



BANASKANTHA DISTRICT KELAVANI MANDAL, PALANPUR

Managed

SMT. B. K. MEHTA I. T. CENTRE (B.C.A. COLLEGE)

G. D. Modi Vidyasankul, Opp. S.T.Workshop, Highway, PALANPUR-385001 (B.K.)

Web: www.bkmbca.org Email: info@bkmbca.org Ph.: 02742 – 266348

DIFFERENT TYPES OF COMMITTEES AND CELLS



BANASKANTHA DISTRICT KELAVANI MANDAL, PALANPUR

Managed

SMT. B. K. MEHTA I. T. CENTRE (B.C.A. COLLEGE)

G. D. Modi Vidyasankul, Opp. S.T.Workshop, Highway, PALANPUR-385001 (B.K.)

Web: www.bkmbca.org Email: info@bkmbca.org Ph.: 02742 – 266348

S. No.	<i>Different Types of Committees and Cells</i>
1	Anti-Ragging Committee
2	Anti-Ragging Squad
3	Internal committee / Anti-Sexual Harassment Committee
4	SC/ST Student Welfare Committee
5	Alumni committee
6	Placement Cell
7	Woman Development Cell
8	Institute Innovation Council -IIC
9	Student Grievance Redressal Committee

1. Anti-Ragging Committee:

❖ Resolution

A meeting was held on **18th August 2025** under the **chairmanship of the Principal Dr. N.S.Gupta** to deliberate upon the establishment of the **Anti-Ragging Committee** in compliance with:

- **All India Council for Technical Education (AICTE)** notified *Regulation for Prevention and Prohibition of Ragging in AICTE Approved Technical Institutions* vide **No. 37-3/Legal/AICTE/2009 dated 01.07.2009**, and
- **University Grants Commission (UGC) Regulations** issued in this regard.

The members discussed the necessity of ensuring a **safe, disciplined, and ragging-free academic environment** within the institution. After detailed deliberations, it was **unanimously resolved** to constitute the **Anti-Ragging Committee** with immediate effect for the **Academic Year 2025–26**.

❖ Composition:

Sr. No	Name	Designation
1	Dr. N. S. Gupta	Principal
2	Mr. B.H.Korot	Police Inspector
3	Shri S. C . Malav	Coordinator
4	Shri. P.V. Ami	Member
5	Dr. N. S. Patel	Member
6	Smt. Hardika S.Thakar	Member
7	Shri. A. R. Nai	Member
8	Shri. S. S. Chauhan	Member
9	Smt. R. K. Salvi	Member
10	Raval Akashbhai R.	Male Student Representative

11	Chauhan Harsh S.	Male Student Representative
12	Chauhan Mukeshbhai	Local Media, Parent

Anti-Ragging Committee

Objectives

The Committee is responsible for promoting anti-ragging activities widely, monitoring and supervising the Anti-Ragging Squad's performance, collecting complaints from students and parents/guardians, conducting counselling sessions for senior students in the classroom and for new students during admission and induction, and more.

Every academic year, Our BCA College forms the committee.

Responsibilities of the Committee

- The Committee's duties include informing parents and new students during the orientation program that ragging and encouraging ragging within the college residence hall, and its grounds is strictly prohibited and considered a serious offense.
 - To stop ragging, an anti-ragging committee and squad have been established.
 - Students who are caught engaging in or encouraging ragging will face harsh consequences under the criminal law.
 - As a result, it is recommended that all new students who have been the targets of mistreatment contact a member of the anti-ragging committee or squad right away so that they can take the necessary action.
 - The committee noted that all of the anti-ragging squad members are closely monitoring the interactions between junior and senior students, and they are greatly valued for their efforts.
 - At the time of admission, students are asked to complete anti-ragging tasks.
-

2.Anti-Ragging Squad:

❖ Resolution

A meeting was held on **18th August 2025** under the **chairmanship of the Principal Dr. N.S. Gupta** to deliberate upon the establishment of the **Anti-Ragging Squad** in compliance with:

- **All India Council for Technical Education (AICTE)** notified *Regulation for Prevention and Prohibition of Ragging in AICTE Approved Technical Institutions* vide **No. 37-3/Legal/AICTE/2009** dated **01.07.2009**, and
- **University Grants Commission (UGC) Regulations** issued in this regard.

