

Sarva Vidyalaya Kelavani Mandal, Kadi Sanchalit
**Pramukh Swami Science and H.D.Patel Arts
College, Kadi**

Re- accredited with grade 'A' by NAAC (CGPA 3.25)

College with potential for excellence- Awarded by UGC (2010 to 2019)

DDU KAUSHAL Kendra by UGC for Skill based Vocational Programs

AAA Rank-1 by awarded by Government of Gujarat



**Role and Responsibilities of Various
Committees of the college**

Time-Table Committee

- To Prepare the Time Table in accordance with the academic calendar of the university for all the departments.
- Maintains the Stream Wise Master/Class Timetable in common template.
- Prepares the Time Table plan ahead of every semester in consultation with the departments.
- Schedules arrangement of Classrooms, Laboratory and Seminar hall based on availability



Women Development Cell /Women Entrepreneurship cell

- Addressing the issues related to well-being of women students and lady faculty members.
- Inviting experts and doctors to address women related issues.
- Conducting various women enrichment add on programs to the students.
- Demonstration the talent of girl students.
- Preventing any act of sexual harassment.

To organize several programmes to enhance the confidence level of girl students for their empowerment in the society.

- To celebrate International Women's Day.
- To counsel and solve the personal, Social and academic related problems of Women.
- To maintain the records of the activities conducted and submit the same to the IQAC Committee.
- To felicitate Girls and female teachers for their achievements
- To organize training programs for Entrepreneurial skill development among girl students.

College Grievance Redressal Cell


Information regarding Grievances Redressal Cell activities and committee members are shared with the college fresher during the Orientation Program organized at the beginning of the year.

- In case of any hesitation, awareness must be created about the Suggestion Box as an alternative source of complaint submission.
- The Suggestion Box is accessed by the Trust representative on every Wednesday and the Hon. Chairman of the Trust goes through them all and the sensible ones are shared with the Principal to get them resolved properly with the help of the committee members.
- To address and resolve student grievances, opportunities for in-person meetings will be provided to listen to students' concerns to mend the grievances effectively in time.
- To offer guidance to students during Mentor Meetings.
- To prepare Minutes and Action Taken Report of the meeting of CGRC.

Internal Complain Committee

Information regarding ICC activities and committee members are shared with the college fresher during the Orientation Program organized at the beginning of the year to impart knowledge about the Internal Complaint among the girl students regarding physical, mental, verbal or socio-cultural harassments.


- In case of any hesitation, awareness must be created about the Suggestion Box as an alternative source of complaint submission.
- The Suggestion Box is accessed by the Trust representative on every Wednesday and the Hon. Chairman of the Trust goes through them all and the sensible ones are shared with the Principal to get them resolved properly with the help of the committee members.

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- To address and resolve students' complaints, opportunities for in-person meetings will be provided to listen to students' concerns for it's in time solution.
 - Through, the College Women's Development Cell, various awareness programs must be organized and relevant experts should be invited to address the Internal Complaints form.
 - To provide counseling to girls during Mentorship program.
 - To prepare Minutes and Action Taken Report of the meeting of ICC.

Anti-Ragging Cell

To make the announcement of zero tolerance regarding Ragging clearly and firmly during the Orientation Program for Fresher organized at the beginning of the academic year. The concept of Ragging as an anti-social as well as unethical act of violence, which is prohibited in Higher Education Institutes by Government and the Sarva Vidyalaya Kelavani Mandal (SVKM) as well, is strictly explained.

- The committee members precisely get the college fresher registered on the Central Govt. Anti Ragging Portal.
- To introduce Anti Ragging Cell members to the students so that whenever needed, students can submit the complaints contentedly and in the case of any hesitation they can access the Suggestion Box as an alternative source.




The Suggestion Box is approached by the Trust representative on every Wednesday and the Hon. Chairman of the Trust goes through them all and the sensible ones are shared with the Principal to get them resolved properly with the help of the committee members.

- To restrict an act of ragging on personal or socio-cultural grounds, opportunities for in-person meetings will be provided to listen to students' concerns for their in time solutions.
- To provide personal counseling to students through mentor program by their subject teachers as well.
- To prepare Minutes and Action Taken Report of the meeting of Anti Ragging Cell.

ST/ST/OBC/Minority Cell

- The information regarding SC/ST/OBC/MINORITY CELL and introduction of the committee members are executed during the Orientation Program for Fresher to provide sound educational environment to students from all social strata.
- In the case of any hesitation, Suggestion Box is kept next to the college office in the college entrance as an alternative source not only for students but also for SC/ST/OBC/MINORITY teaching and non-teaching staff members.
- The Suggestion Box is accessed by the Trust representative on every Wednesday and the Hon. Chairman of the Trust goes through them all and the sensible ones are shared with the Principal to get them resolved properly with the help of the committee members.



