



Dakshin Maharashtra Shikshan Mandal's
BHAURAO KAKATKAR COLLEGE, BELGAUM

[B.A., B.Com, B.Sc., M.Com, M.Sc-Chemistry]

Re- Accredited by NAAC 'A' Grade with CGPA 3.21

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ACADEMIC COLLEGE COMMITTEES

Sl. No	Name of Committee	Constitution	Functions of Committee
MANAGEMENT			
1	Governing Body of College	<ul style="list-style-type: none"> President Ex-Officio Secretary Members 	<ul style="list-style-type: none"> The Governing Body of College shall meet time to time in a year. To implement the recommendation made by NAAC Peer Team and Internal Quality Assurance Cell (IQAC). Prepare an overall inclusive development plan of the college concerning academic, administrative and infrastructural development and facilitate College to promote excellence in curricular, co-curricular and extra-curricular activities.
NAAC			
2	Internal Quality Assurance Cell (IQAC)	<ul style="list-style-type: none"> Chairperson Co-ordinator Members 	<ul style="list-style-type: none"> To Develop and apply quality benchmarks/ parameters in various activities of the institution. Dissemination of information on quality aspects. Organization of Workshops/ Seminars & promotions of quality circles. Recording and monitoring quality measures of the institutions. Acting as an nodal agency of the institution for quality related activities Preparation of the Annual Quality Assurance Report and such other reports and to conduct internal and external AAA.
3	NAAC Committee (Fourth Cycle)	<ul style="list-style-type: none"> Co-ordinator Criterion Heads Members 	<ul style="list-style-type: none"> To prepare NAAC SSR and supporting documents To make necessary arrangement for peer team visit.



COLLEGE ACADEMIC

4	Admission Committee	<ul style="list-style-type: none"> • Chairperson • Co-Chairperson • Members 	<ul style="list-style-type: none"> • To recommend and prepare College Admission form, prospectus and other materials. • Distribute brochures, hand outs and display posters depicting salient features of college. • Monitoring admission process of the student.
5	Academic Calendar Events Committee	<ul style="list-style-type: none"> • Chairperson • Members 	<ul style="list-style-type: none"> • To oversee the academic affairs of the college and make recommendations to the Principal about academic programs and strategic priorities in tune with University's calendar of events.
6	Syllabus/Handbook Committee	<ul style="list-style-type: none"> • <u>Commerce</u> -Chairperson -Member • <u>Arts</u> -Chairperson -Member • <u>Science</u> -Chairperson -Member 	<ul style="list-style-type: none"> • The Committee shall plan and prepare Students Handbooks of Stream wise syllabus prescribed by the affiliating University.
7	Test Tutorials & Seminar Committee	<ul style="list-style-type: none"> • <u>Commerce</u> -Chairperson -Member • <u>Arts</u> -Chairperson -Member • <u>Science</u> -Chairperson -Member 	<ul style="list-style-type: none"> • The committee shall plan and arrange for various programme, seminars, workshop etc. which can help the students to improve academically and strengthens their knowledge skills and attitude in their subjects.
8	Miscellany and Wall Paper	<ul style="list-style-type: none"> • Chairperson • Members 	<ul style="list-style-type: none"> • To receive the articles, poems, painting and various academic reports from the students as well as staff for publication of the Aaviskar-College Miscellany magazine and Zankar-Wall Paper. • To get the college magazine printed by end of the academic year and distribute the same to students and staff.