The members discussed the necessity of ensuring a **safe, disciplined, and ragging-free academic environment** within the institution. After detailed deliberations, it was **unanimously resolved** to constitute the **Anti-Ragging Committee** with immediate effect for the **Academic Year 2025–26**.

❖ Composition:

Sr. No	Name	Designation
1	Dr. N. S. Gupta	Principal
2	Shri S. C . Malav	Coordinator
3	Shri. P.V. Ami	Member
4	Dr. N. S. Patel	Member
5	Smt. Hardika S.Thakar	Member
6	Shri. A. R. Nai	Member
7	Shri. S. S. Chauhan	Member
8	Smt. R. K. Salvi	Member

Responsibilities of the Squad

- Post anti-ragging banners, posters, and notifications throughout the college campus.
 - Patrol the college grounds on a regular basis, paying particular attention to locations where ragging occurrences are likely to take place.
 - Create a helpline or specific point of contact for reporting instances of ragging.
 - Work along with teachers, college administration, and other pertinent authorities to guarantee a cohesive and successful strategy for stopping ragging.
 - Hold counselling sessions to address the underlying problems for both ragging victims and offenders.
 - Collaborate closely with student reps and committees to encourage teamwork in the fight against ragging.
 - Keep an eye on the status of reported cases and make sure the proper disciplinary measures are implemented.
 - Follow up with victims to offer assistance and guarantee their well.
-

3. Internal committee / Anti-Sexual Harassment Committee:

❖ Resolution

A meeting was held on **18th August 2025** under the **chairmanship of the Principal Dr. N.S.Gupta** to deliberate upon the **Establishment of the Internal Committee (IC)** in compliance with:

Section 4 of the All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016, vide No. F. AICTE/WH/2016/01 dated 10th June, 2016.

The members present in the meeting discussed the necessity of creating a **safe, inclusive, and gender-sensitive work and academic environment** for women employees and students. After detailed deliberations, it was **unanimously resolved** to constitute the **Internal Committee (IC)** with immediate effect for the **Academic Year 2025–26**.

❖ Composition:

Sr. No	Name	Designation
1	Dr. N. S. Gupta	Principal
2	Dr. Arpana Tripathi	Member
3	Shri P. V. Ami	Member
4	Smt. Hardika S.Thakar	Member
5	Smt. R. K. Salvi	Member
6	Shri. S. S. Chauhan	Member
7	Panchal Minakshi Devendrakumar	Student (Second Year)
8	Maheshwari Nandni Jagdishbhai	Student (Second Year)
9	Parmar Krishna Bhikhabhai	Student (Second Year)

❖ **Roles and Responsibilities:**

- To prevent and prohibit sexual harassment of women employees and students in the institution.
 - To receive and redress complaints related to sexual harassment in a fair and confidential manner.
 - To conduct impartial and time-bound inquiries as per AICTE Regulations, 2016.
 - To recommend appropriate disciplinary action against offenders, if proved.
 - Receive and address complaints of sexual harassment.
 - Conduct inquiries as per prescribed procedures.
 - Organize awareness programs and workshops.
 - Ensure protection against retaliation for complainants.
 - Maintain records and submit annual reports to authorities.
-

4. SC/ST Student Welfare Committee

❖ Resolution

A meeting was held on **18th August 2025** under the **chairmanship of the Principal Dr. N.S. Gupta** to deliberate upon the establishment of the **Committee for Scheduled Castes and Scheduled Tribes (SC/ST)** in compliance with the provisions of the **Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989 (No. 33 of 1989), dated 11.09.1989.**

