



भारतीय अभियांत्रिकी एवं प्रबंधन संस्थान
Engineering and Management Institute of India

Required Cells & Committees

Required Cells & Committees

Technical Skill and Management Institutions

affiliated by Engineering and Management Institute of India India.

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Definitions: -

Academic cell

1. The Committee to be constituted by the **Technical Skill and Management Institutions** Principal in consultation with the Academic Council / senior faculty members.
2. The tenure of the Committee shall be of 2 years. Additions/ modifications may be made to the group in case of emergency or for the fulfilment of important requirements or functions.
3. The Committee will:
 - * Deal with all correspondence relating to the nomination, invitation to meetings etc of members of three of the four statutory committees constituted under autonomy namely, the Governing Body, Academic Council, Board of Studies.
 - * Ensure timely scheduling of the meetings of the three bodies.
 - * Organize the meetings of the Council and the Academic Council and ensure the availability of all relevant documents and information for the two forums.
 - * Facilitate the preparation and distribution of agendas, the recording and dispatch of minutes of all meetings of these bodies.
 - * Maintain a database of members of all these committees, which will include their names, designations, contact information etc in softcopy and hardcopy.
 - * Maintain a record of all documents produced for and as an outcome of these meetings including new syllabi, modifications or additions made to existing syllabi.
 - * Ensure that meetings are conducted as per the regulations provided by Engineering and Management Institute of India.
 - * Ensure preparation of annual reports of the college inclusive of academic, co-curricular and extra-curricular activities of the college for record keeping as well as preparation of Progress Report of the college to be sent Engineering and Management Institute of India. annually.
 - * To track and help implement all new directives/regulations issued Engineering and Management Institute of India. from time to time.
 - * Meet at least 4 times a year to ensure adequate planning, proper distribution and execution of work, ensure smooth functioning and desired coordination.
 - * The financial requirements of the Cell to be forwarded to the principal as and when the need arises.

Admissions Committee

1. A specially constituted Admissions Guidance Cell to be functional from first week of April every year to guide students regarding availability and choice of suitable courses, as well as for clarification of doubts or queries regarding admissions and registrations.
2. Eligibility for Admission to the Technical Skill and Management Training courses:
 - * All students having passed 10+2 at school are eligible for admission into Technical Skill and Management Training courses
 - * Admissions and allocation of subjects will be made on the basis of merit taking into consideration the marks obtained by the candidate in the last eligibility examination and a personal interview. The college would abide by the rules and norms of Engineering and Management Institute of India.
 - * All applicants for Diploma courses must have secured a minimum of 45% marks in their 10+2 exams.
 - * Age limit for Male candidates should not be more than 60 years as on 1st April of the academic year.

* There is no upper age limit for women candidates.

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❖ Reserved Categories

1. Reservation policy of the Government of India will be followed. Seats are reserved for various categories that are specified in the Council guidelines.
2. Besides SC, ST and OBC. Reserved category will also include sports quota and Catholic Christian applicants.
3. If candidates of reserved category are not available till the last date of admission, then the reserved seats will be made available to the candidates of the general category.
4. Admissions open for of all Diploma and Certificate courses.

❖ Instructional Guidelines

1. All of the courses having limited number of seats hence advising students to confirm their admissions as early as possible.
2. Candidates who have been offered admission and do not register on or before the last date of fee payment will not be eligible for admission at a later date.
3. The principal may reserve the right to cancel any admission in case of deliberate attempt by the candidate to withhold information and his / her involvement in any misdeed.

Student Orientation Committee

1. The committee shall organize such sessions with the objective to reduce anxieties of the new entrants and to familiarize them with various aspects of the institute.
2. To orient and welcome new students at the beginning of the academic year.
3. Familiarize students with the rules and policies of the institute.
4. To facilitate the incoming students to have an interaction with the staff.
5. To expose students to campus life, history and culture.
6. To draw their attention to some of the key facilities and amenities at the campus.
7. To give information about student clubs, organizations, events, and activities.
8. To give information about library and I Cards and about the use of the student handbook.
9. To expose students to the range of library services and other resources available in the college for them.
10. To receive feedback on the support and promptness of services available right from applying for admission to their induction stage in the college.

