








COMMITTEES – PURPOSE & RESPONSIBILITIES

STUDENTS' COUNCIL

PURPOSE OF THE COMMITTEE:

A central coordinating body that symbolizes a consortium of smaller independent committees

RESPONSIBILITIES OF THE COMMITTEE:

	The members of student council will promote the interest of learners among the college administration, staff, and parents.
	The student council shall identify and help solve problems encountered by students in the college.
	To coordinate educational and recreational activities for students.
	To engage in activities and to recognize the efforts of students involved in organizing college activities.
	To maintain gratifying relations with mutual reverence, with staff (teaching and non-teaching) and parents.



COMMITTEES – PURPOSE & RESPONSIBILITIES

WOMEN DEVELOPMENT CELL

PURPOSE OF THE COMMITTEE:

To create understanding of Gender Sensitization and to ensure Gender Equity.

RESPONSIBILITIES OF THE COMMITTEE:

	Organising programmes to promote Gender Equity.
	Empowering girl students through various workshops/seminars for self-development.
	Inculcating mutual respect for each other by counselling and guidance
	Encouraging students to take up Gender Studies.







COMMITTEES – PURPOSE & RESPONSIBILITIES

INTERNAL COMPLAINT COMMITTEE

PURPOSE OF THE COMMITTEE:

To provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected herewith.

RESPONSIBILITIES OF THE COMMITTEE:

	To conduct awareness and educational programs on the sexual harassment of women
	To take measures for prevention of sexual harassment of women
	To undertake redressal of sexual harassment complaints received
	To undertake redressal of any matters relating to harassment to women



COMMITTEES – PURPOSE & RESPONSIBILITIES

DISCIPLINE COMMITTEE

PURPOSE OF THE COMMITTEE:

- To sensitise the students about the importance and relevance of discipline in one's life.
- To instil values and virtues of Honesty, Loyalty, Integrity, Teamwork, Discipline, Sportsmanship, Respect, Leadership, Trust and Commitment in the students for their growth and contribution for community and society development.
- To inculcate ability to remain humble after winning and calm and composed to manage the defeat. The attribute is applicable equally in every one's life.

RESPONSIBILITIES OF THE COMMITTEE:

	To inform the students and parents about discipline rules of the college.
	To ensure implementation of discipline rules with humane consideration to maintain decorum and culture of the institute.







COMMITTEES – PURPOSE & RESPONSIBILITIES

ATTENDANCE COMMITTEE

PURPOSE OF THE COMMITTEE:

To keep record, monitor and enhance the attendance of students

RESPONSIBILITIES OF THE COMMITTEE:

	Make students and parents aware of attendance ordinance 6086 of University of Mumbai.
	Regularly display the list of attendance defaulter students.
	Regularly conduct meetings of parents of attendance defaulter students and giving them alert about non-compliance of attendance ordinance 6086 of University of Mumbai.
	Make efforts to improve the attendance of students and help them in their academic progress.







COMMITTEES – PURPOSE & RESPONSIBILITIES

EXAMINATION COMMITTEE

PURPOSE OF THE COMMITTEE:

To have a smooth conduct of the examination according to guidelines of University of Mumbai

RESPONSIBILITIES OF THE COMMITTEE:

	To educate and update all the stakeholders about the examination rules, regulations, gracing policies, revaluation rules and ordinances by the examination committee.
	To maintain the sanctity in the process of evaluating the performance of the students in the examination.
	To enable the learners covered under the PWD (Persons with Disability) category, aware of the benefits given to them at the time of examination.
	Timely declaration of the results as per the University of Mumbai Guidelines



COMMITTEES – PURPOSE & RESPONSIBILITIES

UNFAIR MEANS ENQUIRY COMMITTEE

PURPOSE OF THE COMMITTEE:

- To maintain complete sanctity of the examination process.
- To instil values and virtues of Honesty, Loyalty, Integrity, Teamwork, Discipline, Sportsmanship, Respect, Leadership, Trust and Commitment in the students for their growth and contribution for community and
- and society development.

