



Savitribai Phule Shikshan Prasarak Mandal's
SKN SINHGAD COLLEGE OF ENGINEERING

(Approved by AICTE & Affiliated to PAH Solapur University, Solapur)

Accredited by NAAC with 'A' Grade

A/p- Korti, Tal- Pandharpur, Pin- 413304, Dist.- Solapur.

Ref No : SKNSCOE /2019-20/ Sem-I/Cir/ 125

Date :18/09/2019

FUNCTIONS AND RESPONSIBILITIES OF ALL COMMITTEES

1. GOVERNING BODY (GB)

Governing Body (GB) is the supreme directing body of the SKNSCOE which is responsible for articulating the organization's Vision, Mission and major policy decisions. It is constituted under the statutory provisions of AICTE. It provides the necessary direction for growth of the Institute. It governs and monitors the growth and development of SKNSCOE through following functions and responsibilities.

Functions and responsibilities of Governing Body:

- To guide and govern the overall growth and development of SKNSCOE.
- To approve the recurring and non-recurring budget for the financial year in advance recommended by CDC.
- To approve posts of teaching and non-teaching (technical and administrative) staff requirement for the Institute.
- To consider and approve the proposal for creation of infrastructure such as building, equipment, library and staff on a continuous basis.
- To consider and make provisions for meeting the general and specific conditions laid down by the council(AICTE), the state government, affiliating body and monitor the progress in fulfilling the conditions.
- To supervise the observance of service conditions for the staff as prescribed by the affiliating body/government.
- To approve recommended Minutes of Meeting(MOM) of CDC
- To consider any other matter to enhance the academic atmosphere in the institution.
- To consider any proposal for extension of educational activities to be made to the Council /Government/Affiliating body.



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1. COLLEGE DEVELOPMENT COMMITTEE (CDC)-

As per the Maharashtra Public Universities Act 2016, Section 97, the College Development Committee is formed at the college. It has representation of Academia, Industry, students to represent all stake-holders. As per the guidelines of University Act, representatives from various sectors Academics, Research, Social Service and Industry are included in CDC. Before College Development Committee came in force, Local Management Committee (LMC) was active according to the Section 85 of Maharashtra University Act, 1994.

Function & responsibilities-

- Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extracurricular activities
- To monitor the development of SKNSCOE under
- Academic excellence
- Research & Innovation
- Training & Placement
- Student and Faculty development
- To recommend to the management, about introducing new academic courses and the creation of additional teaching and administrative posts.
- To make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college.
- Specific recommendations to the management to foster academic collaborations to strengthen teaching and research.
- To prepare the annual financial estimates (budget) and financial statements of the college and recommend the same to the management for approval.
- Recommendations regarding the students and employees welfare activities in the college.
- To recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college.
- To consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.
- To approve the distribution of different prizes, medals and awards to the students.



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- Prepare the annual report on the work done by committee for the year ending on the 1st June and submit the same to the management of college.

2. INTERNAL QUALITY ASSURANCE CELL

Internal Quality Assurance Cell (IQAC) is effectively performing various functions conferred upon it, since its inception. IQAC takes feedback from all the stakeholders regarding quality enhancement and chalks out a plan of action on the basis of inputs received from time to time. The outcomes are observed periodically and corrective measures are taken if needed. IQAC records the incremental improvement in various activities. Meetings are conducted regularly for collecting suggestions from IQAC members to improve the overall performance of the institute. The objective of the IQAC is to develop a system for conscious, consistent, and catalytic action to improve academic and administrative performance.

Roles and Responsibilities

- The primary responsibility of IQAC is to ensure quality enhancement and sustenance.
- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks
- The relevance and quality of academic and research programmes.
- Optimization and integration of modern methods of teaching and learning.
- Ensuring the adequacy, maintenance and functioning of the support structure and services.
- Research sharing and networking with other institutions in India and abroad.
- It ensures the efficiency and effectiveness of measures taken and methods used to provide high quality education and evaluate the degree to which each task is fulfilled
- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the Colleges.
- Arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes



