



K.P.B. HINDUJA COLLEGE OF COMMERCE

(Autonomous)

Sindhi Linguistic Minority Institution: NAAC Re-Accredited With "A+" Grade: CGPA: 3.59
 Current Address (Temporary): Sadhana House, 570 Pandurang Budhkar Marg, Behind Mahindra Towers, Worli, Mumbai – 400018. Contact Details Tel: 022-4098-9000.
 Email: info@hindujacollege.Com : Website: www.hindujacollege.edu.in

For a Higher Education Institution (HEI), NAAC expects the college to establish both **Statutory Committees** (mandatory as per UGC, AICTE, University, Government regulations) and **Functional/Quality Committees** to ensure effective governance, quality enhancement, student support, and institutional development. While NAAC does not prescribe a fixed list of committees, it evaluates how effectively these committees function under its seven criteria.

Below is a comprehensive list of committees generally expected in a NAAC-accredited autonomous college

Committee	Major Role / Responsibility	NAAC Criterion
Governing Body / Board of Governors	Policy formulation, strategic planning, institutional governance	Criterion VI
College Development Committee (CDC)	Infrastructure planning, institutional development, financial planning	Criterion VI
Internal Quality Assurance Cell (IQAC)	Continuous quality enhancement, AQAR, quality audits, best practices, NAAC preparation	Criterion VI
Academic Council	Academic policies, curriculum approval, regulations	Criterion I
Board of Studies (BoS)	Curriculum design and revision, syllabus development	Criterion I
Finance Committee	Budget preparation, financial monitoring, resource allocation	Criterion VI
Examination Committee / Controller of Examination	Conduct examinations, result processing, confidentiality	Criterion II
Admission Committee	Transparent admission process, counselling, merit list	Criterion II
Research & Development (R&D) Cell	Promote research, publications, patents, funded projects	Criterion III
Institution Innovation Council	Intellectual Property Rights, innovation ecosystem, startups	Criterion III
Training & Placement Cell	Campus recruitment, internships, career guidance	Criterion V
Library Committee	Library development, e-resources, automation	Criterion IV
Purchase Committee	Procurement of equipment, transparency in purchasing	Criterion VI

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Committee	Major Role / Responsibility	NAAC Criterion
Asset Management (Stock Taking) Committee	Inventory, verification, disposal of assets	Criterion VI
Academic Audit Committee (Under IQAC)	Academic performance review and quality audit	Criterion VI
Feedback Committee (Under IQAC)	Collection and analysis of stakeholder feedback	Criterion I
Green Campus Committee (Green Club)	Energy conservation, waste management, environmental initiatives	Criterion VII
Women Development Cell (WDC)	Women empowerment activities	Criterion VII
Internal Complaints Committee (ICC)	Prevention of sexual harassment (POSH compliance)	Statutory / Criterion VII
Anti-Ragging Committee	Prevention of ragging, awareness and monitoring	Statutory
Student Grievance Redressal Committee (SGRC)	Resolution of academic and administrative grievances	Statutory
SC/ST Cell	Welfare of SC/ST students and staff	Statutory
Minority Cell (Sindhi Heritage & Language Club)	Support to minority students	Criterion VII
Equal Opportunity Cell	Inclusive education and equal access	Criterion VII
Discipline Committee	Student discipline and code of conduct	Criterion V
Student Welfare/ Scholarship Committee	Welfare schemes, student support, Government and institutional scholarships	Criterion V
Alumni Association Committee	Alumni engagement and contributions	Criterion III & V

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Committee	Major Role / Responsibility	NAAC Criterion
Parents-Teachers Association (PTA)	Parent engagement and feedback	Criterion VI
Cultural & Students Council Committee	Cultural events and talent promotion	Criterion V
Sports (Gymkhana) Committee	Sports activities and physical education	Criterion V
NSS Committee	National Service Scheme activities	Criterion III
NCC Committee	NCC activities and leadership development	Criterion III
Extension Activities Committee (DLLE)	Community outreach and social responsibility	Criterion III
International Program Cell	International collaborations and student exchange	Criterion III
Publication(Magazine) Committee	College magazine, newsletters, publications	Criterion III
Website Committee	Website updates, digital communication	Criterion IV
Prospectus Committee	Design and publication of prospectus	Criterion VI
Social Media & Public Relations Committee	Public communication and branding	Criterion VI
Timetable Committee	Preparation and monitoring of academic timetable	Criterion I
Mentoring Committee	Student mentoring and academic guidance	Criterion II
NAAC Steering Committee	Overall coordination of NAAC documentation and accreditation process	All Criteria
Suicide Prevention Committee	Student mental-health awareness, suicide-prevention education, early identification of students at risk, referral to the Counseling Cell/qualified professionals, crisis-response coordination, awareness campaigns, faculty sensitization, confidential support, preventive monitoring and annual review of student-safety measures.	Criterion V & VII
Counseling Cell	Confidential student counselling, personal and academic guidance, early identification of student concerns, referral to qualified professionals where required, support for emotional wellbeing, career and academic adjustment, follow-up support, awareness	Criterion V

