



ROLES & RESPONSIBILITIES OF COMMITTEES

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COLLEGE DEVELOPMENT COUNCIL

The college development council was formed for the purpose of integrated development of the college. The major objectives of the college development council are to advise the college on all matters relating to academic and non-academic activities.

Roles and Responsibilities

- To provide guidance and advise for the college to pursue academic excellence through quality teaching.
- Advise the college to impart quality education.
- Guide the college to produce socially sensitive students.
- To provide suggestions to impart outcome-based value-added courses.
- To discuss on infrastructural development.
- Council helps the Principal in smooth maneuvering of the college by assisting him in decision making.

INTERNAL QUALITY ASSURANCE CELL

The Internal Quality Assurance Cell (IQAC) of Saintgits College of Applied Sciences was established on 07/03/2013. It is one of the prime bodies of the college which ensures quality enhancement in matter of academics and administration by providing effective suggestions and inputs.

The major roles and responsibilities of IQAC include (but are not limited to) the following:

- Design and development of guidelines and parameters for various academic and administrative activities of the college so as to meet the objectives envisioned by NAAC
- Ensure continuous quality enhancement in all activities –academic and non-academic organised in the college.
- Collect feedback from various stakeholders of the college in a timely manner and ensure that grievances if any are properly addressed
- Preparation of annual quality assurance report (AQAR) as per the guidelines of NAAC
- Proper documentation of all activities conducted in the college
- Conduct and organise audits to ensure systematic and quality assured functioning
- Adoption and promotion of good practices

- Organise programs for teaching and administrative staff and thereby improve career prospects
- Ensure that students are adequately prepared to meet the needs of industry through the conduct of add on courses and skill development programs.
- Adoption of new and technology enhanced teaching learning methods
- Provide quality inputs in the decision making process of the institution

EXAM CELL

Examination Cell in Saintgits College of Applied Sciences plays a key role in academic. Exam cell in SCAS is headed by Chief Superintendent of Examinations (Principal) and other supporting staff. The major duty of exam cell is to conduct all the examinations (Both Internal and University) in an organized manner under the direction of Chief Superintendent of Examinations.

Primary Functions of Exam Cell

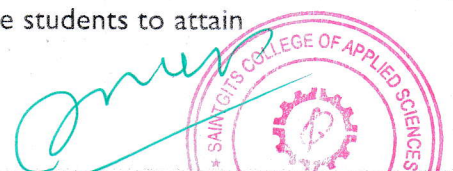
1. Exam Cell keeps and publishes all circulars, notices and notifications from University.
2. Exam cell generate circulars for students with respect to Exam Fee Collection, the last date of Fee Collection, modalities of payment of fine and so forth.
3. Exam Cell takes all care in the preparation of Examination Time table, Invigilation duty sheet, Student seating arrangement in exam halls for the smooth conduct of both internal and university examinations.
4. Exam Cell keeps attendance of the students, proper count regarding answer booklet during distribution and packing.
5. Exam Cell keeps all documents relevant to examinations.
6. Exam Cell addresses exam related issues of administration, faculty, staff and students.

PTA

The Parent Teacher Association (PTA) is a body constituted of all the staff and parents of all students studying in the college. The function of the PTA is to extent support for the development of both the students studying in the institution as well as the institution itself. It envisages the co-operation and participation of parents in the activities of the college.

Objectives of PTA:

- To provide a lending hand in the holistic development of the students to attain 'Learning for Life.'



- To sustain the promotion of sound, meaningful and qualitative education for the students.
- To foster mutual understanding and harmonious relationship among the parents and teachers.
- To create an empathetic understanding of the institution's policies and the belief that the institution only works for the welfare of its students.

ALUMNI ASSOCIATION

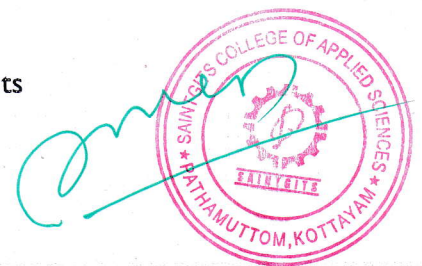
The Alumni Association of Saintgits College of Applied Sciences is very active and facilitates relationship between old students and alma mater. It aims at promoting frequent interactions among the former students of the college. Besides, each department has its own alumni forum. The college organizes programmes with the help of former students in order to benefit the students studying in the institution. The college encourages the formation chapters as a means to increase the participation of Alumni. Alumni forum provides a link between the alumni, staff and students of the institute. This facilitates the encouragement of the alumni in taking abiding interest in the work and progress of the institute. These regular visit and interaction of Alumni makes them to participate in activities, which contribute to the general development of the institute. All the departments conduct alumni interaction sessions with the current students. Alumni holding reputable positions in well-known organizations are invited for the same and this makes the students aware about the employability, skill development opportunities of the Value added Courses organized by the college. This motivates them to improve their compatibility and leadership quality.

LIBRARY COMMITTEE

The Library committee provides a forum for open discussion relating to the Library development.

