

KHED TALUKA SHIKSHAN PRASARAK MANDAL'S  
**HUTATMA RAJGURU MAHAVIDYALAYA**

Rajgurunagar, Tal-Khed, Dist-Pune, 410505

*Affiliated to S. P. Pune University, Pune*

NAAC Reaccredited "B" Grade (CGPA 2.64), DST-FIST Recognized College

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Internal Quality Assurance Cell

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Entry	Name of Committee	Functions of Committee
1	College Development Committee	<ul style="list-style-type: none"><li>➤ The CDC shall meet at least twice a year.</li><li>➤ To approve the budgetary provision for the development of the College.</li><li>➤ To approve the recommendation made by Internal Quality Assurance Cell (IQAC).</li><li>➤ Prepare an overall comprehensive development plan of the college concerning academic, administrative and infrastructural growth, and facilitate College to promote excellence in curricular, co-curricular and extra-curricular activities.</li></ul>
2	Discipline Committee	<ul style="list-style-type: none"><li>➤ The Committee shall assure that discipline is followed in the College by the Students.</li><li>➤ The Committee shall lay down the College rules and regulations to be followed by the College Community and shall impose the same.</li><li>➤ The Committee shall decide on disciplinary matters pertaining to Students and Staff.</li><li>➤ To ensure overall disciplined environment in the College.</li><li>➤ To initiate timely action against erring students.</li><li>➤ To maintain records of the cases investigated and submit the same to the IQAC Committee.</li></ul>
3	Time Table Committee	<ul style="list-style-type: none"><li>➤ The Committee shall plan, and prepare time tables for regular classes, practical's and shall see to it that all departments are distributed an equal number of classes during the academic session/semester.</li><li>➤ To maintain records of the activities conducted and submit the same to the IQAC Committee.</li></ul>
4	NAAC Committee	<ul style="list-style-type: none"><li>➤ To act as a think tank for the college development and sustenance of quality culture.</li><li>➤ To prepare quality policy of the college.</li><li>➤ To fulfill the NAAC peer team recommendation in subsequent cycles.</li><li>➤ To prepare NAAC SSR.</li></ul>

		<ul style="list-style-type: none"> <li>➤ To maintain records of the activities conducted and submit the same to the IQAC Committee.</li> </ul>
5	IQAC Committee	<ul style="list-style-type: none"> <li>➤ Development and application of quality benchmarks/parameters for various academic and administrative activities of an institution.</li> <li>➤ Dissemination of information on various quality parameters of higher education.</li> <li>➤ Organization of workshops, seminars on quality related themes and promotion of quality circles.</li> <li>➤ Documentation of the various programmes / activities leading to quality improvement.</li> <li>➤ Acting as a nodal agency of the institution for quality-related activities.</li> <li>➤ Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.</li> <li>➤ To prepare for the NAAC assessment and accreditation.</li> </ul>
6	Admission and Fee Core Committee	<ul style="list-style-type: none"> <li>➤ To manage screening of students pursuing admission in the College.</li> <li>➤ To consider and adopt all efforts to attract students, such as-Printing of brochures, handouts, and Banners.</li> <li>➤ To decide fee structure for self financing short term course</li> </ul>
7	Research Committee	<ul style="list-style-type: none"> <li>➤ To encourage research approach among the students.</li> <li>➤ To help faculty to apply for major and minor research projects for various funding agencies.</li> <li>➤ To procure skills of research, develop leadership as well as involve social activities for the benefit of mankind.</li> <li>➤ To stimulate students and teachers to participate in AVISHKAR competition.</li> <li>➤ To promote consultancy, establish linkages and MoU's</li> <li>➤ To maintain records of the activities conducted and submit the same to the IQAC Committee.</li> </ul>
8	Examination Committee	<ul style="list-style-type: none"> <li>➤ To make all essential arrangements to conduct internal and university examinations.</li> <li>➤ To carry out all examinations, publish results within time and award degree certificates (Provided by the University and Institute) to the students.</li> <li>➤ To conduct all examinations according to rule and regulation laid down by SPPU.</li> </ul>