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Committee	Major Role / Responsibility	NAAC Criterion
	programmes and maintenance of appropriate confidential records.	
Research Cell	Promotion and coordination of faculty and student research, research methodology and ethics awareness, publication and presentation support, identification of funding opportunities, support for research projects, seed/funded research, patents and IPR, research seminars, documentation of research output and collaboration with external institutions.	Criterion III
NEP Cell	Coordinate implementation of the National Education Policy (NEP) within the College; support multidisciplinary and flexible learning, skill and value-based education, academic reforms, student-centric pedagogy, vocational and experiential learning, digital learning, faculty orientation, policy documentation, monitoring of implementation and periodic reporting to the competent authority/IQAC.	Criterion I, II & VI
Special Cell	Provide focused support and equal opportunity to identified student groups and address their academic, social and institutional needs; facilitate scholarships and welfare schemes, awareness of rights and entitlements, inclusive participation, grievance/referral support, outreach activities, maintenance of relevant records and coordination with the appropriate statutory and welfare cells.	Criterion V & VII
Selection & Prize Distribution Committee	Identify and verify eligible students for institutional awards, prizes, scholarships and recognitions; define transparent eligibility and selection procedures, scrutinize nominations and achievements, maintain records, coordinate approval of selections, organize prize distribution and ensure fair recognition of academic, co-curricular, sports, cultural, social-service and other institutional achievements.	Criterion V & VI
Rotaract Club	Promote student leadership, community service, social responsibility and personality development through Rotaract activities; organize outreach, awareness, service and civic-engagement programmes, encourage volunteering, leadership and teamwork, collaborate with community organizations, document activities and assess student participation and impact.	Criterion III & V
Unfair Means Enquiry Committee	Examine reported cases of alleged unfair means in examinations in accordance with applicable University/College regulations; verify evidence and documentation, provide the prescribed opportunity to the student to explain, maintain confidentiality, ensure impartial and consistent procedure, submit findings/recommendations to the competent authority, maintain case records and conduct examination-integrity awareness programmes.	Criterion II & VI
She Box	Facilitate awareness of the Government SHe-Box mechanism and the College's Internal Complaints Committee (ICC); ensure accessible information on complaint channels, support awareness and gender-sensitization programmes, assist in maintaining accurate ICC/SHe-Box information, protect confidentiality, coordinate	Criterion VII & VI

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	with the competent authority for appropriate complaint handling and maintain required compliance documentation. SHE-Box is a digital complaint/ tracking mechanism and does not replace the statutory ICC.	
Drugs Free Campus Committee	Promote a drug-free and substance-free campus through prevention, awareness and healthy-lifestyle initiatives; educate students and staff about health, academic, social and legal consequences of substance abuse; coordinate with the Counseling Cell for appropriate support and referral, monitor preventive campus measures, conduct awareness campaigns, promote sports and wellness activities, coordinate with competent authorities where legally required and maintain confidential records and annual reports.	Criterion VII & V
Divyangjan Support Cell	Facilities for persons with disabilities	Criterion VII
OBC Cell	Welfare of OBC students	Statutory
Anti-Ragging Squad	Campus vigilance against ragging	Statutory
MoU & Collaboration Committee	Academic and industry collaborations	Criterion III
Disaster Management Committee	Emergency preparedness and disaster response	Criterion VII
Fire & Safety Committee	Fire safety compliance and mock drills	Criterion VII
Health & Wellness Committee	Medical camps, counselling, mental well-being	Criterion V
Incubation & Entrepreneurship Development Cell	Entrepreneurship training, startup mentoring	Criterion III
Career Guidance & Competitive Examination Cell	Career counselling, higher education guidance, competitive exam coaching	Criterion V
ICT Committee / IT Committee	Digital infrastructure, ERP, website, LMS, smart classrooms	Criterion IV



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Committee	Major Role / Responsibility	NAAC Criterion
Infrastructure & Maintenance Committee	Maintenance of classrooms, laboratories, campus facilities	Criterion IV
Internal Audit Committee	Financial and administrative audit	Criterion VI
Energy Audit Committee	Energy conservation and monitoring	Criterion VII
Environment Committee	Environmental awareness and sustainability	Criterion VII
Gender Sensitization Cell	Gender equality programmes	Criterion VII

Classification of Committees

1. Statutory Committees (Mandatory)

- IQAC
- Internal Complaints Committee (ICC)
- Anti-Ragging Committee
- Anti-Ragging Squad
- Student Grievance Redressal Committee (SGRC)
- SC/ST Cell
- OBC Cell
- Finance Committee
- Governing Body
- College Development Committee (as applicable)
- Academic Council and Board of Studies (for Autonomous Colleges)

2. Academic Committees

- Academic Council
- Board of Studies
- Examination Committee
- Admission Committee

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- Timetable Committee
- Academic Audit Committee
- Feedback Committee
- Mentoring Committee

3. Student Support Committees

- Placement Cell
- Career Guidance Cell
- Scholarship Committee
- Cultural Committee
- Sports Committee
- NSS
- NCC
- Alumni Association
- Parent-Teacher Association

4. Research & Innovation Committees

- Research Cell
- IPR Cell
- Innovation Cell
- Entrepreneurship Development Cell
- MoU & Collaboration Committee

5. Administration & Governance

- Purchase Committee
- Asset Management Committee
- Infrastructure Committee
- Website Committee
- IT Committee
- Publication Committee
- Media & PR Committee

6. Institutional Values & Sustainability

- Green Campus Committee
- Energy Audit Committee

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- Environment Committee
- Disaster Management Committee
- Fire & Safety Committee
- Gender Sensitization Cell
- Equal Opportunity Cell
- Minority Cell
- Divyangjan Support Cell

These committees collectively help institutions demonstrate effective governance, academic excellence, student support, research promotion, infrastructure management, inclusiveness, and continuous quality improvement, all of which are central to NAAC accreditation.