9	Debating, Essay and Quiz	<ul style="list-style-type: none"> • Chairperson • Co-Chairperson • Members 	<ul style="list-style-type: none"> • To conduct competitions like debates, elocution, poetry writing, essay writing and story writing and other. • To conduct inter-collegiate competitions in the college. • To encourage students to participate in various competition outside the college.
10	Planning forum and Commerce Association	<ul style="list-style-type: none"> • Chairperson • Co-Chairperson • Members 	<ul style="list-style-type: none"> • To plan and implement curricular and co-curricular activities of the department to enhance the quality. • To share the responsibility of implementing quality enhancement activities with IQAC. • To involve the faculty, students and alumni of the college in quality assurance activities of the department.
11	Science Association	<ul style="list-style-type: none"> • Chairperson • Members 	<ul style="list-style-type: none"> • The celebration of several days and organizes programmes related to science. • To develop scientific temper among the students. • To promote students to participate in competitions like "Vigyan Mela" • To plan and implement curricular and co-curricular activities of the department to enhance the quality. • To share the responsibility of implementing quality enhancement activities with IQAC.
12	Arts Association	<ul style="list-style-type: none"> • Chairperson • Members 	<ul style="list-style-type: none"> • To plan and implement curricular and co-curricular activities of the department to enhance the quality. • To promote languages students to participate in various competitions. • To celebrate various days of national and international importance. • To share the responsibility of implementing quality enhancement activities with IQAC.



13	College's Programme and Attendance Committee	<ul style="list-style-type: none"> • Chairperson • Members 	<ul style="list-style-type: none"> • To arrange various programmes, such as- Camps, Workshops, Seminars, Expert Sessions, etc. • To keep track of student's attendance and to ascertain whether there is any correlation between their attendance and performance. • To prepare activity report of each and every programme conducted in college. • To collect and analyze the feedback on curriculum, teachers and college from all the stakeholders.
14	Trips and Excursion	<ul style="list-style-type: none"> • Chairperson • Co-Chairperson • Members 	<ul style="list-style-type: none"> • To take necessary permission for Tour/Field visit etc. • To maintain safety and security of students at the time of Tour and field visit. • To communicate with parents for parental consent and provide the details of excursion for adventure activities, residential camps and trips. • To maintain the records and report on such activities.
15	Scholarships	<ul style="list-style-type: none"> • Chairperson • Members 	<ul style="list-style-type: none"> • This committee will plan and prepare list of scholarships applicable to students. • To help the student to apply for various scholarships both online and offline • To maintain the record and prepare the report of various scholarships given to students both institutional and government scholarships.
16	Website, Internet/ wi-fi Support Committee	<ul style="list-style-type: none"> • Chairperson • Members 	<ul style="list-style-type: none"> • To collect the academic and administrative information and to upload on college website. • To upload and update the data required for NAAC and other stakeholders. • To update and communicate all notices, announcements, reports of activities etc on a regular basis. • To make improvement in the website with respect to design on a continuous basis.



STUDENT DEVELOPMENT AND YOUTH ACTIVITY

17	Cultural Activities	<ul style="list-style-type: none"> Chairperson Members 	<ul style="list-style-type: none"> To plan and schedule cultural events for the academic year. The Committee shall be responsible for all intra and inter collegiate cultural events in the College. To maintain the records and report on such activities.
18	Students Welfare	<ul style="list-style-type: none"> Chairperson Co-chairperson 	<ul style="list-style-type: none"> To help desirous and economically weak students through various institutional scholarship and schemes. To make communications of students support services and facilities available in the college.
19	Medical Care and Y.R.C	<ul style="list-style-type: none"> Chairperson Co-Chairperson Members 	<ul style="list-style-type: none"> To conduct health check-up for all the students and to make arrangement in case of medical emergency. To organize health and fitness programme in association with College Youth Red Cross Wing, N.S.S, Women Welfare, Association and other designated units.
20	Career Guidance & Placement Cell	<ul style="list-style-type: none"> Chairperson Members 	<ul style="list-style-type: none"> To arrange Campus interview, Jobs fairs training programme etc for students. To organize the seminar/workshop regarding placement and career opportunities. To help the students job and career related issues. To act as a bridge between college and industries for students placement and training.
21	Alumni Association	<ul style="list-style-type: none"> Chairperson Members 	<ul style="list-style-type: none"> To meet college alumni to establish good relation ending in up-liftmen of the Alma-mater. To establish funds for the purpose of students and institutional welfare activities. To institute awards for 'Best-Students' and college toppers. To maintain an up-to-date and detailed database of the alumni. To felicitate the prominent alumni and to conduct the Alumni meet.



