



**IDAR ANJANA PATIDAR H.K.M.ARTS & P.N.PATEL
COMMERCE COLLEGE, IDAR**

INDEX

NO.	COMMITTEE	PAGE NO
	PREFACE	2
	IQAC	3
1	COLLEGE COUNCIL	7
2	ACADEMIC CALENDAR COMMITTEE	9
3	ADMISSION COMMITTEE	11
4	LIBRARY COMMITTEE	13
5	STUDENT COUNCIL	15
6	RESEARCH COMMITTEE	17
7	CAREER GUIDANCE CELL	19
8	PARENT TEACHER ASSOCIATION	21
9	CULTURAL COMMITTEE	23
10	SPORTS COMMITTEE	25
11	EXTENSION ACTIVITY COMMITTEE	27
12	ADVISORY COMMITTEE FOR NSS	30
13	EXAMINATION COMMITTEE	31
14	WOMAN EMPOWERMENT CELL	33
15	ACADEMIC LINKAGE	35
16	ALUMNI ASSOCIATION	37
17	GRIEVANCE REDRESSAL CELL	39
18	PURCHASE COMMITTEE	40



IDAR ANJANA PATIDAR H.K.M.ARTS & P.N.PATEL COMMERCE COLLEGE, IDAR

Preface

Idar Anjana Patidar H.K.M. Arts and P.N.Patel Commerce College; Idar, is affiliated to the Hemchandracharya North Gujarat University; Patan. The Institution is managed by Uttar Sabarkantha Uchcha Kelavani Mandal, Idar. It was established in 1970. Ever since its inception, the institution has been in the forefront of higher education in the State. It was awarded the best college of the state prize in 1987.

The Institution was established to provide University education to the youth of the area strongly founded on Indian culture, values and tradition. The primary goal of the Institution is to provide them holistic education to become better human beings. The Vision and Mission of the founding architects of the Institution is to provide quality higher education to the youth that culminate in the total formation of the individual. The Institution encourages a holistic approach to education that not only ensures academic excellence but also equips the youth to face the challenges in life by fostering values, imbining emotional maturity, creating civic responsibility and building global competencies in a dynamic environment. The Institution has institutionalized Value Education and Community Extension Services from the very beginning. In order to make the students globally competent, the Institution has embarked upon new initiatives to improve their skills, and has striven to provide 'state of the art' facilities. The atmosphere of the Institution is charged with the noblest ideals of humanity and the spirit of secularism, justice and equality of opportunity enshrined in the Constitution.

Various curricular, co-curricular, extra-curricular and administrative committees are constituted by the institute to operationalize above mentioned aims and objectives. Each committee has well defined objectives/functions, composition, tentative schedule and frequencies as well as its own grievances redressal mechanism.

Objectives/functions shown in the constitution of the committees are illustrative in nature and not exclusive. They provide basic framework for the smooth functioning of the committees and not restrict it in pursue for quality education. Each committee is empowered and given freehand blended with sense of responsibility to foster the principle of participatory management.



IQAC

(Internal Quality Assurance Cell)

As per the proposal of National Assessment and Accreditation Council (NAAC), Bangalore, Internal Quality Assurance Cell (IQAC) shall be established in the Institution as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC shall become a part of an institution's system and work towards realising the goals of quality enhancement and sustenance.

The IQAC is established to develop a system for conscious, consistent and catalytic improvement in the performance of the Institution. The IQAC shall make a significant and meaningful contribution in the post-accreditation phase of institutions. During the post-accreditation period, the IQAC shall channelize the efforts and measures of an institution towards academic excellence.

Objective

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To ensure continuous improvement in the academic and holistic development of the students.
- To create an environment for conscious and consistent improvement in the performances of the college.
- Work towards significant and meaningful contribution in the post-accreditation of the college.
- To channelize the measures and efforts of the college towards achieving total excellence in all output parameters.



IDAR ANJANA PATIDAR H.K.M.ARTS & P.N.PATEL COMMERCE COLLEGE, IDAR

Strategies

IQAC shall evolve mechanisms and procedures for:

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- The relevance and quality of academic and research programmes)
Equitable access to and affordability of academic programmes for various sections of society.
- Optimization and integration of modern methods of teaching and learning.
- The credibility of evaluation procedures.
- Ensuring the adequacy, maintenance and functioning of the support structure and services.
- Research sharing and networking with other institutions.

Functions

Some of the functions expected of the IQAC are:

- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the institution.
- Dissemination of information on the various quality parameters of higher education.
- Organization of 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 quality-related activities
- Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.



Composition of the IQAC

The IQAC shall be constituted under the chairmanship of head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists/representatives of local committee. The composition of the IQAC shall be as follows:

- Chairperson: Head of the Institution
- Vice Principal
- President of the Management
- Secretary of the Management
- Five to eight faculty members
- One or two senior administrative officer/s
- One or two senior member/s from the Management
- Two student representatives
- One or two nominee/s from the local society
- Two or three well-known educationalist
- Two representatives from the Alumni Association
- One or two local Industrialist/s
- One of the senior faculty members shall be appointed as the coordinator of the Cell

Meetings

- Members of the committee of the IQAC of the institution shall normally meet twice a year and plan for achieving the decided goals and objectives. The committee shall recommend the major decisions



IDAR ANJANA PATIDAR H.K.M.ARTS & P.N.PATEL COMMERCE COLLEGE, IDAR

to be taken in the college for thriving quality education and faculty development.

