

Vimala College (Autonomous)

Thrissur



Manual for College Committees

PREFACE

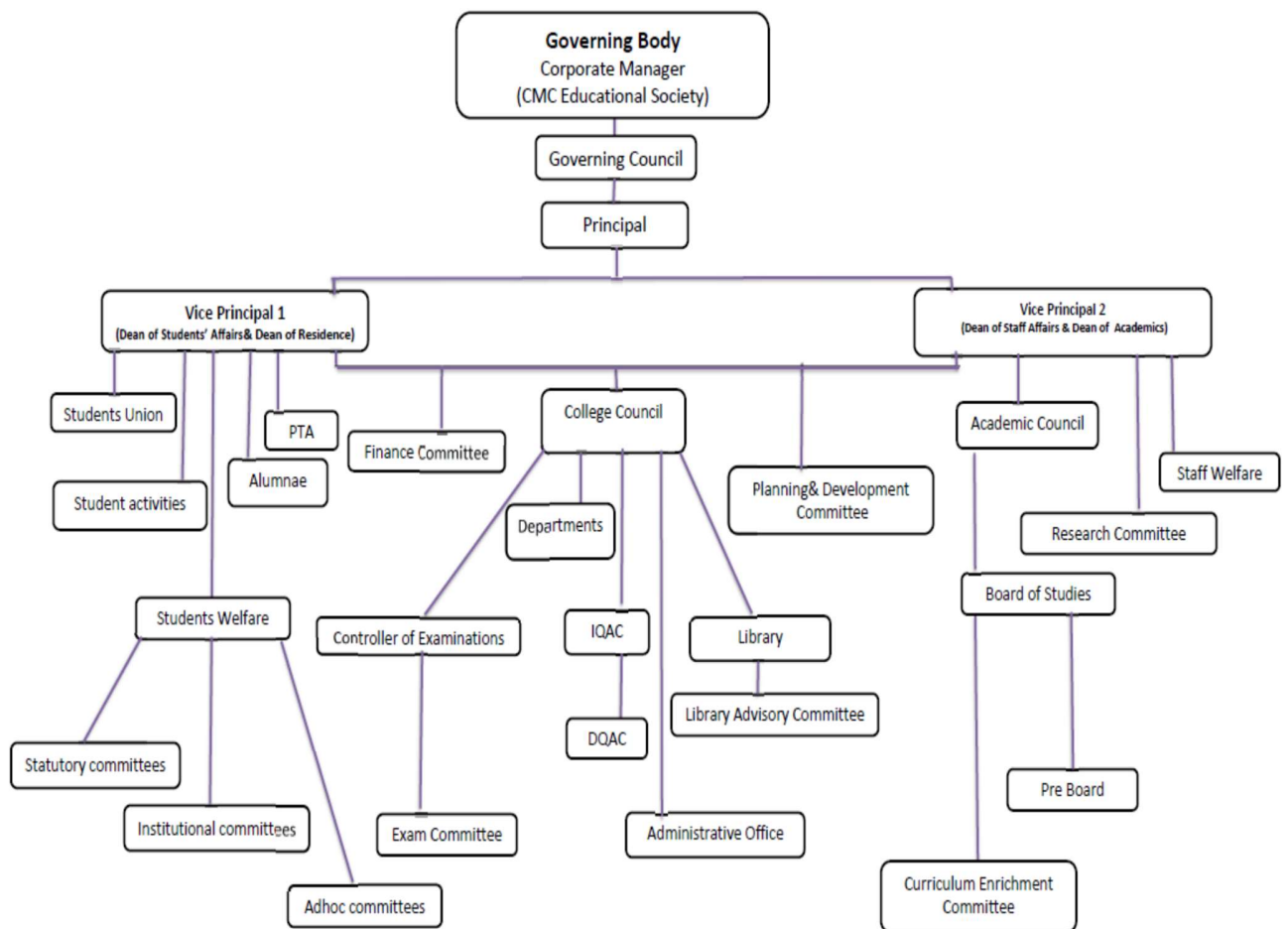
This Manual on College Committees is aimed at improving the efficiency with which the various Committees is committed to function. This manual is an effort towards decentralizing the college administration to enhance participation through hierarchical distribution of responsibilities. The Manual is meant to be a dynamic document and will be revised whenever necessary. It will come into force from the day the allocation of work is assigned and the declaration of adoption contained herein is signed by the Principal.

