



!! पढमं नानं तओ दया !!

SHRI JAIN VIDYA PRASARAK MANDAL  
**COLLEGE OF EDUCATION**

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**6.2.2: The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.**

## Additional information



# FUNCTIONING OF INSTITUTIONAL BODIES

## Functioning of IQAC Committee

The Internal Quality Assurance Cell (IQAC) committee plays a crucial and multifaceted role in maintaining and enhancing the quality of education, academic processes, and overall institutional functioning .

**Its roles and responsibilities include:**

**Quality Assurance and Enhancement:** The primary role of the IQAC is to ensure that the quality of education, teaching-learning processes. And academic activities align with established benchmarks and standards. It continuously monitors and evaluates various aspects of the college's operations to identify areas for improvement and enhancement.

**Planning and Implementation:** The IQAC assists in the development and implementation of strategic plans, academic programs, and policies that contribute to the overall quality of education. It collaborates with different departments to ensure that these plans are effectively executed.

**Accreditation and Assessment:** The IQAC plays a pivotal role preparing the college for accreditation processes by external bodies. It gathers and organizes necessary data, documentation, and reports to showcase the institution's adherence to quality standards and continuous improvement initiatives.

**Data Collection and Analysis:** IQAC collects data related to academic performance, student feedback, faculty qualifications, infrastructure, and other relevant parameters. It analyzes this data to derive insights



and make informed decisions for enhancing various aspects of the college's operations.

**Feedback and Improvement:** The committee facilitates a feedback loop by collecting feedback from students, faculty, and stakeholders. This input is used to identify strengths, weaknesses, and areas needing improvement. The IQAC then recommends strategies and action plans to address these areas effectively.

**Faculty Development:** IQAC plays a role in fostering the professional development of faculty members. It identifies training needs, organizes workshops, seminars, and training sessions to enhance teaching methodologies, research activities, and pedagogical skills.

**Documentation and Reporting:** IQAC maintains comprehensive documentation related to quality assurance initiatives, internal assessments. Feedback and improvement plans. It prepares regular reports that highlight achievements, challenges, and the progress made towards enhancing quality.

**Benchmarking and Best Practices:** The IQAC explores benchmark institutions and best practices in the education sector. It adapts successful practices to suit the college's context, contributing to the ongoing enhancement of quality.

**Communication and Awareness:** The committee fosters communication and awareness among all stakeholders about the importance of quality in education. It engages in discussions. Workshops and seminars to promote a culture of quality consciousness throughout the institution. In essence the IQAC committee serves as a driving force for maintaining, enhancing, and assuring the quality of



education. It empowers the institution to remain adaptable, responsive, and committed to continuous improvement, ultimately providing students with an enriched educational experience.

## Functioning of College Development Committee

The College Development Committee (CDC) plays a pivotal role in the growth, progress, and overall development of an educational institution. This committee is typically composed of diverse stakeholders, including faculty members, administrative staff, students, management representatives, alumni, and sometimes external experts. The CDC functions as a strategic body responsible for planning, executing, and overseeing various initiatives aimed at enhancing the college's infrastructure, resources, and overall capabilities.

Its functioning encompasses several key areas:

**Strategic Planning:** The CDC is involved in formulating the college's short-term and long-term development plans. It identifies priorities, sets goals, and outlines strategies to achieve these objectives. These plans often align with the institution's mission, vision, and educational goals.

**Resource Allocation:** One of the primary functions of the CDC is to allocate resources effectively. This includes financial resources, human resources, and physical infrastructure. The committee determines the allocation of funds for different projects and initiatives based on their importance and potential impact.

**Infrastructure Enhancement:** The CDC identifies areas where the college's infrastructure can be improved or expanded. This may involve constructing new buildings, renovating existing facilities, upgrading



classrooms, labs, libraries, and other amenities to create a conducive learning environment.

**Resource Mobilization:** The committee is tasked with exploring and securing additional resources to support the college's development projects. This might involve seeking grants, donations, sponsorships, and collaborations with external organizations or alumni.

**Project Execution:** Once development projects are approved, the CDC oversees their implementation. It ensures that projects are executed as per schedule, within budget, and in compliance with relevant regulations and standards.

**Stakeholder Engagement:** The CDC engages with various stakeholders, including students, faculty, alumni, and the local community. It gathers feedback and input to ensure that development initiatives align with the needs and expectations of these groups.