- As and when the HOI requires to hold meeting for the purpose

Grievance Redressal Mechanism:

- Grievances regarding the IQAC shall be invited through the Grievance Redressal Cell formally.
- Collected grievances shall be put before the committee for necessary actions.
- If required, sub-committee shall be formed from the existing committee members.
- The resolutions of the committee or sub-committee shall be taken as the recommendations and the power of final decision on it/them shall be reserved with the Principal of the college.



IDAR ANJANA PATIDAR H.K.M.ARTS & P.N.PATEL COMMERCE COLLEGE, IDAR

1. COLLEGE COUNCIL

1.1 Composition Criteria:

President and Secretaries of the Trust, Principal, Vice-Principal, IQAC Coordinator, the heads of the department, Librarian, Office Superintendent and Chief Accountant of the Institution shall be the members of the committee by rules. N.S.S. Chief Program Officer, N.C.C. Officer, conveners of Sports, Cultural and CGPD Committees shall be the members of the committee. One nominee from Student Council, Alumni Association and Parent-Teacher Association shall be the member of the committee. The power of omission and exclusion of any member in/from the committee is reserved with the President of the Institution.

1.2 Functions of the Committee:

- 1.2.1 The committee comprising of all respective stakeholders, serves as the highest decision making body regarding all academic affairs of Idar A. P. H.K.M. Arts and P. N. Patel Commerce College, Idar.
- 1.2.2 The committee is empowered in implementing the academic schedules strictly in adherence with the H.N.G. University, Patan.
- 1.2.3 To assess the faculty workload for various courses. If major dearth is found, to plan necessary steps to cope up with the situation.
- 1.2.4 To monitor the syllabus completion status regularly.
- 1.2.5 To support the examination cell in the conduction of examinations.



IDAR ANJANA PATIDAR H.K.M.ARTS & P.N.PATEL COMMERCE COLLEGE, IDAR

- 1.2.6 Decision making in student progression, Communicating important circulars and notices regarding the academic affairs to the faculty and students.
- 1.2.7 Coordinating with all the other committees for the betterment of the institution.

1.3 Meetings:

Meetings of the committee shall be held twice in a year as per following schedule:

- 1.3.1 Before 20 days of the beginning of the semester.
- 1.3.2 Before 10 days of the end of the semester.

1.4 Grievance Redressal Mechanism:

- 1.4.1 Grievances regarding the college council shall be invited through the Grievance Redressal Cell formally.
- 1.4.2 Collected grievances shall be put before the committee for necessary actions.
- 1.4.3 If required, sub-committee shall be formed from the existing committee members.
- 1.4.4 The resolutions of the committee or sub-committee shall be taken as the recommendations and the power of final decision on it/them shall be reserved with the Principal of the college.



IDAR ANJANA PATIDAR H.K.M.ARTS & P.N.PATEL COMMERCE COLLEGE, IDAR

2. ACADEMIC CALENDAR COMMITTEE

2.1 Composition Criteria:

Principal, Vice-Principal, IQAC Coordinator, the heads of the department and Chief Accountant of the Institution shall be the members of the committee by rules. N.S.S. Chief Program Officer, N.C.C. Officer, conveners of Sports, Cultural and CGPD Committees shall be the members of the committee. Each nominee from the management, Student Council, Alumni Association and Parent-Teacher Association shall be the member of the committee. Total number of members of the committee shall not exceed 20 (twenty). The power of omission and exclusion of any member in/from the committee is reserved with the Principal of the Institution.

2.2 Functions of the Committee:

- 2.2.1 To prepare academic calendar in accordance with the academic calendar of the affiliating university H.N.G. University, Patan
- 2.2.2 To plan the schedules of admission process for all the semesters of both, UG and PG programmes the College runs.
- 2.2.3 To plan the schedule of enrolment process for the incoming students of all the semesters of both, UG and PG programmes run by the College.
- 2.2.4 To decide planning and schedules of the academic activities like lecture hours, seminars, conferences, work-shops, expert lectures, academic/industrial tours, unit test, internal test and so on.
- 2.2.5 To decide planning and schedules of the extension activities.



IDAR ANJANA PATIDAR H.K.M.ARTS & P.N.PATEL COMMERCE COLLEGE, IDAR

- 2.2.6 To discuss and plan out the fund allocation for various activities from the budgetary provisions of the trust and fees collected from the students.
- 2.2.7 To review the curricular and extra-curricular achievements during the academic year.
- 2.2.8 To plan the schedule of the function of honour/prize distribution for the toppers/high rankers/highest achievers both in academic and extension activities.
- 2.2.9 To review the suggestions from the stake holders collected through proper feedback mechanism.

2.3 Meetings:

Meetings of the committee shall be held twice in a semester as per following schedule:

- 2.3.1 Before 15 days of the beginning of the semester.
- 2.3.2 Before 15 days of the end of the semester.



IDAR ANJANA PATIDAR H.K.M.ARTS & P.N.PATEL COMMERCE COLLEGE, IDAR

3. ADMISSION COMMITTEE

3.1 Composition Criteria:

Principal, Vice-Principal, IQAC Coordinator and Office Superintendent of the Institution shall be the members of the committee by rules. The heads of the department shall be the members of the committee by rules. Four nominees from the management and each from the Student Council, Alumni Association and Parent-Teacher Association shall be the member of the committee. Total number of members of the committee shall not exceed 15 (fifteen). The power of omission and exclusion of any member in/from the committee is reserved with the Principal of the Institution.

