



Shikshana Prasarak Mandali's

**RAMNARAIN AUTONOMOUS RUIA COLLEGE,  
Matunga, Mumbai-400019.**

**COMPENDIUM**

*for Committees/ Association/ Cells/Units*

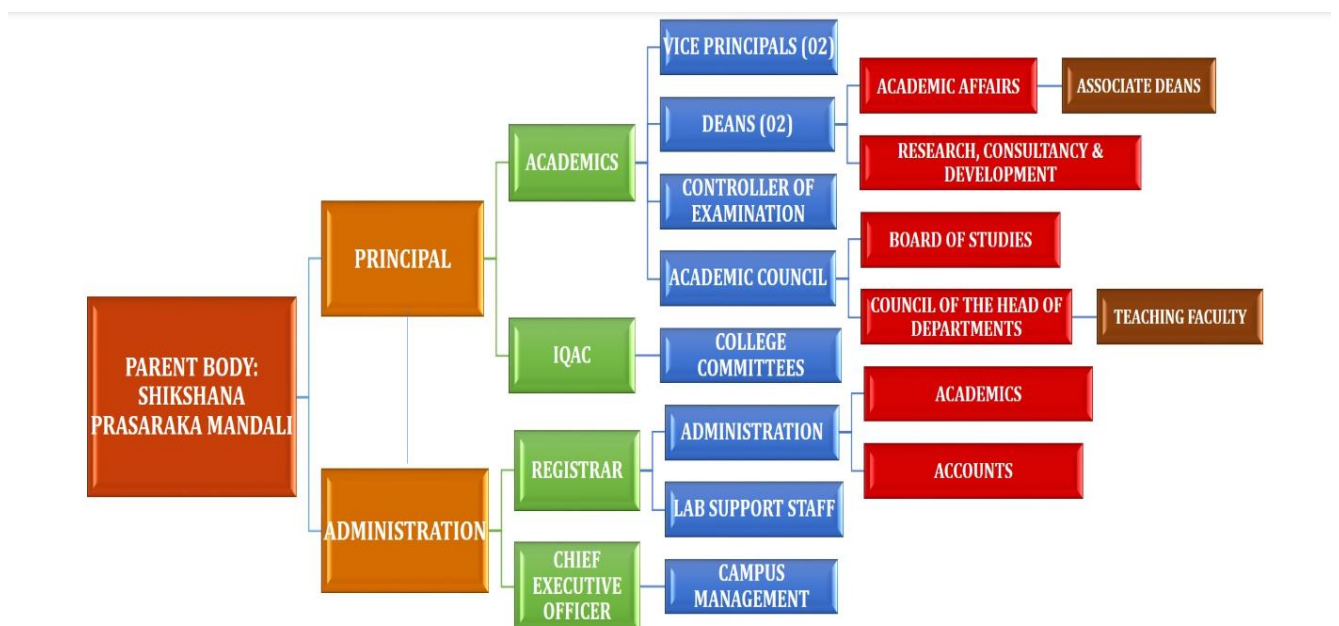
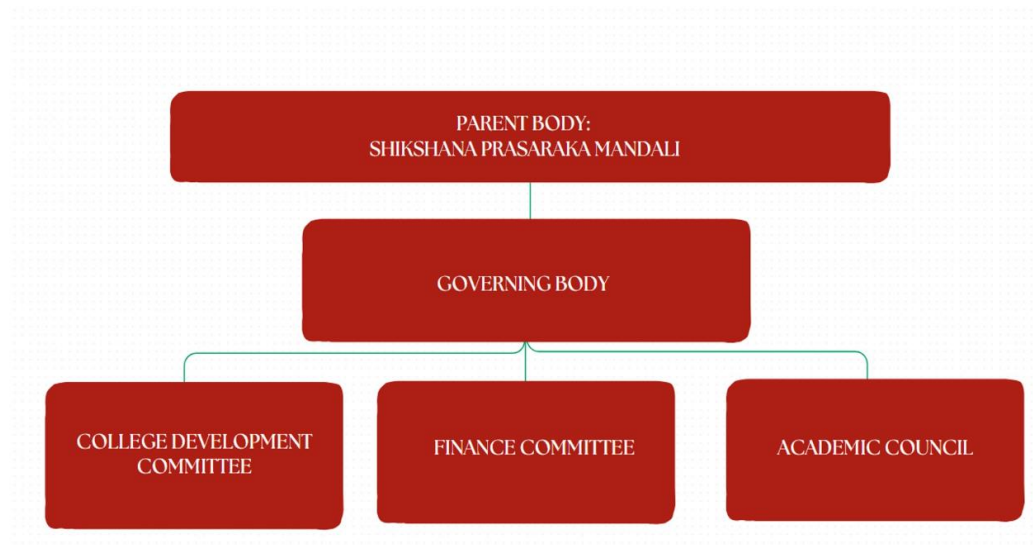
**(2022)**

Various committees/Centres/cells/units/Associations are set up in the college for the smooth and efficient management of activities. It also gives the opportunity to the faculty to grow and develop in their extracurricular activity/field and administrative skills. The committees are constituted by the Principal in consultation with Vice Principals for one academic year or until new committees are constituted.

The outgoing Conveners/ coordinators/ In-charges of the committees shall hand over all the relevant documents/files to the new Conveners / coordinators /In- charges.

To facilitate effective administration of the activities, positions of Dean for Academic Affairs, Dean for Research and Consultancy and Development have been created to conduct smooth and efficient functioning of all non-departmental associations and committees. The organization structure of the institution is exhibited in the following chart:

## Organogram for the College



## Administration and Governance

The college has following statutory bodies to ensure proper management of academic, financial, and general administrative affairs:

- Governing Body
- Academic Council
- Board of Studies
- Finance Committee
- Examination Committee

### Composition of the Governing Body

Number	Category	Nature
5 Members one of them to be Chairperson	Management	Nominated by the Parent Body as per its constitution or bye-laws
2 Members	Teachers of the College	Nominated by the Principal based on seniority by rotation
1 Member	Administrative Staff of the College	Administrative Officer/Senior administrative staff
1 Member	Educationist or industrialist	Nominated by the management
1 Member	State Government nominee	Academician not below the rank of professor or State Government official of Directorate of Higher Education/State Council of Higher Education
1 Member	University Nominee	Nominated by the University
1 Member	Principal of College	Member Secretary

The Governing Body shall be reconstituted every five years. Meetings of the Governing Body shall be held at least once every six months

### Functions of the Governing Body:

Subject to the existing provision in the bye-laws of the respective Autonomous College and rules laid down by the State Government/Parent University, the Governing Body shall:

- Guide the Autonomous College while fulfilling the objectives for which the College has been granted autonomous status.
- Institute scholarships, fellowships, studentships, medals, prizes, and certificates on the recommendations of the Academic Council
- Approve new programmes of study leading to degrees and/or diplomas.
- All recruitments of Teaching Faculty/Principal shall be made by the Governing Body/state government as applicable in accordance with the policies laid down by the UGC and State Government from time to time.
- To approve the annual budget of the Autonomous College.
- Perform such other functions and institute committees as may be necessary and deemed fit for the proper development of the Autonomous College.

### **Composition of Academic Council**

1. The Principal (Chairman)
2. All the Heads of Departments in the Autonomous College
3. Four teachers of the Autonomous College representing different categories of teaching staff by rotation on the basis of seniority of service in the College.
4. Not less than four experts/academicians from outside the Autonomous College representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences, etc., are to be nominated by the Governing Body.
5. Three nominees of the University, not less than Professors.
6. The Controller of Examination of the Autonomous College
7. A faculty member nominated by the Principal (Member Secretary).

The term of the nominated members shall be three years. Meetings of the Academic Council shall be held at least once every six months.

### **Functions of the Academic Council:**

- To scrutinize and approve the proposals with or without modification of the Board of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto, etc., provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
- To make regulations regarding the admission of students to different programmes of study in the Autonomous College, keeping in view the policy of the Government.
- To make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- To recommend to the Governing Body proposals for the institution of new programmes of study.
- To recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes, and medals, and to frame regulations for the award of the same.
- To advise the Governing Body on suggestions(s) pertaining to academic affairs.
- To perform such other functions as may be assigned by the Governing Body.

