

MANUAL FOR COLLEGE COMMITTEES

Approved by the GB in its meeting dated 15.07.2017

PREFACE

This Manual on College Committees is aimed at improving the efficiency with which the various Committees, formed by the TC and GB function. It has, therefore, been a fruitful endeavour preparing this Manual on college committees. The undersigned, heartily thanks all those who have made the venture successful.

This manual is an effort towards decentralizing the college administration. Since this Manual is meant to be a dynamic document, provisions have been made in this Manual for suitably amending the various rules and provisions whenever it is necessary.

This Manual will come into force from the day the “Declaration of Adoption” contained herein is signed by the Principal.

Principal

Dr. Sukriti Ghosal

DECLARATION OF ADOPTION

On this day, the 27th January 2004, I declare that this Manual on college Committees is formally adopted for use. The Manual will remain in force from this day until it is amended or replaced by another Manual following the relevant procedures said down herein for such purpose.

In testimony of this declaration I place my signature and the official seal of the College.

Principal

Dr. Sukriti Ghosal

COMMITTEES AND COLLEGE MISSION

Committees constituted to streamline college administration are a potent means for Implementing supportive action programmers directed towards achieving the College Mission. This College Mission will act as the benchmark for setting as well as evaluating the objectives, Goals and targets of the committees.

MACRO PROCEDURES

STAFF FUNCTIONS AND LINE MANAGEMENT

Primary and key actions towards the achievement of the College Mission, especially the attainment of Excellence in Education, must come from the line management which includes the subject department.

Most committees considered in this Manual are “Staff Committees” constituted to provide Support services required by line functionaries to improve their performance.

If the subject departments feel that the services provided by the existing committees are inadequate, and new support services are required in a decentralized manner, a written representation in that regard is to be made to the Principal. The Principal will then forward the same to IQAC and if the IQAC recommends the same, the Manual will be amended.

If there be a need for appointing additional committees, the Principal may appoint such committees in consultation with the T.C.

PROCEDURES FOR AMENDING THIS MANUAL

This Manual can be amended for the purpose of setting up additional committees by incorporating a statement as to why the committee is appointed, its tenure, its size and composition, its objectives and its functions.

This Manual can be amended for the purpose of liquidation of particular committee by incorporating a statement from the Principal de-listing the said committee after having observed formalities for such liquidation.

In case two-thirds of all committees find that the procedures laid down in this Manual are too cumbersome and impair their efficient functioning, then these committees, on the basis of two-third majority vote in each of them, can make a representation to the Principal for replacing this manual by a new one. The Principal will then take necessary steps for such a replacement.

EXTENT OF AUTONOMY

The committees will have complete autonomy in the performance of their tasks. In order to improve the work efficiency of the various committees, the Principal will make allocations of clerical, infrastructural and supporting staff assistance if and whenever required by the committees.

The Principal will make financial/budgetary allocation towards meeting the administrative and programme expenses of committees listed in this manual.

MERGERS, LIQUIDATION, AND SPIN-OFF

Mergers: Two or more committees having overlapping goals and functions may merge if the members of these committees make formal representation to that effect. A two-third majority support in each of the merging committees will be required to make such a representation to the Principal to that effect.

Liquidation: Any committee with no task to perform may get itself liquidated by making such a representation to the Principal to that effect. A two-third majority support in the committee will be required to make such a representation.

Split and spin-off: A non-statutory committee with overload of work may make a formal representation to the Principal to split the committee from the main committee. A two – third majority support in the committee will be required for making such a representation. The final decision in this regard will be taken by the TC.