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3. HEAD OF THE DEPARTMENT

Roles and Responsibilities of Head of the Department

- The prime role of the Head of the Department is to provide strong academic leadership.
- The Head of Department is required to lead, manage and develop the department to ensure the highest possible standards of excellence in all its activities.
- Maintain the general discipline of the students and staff of the department.
- To oversee the smooth functioning of the department and ensuring consistent provision for academic ambience.
- To manage and motivate all departmental staff, to enable the students to receive skilled education in the subject, in a positive, encouraging and effective working environment.
- Responsible for designing the regulations, curriculum, and syllabi.
- Inculcate Industry Internship and Value added courses to the Students.
- To attend meetings when required by Senior Management.
- Prepare the annual budget in consultation with Principal for the financial year and submit to the Registrar before the end of January of each year with necessary justification for the proposed additional laboratory spaces, if any and procurement of equipment, machinery, instrument, computer, software, etc.
- Appoint Class Coordinators, Class Teacher, Teacher Guardians, etc. for the department and to make necessary arrangement required for student-centric teaching-learning process.
- Oversee the teaching performance, research activities and funded projects of all faculty of his/her department.
- Organize Seminars / Conferences / Symposium /Workshop/training programmes in topics of relevance and importance to the department.
- Be responsible and accountable for setting and advancing the academic strategy of the department in line with Faculty and University strategic plans and directions.
- To ensure all essential resource material is available for use as and when required.
- Carry out any other function as assigned by the Principal, vice principal and Deans.

5. NBA COMMITTEE

Roles and Responsibilities

- To create awareness of on outcome-based education to the faculty and the students.



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- To train the department heads on the preparation of SAR.
 - To review and prepare the SAR during the course of accreditation.
 - To add and adopt best practices as and when stipulated by the NBA.
 - To attend NBA workshops as organized by the authorities.
 - Chairman – To oversee implementation of OBE process and regular SAR preparation. To attend NBA leadership workshops.
 - Co-ordinator – To attend and train workshops with respect to OBE.
 - Member – To actionize NBA OBE process across the organization and facilitate necessary infrastructure and augmentation of the facility for effective implementation of OBE.

6. VIRTUAL LAB COMMITTEE

Roles and Responsibilities

- To simulate a wide range of experiments, including simulations, data analysis, and dissections.
- To incorporate interactive features, simulations, and data collection tools to provide an engaging and realistic experience.
- To provides educators with digital tools for generating interactive, group-based learning experiences in the classroom.
- To help students receive accessible and affordable education in a safe learning environment

7. ALUMNI COMMITTEE

Roles and Responsibilities

- To formulate and oversee the implementation of the policies of the Alumni Association.
- To act as a channel of communication between the Alumni Association and the University.
- To arrange and run events on behalf of the Alumni Association.
- To arrange and run the Annual Meeting of the Alumni Association.
- To arrange and support in placement activities for the students of the college
- To help and assist other Regional bodies for training programs in entrepreneurship development, with resources available with association



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- To help and guide students and ex-students of the college for anti-drug, anti-ragging, and any anti-social activities.

8. LIBRARY COMMITTEE

Roles and Responsibilities

- Advises and reviews library policies for instruction, resources, services, and the facility.
- Advises regarding library services, especially innovation, for the campus community.
- Discusses budgetary issues for books, journals, databases, media, etc.
- Reviews benchmarking reports with peer institutions for resources, staffing, and services.
- Reviews the annual report for Library.
- Fosters communication with and keeps faculty and other constituency groups informed of major library issues.
- Ensures the library is connected with and supports the University's academic programs.

9. DEADSTOCK COMMITTEE

Roles and Responsibilities

- To have the provision to update the all details like product name, Purchase details, Installation date, present condition, purchase year, supplier name, Quantity purchased, Bill number, Allocated infrastructure.
- Not allocated products will be shown in store's stock.
- To check the allocation statistics. Product can be shown type wise.
- To issue the stock in Employee/Infrastructure name.
- To have the provision to transfer the stock.
- To have the access to write off the stock from the dead stock register.
- To update the Warranty, Guaranty, Insurance, AMC details in the system.
- To record or Check the transaction of the product.
- To initiate or transfer or issue the stock from one location to another.
- To have the list of products under the base product.
- To have the provision to configure the virtual Store in the system.
- To have the provision where admin can add new products from the UI or can upload the details



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using excel.