RESPONSIBILITIES OF THE COMMITTEE:

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| ✚ | To inform the students and parents about rules governing adoption of unfair means during the exam and punishments related to each of the unfair means. |
| ✚ | To sensitise the students about adverse consequences of adoption of unfair means during any of the exams. |









COMMITTEES – PURPOSE & RESPONSIBILITIES

PURCHASE COMMITTEE

PURPOSE OF THE COMMITTEE:

- To monitor the purchases required for academic and administrative needs of the staff members.
- To ensure purchase procedures are followed for purchases above Rs.5000

RESPONSIBILITIES OF THE COMMITTEE:

	Requirements of various departments received by the Principal shall be scrutinized and Committee shall call for quotations or for negotiations.
	Purchase Committee shall collect at least three quotations and prepare a comparative statement.
	To ensure transparency, accountability and fairness in the procurement process
	Recommend the suitable vendor for the procurement.
	To request technical input from relevant staff as required
	Committee meets as and when needed.











COMMITTEES – PURPOSE & RESPONSIBILITIES

NATIONAL SERVICE SCHEME (NSS)

PURPOSE OF THE COMMITTEE:

The primary objective of developing the personality and character of the student youth through voluntary community service. 'Education through Service' is the purpose of the NSS. The motto of NSS is "NOT ME, BUT YOU". An NSS volunteer places the 'community' before 'self'.

RESPONSIBILITIES OF THE COMMITTEE:

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|---|---|
|  | To understand the community in which the NSS volunteers work and to understand themselves in relation to their community; |
|  | To identify the needs and problems of the community and involve themselves in problem-solving exercise; |
|  | To develop among themselves a sense of social and civic responsibility; |
|  | To utilize their knowledge in finding practical solutions to individual and community problems; |
|  | To acquire leadership qualities and democratic values; |
|  | To develop capacity to meet emergencies and natural disasters; and |
|  | To practice national integration and social harmony. |
|  | To establish meaningful linkages between 'Campus and Community', 'College and Village' and 'Knowledge and Action'. |



COMMITTEES – PURPOSE & RESPONSIBILITIES

DEPARTMENT OF LIFELONG LEARNING & EXTENSION (DLLE)

PURPOSE OF THE COMMITTEE:

To develop a sense of responsibility towards society and built rapport with community.

RESPONSIBILITIES OF THE COMMITTEE:

	To display circular on the college notice board, collect enrolment fees and prepare list of students.
	To attend first term and second term training program organized by DLLE.
	To visit and supervise students' activities at the college and community level.
	To motivate and guide students to participate in Annual Extension Activities-UDAAN
	To prepare, fill-up and submit all the annexure to the DLLE department of University of Mumbai.
	To monitor and help students towards the completion of the DLLE project.



COMMITTEES – PURPOSE & RESPONSIBILITIES

ENTREPRENEURSHIP CELL (E-CELL)

PURPOSE OF THE COMMITTEE:

The purpose of this committee is to encourage college-level students to start their own enterprise and inculcate Entrepreneurial attitude amongst students.

RESPONSIBILITIES OF THE COMMITTEE:



Organizing Workshops and Lectures periodically to create awareness about entrepreneurship.



Functioning as a guide for students with creative ideas which can be transformed into successful companies.



Providing various platforms to students to present their ideas for Validation and financial aid through participation in various B-model competitions and Start-up Fests etc.



Providing necessary corporate exposure to students by allowing them to take the lead in communications with third parties for various events.



Helping shape the overall personality and communication skills of the students by encouraging them to create networks with industry partners via negotiations, invites etc.



COMMITTEES – PURPOSE & RESPONSIBILITIES





INNOVATORS

PURPOSE OF THE COMMITTEE:

It is an Annual Intercollegiate Festival to Promote & Reward the Talent as a Performer and Organiser.

Motto: It all begins with an idea

RESPONSIBILITIES OF THE COMMITTEE:

	To provide an excellent stage to showcase various kinds of talents ranging from Fine Arts, Performing Arts, Literary Arts, Sports (Indoor & Outdoor) & Gaming, Media events and get recognition on a greater scale.
	To provide a platform for the students to exhibit their managerial skills and teachers' flexibility in decision-making in organising a fest.
	To facilitate students to work for a fixed goal and this eventually develops a sense of responsibility in them.
	To replenish students with new vigour and enthusiasm.








COMMITTEES – PURPOSE & RESPONSIBILITIES

CAREER GUIDANCE AND PLACEMENT CELL

PURPOSE OF THE COMMITTEE:

The purpose of this committee is to provide relevant career guidance and update students with placement opportunities .