3.2 Functions of the Committee:

- 3.2.1 To consider and execute the norms regarding the admission, policy and procedure of the UGC, the State Government, Gujarat and the H.N.G. University, Patan
- 3.2.2 To review the present admission process.
- 3.2.3 To estimate the intake possibility for the programmes run by the college considering human and physical resource available to the institution.
- 3.2.4 To distribute the intake available to each department.
- 3.2.5 To decide the schedule of the admission process for all semesters
- 3.2.6 To decide the cut off level of marks in case of the applicants for the admission in any programme exceed the sanctioned/planned intake.
- 3.2.7 To decide the priority criteria in regard to admission for the sports and performing art persona



IDAR ANJANA PATIDAR H.K.M.ARTS & P.N.PATEL COMMERCE COLLEGE, IDAR

- 3.2.8 To decide pre-admission evaluation methodology to measure capability of the incoming students. (If required).
- 3.2.9 To decide criteria for identifying poorest of the poor students from those who applied/requested for economic assistance
- 3.2.10 To review the admissions in all semesters in terms of merit, class, category and core subjects, throughout the ongoing admission process and make necessary changes if required.
- 3.2.11 To suggest measures to make the next year admission process more scientific and transparent taking into consideration the review report and feedback collected from all stake holders at the end of the admission process..

3.3 Meetings:

Meetings of the committee shall be held twice in a year as per following schedule:

- 3.3.1 Before 15 days of the beginning of the academic year.
- 3.3.2 After 15 days of the completion/closure of the admission process in all semesters of Undergraduate and Postgraduate programmes the college runs.

3.4 Grievance Redressal Mechanism:

- 3.4.1 Grievances regarding admission process shall be invited through the Grievance Redressal Cell formally.
- 3.4.2 Collected grievances shall be put before the committee for necessary actions.
- 3.4.3 If required, sub-committee shall be formed from the existing committee members.

The resolutions of the committee or sub-committee shall be taken as the recommendations and the power of final decision on it/them shall be reserved with the Principal of the college.



IDAR ANJANA PATIDAR H.K.M.ARTS & P.N.PATEL COMMERCE COLLEGE, IDAR

4. LIBRARY COMMITTEE

4.1 Composition Criteria:

The committee shall contain members from all the stake holders. Principal, Vice-Principal, IQAC Coordinator, Librarian and HODs shall be the members of the committee by rules. Each member from the Management, Student Council, Alumni Association and Parent-Teacher Association shall be the members of the committee. Total number of members of the committee shall not exceed 15 (fifteen). The power of omission and exclusion of any member in/from the committee is reserved with the Principal of the Institution.

4.2 Functions of the Committee:

- 4.2.1 The committee would work to streamline the activities of Library.
- 4.2.2 Promote the effective functioning of library.
- 4.2.3 Responsible effective utilization of library resources.
- 4.2.4 Motivating the students about the importance of library reading and the journal reading.
- 4.2.5 To prepare the annual budget of the library
- 4.2.6 Allocation of fund for the purchase of books and journals
- 4.2.7 Consolidate the requirements of books and journals by all the departments, and invite the quotations for the same. Prepare the purchase order copy after obtaining the approval from purchase committee.
- 4.2.8 Procurement and sorting of internal and University end examination question papers from the examination section for reference in library.



IDAR ANJANA PATIDAR H.K.M.ARTS & P.N.PATEL COMMERCE COLLEGE, IDAR

- 4.2.9 To verify and approve the books to be purchased from the list provided by various Departments
- 4.2.10 To Frame and suggest amendments to the library rules
- 4.2.11 Assess and suggest improvements in library services
- 4.2.12 To discuss and decide on the expansion of library services
- 4.2.13 To discuss and decide the infrastructure and ICT developments and up-gradations

4.3 Meetings:

Meetings of the committee shall be held twice in a semester as per following schedule:

- 4.3.1 After 15 days of the completion/closure of the admission process in all semesters of Undergraduate and Postgraduate programmes the college runs.
- 4.3.2 Before 10 to 15 days of the end of the semester.

4.4 Grievance Redressal Mechanism:

- 4.4.1 Grievances regarding library shall be invited through the Grievance Redressal Cell formally.
- 4.4.2 Collected grievances shall be put before the committee for necessary actions.
- 4.4.3 If required, sub-committee shall be formed from the existing committee members.
- 4.4.4 The resolutions of the committee or sub-committee shall be taken as the recommendations and the power of final decision on it/them shall be reserved with the Principal of the college.



5. STUDENT COUNCIL

5.1 Composition Criteria:

Student Council of Idar Anjana Patidar H K M Arts and P N Patel Commerce College, IDAR is a representation of the student community selected on academic performance and leadership quality. The purpose of council is to serve as a consultative body, suggesting policies and procedures for the benefit of the student community. It shall serve as a channel through which the student community can voice their opinions and concerns. Student Council shall continuously strive to identify student-related issues and help resolve them, thus building a healthy environment in the institution.

5.2 Objectives

- 5.2.1 To foster, develop and increase students' social awareness.
- 5.2.2 To promote interaction and knowledge sharing.
- 5.2.3 To nurture the aptitude of the student community for holistic development.
- 5.2.4 To promote and develop managerial and administrative ability.
- 5.2.5 To offer desk support for all student activities.

5.3 Tenure:

The student representatives on Student Council shall hold office for the academic year.

5.4 Functions

- 5.4.1 The Student Council constantly mentors, monitors and reviews all the student activities to achieve the objectives of Student Council and plan for overall development of the student community.
- 5.4.2 The Student Council shall organize all activities of the college concerned with student community under the guidance of the concerned committees.