Structure: The various Cells, Units and Committees of the college are grouped under three heads: Statutory, non statutory and Advisory Committees. The statutory bodies are those that are constituted as per the provisions of the University, State or UGC statutes. The constitution, objectives and tenure of these committees are determined according to the requirement stated in the manual for autonomous colleges or the authority under whose direction it has been initiated. Non statutory committees are those that are constituted by the Principal in order to bolster the college administration or as required by the University, State, UGC, etc. The working committees are those that coordinate major student activities, student support or facilitate the smooth conduct of the college activities. Besides these, there are ad hoc committees that are constituted temporarily for performing contingency duties, like Convocation, Social, Send off, College Day, etc. The Departmental work distribution is realized at the departmental level under the jurisdiction of the Head.

This manual lists the nature of work of committees that require job description. It does not include the committees whose name itself is self explanatory. The College mission will act as the benchmark for setting as well as evaluating the objectives, goals and functioning of the committees. The seniority and resourcefulness of the faculty is also one of the factors that determine the allocation of work. The process for distribution of work begins at the end of each academic year. The IQAC conducts an internal audit of all the cells and units of the college, and proposes revisions in the objectives / functioning of a unit or recommends new units. The Principal, in compliance with the democratic nature of administration, solicits from the faculty preference to serve in the various committees. Based on the quality of service rendered, ability, resourcefulness and preference, the Principal along with the Vice Principals, prepares a comprehensive distribution of duties. The work distribution chart is distributed for endorsement before the beginning of each academic year, after which it is confirmed to be adopted for the New Year.

The College is governed by the CMC Congregation, and the Mother Provincial is the Manager of the Institution. The Principal is the official Head of the College and she is assisted by two Vice Principals. Besides assisting the principal in administrative affairs of the college, the Vice Principals also function as the Dean of Students & Dean of residents and the Dean of Academics & Dean of staff affairs. They are directly in charge of the various cells, units and committees within their respective administrative domain. The pages that follow gives a brief description of the delegation of the portfolio of the two Vice Principals and profile of work of the various committees.

ORGANOGRAM



Portfolio of the Two Vice Principals

Vice Principal –I: Dean of Students & Dean of Residents

Vice Principal –II: Dean of Academics & Staff Welfare

Vice Principal I	Vice Principal –II
Admission	Governing Council
Examination	Academic Council
Value Inculcation (Ethics, Catechism, Jesus Youth , etc)	Boards of Studies
VCEC (UBA, etc)	College Council
Student Redressal	IQAC
Anti Sexual Harassment	Planning and Evaluation
Anti Ragging	MIS
Internal Complaints	Academic Management
Vigilance	Research & Consultancy
Anti Narcotic	Curriculum Enrichment
Mobile search squad	Institutional Certification
Inclusivity	Vocational Education
Scholarship	Journal Committee
International Students	Publications
Schedule and Proforma	Website
Arts Festival, D -Zone, Inter-zone	Centre for Women Studies
Public Relations	Women's Development Cell
NCC	IPR
NSS	UGC Processing
Extra Curricular Activities	RUSA
Discipline	Feedback
Student Welfare	Incubation and Start-up
Faculty matters: faculty on contract, appointments etc	Swachh Bharat Summer Internship
Transport	Green Audit
Hostel	Logbook
Alumnae	Staff Welfare
PTA	Staff Association
Student Union	
CGPT	

Brief Profile of Work

1. IQAC

- To fulfil the aims and objectives stated in the NAAC manual
- To execute the functions listed in the NAAC manual
- To be an active and alert institutional link with NAAC
- To conduct internal audit at least once in a semester
- To propose innovative practices
- To determine institutional distinctiveness
- To plan strategy and procedure for implementation for accreditations
- To ensure the fulfilment of duties assigned to various committees
- To sustain Best practices and eliminate redundant ones
- To propose faculty development programmes