COMMITTEES

There are three types of committees appointed in this college. (a) Statutory committees, (b) Non-statutory committees, and (c) Ad-hoc committees. Statutory committees are those that are constituted as per the provisions of Burdwan University statutes, West Bengal government rules and stipulations of higher authorities like the UGC. The tenure and constitution of these committees will be determined by the G.B. as per rule. Non-statutory committees are those that are appointed by the Principal in order to bolster the college administration. Ad-hoc committees are those that are appointed on purely temporary basis for performing contingency duties. Such Ad-hoc committees will fall outside the purview of this Manual. The names of the non-satisfactory Committees can be changed by the Principal in consultation with the TC. These committees may be further split for convenience of functioning. The Head Clerk, in consultation with appropriate bodies, will finalize names of non-teaching staff members of non-statutory committees whose functions are mostly administrative.

CONSTITUTION OF COMMITTEES

In addition to the number mentioned under 'size and composition of the committee' each non-statutory committee will co-opt two members from among the non-teaching staff. However, no co-option will be required if at least two members from among the non-teaching staff have ex-officio membership of a committee. Each such committee must have a convener. All of them must be permanent entities. This is required in order to maintain continuity in administrative work and managerial supervision over the tasks that the committee has been setup to perform.

If otherwise not specified, members of committees must be appointed on "rolling basis". The senior most members of a committee, i.e. those who have completed the two-year term, should be replaced by new members. This procedure will ensure that every year half the members of a committee complete their terms and fresh members are appointed in their place.

Should a member vacate his/her membership of the committee voluntarily or due to retirement or due to termination of his/her membership by the college authorities or due to any other reason, a new member could be appointed to fill the vacancy. This member will serve on the committee for a period equivalent to the balance of the term of the person whom he/she has replaced.

The Principal of the college, in consultation with the TCS can replace any member if such a member is found unfit with the assignment.

DECISION-MAKING

All decisions of a committee in furtherance of its basic objectives and goals, should be taken preferably by consensus. The consensus decision fosters team spirit and unity of purpose and generates synergy. If consensus cannot be achieved, voting would be required for policymaking; however, a two-third of the total members is required to be present to make such decisions valid.

The committee may frame its own rules and procedures of functioning. The rules require the assent of the Principal for enforcement.

All deliberations at the committee meeting should be properly recorded and all members of the committee present at the meeting should attest them.

Two-thirds of the member of the committee will constitute the quorum for a meeting. If the meeting is postponed for want of quorum, and at a subsequent date two-thirds of the members do not report, then the presence of fifty percent of the total member of the committee will make the meeting and the decision taken thereat valid.

All policy guidelines of the committees should be drafted before the commencement of the academic year so as to provide a sufficient lead-time for the committees to organize tasks for their successful implementation.

Each committee should have an annual plan and an annual schedule for achieving its goal. This will help in structuring its tasks effectively for better co-ordination and functioning within the committee.

The committees should preferably convene their meetings at monthly or bi-monthly intervals.

COMMITTEE IN THE COLLEGE CONTEXT

Every committee will enjoy functional autonomy required for attainment of its objectives, but will remain accountable to the Principal.

Ordinarily no recommendation of a Committee should be ignored. However, in situations posing a serious challenge to the college mission, the Principal may ask the committee to review its recommendation.

All recommendations are to be implemented either through the Principal or by developing suitable procedures of implementation.

All committees are to monitor their own performance through periodic review of the progress of work.

If there be a gap between the targets set and actual performance, the committee should initiate corrective action to bridge the gap.

If this gap cannot be bridged due to reasons beyond the control of the committee, then the targets must be revised or reset so as make them meaningful.

COMMITTEE REPORT

Every committee will present its annual report to the Principal preferably by the thirty-first day of March every year.

The report should cover information on targets set for the year, performance of the committee in the achievement of these targets, problems faced in the implementation of the action plans, proposal for improved efforts in the implementation of plans, requisitions, blocks in implementation, and policy guidelines for the coming year.

IQAC

Composition: As decided by the TC

Tenure: 3 years

Objective: To cultivate quality culture in Teaching Learning

Function: This committee will

- prepare plan of action for academic improvement
- try to implement the projects adopted monitor the state of progress
- adopt remedial measure if the progress is halted
- help teachers in matter of promotion through CAS
- improve the overall academic ambience of the College

FINANCE COMMITTEE

Composition: As resolved by the GB

Tenure: 3 years

Objective: To ensure proper utilization of fund.