IDAR ANJANA PATIDAR H.K.M.ARTS & P.N.PATEL COMMERCE COLLEGE, IDAR

5.5 Meetings:

Meetings of the committee shall be held as per following schedule:

- 5.5.1 After 10 to 20 days of the completion/closure of the admission process in all semesters of Undergraduate and Postgraduate programmes the college runs.
- 5.5.2 Before 10 to 15 days of the end of the semester.
- 5.5.3 As and when the HOI commences meeting for the concerned activities for detail planning and its execution.
- 5.5.4 Over and above the above mentioned mandatory meetings at least two meetings of the council shall be held by HOI to get suggestions from the committee and monitoring the activities carried out according to plan.

5.6 Grievance Redressal Mechanism:

- 5.6.1 Grievances regarding Student Council shall be invited through the Grievance Redressal Cell formally.
- 5.6.2 Collected grievances shall be put before the committee for necessary actions.
- 5.6.3 If required, sub-committee shall be formed from the existing committee members.
- 5.6.4 The resolutions of the committee or sub-committee shall be taken as the recommendations and the power of final decision on it/them shall be reserved with the Principal of the college.



6. RESEARCH COMMITTEE

6.1 Composition Criteria:

The committee shall contain members from all the stake holders. Principal, Vice-Principal, IQAC Coordinator shall be the members of the committee by rules. Four faculty members shall be the members of the committee. Priority should be given to the research oriented faculty members. Each member from the Student Council and Alumni Association shall be the members of the committee. Total number of members of the committee shall not exceed 15 (fifteen). The power of omission and exclusion of any member in/from the committee is reserved with the Principal of the Institution.

6.2 Functions of the Committee:

- 6.2.1 To develop research aptitude among both faculty and students (UG & PG).
- 6.2.2 To encourage faculties to pursue M.Phil., Ph.D. Degree and Guide-ship.
- 6.2.3 To enthuse both faculty and students to write research papers and to prepare Research Project proposals.
- 6.2.4 To publish research papers
- 6.2.5 To sign MOU with the industries, other academic Institutes and so on
- 6.2.6 To arrange state / national / international level seminars / conferences / workshops
- 6.2.7 To enthuse researchers to present papers in state /national / international level seminars
- 6.2.8 To invite eminent personalities for research activities
- 6.2.9 To motivate the researchers to carry out projects



IDAR ANJANA PATIDAR H.K.M.ARTS & P.N.PATEL COMMERCE COLLEGE, IDAR

- 6.2.10 Encourage students to write articles
- 6.2.11 Helping students to collect data for preparing assignments and paper presentations
- 6.2.12 Motivating students to present paper related to research topics
- 6.2.13 Conducting student seminars and group discussions to promote research culture

6.3 Meetings:

Meetings of the committee shall be held twice in a semester as per following schedule:

- 6.3.1 After 15 to 20 days of the beginning of the semester.
- 6.3.2 Before 15 days of any activity concerned to the committee.
- 6.3.3 As and when the HOI commence meeting for the purpose of research.

6.4 Grievance Redressal Mechanism:

- 6.4.1 Grievances regarding research activities shall be invited through the Grievance Redressal Cell formally.
- 6.4.2 Collected grievances shall be put before the committee for necessary actions.
- 6.4.3 If required, sub-committee shall be formed from the existing committee members.
- 6.4.4 The resolutions of the committee or sub-committee shall be taken as the recommendations and the power of final decision on it/them shall be reserved with the Principal of the college.



IDAR ANJANA PATIDAR H.K.M.ARTS & P.N.PATEL COMMERCE COLLEGE, IDAR

7. CAREER GUIDANCE CELL

7.1 Composition Criteria:

Principal, Vice-Principal, IQAC Coordinator and Office Superintendent of the Institution shall be the members of the committee by rules. Four senior faculty members shall be the members of the committee. Each member from the Student Council, Alumni Association and Parent-Teacher Association shall be the members of the committee. Total number of members of the committee shall not exceed 11 (eleven). The power of omission and exclusion of any member in/from the committee is reserved with the Principal of the Institution.

7.2 Functions of the Committee:

- 7.2.1 Enlightening the students about the importance of quality education.
- 7.2.2 Accomplishment of student betterment by upgrading their academic profile.
- 7.2.3 Conducting the competitive examination oriented classes, mock tests regularly for the students.
- 7.2.4 Maintenance of question banks and other records related to competitive examinations.
- 7.2.5 Providing complete guidance to the students regarding the career opportunities after graduation and post-graduation in various fields like academics, industry, business research, government jobs, etc.
- 7.2.6 Developing the leadership qualities, personality development skills, communication skills, resume writing, scientific writing etc., in students.



IDAR ANJANA PATIDAR H.K.M.ARTS & P.N.PATEL COMMERCE COLLEGE, IDAR

- 7.2.7 Counselling the students in both academic and personal aspects and improving their confidence levels to compete globally.

7.3 Meetings:

Meetings of the committee shall be held twice in a year as per following schedule:

- 7.3.1 Before 15 days of the beginning of the academic year.
- 7.3.2 After 15 days of the completion/closure of the admission process in all semesters of Undergraduate and Postgraduate programmes the college runs.

7.4 Grievance Redressal Mechanism:

- 7.4.1 Grievances regarding career guidance activities shall be invited through the Grievance Redressal Cell formally.
- 7.4.2 Collected grievances shall be put before the committee for necessary actions.
- 7.4.3 If required, sub-committee shall be formed from the existing committee members.
- 7.4.4 The resolutions of the committee or sub-committee shall be taken as the recommendations and the power of final decision on it/them shall be reserved with the Principal of the college.