**Review and Evaluation:** The committee periodically reviews the progress of ongoing projects and initiatives. It assesses whether the objectives are being met and whether any adjustments or improvements are needed.

**Financial Oversight:** The CDC monitors the financial aspects of development projects to ensure that funds are being utilized efficiently and transparently. It safeguards against mismanagement or wastage of resources.

**Reporting and Communication:** The CDC keeps the college community informed about the progress and outcomes of development projects. It communicates updates and achievements to stakeholders through reports, meetings, and other forms of communication.



**Long-term Sustainability:** The committee ensures that development initiatives are not just short-term fixes but contribute to the long-term sustainability of the college. This includes considering factors like environmental sustainability, scalability, and adaptability to future needs.

**Innovation and Adaptation:** The CDC encourages innovative ideas and approaches that can enhance the college's competitiveness and relevance in the evolving educational landscape. It identifies opportunities for adopting new technologies, teaching methodologies, and best practices.

In summary, the College Development Committee is an instrumental body in driving the growth and improvement of institute. Its multifaceted functions encompass planning resource allocation, project execution, stakeholder engagement, and long-term sustainability. Through its efforts, the committee contributes to creating a dynamic and progressive educational institution that meets the evolving needs of students, faculty, and the broader community.

## Functioning of Vishakha Cell:

Vishakha Committee (Women's Cell)

Shri Jain Vidya Prasarak Mandal College of education Chinchwad, Pune has constituted a 'Women's Grievance Cell' as per the orders of the Supreme Court (Vishakha Judgement), 'Sexual Harassment at Workplace Act, 2013' rules with the aim of promoting gender equality and women empowerment among students and staff members. 90% of our students at SJVPM college of education are girls. The cell takes care of the grievances of girl students and female staff members related to



gender discrimination, violence and sexual harassment on the campus. It is dedicated to create an environment on the campus where every female feels safe.

The objectives of the women's grievance cell are as follows:

- To create an environment of gender justice where men and women work together with a sense of personal security and dignity.
  - To create awareness amongst students about the issues related to the youth, girls. To disseminate knowledge about rights and laws related to women.
  - To create awareness amongst students about the problems faced by women.
  - To gender issues. To enhance the self-esteem and self-confidence of girl students, women faculty and staff.
  - To foster decision-making ability in girl students for making informed choices in areas like education, employment and health.
- The principle of gender equality is enshrined in the Indian Constitution. At our college, we strongly believe that women and men have right to live as free and equal human beings and this equality should exist in all areas of life. All the activities conducted by the cell are directed towards successful execution of this goal.



## **Functioning of Anti sexual Harassment committee:**

The Anti-Sexual Harassment Committee operates to address and prevent incidents of sexual harassment. It formulates and enforces policies, conducts awareness initiatives, offers a secure channel for reporting, conducts impartial investigations, ensures confidentiality, provides support for survivors, recommends appropriate actions against offenders, and continually assesses its effectiveness to maintain a safe and respectful learning and working environment for all members of the college community.

## **Functioning of Anti Ragging Committee**

The Anti-Ragging Committee is responsible for preventing and addressing instances of ragging within the institution. It formulates and disseminates anti-ragging policies, conducts awareness campaigns, establishes a confidential reporting mechanism, investigates reported cases promptly and impartially, offers support to victims, recommends disciplinary actions against perpetrators, and collaborates with local authorities to ensure a campus environment free from any form of ragging or harassment, fostering a safe and nurturing atmosphere for all students.

## **Functioning of Grievance Redressal Committee**

The Grievance Redressal Committee operates as a platform for addressing concerns and grievances of students, faculty, and staff. It establishes a transparent and confidential mechanism for submitting grievances, investigates complaints impartially, and seeks to resolve






issues through open dialogue and fair solutions. The committee ensures timely responses, maintains records of grievances and their resolutions, and collaborates with relevant parties to create a harmonious and supportive campus environment that upholds the rights and well-being of all individuals within the college community.

## **Functioning of women's Grievance Redressal Committee**

1. To resolve issues pertaining to girls or women sexual harassment.
2. To Womens Grievance Redressal Cell has been formed to resolve issues
3. To equip the female students, faculty and staff members with knowledge of their legal rights.
4. To safeguard the rights of female students, faculty and staff members.
5. To provide a platform for listening to complaints and redressal of grievances.
6. To incorporate hygiene habits and ensure a healthy atmosphere in and around the college.
7. To ensure personality along with academic development of students.



  
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