### **Composition of Board of Studies:**

1. Head of the Department concerned (Chairperson).
2. All faculty members of the Department.
3. Two subject experts from outside the parent University are to be nominated by the Academic Council.
4. One expert is to be nominated by the Vice-Chancellor from a panel of six recommended by the Autonomous College Principal.
5. One representative from industry/corporate sector/allied areas to be nominated by the Principal.
6. One member of the College alumni to be nominated by the Principal.
7. Experts from outside the Autonomous College, whenever special courses of studies are to be formulated, to be nominated by the Principal.

The term of the nominated members shall be three years. Meetings of the Board of Studies shall be held at least once every six months.

**Functions of Board of Studies:**

The Board of Studies shall recommend the following to the Academic Council:

- (a) Courses of studies;
- (b) Measures for the improvement of the standards of teaching and research;
- (c) Any other academic matter.

**Composition of Finance Committee:**

- (a) The Principal (Chairman).
- (b) One person to be nominated by the Governing Body of the Autonomous College for a period of two years.
- (c) One senior-most faculty member of the Autonomous College to be nominated in rotation by the Principal for two years.
- (d) Finance Officer/Officer in-charge of Finance and Accounts of the Autonomous College (Member Secretary)

The term of the Finance Committee shall be three years. Meetings of the Finance Committee shall be held at least once every six months.

**Functions of the Finance Committee:**

The Finance Committee shall act as an advisory body to the Governing Body to consider:

- (a) Budget estimates relating to the grant received/receivable from funding agencies, income from fees, etc. and
- (b) Audited accounts for the above.

**Examination Committee**

The Examination Cell is an important body of the Institute which is headed by Examinations In-Charge for taking decisions and conducting all examination related work. It is in charge of all matters pertaining to the examinations, including the following: Preparation of examination timetable, monitoring the assessment and moderation of answer books, declaration of results and any other matter to settle student's grievances pertaining to the evaluation.

The Committee shall meet at least two times a year; preferably once in each semester. A meeting of the Committee shall be convened by the In-charge with a written notice to all the members at least one week in advance. During the examination period the meeting may be called with short notice. The Secretary shall record the minutes of the meeting and forward the same to the Principal.

**Composition of the Committee**

All the members will be nominated by the Principal

- Convener - Principal
- Coordinator - One teacher
- Co-coordinator- One teacher
- Members - Four or more teachers from both Arts and science stream
- Member Secretary - One teacher

**The Functions of the committee:**

- a) to ensure proper organization of examinations and tests,
- b) to make suitable rules for the conduct of all the examinations,
- c) to prepare the time tables for various examinations in the Institute,
- d) to recommend suitable measures for the smooth and fair conduct of examinations,
- e) to ensure proper moderation and declaration of the result,
- f) to receive reports from the coordinators of examination, such as senior examiners, CAP coordinators and suggest suitable measures,
- g) to take decisions regarding various issues related to the examination,
- h) to review the examination,
- i) to recommend and supervise the procurement of materials for the examination and allotment of grants for the same,
- j) to execute such other duties in relation to the examination as may be assigned to it by any of the authorities of the Institute.

In addition, there are following Statutory and non-statutory committees which help in the effective administration of the college

List of the Committees

Sr. No.	Name of the Committee
1	Admission Committee
2	Planning and Evaluation Committee
3	NEP Committee
4	College Development Committee
5	College Grievance Redressal Cell
5i	Students' Grievance Redressal Committee
5ii	Faculty Grievance Redressal Committee
5iii	Support Staff Grievance Redressal Committee
6	Examination Coordination Committee
7	Academic Bank of Credits Committee
8	Unfair Means Enquiry Committee
9	Library Advisory Committee
10	Academic Audit & Academic Reforms Committee
11	Committee Against Sexual Harassment (Internal Complaints Committee)
12	Internal Quality Assurance Cell
13	Purchase Committee
14	IPR Committee
15	Committee for Implementation of Reservation Policy
16i	Equal Opportunity Cell
16ii	Committee for SC/ST
16iii	OBC Cell
16iv	Freeship, Scholarship Committee
16v	Electoral Literacy Committee
16vi	Cell for Gender Sensitization & Equality
16vii	Cell for Students with special Needs
16viii	Students' Council
16ix	Anti-Ragging Committee
16x	Anti-Ragging Squad:
16xi	Career Guidance & Placement Cell
16xii	Ruia Academy for Competitive Exams
16xiii	Institution's Innovation Council
16xiv	Centre for Mindfulness and Well- Being
16xv	Student Mentoring Committee
16xvi	Universal Human Values Cell
16xvii	Yoga Club
17	NCC
18	NSS

19	Green Club
20	Social Responsibility Committee
21	Ruiaite Committee
22	Performing Arts Society
23	Natyavalay
24	Film Society
25	Science Association
26	SDG Committee
27	Sports Academy
28	Attendance and Timetable Committee
29	Research and Development Cell
30	CPCSEA Committee
31	Chemical Ethics Committee
32	Research Advisory Committee
33	Institutional Ethics Committee
34	Global Partnership Cell
35	Safety & Disaster Management Committee
36	Campus & Infrastructure Management
37	ICT Committee
38	Policy Document Committee
39	Hospitality Committee
40	Ek Bharat Shreshth Bharat
41	Ruia Professional Development Centre
42	CAS Committee
43	Committee to monitor adherence to the Code of Conduct
44	RUIA Rotaract Club
45	Canteen Committee



## **Admission Committee**

### **Composition**

- Chairperson
- Member Secretary
- Overall In-charge
- Core Committee
- Allotment – Arts
- Allotment – Science
- Other Members

### **Preamble**

The Admission Committee is for effective, fair and smooth implementation of admission process for different courses offered by the College that reflects the institution's values, goals and mission of offering affordable and inclusive education to all sections of society including various differently privileged groups

### **Functions:**

- To define the eligibility criterion for all courses offered by the College
- To prepare to finalize on all the matters relating to Admissions of the students at both UG & PG level.
- To specify the prerequisites in form of documentary evidence of eligibility for admission, avail seats reserved under different criterion, avail fee concessions for admission to courses offered by the College
- To provide all information related to admissions to the students and parents.

## **Planning and Evaluation Committee**

### **Composition**

- Chairperson
- Vice Principal
- Vice Principal
- Dean Academic Affairs
- Dean Research
- Examination Coordinator
- IQAC Coordinator
- Faculty Members

### **Preamble**

Planning and Evaluation Committee has been formed to chalk out the future plans for the development and progress of the institution, and to evaluate the performances of the college in general. The Committee meets periodically to discuss about the strategic plans for the overall development of the College and make an inventory of the suggestions given.

### **Functions**

- To review the academic and Non-academic activities of the college.
- To visualize and formulate perspective plans for the development and growth of the college.
- To formulate strategy Plan for college development, facilitating implementation of the provision of the perspective plan.
- To suggest for sustaining the quality of education, quality improvement
- To enhance activities for furtherance of academic excellence.