Discipline Committee

1. To realize the objective of achieving 'Freedom with Responsibility' and giving students an environment of comfort, safety, freedom and growth, the Institution shall annually constitute a Discipline Committee to look after the student's welfare along with the institutional interest.
2. The committee to remain active throughout the year and shall function with student volunteers to ensure that the students maintain and propagate discipline at all levels.
3. Every student shall follow the College Code of Conduct: -
 - ✳ Every student ought to observe all the rules & regulations of the college.
 - ✳ Students should not loiter in the compound, basement or canteen during the class timings.
 - ✳ Students must comply with a minimum 75% attendance and project requirements.
 - ✳ Students should be decently dressed.
 - ✳ Students should enter the campus well before the commencement of classes.
 - ✳ Students should conduct themselves with decency, decorum and dignity.
 - ✳ No collection of cash or kind should be made in the college without the explicit permission of the principal.
 - ✳ Smoking and chewing of tobacco are strictly prohibited.
 - ✳ All students are required to carry their Identity Cards
 - ✳ Use of mobile phones is strictly prohibited in the college building
 - ✳ Students are prohibited from inviting outsiders into the college.
 - ✳ Students are required to keep the college premises neat & clean.
 - ✳ The students are required not to destroy damage or break any college property, furniture or fixture.
 - ✳ The students should not arrange any welcome parties, picnics, outings or other programmes outside the college in the name of the institution without the permission of the principal.
 - ✳ If any student does not observe these rules & regulations, serious action can be taken against the breach of conduct.
4. The discipline cases to be handled in immediately, as soon as matter is reported.
5. The concerned teachers shall take corrective measures in case of minor misconduct.
6. Letters of apology to be obtained from the students
7. Serious cases to be referred to the discipline committee and the committee to make necessary enquiries
8. The students to be counselled and if necessary, their parents to be called. An undertaking to be received from the parents and the ward.
9. Warning letters, Suspension letters required to be issued whenever necessary
10. The financial requirements of the Committee to be forwarded to the Principal by the Incharge as and when the need arises

Placement Cell

1. The Placement Cell of the college shall assist in the placement of its Diploma and Certificate holders studying in their as well as students in 2nd year of their Diploma and Certificate for part time jobs in various areas or sectors of the Job market.
2. The cell shall perform all activities including liaison with Hospital, Corporate and Companies. It shall identify companies hiring fresh Diploma and Certificate Candidates of the college and invite companies to the college for campus recruitments through phone calls and sending invitations along with the college profile by mail.

3. As per the requirements of each Hospital and Corporate the student data to be shortlisted and send if asked for and a suitable date in consultation with the Hospital to be finalized for pre-placement talks and campus procedure.
4. Recruiting Corporate Company to visit the college and need be give a detailed presentation to the students interested to attend the interview process and conduct the selection process as per their norms
5. The Training and Placement cell and various other Faculty members shall only facilitate and provide guidance to the students but getting a Placement shall be the sole responsibility of the students. Under no circumstances, Training & Placement shall assure Placement to all the students who apply for the job.
6. The activities by the cell to be performed in conjunction with the respective department faculties like
 - * Interaction with potential recruiters
 - * Conducting recruitment survey(s)
 - * Placement Presentation (s) of Companies and Hospitals if required
 - * Organizing resume Writing/GD/Interviews skills development sessions
 - * Guiding students for the preparation of resume
 - * Coordinating all the activities related to Placement
 - * Monitoring the progress of Placement activities at regular intervals
7. At the commencement of the session, the members of the student Placement committee to be selected. Then, amongst the volunteers the best three to be nominated as Placement coordinators and assigned major responsibilities being accountable to Head of Training and Placement.
8. The participation of entire batch in the Placement activities is not mandatory. The Verbal/Written offer received first is mandatory to be accepted i.e. once selected by a Company, the student would be considered as placed irrespective of the Company / Job profile or job location or salary offered.
9. The participating student(s) in Campus Drive shall be required to be present in the Institute in college uniform.
10. It is the student(s) responsibility to see the Placement notice and submit his/her resume or get himself / herself registered in the Placement Cell as specified in the notice. No resume will be accepted after the deadline date.
11. Any misconduct or misbehaviour will be dealt with seriously and could lead to disqualification from all Placement related assistance from the Institute.