RESPONSIBILITIES OF THE COMMITTEE:

	To prepare students for campus recruitment by arranging pre-placement training in resume writing, group discussions, mock interviews etc
	To organise career counselling programs by inviting guest speakers from industry and making the students Corporate Environment friendly.
	To plan and organise placement drive in the college campus .
	To promote students to achieve employability skills through various certificate programs offered by the college
	Helping shape the overall personality and communication skills of the students by encouraging them to create networks with industry partners via negotiations, invites etc.










COMMITTEES – PURPOSE & RESPONSIBILITIES

ARTS CIRCLE

PURPOSE OF THE COMMITTEE:

To Groom & Promote Artistic Talent of the Students

RESPONSIBILITIES OF THE COMMITTEE:

	To encourage and train students in Fine Arts, & Indian Performance Art like Music & Dance
	To give exposure and train students in western music
	To participate in University of Mumbai Youth Festival and other intercollegiate festivals
	To hunt talents through conduct of intra-class competitions in Fine Arts, Music and Dance
	To organise exhibitions to display the artistic talents and handicraft skills of students
	To stage an exclusive music and dance performance for annual day
	To pass on the rich Indian tradition to the upcoming generation





COMMITTEES – PURPOSE & RESPONSIBILITIES

SPORTS & GYMKHANA COMMITTEE

PURPOSE OF THE COMMITTEE:

- Every child with the desire to participate gets the opportunity, without regard to prior experience, athletic ability, or size.
- To instil values and virtues of Honesty, Loyalty, Integrity, Teamwork, Discipline, Sportsmanship, Respect, Leadership, Trust and Commitment in the students for their growth and contribution for community and society development.
- To inculcate ability to remain humble after winning and calm and composed to manage the defeat. The attribute is applicable equally in every one's life.

RESPONSIBILITIES OF THE COMMITTEE:

	To provide equal opportunity to every child with the desire to participate gets the opportunity, irrespective of his/her prior experience, athletic ability, or size.
	To provide all possible supports to the desired child to participate in various sporting events.










COMMITTEES – PURPOSE & RESPONSIBILITIES

LIBRARY COMMITTEE

PURPOSE OF THE COMMITTEE:

- To provide resources to enrich and support the curriculum.
- To build positive attitude towards overall development of the user through resources
- Organize the library resources to facilitate their use.
- Provide guidance and aid to faculty and students in use of library resources.

RESPONSIBILITIES OF THE COMMITTEE:

	To ensure relevant and latest collection of books, periodicals and electronic resources to
	Support the curriculum and built character of the users
	To allocate budget to procure library resources
	To provide assistance to economically weak students through book bank facility
	Keep abreast of the information by recommending purchase of books/journals/others
	To inculcate reading habits through activities
	Decide on all the matters relating to the Library.







COMMITTEES – PURPOSE & RESPONSIBILITIES

LITERARY COMMITTEE

PURPOSE OF THE COMMITTEE:

To bring to forefront the hidden talents among the students (Skills)

RESPONSIBILITIES OF THE COMMITTEE:

	To conduct and identify the best talent in a student.
	To conduct various activities and develop the personality of the student.
	To depute students to participate in various inter-collegiate events.
	To ensure originality in expression and their work, thus building the required confidence through interactive activities






COMMITTEES – PURPOSE & RESPONSIBILITIES

PARENT-TEACHERS ASSOCIATION

PURPOSE OF THE COMMITTEE:

- Foster Closer relationship between parents and the institute for mutual benefit.
- Inform parents regarding facilities available and activities carried out at the college for overall development of their children.

RESPONSIBILITIES OF THE COMMITTEE:

	To arrange meeting at regular interval to give an update about institutional activities and the wards' performance.
	To provide free access to the head of the institution or teachers to the parents during the college working hours.
	To provide information about the institute.






COMMITTEES – PURPOSE & RESPONSIBILITIES

ALUMNI ASSOCIATION

PURPOSE OF THE COMMITTEE:

Create a network of former graduates who will help to raise the profile of the College.

RESPONSIBILITIES OF THE COMMITTEE:

	Provide program and opportunities that connect Alumni to each other and to the College
	Promote awareness of Alumni achievements and accomplishments among all Alumni, students, faculty and staff
	Encourage Alumni support to the College through Volunteering and financial support



COMMITTEES – PURPOSE & RESPONSIBILITIES

RESEARCH CELL

PURPOSE OF THE COMMITTEE:

To promote excellence in research among the teachers and develop research culture among the students.