- To have the access to check the location wise damage/unused products.

10. CENTRALIZED PURCHASE COMMITTEE (CAMPUS)

Roles and Responsibilities

- To analyze quotations provided by the logistics department, and provide recommendation for approval by the person who signed the SR or someone delegated by them.
- To ensure all documentation is accurately completed.
- To ensure that the supplies/services quoted for comply with what was requested on the SR.
- Seek clarification from suppliers/service providers where necessary.
- To request technical input from relevant staff as required.
- Where the person with authority to approve the QEF has a query on the PC's recommendation, this should be directed back to the committee stating clearly the nature of the query.
- The PC should also be assigned a role within the supplier pre-qualification process
- In certain contexts, it may be appropriate for some or all members of the PC to be directly involved in the collection of quotations
- Ensuring proportionality, transparency, accountability and fairness in the procurement process
- Ensuring all relevant documentation is prepared prior to PC meeting
- Involvement in the evaluation discussion
- Ensuring that the Quote Evaluation Form (see appendix 3) is completed accurately
- Ensuring all necessary procurement procedures are properly followed including any relevant donor procedures
- Ensuring samples are available for review if relevant and are returned to all unsuccessful bidders

11. PUBLICATION (UG/PG CON.) COMMITTEE

Roles and Responsibilities

- Assessing editorial quality and content of the publication program of the Society, including the system of primary publications of books, journals, scientific communications, magazines, the official organ of the Society, and miscellaneous publications; and reporting its findings to the Board of Directors



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- Serving as a channel for communication among Society members, the Council, other users of the Society's publications, the Governing Board for Publishing, and the Board of Directors to ensure that needs and support are recognized, researched, and addressed
- Consulting with the editors of the above publications concerning editorial policy
- Consulting with the Board of Directors upon matters of appointments concerning the above publications
- Making recommendations to the Board of Directors related to the needs and adequacy of the publications of the Society, including the need for curtailment of ongoing efforts and the initiation of new efforts, and recommending to the Council and the Board of Directors any changes in these publications
- Advising the Board of Directors, Council, and staff on copyright policy and recommending actions to protect ACS copyright
- Informing and educating members on copyright through national and regional symposia and through articles in the official organ of the Society and other ACS publications
- Monitoring developments on copyright issues at international and national levels; and
- Informing the Council and the Board of Directors of the Committee's activities.
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12. MEDIA CELL /NEWSLETTER COMMITTEE

Roles and Responsibilities

- To lead the Press, Media and Publicity team and to coordinate with faculty members from various departments to raise resources for publication of the college magazine and newsletter.
- Writing, editing, and distributing news releases to the news media.
- To publish the college newsletter twice a year after collecting the information on all the activities happening in the college.
- To maintain the records of the activities conducted and submit the same to the IQAC Committee.
- To gather department wise data and to send the write ups to the corrections.
- To ensure that the data gathered from the departments, published right time according to the



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schedule prepared.

- Takes the financial support from management

13. GRIEVANCE REDRESSAL COMMITTEE

Roles and Responsibilities

- To accept the genuine grievances from the students and suggest remedial measures to solve in the stipulated period of time.
- The Grievance Redressal committee of the Institution shall monitor status and progress of Grievance Redressal and shall furnish a report on Grievance Redressal position to the Principal.
- The committee ensures effective solutions to the faculty / students grievances with an impartial and fair
- approach.
- It also encourages the Students to express their grievances / problems freely and frankly, without any fear of being victimized.

14. TRAINING AND PLACEMENT COMMITTEE

Roles and Responsibilities

- To organize different training sessions at different levels for all students (SE, TE and BE) of all departments with the help of professional organization.
- To encourage students to complete the training sessions and get benefit out of it.
- To monitor the activity throughout the semester and take feedback from students for any corrective action if necessary.
- To identify and sign a memorandum of understanding (MoU) with various industries for the mutual benefits.
- To conduct training programs by the faculty for industry personnel.

15. INSTITUTION –INDUSTRY INTERACTION CELL

Roles and Responsibilities

- To organize industrial visits for the students and faculty.
- To organize expert lectures by industry persons for the students and faculty.
- To organize training programmes with industry support for the students and faculty.