		<ul style="list-style-type: none"> <li>➤ To maintain transparency and accountability in examinations.</li> <li>➤ To maintain records of the activities conducted and submit the same to the IQAC Committee.</li> </ul>
9	Staff Academy	<ul style="list-style-type: none"> <li>➤ To organize the expert lectures concerning professional development of the teachers and non-teaching staff.</li> <li>➤ To prepare an annual schedule of lectures.</li> <li>➤ To keep documentation of activity of Staff Academy.</li> </ul>
10	UGC Committee	<ul style="list-style-type: none"> <li>➤ To prepare proposals for grants and do the necessary steps to receive grants.</li> <li>➤ To work as bridge between UGC and respective college.</li> <li>➤ To instrument the policies which are recommended by UGC.</li> <li>➤ To maintain records of the activities conducted and submit the same to the IQAC Committee.</li> </ul>
11	Parent, Teacher Association	<ul style="list-style-type: none"> <li>➤ To assign the mentee (Students) for every teacher (Mentor) to every academic year.</li> <li>➤ To act as a bridge between parents and college for smooth communication.</li> <li>➤ To guide the student regarding academic, stress, financial and career related issues.</li> <li>➤ To make available the personal counseling to students.</li> <li>➤ To maintain records of the activities conducted and submit the same to the IQAC Committee.</li> </ul>
12	Canteen Committee	<ul style="list-style-type: none"> <li>➤ To check the quality of product.</li> <li>➤ To see that the Canteen services to students / staff are good.</li> <li>➤ To observe the cleanliness and hygiene in the canteen.</li> <li>➤ To fix the rate of items served in the canteen.</li> <li>➤ To maintain records of the activities conducted and submit the same to the IQAC Committee.</li> </ul>
13	Scholarship	<ul style="list-style-type: none"> <li>➤ To inform the students' for various scholarships.</li> <li>➤ To solve the problems occurs during the online application process</li> </ul>
14	N. S. S.	<ul style="list-style-type: none"> <li>➤ The college NSS unit shall function according to the specified Guidelines laid down by the NSS Department of SPPU, Pune.</li> <li>➤ To arrange discussions and workshops for groups of students on a regular basis on issues of social importance, ethical relevance and moral values.</li> </ul>

		<ul style="list-style-type: none"> <li>➤ To arrange social service groups and outdoor field activities.</li> <li>➤ To support and involve students in social service activities.</li> <li>➤ To maintain records of the activities conducted and submit the same to the IQAC Committee.</li> </ul>
15	NCC	<ul style="list-style-type: none"> <li>➤ To cultivate qualities of character, courage, comradeship, discipline, leadership, secular outlook, a spirit of adventure and sportsmanship.</li> <li>➤ To fill the ideals of selfless service among the youth to make them useful citizen.</li> <li>➤ To participate the students in various extension activities.</li> <li>➤ To arrange different training camps and adventurous activity camps all over India for NCC cadets.</li> <li>➤ To maintain records of the activities conducted and submit the same to the IQAC Committee.</li> </ul>
16	Student Welfare & Earn & Learn Committee	<ul style="list-style-type: none"> <li>➤ To develop a student as a versatile personality with academic excellence and a commitment to a democratic society.</li> <li>➤ To apply for various proposals of a Student Development activity to SPPU for financial assistance.</li> <li>➤ To help economically weak students; they are selected and allotted the job in the college campus and paid the honorarium as per University norms.</li> <li>➤ To maintain records of the activities conducted and submit the same to the IQAC Committee.</li> </ul>
17	Campus Development & Botanical Garden Committee	<ul style="list-style-type: none"> <li>➤ To celebrate various days related to the environment.</li> <li>➤ To organize various programmes, like-Save environment campaign, tree plantation and Cleanliness drive, plastic free campus, no vehicle day etc. on the campus.</li> <li>➤ To seek financial support, make proposals and develop the Botanical Garden in college campus.</li> <li>➤ To make Flora and Fauna of the college.</li> <li>➤ To keep up an Eco friendly atmosphere in the college.</li> <li>➤ To maintain records of the activities conducted and submit the same to the IQAC Committee.</li> </ul>
18	Bahishal Shikshan, Adult & Continuous Education	<ul style="list-style-type: none"> <li>➤ To organize educational programmes such as Dr. Babasaheb Jayakar lecture series and need based programs, seminars, symposiums, workshops,</li> </ul>