IDAR ANJANA PATIDAR H.K.M.ARTS & P.N.PATEL COMMERCE COLLEGE, IDAR

8. PARENT TEACHER ASSOCIATION

8.1 Membership Criteria:

- 8.1.1 Parents of the students studying in the college
- 8.1.2 Teachers/Professors of the Institution

8.2 Executive Committee formation:

- 8.2.1 Total of 09 members will form Executive Committee (three from faculty members). Among them, one member will be the President of the committee and one will be the secretary. The rest will be called the members.
- 8.2.2 The Executive Committee will be formed from the registered members of the association on electoral basis.
- 8.2.3 The President and the Secretary will be elected from and by the members of the executive committee

8.3 Function of the Executive Committee:

- 8.4.1 To motivate and inspire the parents of the students for their active participation and involvement in the development of the Institution.
- 8.4.2 To enrich the credit of the institution and to impart it more vitality.
- 8.4.3 To keep active and alive respect of the parents and the institution reciprocally.
- 8.4.4 To collect feedback from the parents to enrich Strengths, overcome Weaknesses, find out Opportunities and fight Challenges of the Institution and forward the collected and filtered feedback to the institution for appropriate action.
- 8.4.5 To seek guidance and advice of the parents in overall Institutional developments



IDAR ANJANA PATIDAR H.K.M.ARTS & P.N.PATEL COMMERCE COLLEGE, IDAR

- 8.4.6 To make parents aware of the recent trends in education and skill development
- 8.4.7 To make parents aware of the academic and administrative initiatives taken by the Institution
- 8.4.8 To collect suggestions and feedback for further initiatives to be taken
- 8.4.9 To register members in the association from the parents of the students studying in the college
- 8.4.10 To arrange a meeting of the registered members of the association twice in a year
- 8.4.11 To arrange a meeting of the executive committee of the association at twice in a semester/term
- 8.4.12 To give suggestions on the healthy practices of the Institution

8.4 Meetings:

Meetings of the association will be held twice in the academic year as per following schedule:

- 8.4.1 After 15 to 25 days of the beginning of the academic year
- 8.4.2 Before 15 to 25 days of the end of the academic year

8.5 Grievance Redressal Mechanism:

- 8.5.1 Grievances regarding Parent Teacher Association activities shall be invited through the Grievance Redressal Cell formally.
- 8.5.2 Collected grievances shall be put before the executive committee for necessary actions.
- 8.5.3 If required, sub-committee shall be formed from the existing committee members.
- 8.5.4 The resolutions of the committee or sub-committee shall be taken as the recommendations and the power of final decision on it/them shall be reserved with the president of the association and it will be forwarded to the principal for necessary actions.



IDAR ANJANA PATIDAR H.K.M.ARTS & P.N.PATEL COMMERCE COLLEGE, IDAR

9. CULTURAL COMMITTEE

9.1 Composition Criteria:

Principal, Vice-Principal, IQAC Coordinator and Office Superintendent of the Institution shall be the members of the committee by rules. The heads of the department shall also be the other members of the committee by rules. One nominee from the management and each from the Student Council, Alumni Association and Parent-Teacher Association shall be the member of the committee. Total number of members of the committee shall not exceed 15 (fifteen). The power of omission and exclusion of any member in/from the committee is reserved with the Principal of the Institution.

9.2 Functions of the Committee:

- 9.2.1 This committee provides a platform for student community to exhibit their inherent talent.
- 9.2.2 Bringing together the students who are interested in fine arts and providing artistic experiences to students and faculty.
- 9.2.3 Creating an opportunity for the students to work as a team and assume leadership roles and responsibilities. Promoting and enriching the practice and study of argumentation through ON and OFF campus activities.
- 9.2.4 Encouraging cultural awareness among the students and acquaint them with the wide spread effects of Indian culture in general.
- 9.2.5 Compiling and distributing annual cultural affairs newsletter.
- 9.2.6 Preparing a calendar of events by giving priority to days' of international and national importance.

9.3 Meetings:

Meetings of the committee shall be held twice in a year as per following schedule:



IDAR ANJANA PATIDAR H.K.M.ARTS & P.N.PATEL COMMERCE COLLEGE, IDAR

- 9.3.1 Before 15 days of the beginning of the academic year.
- 9.3.2 After 15 days of the completion/closure of the admission process in all semesters of Undergraduate and Postgraduate programmes the college runs.

9.4 Grievance Redressal Mechanism:

- 9.4.1 Grievances regarding cultural committee activities shall be invited through the Grievance Redressal Cell formally.
- 9.4.2 Collected grievances shall be put before the committee for necessary actions.
- 9.4.3 If required, sub-committee shall be formed from the existing committee members.
- 9.4.4 The resolutions of the committee or sub-committee shall be taken as the recommendations and the power of final decision on it/them shall be reserved with the Principal of the college.



IDAR ANJANA PATIDAR H.K.M.ARTS & P.N.PATEL COMMERCE COLLEGE, IDAR

10. SPORTS COMMITTEE

10.1 Composition Criteria:

Principal, Vice-Principal, IQAC Coordinator and Office Superintendent of the Institution shall be the members of the committee by rules. Four faculty members having required skill and interest in sports and games shall be the members of the committee. One nominee from the management and each from the Student Council preferably university player, Alumni Association and Parent-Teacher Association shall be the member of the committee. Total number of members of the committee shall not exceed 15 (fifteen). The power of omission and exclusion of any member in/from the committee is reserved with the Principal of the Institution.