The members present in the meeting discussed the necessity of ensuring **social justice, equality, protection of rights, and a discrimination-free academic environment** for SC/ST students and employees of the institution. After detailed discussion, it was **unanimously resolved** to constitute the **SC / ST Committee** with immediate effect for the **Academic Year 2025–26.**

❖ Role of the SC/ST Welfare Committee

- Monitor the implementation of government and AICTE policies related to SC/ST welfare.
- Facilitate grievance redressal for SC/ST students and staff.
- Conduct awareness programs, seminars, and counseling sessions.
- Assist students in availing scholarships, freeships, and financial aid.
- Maintain records of committee meetings and activities.
- Submit reports to institutional authorities and regulatory bodies when required.
- To provide guidance and support to affected students and employees
- To advise the institution on policies related to SC/ST welfare.

❖ Composition:

Sr. No	Name	Designation
1	Dr. N. S. Gupta	Principal
2	Smt. Jyotsna J.Sadhu	Member
3	Shri Adarshkumar	Member
4	Shri. S. S. Chauhan	Member
5	Shri S. C . Malav	Member

5. Alumni committee

❖ Resolution:

A meeting was held under the chairmanship of the **Principal** Dr. N.S.Gupta on **18/08/2025** to discuss the formation of the **Alumni Committee / Alumni Association**.

The Chairperson noted that, as per **AICTE guidelines**, every approved institution should establish an Alumni Committee to ensure continuous engagement with graduates.

Members discussed the importance of a structured committee for maintaining alumni connections, mentoring, industry interaction, and supporting academic and career development.

It was **unanimously resolved** to constitute the Alumni Committee as per AICTE norms with immediate effect. The Principal instructed faculty to maintain records of alumni activities and ensure regular meetings.

❖ Roles and Responsibilities

- Maintain a database of alumni with updated contact details.
- Encourage alumni participation in academic, cultural, and professional activities.
- Organize alumni meets, reunions, and networking events.
- Facilitate alumni involvement in guest lectures, mentoring, and career guidance.
- Support placements, internships, and industry exposure through alumni networks.
- Collect alumni feedback for curriculum improvement.
- Promote research, innovation, entrepreneurship, and start-up culture.
- Encourage alumni contributions (financial or non-financial) for institutional development.

❖ **Composition:**

Sr. No	Name	Designation
1	Dr. N. S. Gupta	Principal
2	Shri P. V. Ami	Coordinator
3	Shri S. C . Malav	Co- Coordinator
4	Dr. N. S. Patel	Member
5	Smt. H. S. Thakkar	Member
6	Shri. A. R. Nai	Member
7	Shri. S. S. Chauhan	Member
8	Smt. R. K. Salvi	Member

6. Placement Cell

❖ Resolution:

A meeting was held under the chairmanship of the **Principal** on **18th August 2025** to discuss and approve the **formation of the Training and Placement Cell (TPC)** in the institution.

The Chairperson informed the members that, **as per AICTE (All India Council for Technical Education) guidelines, every AICTE-approved institution is required to establish a Training and Placement Cell (TPC)** to enhance students' employability and ensure systematic placement support.

The importance of having a structured Training and Placement Cell to coordinate training programs, internships, campus recruitment, and industry interaction was discussed. The members unanimously agreed that the formation of the TPC is essential for improving career opportunities for students and strengthening industry–institution linkage.

After detailed discussion, it was **resolved** to constitute the **Training and Placement Cell (TPC)** with immediate effect as per AICTE norms. The Principal emphasized that the cell should actively work towards organizing training programs, campus placements, internships, and career guidance activities for students.