Library Committee

1. The committee shall chalk out plans for the library in consultation with the principal and the library staff. The library committee shall coordinate with the library staff for smooth library functioning.
2. The committee shall have an In charge with 3-4 members as deemed by the principal. The In charge to allot duties to team members which may include, preparing book lists for various departments, library discipline, enriching library, physical arrangements in the library, managing e-resources etc.
3. The meetings of the committee to be held at least once in every semester with a follow-up to be done by the In charge along with the librarian.
4. Any decision taken by the committee shall be duly approved by the principal and communicated to all staff members and students.
5. The financial requirements of the Committee to be forwarded to the Principal by the In charge as and when the need arises.

Anti Ragging Cell

1. The cell shall create awareness and adopt preventive measures for Anti-Ragging through Code of conduct displayed in all the wings as well as in the planner, make provision of a Complaint Box to keep the anonymity along with the Helpline Number displayed in the campus.
2. A Special Cell to be constituted with representatives from Police Headquarters and local police.
3. The cell shall receive complaints in writing and investigation to be undertaken immediately based on the complaint. The parents to be contacted and the version from both the parties to be noted. A two-way process to be followed giving equal opportunity to both the parties. Redressed to be done by way of counselling, if matter can be resolved amicably but necessary action to be taken in matter of serious cases.

Grievance and Redressal Cell

1. The cell shall promote democratic environment to realize the primary needs of the staff and students and its resolutions for quantitative and qualitative development.
2. The cell shall receive grievances through
 - * Open Forums
 - * Meetings
 - * One to one conversation, communication
 - * Addressed to the Principal, Vice principal
 - * Addressed to the wing coordinators, Heads of the Departments, course coordinators
 - * Addressed to the class counsellors
 - * Via Student Representatives
 - * Written applications
 - * Complaints Registers
1. The grievance to be handled by the respective committees (i.e. Executive council/Anti –Ragging cell / Women cell/ Discipline committee) as per the nature of grievance.

Parent-Teacher Association

2. Conduct an open house session for suggestions and to provide an opportunity to meet the teachers and have an open interaction regarding the wards progress.
3. To seek cooperation and support from parents for all planned academic & other programs and to have transparency in the education process by keeping the parents well informed, seeking their guidance for further improvements.
4. To make parents as a part of the resource pool by inviting them as experts
5. To resolve issues of the parents and their wards in academics and administration.
6. To form an executive body of the interested parents who shall voluntarily be a part of it with the principal as chairman.

Canteen Upkeep Committee

7. The members of the canteen upkeep committee shall regularly visit the canteen and monitor the activities and working of the canteen.
8. The members to check the utensils, food stuff, and behaviour of the canteen employees.
9. No hike in prices before discussion and written permission of the principal.
10. The committee will prepare its report annually.
11. The committee must meet with the principal at least once in two months.
12. The members of the committee will frequently visit the canteen to ensure working of canteen.

