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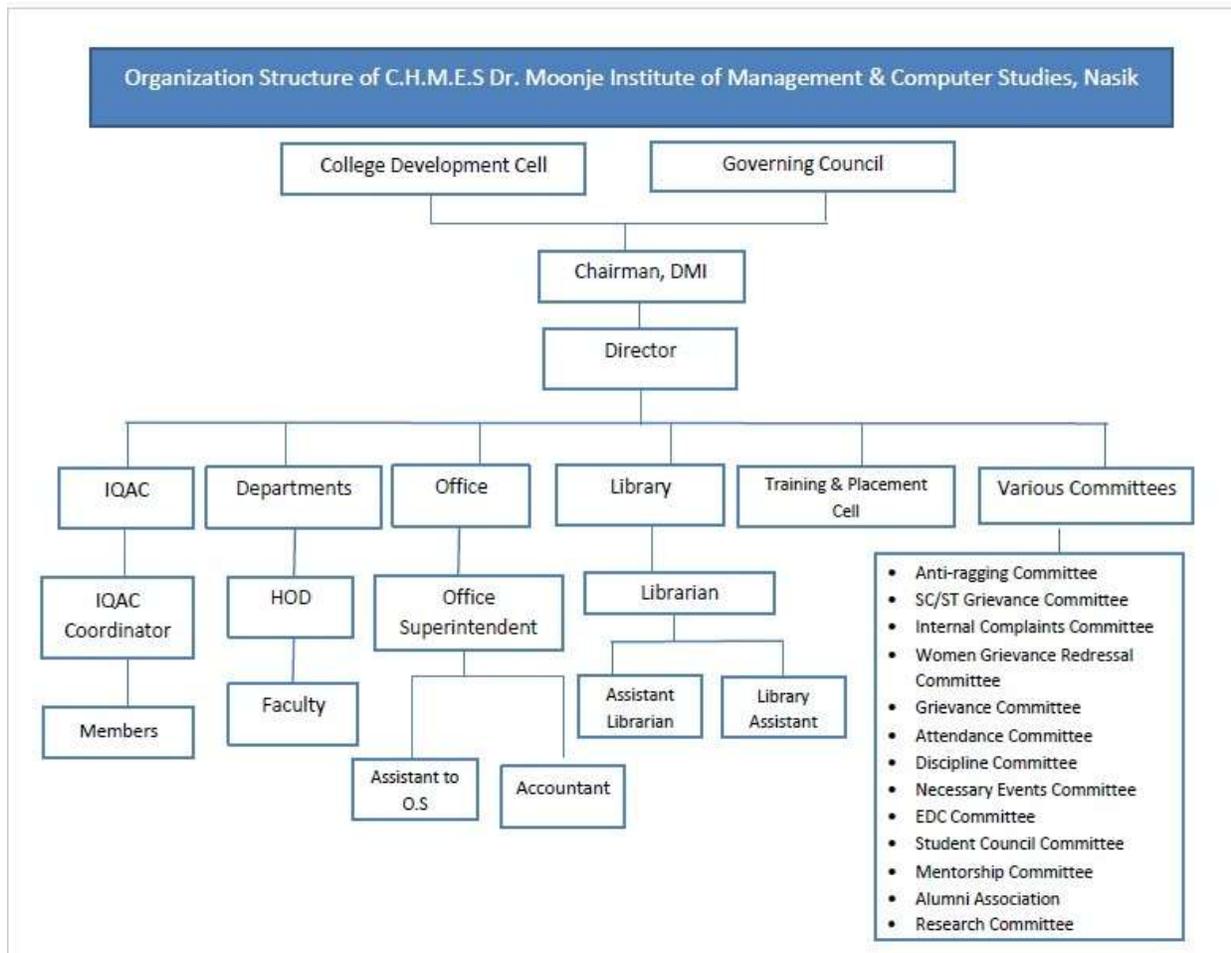
## **Dr. Moonje Institute of Management & Computer Studies**

(Approved by AICTE, New Delhi & Affiliated to S. P. Pune University)

Rambhoomi, B. M. College Campus, Gangapur Road, Nashik- 422005

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## **Organogram of the Institute**



### **Functions of various committees are as follows**

#### **Governing Council Committee**

##### **Functions :**

- To form the directive principles and policies of the institute.
- Appointment of teaching and non-teaching staff
- Ensuring the proper and effective use of the financial resources.
- Review of academic performance and suggesting measures for the improvement.
- Development and enhancement of infrastructure and facilities.
- Authorization of collaborations
- Review of placement related activities and suggest necessary enhancements.

## College Development Committee (CDC)

### **Functions :**

- 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 extra-curricular activities.
- Decide about the overall teaching programmes or annual calendar of the college.
- Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts.
- Take review of the self-financing courses in the college, if any, and make recommendations for their improvement.
- Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college.
- Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research.
- Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process.
- Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college.
- Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval.
- Formulate proposals of new expenditure not provided for in the annual financial budget.
- Make recommendations regarding the students' and employees' welfare activities in the institution.
- Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations.
- Frame suitable admissions procedure for different programmes by following the statutory norms.
- Plan major annual events in the college, such as annual day, sports events, cultural events, etc.
- Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the institution.
- Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.
- Recommend the distribution of different prizes, medals and awards to the students.
- Prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of such college and the university.
- Perform such other duties and exercise such other powers as may be entrusted by the management and the university.