Function: The committee will

- see that expenses incurred have budgetary provision
- recommend for approval financial proposals made by other committees with or without modification
- check that necessary formalities have been observed in incurring expenses
- check process bills placed for payment
- consider proposal for enhancement of wage/allowance or engagement of temporary staff

COLLEGE PURCHASE COMMITTEE

Composition: As determined by the GB

Tenure: 3years

Objective: To ensure that quality materials are procured and standard purchase procedures are followed in major & minor purchases.

Function: The sub-committee will

- collect and compile list of equipment, computers, chemicals, apparatus, glassware, and other miscellaneous items required throughout the year by the office and the departments
- invite sealed tenders quoting the rates for the supply of items from the manufacturers, suppliers and dealers
- open the tenders in presence of the Principal and scrutinize the validity of the tenders
- record the resolutions of the meeting
- recommend the purchase of the items in case of valid tenders
- have a sub-group who will make market survey for purchase and sign rate verification certificate

BUILDING COMMITTEE

Composition: As determined by the G.B.

Tenure: 3 years

Objective : To maintain the existing buildings and help construct new buildings departmentally or as deposit work

Function : The committee will

- arrange for maintenance of the college building
- adopt schemes for renovation if and when necessary
- select engineer / architect where technical expertise is required for execution
- supervise construction works if done departmentally

PF SUB-COMMITTEE

Composition: As determined by the G.B.

Tenure: 3 years

Objective: To act as the custodian of the PF account.

Function: The sub- committee will

- ensure that PF ledgers are kept properly
- consider application for PF loan
- approve prayers for withdrawal from PF deposit
- see that loans and withdrawals are sanctioned as per rule
- check the annual PF deposit statement and reconcile it with Treasury balance

UGC COMMITTEE

Composition: TS – 4
NTS – 2

The Heads of the departments would be invited members.

Tenure: 5 years

Objective: Proper utilization of UGC grants.

Function: The committee will

- see to it that plan- proposals are submitted to the UGC on time
- allocate fund received prioritizing need and necessity
- ensure proper utilization of fund within the date specified
- guarantee utilization of fund for the purpose it has been released by the UGC
- submit audited utilization certificate within date

COLLEGE ELECTION COMMITTEE (COMMISSION)

Composition and tenure: As per relevant provision of B.U. Regulation read with G.O.

Objective: To conduct free and fair elections for students Council

Function: The commission will

- announce the election programme including the number of seats, eligibility criteria, dates of filing nominations, polling and declaration of results
- invite nominations in prescribed forms and scrutinize these nominations
- prepare for polling and conduct elections
- count votes cast by the electorate and declare election results
- arrange for re-poll in case of tie
- assist the Principal in election of office bearers

COLLEGE ADMISSION & WEBSITE MANAGEMENT COMMITTEE

Composition: As preferred by TC (GS & Vice-President, Students' Union to be ex-officio members)

Tenure: 2 years

Objective: To efficiently manage the college admission and maintain the College Website

Functions: The committee will

- formulate and execute the admission criteria ensure filling up seats according to merit & intake capacity
- ensure temporary transparency in admission
- screen applicants for admission to various courses
- revise and update college prospectus
- regulate subject and shift changing
- send admission report to University & Govt.
- periodically update the information posted on the website

ROUTINE COMMITTEE/DATA COLLECTION COMMITTEE

Composition: As preferred by the TC

Tenure: 2 years

Objective: To evolve an ideal time-table which incorporates the needs and convenience of students and teachers to process, classify & update all institutional data