### **NEP Committee**

#### **Composition**

- Chairperson
- Vice Principal
- Vice Principal
- Dean Academic Affairs
- Dean Research
- Examination Coordinator
- IQAC Coordinator
- Faculty Members

#### **Preamble**

The committee ensures that the goals of NEP 2020 are met, it addresses concerns and offers guidance to resolve the problems, reviews progress and organizes Programmes for the effective implementation of NEP

#### **Functions**

- To ensure that the college focuses on
- holistic development of learners
- A shift away from rote learning
- An emphasis on 21st century skills
- A reduction in curricular content
- An increased focus on experiential learning
- More flexibility and choice of subjects for students

### **College Development Committee**

#### **Composition**

- Chairman, CDC & Member, Managing Council, SPMandali
- Chairman, Managing Council, SPMandali
- Vice-Chairman, Managing Council, SPMandali
- Member, CDC & Member, Managing Council, SPMandali
- Member, CDC & Member, Managing Council, SPMandali
- Member, CDC & Member, Managing Council, SPMandali
- Invitee, CDC & Member, Managing Council, SPMandali
- Invitee, CDC & Member, Managing Council, SPMandali

- Member, Elected by Teaching Staff
- Member, Elected by Teaching Staff
- Member, Elected by Teaching Staff (Woman)
- Member, Elected by Nonteaching Staff
- Member, Nominated by Management in consultation with the Principal from the field of Industry, Research
- Head, Department of Statistics & Former Vice Principal
- Chairperson of College Students' Council
- General Secretary, Sr. College
- IQAC Coordinator
- Principal & Secretary, CDC

### **Preamble**

A College Development Committee (CDC) is a statutory committee that monitors and plans the academic and administrative affairs of an institute. The Committee meets every six months to review the progress made by the Institute. Overall, the CDC monitors the implementation of educational goals, actual achievements and provides suggestions for enhancement in terms of academic requirements, infrastructure, cells accomplishments, grievances of teaching and non-teaching members.

### **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;
- recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts;
- make recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college; foster academic collaborations to strengthen teaching and research;
- make 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 estimates (budget);
- make recommendations regarding the students' and employees' welfare activities in the college or institution
- discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations
- recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or 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.

## College Grievance Redressal Cell

### Composition

- Chairperson
- Member Secretary
- Member

### Preamble

A college grievance redressal cell is a committee or system that addresses complaints and grievances from students, faculty, and other stakeholders. The purpose of a grievance redressal cell is to create a safe and supportive environment for students and staff.

### Functions

- Grievances Redressal cell deals with all types of grievances, complaints, and malpractices including those received from Students, Faculty, and other Stakeholders.

## Students' Grievance Redressal Committee

### Composition

- Exam coordinator
- Other members
- General Secretary, Sr. College

### Preamble

It aims to look into the complaints lodged by any student and redress them as per requirement. The students can state their grievances regarding any academic and non-academic matter within the campus. The institution aims at solving the grievances of the students within stipulated academic and non-academic matters within the campus in a stipulated time.

### Functions

- to receive the applications from the students and process them further,
- to ensure effective solution to student's grievances with an impartial and fair approach, Redressal of student's grievances to solve their academic and administrative problems,
- to prepare and submit a general report regarding the students grievances,
- to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the college.

## Faculty Grievance Redressal Committee

### Composition

- Senior faculty members

### Preamble

A faculty grievance redressal cell is a mechanism for addressing grievances from faculty members about workplace issues or administrative functions. The cell is responsible for handling all complaints and difficulties from faculty members.

### Functions

- to receive the applications from the teachers and process them further,
- to ensure effective solution to teachers' grievances with an impartial and fair approach,
- to carry out redressal of teachers' grievances to solve their academic and administrative problems,
- to prepare, consolidate and submit a general report regarding the teachers' grievances,
- to develop a responsive and accountable attitude among all the faculty in order to maintain a harmonious educational atmosphere in the college.

## Support Staff Grievance Redressal Committee

### Composition

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- CEO
- I/C Registrar

### Preamble

A support staff grievance redressal cell is a mechanism that helps employees communicate their concerns to management and resolve them in a fair and transparent manner.

### Functions

- To deal with the grievances of non-teaching staff and process them further,
- To ensure effective solution to non-teaching staff grievances with an impartial and fair approach,
- To carry out redressal of non-teaching staff grievances to solve their administrative problems,
- To prepare and submit a general report regarding the non-teaching staff grievances,
- To develop a responsive and accountable attitude among all the non-teaching staff in order to maintain a harmonious atmosphere in the college.

## Examination Coordination Committee

### Composition

- Chairperson
- Coordinator
- Co-coordinator
- Members

## **Preamble**

An examination coordination committee for a college is responsible for organizing and conducting examinations, and ensuring that the process is fair and transparent.

### **Functions**

- To conduct the Internal/ External/ Practical Examinations for all the programmes offered in the College.
- To prepare 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.
- 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.

## **Academic Bank of Credits Committee**

### **Composition**

- In-charge
- Members
- Nodal Officer

## **Preamble**

In an effort to shift to a credit based system, the UGC has mandated that all students should be enrolled in the Academic Bank of Credits. The ABC platform will enable all students to digitally store and transfer credits earned during their academic career. The committee is established to ensure that all the students register for ABC.

### **Functions**

- The Committee makes the students aware about the ABC
- It explains the students the significance of creating ABC
- The committee also helps the students to create their ABC id
- It constantly takes a review of developments about ABC

## **Unfair Means Enquiry Committee**

### **Composition**

- Chairperson
- Member-Secretary
- Members

## **Preamble**

The Committee has been constituted in keeping with the statutory requirements of the University of Mumbai. The committee will function as a recommendatory body and submit its recommendations in the form of a report to concerned competent authority which will take action against students caught practicing unfair means during examinations or resorting to malpractices in examinations. Create awareness amongst students about the probable actions that could be taken in case of any unfair means adopted by students

## **Functions**

- to monitor and control any act related to unfair means,
- to refrain the students from committing or attempting to commit any fraudulent malpractices related to subject of examination,
- to spread awareness about the penalties imposed under the 'unfair means'(O.5050),
- to submit a report in case of "unfair means" to the competent authority.

## **Library Advisory Committee**

### **Composition**

- Chairperson
- Member-Secretary
- Dean Research
- Members -Faculty
- Student representative

### **Preamble**

Ruia Library Advisory Committee is responsible for planning for the upkeep and future development of the College Library and the purchase of books for the Library. From time to time it reviews the regulations governing the use of the Library and other matters concerning the Library such as the borrowing of books and disciplinary matters.

### **Functions**

- To assist in establishing broad general policy of the Library,
- To formulate a development plan for the Library,
- To discuss various issues related to the Library and give concrete suggestions,
- To help in the preparation of the Library budget to be forwarded to the College management,
- To help in preparation of annual report of the Library,
- To assist in the formulation of proposals in connection with grants and their allocation,
- To recommend about withdrawal & weeding out of outdated Library material to the competent authority for final decision in the matter.,
- To recommend sorting of the books from Active section to Passive section and vice versa.

## **Academic Audit & Academic Reforms Committee**

### **Composition**

- Convener
- Members

### **Preamble**

An academic audit is a systematic review of an institution's academic quality, and it's an important part of the process of bringing about academic reforms. The audit assesses the performance of staff and departments, and it can help identify strengths and weaknesses, and suggest areas for improvement.

### **Functions**

- To monitor the academic performances of the staff members by going through their lesson plans and log books.
- To organize periodical meetings to assess the effectiveness of teaching and discuss about the improvements to be made in the curricular and co-curricular aspects.

## **Committee Against Sexual Harassment (Internal Complaints Committee)**

### **Composition**

- Convener
- Members –Faculty
- NGO
- PhD student
- PG student
- Fresher's category UG student

### **Preamble**

It has been set up as per the guidelines of the University of Mumbai. (Circular No. CONCOL/286 OF 2009). Committee is responsible for dealing any complaints received with respect to Sexual Harassment incidents in accordance with the provisions of University of Mumbai and also to create awareness and inculcate a sense of Values in the younger generation so that they may differentiate the right from the wrong.

### **Functions**

- To constitute Internal Complaints Committee
- to depute members of the members of the committee to attend and participate in the workshops and training programs,
- to create a safe environment for all the girls in the College premises,
- to organize seminars, workshops for creating social awareness about the problems of women and in particular regarding gender discrimination at least one in each semester,
- to organize various types of training programmes and create awareness about self-employment schemes.



