



# Policy Documents

Bharatiya Seva Sadan's



## Smt. Radhadevi Goenka College For Women, Akola

(Certified Minority Institution) (Affiliated to Sant Gadge Baba Amravati University, Amravati)

Accredited by NAAC, "A" Grade with CGPA 3.07

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*Smt. Radhadevi Goenka College for Women Akola, M.S.*

## Policy Documents

### **Vision**

**‘Empowerment of Women through Economic Independence for  
Betterment of Society’**

### **Mission**

**‘To impart holistic education in order to transform the girls into  
Empowered, Self-Earning & Efficient Individuals, Family members and  
Citizens’**



**Title : Policies (2016 to 2021)**

***Recruitment***

***Office***

***Financial support to students***

***Financial support to staff***

***E governance policy***

***Roles and responsibilities of committees***

***Discipline committee***

***Health, hygiene & cleanliness***

***Supervisory committee***

***Cultural committee***

***Timetable committee & screening committee***

***Attendance committee & feedback analysis***

***Sports committee***

***Training and placement committee:***

***Research Committee***

***Library committee***

***Purchase committee & equipment maintenance***

***Internal quality assurance cell (IQAC)***

***UGC & other grants – planning & implementation***

***Magazine committee***

**NSS / NCC**

***Alumni committee***

***College infrastructure computer & equipment maintainance development committee***

***Grievances Redressal committee***

***Nirbhaya women cell***

***Office administration committee***

***Legal issue committee***

***Computer maintenance***

***Student of the Year***

***Prerna award***

***Policy Document for Disabled***

***Policy Document for Green Campus Initiative***

**Recruitment:**

- We follow all the regulations for new recruitments as per UGC guidelines and Maharashtra State Government policy.

**Office:**

- To follow maximum paper less work.
- Ask and see policy.
- Kaizen Work Culture (Work for betterment).
- Proactive Office Staff to support students.

**Financial support to Students:**

- Financial support to the needy students.
- Student who don't get any government scholarship and are really needy.
- Students who are interested in studying and can't afford to pay fees.
- Orphan or single parent students.
- Consideration from the subject teacher of the student and finding out that she is economically backward and needs help.
- Adoption (academic) of Girl Students from Gayatri Balika Ashram, Akola.

**Financial support to Staff:**

- The teaching staff is provided with financial support on their request to attend various conferences, seminars, workshops, professional development courses such as FIP/ OC, RC, STC, FDP in online/ offline mode in order to promote research and extension activities.

### **E governance policy:**

- The objective of the college and institution is to give every possible facility to the staff and students of the college.
- Due importance is given on use of every possible means and resources of e governance in day-to-day aspects of administration, finance and accounts, students admission and support, teaching and learning, examination.
- We follow ideals of simple, moral, accountable, reliable and transparent governance.

### **ROLES AND RESPONSIBILITIES OF COMMITTEES**

Various committees are formed in the College for the smooth and efficient management of activities. It also gives the opportunity to the faculty to grow and develop in their extracurricular activity/field and administrative skills. The committees are constituted by the Principal in consultation with IQAC for one academic year or until new committees are constituted. The outgoing Conveners/ In-charges of the committees shall hand over all the relevant documents/files to the new Conveners /In-charges in the presence of the Principal or a representative appointed by him. The handed over documents shall be also signed by all.

### **The procedure followed for constituting a committee is as follows:**

- a) A notice is circulated among the faculty inviting their choice of preference of committee. If the preference made by the faculty is found suitable by the team (Principal, IQAC &HOD) they approve the same in consultation with the Management.
- b) However, for sufficient reasons the Principal along with the HOD may appoint faculty to various committees with the approval of the Management.

**DISCIPLINE COMMITTEE-** The purpose is to provide the best possible support for the principal and teachers as they implement discipline on a daily basis. All that they do should be in cooperation and, where appropriate, in collaboration with the principal and his staff.