		<p>for students.</p> <ul style="list-style-type: none"> <li>➤ Function according to the extramural education cell of SPPU</li> <li>➤ To give a detailed understanding about the importance of education and enlighten the people.</li> <li>➤ To help people in becoming more self-sufficient and up-to-date.</li> <li>➤ To maintain records of the activities conducted and submit the same to the IQAC Committee.</li> </ul>
19	Competitive Exam Committee	<ul style="list-style-type: none"> <li>➤ To provide the special training or coaching for competitive examinations to students such as- MPSC/ UPSC.</li> <li>➤ To organize the various Karmaveer Vidya Prabhodhiniexamination.</li> <li>➤ To organize the expert lectures on competitive examination to students.</li> <li>➤ To maintain records of the activities conducted and submit the same to the IQAC Committee.</li> </ul>
20	HRM Placement Cell	<ul style="list-style-type: none"> <li>➤ To arrange Campus interview for students.</li> <li>➤ To organize the seminar/workshop regarding placement and career opportunities.</li> <li>➤ To help the student job and career related issues.</li> <li>➤ To maintain records of the activities conducted and submit the same to the IQAC Committee.</li> </ul>
21	Arts Circle	<ul style="list-style-type: none"> <li>➤ The arrangement of programmes to encourage various literature among its user, such as-Essay Competition, Handwriting Competition, Story - Telling, Elocution, Quiz Competition.</li> <li>➤ To create a common platform for different languages speaking students.</li> <li>➤ To organize lectures on various social issues.</li> <li>➤ To maintain records of the activities conducted and submit the same to the IQAC Committee.</li> </ul>
22	Science Association	<ul style="list-style-type: none"> <li>➤ The Celebration of several days related to science and organizes programmes related to science.</li> <li>➤ To create a scientific approach among the students.</li> <li>➤ To promote students to participate in competitions like “Avishkar”.</li> <li>➤ To organise Science exhibitions.</li> <li>➤ To maintain records of the activities conducted and submit the same to the IQAC Committee.</li> </ul>
23	Commerce Circle	<ul style="list-style-type: none"> <li>➤ To arrange talks by experts, wallpaper displays, Seminars, etc.</li> </ul>

		<ul style="list-style-type: none"> <li>➤ To organise student trips to Industrial Units.</li> <li>➤ To organize a personality development programme/s for Commerce students.</li> <li>➤ To file and maintain the records of the Commerce circle.</li> </ul>
24	Gymkhana & Sports Committee	<ul style="list-style-type: none"> <li>➤ To finalize the schedule of events for the every academic year in advance in consultation with the Students' Sports Committee.</li> <li>➤ To maintain records of sports events attended by students outside the college, within the University and outside.</li> <li>➤ To promote a spirit of healthy competition and cultivate excellence in various domains of sports.</li> <li>➤ To take charge as the custodian of all Sports items under the possession of the college and accordingly to maintain an inventory for the same.</li> <li>➤ To maintain records of the activities conducted and submit the same to the IQAC Committee.</li> </ul>
25	Functional & Celebration Committee	<ul style="list-style-type: none"> <li>➤ To celebrate the birth and death ceremonies of great personality of India</li> <li>➤ To organize lectures on their work</li> <li>➤ To maintain records of the activities conducted and submit the same to the IQAC Committee.</li> </ul>
26	Publicity	<ul style="list-style-type: none"> <li>➤ To work in writing, editing, and distributing news releases to the news media.</li> <li>➤ To prepare an activity report of each and every programme conducting on college.</li> <li>➤ To maintain an up-to-date list of news media for the College.</li> <li>➤ To manage a website with up-to-date information of college activities.</li> <li>➤ To maintain a photo documents.</li> </ul>
27	Girl Welfare Committee	<ul style="list-style-type: none"> <li>➤ To organize programmes based on guidelines given by the Board of Students' Development of the university. Such as-Personality Development Programme, Nirbhay Kanya Abhiyan (Fearless Girl Campaign), Yoga and Meditation Training Programme For Girls.</li> <li>➤ To address issues faced by women at work place and to organize awareness generation programmes and to take preventive steps towards the protection of women staff / girl Students from sexual harassment in the college.</li> <li>➤ To arrange competitions like Rangoli, Mehendi, crafts and poster presentation for girl students.</li> </ul>