## **Internal Quality Assurance Cell (IQAC)**

### **Functions:**

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
- Dissemination of information on various quality parameters of higher education.
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programmes/activities leading to quality improvement.
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- Development of Quality Culture in the institution;
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

## **Library Committee:**

### **Functions:**

- To guide the Librarian in formulating general library rules & regulations which govern the functions of the library.
- To work towards modernization and improvement of Library.
- To formulate policies and procedures for efficient use of Library resources.
- To prepare budget and proposals for the development of the Library.
- To seek feedback on Library functions from readers.
- To submit the annual report on the functioning of the library.
- To take measures to increase the membership of the Library beyond the boundaries of the college.

## **Training & Placement Committee**

### **Functions :**

- Organize campus interviews and pool campus drive.
- To establish industry-institute interaction for placement of students.
- Arrange pre –placement training workshops, seminars for aptitude and soft skill development by internal and external experts.
- Collect and analyze feedback from the companies where students are placed.
- To prepare the students for interviews and jobs.
- Career counseling of the students.
- Plan and arrange industrial visits.

## **Alumni Association**

### **Functions:**

- To promote and support educational activities and programmes for the benefit of the alumni and student.
- To assist the Institute and the alumni in every possible manner through the specialized knowledge and experience gained in the profession by the members.
- To promote social, cultural and sports activities amongst the alumni, past and present students and staff.
- To assist the alumni and the institute in training and placement activities and by providing faculty, guest lectures, summer placements for project work, opportunities for industrial visits etc.
- To maintain record of alumni and to secure an intimate contact amongst the alumni, past and present students and the staff, to arrange annual meet for the purpose.
- To assist the needy and deserving students by financing their studies and to provide financial help to the institute.
- To raise funds for the activities of the association.

## **Anti-Ragging Committee**

### **Functions :**

- Making student aware of anti-ragging by displaying flex, boards in institute premises.
- Creation of healthy learning environment.
- To keep watch and stop the incidences of Ragging
- Take prompt and appropriate action in case of the ragging incident.

## **SC/ST Grievance Committee**

### **Functions:**

- To implement the reservation policy for SC/STs in the institute.
- To collect data regarding the implementation of the policies in respect of admissions, appointments to teaching and non-teaching positions in the college, and analyze the data showing the trends and changes towards fulfilling the required quota.
- All affairs related to SC/ST reservation implemented in the Institute according to Government of India Policy.
- Registering the complaints from of SC/ ST employees and students and address it to concerned department, person, section for its peaceful resolution

## **Internal Complaints Committee (Vishakha Cell) & Women Grievance Cell**

### **Functions**

- Identifying and resolve grievance related to women harassments.
- To develop and maintain safe, healthy and supportive environment for girl students and staff in the campus.
- Organize workshops, seminars on topics such as health, safety etc. for girl students.
- To organize health checkup camps.
- The women grievance committee is established as per the guidelines of AICTE and S.P.P.U

## **Grievance Committee**

### **Functions:**

- Identifying the grievance of students and staff related to academics, co-curricular , extra-curricular activities, placements, infrastructure facility etc.
- To report the grievance to the Director.
- To figure out the possible solution to resolve the grievance.
- To ensure implementation of solution to resolve grievances.

## **Attendance Committee**

### **Functions:**

- To keep record of daily attendance of students.
- To analyze student attendance and take appropriate action if required

## **Discipline Committee**

### **Functions :**

- To ensure that students follow the institute dress code and carry ID card daily.
- If student violates rules and regulations of the college, disciplinary action should be taken against them.

## **Necessary Events Committee:-**

### **Functions :**

- To plan and organize various co-curricular and extra-curricular events for the students.
- To motivate students to participate in various intra and inter collegiate activities.
- To organize sports activities.
- To arrange mementoes and certificates for the event.

## **EDC Committee**

### **Functions:**

- To motivate students to pursue entrepreneurship.
- To arrange workshops, seminars for developing entrepreneurship skills among students.
- To arrange student interaction with entrepreneurs.
- To arrange field visits to industries.
- To spread awareness about schemes available for entrepreneurs.
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## **Mentorship Committee**

### **Functions:**

- To provide guidance to mentee students about academics.
- Share information about career path, as well as provide guidance, motivation to mentee.
- Discuss the issues faced by the mentee related to academics, activities, career, facilities etc. and suggest possible solution.

## **Student Council Committee**

### **Functions:**

- A student council acts as link between student and management.
- The student council discusses issues related to Academic activities, Cultural activities, Industrial visits, Participation in various events, Social development etc.
- The role of the Student Council is to provide the insight in student's requirements.
- They also organize various student welfare activities.
- They are also involved in reporting or projecting student problems

## **Research Committee**

### **Functions:**

- Promoting and motivating research activities at the institute.
- Encourage faculty members for research publications in national and international journal.
- To arrange expert guest lectures for faculty members.
- To plan and organize seminars and workshop at state and national level having resource persons from industry and academics.
- To find out appropriate funding agencies for research grants and making faculties aware about it.