



### **ADMISSION COMMITTEE:**

Admission Committee is the Face of PHCER and one of the first touchpoints for an aspirant. Admission committee is responsible for online and offline marketing of PHCER and assisting the college in streamlining the Admissions process.

➤ **Objective:**

The objective of the admissions committee is to monitor and implement the Admissions Policy; ensuring that it is reviewed regularly and that admission procedures are fair, consistently applied and compliant with the College's Admissions Policy.

➤ **Responsibilities.**

The responsibilities of the Admissions Committee are:

- a. to monitor selection criteria and establish transparent assessment processes;
- b. to oversee the College's admissions process;

### **Committee members:**

Chairperson	Dr. Sandeep Shinde
Representative from Teaching staff	Mr. Mohan Manmode
Representative from Non-Teaching staff	Ms. Sunitha R. Menon



**Mahatma Education Society's**  
**VIDYADHIRAJA COLLEGE OF PHYSICAL EDUCATION & RESEARCH**  
Sector 8, Khanda Colony, New Panvel (W), Navi Mumbai, Dist. Raigad-410206  
Tel: 27453050/27454285/27454286



## **RESEARCH COMMITTEE:**

### **Objectives:**

- a) To oversee and supervise Research and Development activities in the institute.
- b) To encourage faculty to submit research projects to funding agencies and generate funds for equipment, projects etc.
- c) To identify newer areas of research and encourage faculty and students to work in those areas.
- d) To encourage and motivate faculty for externally funded research and development, interdisciplinary and multidisciplinary research, product design and development, publications in journals of high standing.

<b>Committee members:</b>	
Chairperson	Dr. Sandeep Shinde
Representative from Teaching staff	Mr. Satish Shinde
Representative from Teaching staff	Mr. Mohan Manmode
Representative from Teaching staff	Mr. Milind Thakur



**LIBRARY COMMITTEE:**

**Objectives**

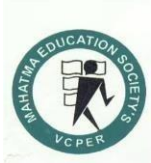
- a) To function as a channel between the library and its stakeholders, such as users, management, faculty, suppliers, etc.
- b) To ensure that uninterrupted Library services are available for the students and faculty.
- c) To prepare the annual budget of the library and to allocate the funds to meet the requirements of the departments.
- d) To assist the Librarian in formulating Library policy.
- e) To look after general maintenance of the library in terms of reading material and infrastructure.
- f) To actively involved in fostering the reading habit of staff and students.
- g) To recommend/justify / sanction/approve withdrawal and weeding out of outdated material to the competent authority for final decision in the matter.
- h) To identify vendors and shortlist.

**Responsibilities:**

- ✓ Encourage students to use library resources
- ✓ Keeping students informed about the total number of library hours completed
- ✓ Supervising the compulsory reading hours of students.
- ✓ Providing computer and internet access

**Committee members:**

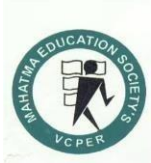
Chairperson	Dr. Sandeep Shinde
Members	1. Ms. Jay Laxmi 2. Padmakshan Padmanabhan 3. Student Representative 4. Student Representative



### **COLLEGE DEVELOPMENT COMMITTEE:**

#### **Objectives:**

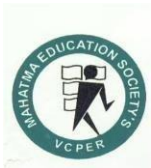
- i. Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extracurricular activities
- ii. Decide about the overall teaching programmes or annual calendar of the college
- iii. Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts;
- iv. Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college;
- v. Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research;
- vi. Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process;
- vii. Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college;
- viii. Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval;
- ix. Formulate proposals of new expenditure not provided for in the annual budget;
- x. Make recommendations regarding the students' and employees' welfare activities in the college;
- xi. Discuss the reports of the IQAC and make suitable recommendations;
- xii. Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college;



- xiii. Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.;
- xiv. 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;
- xv. xix. Perform such other duties and exercise such other powers as may be entrusted by the management and the university.

**Committee members:**

<b>College Development Committee</b>	<ol style="list-style-type: none"><li>1. Dr.K.M.Vasudevan Pillai</li><li>2. Dr.Daphne Pillai</li><li>3. Mr.K.T.John</li><li>4. Mr.Satish A.Shinde</li><li>5. Mr.Vikas Lade</li><li>6. Mr.Padmakshan P.</li><li>7. Ms.Sunitha R.Menon</li><li>8. Mr.Girish Singh</li><li>9. Dr.Sally Enos,</li><li>10. Mr. Johmon Mathew</li><li>11. Student representative</li><li>12. Student representative</li><li>13. Dr.Sandeep S. Shinde -Secretary</li></ol>
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**INTERNAL COMPLIANT COMMITTEE:**

**Objective.**

- To prevent sexual harassment at workplace.
- To prevent discrimination and sexual harassment against girls by promoting gender amity among students and employees
- To conduct periodical programmes on women empowerment.
- To provide conducive environment and congenial atmosphere for women.