COLLEGE DEVELOPMENT

22	UGC Grants	<ul style="list-style-type: none"> Chairperson Members 	<ul style="list-style-type: none"> To prepare proposals for grants and do necessary steps to receive grants. To work as bridge between UGC and college. To implement the policies which are recommended by UGC to college.
23	College Gardening (College Beautification Botanical and Campus garden)	<ul style="list-style-type: none"> Chairperson Members 	<ul style="list-style-type: none"> To maintain eco friendly atmosphere in the college. To prepare Flora and Fauna of the college. To celebrate various days related to environment and to organize various programmes, like save environment campaign, tree plantation and Cleanliness drive, plastic free campus, no vehicle day etc. on the campus. To develop and maintain the Botanical Garden of college campus.
24	Discipline	<ul style="list-style-type: none"> Chairperson Co-Chairperson Members 	<ul style="list-style-type: none"> The Committee shall assure that discipline is adhered in the College. The Committee shall lay down necessary rules and regulations for proper discipline. The Committee shall decide on disciplinary matters pertaining to Students and Staff.

FACULTY DEVELOPMENT

25	Staff Welfare	<ul style="list-style-type: none"> Chairperson Members 	<ul style="list-style-type: none"> To implements various staff welfare schemes for teaching and non-teaching staff. To organize and conduct staff meetings and maintain the record of the same. To ensure favorable working environment for staff. To organize Welcome/ Farewell programmes for the faculty.
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26	Research Activities and extension committee	<ul style="list-style-type: none"> Chairperson Members 	<ul style="list-style-type: none"> To promote faculty to apply for major and minor research projects. To promote students and teachers to participate in various research programme, motivate them to publish their article in research journals. To publish 'Shodh'-in house research journal.
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GYMKHANA AND SPORTS

27	Gymkhana and other Association	<ul style="list-style-type: none"> Chairperson Co-Chairperson Members 	<ul style="list-style-type: none"> To promote a spirit of healthy competition and cultivate excellence in various domains of sports. To finalize the schedule of events for the every academic year in advance in consultation with the Students Sports Committee and Students Council. To maintain records of sports events attended by students in the college, University and outside.
28	Students Council and Secretaries	<ul style="list-style-type: none"> Chairperson Co-Chairperson Members 	<ul style="list-style-type: none"> To promote an environment favorable to educational and personality development. To extend co-operation in college development and student centric activities. To represent the views of the students on matters of general concern to them.

LIBRARY

29	Library Committee	<ul style="list-style-type: none"> Chairperson Co-Chairperson Members 	<ul style="list-style-type: none"> To provide the approach and operational plan for modernization and improvement of Library and documentation services. To prepare the annual budget and proposal for Library. To look after general maintenance of the library in terms of reading material and infrastructure. To involve in fostering the reading habit of staff and students. To maintain library records and reports.
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DESIGNATED UNITS

30	N. S. S.	<ul style="list-style-type: none"> Officer 1 Officer 2 	<ul style="list-style-type: none"> College NSS unit shall function according to the specified guidelines lay down by the N.S.S Department of affiliated University. To arrange activities of students on a regular basis
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			<p>on issues of social importance, ethical relevance and moral values.</p> <ul style="list-style-type: none"> To organize special N.S.S camps and involve the students in social service activities under N.S.S theme-"Not me but for you."
31	N. C. C.	<ul style="list-style-type: none"> Officer Care Taker 	<ul style="list-style-type: none"> The College NCC unit shall function according to the specified guidelines lay down by the 26 Karn. Bn. N.C.C, Belagavi. To promote the ideals of selfless service among the youth to make them useful citizen. To participate the students in various extension activities. To arrange different training camps and adventurous activity camps all over India for NCC cadets.
32	SC/ST Cell	<ul style="list-style-type: none"> Officer 	<ul style="list-style-type: none"> To create and maintain safe, healthy and supportive environment for SC / ST staff and students in the campus. To address the issues of staff and students, belonging to SC /ST in the institute and to prevent atrocities against them. To organize the various welfare programmes for SC/ST students.
33	UNITY.FOR VISION	<ul style="list-style-type: none"> Co-ordinator 	<ul style="list-style-type: none"> The group is created with aim to help the selected B.Sc Part I students in achieving multidimensional growth along with their academic fulfillment.
34	Hostel Committee (Boys and Girls)	<ul style="list-style-type: none"> Chairperson Rector Warden 	<ul style="list-style-type: none"> Overall management of the hostel, including framing rules for the student. To maintain safety and security of the students. Human resource allocation in the hostels.
PROGRAMME AND PUBLICATION			
35	Photo Committee	<ul style="list-style-type: none"> Chairperson Co-chairperson Members 	<ul style="list-style-type: none"> To work for writing, editing, and distributing news releases to the news media. To provides the necessary programmes information to website committee. To maintain records and reports.