RESPONSIBILITIES OF THE COMMITTEE:

	To organize research workshop for the faculties and the students.
	To motivate faculties to publish research paper in UGC care and other reputed indexed journal
	To encourage faculties to undertake Major and Minor Research Project
	To inspire students to participate in Avishkar Research Convention
	To organize intra-college research/ppt presentation competition for students
	To guide and motivate students to write research paper.









COMMITTEES – PURPOSE & RESPONSIBILITIES

GREEN COMMITTEE

PURPOSE OF THE COMMITTEE:

Create an awareness on environment among students, staff and society, and motivate them to find solution of environmental problems

RESPONSIBILITIES OF THE COMMITTEE:

	To promote environmentally practices towards the green campus
	To organize workshop/exhibition for students on the theme of green.
	To organize Field Trip/Nature's Trip for students
	To observe/celebrate different National/International Environment Day.
	To encourage students to participate in different intra college competition
	To conduct green audit for the sustainability of the campus







COMMITTEES – PURPOSE & RESPONSIBILITIES

LANGUAGE LAB

PURPOSE OF THE COMMITTEE:

The purpose of a language lab is to involve students of the college to actively participate in language learning process.

RESPONSIBILITIES OF THE COMMITTEE:

	To integrate various audio, video, images in teaching and learning a language
	Teachers of language can alter study materials to fit their requirements and curriculum based on their students' capacities.
	Learners can record their own voice and play back the recordings to understand the language.
	Language teachers can control the learners' computers and intervene and also can track their work from time to time.



COMMITTEES – PURPOSE & RESPONSIBILITIES

TAMIL MALAYALAM LITERARY ASSOCIATION

PURPOSE OF THE COMMITTEE:

The main purpose is to promote the cultural essence and value system of the state of Tamil Nadu and Kerala.

RESPONSIBILITIES OF THE COMMITTEE:

	To organize and encourage literary events and activities.
	To foster the culture through various art forms.
	To provide opportunity and platform to showcase the leadership skills and hidden talents of the students
	To encourage creativity and conceptualise the ethnic beauty of the two states



COMMITTEES – PURPOSE & RESPONSIBILITIES

MARATHI WANGMAY AND NATYA MANDAL

PURPOSE OF THE COMMITTEE:

To cultivate liking for Marathi literature and dramatics.

RESPONSIBILITIES OF THE COMMITTEE:

	Organise various Marathi literary and dramatics programmes and competitions.
	Participate in various Marathi literary and dramatics competitions organised by University of Mumbai and other colleges.
	Organise programmes to showcase and promote rich Maharashtrian culture.
	Involve and train Non-Maharashtrian students to participate and display their talent in Marathi language.







COMMITTEES – PURPOSE & RESPONSIBILITIES

ROTARACT CLUB OF VIVEK COLLEGE OF COMMERCE

PURPOSE OF THE COMMITTEE:

- It helps to provide an opportunity for students to enhance their knowledge and skills that will assist them in personal development.
- It helps to promote better relations between themselves and society.
- To encourage and foster the ideal of Social service among the students.

RESPONSIBILITIES OF THE COMMITTEE:

	Rotary club offers each member unique opportunities and responsibilities
	It strives for the betterment and development of the society.
	Rotarian has a responsibility to uphold the obligations of citizenship of his or her own country.
	It strives to promote peace between nations.









COMMITTEES – PURPOSE & RESPONSIBILITIES

VIVEK YUVA CLUB

PURPOSE OF THE COMMITTEE:

Spread the Teachings of “Swami Vivekananda” and
"Man-Making and Nation Building"

RESPONSIBILITIES OF THE COMMITTEE:

	To Encourage capable Youths for SEWA activities.
	To Raise the Spirituality of Youths & Creative Youth Development
	To Educate the youth on Swami Vivekananda thoughts & Philosophy
	To Inculcate leadership qualities & Problem-solving techniques
	To Develop social awareness among students
	To Connect our students to the community



COMMITTEES – PURPOSE & RESPONSIBILITIES

MULTIMEDIA CELL

PURPOSE OF THE COMMITTEE:

To broaden Institution's reach and spread the word about the Institution in a very unique and powerful way by using various Multimedia & Mass Communication tools.

RESPONSIBILITIES OF THE COMMITTEE:

	To develop creative contents (Electronic & Printable) for the events using various graphic designing tools.
	To upload, share, promote creative materials of the events on various media platforms.
	To connect & engage with the students by providing real-time information by using different social media platforms.
	To drive stakeholders to the College Website for regular updates.
	To follow Media Ethics & Standards and setting an example in this empowering digital world.