13. The committee to take feedback from students and college staff members about the services being provided by the canteen.
14. The committee to meet the principal at regular intervals to report about the activities of the canteen.
15. The functional areas of the committee will be
 - ✳ To monitor and cater to the demands of students
 - ✳ To ensure provision of good quality food at proper rates
 - ✳ To ensure healthy, hygienic and pleasant environment
 - ✳ Ensuring good professional services by the Canteen Staff
 - ✳ To maintain discipline and decorum in the canteen

Feedback Review Committee

1. The committee shall every year undertake the process of feedback from its stakeholders to objectively measure where it stands and to know and understand the areas that require attention or intervention to facilitate quality education and achieve excellence.
2. Feedback Review Committee shall comprise of the following members: -
 - ✳ Principal (The Patron)
 - ✳ Feedback Committee In charge
 - ✳ Committee Members-05 (based on the recommendations of the principal)
3. The stakeholders of the Institution shall be
 - ✳ Students
 - ✳ Parents
 - ✳ Staff- Teaching and Non-teaching
 - ✳ Alumni
 - ✳ Linkages (NGOs and Industries)
4. The respondents of Feedback Review process shall be Students, Staff, Parents, Alumni Members, Office Staff/Support Staff/Library Staff and NGOs/Industries.
5. The committee shall start to work from the beginning of every academic session and shall meet prior to the process to design tool and develop a plan of action for the process. The frequency of review process to be once in a year (February).
6. The committee shall
 - ✳ examine the quality of curricular, co-curricular and support system of the institution from the student's perspective.
 - ✳ understand the expectation of the parents and their suggestions to further enhance the quality of education and other support systems of the institution
 - ✳ understand the requirements and level of satisfaction of staff (teaching and non-teaching) for enhancing their performance.
 - ✳ to meet the needs of the industry and organizations in a much better and focused way based on the suggestions given by its stakeholders.
7. Responsibilities of Feedback Committee In-Charge
 - ✳ Prepare feedback questionnaire in consultation with the principal and the committee members and finalize the date for the review in consultation with the principal.
 - ✳ Monitor the data collection process from the respondents.
 - ✳ Prepare the review report and submit to the head of the institution and ensure objectivity and confidentiality throughout the process.
8. Responsibilities of Feedback Committee members
 - ✳ Assist the In charge in the construction of data collection tool for the review process, collect data from the stakeholders as per the schedule and key in the data for analysis.
 - ✳ Maintain objectivity and confidentiality throughout the process and assist the In charge in the compilation of final report.

Women Cell

1. The cell shall function with the purpose to overcome gender disparity and empower the female students through
 - ✳ Creating awareness about their own status in the society and motivate them in opting right career.
 - ✳ Educating them about the equal opportunities in the college and in the society as a whole.
 - ✳ Equal access to all the facilities including academics, cultural, sports, gym, swimming.
 - ✳ To provide a forum for sharing their views and experiences with others and also experts.
 - ✳ To develop an atmosphere of safety and security in the co-education by ensuring that they get respect.
 - ✳ To make them aware and to provide them the knowledge of their rights.
 - ✳ Educating them about prevalent societal development and self-defence mechanism.
 - ✳ To reduce the gender-based discrimination.
 - ✳ To imbibe self-respect and confidence.
2. The forum shall address their grievances, clear misunderstandings and educates them on social and health issues.
3. It shall strengthen the opportunities and create positive environment to realize their potentials and promote development.

Complaint Management

1. The purpose is to define the role of academic administration based on perseverance, fairness, good listening skills, tact and legal requirements to further the objective of
 - ✳ Right decision making in the interest of the students
 - ✳ Visibility and access to the authorities for resolving the issues
 - ✳ Responsiveness in carefully handling individual complaint
 - ✳ Assessment of the situation and necessary action
 - ✳ Providing feedback to the complainant and
 - ✳ Monitoring effectiveness
2. The matters pertaining to subjects, teaching, curriculum, internal assessment to be handled by the academic in charge and the matters concerning exams to be handled by the examination in charge.
3. The layers involved in the process shall be
 - ✳ Principal
 - ✳ Vice-Principal
 - ✳ Academic in Charge/ Examination in Charge
 - ✳ Heads of the Departments
 - ✳ Course co coordinators
 - ✳ Class Counsellors
 - ✳ Subject Teachers

National Service Scheme (NSS)

1. National Service Scheme is run and governed by the Ministry of Sports and Youth Welfare New Delhi, Govt. of India. NSS is a voluntary organization, functioning for the personality and all-round development of the young students.