- To prevent sexual harassment and to promote general well-being of female students, teaching and non-teaching women staff of the College,
- To conduct programmes that emphasize on the rights of the women and healthy life styles,
- To process all complaints concerning sexual harassment that may be received from any person and take suitable action

### **Internal Quality Assurance Cell**

#### **Composition**

- Convener
- Member, Managing Council
- Coordinator
- Vice Principal
- Vice Principal
- Dean Academic Affairs
- Dean Research
- Examination Coordinator
- Convener Students' Council
- Librarian
- Members -Faculty
- CEO
- I/C Registrar
- Academic –staff Member
- Invited Member
- Industrialist
- Student Representative
- Alumni
- Employer
- Stakeholder

#### **Preamble**

Maintaining the momentum of quality consciousness is crucial in Colleges. Internal Quality Assurance Cell, in fact, is conceived as a mechanism to build and ensure a quality culture at the institutional level. IQAC is meant for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the colleges. The IQAC may channelize and systematize the efforts and measures of an institution towards academic excellence.

#### **Functions**

- Develop quality benchmarks and parameters in various activities
- Continuous monitoring of the quality measures through audit mechanisms
- Collects data on various aspects of institution functioning
- To conduct Faculty Development programmes

- Strengthening unique and innovative practices and enhancing quality sustenance measures
- To develop inter-communication in all sectors of institution
- Documentation of various programmes / activities leading to quality improvement
- Preparation of AQAR annually to be submitted to NBA based on the quality parameters
- To integrate various curricular and co-curricular activities to facilitate overall growth of students
- To promote synergistic relationships with industry and society
- To evolve a feedback mechanism from stakeholders for quality enhancement to improve healthy practices and overcome weaknesses
- To develop job-oriented and administrative skills among the students through various programmes

### **Purchase Committee**

#### **Composition**

- Chairperson
- Member Secretary
- Members

#### **Preamble**

A Purchase Committee is established to handle all matters pertaining to all purchases of the Institution. It consists of a group of designated staff established for independent review and evaluation of purchasing documentation whose main role is to recommend the most appropriate supplier or service provider based on price, quality, stock availability, references etc.

#### **Functions**

- to ask all the departments for their yearly/half yearly requirements
- Based on the above requirement, ask for quotations from different vendors/OR ask departments to get quotations (Minimum of Three quotations)
- to analyze quotations provided by the Departments, and provide recommendation for approval
- to seek clarification from suppliers / service providers wherever necessary,
- to request technical input from relevant staff as required,
- to ensure proportionality, transparency, accountability and fairness in the procurement process.

## **IPR Committee**

### **Composition**

- Convener
- Members

### **Preamble**

The Intellectual Property Committee has been established in order to spread awareness regarding various forms of intellectual property amongst undergraduate and postgraduate students, to encourage research students to have more meaningful research & to avoid reinventing the wheel. To train research students for prior art searches and the patentability aspects of their research and to guide them for patent filing.

### **Functions**

- To Create Awareness among the UG and PG students on Intellectual Property Rights (IPR),
- To train the students in prior art searches, technology mapping before starting research,
- To Provide technical and legal assistance for filing a Patent,
- Establish standards for determining the rights and obligations of the College, creators of intellectual property (e.g., inventors, developers, authors) and their sponsors with respect to inventions and works created at the College,
- Ensure compliance with applicable laws and regulations and enable the College to secure sponsored research funding at all levels of research.

## **Committee for Implementation of Reservation Policy**

### **Composition**

- Convener
- Members- Faculty
- CEO
- I/C Registrar
- Support staff

### **Preamble**

The committee is established to ensure the effective implementation of the reservation policy in admission and recruitment of teaching and non-teaching staff. The purpose is to integrate with other faculties and to remove difficulties, which they may be experiencing.

### **Functions**

- To follow the reservation policies.
- To maintain the Complaint Register
- To assist the committees from Government of India/UGC, Government of India with regard to implementation to reservation policy in the University.

- Maintenance of Reservation Rosters/Registers
- To ensure compliance of the orders of reservation issued and other benefits admissible from time to time in Favour of SC/ST students.
- Coordinate with Equal Opportunity Office for implementation of policies/ orders etc. regarding equal opportunity.

### **Equal Opportunity Cell**

#### **Composition**

- Chairperson
- Members
- Support staff
- Students

#### **Preamble**

Equal Opportunity Cell (EOC) has been established to oversee the effective implementation of policies and programmes for disadvantaged groups, to provide guidance and counselling with respect to academic, financial, social and other matters and to enhance the diversity within the campus.

#### **Functions**

- To review the implementation of various schemes and programmes for the welfare of the disadvantaged and marginalized groups of the society and other related activities undertaken by the college
- To ensure equity and equal opportunity to the community at large in the college and bring about social inclusion.
- To enhance the diversity among the students, teaching and non-teaching staff population and at the same time eliminate the perception of discrimination.
- To help individuals or a group of students belonging to the disadvantaged section of society to contain the problems related to discrimination.
- To look into the grievances of the weaker section of society and suggest amicable solution to their problems.
- To adopt measures to ensure due share of utilization by SC/ST in admissions, recruitments (teaching and non-teaching posts) and to improve their performances.

### **Committee for SC/ST**

#### **Composition**

- Convener
- Secretary
- Member
- Student

## **Preamble**

The SC/ST Committee in a college is a body that addresses the concerns of students and staff from Scheduled Castes (SC) and Scheduled Tribes (ST). The SC / ST Welfare Committee ensures the effective implementation of the policies and programmes of the Government of India, UGC and State Governments with regard to Scheduled Castes and Scheduled Tribes. It also suggests measures for achieving the objectives laid down by the various government agencies.

## **Functions**

- To promote the welfare, empowerment, and holistic development of SC/ST students.
- To ensure that SC/ST students and staff have equal opportunities and social justice.
- To resolve issues related to SC/ST students and staff.
- To provide support to address the academic, social, and emotional needs of SC/ST students.
- To promote higher education among SC/ST communities

## **OBC Cell**

### **Composition**

- Convener
- Secretary
- Members
- Students

## **Preamble**

OBC Committee is constituted as per UGC guidelines, with an object to educate and empower the students and staff of OBC categories in the college. It looks into grievances complained by OBC students and ensures timely redressal of grievances. It also takes special interest to facilitate financial support to the OBC students from Government agencies.

## **Functions**

- To circulate the orders and circulars issued by the University/ Government of India and UGC (University Grant Commission).
- To collect regularly information regarding course-wise admission of candidates belonging to the Other Backward Classes in the prescribed form within the stipulated date, and to take follow-up action, wherever required.
- To inform the students about Scholarship/freeship/other financial benefits for OBC category.
- To maintain a database of candidates belonging to OBC.
- Any other works assigned by the University to promote higher education among OBC students and staff.
- To address the informal and formal complaints of OBC students.
- To ensure the fair and timely resolution of the complaints.

## **Freeship, Scholarship Committee**

### **Composition**

- In charge
- Members
- Student Representatives

### **Preamble**

A committee looking into it was formed to formalize the process of supporting the needy students and felicitating students for their excellent academic performances.

### **Functions**

- To offer financial aid and support to needy students for fees and freeships
- To felicitate the toppers and rank holders at College and University level
- To recognize the outstanding contribution of students in the fields of extra and co-curricular activities
- To honour the teaching and non-teaching faculty members for their recognition and outstanding contribution to their areas of specialization

## **Electoral Literacy Committee**

### **Composition**

- Convener
- Members

### **Preamble**

Electoral Literacy Committee is set up, in accordance with ECI guidelines, in the college to promote electoral literacy in all age groups of the Indian citizens, especially, students of the institution, through engaging and interesting activities and hands-on experience but in an apolitical, neutral and non-partisan manner. It has the specific objective of targeting the new voters, (in the age-group of 18-21 years old) pursuing their graduation.

### **Functions**

- To identify students of the 18+ age-group who have not registered for inclusion of their names in the electoral rolls, and encourage and assist them, in the process of voter registration.
- To educate the targeted populations, in the college and the locality, about voter registration, electoral process and related matters through hands on experience;
- To facilitate EVM and VVPAT familiarization and education about the robustness of EVM as well as the integrity of the electoral process using EVMs;
- To help the target audience understand the value of their vote and exercise their right to franchise in a confident, comfortable and ethical manner;

- To harness the potential of ELC members for carrying the electoral literacy in communities;
- To develop a culture of electoral participation and maximize the informed and ethical voting and follow the principle 'Every vote counts' and 'No Voter to be Left Behind'.