		<ul style="list-style-type: none"> <li>➤ To create and maintain safe, healthy and supportive environment for women and girl Students in the campus.</li> <li>➤ To organize several programmes to enhance the confidence level of girl students for their empowerment in the society.</li> <li>➤ To celebrate International Women’s Day.</li> <li>➤ To maintain records of the activities conducted and submit the same to the IQAC Committee.</li> </ul>
28	Library Committee	<ul style="list-style-type: none"> <li>➤ To administer, organize and maintain the Library, print as well as electronic material and related services of the college.</li> <li>➤ To provide the approach and operational plan for modernization and improvement of Library and documentation services.</li> <li>➤ To prepare the annual budget and a proposal for the development of the Library.</li> <li>➤ To look after the general maintenance of the library in terms of reading material and infrastructure.</li> <li>➤ To involve in fostering the reading habit of staff and students.</li> <li>➤ To prepare the agenda and minutes of the meetings.</li> <li>➤ To maintain records of the activities conducted and submit the same to the IQAC Committee.</li> </ul>
29	Magazine Committee	<ul style="list-style-type: none"> <li>➤ To raise resources for publication of the magazine “Dnyandeep”.</li> <li>➤ To receive the articles, reports, poems from the students as well as staff and edit the same.</li> <li>➤ To make sure before the publication that not a single report, the article is not plagiarized.</li> <li>➤ To get the magazine printed by the end of April and distribute the same to students and staff.</li> <li>➤ To maintain records of the activities conducted and submit the same to the IQAC Committee.</li> </ul>
30	Academic Calendar	<ul style="list-style-type: none"> <li>➤ To prepare the academic calendar of the college.</li> <li>➤ Communicate to all HOD’s and Coordinators of the committee for further functioning.</li> <li>➤ Submit the same to the IQAC Committee.</li> </ul>
31	Vision Document	<ul style="list-style-type: none"> <li>➤ To prepare a vision document for college.</li> <li>➤ Circulate Vision document to all stakeholders.</li> <li>➤ To maintain records of the activities conducted and submit the same to the IQAC Committee.</li> </ul>
32	Cultural Activities Committee	<ul style="list-style-type: none"> <li>➤ To plan and schedule cultural events for the academic year.</li> </ul>

		<ul style="list-style-type: none"> <li>➤ The Cultural Committee shall be responsible for all intra and intercollegiate cultural events in the College.</li> <li>➤ To do the necessary procedure to organize cultural events.</li> <li>➤ To communicate about various festivals and events to be celebrated in the college and give a wide publicity.</li> <li>➤ To arrange events for staff and students in coordination with Students Cultural Committee.</li> <li>➤ To maintain records of the activities conducted and submit the same to the IQAC Committee.</li> </ul>
33	Community College Committee	<ul style="list-style-type: none"> <li>➤ To prepare proposals for different courses and submit same to UGC for financial assistance.</li> <li>➤ To maintain records of the activities conducted and submit the same to the IQAC Committee.</li> </ul>
34	Anti-Ragging Committee	<ul style="list-style-type: none"> <li>➤ To uphold and comply with the directions of the Hon'ble Supreme Court and be vigilant on nay acts amounting to ragging.</li> <li>➤ To publicize to all students and prevalent directives and the actions that can be taken against those indulging in ragging.</li> <li>➤ To consider the complaints received from the students and conduct enquiry and submit a report to the Anti- Ragging Committee along with punishment recommended for the offenders.</li> <li>➤ Oversee the procedure of obtaining an undertaking from the students in accordance with the provisions.</li> <li>➤ Conduct workshops against ragging menace and orient the students.</li> <li>➤ To provide students the information pertaining to contact, address and telephone numbers of the person(s) identified to receive complaints/distress calls.</li> <li>➤ To offer services of counselling and create awareness to the students.</li> <li>➤ To take all necessary measures for prevention of Ragging inside the Campus/ Hostels.</li> </ul>
35	Feedback & Analysis Committee	<ul style="list-style-type: none"> <li>➤ To prepare feedback form on curriculum and teacher quality.</li> <li>➤ To collect the filled feedback from all stakeholders.</li> <li>➤ To analyze the collected feedback and prepare the report of the same.</li> <li>➤ Submit the report to IQAC and the authority for</li> </ul>