10.2 Functions of the Committee:

- 10.2.1 The committee is established for creating environment conducive to sports and games (indoor and outdoor) for all the students of the college.
- 10.2.2 Encourage the students' participation in sports and games.
- 10.2.3 Preparing tentative schedules for the conduction of sports and games.
- 10.2.4 Notifying the students regarding the inter-college, inter-university, state and national level sports meet.
- 10.2.5 Overseeing the practice sessions and the conduction of the games.
- 10.2.6 Finalising the selection of the team/player.
- 10.2.7 Honouring the best performances.
- 10.2.8 Preparing and maintaining the list of sport gears, accessories and kits available in the college.



IDAR ANJANA PATIDAR H.K.M.ARTS & P.N.PATEL COMMERCE COLLEGE, IDAR

10.3 Grievance Redressal Mechanism:

- 10.3.1 Grievances regarding sports activities shall be invited through the Grievance Redressal Cell formally.
- 10.3.2 Collected grievances shall be put before the committee for necessary actions.
- 10.3.3 If required, sub-committee shall be formed from the existing committee members.
- 10.3.4 The resolutions of the committee or sub-committee shall be taken as the recommendations and the power of final decision on it/them shall be reserved with the Principal of the college.



IDAR ANJANA PATIDAR H.K.M.ARTS & P.N.PATEL COMMERCE COLLEGE, IDAR

11. EXTENSION ACTIVITY COMMITTEE

11.1 Composition Criteria:

Principal, Vice-Principal, IQAC Coordinator and Chief Accountant of the Institution will be the members of the committee by rules. N.S.S. Chief Program Officer, N.C.C. Officer will be the members of the committee. Each nominee from the management, Student Council, Alumni Association and Parent-Teacher Association will also be the member of the committee. Total number of members of the committee shall not exceed 15 (fifteen). The power of omission and exclusion of any member in/from the committee is reserved with the Principal of the Institution.

11.2 Functions of the Committee:

- 11.2.1 To decide extension activities to be carried out during the academic year.
- 11.2.2 To draw the annual plan of the extension activities to be carried out during the academic year.
- 11.2.3 To plan out the schedule of the blood donation camp, one of the flagship extension activities of the college.
- 11.2.4 To decide the collaborative agency (external) for the blood donation camp
- 11.2.5 To select a village for adoption for:
 - Social and Educational Survey
 - Organization of Literacy Camp and awareness program on Gender Parity
 - Special search of the children suffering from mal-nutrition and under-nutrition and connecting them with Anganwadi and Health Centres
 - AIDS Awareness Campaign



IDAR ANJANA PATIDAR H.K.M.ARTS & P.N.PATEL COMMERCE COLLEGE, IDAR

- 'Save Girl Child' Campaign,
 - School Campus beautification
- 11.2.6 To strengthen the emergency blood donation services from the experiences gained through the execution of the service.
- 11.2.7 To arrange environment awareness and tree plantation programs.
- 11.2.8 To organize medical camp in collaboration with any external agency for required and unavailable resources.
- 11.2.9 To collect donation from all stake holders to support National Association of the Blind.
- 11.2.10 To discuss and make an estimate of fund and other resources required for the various extension activities.
- 11.2.11 To discuss and decide the best performers in various activities during the academic year.
- 11.2.12 To plan the schedule of the function of honour/prize distribution for the best performers.
- 11.2.13 To review the suggestions from the all stake holders collected through proper feedback mechanism, and to take necessary action to implement to them in true sense, if the suggestion is found noteworthy.

11.3 Meetings:

Meetings of the committee will be held twice in a semester as per following schedule:

- 11.3.1 Before 15 days of the beginning of the semester.
- 11.3.2 Before 15 days of the end of the semester.

11.4 Grievance Redressal Mechanism:

- 11.4.1 Grievances regarding extension activities will be received through the Grievance Redressal Cell formally.



IDAR ANJANA PATIDAR H.K.M.ARTS & P.N.PATEL COMMERCE COLLEGE, IDAR

- 11.4.2 Received grievances will be put forward to the committee for resolution.
- 11.4.3 If required, sub-committee will be formed from the existing committee members.
- 11.4.4 The resolutions of the committee or sub-committee will be taken as the recommendations and the power of final decision on it/them will be reserved with the Principal of the college.



IDAR ANJANA PATIDAR H.K.M.ARTS & P.N.PATEL COMMERCE COLLEGE, IDAR

12. ADVISORY COMMITTEE FOR NSS

12.1 Composition Criteria:

Principal, Vice-Principal, IQAC Coordinator, NSS Programme Officer(s) and Office Superintendent of the Institution shall be the members of the committee by rules. Two senior faculty members shall be the members of the committee by rules. Two nominees from the management and each from the Student Council, Alumni Association and Parent-Teacher Association shall be the member of the committee. Total number of members of the committee shall not exceed 11 (eleven). The power of omission and exclusion of any member in/from the committee is reserved with the Principal of the Institution.

12.2 Functions of the Committee:

- 12.2.1 The Committee will be an Apex body as far as implementation of NSS at college level is concerned.
- 12.2.2 The committee will consider the financial and establishment proposals as per the administrative and policy directives issued by the government of India and contained in NSS manual. No decision against these directives shall be taken.
- 12.2.3 Selection of programmes and activities as per needs and requirements of the College.

12.3 Meetings:

- 12.3.1 Advisory Committee shall meet at least twice a year to plan, review & monitor the NSS activities.



IDAR ANJANA PATIDAR H.K.M.ARTS & P.N.PATEL COMMERCE COLLEGE, IDAR

13. EXAMINATION COMMITTEE

13.1 Composition Criteria:

Principal, Vice-Principal, IQAC Coordinator and Office Superintendent of the Institution shall be the members of the committee by rules. Five senior faculty members shall be the members of the committee. Total number of members of the committee shall not exceed 09 (nine). The power of omission and exclusion of any member in/from the committee is reserved with the Principal of the Institution.