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- To encourage students to join industrial internships during vacation.
 - To encourage students to undertake final year projects in industry under the joint guidance of faculty and experts from industry.
 - To identify and sign memorandum of understanding (MoU) with various industries for the mutual benefit.
 - To conduct a training programme by the faculty for industry personnel.
 - To establish linkage with various non government and government agencies.
 - To involve industry experts in need based curriculum development.
 - To offer consultancy and testing services to solve industrial problems.
 - To encourage faculty to undertake projects from industry.
 - To conduct other value added programs based on industry requirements

16. CULTURAL COMMITTEE

Roles and Responsibilities

- To be responsible for all Inter Collegiate cultural events in the college.
- To Plan and Schedule cultural events for the academic year.
- To obtain formal permission from the college authorities to arrange a program.
- To decide the date, time of the program
- To inform members of staff and students about the events.
- To arrange the venue (Audio/Video system, Dias etc.)
- To arrange mementos for guests and gifts/certificates for the participants.
- The committee shall display on the notice board about any function and competition.
- To organize programs on peace and harmony towards cultural, regional linguistic, communal socioeconomic and other diversities.
- The Cultural Committee shall also be responsible for organizing the following events- * Independence Day * Republic Day * Annual College week function
- To prepare and maintain records of all cultural activities.
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17. SPORTS COMMITTEE

Roles and Responsibilities



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- To promote sports activities by motivating students and member's faculty.
 - To promote Team spirit by making healthy competition.
 - To organize regular sports events in order to train students for states and national level competition.
 - To arrange for better coaching facilities.
 - Proper maintenance of sports accessories.
 - To provide necessary infrastructure for sports.
 - To prepare and maintain records of all sports activities.

18. IIT/ISRO REMOTE CENTRE COMMITTEE

Roles and Responsibilities

- Coordinates for providing the vocational training courses to students.
- Arranges guest lectures, workshops, seminars, industrial visits & educational tours for students.
- Coordinates for on-campus and off-campus interviews of the meritorious students for providing suitable jobs in their organizations.
- Responsible for interaction with IIT/ISRO for the functioning of TPC and EDPs.

19. HOSTEL COMMITTEE

Roles and Responsibilities

- Acts as a bridge between the administration, caterers, hostel authorities on one side and the students on the other.
- Facilitates the grievance redressal of students and communicates the same to the concerned authorities.
- Keeps a check on the daily issues regarding the hostel infrastructure, the housekeeping issues, mess facilities, etc.
- Ensures an enriching stay at the campus.
- Organizes fun-packed events and food-carnivals.
- Coordinates with other clubs and committees for the successful conduct of various events.



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20. INTERNAL COMPLAINT COMMITTEE (ICC) /(NIRBHAYA CELL)

Roles and Responsibilities

- Receive complaints of sexual harassment at the workplace
- Initiate and conduct an inquiry as per the institute's procedure
- Submit findings and recommendations of all such inquiries
- Coordinate with the student in implementing appropriate action
- Maintain strict confidentiality throughout the process as per established guidelines of the Internal Complaints Committee Policy
- Submit annual reports in the prescribed format as prescribed
- The Internal Complaints Committee is required to be vigilant to redress the sexual harassment complaints and resolve the same ASAP.

21. ANTI SEXUAL HARASSMENT COMMITTEE

Roles and Responsibilities

- To help women to realize their rights of freedom.
- To treat sexual harassment as a misconduct and initiate punitive actions for such misconduct.
- To assist the aggrieved woman to place the complaint.
- To safeguard the one who is victimized.
- To educate and train students about sexual harassment.

22. EXAMINATION COMMITTEE

Roles and Responsibilities

- To conduct the Internal/ External/ Practical Examinations for all the programmes offered in the College.
- To prepare a Time Table for the above-mentioned examinations in advance and inform the students about the same.
- To allot the exam halls for all the examinations conducted in the College.



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- To ensure that all the question papers are prepared well in advance.
 - To collect all the answer scripts and the supporting documents required.
 - To arrange for External/Internal Valuation of Exams.
 - To publish the results and take necessary steps for the conduct of supplementary exams in time.
 - To address the grievances/ complaints of the students and staff concerning exam-related issues.