The main functions of the Discipline Committee are:

- To review the rules for student behavior and its policy and practices in relation to discipline and student behavior;
- To agree what is acceptable and unacceptable student behavior;
- To support the principal and staff with respect to their responsibilities in relation to discipline and student behavior;
- To support the development of strategies designed to promote and encourage good student behavior;
- To ensure that proper records in relation to disciplinary matters are maintained in the College;
- To promote and encourage staff development among the staff in the College, including classroom assistants, canteen staff and playground duty staff, in relation to discipline and behavior; and
- To establish a consultative process for ascertaining the views of the principal, teachers, students and parents in matters relating to discipline and student behavior.

## **HEALTH, HYGIENE & CLEANLINESS**

- To exercise its power and discharge its responsibilities in the students interest;
- To establish, monitor, and enforce standards of practice and professional ethics to enhance the quality of practice and reduce incompetent, impaired, or unethical practice in campus
- To establish and maintain a quality assurance team to promote high practice standards of cleanliness
- To establish rules to prevent professional misconduct
- To require students to access first aid facilities
- To maintain their health care records in appropriate circumstances;
- To inform students about different health checkup camps
- To design a participatory needs assessment involving students, teachers, parents and community members;
- To formulation of objectives, outputs/results and an action plan;
- To ensure improved water and environmental sanitation facilities;
- To involve of students in planning, implementation and maintenance of different drives
- To monitor different programs and its impact, with a focus on its self-assessment.
- To develop health education program and supervision of sanitation

## **SUPERVISORY COMMITTEE**

The committee is responsible for drafting, regulating and implementing different academic policies. It is meant for smooth & uniform conduction of academics throughout the institute.

### Academic Subcommittees

There are various subcommittees involved to carry out smooth conduction of academics

**a. Time Table coordinator**

Role: Prepare class timetable, remedial coaching time table.

**b. Practical Exam coordinator**

Role: Smooth conduction all University Practical/Oral Exam and mock exams.

**c. Feedback Analysis coordinator**

Role: Take faculty feedback twice per semester from students. As well as peer feedback from all faculties.

**h. Research coordinator**

Role: Motivate students for research. Create opportunities to get sponsored research projects from industry.

**CULTURAL COMMITTEE**

**Objective:** to promote and arrange extracurricular activities to bring out the talents of students in the performing arts.

**Responsibilities**

- i. The Cultural Committee shall be responsible for all intra and inter collegiate cultural events in the College.
- ii. To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the institute.)
- iii. The Convener of the committee shall conduct a meeting of the committee to discuss and delegate tasks.

iv. Procedure to organize cultural events:

- a. To prepare the Annual Budget for various cultural events.
  - b. To obtain formal permission from the College authorities to arrange programs.
  - c. To decide the date, time and agenda of the programs.
  - d. To inform members of staff and students about the events.
  - e. To arrange the venue & logistics (audio/video system, dais, podium etc).
  - f. To invite the Chief Guest and other dignitaries.
  - g. To arrange mementos for guests and gifts/certificates for the participants
- The main responsibility of this committee is to ensure smooth conduct of GATHERING –Inter College cultural festival, selecting a team to participate in Inter University Cultural festivals and organizing various cultural programs on the campus.
  - To encourage students to showcase their talents by participating in various competitions
  - The committee shall display on the Notice Board about festivals to be celebrated.
  - Events arranged for students in coordination with ‘Students Cultural Committee’ are
    - a) Fresher’s Day
    - b) Teachers’ Day
    - c) Self Governance Day
    - d) Festival Celebrations
    - e) National Science Day
    - f) Farewell
    - g) Annual Gathering
- Various programs arranged for staff are:
- a) Picnic
  - b) Birthday celebration
  - c) Felicitation of staff achievements
  - d) retirement

- The Cultural Committee shall also be responsible for organizing the following events
  - a. Orientation Program
  - b. Independence Day
  - c. Republic Day
  - d. Women's Day Divas etc.