2. Academic Management Committee/ Autonomy Committee

- Processing of all matters relating to autonomy
- Ensure the structuring of the syllabi in accordance with outcome based education
- Conduct of Pre BoS
- Conduct of BoS
- Conduct of Academic Council
- Ensure the process of outcome based education
- Curriculum mapping : evaluation of the attainment of stated outcomes

3. Feedback Committee

- Ensure timely feedback is collected
- Ensure the feedback is analysed
- Upload the required info on website
- Ensure measures for sustenance of good practices or remedy
- Provide a report of action taken at the end of the academic year
- Ensure action taken report is minuted by the Governing Council, Academic Council and Board of Management
- URL for stakeholder feedback report

4. Examination and Assessment

- Disseminate information regarding examinations, components for internal assessment, and institutional policy on examinations to the students
- Ensure the compiling of Question Banks and timely availability at Exam Centre
- Conduct internal evaluation : Question paper, room allotment, seating arrangement, etc
- Ensure timely uploading, normalization and other statutory procedure
- Collect, respond and document grievances related to examinations
- Exam Squad during examinations
- Render assistance to the Controller's office
- Ensure department level result analysis
- Collect data required by NAAC pertaining to examinations (eg. Examination reforms, revaluation leading to change in marks, automation of examination division, approved examination manual, ...
- Provide orientation for faculty and students on procedure of evaluation and assessment

Supported by **Internal Exam Committee** to ensure timely conduct of exams and submission of normalized internal marks

5. Research & Consultancy committee and Research Ethics Committee

- Conduct activities : SPARK, Conclave, Intercollegiate paper presentation, etc
- Research Ethics committee : Draft code of ethics to check malpractice and plagiarism
- Ensure the adherence to the research policy of the Institution
- Ensure the name of consultants and area of expertise are uploaded on website
- URL of policy document
- Strategy to provide seed money for research
- Promote undertaking research projects, both minor and major
- Draft eligibility requirement, policy and procedure for availing seed money from institution
- Ensure the institutionalization of the research policy through the Institutional Ethics and Research Monitoring Committee

6. Curriculum Enrichment Committee

- Conduct of add on and value addition courses
- Ensure the quality of add on and value addition courses
- Ensure inclusion of add on courses imparting transferable and life skills
- Ensure integration of cross cutting issues relevant to gender, environment and sustainability, human values and professional ethics into the curriculum
- Collect feedback from learners

Sub Committees: for Audit courses, Vocational Education and Online courses

- Categorize students according to preference (Audit course / MOOC)
- Categorize students for COFE
- Prepare PG students for Audit course
- Dissemination of information regarding the courses
- Conduct evaluation and assessment
- Ensure the successful completion of the Audit courses and COFE
- Compile required data to be sent to controller
- Manage renewal , approval and conduct of Vocational Courses
- Information dissemination and coordination of online courses

7. Journal Committee

- Ensure timely release of the two journals : VIRJ
- Consider converting this into open access journals
- Enhance the quality of in house journals to standard format (impact factor, citation, indexing,...)
- Improvise strategy to motivate faculty to publish in indexed journals
- Promote faculty to be listed in the panel of reviewers of journals
- Prepare Bibliometrics of publications
- Disseminate information on journals and publishers
- Encourage faculty to publish in conference proceedings that are indexed journals

8. Value Inculcation Committee

- Conduct catechism and ethics classes
- Talks on human values and other value based talks and activities expected by NAAC

9. Admission committee

- Publicize the announcement of admission on a national level
- Increase student diversity by bringing in more other State and international students
- Identify potential students who excel in arts, sports, fine arts, etc for admission
- Ensure the allocated seats in each segment are filled, especially the seats assigned for Scheduled Caste and Tribe