**Committee members:**

Internal Compliant Committee	<ol style="list-style-type: none"><li>1. Ms. Sunitha R. Menon</li><li>2. Ms. Vijaya Laxmi</li><li>3. Student representative</li><li>4. Student representative</li><li>5. Student representative</li></ol>
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### **ANTI-RAGGING COMMITTEE:**

The institute has an Anti-ragging Committee, as per the directions of Supreme Court of India/UGC regulation on curbing the menace of ragging in the higher educational institution, 2009 (No. F 1-16/2007(CPP-II) April, 2009; and Directives of Maharashtra prohibition of Anti-Ragging Act, 1999, (MAHARASHTRA ACT NO.XXXIII OF 1999).

### **“Ragging” constitutes of the following**

As per the order of Honourable Supreme Court of India and subsequent Notification from University Grants Commission (UGC), ragging constitutes one or more of any intention by any student or group of students:

- Any act of Indiscipline, Teasing or Handling with Rudeness.
- Any act that Prevents, Disrupts the Regular Academic Activity.
- Any activity which is likely to cause Annoyance, Hardship, Psychological Harm or creates Fear or Apprehension.
- Any Act of Financial Extortion or Forceful Expenditure.
- Any Act of Physical Abuse causing Assault, Harm or danger to Health.
- Any Act of abuse by spoken words, emails, SMS or public insult etc.
- Any Act of injury or infringement of the fundamental right to human dignity.
- Any Act of Wrongful Confinement, Kidnapping, molesting or committing unnatural offenses, use of criminal forces, trespass or intimidation.
- Any unlawful assembly or conspiracy to ragging.

### **Anti-ragging Committee Role & Responsibilities**

- To secure almost all areas in the college (i.e. canteen, parking places, different blocks, playgrounds etc.) and ensure that at least one faculty member is present at a particular time at all locations to avoid ragging.
- To conduct awareness programs on Anti – Ragging in the form of meetings and PPTs to the students, faculty staff & non-teaching staff.
- To conduct meetings whenever required and discuss relevant issues, with committee members.



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- Displaying contacts of concerned committee members on notice boards in the premises and making students aware about the working mechanism of committee & procedure to register complaints.

**Committee members:**

Anti-Ragging committee	<ol style="list-style-type: none"><li>1. Dr. Sandeep S. Shinde</li><li>2. Mr. Satish Shinde</li><li>3. Ms. Sunitha Menon</li><li>4. Student Representative</li><li>5. Student Representative</li></ol>
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## **GRIEVANCE REDRESSAL CELL:**

To meet timely redress of grievances and concerns by learners as and when they arise.

### **Objectives**

- The main objective of the Grievance Redressal cell is to develop a responsible and receptive attitude among all the stakeholders so that a harmonious educational atmosphere is maintained in the college.
- The Grievance Redressal Cell is constituted for the redressed of the problems reported by the learners of the College with the aim and objective of keeping the self-esteem of the College by ensuring strife free atmosphere in the college through encouraging cordial Student teacher relationship and Student-Student relationship etc.
- To encourage the students to express their problems / grievances frankly and freely and without any fear of being victimized.
- Any kind of mental or physical harassment complaints regarding class room management, class room teaching, teaching methods of teaching, completion of syllabus etc., if and when they arise.

- **Committee members:**

Grievance Redressal Cell	<ol style="list-style-type: none"><li>1. Dr. Sandeep S. Shinde</li><li>2. Mr. Padmakshan Padmanabhan</li><li>3. Mr. Satish Shinde</li><li>4. Ms. Sunitha Menon</li></ol>
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### **SC/ST CELL:**

#### **Objectives:**

- To counsel and guide SC/ ST students and help them to manage academic and personal issues of college life effectively.
  - To ensure provisions of an environment where all such students feel safe and secure.
  - To provide prompt counseling for any emotional emergencies arising on account of any event at the campus. To provide the mechanism to redress the grievance of SC/ST students, if any
  - To ensure protection and reservation as provided in the constitution of India. To arrange for special opportunities to enhance the carrier growth
  - To aware the SC/ST students regarding various scholarships program of State Govt.To take such follow up measures to achieve the objectives and targets laid down by the Govt. of India and the UGC.
- Activities
- To collect reports and information of State Govt. and UGC's orders on various aspects of education, employment of SC/ST & OBC Students.
  - To circulate State Govt.and UGC's decisions about different scholarship programs.
  - To communicate with the students and motivate them for better future planning

#### **Committee members:**

SC/ST cell	<ol style="list-style-type: none"><li>1. Dr. Sandeep S. Shinde</li><li>2. Mr. Hemant Payer</li><li>3. Ms. Sunitha Menon</li></ol>
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