## **TIMETABLE COMMITTEE & SCREENING COMMITTEE**

**Objective:** Smooth and efficient management of academic program throughout

- To prepare the class timetable at the beginning of each semester (shall be done by respective department's Timetable Committee).
- To collect the following information from the HOD:
  - a. Teaching load distribution (Individual faculty's teaching load in the department).
  - b. Sharing teaching load from other departments.
  - c. Lab-wise subject allotment.
  - d. Assigning of classrooms and tutorial rooms.
  - e. Assigning of common resources (classrooms, labs, tutorial rooms which are shared by other departments).
  - f. Department-specific requirements
- If modification is required, prepare the desired templates for the timetables /Academic Calendar and get them approved by the HOD and Principal.
- To prepare the Academic Calendar and get it approved from the Principal and IQAC.
- Referring to the class timetables, prepare the timetables of individual faculty and labs.
- Prepare the final class, individual and laboratory timetables and get them approved from the HOD and Principal.

- Display the class timetables on the staff and student notice boards
- With regard to the individual faculty and lab timetables, submit one signed copy each to the HOD, Principal and the concerned faculty member/ lab in charge. Make the class timetables available in the Documentation Room for students' reference.
- To gather the following information from Committee Conveners, HODs and the Principal in order to prepare Academic Calendar:
  - a. Term starts and end dates.
  - b. Public holidays.
  - c. Dates for Class Tests 1 and 2
  - d. Dates for annual functions and festivals
  - e. Days for activities like Fresher's Day, Traditional day, Rose Day, Teachers Day, farewell, National Science Day etc
  - f. Industrial Visits. g. QIPs (short term courses, conferences, seminars, symposia and so on).
- To display the academic calendar for the information of students and staff. Also, a soft copy shall be made available on share on library and hard copy shall be kept in the Documentation Room.
- Any other duties the Principal may assign
- In times of need such as university examination for some semester, special time table is also prepared by this committee after consulting the faculty for the same.

## ATTENDANCE COMMITTEE & FEEDBACK ANALYSIS

**Objective:** To keep track of students' attendance and to ascertain whether there is any correlation between their attendance and performance and if so, to what degree.

### A. Faculty Role

- i. Attendance must be taken for each lecture/practical/tutorial preferably at the beginning of each lecture/practical/tutorial.
- ii. Faculty may grant attendance to a student up to 10 minutes late for the first instructional hour of the day. However, faculty may also exercise their own discretion for permitting any latecomer to enter the class by giving/withholding attendance. In case of practical/workshop, attendance shall be given for the subsequent hour.
- iii. Absence shall be indicated by 'A'. For every hour the student is present, attendance is marked cumulatively.
- iv. After due verification, if absence is found to be due to a legitimate college activity, the same shall be indicated
- v. Submit the duly filled in attendance sheet at the end of each attendance period to the assigned lab assistants
- vi. After the display of the defaulters' lists, in case of any discrepancies, verify the same and rectify
- vii. To encourage participation from students in College activities and fulfill 75% attendance criteria at the end of the semester in the concerned subject
- viii Any other duties the Principal may assign.

## **SPORTS COMMITTEE**

**Objective:** To provide healthy leisure time for every RDGian. Following are the responsibilities of the Sports Committee:

- i. Coordination with the Student Sports Secretary
    - a. Keeping stock of previous and current years' sports goods.
    - b. Ordering sports goods in consultation with the Principal
      - c. Arranging the venues for sports events in consultation
    - d. Drawing lots for various sports.
  - ii. Coordination with the Principal
    - a. Obtaining permission to hold sports events in the college campus
    - b. To recommend students for permission to participate in the intra-or intercollege events.
    - c. To recommend sanction for Entry/Registration Fees to participate in various sports events.
    - d. To recommend attendance to students who have taken part in sports events.
- Sort out any issues taking place during matches (team selections, objections, etc.).
  - Maintenance of playground and its development
  - Maintaining discipline in all events happening in and outside the college.
  - Arranging sports events for staff members.
  - Maintaining records of sports events attended by students outside the college, within the University and outside. This is especially important from the Annual Day point of view, as the information is required for the Principal's Report and Prize Distribution Ceremony.
  - The schedule of events for the whole academic year shall be finalized well in advance in consultation with the Students' Sports Committee.