❖ Composition:

Sr. No	Name	Designation
1	Dr. N. S. Gupta	Principal
2	Dr. N. S. Patel	Coordinator
3	Smt. Hardika S.Thakar	Co-coordinator
4	Shri S. C . Malav	Member
5	Shri. P.V. Ami	Member
6	Shri. A. R. Nai	Member
7	Shri. S. S. Chauhan	Member
8	Smt. R. K. Salvi	Member

❖ **Roles and Responsibilities**

- Identify and invite companies for campus recruitment.
 - Coordinate internships, industrial training, and live projects.
 - Organize training programs on aptitude, soft skills, and technical skills.
 - Maintain student placement data and employer database.
 - Support resume preparation, mock interviews, and career counseling.
 - Liaise with industry, alumni, and professional bodies.
 - To strengthen collaboration between the institution and industry.
 - To support and advise students in pursuing higher education and competitive exams.
 - To encourage entrepreneurship and foster self-employment initiatives.
-

7. Woman Development Cell

❖ Resolution:

A meeting was held under the chairmanship of the **Principal, Dr. N.S. Gupta**, on **18th august 2025** to discuss the formation of the **Women Development Cell (WDC)** in the institution.

The Chairperson emphasized that, as per **AICTE guidelines**, every approved institution is encouraged to establish a Women Development Cell (WDC) to promote gender equality, ensure a safe and inclusive campus environment, and empower female students and staff.

The members discussed the importance of having a structured WEC to conduct awareness programs, mentorship sessions, workshops on gender sensitization, leadership development, and to coordinate with the Internal Complaints Committee (ICC) for grievance redressal.

After deliberation, it was **unanimously resolved** to constitute the **Women Development Cell (WDC)** as per AICTE norms with immediate effect. The Principal instructed the concerned faculty to maintain proper records of all activities and ensure regular meetings of the cell.

❖ Composition:

Sr. No	Name	Designation
1	Dr. N. S. Gupta	Principal
2	Shri P. V. Ami	Coordinator
3	Smt. Hardika S.Thakar	Co- coordinator
4	Smt. R. K. Salvi	Member
5	Bhagora Sandhya Amrabhai	Student (Second Year)
6	Panchal Minakshi Devendrakumar	Student (Second Year)
7	Maheshwari Nandni Jagdishbhai	Student (Second Year)
8	Parmar Krishna Bhikhabhai	Student (Second Year)

Women Development Cell (WDC)

- The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and The University Grants Commission's Section 3.2 (15) of the UGC Guidelines (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015 mandates the creation of the Women Cell. The cell's motto is to empower, educate, and enlighten while promoting the welfare of female students.
- The Women's Development Centre (WDC) was founded by the college to address gender discrimination-related concerns and to suggest tactics and guidelines that advance gender equality on college premises.

Objectives:

- ✓ To foster the growth of female leaders on campus to pave the way for success.
- ✓ To empower women to achieve physical, emotional, and mental well-being.
- ✓ To boost the confidence and self-worth of female students, faculty, and staff at the College.
- ✓ To cultivate critical thinking skills in women students to enhance their decision-making abilities.
- ✓ To establish a platform for addressing grievances effectively.
- ✓ To promote hygiene practices and maintain a healthy environment within and around the campus.

Functions:

- ✓ The Women Cell operates to safeguard the rights of women and address any forms of violence against them.
- ✓ During the orientation session, newly enrolled students are briefed on the functions of the Women Cell.
- ✓ Women teacher trainees and female staff members are encouraged to either submit their concerns in writing in the suggestion/complaint box or discuss them directly with the Women Cell members.

- ✓ Upon receiving a complaint, the Women Cell takes necessary actions to address the issue by engaging in personal interactions with the complainants. If the matter is deemed highly sensitive and severe, it is escalated to the Principal's Office.
- ✓ The Women Cell works towards promoting gender awareness among students and staff members, as well as preventing discrimination and sexual harassment against women.
- ✓ Additionally, the Women Cell is responsible for making recommendations to the Management regarding any necessary changes or additions to the rules or regulations for the prevention, resolution, and prosecution of acts of discrimination and sexual harassment against women by students and staff members.