Function: The committee will

- prepare the academic calendar of the college
- prepare a time-table and allocate class-rooms
- review the occupancy in class-rooms and resolve overlapping in lecture timings
- accommodate tutorials/seminar presentation etc. in the routine
- maintain a record of all curricular activities organized and conducted in the college
- keep a record of the events organized in the college and the laurels won by the students, staff and the college
- collect data, if possible, of the ex-students both of their employment and further education
- classify, analyse & file all sorts of data and make it available whenever required

COLLEGE LIBRARY COMMITTEE

Composition: As preferred by the TC (The Librarian(s)) to be ex-officio members)

Tenure: 2 years

Objective: To enrich Library collection and improve usage

Function: The committee will

- arrange for procuring subject wise books/magazines/journals
- recommended measures for upgrading the library facilities
- look after internet facilities
- liaison between the library, the student and the faculty
- strive for enriching stock with e-resources
- ensure optimal use of library collection by students & staff
- cause periodic stock verification as per rule

COLLEGE ATTENDANCE COMMITTEE

Composition: As preferred by the TC

Tenure: 2 years

Objective: To ensure regularity of attendance

Function: The committee will

- process attendance records
- prepare periodically the list of defaults and bring this to the notice of the students through website posting
- recommend measures to check absenteeism
- consider application praying Leave of absence recommend names of students whose shortage of attendance deserves to be condoned

COLLEGE EXAMINATION COMMITTEE

Composition: As preferred by the TC
Apart from having Convenor(s) for College examination, the Committee will have as its members the three teachers acting as Centre-in-Charge in connection with Part-I, Part-II, Part-III University exams.

Tenure: 2 years

Objective: Smooth conducting of examination

Function: The Committee will

- collect statistics on various subjects/papers and enrolment therein including roll numbers of students
- arrange for paper setting by faculty & printing of QP
- prepare examination blocks, requisition invigilators and support staff
- allot supervision duties
- conduct the examination as per the schedule
- calculate allowance due for invigilation/examination duty

RESULT COMMITTEE

Composition: As preferred by TC (one TS from Arts & one from Science stream)

Tenure: 2 years

Objective: Timely publication of flawless result of student performance in Text examination

Function: The Committee will

- arrange for distribution of answer-books to the examiners
- receive the assessed answer-books along with statement of marks
- enter marks into the merit register/arrange for computerization of marks
- consolidate marks-lists and prepare the results
- recommend to the Principal punitive measures for adoption of unfair means in the examination

PLACEMENT CUM CAREER COUNSELLING COMMITTEE

Composition: As preferred by the TC

Tenure: 2 years

Objective: To guide students in the matter of career options, and also to promote entrepreneurship.

Function: The committee will

- help learners explore career options
- make assessment of student's efficiency & groom them for job they are fit for
- provide career guidance to students on the basis of their aptitudes & groom them for the jobs they are fitter
- invite commercial/ industrial organizations to the campus for conducting campus interviews and recruitment
- promote self-reliance among students
- select students for participation in recruitment drive organized by other institutions

RESEARCH COMMITTEE

Composition: As decided by the GB

Tenure: 3 years

Objective: Promoting Research activity & output of the College

Function: This committee will

- motivate faculty to apply for MRP
- arrange for publishing JAST
- identify emerging areas of research
- arrange for promoting consultancy service

ICT COMMITTEE

Composition: As decided by the TC

Tenure: 2 years

Objective: Help the administration in taking decision in IT related matters

Function: This committee will

- look after the ICT infrastructure of the College
- promote ICT enabled learning culture
- ensure the connection with other educational institutions
- promote innovation and opportunities in learning
- take steps for maintenance of
 - computers, their accessories
 - arrange for uninterrupted internet service
 - See to it that the Virtual Classroom remains functional

SERVICE BOOK COMMITTEE

Composition: As decided by the TC

Tenure: 2 years

Objective: to update employees' service book related data

Function: This committee will

- collect the information from office
- gathered documents related to service book

FIXATION & APPROVAL COMMITTEE

Composition: As decided by the TC

Tenure: 2 years

Objective: To scrutinize the fixation/approval proposal

Function: This committee will

- examine & recommended the fixation proposal of faculty members
- maintain an up to date & detailed database for both the functions