DESIGNATED CELLS

36	Students Grievance Redressal Committee	<ul style="list-style-type: none"> Chairperson Members 	<ul style="list-style-type: none"> To set mechanism for students grievance and redressal system in the college. To submit the action taken report on students grievances.
37	Anti-ragging Committee (UGC Regulation 2009)	<ul style="list-style-type: none"> Chairperson Members 	<ul style="list-style-type: none"> The committee will take necessary steps to prohibit, prevent and eliminate the scourge of ragging by establishing effective monitoring mechanism in the college. To submit the action taken report on such cases.
38	Sexual Harassment Cell (Protection and prevention of persons from sexual harassment) [UGC Regulation 2015]	<ul style="list-style-type: none"> Chairperson Members 	<ul style="list-style-type: none"> To treat sexual harassment as a misconduct and initiate disciplinary actions for such issues. To provide an environment free of gender-based discrimination. To ensure equal access of all facilities and participation in activities of the college
39	Human Rights Protection Cell	<ul style="list-style-type: none"> Chairperson Members 	<ul style="list-style-type: none"> The cell aims at creating awareness about human rights among the staffs and students. It also aims at personality development of individual and to lead a decent and dignified life without infringing the rights of others.
40	Equal Opportunity Cell	<ul style="list-style-type: none"> Chairperson Members 	<ul style="list-style-type: none"> To oversee the effective implementation of policies and programmes for disadvantaged groups, to provide guidance and counseling with respect to academic, financial, social and other matters and to enhance the diversity within the campus.

COMMUNITY SERVICES

41	Human Development (H.R.D. Cell)	<ul style="list-style-type: none"> Chairperson Members 	<ul style="list-style-type: none"> The H.R.D Cell of the college functions with the objective of providing guidance and assistance for the students to achieve their career goals.
42	Environment Protection	<ul style="list-style-type: none"> Chairperson Co-chairperson 	<ul style="list-style-type: none"> To establish awareness, attitude and participation of College students in environmental activities. To suggest actions towards creating environmental awareness and environment friendly practice among students. To organize seminars and training programmes for environmental awareness campaign to minimize environmental problems like acid rain, ozone depletion, climate changes, global warming, etc



43	Service to physically Handicap	<ul style="list-style-type: none"> Chairperson Members 	<ul style="list-style-type: none"> To provides counseling-cum-guidance to physically challenged students, staff with regard to academic, financial and other matters. To extend support to the physically challenged to overcome problems and barriers in the college campus.
44	Adopted Community	<ul style="list-style-type: none"> Chairperson Members 	<ul style="list-style-type: none"> To work as bridge between College and Community and establishing good relations with community. To organize lecture series on current issues, live demonstration of Union Budget etc
45	RUSA	<ul style="list-style-type: none"> Co-ordinator 	<ul style="list-style-type: none"> To work as liaison between RUSA and College. To apply for various grants and follow up.

WOMEN WELFARE

46	Women Welfare Association	<ul style="list-style-type: none"> Chairperson Members 	<ul style="list-style-type: none"> To empower and safeguard the rights of female members, staff and students of the College. To work on health aspect of girls students, ladies staff of the college. To organize lectures on health & Hygiene. To celebrate the International Women Day in the college. To organize various competitions like Rangoli, Bridal make up, fireless cooking, nail arts, Hair style etc especially for girl students.
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Principal
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