Activities of Women Cell:

- Arranging a session on self -defence for women.
 - Workshop on Gender Equality.
 - Lecture on value education.
 - Interactive discussions on women empowerment.
 - Appointing female counsellors from lady faculty members for female students.
 - Periodical feedback taken from girl students regarding their safety and security measures within the college.
 - Poster and drawing competition to address the issues of gender.
-

8. Institute Innovation Council - IIC

❖ Resolution:

A meeting was held under the chairmanship of **Principal Dr. N.S. Gupta** on **18/08/2025** to discuss the formation of the **Institution's Innovation Council (IIC)** in the institution.

The Chairperson highlighted that, as per **AICTE guidelines**, every approved institution is encouraged to establish an IIC to promote innovation, creativity, and entrepreneurship among students and faculty, and to develop a structured environment for idea generation, incubation, and startup activities.

Members discussed the importance of the IIC in organizing workshops, innovation challenges, hackathons, mentorship programs, and collaborative projects with industry experts to strengthen the innovation ecosystem within the campus.

After deliberation, it was **unanimously resolved** to constitute the **Institution's Innovation Council (IIC)** as per AICTE norms with immediate effect. The Principal instructed the concerned faculty to maintain proper records of all innovation-related activities and ensure regular meetings of the council.

❖ Composition:

Sr. No	Name	Designation
1	Dr. N. S. Gupta	Principal
2	Smt. Hardika S.Thakar	Coordinator
3	Shri S. C . Malav	Member
4	Shri. P.V. Ami	Member
5	Dr. N. S. Patel	Member
6	Shri. A. R. Nai	Member
7	Shri. S. S. Chauhan	Member
8	Smt. R. K. Salvi	Member

9	Aamil Arif Patel	Member -Student
10	Dipak Dineshbharathi Gauswami	Member -Student
11	Chirag Rameshbhai Darji	Member -Student
12	Meet Bharatbhai Modh	Member -Student
13	Faizan Mohsinbhai Mansuri	Member -Student
14	Rajvi Kaur Palray	Member -Student
15	Fatehali Abbasali Manknojiya	Member -Student
16	Rana Nikhil Shaileshbhai	Member -Student
17	Thakar Vraj Sachinbhai	Member -Student
18	Nandoliya Maisamali Shabbirali	Member -Student

❖ **Roles and Responsibilities:**

- To promote innovation and creativity among students and faculty.
- To create a structured environment for idea generation, incubation, and entrepreneurship.
- To facilitate workshops, hackathons, and competitions related to technology and startups.
- To connect students with industry experts, mentors, and startup ecosystems.
- To support collaborative projects, research, and commercialization of innovative ideas.
- To foster a culture of innovation and entrepreneurship in the campus.
- To motivate students to think creatively and develop solutions to real-world problems.

9. Student Grievance Redressal Committee

❖ Resolution:

A meeting was held on **18th August 2025** under the **chairmanship of the Principal Dr. N.S.Gupta** to deliberate upon the establishment of an **Online Grievance Redressal Mechanism** and the constitution of the **Grievance Redressal Committee** in the institution, in compliance with:

1. All India Council for Technical Education (Redressal of Grievance of Students) Regulations, 2019, vide F. No. 1-101/PGRC/AICTE/Regulation/2019 dated 07.11.2019, and

2. All India Council for Technical Education (Redressal of Grievance of Faculty/Staff Member) Regulations, 2021, vide F. No. 1-103/AICTE/PGRC/Regulation/2021 dated 25.03.2021,
as specified in the **AICTE Approval Process Handbook.**

The members discussed the importance of providing a **transparent, accessible, and time-bound grievance redressal system** for students.

❖ Composition:

Sr. No	Name	Designation
1	Dr. N. S. Gupta	Principal
2	Dr. N. S. Patel	Coordinator
3	Shri S. C . Malav	Member
4	Shri P. V. Ami	Member
5	Smt. Hardika S.Thakar	Member
6	Shri. A. R. Nai	Member
7	Shri. S. S. Chauhan	Member
8	Smt. R. K. Salvi	Member

9	Parmar Devidkumar D.	Male Student Representative
10	Maheshwari Nandini J.	Female Student Representative

❖ **Objectives:**

- The Student Grievance Redressal Committee (SGRC) is responsible for investigating and evaluating any complaints made by students. The SGRC has the authority to investigate harassment cases as well.
- The committee seeks to settle disputes and complaints in an unbiased and equitable manner. This keeps problems from getting worse and promotes a positive environment at the institute.
- The committee is open and transparent, offering a well-defined procedure for filing and resolving complaints. Trust between staff and students is increased by this openness.
 - The committee have been constituted by college of architecture.