23. ENTREPRENEURSHIP DEVELOPMENT PROGRAM (EDP) COMMITTEE

Roles and Responsibilities

- Promote and foster the spirit of entrepreneurship.
- Create support systems necessary for business thought processes.
- Facilitate networking with professional resources, which include mentors, experts, consultants and advisors.
- Identify ideas and innovations which have potential for commercial ventures.
- Carry out activities that facilitate knowledge creation, innovation and entrepreneurship among students.
- To conduct Entrepreneur Development Awareness programs in association with MSMEs and real entrepreneurs.
- To arrange visits to industries for prospective entrepreneurs.
- To develop and encourage interdisciplinary student and staff projects.
- To function as an institutional body to facilitate various services by providing information to budding entrepreneurs.
- To organize activities such as training camps, awareness campaigns etc. in coordination with other committees.
- To develop various skills among students required for successful implementation of ideas.
- To provide infrastructure facilities and technical support for incubation of the ideas.
- To conduct competitions among students in developing project proposals.
- Inculcate enterprising values in youth and encourage individuals to be socially responsible.

24. E- YANTRA COMMITTEE

Roles and Responsibilities

- To complement existing engineering and robotics Higher Education systems worldwide



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- To develop engineers capable of solving local problems across a variety of domains such as: Agriculture, Disaster Response, Defense, Manufacturing, Home, Smart Cities and Service Industries through technology.

25. NSS COMMITTEE

Roles and Responsibilities

- To plan the NSS regular activities and special camping programme as Programme guidelines issued by the Government of India and Programme Coordinator of the concerned university.
- To ensure that NSS volunteers complete the prescribed hours in regular activities and participate in special camping programmes as per requirements.
- The orientation of the NSS volunteers should be conducted in a befitting manner and specific hours should be devoted to orient the NSS volunteers.
- To divide the NSS unit into different groups and assign the definite task and targets and projects to each group.
- To supervise the working of NSS volunteers.
- To ensure that the basic aims of NSS Programme i.e. personality development of NSS volunteers, interaction of the different classes of society take place harmoniously and the NSS volunteers and community are benefited from the activities of NSS units.
- To maintain the necessary records and registers prescribed by the Government of India and Programme Coordinator of the university.
- To be responsible for the equipment and stores purchased out of NSS funds.
- To hand over the charge of NSS equipment and stores to his/her successor at the end of his/her tenure.
- To depute NSS volunteers for participation in various programmes sponsored by the Department of Youth Affairs & Sports, Government of India such as National Integration Camps, Adventure Programmes, Republic Day Parade and any other function organized by the NSS Regional Centre and concerned University.
- To submit the reports to the NSS Regional Centre periodically, Programme Coordinator.

26. TRANSPORT COMMITTEE



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Roles and Responsibilities

- Receives requests/applications from students and staff for seats in college buses
- Allot routes first ? Cum-first served basis and issued bus passes.
- Ensure maintenance of vehicles in good running condition.
- Maintaining the documents.
- Manage, supervise and monitor bus operations.
- Inspect the condition of the buses and report for necessary action on a consistent basis.
- Responsible for periodical maintenance of all the buses and in case of any major repair should report to the Principal immediately.

27. ADMISSION COMMITTEE

Roles and Responsibilities

- To prepare admission committee
- To coordinate the CAP admission activities.
- Help to fill CAP admission form
- Clear doubts/query related to admission of stakeholder
- To arrange visit to respective department (if demand)
- To promote available courses and their importance
- One-to-one counseling of students /parents
- To showcase various facilities provided by college to the students
- Maintain record of visited students to college for admission and their follow-up
- To send alert regarding admission changes / updates to our database
- To receive applications and scrutinize through the admission committee to confirm the eligibility.
- To offer counseling on the contents of the programmes offered by the College.
- To give priority to merit and maintain reservations as directed by the University.