## **TRAINING AND PLACEMENT CELL:**

### **Introduction**

Training and placement cell aims to facilitate the process of placement of students passing out from the college/institute. It helps to provide a platform to the students for using their potential to gain working experience. Actually it acts as an interface or as a bridge between various companies seeking talented graduates and postgraduates of various disciplines and the job seekers. It plays a major role in shaping up the career goals of students. Training of students and equipping them with life skills and soft skills has become an important responsibility of the institution. Training and placement cell at RDG would leave and focus on its vision by thinking of the problem of bread and butter of our students and also their economically independent lives.

### **Objectives**

1. To help students to identify employment options that matches their career Interest.
2. To find out for potential employers locally and out of the district.
3. To assist the students in all aspects of the job search including communication skills, presentation skills, interview skills, resume writing etc.
4. To schedule and follow-up on student interview with prospective employers.
5. To identify and polish student on employment skills.
6. To organise training workshop, mock interview sessions for the students.
7. To prepare students to face interviews.
8. To organize Rozgar Melas in collaboration with government and non-Government organisations in the college campus to flourish more Employment opportunities among the students.
9. To develop a job oriented approach among the students.

## **Work plan**

- It will be functional for the first year students itself.
- Registration fee will be collected from students.
- An aptitude test will be designed to filter or trace 25 students from different faculty in the first year.
- Focussed efforts for the 25 students on different aspects will be made to make them eligible for job.
- Expert guidance will be given to the students to make them more confident to face interviews.
- Basic skills of computer literacy will be taken care off through short courses available in the college itself.

## **Outcomes**

- Employment skills will be developed among the students.
- Students will be assured that if proper efforts on both the sides are made then their institute has the potential to make potential employers available for them in their campus itself.
- Effective working of the cell will help grab more employment opportunities to the students and will contribute to increase the admission percentage of the college.

## **RESEARCH COMMITTEE**

### **Objectives**

The College has a clear agenda to encourage faculty to run regular research activities. Research has been considered as the integral part of the academic endeavor in our College. The Research committee always guides the researcher / investigator and encourages him / her to successfully complete the assigned project. Quality research is ensured through a Research Committee which monitors, promotes and addresses the issues of research. The Research Committee comprising Principal, and two faculty members guides faculty and students towards quality research.

### **Functions/recommendations:**

- Conscientious faculty on norms and ethics of quality research.
- Identifies training needs of researchers.
- Encourages the faculty to register for M. Phil and PhD Programs
- Encourages the faculty members to apply for minor research projects.
- Assists the departments to apply for grants to organize seminars
- Encourages the faculty members and students, to present research papers at State, National and International level seminars and conferences.
- Identifies emerging areas for student projects which are a part of the curriculum
- Encourages the faculty and students to conduct seminars/ workshop conferences in the college.
- To subscribe for National and International research journals.
- To encourage the faculty members in publications of their research articles in National and International journals.
- Prudent financial management of approved research funds.

- Developing research culture among students with activities like Course on Research Methodology, Mini Research Projects, Review of Research Papers at Post graduate level
- Increase participation in Research competition like – Inter University Competition viz. “Avishkar”,
- To organize research activities for the staff and students of the college.
- To organize orientation lectures in research for the TY project work students.
- To assist the departments in organizing research seminars.
- To take up major / minor research projects for the college.
- To raise funds for research activities of the college.
- To suggest steps for effective use of college resources for extension services.

## **LIBRARY COMMITTEE**

The Library Committee is responsible for planning for the upkeep and future development of the College Library and the purchase of books for the Library. From time to time it reviews the regulations governing the use of the Library and other matters concerning the Library such as the borrowing of books and disciplinary matters.

- To advise the Library staff for proper up-keep of the library.
- To suggest measures to maintain the sanctity of the Library and to attend to the readers' grievances.
- To organize book week, book talks, book displays on special occasions.
- To advise and help in computerization of library.
- To acquire books for the book bank and to distribute to the deserving students.