❖ **Responsibilities of the committee**

- The aforementioned committee's duties include keeping a log of all complaints that infuriated students, as well as calling an urgent meeting to resolve the issue as soon as it is received.
- Within fifteen days of receiving a complaint, the college forwards the complaint and its comments to the relevant Grievance Redressal Committee.
- If applicable, the Grievance Redressal Committee schedules a hearing for the complaint, which is then shared with the college and the aggrieved student.
- A person who feels wronged gives permission for a representative to present their case or shows up in person.
- Students who are unhappy with the College Grievance Redressal Cell's (CGRC) decision have 30 days to file an appeal with the University Grievance Redressal Cell (UGRC), which is part of the Department of Students' Development.
- In case students do not wish to disclose their identities, suggestion boxes have been placed in the institutions to receive any anonymous complaints.



BANASKANTHA DISTRICT KELAVANI MANDAL, PALANPUR

Managed

SMT. B. K. MEHTA I. T. CENTRE (B.C.A. COLLEGE)

G. D. Modi Vidyasankul, Opp. S.T.Workshop, Highway, PALANPUR-385001 (B.K.)

Web: www.bkmbca.org Email: info@bkmbca.org Ph.: 02742 – 266348

<i>S. No.</i>	<i>Different Types of Committees and Cells</i>
1	Student Counsellor Details
2	Institutional Industry Cell

1. Student Counsellor Details

❖ Resolution:

A meeting was held on **24th November 2025** under the chairmanship of the **Principal, Dr. N. S. Gupta**, to discuss and appointment of the **Student Counsellor (Student Counsellor/Mentor)** as per **AICTE guidelines**.

❖ Roles and Responsibilities:

- To provide academic, personal, and emotional counselling to students.
- To identify students facing academic stress, personal issues, or behavioural problems.
- To guide students in stress management, time management, and coping strategies.
- To offer career guidance and motivation for overall student development.
- To maintain confidentiality and ethical standards in all counselling sessions.
- To support slow learners, at-risk students, and students with special needs.
- To coordinate with faculty mentors, parents, and administration when necessary.
- To conduct counselling sessions, workshops, and awareness programs.
- To maintain proper records and reports of counselling activities.
- To promote a positive, safe, and inclusive learning environment on campus.

Composition:

Name	Designation
Dr. Shravankumar Kharani	Psychologist

2. Institutional Industry Cell

❖ Resolution:

A meeting was held on **24th November 2025** under the chairmanship of the **Principal Dr. N.S.Gupta** to constitute the **Institution–Industry Cell** of the college, as per **AICTE guidelines**, with the objective of strengthening industry–academia interaction and enhancing students’ employability skills. After detailed discussion, **Dr. N. S. Patel** has appointed as a coordinator of this Institution–Industry Cell.

❖ Composition:

Name	Designation
Dr. N. S. Patel	Coordinator

❖ Rules and Regulations:

- The Cell shall promote internships, industrial visits, expert lectures, and industry.
 - To strengthen collaboration between the institution and industry.
 - To bridge the gap between academic learning and industrial practices.
 - To enhance employability skills of students through industry exposure.
 - To facilitate internships, in-plant training, and industrial visits.
 - To organize guest lectures, workshops, and seminars by industry experts.
 - To support curriculum development based on industry needs.
 - To promote industry-oriented projects for students.
 - To encourage joint research and development activities with industry.
 - Understand and address industry needs within academic curriculum design and teaching.
 - To promote skill development and certification programs.
 - To support faculty development through industrial training.
 - To improve placement opportunities for students.
-