Roles and Responsibilities

- To provide various library services to the readers.
- To provide information support to the teaching learning process.
- To provide suggestions to the librarian regarding the general library developments.
- To discuss about student centric activities to be conducted as part of Library week celebration.
- To discuss about activities that promotes reading.
- To support research activity for its qualitative developments



WOMEN WELFARE COMMITTEE:

Functions and Responsibilities of the Women Welfare Committee:

- Women's Empowerment through Education.
- Coordinating the activities of Women's Club and HeForShe Club
- Solving women related issues and complaints.
- Creating awareness about women's welfare.
- Conducting Woman's Day Program.
- Providing mentoring and counselling to the female students on case to case basis

STUDENT ASSOCIATION

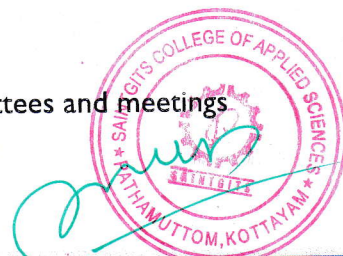
The Saintgits College of Applied Sciences Students Association, (SCASSA) is a body elected annually as per the guidelines provided by Mahatma Gandhi University. A meeting of all class representatives is convened to elect the members of SCASSA/College Union Executive. Students contesting in the election should have a minimum of 75% attendance and should not have any arrears. Students who have faced any kind of disciplinary actions are also not eligible to contest the elections. Students are also not allowed to contest the elections under the banner of student political organizations. The college Union is subject to the rules and regulations of the college as well those notified by Principal from time to time. It shall also not engage in political activity of any kind. A staff member nominated by the Principal guides the union in its activities.

Objectives of SCASSA

1. To groom students into law abiding and responsible citizens.
2. Make students aware of their duties, responsibilities and rights.
3. To provide opportunities for personality development through organization of various events.
4. To train students in parliamentary democracy.
5. To develop initiative, self-reliance and leadership skills among the students.

Roles and responsibilities of SCASSA

- Adequately represent students in various platforms such as committees and meetings
- Organize important cultural events and competitions in the college



- Voice feedback of students regarding teaching learning process and facilities offered/required and student support to concerned authorities.
- Report grievances if any, regarding the functioning of college in a timely manner to the teacher-in charge/Principal

STUDENT GRIEVANCE / ANTI-RAGGING COMMITTEE:

As part of Kerala Ragging Prohibition Act, a well monitored student grievance and anti-ragging committee is functioning in the college. The committee plays an active role in making discipline and healthy relationship among students and also provides an accessible forum for any student to openly insist against ragging.

SC/ST MONITORING/ETHICS COMMITTEE:

A well monitored SC/ST /Ethics ragging committee are functioning in the college to implement and evaluate the reservation policy in the college. The committee ensures equal opportunity and resolves issues or complaints if any.

INTERNAL COMPLIANCE CELL.

Internal Compliance Cell is an internal committee of the institution to receive and redress complaints of sexual harassment and to promote gender amity among students and employees

- To promote gender amity among students and employees
- Prevent discrimination and sexual harassment and take actions which have long term implications in the organization
- Intervening in situations of violence against women and carry-on sustained capacity building
- Inspire confidence among women
- Make recommendations to management for changes in rules for students and employees

GRIEVANCE REDRESSAL COMMITTEE

The college has set up a Grievance Redressal committee. The committee has been constituted for the Redressal of the problems reported by the students and faculties.



The objective of the Grievance Redressal committee is as follows:

- 1.Promoting cordial relationship between students and between student-teacher relationship.
- 2.To investigate the cause of grievances.
- 3.To act as a platform to express the grievances freely and frankly.
- 4.To respect the right and dignity of one another.

Grievance Mechanism

A three tier mechanism has been framed to address the student/teacher grievances

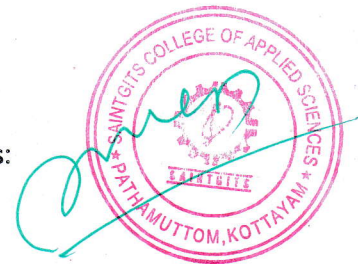
- 1.Tire 1-Class teacher
- 2.Tier 2-HOD
- 3.Tier 3-Principal

Grievance of students should be brought to the attention of the respective class teacher

in writing. The class teacher in consultation with the HOD/Principal will take the necessary steps to resolve such grievances. A suggestion box is maintained on the first floor of the college. The students and teachers can also lodge their grievances through Redressal link in College website.A novel feature of our college is the working of class committee in all the classes.The class committee is also a platform to discuss the grievances of students. There is a free discussion regarding the academic, non-academic and administrative matters in class committees. The class committee composed of student representatives, class teacher and Head of the Department. The committee meets at least twice in a semester. The effective functioning of class committee is responsible for the minimum number of Grievances being reported in our college. However, the Grievance redressa lcommittee keep a vigil on a regular basis both inside and outside the campus. After receiving the complaints, the Committee will decide on the merit of the case regarding the scope of further discussion. The final settlement of any grievance shall be made within a reasonable period.

Scope

The committee deals with grievances about any of the following matters:



1. Academic Matters: Related to the timely issue of Mark-sheets, assessment and evaluation, library facilities, extension and extra-curricular activities, issuance of certificates or other examination related matters.

2. General administration: Related to dues and payments for various items from the library, hostels etc, Id cards.

3. Other Matters: Related to infrastructural facilities, amenities and maintenance, safety and security, misbehaviors, availability of transport etc.

EQUAL OPPORTUNITIES CELL

The basic aim of the equality cell is to ensure that students and faculty belonging to various diverse backgrounds of community, religion, region, gender or ability are not deprived of their basic opportunities. They all must have access to all the basic rights to promote inclusivity and harmony.

Objectives

- To ensure equity and equal opportunity to the community at large in the college and bring about social inclusion.
- To create a socially congenial atmosphere for academic interaction and for the growth of healthy interpersonal relationships among the students coming from various social backgrounds.