10. Institutional Certification Committee

- To coordinate the procedure for Accreditation :NIRF, AAA, ISO, Star College Award, AISHE, etc
- To evaluate performance post accreditation
- To compile a report of merits and shortcomings
- Compare better performing institutes and suggest benchmarks

11. Green Audit Committee

- To promote green initiatives in campus
- Hazardous waste management
- Install signage to promote green practices
- Conduct green audit
- Documentation of green practices that make the institution distinct
- Initiate innovative green practices

12. Information Dissemination Committee

- Disseminate information relating to competition, awards, scholarships, ... through social networking sites, website and notice boards of students
- Identify faculty or students who fulfil the specified criteria and encourage participation

- Identify funding organizations other than UGC for research projects
- Promote academic linkage and collaboration by identifying premium organizations
- Devise a strategy to enhance participation and awards

13. Internal Compliance Committee

- Ensure safe work place and learning environment
- Spread awareness on the penal consequences of sexual harassment
- Prepare a manual of procedure for dealing with complaints
- Ensure prevention, prohibition and redressal of sexual harassment

14. Planning and Development Committee

(Implementation of activities Supported by **Planning and evaluation committee**)

- Ensure the implementation of Strategy 2021
- Ensure documentation of all Institutional aspects :
 - ✓ Constitute criterion wise sub committees
 - ✓ Identify Cells, Units, Committees under each criterion
 - ✓ Conduct periodical meetings and auditing to ensure functioning and documentation
- Implementation of e-governance
- Preparation of annual e governance report
- Preparation of Enterprise Resource Planning Document (ERP)
- Ensure E-content is developed by teachers : For e-PG-Pathshala , CEC (Under Graduate) , SWAYAM , other MOOCs platform, NPTEL/NMEICT/any other Government initiative and for institutional LMS
- Develop Academic Management System through Linways

15. MIS Committee

- Establish a central pooling of digital repository
- Ensure Management Information System
- Ensure automation of examination

16. Student Welfare Committee

- Consider application for free-studentship
- Select students for awards of scholarships and prizes
- Ensure healthy participation of students in inter-collegiate events, except sports
- Arrange prize distribution ceremony
- Recommend names for grant of full/half free boarder ship
- Protect the interest of needy students on the brink of dropping out

17. Website Committee

- To maintain and upgrade the institutional website
- Timely uploading of information, activities, reports, and other documents instructed by NAAC
- To create webmail id and cater to other web related requirements
- To facilitate the branding of college through website
- Develop URL for stakeholder feedback and other NAAC related requisites
- Strategy to enhance perception of institution

18. Committee for Inclusivity

- Cater to differently abled students
- Cater to the socially and economically challenged students
- Facilitate Remedial or special coaching
- Disseminate information on scholarships and freeships
- Ensure student progression of these students

19. Grievance Redressal committees

- Draft procedure for expressing grievances of staff and students
- Draft procedure for addressing grievances
- Addressing exam related grievances
- Documentation of grievances
- Prepare action taken report

20. Public Relations Committee

- Facilitate as link between institution and public space
- Enhance perception value of institution
- Draft templates for brochures, advertisements, etc

21. Staff Welfare Committee

- Ensure safe and comfortable working environment
- Propose motivational incentives
- Initiate welfare ensuring measures in campus

22. Extracurricular Activities Committee

- Coordinate club activities
- Ensure space and time for club activities
- Ensure documentation of club activities
- Identify talents and provide exclusive training through clubs
- Ensure maximum participation in state, national and international level competitions
- Ensure honing of talents focusing on D-Zone to covet Best College Prize
- Initiate common extracurricular activities
- Ensure exemplary performance in arts – grace marks according to university regulations

SC/ST Cell/OBC Cell/ minority cell

- To ensure protection and reservation for students of the category
- To provide a mechanism to address the grievances of students of the category
- To extend prompt counselling for emotional, personal, academic or caste based issues
- To guide and support them in their problems and to help them to manage academic and non-academic activities
- To inform them about various welfare schemes and other government orders
- To encourage to enrol for career orientation programs