2. The design of the NSS envisages that each educational institution covered under the Scheme has at least one NSS unit comprising of normally 100 student volunteers, led by a teacher designated as Programme Officer (PO). Each NSS unit adopts a village or slum for taking up its activities. An NSS volunteer is required to undertake the following work/ activities:
 - ✳ Regular NSS Activity: Each NSS volunteer is required to put in minimum 120 hours of community service per year for two years, i.e., total 240 hours. This work is undertaken in villages/ slums adopted by NSS unit or school/ college campuses, usually after study hours or during weekends.
 - ✳ Special Camping Programme: Each NSS unit to organise a Special Camp of 7 days duration in adopted villages or urban slums during vacations with some specific projects by involving the local communities. Each volunteer is required to participate in a Special Camp once during the 2-year period
3. NSS volunteers to work on issues of social relevance, that keep evolving in response to the needs of the community, through regular and special camping activities. Such issues to include (i) literacy and education, (ii) health, family welfare and nutrition, (iii) environment conservation, (iv) social service programmes, (v) programmes for empowerment of women, (vi) programmes connected with economic development activities, (vii) rescue and relief during calamities, etc.
4. The funding for conducting various activities is done by Central and State Government in a ratio 7:5. The college also to fund if and when required.

Press Releases and Photographs

1. Media coverage of all the events and activities of the College.
2. The responsibilities involved will be
 - ✳ In all the events organized by the College the committee members should get intimation from the concerned persons.
 - ✳ Press invites to be prepared and media to be invited with the help of both hard copies and soft copies of invitation letters.
 - ✳ Press people from print as well as electronic media to be invited through emails, SMS and social networking messages requesting them to cover the event.
 - ✳ Press release and press notes to be prepared and handed over to the reporters or sent through emails once the programs get over.
 - ✳ Photographs of the various programs also to be mailed for getting them published in newspapers if required.
 - ✳ Media persons to be contacted and entertained with the best hospitality.
 - ✳ A record to be maintained of the press coverage.
 - ✳

Web Administration

1. For web administrator to maintain responsible web pages the publishing procedures shall involve five steps:
 - ✳ Transfer files from the desktop PC to Staging Server using a secure file transfer program (FileZilla FTP Client).
 - ✳ Testing of web pages with Internet Explorer on the staging server.
 - ✳ If necessary, correct the pages and FTP again
 - ✳ Update the files from the staging server to the production server
 - ✳ Test the web pages on the production server.
2. Maintain, enquire and manage the web database/Online CCE/Online Attendance/Students fee due/short attendance/Bulk SMS. Chief Administrator can add/delete Sub Administrators panel (Teachers, students, Exam Controller etc.)

3. The process of Web Administration shall be: -
 - * Information Gathering
 - * Planning
 - * Design
 - * Development
 - * Testing and delivery
 - * Maintenance
4. The duty of Web Administrator shall be: -
 - * To ensure that the web server, hardware and software are operating correctly.
 - * Designing & managing the website.
 - * Generating and revising web pages.
 - * Replying to user comments
 - * Examining traffic through the website.
 - * well-versed in web transaction, payment-processing and web security software.
 - * Follow the regulation and management of access rights of different users of a website or content management system, the appearance and setting up website navigation.

Copy for information and necessary action along with the Direction and Scheme as mentioned above to: -

1. The President Engineering and Management Institute of India
2. The Principal and Directors of All Technical and Management Institute of Engineering and Management Institute of India
3. All Departments of Engineering and Management Institute of India
4. Guard File



Your Faithfully
(Dr. Surmeet Singh)
Registrar
Engineering and Management Institute of
India, Uttar Pradesh