### **Cell for Gender Sensitization & Equality**

#### **Composition**

- Convener
- Legal Advisor
- NGO
- Students Representative
- Support Staff
- Faculty

#### **Preamble**

The institution is well prepared to handle and respond to gender sensitive issues and provide an environment where men and women can work together with a sense of personal security and dignity. The cell creates awareness about gender issues and creates positive environment of gender justice.

#### **Functions**

- To make the young boys and girls gender sensitive and create positive values that support the girls and their rights.
- To provide overall guidance to the peer group in integrating gender in all activities of the Institution in the form of focused group discussions, debates, poster making competitions etc.
- To provide an integrated and interdisciplinary approach to understand the social and cultural constructions of gender that shapes the experiences of women and men in society.

### **Cell for Students with special Needs**

#### **Composition**

- Convener
- Members
- Student Representative
- Parent Representative

#### **Preamble**

Ruia College is highly sensitized towards the needs of the differently-abled students. In order to offer the best available facilities to its many visually challenged students, Self-Vision Centre -a Centre for students with special needs was established in the college in 1995. Ruia

College is one of the few colleges in Mumbai with the latest technological aids in this Centre in order to overcome their barriers and fulfill the demands of the educational setting

### **Functions**

- to facilitate their educational development,
- to bring about all-round development of these students,
- to empower the visually challenged students so as to enable them to manage independently,
- to facilitate their career development,
- to prepare necessary learning material for these students,
- to help them deal with educational, social, emotional problems,
- to provide opportunities to develop their potentialities,

### **Students' Council**

#### **Composition**

- Convener
- Members

#### **Preamble**

Ruia Students' Council (RSC) is Official student representative body of our college. It is responsible for conducting various student centric activities with the main objective to maintain the 'Ruia culture' of quality events and develops cooperative culture among students. Every year council members are elected by conducting unbiased elections; it is a democratic process to foster the students' wing of our college.

#### **Functions**

- Ruia Students' Council gives a platform to the college students for their personality development through campus activities.
- Ruia Students' Council make sure that each event is smoothly organized and received by the students.
- Participation in events of University Youth Festival & other reputed colleges,
- assisting in College Admission process and Degree distribution ceremony, organizing events like Monsoon sports, Colosseum, College day
- Apart from this RSC also represents the matter of general concerns of students to college authorities. It surely enhances communication between students' management and parents.

### **Anti-Ragging Committee**

#### **Composition**

- Convener
- ASP Matunga
- NGO



- NCC Incharge
- Members - Faculty
- Non-Teaching Staff
- Parent Representative
- Representative of students belonging to the fresher's category

### **Preamble**

Ruia Anti-Ragging Committee was set up as per the guidelines of the University of Mumbai. The Committee aims to eliminate ragging in all its forms from College by prohibiting it under these Regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

### **Functions**

- Conduct awareness programs for all
- To ensure compliance with the provision of UGC regulation 2009 at the institute level,
- To monitor and oversee the performance of anti-ragging squad in prevention of ragging in the institution

### **Anti-Ragging Squad**

#### **Composition**

- Chairman
- Vice Chairman
- Coordinator- Students' Council
- Registrar
- Librarian
- NCC Incharge
- Placement Officer
- NSS Program Officer
- Heads of the Departments
- Parent of Fresher
- Parent of senior student
- Student (Fresher)
- Student (Senior)
- Social Activists

#### **Preamble**

Anti-ragging squad is responsible for discipline and compliance. Ragging incidences reported if any, will be investigated and strict disciplinary action will be taken.

#### **Functions**

- To be Vigilant at all hours including at odd hours all around the Campus and other places vulnerable to incidents of, and having the potential of, ragging and shall be empowered to inspect such places, conduct anonymous random surveys among freshers to check whether the Campus is indeed free from ragging,

- To conduct an on-the-spot enquiry into any incident of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action under clause (a) of Regulation 9.1 of UGC,
- To ensure the display of posters/tabs on Main and Departmental Notice Boards and Other places such as Canteen, Library, Sports Lounge, Gymnasium, Bus stops and Other prominent designated places,
- Also to monitor the welfare of fresh students outside the campus,
- Any other activity the Anti Ragging Committee might delegate to the Squad.

### **Career Guidance & Placement Cell**

#### **Composition**

- Placement Officer
- Members
- Student Representatives

#### **Preamble**

With an increase in the number of career and employment opportunities in the globalized scenario, it has become imperative to help the students know their own career/academic aspirations and to explore and exploit the same. It was essential to establish a Career guidance and employment placement cell in the college. The Career Guidance Cell was established in the year 1979-80 and placement cell in the year 2002-03. The Cell facilitates to identify and foster students' employment opportunities and works towards the placement of our students in industries and other organizations, by arranging on-campus interviews.

#### **Functions**

- to conduct career development seminars and workshops,
- to train the students in personality development and communication skills,
- to take a feedback regarding career guidance from the students,
- to arrange for the training of the students for interviews,
- to arrange campus interviews,
- to interact with industry/professional houses for the placement of the students,
- to maintain an employment record of Alumni of the College.

### **Ruia Academy for Competitive Exams**

#### **Composition**

- Science in charge
- Members
- Arts in charge
- Members

## **Preamble**

The Academy for Competitive Examinations is constituted with the aim to motivate students for prospective careers in Government and Corporate Sector. The main objective is to make available a platform for aspirants of UPSC, MPSC, SET/ NET, Defence services and other competitive examinations, where they can get all the help and guidance they need. The academy also creates awareness, provides guidance and conducts career development seminars and workshops on competitive exams.

## **Functions**

- To conduct career development seminars and workshops on competitive exams.
- To conduct mock interviews and train students in personality development and communication skills.
- Arranging guest lectures on various topics by eminent personalities, to impart knowledge about various pressing issues of today and current affairs useful for examination preparation.

## **Institution's Innovation Council**

### **Composition**

- Convener
- Members

## **Preamble**

An initiative set up to foster innovation and entrepreneurship culture among the students to enable them to transform their business ideas into reality. The center aspires to develop individual talent, skills and personality to give each business the best possible start, thus fostering entrepreneurship at a local and national level. The objective of the center is to offer unique and incentivized solutions, which will encourage students and faculties to ideate and design novel solutions. The center will provide a supportive entrepreneurial environment that accelerates the successful development of start-up companies through an array of adequate resources and services.

## **Functions**

- To nurture innovators to ideate in areas of societal importance
- To provide an opportunity for everyone to innovate, ideate and design solutions
- To enhance the capacity of emerging innovators in evolving technologies and designing their innovations from ideation to impactful solution
- To facilitate the availability of the center's resources to the incubates in a mutually beneficial way
- To provide a conducive working environment for the incubates to nurture their innovative ideas.
- To develop partnerships and networks with local industries/institutions and assist them in problem-solving by offering them innovative solutions in terms of products, services, and processes
- To coordinate with private and public sector funding sources, government agencies, industrial associations, chambers of commerce and industries to provide facilitation and networking for incubating companies

## Centre for Mindfulness and Well- Being

### Composition

- Convener
- Members

### Preamble

The Centre for Mindfulness and Well-being has been established in 2013-14 to help its members (faculty and students) manage their negative emotions and inculcate in them the spirit of tolerance, cooperation, empathy and positivity. The Centre develops the learners' emotion management skills and improves their interpersonal and intrapersonal relationships emphasizing Indian Knowledge Systems such as Yoga and Meditation. The Mindfulness-based stress reduction programs of this Center hopes to enhance the learner's hardness and coherence, resulting in an overall feeling of stability and wellness.

