

## **Functions and Responsibilities of Staff working committees in the Institute**

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 HODs for one academic year or until new committees are constituted.

The outgoing Conveners/ In-charges of the committees are expected to 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 three mentioned above.

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 and HOD) they approve the same in consultation with the Director. In case of any tie or any mismatch, the team reassigns the staff member.
- b) However, for sufficient reasons the Principal along with the HOD may appoint faculty to various committees with the approval of the Director.

### **1. Examination Committee**

The Examination Committee is an apex body of the Institute which is headed by Examination In-charge (EI), and is facilitated by three sections: Examination, Record Maintenance and Administration.

**Objective:** *To help and ensure smooth and orderly conduct of examinations in the institute as per guidelines issued by the University of Mumbai from time to time.*

#### **Responsibilities**

- a) To carry out examinations, publish results and award certificates (Provided by the University and Institute) to the students who pass the final examinations.
- b) Keeping record of each and every issue related to the examinations and organizing workshops and seminars for the improvement of the examination system.

### **2. Unfair means, Discipline & Anti Ragging Committee**

**Objective:** *To ensure honesty and fairness during examinations, to assist the college authorities in promoting and maintaining discipline in the institute and prevent anti ragging, in any form.*

### **Responsibilities**

- a) It shall be the responsibility of Exam Supervisors (University Exam/Class Test) to report in writing any malpractice or anomaly found during the examination to the Principal. The Principal in turn shall hand over the matter to the Committee.
- b) To promote and maintain discipline in the institute by pro-actively assisting the college authorities, HODs, Principal and Director by involvement and giving suggestions
- c) To prevent anti-ragging by students in the institute by pro-actively involving, giving wide publicity to prevent ragging, taking rounds and such taking preventive measures.

### **3. Time Table Committee:**

**Objective:** *Smooth and efficient management of academic programme through the semesters.*

#### **Responsibilities**

- a) To prepare the class time table at the beginning of each semester with the active involvement of the committee members of the respective department in the Time Table Committee by collecting data on teaching load distribution of individual faculty members from the department, sharing teaching load from other departments, Lab-wise subject allotment, assigning of classrooms and tutorial rooms, assigning of common resources (classrooms, labs, tutorial rooms which are shared) and taking into account department-specific requirements (e.g. lectures to be arranged only in morning slot, tea break and lunch break times etc.).
- b) To prepare the Academic Calendar.
- c) With the information gathered, prepare the class time tables in the prescribed format.
- d) By referring to the class timetables, prepare the timetables of individual faculty members and labs.
- e) Communicate and widely publicize the class time tables to staff and students.
- f) Make the class time tables available in the Documentation Room for students' reference.
- g) Prepare Academic Calendar by collecting information from Conveners of various Committees, HODs and the Principal.
- h) To display and publicize the Academic Calendar for the information of students and staff.

### **4. Attendance Committee:**

**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.*

## **Responsibilities**

- a) Prepare attendance periods semester wise.
- b) Intimate subject teachers to complete online attendance on a daily basis.
- c) Display the attendance list for the information of the students and make corrections if needed.
- d) Generate the defaulters' list and hand over one copy to the Examination Cell so as to mail them to respective parents /guardians and give one copy to the respective class coordinator.
- e) Prepare a subject wise list of the final attendance, practical and lectures together and make it available on share-on folder for subject teachers' ready reference.

## **5. R&D Committee**

**Objective:** - *To oversee and supervise Research and Development activities in the Institute and to ensure performance, by proper monitoring of research projects and engagement in all the research thrust areas, with the management.*

### **Responsibilities:**

- a) Exploring possibilities of research collaborations, nationally and internationally for long term development.
- b) Final assignment of work and fixing linkages and establishing monitoring frame work.
- c) Reviewing and monitoring research and development activities in all the four thrust areas so that quality research can be encouraged and slippages can be reduced through pre-established schedules given at the time of allotment of projects.
- d) Arranging lectures and seminars periodically to providing academic support and guidance to researchers on the basis of recommendation from Empowered Counseling Committee members.
- e) Monitoring quality of dissertations and thesis topics and reports.
- f) Giving feedback to researchers and management periodically (half yearly).