To address and resolve SC/ST/OBC/MINORITY students' complaints, opportunities for in-person meetings will be provided to listen to students' concerns for it's in time solution.

- To provide counseling to SC/ST/OBC/MINORITY students and staff members about their rights, legal protections as well as Govt. benefit schemes applicable to them for progressions.
- To prepare Minutes and Action Taken Report of the meeting of SC/ST/OBC/MINORITY CELL.

Internal Quality Assurance Cell(IQAC)

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


NSS Unit

- To Motivate, recruit and select students for NSS work
- To create awareness regarding social service among the students and other members of the college community.
- To organize orientation programs for NSS volunteers, explain them about the concept of social service, and teach them methods and skills required for achieving the objectives of the scheme
- To select service projects on the basis of utility and feasibility
- To ensure cooperation and coordination of community agencies, government departments and non-governmental agencies.

- To understand the community in which the NSS volunteers work and to understand themselves in relation to their community;
- To identify the needs and problems of the community and involve themselves in problem-solving exercise;
- To develop among themselves a sense of social and civic responsibility;
- To utilize their knowledge in finding practical solutions to individual and community problems;
- To acquire leadership qualities and democratic values;
- To develop capacity to meet emergencies and natural disasters;
- To practice national integration and social harmony. To establish meaningful linkages between 'Campus and Community', 'College and Village' and 'Knowledge and Action'.

Examination Committee

- To finalize the schedules of internal examinations as per the academic calendar
- To notify the schedules of examination to the faculty and students well in advance to prepare themselves for the examinations.
- To make necessary arrangements to conduct both internal and external examinations with strict vigilance
- To implement the evaluation procedures as approved by the University.
- To submit the data required to the University and ensure the timely declaration of results and issue of marks statements and degree certificates.



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- To take decision on malpractice cases and award punishments as per the university regulations
 - To conduct end semesters examinations as per the university time table and directives.
 - To prepare and submit results in prescribed format within stipulated time frame.
 - To publish results on college website
 - To distribute mark sheets to the students at the end of examination procedure.
 - Keeping record of each and every issue related to the examinations

Innovation Club/ Student Startup and Innovation Cell

- To develop and strengthen innovative qualities in the budding professionals who are interested in starting their own projects.
- The College provides infrastructure and technical support to the students having innovative ideas to transform into new products and services for the betterment of the society.
- Assists all the aspirants with mentoring, planning and execution of their start up idea into a real business.
- To sensitize students for Startup and Innovation
- To organize seminars/ workshops/ hackathons for SSIP
- To provide mentor support for Startup and Innovation


Library Committee

- To formulate 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 identify vendors and shortlist.
- To ensure relevant and latest collection of books, periodicals and electronic resources to Support the curriculum and built character of the users

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- To allocate budget to procure library resources
 - To provide assistance to economically weak students through Poor Boys' Library facility
 - Keep abreast of the information by recommending purchase of books/journals/others To inculcate reading habits through activities
 - Decide on all the matters relating to the Library.
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Finance/Purchase and maintenance Committee

- To ensure purchase procedures are followed for purchases above Rs.10000
- Requirements of various departments received by the Principal shall be scrutinized and Committee shall call for quotations or for negotiations.
- Purchase Committee shall collect at least three quotations and prepare a comparative statement.
- To ensure transparency, accountability and fairness in the procurement process Recommend the suitable vendor for the procurement.
- To request technical input from relevant staff as required Committee meets as and when needed.



To scrutinize the indents put forth by the Depts./ Labs. /Committees/and various sections of the College from time to time.

- To supervise the process of finding out the suppliers, inviting quotations, preparation of comparative statements, placing of orders and settlement of bills following relevant rules.
- To fix the responsibility on erroneous payments, orders and issue warnings to improper suppliers.

Research Committee

- To organize research workshop for the faculties and the students.
- To motivate faculties to publish research paper in UGC care and other reputed indexed journal
- To encourage faculties to undertake Major and Minor Research Project
- To guide and motivate students to write research paper.
- To organize research activities for the staff and Students of the college.
- To assist the Departments in organizing research Seminars.
- To maintain the records of the activities conducted and submit the same to the IQAC Committee.

Cultural Committee

- The Cultural Committee shall be responsible for all intra and inter collegiate cultural events in the College.
- To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the institute.)
- The Convener of the committee shall conduct a meeting of the committee to discuss and delegate tasks.
- The committee shall display on the Notice Board/Website information about festivals to be celebrated.
- To select team for university youth festival and make arrangements for the participation.
- To keep the records of achievements of students and submit it to IQAC.