13.2 Functions of the Committee:

- 13.2.1 The committee is empowered to take all the necessary steps to conduct the examinations in general and internal examination in particular in accordance with the rules and regulations of the affiliating university.
- 13.2.2 To review the recent past experiences and strengthen transparent and more systematic and scientific evaluation mechanism for current academic.
- 13.2.3 To decide the internal examination schedules.
- 13.2.4 To observe strict confidentiality and transparency in the entire process.
- 13.2.5 To consolidate and finalize internal marks and submit to the university.
- 13.2.6 To monitor the conduction of university examinations in strict compliance with the instructions given by the university.
- 13.2.7 Maintenance of all records/documents pertaining to examination section and storage of the answer sheets for one year.



IDAR ANJANA PATIDAR H.K.M.ARTS & P.N.PATEL COMMERCE COLLEGE, IDAR

- 13.2.8 Related to examinations, all instructions of the committee are final and should be abided by faculty and students.
- 13.2.9 To adapt modernization including ICT in examination process.
- 13.2.10 To adapt transparent and rigorous rechecking mechanism.

13.3 Meetings:

Meetings of the committee shall be held twice in a year as per following schedule:

- 13.3.1 After 15 days of the beginning of the semester (to review the recent past experiences and strengthen transparent and more systematic and scientific evaluation mechanism for current academic).
- 13.3.2 Before one month of the end of the semester.
- 13.3.3 As and when the HOI calls meeting for the improvement of the evaluation process.

13.4 Grievance Redressal Mechanism:

- 13.4.1 Grievances regarding examination process shall be invited through the Grievance Redressal Cell formally.
- 13.4.2 Collected grievances shall be put before the committee for necessary actions.
- 13.4.3 If required, sub-committee shall be formed from the existing committee members.

The resolutions of the committee or sub-committee shall be taken as the recommendations and the power of final decision on it/them shall be reserved with the Principal of the college.



IDAR ANJANA PATIDAR H.K.M.ARTS & P.N.PATEL COMMERCE COLLEGE, IDAR

14. WOMAN EMPOWERMENT CELL

14.1 Composition Criteria:

Principal, Vice-Principal, IQAC Coordinator and Office Superintendent of the Institution shall be the members of the committee by rules. Three female faculty members shall be the members of the committee. Each member from the management, Student Council, Alumni Association and Parent-Teacher Association shall be the member of the committee. Total number of members of the committee shall not exceed 09 (nine). The power of omission and exclusion of any member in/from the committee is reserved with the Principal of the Institution.

14.2 Functions of the Committee:

- 14.2.1 To create awareness of the Women's Right and to empower Women
- 14.2.2 To identify female students having strong leadership quality.
- 14.2.3 To promote a culture of respect and equality for female.
- 14.2.4 To make provision of programs for female to be mentally, emotionally and financially empowered.
- 14.2.5 To make them aware of the guidelines of the Supreme Court that sexual harassment is treated as an unacceptable social behaviour within the institution and the society.
- 14.2.6 To involve NSS students of the college to educate women of the surrounding area for women empowerment programs promoted by the Government.
- 14.2.7 To conduct seminar, workshop and training programmes for women empowerment.
- 14.2.8 To inculcate entrepreneurial attitude among young girls so that they can be "job givers" rather than "job seekers".



IDAR ANJANA PATIDAR H.K.M.ARTS & P.N.PATEL COMMERCE COLLEGE, IDAR

14.2.9 To organize self defence programmes for the girls.

14.3 Meetings:

Meetings of the committee shall be held twice in a year as per following schedule:

14.3.1 Before 15 days of the beginning of the academic year.

14.3.2 After 15 days of the completion/closure of the admission process in all semesters of Undergraduate and Postgraduate programmes the college runs.

14.4 Grievance Redressal Mechanism:

14.4.1 Grievances regarding the cell activities shall be invited through the Grievance Redressal Cell formally.

14.4.2 Collected grievances shall be put before the committee for necessary actions.

14.4.3 If required, sub-committee shall be formed from the existing committee members.

14.4.4 The resolutions of the committee or sub-committee shall be taken as the recommendations and the power of final decision on it/them shall be reserved with the Principal of the college.



15. Academic and Industrial Linkages

Considering the global aspects of human resources, it is the demand of the time that the academic Institutions at higher education level shall make their students research oriented. It is also the need of the time in the country like ours to create employability in college students with some specialized skill to be developed through practical and professional approach. The Institution with following aims and objectives shall create academic and industrial linkages to serve the purpose.

15.1 Aims and Objectives:

- 15.2.1 To develop academic, educational and co-operative cooperation and to promote mutual understanding between the academic Institutions, the Institution and industries, and the Institution and cooperative sectors.
- 15.2.2 To promote collaborative activities in academic, Industrial and co-operative areas of mutual interest on a basis of equality and reciprocity, which shall include but not be limited to the following:
- 15.2.3 Exchange of personnel through deputation as per the rules of the respective institution/Industry/cooperative unit.
- 15.2.4 Organization of joint conferences and seminars
- 15.2.5 Promoting other educational and co-operative cooperation as mutually agreed
- 15.2.6 Exchange of experts, researchers and other research administrative staff
- 15.2.7 Practical training of the students of the institution at Industry/Cooperative Unit
- 15.2.8 Conducting collaborative projects and research collaboration



IDAR ANJANA PATIDAR H.K.M.ARTS & P.N.PATEL COMMERCE COLLEGE, IDAR

- 15.2.9 Joint guidance of student projects/thesis
- 15.2.10 Organization of study tours to the Institution / Industry / Cooperative Unit
- 15.2.11 Organization of campus interview and placement of the deserving students as per the requirement of the Institution / Industry / Cooperative Unit

15.3 Financial/funding considerations:

- 15.3.1 No financial commitment whatsoever on the part of either side is intended or implied. The implementation of any of the types of cooperation shall depend upon the availability of resources and financial support at the institution and the other party concerned.



