



# **Balasore College Of Engineering & Technology**

**[Approved by AICTE, New Delhi and Affiliated to BPUT, Odisha]**

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# **OBJECTIVE AND ROLE of various statutory committees**

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# **Academic Council/Committee**

## ***Objective -:***

- **To help ensure a healthy academic atmosphere and enhance the learning experience for the students.**
- **Help students to cope with their studies and overcome any problems they may be facing.**

## ***Role -:***

- **To review all courses and programs in the college as per BPUT norms and as well as other proposal with an educational concentration.**
- **To verify course material and PPT (Module wise) prepared by faculty members of concerned subject.**
- **Responsible for allotment of subject to concerned faculty members.**
- **Guide students in choosing their electives from BPUT syllabus as well as from SWAYAM and MOOCs.**
- **Organize course-related workshops and seminars.**
- **To monitor the students' academic experience and reviews and prepare a plan of action to work on it.**
- **Monitor the academic progress of the departments.**
- **Arrange special classes if necessary for the benefit of below average students.**
- **Ensure academic discipline.**
- **Ensure to publish annual BCET Chronicles , BCET Digest (Twice a Year) , BCET Bulletin (Every Quater).**
- **To verify the resource person who will attend various meetings (Seminars , Workshops) organized for academic purpose.**

# **Admission Committee**

## ***Objective -:***

- **It determines the most effective methodology for evaluating applications and marketing for college informed by best-practices in the field of engineering and management admissions.**

## ***Role -:***

- **To provide all information related to admissions to the students and parents. It also provides information on the college website.**
- **To issue notice for Spot Admissions as per the guidelines issued by State Government or management.**
- **To submit the list of Admissions made by the college to the concerned competent authorities and get approved.**
- **Keep informed regarding academic program requirements, enrollment restrictions and other issues related to admitting students.**
- **Actively participate in admitting students through promotional activities such as personal contact with counselors, student individually and in groups, schedule visits to high school and college, panel discussions, presentations ,posters and newsletters.**

# **Sports Committee**

## ***Objective -:***

- **To ensure that every student participating in any activity will get a chance to present her skills and abilities and perform to their best.**
- **To promote various sports to develop leadership quality and physical well-being of students.**

## ***Role -:***

- **Recommend Director/Principal to provide facilities for indoor and outdoor games.**
- **Preparing budget for sports infrastructure requirement every year.**
- **Providing necessary training to the students in different sports activities.**
- **To conduct various sports events.**
- **To Select team that will represent the college in intercollege state level or national level tournaments.**

# **Cultural Committee**

## ***Objective -:***

- **To celebrate the cultural diversity on the campus by organizing Pooja/Fests on different occasions.**
- **To create an atmosphere where students can showcase their talents in singing, dance, acting etc.**

## ***Role -:***

- **To organize various cultural events.**
- **To motivate students to participate and showcase their talents in various fests.**
- **To take role of organizing annual fest "CHARISMA" with realizing annual cultural magazine.**
- **To felicitate invited guest of honors in different fests.**
- **To conduct tech fests.**
- **To guide students those who are engaged in organizing the fests.**

# **Examination Committee**

## ***Objective -:***

- **To organize all works related to university and college level examinations**

## ***Role -:***

- **To finalize the schedules of internal examinations or class tests as per the academic calendar.**
- **To notify the schedules of examination to the faculty and students well in advance to prepare themselves for the examinations.**
- **To collect internal , sessional , quiz , surprise test question sets in advance from the concerned departments.**
- **To make necessary arrangements to conduct internal , sessional and external examinations with strict vigilance.**
- **To collect timely internal , sessional scores from various departments in order to send it to university.**
- **To collect question bank prepared by concerned departments and make it available to all students by uploading it to BCET Website.**
- **Analysis of results for performance review of the students and display toppers name on notice board to encourage them.**
- **Also prepare an analysis report based on result compare to previous result and make a ppt to be presented before academic committee within 15 days of publication of result.**
- **To take decision on malpractice cases and award punishment to those involve as per BPUT guidelines.**

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# Anti-Ragging Committee

## ***Objective -:***

- **To foster a harmonious relationship among the students of BCET.**

## ***Role -:***

- **Advise senior students in the class rooms and hostels not to involve in ragging.**
- **Prevent ragging at different places like college corridors, bus, canteen, laboratories, hostels etc.**
- **To display the important clauses of anti ragging act including the punishments at different important places.**
- **Listen to students grievance regarding ragging.**
- **To take action against those students who are involve in ragging.**



# **Training & Placement Committee**

## ***Objective -:***

- **To guide students to choose right career and to give knowledge, skill, and aptitude and meet the manpower requirements of the Industry.**

## ***Role -:***

- **Counseling of students regarding emerging areas of job opportunities.**
- **To organize campus interviews (Online/Offline) for final year students.**
- **To develop student's technical skills and soft skills to meet the corporate recruitment process and make them industry ready.**
- **To create BCET as a preferred destination for companies to conduct their placement activities.**
- **To motivate students to take part in various hackathons organized by AICTE or other agencies.**

# **Sexual Harassment Committee**

## ***Objective -:***

- **Prevent discrimination and sexual harassment against women, by promoting gender amity among students and employees.**