28. DATA CENTRE AND WEBSITE COMMITTEE

Roles and Responsibilities



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- To take overview of updates from all department webpages, administrative web pages and other relevant pages etc.
- To formulate the policies for data updation, conduct meetings and to take reviews.
- To inform the respective portfolio in-charges/heads regarding the latest updates.
- To disseminate all necessary data as and when required.
- To publish academics, research, placement, departments, admission, student activities, facilities, alumni data etc.
- To publish administrative and library information.
- To communicate with authorities regarding issues with the website or online database site.
- To manage content on the website, review reports, blogs and event information when necessary.
- To regularly assess the design or features of a website and make recommendations to remove, obsolete or add new features as needed.
- To display core values, Vision & Mission Program outcomes, Program specific outcomes and course outcomes.

29. PATROLLING COMMITTEE

Roles and Responsibilities

- Conduct patrolling of the canteen area, parking area, the College building, Boys and Ladies hostel.
- Continuously maintain vigil in the College campus
- Monitor the activities of the students

30. INTERNSHIP/ COMPETITIVE EXAMS CELL COMMITTEE

Roles and Responsibilities

- Providing orientation to the students regarding the importance of internship
- Providing training and workshop on how to build the résumé and mock interviews
- Notifying the internship opportunities available in various industries/company on noticeboard with the approval of higher authority
- To provide the infrastructure to external agency to conduct classes for various competitive exams



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- To conduct the seminar on different competitive exams
 - To provide the pattern of Various Examinations
 - To get the information about the exams conducted for the entry into jobs

31. ONLINE COURSES COMMITTEE

Roles and Responsibilities

- Recommend procedures for new online course and program approvals in collaboration with the Curriculum Advisory Committee.
- Recommend technical support policies and procedures for online faculty and students.
- Identify both technical and academic needs and solutions to support online student success.
- Review and assist in the development of online education reports, proposals, policies, and procedures.
- Recommend professional development online activities for both faculty and students.
- Review and recommend annual working goals and objectives in effort to continually improve online education.

32. PATENT FILING/ KAPILA COMMITTEE

Roles and Responsibilities

- To develop the documents necessary for the pursuit of the patent, trademark and copyright process.
- Responsible for implementing the institutes Policy on Patents and Copyrights and its Guidelines for Implementation.
- Receives disclosures of inventions and copyrightable materials from faculty, staff, and students.
- Recommends whether or not inventions and copyrightable material(s) should be marketed.

33. SC/ST/OBC CELL COMMITTEE

Roles and Responsibilities



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- To promote special interests of students from reserved category.
 - To organize interactive sessions and informal meetings with students to attend to their personal, social and academic problems.
 - To resolve grievances relating to SC/ST students and staff.
 - To resolve grievances relating to OBC students and staff.
 - To conduct regular remedial coaching classes on life skills, personality development, writing assignments and making presentations, as well as Hindi and local language classes.

34. STUDENT COUNSELOR COMMITTEE

Roles and Responsibilities

- To monitor the students regularity & discipline
- To enable the parents to know about the performance & regularity of their wards.
- To Improve of teacher-student relationship
- To Counsel students for solving their problems and provide confidence to improve their quality of life.
- To Guide students to choose the right career path for job, higher studies, Entrepreneurship, etc.

35. SAVITRIBAI GIRLS FORUM COMMITTEE

Roles and Responsibilities

- To develop a network among women in or aspiring to positions in educational leadership
- To sponsor seminars which provide opportunities for skill building and competency in educational leadership
- To build capacity of women in leadership positions
- To encourage and support women leaders
- To promote gender, race and ethnic equity within educational systems.
- To empower Women through education.
- To organize the health awareness program.
- To solve women related issues and complaints.



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- To create awareness about women's welfare.
- To handle case works and counseling.
- To improve interpersonal skill
- To conduct women's day programmes.
- To prevent sexual harassment and to promote general well being of female students, teaching and non-teaching women staff of the institute.
- Protection of the girl students
- To motivate and create awareness to the girl students about their strengths.