## **6. E-Cell Committee**

**Objective:** *To develop entrepreneurial zeal among the students on a continuous basis and prepare them to undertake independent technology development or self-employment during the course of their work life.*

**Scope:** Develop necessary knowledge for an entrepreneurial career, assimilate adequate skills in the total project management area of an enterprise and acquire a drive or

motivation to pursue self-employment inspired by self-actualization in spite of the elements of the hardship and risk involved in it.

**Responsibilities:**

E-Cell will be responsible for conducting various interventions and academic programs to impart knowledge, skill and attributes which will help in innovation, problem solving, technology development, project management, entrepreneurial motivation. It will also provide supporting systems including laboratories, innovation kits etc.

**Work Environment**

Work environment include the innovative mini projects and final year practical assignments undertaken by students, and independent creative projects undertaken by the motivated group of students in their respective technology areas or projects of multidisciplinary nature. Organizations like National R&D Labs, Defense research Labs, Industry, Dept of Science and Technology, Technology Organizations etc

**The Process**

The students who are interested and also have an aptitude for entrepreneurship and self-employment are selected and admitted for internship in the E-cell. Three modules of academic inputs are given to them during the first two years by qualified internal faculty and external experts.

**7. Website Committee :-**

**Objective:** *To ensure that the college website is regularly updated, improved and well maintained.*

**Responsibilities**

- a) Regularly update the information/data given on the website under various items/heads so as to have the latest and correct information about the institute at all times and removes the incorrect and irrelevant data.
- b) Collect information about the latest events in the institute, achievements etc and get them posted on the website by way of write ups and pictures etc.
- c) Update all communications, notices, announcements etc on a regular basis.
- d) Strive to make improvement in the website with respect to design, preventability etc on a continuous basis.

**8. Library Committee: -**

**Objective:** *To function as a channel between the library and its users.*

**Responsibilities**

- a) To assist the Librarian in formulating Library policy.

- b) To look after general maintenance of the library in terms of reading material and infrastructure.
- c) To effectively involve in fostering the reading habit of staff and students.
- d) To recommend / justify / sanction / approve - withdrawal and weeding out of outdated material to the competent authority for final decision in the matter.
- e) To prepare the agenda and minutes of the meetings and circulate it to the authorities and to the Librarian.

#### **9. Literary Committee:-**

**Objective:** *To develop and encourage literary skills.*

##### **Responsibilities**

- a) To conduct competitions for literary events like debates, elocutions and so on within the college.
- b) To display notices regarding inter and intra literary events.
- c) To publish IRIS magazine
- d) To encourage students to attend literary events outside college.

#### **10. Training & Placement Committee**

**Objective:** *To help the Training and Placement Office in conducting and coordinating campus placement process as well as training programs in the college.*

##### **Responsibilities**

- a) Supervision in the labs during the aptitude conducted by the recruiting companies.
- b) Maintain discipline and decorum in the Assembly Hall where students are assembled during placement.
- c) Assist in setting up labs along with the Lab Assistants during on-line tests.
- d) Updating TPO data on the college website from time to time.
- e) Coordinate for quizzes and competitions organized by different companies.

#### **11. Cultural Committee:**

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

**Responsibilities:**

- a) The Cultural Committee shall be responsible for all intra and inter collegiate cultural events in the College.
- b) To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the institute.) by delegating various tasks.
- c) To the procedure to organize cultural events
- d) To communicate about various festivals and events to be celebrated in the college and give a wide publicity.
- e) Arranging events/programs for staff and students in coordination with 'Students Cultural Committee'.

**12. NSS / Social Responsibility Committee**

**Objective:** *To inculcate and develop social sensitivity, moral values and professional ethics in SFIT students along with their academic formation so as to show responsible behavior to the professional community and society at large and to grow as responsible citizens of high moral values, making valuable contributions to profession/community/society, thus realizing a major thrust in the Vision and Mission of the Institute.*

**Responsibilities:**

- a) To arrange discussions and workshops of group of students on a regular basis on issues of social importance, ethical relevance and moral values.
- b) To organize social service groups and clubs as well as outdoor field activities, to encourage and involve students in social service activities.