### Functions

- to enable the learner to develop self-understanding (one's abilities, aspirations, attitudes),
- to enable the learner to evaluate his/her strengths and weaknesses,
- to evolve the right attitude and coping strategies,
- to enhance the learner's creativity,
- to conduct research in order to study the impact of the Center's programs in developing mindfulness and a sense of well-being,
- to enhance the development of the learners' emotion management skills and to improve their interpersonal and intrapersonal relationships,
- to conduct various courses such as Self-Enhancement Programme, Yoga Practice [along with the study of Patanjali's 'Yoga Sutras'] and Meditation etc.,
- to organize inspiring Talks by Experts on Mindfulness and the management of negative emotions such as anger, fear etc.,
- to practice therapies such as Biblio-therapy, Music therapy, Dance therapy, Theatre/role play, Laughter therapy, Nature trails, etc for the purpose of stress management.

## Student Mentoring Committee

### Composition

- Convener
- Members

A student mentoring committee in a college provides support, counseling, and mentoring to students to help them with their academic and professional growth

### Functions

- Developing a strong connection with the students and faculty
- Gaining the students' confidence so they feel comfortable discussing their problems

- Verifying the student's address, phone number, and email with their parents
- Analyzing the student's academic history with the help of their parents
- Informing the subject teacher about how the student is being treated

### **Universal Human Values Cell**

#### **Composition**

- Convener
- Members

#### **Preamble**

Universal Human Values Cell is constituted to articulate, refine & share vision and educational goals, particularly those that are related to Universal Human Values and to define indicators or measures related to Universal Human Values goals & activities.

#### **Functions**

- Help students develop moral values and ethics
- Help students understand the values that guide their daily lives
- Help students develop good manners and respect for others
- Help students make decisions based on sound moral principles
- Help students appreciate the importance of values and skills
- Help students develop a sense of responsibility as good citizens
- Help students understand the role of money in life
- Help students understand the relationship between architecture and values

### **Yoga Club**

#### **Composition**

- Convener
- Members

#### **Preamble**

‘Yoga’ consisting of various physical, mental and spiritual practices has been used for self-awareness, self-control and self-regulation. It is found to be beneficial in the treatment and also prevention of various physical as well as psychological disorders. The Yoga Club was introduced in Ruia College in the year 2023 to introduce students to the practice of yoga and its benefits.

#### **Functions**

- To enable the student to have good health.
- To practice mental hygiene.
- To possess emotional stability.
- To integrate moral values.

## NCC

### Composition

- In-charge: (Boys Unit)
- In-charge: (Girls Unit)

### Preamble

The NCC aims at developing character, comradeship, discipline, a secular outlook, the spirit of adventure and ideals of selfless service amongst young citizens. Further, it aims at creating a pool of organized, trained and motivated youth with leadership qualities in all walks of life, who will serve the Nation regardless of which career they choose. Needless to say, the NCC also provides an environment conducive to motivating young Indians to join the armed forces.

### Functions

- To Create a Human Resource of Organized, trained and Motivated Youth.
- To Provide Leadership in all Walks of life and be Always Available for the Service of the Nation.
- To Provide a Suitable Environment to Motivate the Youth to Take Up a Career in the Armed Forces.
- To Develop Character, Comradeship, Discipline, Leadership, Secular Outlook, Spirit of Adventure and Ideals of Selfless Service amongst the Youth of the Country

## NSS

### Composition

- In-charge & Programme Officer
- Programme Officers

### Preamble

National Service Scheme (NSS) is the programme run by the ministry of Youth Affairs & Sports in Central Government and Department of Higher & Technical Education in State government. The primary objective of this scheme is the personality development of students through community service.

### Functions

- to adopt villages for intensive developmental work,
- to carrying out social surveys,
- to organize adult education programmes, blood donation drives, campaigns for eradication of social evils, and popularization of the nationally accepted objectives like nationalism, democracy, secularism, social harmony and development of scientific temper,
- to develop a sense of social and civic responsibility among students,
- to develop capacity to meet emergencies and face disasters,
- to develop competence required for group-living and sharing responsibilities,
- to gain skills in mobilizing community participation,
- to Practice national integration,
- to inculcate leadership qualities and democratic attitude.

## Green Club

### Composition

- Coordinator
- Members

### Preamble

Established in 2023 amidst the backdrop of depleting groundwater resources in India and Maharashtra, the Ruia Green Club recognizes the urgent need for sustainable solutions. This critical issue profoundly impacts the livelihoods of citizens, particularly those in vulnerable areas, emphasizing the imperative for a paradigm shift towards resource efficiency and local skill development beyond traditional classroom teaching.

### Functions

- To mobilize youth towards water conservation and environmental stewardship
- Through collaborative action with partners like UNICEF Maharashtra, ACWADAM, CEE, and Why Waste?
- we aim to empower students with the skills and knowledge necessary to address pressing environmental challenges, shaping a sustainable future for Maharashtra.

## Social Responsibility Committee

### Composition

- Convener
- Members

### Preamble

Social responsibility means an intelligent and objective concern for the welfare of society which aims at conducting activities regarding social, cultural, economic, and environmental issues.

### Functions

- The CSR Club aims at imbuing in the students, qualities of serving the society.
- The committee intends to create an environment conducive wherein students will be aware of responsibilities to serve the community and the society.
- The Committee aims at sensitizing students about underprivileged, challenged class, they are encouraged to participate in activities to enhance social, cultural, and environmental consciousness
- motivates to contribute to various social causes as community service is one of the essential elements of education.

## Ruiaite Committee

### Composition

- In-charge
- Chief Editor
- Member-Faculty

## **Preamble**

'Ruiate and Ruiate (Monthly) Magazine' is a platform created by the students, of the students and for the students of Ramnarain Ruia Autonomous College. It is a free space for the students to exhibit their thoughts, share perspectives and initiate discussions over the issues that matter to students as citizens of India. It offers an opportunity to all the students irrespective of their stream of knowledge, age or experience to delve into discussion of issues that may be beyond their expertise. Ruiate stands for the rich literary and cultural traditions of Ramnarain Ruia Autonomous College in the fields of Sciences, Arts and creativity. It is a magazine that also offers an opportunity to students to enhance their skills of leadership.

## **Functions**

- To offer free and wide space to students to express their thoughts.
- To introduce topics to students beyond their usual fields of interest and academics.
- To encourage creativity of students in various artistic fields.
- To inculcate the spirit of leadership amongst students through sharing responsibilities.
- To keep students updated about different perspectives regarding the events that happen in their surroundings.

## **Performing Arts Society**

### **Composition**

- Convener
- Members

### **Preamble**

Ruia College has a tradition of promoting awareness of Indian culture amongst the students. Ruia Performing Arts Society was established in 1986 to encourage students to provide a platform for students to demonstrate their talents, appreciate Indian art, culture and traditional values. The Ruia Performing Arts Society was reframed as Culture Center in 2013-14. Along with its focus on activities facilitating an awareness of Indian culture and values, the Culture Center aims at conducting and promoting quality regional, national and international live performance programmes, that are popular, innovative and enjoyable thereby ensuring that the expectations and cultural interests of our audience are met with. The Center supports and develops new generations of artists, by commissioning and presenting their work and encouraging understanding of and participation in the arts, through an education and participatory programme.

### **Functions**

- to support, encourage and make provisions for the pant, protection and development of various aspects of the cultural heritage of India,
- to expose the students to National & International Maestros,
- to strengthen the performance of the center,
- to plan innovative concepts,
- to organize lecture demonstrations,
- to start Diploma Courses in Culture Studies.



## Natyavalay

### Composition

- Convener
- Members

### Preamble

Natyavalaya encourages budding actors to showcase their talents in the form of Hindi and Marathi drama and aims at exploring students' acting potential and talents and enhance their leadership abilities

### Functions

- To encourage students to organize/ produce dramas.
- To promote overall development of the students.
- To perform and excel in the field of dramatics

## Film Society

### Composition

- Convener
- Members

### Preamble

To provide the students an intellectual venue to broaden their knowledge of films, the Ruia Film Society (RFS) was established in 1975. The society aims to educate its students on various socio-cultural issues along with an element of entertainment and also to help others perceive cinema as a medium of art and talent.

### Functions

- to educate the students on film appreciation,
- to screen movies on a regular basis,
- To promote cinema as an effective medium of learning and acquiring wisdom, apart from mere entertainment,
- To publish an annual Magazine,
- To conduct film appreciation courses of 4-5days as a regular activity.