36. GATE/ COMPETITIVE EXAMINATION COMMITTEE

Roles and Responsibilities

- Identification of GATE students
- Develop and implement training modules for teachers of GATE students
- Facilitate and develop materials to support GATE program.
- Coordinate ongoing planning and evaluation activities
- Participate in the GATE Parent Advisory Committee
- Assist in developing in-service programs for classroom teachers

37. INSTITUTION INNOVATION COUNCIL (IIC)

Roles and Responsibilities

- Promote innovation in the Institution through multitudinous modes leading to an innovation promotion eco-system in the campus
- To conduct various innovation and entrepreneurship-related activities prescribed by Central MIC in time bounded fashion.
- Identify and reward innovations and share success stories.
- Organize periodic workshops/ seminars/ interactions with entrepreneurs, investors, professionals and create a mentor pool for student innovators.
- Network with peers and national entrepreneurship development organizations.
- Create an Institution's Innovation portal to highlight innovative projects carried out by institution's faculty and students.



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- Organize Hackathons, idea competition, mini-challenges etc., with the involvement of industries.

38. UNNAT BHARAT ABHIYAN COMMITTEE

Roles and Responsibilities

- To involve our college as one of the participating Institutes that strives towards rural development of our nation.
- To adopt various villages that would require the help of our institution for its progress and development.
- To identify the development challenges of the adopted villages with local communities and address it with suitable solutions and technologies involving the Management, Government and Private Sectors.
- To seek financial assistance from UBA by applying various projects and its implementation in the villages on the themes Organic Farming, Water Management, Renewable Energy, Artisans, Industries and Livelihood and on Basic amenities for the adopted villages

39. RESEARCH AND DEVELOPMENT CELL (As per UGC Guidelines)

Roles and Responsibilities

- To prepare an annual research activity plan for all the departments.
- Strengthen industry institute interaction through MOUs for long term relationships with national and international research organizations for widening the scope of research options and funding opportunities for faculty and students.
- Take up appropriate problems of the industry for finding solutions through R&D projects assigned to faculty and students.
- Explore technological developmental opportunities in common application areas such as transport, traffic regulation, security, healthcare etc. and assign them to faculty and students.
- To initiate and promote MoU with industries and R&D organizations for consultancy, collaborative research, sponsored projects, industry and Institute interactions etc.
- To arrange brainstorming sessions through talks by eminent personalities from industry, R&D organizations and institutions of repute for the better understanding of research methodology



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and practices currently followed.

- To support faculty for delivering talks at different events and conducting workshops, training programs, seminars, conferences, symposia and faculty development programs.
- To keep everyone informed about announcements by various funding agencies like DST, DAE, DRDO, ISRO, CSIR, AICTE, UGC and University etc.
- To motivate students to present papers in National and International conferences and projects in competitions and exhibitions like AVISHKAR at university level. Interdepartmental / collaborative work to be encouraged.
- To monitor progress of the research and development activity.

A. Research Advisory Committee

- To put in place a robust mechanism for developing and strengthening the research ecosystem.
- To provide environment wherein creation and dissemination of knowledge, innovation and technology development for societal and industrial needs.
- To foster scientific temper.
- To generate innovative ideas on academic and societal problems
- To give advises on research matters whenever necessary.

B. Finance and Infrastructure Committee

- To prepare annual research plan, implement and monitor the research activities of the departments with the help of Research Program, policy Development Committee.
- To prepare budget for the R & D Cell and disseminate to all concerned after due sanction by the Principal.
- To widening the scope of research options and funding opportunities for faculty and students.
- To facilitate timely auditing and submission of utilization certificate.
- To provide scope to work on latest evolving technologies with industry standards through consultancy projects.
- To conduct a meeting at least once in a quarter to review the activities performed.

C. Research Program, policy Development Committee

- To prepare the policy document for research project, publication.
- To conduct meetings with the Finance and Infrastructure Committee for its implementation strategies.
- To call for research proposals from funding agencies to be uploaded on RDC website portal on daily basis.
- To keep everyone informed about announcements by various funding agencies.



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- To support in development of research proposals from the university teachers for the external funding.
- To Encourage, Coordinate and Implement Research And Development Programs (workshops/ seminar/ trainings).
- To prepare the report on activities performed for Research Advisory Committee in every quarter of the year.

D. Collaboration and Community Committee

- To develop networking and collaborative research of departments.
- To report the activities performed to Research Advisory Committee in every quarter of the year.
- To establish liaison with near and far industry and identify the technological challenges being faced by them.
- To take up appropriate problems of the industry for finding solutions through R&D projects assigned to faculty and students.
- To initiate new and to promote existing MoUs with industries and R&D organizations for consultancy, collaborative research, sponsored projects, industry and Institute interactions etc.
- To depute senior faculty to various research organizations for getting collaborative projects, consultancy and adopting best practices.