- To guide the Librarian in formulating general library policies and regulations which govern the functions of the library.
- To provide for proper documentation services and updating the Library collection.
- To work towards modernization and improvement of Library and documentation Services.
- To formulate policies and procedures for efficient use of Library resources.
- To review Library readership dept-wise
- To adopt measures to enhance readership
- To prepare budget and proposals for the development of the Library.
- To recommend to the authorities the fees and other charges for the use of the Library.
- To seek feedback on Library functions from readers.
- To submit the annual report on the functioning of the library
- To take measures to increase the membership of the Library beyond the boundaries of the College.

### **PURCHASE COMMITTEE**

A Purchase Committee is a group of designated staff established for independent review and evaluation of purchasing documentation whose main role is to recommend the most appropriate supplier or service provider based on price, quality, stock availability, references etc. Purchase Committees (PC) should be established and managed by

The roles and responsibilities of the PC should include;

- Every purchase case should be initiated on receipt of a written requirement/requisition, with detailed specification
- To analyze quotations provided by the logistics department, and provide recommendation for approval

- To ensure all documentation is accurately completed.
- Seek clarification from suppliers/service providers where necessary.
- To request technical input from relevant staff as required.
- To be directly involved in the collection of quotations
- Ensuring proportionality, transparency, accountability and fairness in the procurement process
- Ensuring all relevant documentation is prepared prior to PC meeting
- Involvement in the evaluation discussion
- Ensuring samples are available for review
- Scrutinize the indents put forth by the Depts./ Labs./Committees/Lib, various sections of the college from time to time.
- Supervise the process of finding out the suppliers, inviting quotations, preparation of comparative statements, placing of orders and settlement of bills following relevant rules.

### **INTERNAL QUALITY ASSURANCE CELLS (IQACS)**

- To develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the College
  - To Establish MOUs with renowned institutions.
  - To promote measures for institutional functioning towards quality enhancement through internationalization of quality culture and institutionalization of best practices
- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the Colleges;
- Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required

knowledge and technology for participatory teaching and learning process;

- Arrangement for feedback responses from students, parents and other stakeholders on quality related institutional processes;
- Dissemination of information on the 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 programs/activities of the College, leading to quality improvement
- Development and maintenance of institutional database through MIS for the purpose of maintaining / enhancing the institutional quality

## **UGC & OTHER GRANTS – PLANNING & IMPLEMENTATION**

To encourages faculty and members of the administration to seek external funding for creative, scholarly, or programmatic activities. The College acknowledges that such activities and receipt of funding for the same serves the interest of the College. Winning external grants to support one's scholarship is among the most meritorious of faculty accomplishments

- To search different grants to the colleges for strengthening basic infrastructure and meet their basic needs like books & journals including book banks, scientific equipment, campus development, teaching aids and sports facilities.
- To provide assistance to the colleges catering to the needs of the students belonging to the SC, ST, OBC (non-creamy layer)/ Minority communities as well as Physically Challenged and economically deprived students

coming from families Below Poverty Line (BPL) as per definition adopted by the Stat Government/ UT /Central Government concerned

- To provide facilities for women.
- To support competence building initiatives and promote multicultural activities in colleges, especially for teachers.
- To accommodate innovative ideas to influence teaching, research, academic excellence and societal growth.
- The purpose of the Grants Committee is to identify grant opportunities that align with the mission, strategic planning goals, and resource needs of College.
- The committee also informs the college community about existing grants, serves as and provides local support for grant efforts to college staff, faculty, and administration.

## **MAGAZINE COMMITTEE**

The purpose of the Magazine Committee will be to publish a regular magazine that highlights student concerns and activities.

- To raise resources for publication of the magazine.
- To receive the articles / reports from the students/staff and edit the same.
- To ensure that no reports/articles objectionable in nature are published.
- To arrange to have photographs of staff and students required for the magazine on College Day or on the sendoff day.
- To get the magazine printed by April end and distribute the same to students and staff. Website through Media, News Papers, etc.
- To appoint students as sectional editors.
- To collect and select suitable articles for the college magazine
- To encourage students to hone their literary skills.

