

	Shri Manibhai Virani and Smt. Navalben Virani Science College An Autonomous college affiliated to Saurashtra University, Rajkot	NAAC - Cycle-3
		Criterion- VI
		Metric - 6.2.2

6.2.2	The functioning of the various institutional bodies is effective and efficient as visible from the policies, administrative set-up, appointment and service rules, procedures, etc.
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List of Committees & It's Role

To take care of both quality & quantity in education, MNVSC has its academic & administrative setup includes the Governing Body, Academic Council, Board of Management, and Finance Committee with various non-statutory committees as listed below

Name of Committee	Scope
Governing Body	Subject to the existing provision in the bye-laws of respective college and rules laid down by the state government, the governing body of the above colleges shall have powers to: <ul style="list-style-type: none"> • Fix the fees and other charges payable by the students of the college on the recommendations of the Finance Committee. • Institutional scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council. • Approve new programs of study leading to degrees and/or diplomas. • Perform such other functions and form committees, as may be necessary and deemed fit for the proper development, and fulfillment of the objectives of the college.
Academic Council	<ul style="list-style-type: none"> • Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it will have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so. • Make regulations regarding the admission of students to different programs. • Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of



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	<p>the playgrounds and hostels.</p> <ul style="list-style-type: none"> • Recommend to the Governing Body proposals for institution of new programs of study. • Make recommendation to the Governing Body for institutional of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same. • Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it. • Perform such other functions as may be assigned by the Governing Body.
Finance Committee	<p>The Finance Committee shall act as an advisory body to the Governing Body, to consider:</p> <ul style="list-style-type: none"> • Budget estimates relating to the grant received/receivable from UGC, and income from fees, etc. collected for the activities to undertake the scheme of autonomy. • Audited accounts for the above.
Board of Studies	<p>The Board of Studies of a Department in the college shall:</p> <ul style="list-style-type: none"> • Prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council; • Suggest methodologies for innovative teaching and evaluation techniques; • Suggest panel of names to the Academic Council for appointment of examiners; • Coordinate research, teaching, extension and other academic activities in the department/college.
Library Committee	<ul style="list-style-type: none"> • Book selection & purchase • Review of purchase to be completed & budget preparation for next F.Y. (January) • Getting requirements from departments (April) • Stock checking (April) • Finalization of purchase and other matters (July) • e-resources related matters (Nov.-Dec.) • Training programs & workshops • ATR of previous meetings & agenda for ensuring expected outcomes in meetings
Standing Committee on Academic Affairs	<ul style="list-style-type: none"> • The purpose of the Academic Affairs Committee is to foster academic success and achievement through



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	<p>enriching the learning community, promoting scholastic resources, and supporting academic accessibility. The committee shall consider the academic suggestions and concerns of students.</p>
<p align="center">Co-Curricular Activity Committee</p>	<ul style="list-style-type: none"> • Suggest and organize various cultural activities throughout academic year • Plan and organize various activities like Blood donation camps, Natural calamity relief camp etc., • To take up the responsibility of preparing the budget estimate, requirement of infrastructure and equipment, maintaining the equipment and play fields. • Training & selection of teams to represent the college in inter-collegiate tournaments and also the intramural tournaments. • Prepare the details of attendance exemption to be given to the students representing college in various sports and cultural activities. • Increase the cordial relations between students and faculty by organizing exhibition games and meaningful interaction between the teams of students and faculty wherever possible.
<p align="center">Planning & Evaluation Committee</p>	<ul style="list-style-type: none"> • All developmental activities of the college. • All academic, admin, research development etc. • Report of activities of academic, audit, appraisal etc of college of 6 months (this will be presented by the IQAC Coordinator at the time of meeting). • To formulate policy and draw an annual plan for curricular and extra-curricular activities for approval of the Governing Body.
<p align="center">Grievance & Appeals Committee</p>	<ul style="list-style-type: none"> • Frame procedures for preventive & resolving mechanisms • Scrutinize, investigate and consider all petitions/complaints, grievances of the students and employees of the College or those submitted by guardians and citizens and place their considered opinion for the approval of the GB. • Examine and enquire the student(s) and staff involved in malpractice. • Decide the punishment depending upon the gravity of the offence