		further action.
36	Grievance Redressal Cell	<ul style="list-style-type: none"> <li>➤ The cases will be attended promptly on receipt of written grievances from the students.</li> <li>➤ The cell formally will review all cases and will prepare statistical reports about the number of cases received.</li> <li>➤ To refer / report the matters to the Principal.</li> <li>➤ The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.</li> <li>➤ To maintain records of the Grievances redressed/ reported / referred and submit the same to the IQAC Committee.</li> </ul>
37	Women Antiabuse	<ul style="list-style-type: none"> <li>➤ To help women to realize their rights of freedom.</li> <li>➤ To treat sexual harassment as a misconduct and initiate disciplinary actions for such misconduct.</li> <li>➤ To support the distressed Women's to place the complainant.</li> <li>➤ To provide safety and security for women in the workplace.</li> <li>➤ To maintain the records of the activities conducted and submit the same to the IQAC Committee.</li> </ul>
38	Marathi Wadmay Mandal	<ul style="list-style-type: none"> <li>➤ To celebrate "Marathi Language Day" on 27<sup>th</sup> February and other such days.</li> <li>➤ The arrangement of programmes to encourage various literature among its user, such as-Essay Competition, Handwriting Competition, Story - Telling, Elocution, Quiz Competition.</li> <li>➤ To create a common platform for different languages speaking students.</li> </ul>
39	Environmental Awareness Committee	<ul style="list-style-type: none"> <li>➤ To create awareness, attitude and participation of College students in environmental activities.</li> <li>➤ To propose actions towards creating environmental awareness and environment friendly practice among college students.</li> <li>➤ To conduct the EVS examination and guides for field projects to students.</li> <li>➤ To organize seminars and training programmes for environmental awareness campaign to minimize environmental problems like acid rain, ozone depletion, climate changes, global warming, etc.</li> </ul>
40	Student Council Committee	<ul style="list-style-type: none"> <li>➤ To stimulate the environment auspicious for educational and personal development.</li> </ul>

		<ul style="list-style-type: none"> <li>➤ To support the management and staff in the development of the College.</li> <li>➤ To hold elections for the Students' Council (CRs, URs).</li> <li>➤ To signify the opinions of the students on matters of general concern to them.</li> <li>➤ To organize the various student centric activities.</li> <li>➤ To maintain the records of the activities conducted and submit the same to the IQAC Committee.</li> </ul>
41	Green Campus Committee	<ul style="list-style-type: none"> <li>➤ To promote the college for use of sustainable energy and energy efficiency measures at all levels in order to reduce the college's carbon footprint.</li> <li>➤ Comprehensive recycling and composting.</li> <li>➤ To observe water usage.</li> <li>➤ To recycle of waste water.</li> <li>➤ To establish the rain water harvesting plant.</li> <li>➤ To conduct the energy audit and green audit of the college.</li> <li>➤ To maintain the records of the activities conducted and submit the same to the IQAC Committee.</li> </ul>
42	RUSA Committee	<ul style="list-style-type: none"> <li>➤ To prepare a proposal for financial assistance from RUSA.</li> <li>➤ To submit a proposal to RUSA by online mode.</li> </ul>
43	Girls Health Scheme & GirlWelfare Committee	<ul style="list-style-type: none"> <li>➤ To organize lectures on health issues of womens.</li> <li>➤ To organize lectures on various laws for Womens safety at workplace.</li> <li>➤ To organize workshops for self defense.</li> <li>➤ To maintain the records of the activities conducted and submit the same to the IQAC Committee.</li> </ul>
44	Medical Check Up Committee	<ul style="list-style-type: none"> <li>➤ To conduct a health check-up for all the students.</li> <li>➤ To maintain the records of the activities conducted and submit the same to the IQAC Committee.</li> </ul>
45	Innovation Incubation Center	<ul style="list-style-type: none"> <li>➤ To inculcate a culture of innovation driven entrepreneurship.</li> <li>➤ Promotion of new technology/ knowledge.</li> <li>➤ To build a vibrant startup ecosystem, by establishing a network between academia, industries, and other institutes.</li> <li>➤ To maintain the records of the activities conducted and submit the same to the IQAC Committee.</li> </ul>

46	E-Content Committee	<ul style="list-style-type: none"><li>➤ To promote generation of e-Content in all subjects.</li><li>➤ To develop teachers' and experts' resources in e-Content creation.</li><li>➤ To make available the e-Content to teachers and students through various delivery modes for formal and non-formal education, for supplementing and complementing the process of teaching and learning in higher education.</li><li>➤ To develop partnerships between educational institutions and the IT industry for the continuous development of new content and methodology taking into account contemporary technology.</li><li>➤ To maintain the records of the activities conducted and submit the same to the IQAC Committee.</li></ul>
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