- To collect academic co-curricular and other college activities report for the college magazine
- To do proof reading and editing of printed magazine
- To publish the magazine on time

### **N.S.S/ NCC**

- To plan and execute N.S.S. Programmers for the year.
- To conduct Special N.S.S. camps and to submit the audited statement of accounts at the end of the year.
- To distribute the work for the NSS volunteers for maintenance of cleanliness in and around the college.
- To take care of cleanliness of campus.

### **ALUMINI COMMITTEE**

- To form Alumni Association
- To organize career guidance workshops for the outgoing students / Alumni.
- To suggest Add On / Certificate / Diploma courses to be conducted by the college with financial assistance from industries/commercial organizations and well placed Alumni.

## **COLLEGE INFRASTRUCTURE DEVELOPMENT COMMITTEE**

- To suggest measures for the safety, development and maintenance of college infrastructure.
- To ensure optimal use of the college resources, get repaired.
- To suggest measures to dispose of outdated and unusable items.
- To be in charge of the AV systems, LCD, Copier Machines, Laptops etc.

## **GRIEVANCES REDRESSAL COMMITTEE**

- To attend to the general grievances of the students, public (related to the college), and staff and suggest redressal within the framework of College / University / Government rules.
- Instruct the official/s concerned to promptly attend to the grievances.
- Refer / Report the matters to the Principal.
- To attend to the students' Examination/s related grievances and recommend suitable redressal measures.
- Maintain a record of the Grievances redressed/ reported / referred.
- Smt. Radhadevi Goenka College for Women, Akola has well operative Students, Teaching and Non-Teaching staff Grievance Redressal Committee (herein after called as GRC). The primary function of the Committee is to take cognizance of the complaints / grievance and look into the same and make suitable enquiry and judge its merit.

The Grievance Redressal Committee is also empowered to look into matters of harassment. Anyone with genuine grievance can approach the Grievance Redressal Committee members in person or if the complainant wants the grievance can also be sent in writing, even an anonymous complaint can be entertained by way of compliant box.

## **Objectives:**

The objective of the Grievance Redressal Committee is to develop a well responsive and accountable attitude among all the stakeholders with main focus on students in order to maintain a harmonious educational atmosphere in the institute. The Committee has been constituted for the redressal of the problems reported by the Students, Teaching and Non-Teaching staff of the College with the following objectives:

- Creating a conflict free atmosphere with upholding the dignity of the College through promoting cordial Student-inter-relationship and Student-teacher relationship.
- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- Set-up of Suggestion / Complaint Box so that even anonymous complaints can also be entertain including their suggestions for improving the Academics / Administration in the College.
- Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising all the Students to refrain from inciting Students against other Students, teachers and College administration.
- Advising all staff to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.
- Discourage ragging in any form where in and outside the institution. Any violation of ragging and disciplinary rules will be urgently brought to the notice of the Principal.

**Functions:-**

The cases are attended promptly on receipt of written grievances from the students. The Committee formally meets to review all cases, prepares a reports about the number of cases received, attended and the number of pending cases, if any, which require direction and guidance from the higher authorities.

**Ambit of committee:-**

The Committee deals with Grievances received from the students about any of the following matters:-

**Procedure:-**

- The setting of the Grievance Redressal Committee for students will be widely published at all conspicuous places in the college.
- The students may feel free to put up a grievance and drop it in boxes placed at conspicuous locations.
- The GRC will act upon those cases which have been forwarded along with the necessary documents.
- The decision of GRC will be finalized by majority.
- The GRC will make enquiry to see the merits and if necessary can call the complainant in person.
- The GRC will take up only those matters which have not been solved by the different departments.

The Committee shall endeavor to Contribute effectively to dispose the grievances at the earliest.

**Exclusions:-**

The Grievance Redressal Committee shall not entertain the following issues:

- Decisions of the Executive Council, Academic Council, Board of studies and other Administrative or Academic Committees constituted by the University.