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	<ul style="list-style-type: none"> • Take care of the inputs received from students, observers and staff regarding indiscipline, ragging and sexual harassment activities of the student. • Anti ragging is one of the important and mandatory functions of the committee. • The Committee shall look into the ragging cases. It should counsel the students for anti-ragging and follow the principle of preventive actions. In addition, student committees shall be formed for anti ragging and some of the parents shall also be involved in helping the institute to avoid ragging. • Avoiding sexual harassment in the Institute is other important and mandatory function of the committee .The committee shall try to prevent cases of sexual harassment in the institute.
<p align="center">Examination Committee</p>	<ul style="list-style-type: none"> • To resolve exam related admin matters, e-governance etc. • The GB shall approve the result of the all examinations and recommend only the final results of a course leading to award of a Degree or Diploma for the approval of the Vice-Chancellor, Saurashtra University before publication. • To ensure proper organization of examinations of the institute, including appointment of examiners, assessment, moderation, and the declaration of results. • To undertake, exercise and experiment in examination reforms. • In case of any emergency requiring immediate action to be taken, the Chairman of the Board or any other officer or person authorized by him / her in that behalf, shall take such action as he / she thinks fit and necessary, and shall report in the next meeting of the Board the action taken.
<p align="center">Admission Committee</p>	<ul style="list-style-type: none"> • To pen Admission Policy for next AY. • To prepare and distribute annual prospectus & application form. • To approve admission policies, monitoring of admissions & approving merit list, selections list and admitted list • To Prepare admission report & suggestions for



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	improvement <ul style="list-style-type: none"> • To facilitate Certificate verification from Parent University & enrolment.
Admission Processing Committee	<ul style="list-style-type: none"> • Will do the actual admissions follow up on enrolment, etc. • To formulate the general policies of admission consistent with the Admission Rules of the Government. • To organize a counseling cell for new applicants and their parents. • To do monitoring of admissions & approving merit list, selections list and admitted list.
Student Welfare Committee	<ul style="list-style-type: none"> • To address and solving students issues. • To address the feedbacks of students regarding different areas of curriculum and resolving the issues with no or little efforts from the students. • To establish live contact with parents/guardians and organizing meetings for them and addressing the issues from guardians and resolving them to whatever the needs are. • Conducting periodic meetings to talk over student welfare. By organizing activities and facilitating student interests and Organizes co-curricular activities for personality development. • With the objective to identify and encourage creative talents, inculcate a spirit of discipline, leadership and social awareness, promote physical and mental development among students and to provide basic amenities, • To conduct competitions in creative, cultural, literary, sports and general awareness activities.
Extra Curricular Activities Committee	<ul style="list-style-type: none"> • To provide students with the opportunity to organize and participate in extra-curricular activities, through which to build up students' self-efficacy and their sense of belonging to school. • To provide different channels for students to develop and cultivate their leadership, confidence, creativity, critical thinking, and express their potential.
Curriculum Restructuring Committee	<ul style="list-style-type: none"> • Updation of new concepts of autonomy & curriculum & evaluation • Curriculum revision



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	<ul style="list-style-type: none"> • Feedback on curriculum from different stakeholders • Preparation of agenda, notes & minutes of BoS, SCAA, AC & GB
Research Advisory Committee	<ul style="list-style-type: none"> • To promote research culture. • To document Procedures, admissions, conduct, completion of research programs. • To conduct new research initiatives including: <ul style="list-style-type: none"> ○ Workshops to enable research projects ○ Minor research projects. ○ Workshops for research scholars, general & subject – related ○ Consultancy policy ○ Innovations ○ Patents • To examine and recommend the proposals of Research Projects submitted by faculty members for onward transmission to the Funding Agencies.
Academic Audit Committee (Internal)	<ul style="list-style-type: none"> • To establish a rolling programme of academic audits of matters relating to education and the student experience.. • To commission independent advice on matters of education and the student experience from external practitioners as considered appropriate and, if satisfied as to the utility of the advice received, to propose it as a benchmark against which the College might evaluate current quality management practices and policies. • To receive the reports of Audit Teams and, if satisfied that the Audit Team has reported in accordance with its terms of reference, to forward the report as appropriate for further consideration and action. To monitor action taken in the light of reports of Audit Teams.
Academic Audit Committee (External)	<ul style="list-style-type: none"> • To establish a rolling programme of academic audits of matters relating to education and the student experience. • To commission independent advice on matters of education and the student experience from external practitioners as considered appropriate and, if satisfied as to the utility of the advice received, to propose it as a benchmark against which the College



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	<p>might evaluate current quality management practices and policies.</p> <ul style="list-style-type: none">• To receive the reports of Audit Teams and, if satisfied that the Audit Team has reported in accordance with its terms of reference, to forward the report as appropriate for further consideration and action. <p>To monitor action taken in the light of reports of Audit Teams.</p>
Women's Empowerment Cell	<ul style="list-style-type: none">• To spread the awareness of gender issues among all women• To ensure that they have access to opportunities, devoid of any gender bias or discrimination on the grounds of sex, to help them rise to their full potential• Introduce measures to ensure women equality, status and dignity in all matters• Identification of strong leadership and change makers and building their capacity.• To promote a culture of respect and equality for female gender.• To make them aware about the guidelines of Supreme Court and to ensure that sexual harassment is treated as an unacceptable social behavior within the institution and the society.• To conduct seminar, workshop to impart knowledge of opportunities and tools available and train the women.• To inculcate entrepreneurial attitude among young girls, scientists at the earliest so that they can be "job givers" rather than "job takers".