IDAR ANJANA PATIDAR H.K.M.ARTS & P.N.PATEL COMMERCE COLLEGE, IDAR

16. ALUMNI ASSOCIATION

16.1 Membership Criteria:

16.1.1 Graduates and Post-graduates of the Institution

16.2 Executive Committee formation:

16.2.1 Total of 09 members shall form Executive Committee. Among them, one member shall be the President of the committee and one shall be the secretary. The rest shall be called the members.

16.2.2 The Executive Committee shall be formed of the registered members of the association on electoral basis.

16.2.3 The President and the Secretary shall be elected from and by the members of the executive committee

16.3 Functions of the Executive Committee:

16.3.1 To motivate and inspire the alumni of the Institution for their active participation and involvement in the development of the Institution.

16.3.2 To cultivate the culture of service to society among the alumni

16.3.3 To cultivate the culture of a true educationalist among the alumni

16.3.4 To inculcate the spirit of 'life for education' and 'education throughout the life' among the alumni

16.3.5 To evolve programmes of social awareness

16.3.6 To enrich the credit of the institution and to impart it more vitality.

16.3.7 To keep the Alumni's respect to institution active and alive.

16.3.8 To demonstrate the healthy practices of the Institution to the economically and academically healthy alumni for the development of the institution.



IDAR ANJANA PATIDAR H.K.M.ARTS & P.N.PATEL COMMERCE COLLEGE, IDAR

- 16.3.9 To establish tradition of honouring successful alumni and their wards
- 16.3.10 To motivate and inspire the students of the Institution through the successful alumni
- 16.3.11 To register outgoing graduates and post-graduates of the Institution in the association
- 16.3.12 To arrange a meeting of the registered alumni every year
- 16.3.13 To arrange a meeting of the executive committee of the association at twice in a year
- 16.3.14 To give feedback on the academic and administrative activities of the Institution

16.4 Meetings:

Meetings of the committee shall be held twice in a year as per following schedule:

- 16.4.1 Before 10 to 15 days of the beginning of the academic year.
- 16.4.2 Before 10 to 15 days of the end of the academic year.

16.5 Grievance Redressal Mechanism:

- 16.5.1 Grievances regarding the association activities shall be invited through the Grievance Redressal Cell formally.
- 16.5.2 Collected grievances shall be put before the executive committee for necessary actions.
- 16.5.3 If required, sub-committee shall be formed from the existing committee members.
- 16.5.4 The resolutions of the committee or sub-committee shall be taken as the recommendations and the power of final decision on it/them shall be reserved with the president of the association and it will be forwarded to the principal for necessary actions.



IDAR ANJANA PATIDAR H.K.M.ARTS & P.N.PATEL COMMERCE COLLEGE, IDAR

17. GRIEVANCE REDRESSAL CELL

17.1 Composition Criteria:

Principal, Vice-Principal, IQAC Coordinator and Office Superintendent of the Institution shall be the members of the committee by rules. Three faculty members shall be the members of the committee by rules. Two nominees from the management and each from the Student Council, Alumni Association and Parent-Teacher Association shall be the member of the committee. Total number of members of the committee shall not exceed 13 (Thirteen). The power of omission and exclusion of any member in/from the committee is reserved with the Principal of the Institution.

17.2 Functions of the Committee:

The committee would strive to create a healthy on-campus atmosphere, where the stakeholders i.e. faculty, staff, students could work collectively without any inter or intra conflicts. An aggrieved individual can approach the committee for proper redressal of his/her grievances, through informal as well as formal procedure.

17.3 Meetings:

As and when contingency arises for the purpose.

17.4 Reporting:

- 17.4.1 The Cell shall submit the collected grievances to the concerned committee formally through Principal.
- 17.4.2 In other cases, aggrieved party will be informed in due time the decision of the Cell regarding the grievance/s lodged by the party in proper manner.



18. Purchase Committee

18.1 Composition Criteria:

President and Secretaries of the Trust, Principal, Vice-Principal, IQAC Coordinator, Office Superintendent and Chief Accountant of the Institution shall be the members of the committee by rules. Two senior faculty members shall be the members of the committee. One technical person shall be invited according to the nature of the purchase. The power of omission and exclusion of any member in/from the committee is reserved with the President of the Institution.

18.2 Functions of the Committee:

- 18.2.1 To make an estimation of the major purchase for the coming academic year.
- 18.2.2 To make the schedule of the procurement.
- 18.2.3 To invite quotations/tenders.
- 18.2.4 To set a standard procedure to process the collected tenders.
- 18.2.5 To make comparative statement of tenders considering financial and non-financial criteria.
- 18.2.6 To make recommendation of the party in priority sequence.
- 18.2.7 Final decision shall be made by the principal of the college in case of purchases directly related to the college and from the college fund/the president in case of fund provided by the management.
- 18.2.8 To verify and approve the bills after procurement of goods/services.



IDAR ANJANA PATIDAR H.K.M.ARTS & P.N.PATEL COMMERCE COLLEGE, IDAR

18.3 Meetings:

Meetings of the committee shall be held twice in a year as per following schedule:

- 18.3.1 After 10 to 20 days of the end of the admission process of all semesters.
- 18.3.2 As and when required regarding the major purchase.