## Science Association

### Composition

- Convener
- Members

## **Preamble**

It is the vibrant association of the college, It has been successfully enthusing the students about Science for decades, nurturing students by scientific talents and thereby also shaping their overall personality. The Science Associations provide a platform for the expression of the scientific spirit of the students.

## **Functions**

- Helps learning science beyond the classroom
- To promote interest among students in the study of Basic Science and the rapid advancements taking place in different branches of Science.
- To popularize science among the students and public.
- To organize symposia, debates, exhibitions, scientific film shows with the permission of the Principal.
- To arrange popular science talks by eminent men of Science.

## **SDG Committee**

### **Composition**

- Convener
- Members
- Student Representatives

## **Preamble**

College became a signatory to the United Nations Sustainable Development Goals Accord in June 2020. Thereafter, Ruia Sustainable Development Goals Committee was formed in the year 2021 which works towards achieving some of the targets laid down by the UN. This committee is responsible for creating awareness among the faculty and students about SDG and its targets and also initiating activities towards achieving the selected targets.

## **Functions**

- to create awareness among students and staff of the college about SDG,
- to initiate measures and conduct workshops on waste management and recycling, conservation and the protection of biodiversity, tree plantation and gardening, vocational up-
- skilling of students for jobs, and other SDGs
- to conduct awareness campaigns and activities related to SDGs.

## **Sports Academy**

### **Composition**

- Convener
- In- charge
- Members
- Student Representatives

## **Preamble**

The Ruia College Sports Academy has nurtured stalwarts in sports. The Gymkhana is fully equipped with a badminton court, boxing ring, highly sophisticated exercising equipment and a shooting range of international standard.

## **Functions**

- to train young children in various sports.
- the academy conducts various trainings for students in sports
- encourages them to participate in State / National and International sport competitions.

## **Attendance and Timetable Committee**

### **Composition**

- Convener
- Members

## **Preamble**

Ruia Attendance and Time table Committee is formed as per the guidelines stated in the circular No. UG/01 of 2014 of University of Mumbai, ordinance 6086. The Committee shall develop and implement procedures that meet the University guidelines and enforce the compulsory attendance laws and has an obligation to notify the parent when no valid reason is found for a student's absence over a period of time.

## **Functions**

- To make the consolidated time table for the entire college.
- to create and monitor the process of maintaining attendance record,
- to exhibit the defaulters list on the Notice Board of the College,
- to inform the students and parents/ guardians about deficiency in attendance,
- to plan strategies for improving the attendance of the students.

## **Research and Development Cell**

### **Composition**

- Convener
- Members
- Student Representative

### **Preamble**

Research and Development Cell is a centre for academic and industrial research, commits itself to the generation and propagation of new knowledge for human welfare and societal transformation. To meet this goal, the College shall provide opportunities, assistance and incentives to all, without bias or prejudice, at all levels, in all areas, and in all stages of the research process.

### **Functions**

- to endorse /promote research and innovation that is relevant to the nation and society.
- to motivate /encourage, foster, promote and sustain excellence in research of all faculties
- to enhance existing research areas and develop expertise in emerging fields.
- to facilitate multidisciplinary research by fostering collaborations and associations.
- to provide facilities to research scholars who are pursuing their research programs.
- To expand outreach efforts to develop collaborations and strategic, durable research partnerships with other research institutes and industry sectors for steering, funding and cooperation.
- to develop a suitable infrastructure that will enable research and to provide requisite framework and guidelines to faculty, research scholars and students.
- Organization of national/international conferences.
- Development of linkages with reputed industries and institutions.
- Encouragement for Research paper publication in a well-reputed journal.

## **CPCSEA Committee**

### **Composition**

- Chairperson
- Main nominee
- Link Nominee
- Scientist from outside the institute
- Socially aware member
- Veterinarian
- Member Secretary
- Biological Scientist
- Scientist from different Biological discipline

## **Preamble**

Animals shall be used in research when there is no other feasible alternative. As far as possible, higher animals shall be replaced by lower or insentient animals, insects, cell cultures or non-animal models. The research project shall be designed to utilize as few animals as possible and the procedures shall be refined to decrease or minimize potential pain, suffering, or distress for the animals and handle them in a human manner. All guidelines of ethics of research involving animal experimentation, as issued by the competent authorities, shall be adhered to.

## **Functions**

- The CPCSEA registers establishments that breed or experiment on animals, and renews registrations for existing establishments.
- The CPCSEA approves animal house facilities for small and large animals.
- The CPCSEA selects and appoints nominees to the IAECs of registered establishments.
- The CPCSEA grants permission to conduct experiments on animals.
- The CPCSEA recommends the import of animals for use in experiments.
- The CPCSEA takes action against establishments that violate legal norms or stipulations.

## **Chemical Ethics Committee**

### **Composition**

- Convener
- Member Secretary
- Members
- Support Staff

## **Preamble**

Chemical Ethics Committee of Ruia College oversees and evaluates the ethical implications of chemical research, production and use. This committee ensures that chemical practices comply with ethical, environmental, and safety standards.

The prime responsibilities of this committee is to ensure that the chemicals and chemical processes are safe for human health and environment. Also, this committee observes and insists the promotion of minimizing waste and encourage sustainable alternatives. The wastes can be chemical waste, broken glasswares etc. The committee underlines the significance of awareness of safety towards the stakeholders involved in chemical handling.

## **Functions**

- To ensure that all chemical practices, research and products are safe for researchers, workers, students and the environment.
- To review and approve research protocols and evaluate their ethical standards.
- To encourage practices that reduce environmental damage such as minimizing waste and pollutants etc.
- To assess the broader societal impact of chemical practices.

- To encourage clear communication and integrity in chemical research and practice, ensuring that information is accurately reported.
- To advocate for the use of green chemistry principles and ecofriendly production methods to reduce the environmental footprints.
- To provide guidance for ethical decision-making in complex situations where ethical concerns would occur.

### **Research Advisory Committee**

#### **Composition**

- Chairperson
- Member Secretary
- External Members

#### **Preamble**

Research Advisory Committee (RAC) was constituted to streamline and support the research effort of staff members and students. The primary role of the Research Advisory Committee is to advise and support the development, implementation, review and dissemination of all research and evaluation activities.

#### **Functions**

- Provide advice and support on the commissioning and implementation of research and evaluations.
- Apprise faculty of various research grants and awards.
- To review the research proposal and finalize the topic of research.
- Review progress of sponsored research in institute.
- To look after research metrics of institutes.
- Look after any requirement of seed money.
- Advise on the dissemination of research and evaluation findings and conclusions,
- To periodically review and assist in the progress of the research work of the research scholar.

### **Institutional Ethics Committee**

#### **Composition**

- Chairperson
- Vice Principal
- Vice Principal
- Dean Academic Affairs
- Dean research
- IQAC Coordinator
- Members

## **Preamble**

Institutional Ethics Committee (IEC) serves as an independent representative and competent body to review, evaluate and decide on the scientific and ethical merits of research proposals. The primary purpose of this committee is to protect the rights, safety and well-being of human subjects who participate in a research project. The Ethics Committees are entrusted with the initial review of the proposed research protocols prior to initiation of the projects and also have a continuing responsibility of regular monitoring of the approved programmes till the same are completed.

## **Functions**

- to ensure a competent review of all ethical aspects of the project proposals received by it in an objective manner.
- provide advice to the researchers on all aspects of the welfare and safety of the research participants after ensuring the scientific soundness of the proposed research through appropriate Scientific Review Committee.
- To protect the dignity, rights and well-being of the potential research participants.
- To ensure that universal ethical values and international scientific standards are expressed in terms of local community values and customs.
- To assist in the development and the education of a research community responsive to local health career requirements.

## **Global Partnership Cell**

### **Composition**

- Convener
- Members

## **Preamble**

Ruia Global Partnership Cell has strived to establish contacts with several reputed universities and institutions abroad. Through an exclusive MOU with Penn Hub Ruia is now connected with 158 Colleges in the United States of America, since 2014.