**13. Sports Committee**

**Objective:** *To provide healthy leisure time for every SFITian.*

**Responsibilities**

- a) Coordinate with the Student Sports Secretary by
  - i. Keeping stock of previous and current years' sports goods,
  - ii. Ordering sports goods in consultation with the Deputy Director
  - iii. Arranging the venues for sports events in consultation with the Deputy Director
  - iv. Drawing lots for various sports.

- b) Coordination with the Director for,
- i. Permission to hold sports events in the college campus
  - ii. To recommend students for permission to participate in the intra-or inter-college events
  - iii. To recommend sanction for Entry/Registration Fees to participate in various sports events
  - iv. To recommend attendance to students who have taken part in sports events as per rules
  - v. Sort out any issues taking place during matches (team selections, objections, quarrels etc).
  - vi. Maintaining discipline in all events happening in and outside the college.
  - vii. Holding sports events for staff members.
  - viii. Maintaining records of sports events attended by students outside the college, within the University and outside.
  - ix. Finalize the schedule of events for the whole academic year in advance in consultation with the Students' Sports Committee.

#### **14. Alumni Committee**

##### **Objectives:-**

1. *To significantly increase alumni interaction with the institution.*
2. *Fostering and keeping alive loyalty to the institution and creating concern for its welfare.*
3. *Inculcate exchange of ideas among alumni and between alumni and students*
4. *To assist current students to achieve their goals by means of mentorship and scholarship setup through Alumni.*

##### **Responsibilities:-**

1. To maintain an up-to-date and detailed database of the alumni
2. To highlight the success of alumni to improve the credibility and reputation of the university.
3. Plan and promote a platform for interaction between all stakeholders of SFIT.
4. Promote the interests and welfare of alumni association
5. Maintain healthy relationship with the alumni body

6. Assist management in creating an environment in the college which enables students to have far-lasting memories

#### **15. Grievance Redressal Committee:**

##### **Objective:**

1. *To provide an avenue for the aggrieved students to redress their individual grievances in order to have a healthy atmosphere among students, staff and management in the Institute.*
2. *To comply with the AICTE Regulations to provide for establishment of Grievance Redressal Committee in each Institute approved by AICTE.*

##### **Responsibilities:**

1. Committee members meet once a month to discuss and resolve the grievances, if any received in writing from the concerned students.
2. To maintain the minutes of the meetings and submit the copy of the same to the Director and Principal.
3. To convey the decision of the committee to the aggrieved students in writing by the Chairman of the Committee

#### **16. Women Development Cell / Internal Complaints Committee**

##### **Objectives:**

1. *To create and maintain safe, healthy and supportive environment for women and girl students in the campus.*
2. *To address issues faced by women at work place and to organize awareness generation programmes and to take preventive steps towards protection of women staff / female students from sexual harassment in the college.*
3. *The Women Redressal Committee / Women Development Cell / Internal Complaints Committee is functioning in the college as per the norms laid down by the AICTE / University of Mumbai*

##### **Responsibilities:**

To organise workshops affecting women in general and especially in the following areas:

1. Sensitization and gender equality on campuses
2. Issues of women arising from societal concerns
3. Any other theme based activities and events concerning significant issues of women



## **17. Committee for SC / ST**

### **Objectives:**

1. *To create and maintain safe, healthy and supportive environment for SC / ST staff and students in the campus.*
2. *To address the issues of staff and students, belonging to schedule caste / schedule tribes in the Institute and to prevent atrocities against them.*
3. *To comply with AICTE regulations for the establishment of the Committee for SC / ST (As per the Scheduled Caste and the Scheduled Tribes (prevention of Atrocities) act, 1989, No. 33 of 1989, dated 11/09/1989)*

### **Responsibilities:**

1. To look into the complaints if any received from the concerned staff and students belonging to SC / ST.

## **18. Committee for Student Affairs**

### **Objectives:**

1. *To assist Dean - Student Affairs in creating and maintaining a safe, healthy and supportive environment and culture that synthesizes the intellectual, physical, social, emotional and spiritual developments of students in a holistic way.*

### **Responsibilities:**

1. To assist the Dean – Student Affairs in performing his responsibilities in the following areas:
  - a. Co-Curricular Activities/Overall development of the Student
  - b. Personal development of the Student
  - c. Channel between Management, Staff and Student Community