- Decisions with regard to award of scholarship, fee concessions, medals, under government schemes.
- Decisions of the University about admissions in any courses offered by the Institute.
- Decisions by competent authority on assessment and examination result.

### **Establishment of a Grievance Redressal Committee**

In order to comply with the UGC Regulation for addressing, student or Parent's grievance, "Grievance Redressal Committee" of Smt. Radhadevi Goenka College for Women, Akola has been constituted with following Staff in different positions to enquire the nature and extent of grievance. The committee can suggest the final action to be initiated at the institutional level for the redressal of the same.

## **OFFICE ADMINISTRATION COMMITTEE**

- Takes care of student scholarships like first graduate, S.C, S.T M.B.C scholarships.
- Maintains the Faculty Member leave records like casual leave, vacation, on duty & permission.
- Acts as a Coordinator for all the activities relating to the maintenance of the college.
- Takes care of HR policies of the institution side and outside the college.
- As per requirement with College constituted selection committee support
- Takes care of all admission approval procedure and communicating with universities in person.
- Keeps account of financial transactions such as admission fees, semester fees, hostel fees etc.
- Keeps account of all the financial transactions related to repair, maintenance, purchase etc.
- Disburse salaries for the employees of the college.
- Prepares the annual account, get it audited.
- Deals with banks and other financial institutions regarding loans etc.
- Prepares financial statements and gets it audited.
- Works under the direct supervision of the Administrative Officer and executes the work

## **LEGAL ISSUE COMMITTEE**

- Monitor the College's compliance with legislation, regulations, mandate and reporting requirements.
- Make enquiries to ensure that all material legal matters
- Obtain assurance from management regarding the College's compliance with applicable laws and regulations in all jurisdictions of College
- On an annual basis, review legal matters of the College compliance with applicable laws and regulations

## **COMPUTER MAINTENANCE**

- Manages all the activities relating to the Computer systems and networking.
- Looks after the repair and maintenance of Computer system and its networking.
- Prepares a schedule for providing computer service to all concerned.
- Arrange for availability of Internet connection wherever required.
- Arranges computer training /refresher courses for the staff to update their knowledge.
- Develops e-learning and user-friendly e-institution concept with guardian and Faculty Member.
- Maintains and updates the college website.
- Helping with college software

## **“Student of the Year” Students’ Council**

### **Objectives**

- To create a center of counseling where a student can get counselling by a fellow student counsellor.
- To satisfy the need of students of a platform where they can share various problems like emotional, physical, psychological, educational and so on.
- To find out solutions to the shared problems of students by forwarding it to competent authority.
- To promote the atmosphere of learning and discipline among other students through students.
- To increase the participation of students in various activities and events of the college.
- To increase the attendance of students in teaching, learning and evaluation.
- To create support body to help to the principal in implementing students’ welfare plans and in disseminating student related information among students.
- To work as Centre for Eradication of Crime against Women
- To set as Role Models before entire students to achieve the honor of Student of the Year.
- To provide true feedback of various activities the college and the institution.

### **Prerna Award**

- Prerna Award is given to those students who have conquered any disability or infirmity and paved their way through adverse circumstances and become successful any way.

## **Policy Document for Disabled**


**The Institution has policy for the Divyang or Disabled and implemented on it. The policy for Disabled as follows-**

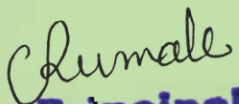
- 1. To make barrier free environment for disabled.**
- 2. To support the human assistance for disabled.**
- 3. To establish various facilities for disabled.**
- 4. To motivate and support disabled in education field.**

## Policy Document for Green & Environment Friendly Initiative

The Institution has policy for the Green Campus Initiative and implemented on it. The Policy for Green Campus Initiative as follows-

1. To make college campus green and clean.
2. To make campus eco friendly.
3. To maintain environmental balance.
4. To give contribution in sustainable environment.

  
**CO-ORDINATOR**  
Internal Quality Assurance Cell (IQAC)  
Smt. Radhadevi Goenka College  
for Women, Akola

  
**Principal**  
Radhadevi Goenka College  
For Women, AKOLA