## **Functions**

- Makes available an opportunity to pursue credit based courses in these foreign universities and these credits are transferable to various US Universities.
- To facilitate the student exchange Programmes
- To enter into MOUs to facilitate the conduct of Summer Programs, Workshops, Students Exchange, and Faculty Exchange.

## **Safety & Disaster Management Committee**

### **Composition**

- Convener
- Members

### **Preamble**

The Disaster Management Committee's primary responsibility is to develop and maintain an effective disaster management plan that outlines procedures for responding to various types of emergencies, such as natural disasters, fires, medical emergencies, and other crises that may arise on campus. Keeping this in mind, the College constituted the Disaster Management Committee to create a culture of disaster preparedness among the staffs and students of the college.

### **Functions**

- Developing and maintaining a comprehensive disaster management plan that outlines procedures for responding to various types of emergencies that may occur on campus.
- Identifying potential hazards on campus and taking measures to mitigate them to prevent or reduce the impact of disasters
- Providing education and training to the college community on disaster preparedness and response procedures
- Establishing protocols for communication, evacuation, sheltering in place, and medical response in the event of a disaster.
- Coordinating with local emergency response agencies to ensure a coordinated response during an emergency
- Conducting regular drills to practice implementing the disaster management plan and identifying areas for improvement
- Ensuring that all members of the college community are aware of the disaster management plan and their roles and responsibilities during an emergency
- Establishing procedures for assessing the impact of a disaster on campus and developing strategies for recovery and restoration

## **Campus & Infrastructure Management**

### **Composition**

- Convener
- Members
- CEO

### **Preamble**

A college campus and infrastructure management committee is responsible for the physical and organizational structures that support the teaching and learning process.



## **Functions**

- The committee meets with the administration and project teams to review and improve existing facilities.
- The committee provides suggestions for infrastructural changes to create a conducive campus environment for students.
- The committee works with the security staff to ensure campus safety and security measures are effectively implemented and maintained.
- The committee audits the condition of the physical infrastructure of the institute and reports the same to the Estate Department.
- The committee prepares proposals for the improvement or modification of existing infrastructure.
- The committee ensures regular maintenance of the building, equipment, and gadgets of the institute.
- The committee monitors routine maintenance in the institute on a daily basis.
- The committee monitors and arranges major and minor repairs of laboratory equipment and office accessories.

## **ICT Committee**

### **Composition**

- In charge
- Members

### **Preamble**

Information and Communication Technology (ICT) in education is the mode of education that uses information and communications technology to support, enhance, and optimize the delivery of information. Worldwide research has shown that ICT can lead to an improved student learning and better teaching methods. It is, proved that an increase in the use of ICT in education with integrating technology to the curriculum has a significant and positive impact on students' achievements.

### **Functions**

- Designing teaching strategies, identifying learning styles, and improving student learning
- Updating the website, promoting events, and authenticating Wi-Fi
- Maintaining and updating software applications, troubleshooting, and providing technical guidance
- Procuring, installing, maintaining, and monitoring ICT facilities
- To design ICT enabled strategies for teaching the subjects catering to the learning styles of students
- Teaching students and faculty about the benefits of ICT and motivating them to use ICT facilities

## **Policy Document Committee**

### **Composition**

- Convener
- Vice Principals
- Deans
- IQAC Members
- Exam coordinator
- Faculty Members

### **Preamble**

A college policy document committee is responsible for developing and managing a variety of policies for the institution, including Internal complaints committee, Faculty empowerment, Code of conduct, Curriculum, Academic calendar etc.

### **Functions**

- To prepare policy document that could explain the purpose of the different committees established by the college
- To lay down the set of rules and regulations for the students, teachers and support staff of the college.

## **Hospitality Committee**

### **Composition**

- Convener
- Members

### **Preamble**

A hospitality committee greets new members, welcoming them into an institution. When hosting events, members of a hospitality committee are responsible for providing food and/or beverages to the guests. Members of a hospitality committee provide information to members as requested. This may include giving out general information, such as the institution's history, as well as satisfying more specific requests that members may have.

### **Functions**

- To welcome and take care of the guests,
- To create a good decorum,
- Making arrangements for gifts, mementos for the guests.

## **Ek Bharat Shreshth Bharat**

### **Composition**

- Convener
- Members

## **Preamble**

Ek Bharat Shreshtha Bharat (EBSB) is a government program that aims to promote cultural integration and unity in India. The program pairs states and union territories (UTs) for a year to engage in activities that celebrate India's diversity and promote mutual understanding. The Ek Bharat Shrestha Bharat programme, aims to actively enhance interaction between people of diverse cultures living in different States and UTs in India, with the objective of promoting greater mutual understanding amongst them.

## **Functions**

- To consult with their paired state or UT to create an activity calendar that includes events and activities to promote cultural exchange.
- to share their best practices and experiences with their paired state or UT.
- to make Students learn about the diverse cultures and traditions of their paired state or UT, and appreciate India's unity in diversity.
- to encourage Students to share their unique perspectives and experiences, reinforcing the idea that differences make a country stronger.

## **Ruia Professional Development Centre**

### **Composition**

- Coordinator
- Members

## **Preamble**

A professional development center for a college can offer a variety of programs and resources to help students and teachers develop their skills and advance their careers. it can help students to advance their careers by learning new skills or keeping up with changes in their field.

## **Functions**

- Provide opportunities to learn new skills and stay up to date with trends in the field
- Provide practical experience to help students and teachers apply their knowledge
- Create opportunities for students and teachers to engage with each other and with resource persons
- Help teachers improve their ability to create curriculum and instruction that meets the needs of students and society

## **CAS Committee**

### **Composition**

- In charge
- IQAC Coordinator Members

### **Preamble**

The Career Advancement Scheme (CAS) Committee for a college is a selection committee that evaluates and promotes teachers based on their academic achievement and performance

### **Functions**

- The committee evaluates a teacher's academic achievement for promotion.
- The committee evaluates a teacher's performance for promotion.

## **Committee to monitor adherence to the Code of Conduct**

### **Composition**

- In-charge- Vice Principal
- NCC
- NSS
- Student Council
- IQAC Member

### **Preamble**

A college's Code of Conduct Monitoring Committee ensures that the college's code of conduct is implemented and that its members adhere to it.

### **Functions**

- Monitoring the implementation of the code of conduct for students, faculty, and staff
- Developing awareness of the code of conduct, discipline, and college protocol
- Organizing professional ethics programs for students and faculty
- Recommending timely revisions to the code of conduct
- Addressing grievances related to code of conduct violations

## **RUIA Rotaract Club**

### **Composition**

- Coordinator
- Student Members-

### **Preamble**

Rotaract is an international organization aimed towards fellowship through service. Based in New York, Rotaract moves towards creating an impact on the community globally. The Rotaract Club of Ramnarain Ruia College is a source for students to earn an international level certification to enhance their CV while engaging in extracurricular activities varying from community service to companionship.

## **Functions**

- Rotaract clubs organize service projects in the community, such as distributing food boxes to the underprivileged
- Rotaract clubs help members develop leadership skills
- Rotaract clubs organize social and networking events
- Rotaract clubs raise awareness about important issues

## **Canteen Committee**

### **Composition**

- Convener
- Members

### **Preamble**

The Canteen Committee is formed in order to supervise the functioning of the canteen and quality of food and the service provided by the canteen. The Canteen Committee aims to understand and address the problems faced by the students, staff and canteen management in relation to the functioning of the Canteen and to convey the same to the authorities for further action.

### **Functions**

- to provide for proper organization and functioning of the canteens,
- to recommended the rates of the food items to the canteen manager,
- to check the quality and quantity of the food items given in the canteen,
- to supervise the proper maintenance and cleanliness in the canteen,
- to do the annual stock checking of all the items in the canteen
- to invite tenders for the canteen contracts of all the items in the canteen contractors as and when necessary,
- to decide the norms for and arrange special canteen services,
- to execute such other duties in relation to the canteen as may be assigned to it by any of the authorities of the college.

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