DISCIPLINE COMMITTEE

Composition: As decided by the TC

Tenure: 2 years

Objective: To attend the Students' grievances and recommended suitable redressed measures & to ensure overall discipline

Function: This committee will

- scrutinize, investigate & consider all complaints grievances of the students
- maintain a record of the Grievances redressed/reported/referred
- regulate & enforce discipline among the students of the college
- take appropriate action wherever necessary

STUDENT WELFARE COMMITTEE

Composition: As preferred by the TC (GS & Welfare sub-committee Secretary to be ex-officio members)

Tenure: 2 years

Objective: To work for student-welfare

Function: The committee will

- consider application for free-studentship
- select students for awards of scholarships and prizes
- ensure healthy participation of students in inter-collegiate events, except sports
- nominate teacher-advisor for various Students' Union subcommittee
- arrange prize distribution ceremony
- recommend names for grant of full/half free boarder ship
- protect the internet of needy students on the brink of dropping out

COLLEGE COMMITTEE FOR CULTURAL AFFAIRS

Composition: As preferred by the TC (GS & Secretary, sub-committee for Cultural affairs to be ex-officio members)

Tenure: 2 years

Objective: To create and ambience for expression and development

Function: This committee will

- conduct annual cultural competition
- arrange for cultural presentation on various college occasions
- prepare the students for cultural competition outside the college
- select students who are represent the college in off-campus platforms

SEMINAR COMMITTEE

Composition: As decided by the TC

Tenure: 2 years

Objective: Furthering academic activities of the College

Function: This committee will

- organize seminars/workshops in the college
- assist the staff in submitting seminar proposal
- arrange for collaboration with other institutes
- help the students with ideas for stall presentation

COLLEGE MAGAZINE COMMITTEE

Composition: As preferred by the TC (GS & Magazine Secretary to be ex-officio members)

Tenure: 2 years

Objective: To nurture the creativity of the learners

Function: The committee will

- decide on the issues and themes of social awareness women empowerment etc. that will form the basis of each edition of the magazine
- provide the editorial support to the magazine
- invite literary and other creative contributions
- arrange for competition so that the best contribution could be selected for publication
- provide students with some training in editorial work
- ensure regular publication of the wall magazines

SPORTS & GAMES DEVELOPMENT COMMITTEE

Composition: As preferred by the TC (GS & Sports Secretary to be ex-officio members)

Tenure: 2 years

Objective: To create scope for cultivation of skill in games & sports

Function: The committee will

- arrange physical fitness programmes
- arrange competitive sports programmes
- raise and administer funds for the above purpose
- prepare sports schedule for the year
- escort college sports achievers to sports meet outside the college
- arrange for regular use of multigym cum fitness centre

N.S.S. ADVISORY COMMITTEE

Composition: As proposed by the P.O.

Tenure: 3 years

Objective: To help P.O. in conducting socially relevant programmes.

Function: The Committee will

- provide logistics and advisory support for execution of NSS Programmes
- prepare an annual calendar of NSS activities
- co-ordinate activities of NSS students
- conduct periodic review meetings involving programme officers and students
- conduct various programmes for the realization of the committee objectives

HOSTEL COMMITTEE

Composition: As decided by the GB

Tenure: 3 years

Objective: To look after the hostel affairs

Function: This committee will

- take decisions regarding hostel administration
- address problems regarding running of the mess of each hostel
- hostel staff discharge duty with responsibility
- recommend disciplinary measure in case of violation of rule by staff or students

PERSPECTIVE PLAN

(Drawn to outline the trajectory of growth in next two decades)