## ***Role -:***

- **To look into the truth of the allegations contained in the complaint.**
- **To look into the truth of any allegation of retaliation against / victimization of the complainant or any other person assisting her as a result of such complaint having been made or such assistance having been offered.**
- **The Committee shall recommend appropriate psychological, emotional and physical support (counselling, security and other assistance) for the victim to the Management.**
- **The Committee shall monitor the follow-up action to be taken by the Management on receipt of the Report of the Committee.**
- **To deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment.**

# **NCC/NSS Committee**

## ***Objective -:***

- **To create awareness regarding social service among the students and other members of the college community.**

## ***Role -:***

- **To Motivate, recruit and select students for NSS work**
- **To create awareness regarding social service among the students and other members of the college community.**
- **To organize orientation programs for NSS volunteers, explain them about the concept of social service, and teach them methods and skills required for achieving the objectives of the scheme.**
- **To select service projects on the basis of utility and feasibility .**
- **To arrange programmes like Blood donation camps , AIDS control programme , Digital Literacy programme.**
- **Look after campus cleanliness , Conducting Yoga Sessions periodically , Educating underprivileged in nearby adopted villages.**
- **To ensure cooperation and coordination of community agencies, government departments and non-governmental agencies.**

# **SC,ST & Welfare Committee**

## ***Objective -:***

- **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.**

## ***Role -:***

- **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.**
- **Redress the grievance of SC/ST students, if any**
- **To ensure protection and reservation as provided in the constitution of India.**
- **To ensure cooperation and coordination of community agencies, government departments and non-governmental agencies.**
- **To ensure their scholarship is utilized for their education properly.**

# **Grievance Redressal Committee**

## ***Objective -:***

- **The committee aims to understand and rectify the grievances of students.**
- **Create an environment where an individual is assured of justice and fairness.**

## ***Role -:***

- **To enquire the Complaints received from the students or staff of the College.**
- **To provide a support system for the students to address their grievances.**
- **To initiate proactive measures to redress the grievances of the students.**
- **To analyze the complaints and representations of aggrieved students and to take action with the appropriate authorities for redressal.**
- **To get suggestions periodically from the Students , Staffs ,Parents ,Industrialists and all stakeholders for improvement.**

## **RTI Committee**

### ***Objective -:***

- **To promote transparency and accountability in the working of the institute.**

### ***Role -:***

- **To promote transparency and accountability in the functioning of the institution.**
- **To set up a practical regime for giving citizen's access to Information that is under the control of institution.**
- **To empower the citizens as the law will promote the participation of the citizens in official decisions that directly affect their lives.**
- **To develop the trust in institutional functioning among the students and parents by effective implementation of RTI Act.**

# **General Discipline Committee**

## ***Objective -:***

- **Ensure peace and safety at all places of BCET.**
- **To achieve general willingness for accepting rules , regulation and procedures of BCET.**

## ***Role -:***

- **To ensure calm and peaceful academic atmosphere in the campus.**
- **To avoid physical confrontation among students.**
- **To conduct enquiries on report of indisciplinary activities among students.**
- **To initiate model actions against students involved in indisciplinary activities.**
- **To initiate steps to reduce violence, confrontation in future.**
- **To help the students to maintain and develop self control respect for others and socially acceptable behavior (Gender discrimination,Racial Discrimination etc)**

# **Hostel Discipline Committee**

## ***Objective -:***

- **To maintain discipline in and around the hostel.**

## ***Role -:***

- **Take care of maintenance of Hostel.**
- **To ensure calm and peaceful atmosphere in the hostel.**
- **To avoid physical confrontation among hostellers.**
- **Take exemplary action against those who are creating indiscipline in the hostel.**
- **To look after students study hour with strict vigilance.**
- **To ensure that students are strictly adhering hostel rules and paying their fees on time.**
- **Ensure that hostel register is maintained properly.**
- **Take care of guests if any staying in the hostels.**



# **AICTE Approval and BPUT Affiliation Committee**

## ***Objective -:***

- **To ensure timely submission of data and information to AICTE and BPUT.**

## ***Role -:***

- **To regularly visit AICTE and BPUT site daily and keep information regarding mandatory disclosures and changes in syllabus.**
- **To comply with all the requirements as desired by AICTE and BPUT from time to time with necessary authentic inputs.**
- **To attend all the workshop conducted by AICTE on changing guidelines of AICTE and BPUT.**
- **To keep information of all academic council meetings organized by BPUT.**

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

## ***Objective -:***

- **To achieve vision of the college following the mission.**

## ***Role -:***

- **To coordinate the documentation of the programs / activities leading to quality improvement.**
- **Excellence in academics, Curricular, extra-curricular, co-curricular activities .**
- **Improvement of skills and knowledge.**
- **Improvement of employment opportunities.**
- **To look after infrastructural development of departmental labs.**
- **To coordinate in preparation of Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.**
- **Welfare schemes for staff and students.**
- **To look after Research and consultancy.**
- **To look after awareness programs for students.**

# **NAAC and NBA Accreditation Committee**

## ***Objective -:***

- **To achieve vision of the college following the mission.**

## ***Role -:***

- **Monitoring the preparation of SSR/SAR in the case of NAAC/NBA.**
- **Ensure that BCET meets global standards for accreditation.**
- **Improvement of skills and knowledge.**
- **Improvement of employment opportunities.**
- **To look after infrastructural development of departmental labs.**
- **To coordinate in preparation of Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.**
- **Welfare schemes for staff and students.**
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