E. Product Development, monitoring and commercialization Committee

- To report the activities performed to Research Advisory Committee in every quarter of the year.
- To make SOP for Research & Development Cell to transform the research work into suitable product.
- To support research student and faculty in the development of proposals and related financial narratives and budgets for product development.
- Thoroughly understand and monitor unallowable, direct, and facilities and administrative (F&A) costs and direct the researcher for commercialization of project to product.
- To assist the researcher to publish the research work on appropriate forum.

F. IPR, Legal and Ethical Matters Committee

- To validate the research work carried out for patenting in every quarter of the year and report to Research Advisory Committee
- To receive complete research proposal along with expenditure details.
- To check the papers especially research project proposals if they are through proper channel, if not ask concerned to do necessary formalities.
- To assure that costs incurred under sponsored/self-financed research projects conducted comply with sponsor and institute policies.
- To send duly signed proposals to the concerned person for sending or uploading on website of the agency.



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- To report the activities performed to Research Advisory Committee in every quarter of the year.

40. ANTI RAGGING COMMITTEE

With reference to AICTE (Prevention and Prohibition of ragging in Technical Education, Universities including Deemed to be Universities imparting technical education) Regulations 2009 and as per as per the clause No.6(a) of this AICTE Regulations - 2009, Anti-Ragging Committee is formed comprising of experts, faculty members, parents, students, etc, to look into any kind of ragging matter reported to them from time to time. The Committee takes immediate action in the matter reported to them, following all the guidelines given in the referred AICTE Regulation - 2009. The Committee also take review of the activities of the Anti-Ragging Squad and suggests measures to effectively monitor the anti-ragging activities.

Mechanism of Anti Ragging Cell:

- To keep constant vigilance and ensure preventive measures against the ragging as per guidelines given by UGC.
- To ensure that SKNSCOE Campus and Hostel is free of any kind of ragging.

Function & responsibilities:

- To create the awareness about Anti Ragging act and punishments among the students and the appropriate law in force
- To create the express about Ragging constitutes (AICTE/UGC Regulation as per the directive of the Supreme Court Ragging CLAUSE 3).
- To prohibit, prevent and eliminate the source of ragging including any conduct by any student or students whether Hy words spoken or written or by an act which has the effect of teasing, treating or handling with nadeness a fresher or any other student.
- To prohibit undisciplined activities by ardy student or students this causes or is likely to cause hardship or psychological harm or to raise fear in any fresher.
- To conduct surprise checks in campus, classrooms, laboratories, canteen, hostel, playground and buses etc.
- To ensure that no one indulges in ragging of junior students.
- To mport any ragging related issues found during surprise checks to the anti-ragging.



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41. ANTI RAGGING SQUAD COMMITTEE:

With reference to AICTE (Prevention and Prohibition of ragging in Technical Education, Universities including Deemed to be Universities imparting technical education) Regulations 2009 and as per as per the clause No.6(a) of this AICTE Regulations - 2009, Anti-ragging Squad is formed to look in to the matters of ragging. The squad will continuously maintain vigil in the College campus and monitor the activities of the students. If any activity of students is found suspicious, then immediate action is to be taken. The squad will conduct patrolling of the canteen area, parking area, the College building and Ladies hostel. The patrolling of the outside area near to College will also be done. The students can contact Committee members at any time regarding any kind of problem faced by them from any students in the Campus or outside the campus. Also, students can personally meet any of the committee members in the College during working hours.

Function & responsibilities

1. A schedule is prepared by head of the committee in consultation with all the members to go for squad duty and continuously keep vigil over ragging to prevent its occurrence and recurrence
2. As per schedule the members will visit all prominent places where the lower and higher semester students meet to curb the menace of ragging.
3. Committee ensures display Pamphlets of Anti ragging, Observation of Anti ragging in the campus including hostel, Night inspection of hostels.
4. Organize pledge/oath ceremonies against anti-ragging.




Dr. K. J. Karande
Principal

Copy to

- 1) Deans
- 2) HODs
- 3) Admin Office