Adopted by the GB in its meeting dated 15.07.2017

- ◇ Finding second campus to accelerate growth rate
- ◇ Introduction of greater number of PG courses
- ◇ Full digitalization- making the office paperless
- ◇ Signing MOU with foreign institutions & Library
- ◇ Getting patent for resource generation
- ◇ Introduction of Online exams system
- ◇ Attaining Autonomous status
- ◇ Ensuring employability all learners through Skill Development
- ◇ Setting up Instrumentation Centre
- ◇ Merging disciplines to bring in interdisciplinary courses
- ◇ Building up a network of alumni
- ◇ Setting up Indoor Sports Complex
- ◇ Publication of Online Journal
- ◇ Blogs for each department
- ◇ Using at least 50% of alternative energy on the campus
- ◇ Creating provision for Elevator for the Physically Challenged & for Braille for the Visually impaired learners
- ◇ Opening Bank window for providing education loan to admitted students
- ◇ Roof gardening to control temperature of the top floor
- ◇ Digitalization of all reference books
- ◇ Designing interactive Website
- ◇ Computer Literacy for all office staff

TIME TABLE FOR SERVICE

Adopted by the GB in its meeting dated 13.04.2017

In recognition of the right to be served expeditiously, the authority of MUC Women's College is pleased to notify the Time Table of Service for the benefit of the students. In case of any delay beyond the specified time, the authority will be duty bound to satisfy the stakeholders with reasons for the same.

Sl. No	Service	Designated Teacher/ Staff	Stipulated Time	Reviewing Teacher/ Staff	Stipulated Time	Appellate Officer	Stipulated Time
1	Class	Teacher Concerned	2 Days	Head of the Department	2 Days	Principal	2 Days
2	Filling up of Exams Form	1 Krishnendu Roy 2 Manik Sen	7 Days	Head Clerk	5 Days	Principal	5 Days
3	Issuance of Mark sheet/ Diploma	1 Suresh Mishra	2 Days	Head Clerk	2 Days	Principal	2 Days
4	Filling up of Registration Form	1 Krishnendu Roy 2 Manik Sen	2 Days	Head Clerk	7 Days	Principal	5 Days
5	Issuance of Registration Certificate	1 Krishnendu Roy 2 Manik Sen	2 Days	Head Clerk	2 Days	Principal	2 Days
6	Application for Review	1 Krishnendu Roy 2 Manik Sen	2 Days	Head Clerk	7 Days	Principal	5 Days
7	Issuance of Identity Card	1 Sumitra Hazra	2 Days	Head Clerk	2 Days	Principal	2 Days
8	Collection of Fees (College)	1 Sukomol Das 2 Partha Kr Mallick	2 Days	Head Clerk	2 Days	Principal	2 Days
9	Collection of Fees (Hostel)	1 Tanmoi Mazumdar	2 Days	Head Clerk	2 Days	Principal	2 Days

10	Test Result Checking	Teacher Concerned	2 Days	Convenor (s) Examination Committee	2 Days	Principal	2 Days
11	Attendance Checking	Subject Teacher	2 Days	Convenor (s) Examination Committee	5 Days	Principal	5 Days
12	Free Studentship/ Stipend	Sk Laltu	5 Days	Convenor(S) Welfare Committee	5 Days	Principal	5 Days
13	Cleanliness & Hygiene	Kameswar Singh	1 Day	Head Clerk	2 Days	Principal	2 Days
14	Internet Connection	Head of the Deptt/ Rajeswar Roy	2 Days	Convenor(s) ICT Committee	2 Days	Principal	2 Days
15	Borrowing of Books/ Library Clearance	1 Barnali Chakraborty 2 Piyali Das 3 Prayas Tamang 4 Kuntal Ghosh	2 Days	Senior most Teacher of Library Committee	2 Days	Principal	2 Days
16	Consideration Transfer Prayer	Head Clerk	5 Days	Head of the Department Concerned	5 Days	Principal	2 Days
17	Issuance of Certificate	1 Krishnendu Roy 2 Manik Sen 3 Suresh Mishra 4 Sk Laltu 5 Tanmoi Majumdar	1 Day	Head Clerk	1 Day	Principal	1 Day