register.

5. Printing and Publishing Committee

The committee will undertake

- i. Compiling, editing, translating content for various publications of the college
- ii. printing of the annual issue of the college magazine and annual report
- iii. printing of invitations of any college function
- iv. printing of certificates to be awarded to students for their achievements in academics, sports and cultural events
- v. printing of attendance and office registers and any other printing work required by the office.

6. Time Table Committee

The committee will prepare

- i. the weekly teaching schedule of all departments for both semesters in an academic year
- ii. allot time slots for classes, tutorials, presentations and practical as required by each department
- iii. assign rooms for above teaching activities to each department
- iv. provide updated day-wise, teacher-wise, course-wise, room-wise and master time-table for uploading on the college website.

7. Library Committee

The committee will

- i. oversee the smooth functioning of the library in conjunction with the library staff
- ii. Plan and supervise Library orientations for newly admitted students
- iii. Improve library infrastructure, research and reading facilities for students and teachers
- iv. upgrade existing technology and filing systems

- v. Supervise the effective maintenance of the existing collection of books/journals/ magazines and other resources.
- vi. Plan and budget for procurement of new books/ journals/ periodicals/magazines/newspapers, e-resources etc in consultation with TICs and research cell
- vii. Organise workshops and training sessions for facilitating usage of e-resources by teachers and students
- viii. Collect library user feedback from students and staff and use the outcomes for improving library services.
- ix. Plan and supervise the publication of Information about New Additions to the Library in the College Website every month with the help of library staff and website coordinator.
- x. Plan and supervise creation of linkages with public library networks like DU library system, INFLIBNET/ IUC/DELNET, etc

8. Maintenance and Discipline Committee

The committee will function through four sub-committees

- A) **Discipline Committee**
- B) **Premises and Building Maintenance**
- C) **Garden Maintenance**
- D) **Health and Hygiene Maintenance**

The committee will be responsible for

- i) Maintaining discipline at all times within and in the immediate vicinity of the college premises.
- ii) ensuring orderly conduct during the full duration of student elections and any college programmes such as welcomes, farewells, annual day, festivals, seminars and counselling sessions
- iii) maintaining the upkeep, cleanliness and beautification of the college building, premises, and gardens
- iv) promote excellence in health and hygiene of all college members by holding informative talks, discussions, conducting periodic check-ups and surveys as required for the college community
- v) prevent ragging and sexual harassment inside the college by holding sensitization programmes
- vi) Get quarterly feedback from students and present a summary report and action taken report on campus maintenance issues.
- vii) To Manage and supervise the Sick room for students. Make arrangements for Doctor-on-call facility
- viii) To display Information about the locations of First Aid Boxes to be on all notice boards and college website

9. Purchase Committee: The committee will

- a. receive all requests for purchases for the college infrastructure, library, laboratories and any other purchase
- b. supervise the purchase of the above-said items through the stipulated GFR rules of Central and Delhi Government
- c. meet to open quotations and tenders and award all purchase contracts

d. the Bursar and SO Account swill be the ex-officio members of the committee

10. **Canteen Committee:** The committee will

- i. award, review and renew the contract for the running of the college canteen through proper procedure
- ii. ensure the smooth and hygienic running of the college canteen with regards to quality and pricing of food items and
- iii. maintain cleanliness in the canteen area and ensure polite service by the canteen contractor
- iv. arrange for refreshments as and when required for various college functions
- v. maintain quarterly feedback from students and staff and present a summary report along with action taken report

11. **Sports Committee:** The committee will be responsible for

- i. the induction, training and participation of suitable students and staff in inter-college, university, state, National and International level sporting events by providing a supportive and inspirational sporting ambience in the college premises
- ii. conduct trials for admissions under Sports Quota
- iii. hold sporting events for all students throughout the year
- iv. showcase the sporting talent of students and staff at an Annual Sports Meet
- v. encourage promising students by arranging for special short-term coaching
- vi. procure and provide sporting equipment to students
- vii. organize events for all NSO students
- viii. engage II Yr NSO students in physical activities for 1 period per week

12. **Gandhi Study Circle:** The committee will

- i. disseminate Gandhian ideas and values and promote ethical conduct and behaviour within the college community
- ii. hold lectures, seminars, and discussions that involve all sections of the college stakeholders
- iii. arrange visits to places of importance
- iv. arrange activities such as film screenings, documentaries, exhibitions, poster-making
- v. conduct at least 2 activities per semester
- vi. suggest and implement measures to improve the emotional, psychological and spiritual well-being of the college and local community.

13. Eco- Club: The committee will undertake environment-friendly initiatives such as

- i) Promoting awareness and conduct training programmes in the area of environment and energy conservation, Waste management, Rain water harvesting, Green Audit etc
- ii) Establish collaborative arrangements with NGOs for implementation of projects within the college campus.
- iii) Organize seminars, Film shows, workshops, awareness drives within and around the college relating to environmental concerns/
- iv) conduct at least 2 activities per semester
- v) Development of botanical/kitchen garden in the college campus

14. Committee for Gender Sensitization: The committee will

- i) promote equitable gender relations within and around the college
- ii) organize lectures, seminars, and discussions that involve all sections of the college stakeholders
- iii) arrange activities such as film screenings, documentaries, exhibitions, poster-making, self-defence camps
- iv) collaborate with NGOs to carry out projects for gender sensitization and to organize social outreach programmes
- v) Conduct At least 2 activities per semester

15. Cultural Committee The committee will

- i) promote culture and cultural values among students
- ii) create cultural awareness by organising lecture-demonstrations, recitals, performances, and by holding competitions among students
- iii) collaborate with and invite societies for promotion of art and culture such as Spic-Macay for informative talks and workshops
- iv) conduct at least 2 activities per semester
- v) organise the annual cultural festival of the college

Duties of the Staff Council Secretary

- i. To record minutes of all Staff council meetings.
- ii. To collect annual reports/files/documents of the Committee conveners.
- iii. To constitute committees and appoint conveners and co-ordinators for societies with the consent of the Staff Council
- iv. To coordinate and supervise the organisation of Founder's Day
- v. To coordinate and supervise the organisation of Annual Day
- vi. To coordinate and supervise the compilation of Internal assessment records of all courses as per university guidelines and to dispatch the soft and hard copies to the University.