

MAHATMA EDUCATION SOCIETY'S
PILLAI HOC COLLEGE OF EDUCATION AND RESEARCH, RASAYANI

INSTITUTIONAL COMMITTEES

In order to realize the various laid down policies , PHCER has created several committees with clear objectives and responsibilities so as to achieve our mission and vision.

- **ADMISSION COMMITTEE**

Admission Committee is the Face of PHCER and one of the first touch points 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;

Chairperson	Mrs. Mamta Patil
Teaching Representative	Ms. Angel Sunder
Non-Teaching Representative	Mrs. Ashwini Jadhav

ALUMNI COMMITTEE

Objectives:

- A. To strengthen relationships, encourage alumni engagement, and promote a sense of community and belonging among former students.
- B. To keep alumni informed about the institution's developments, achievements, and upcoming events.
- C. To establish mentorship programs, organize alumni-led career workshops, and provide guidance to students seeking advice and mentorship from experienced alumni in professional fields.

Activities conducted by the Alumni :

- Holding Annual meetings
- Giving Demo lessons
- Organizing workshops
- Interface with practice teaching schools
- Enriching the college library by book donation.

Chair Person	Mrs. Mamta Patil
Vice Chair person	Mr. Vijay More
Secretary	Mrs. Pratima Ghegade
Treasurer	Mrs. Vaidehi Joshi
Committee Member	Mrs. Nikita Patil

RESEARCH CELL

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

Activities conducted by the Research Cell:

- Conduct research methodology workshops
- Action research projects
- To encourage staff to participate in national and international conferences.
- 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.

Convener	Mrs. Mamta Patil
Teacher-in-Charge	Dr. Farah Shaikh

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 involve in fostering the reading habit of staff and students.
- g) To recommend / justify / sanction / approve withdrawal and weeding out of out-dated material to the competent authority for final decision in the matter.
- h) To identify vendors and shortlist.

Activities conducted by the library committee:

- 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

President	Mrs. Mamta Patil
Member	Mr. Amar Mane Dr. Farah Shaikh
Student Representative	Mr. Rammilan Yadav

DISCIPLINE COMMITTEE

Objectives:

- A. To create and maintain a positive and safe environment within the institution
- B. To enforce the institution's code of conduct or disciplinary policies.
- C. To address Violations and Misconduct

Convener	Mrs. Mamta Patil
Teacher-in-Charge	Ms. Sheetal Patariya
Student Representative	Ms. Mayuri Telavane

STUDENT COUNCIL AND CO-CURRICULAR ACTIVITIES COMMITTEE

The student council plays a vital role in representing students' ideas, interests, and concerns to the faculty and principals. They are actively involved in fundraising for institute-wide activities, such as social events, community projects, and initiatives to support those in need, as well as advocating for institutional reforms.

Objectives :

- A. To provide students with opportunities to develop leadership skills, have a say in policy decisions, and gain valuable experience in handling responsibilities and collaborating with others.
- B. To allow them to acquire practical skills and learn the dynamics of teamwork and leadership.
- C. To have a student representation in the functioning of the college.

- D. To conduct various activities and give scope to various talents
- E. To maintain discipline in the class.

Activities conducted by student council and co-curricular activities committee

- Celebration of various days and festivals
- Organize various activities and competitions.
- Give instructions to the students.
- To address the grievances of the students.

President	Mrs. Mamta Patil
Teacher-in-Charge	Ms. Reema Nikalje Dr. Geeta Menon
Student Representative	Ms. Amita Mali

PLACEMENT CELL COMMITTEE

Objectives:

- A. To Provide Career Guidance and Counseling
- B. To enhance the employability skills of students by providing them with guidance, resources, and training to improve their resume writing, interview skills, and overall professional development.
- C. To facilitate employment opportunities for students.

Activities conducted by the placement cell

- Organizing guest lectures
- Conducting mock interviews
- Organizing campus interviews

→ Informing students about any vacancies available in schools and colleges.

Convener	Mrs. Mamta Patil
Teacher -in -Charge	Ms. Reema Nikalje Ms. Angel Sunder

PRACTICE TEACHING COMMITTEE

- A. To give detailed orientation regarding practice teaching
- B. To conduct workshop on instructional material for effective teaching
- C. To supervise the practice teaching activities of B.Ed students.
- D. To collaborate with schools and mentor teachers to establish effective partnerships for practice teaching.
- E. To assess the teaching competencies and skills of B.Ed students during their practice teaching placements.
- F. To keep record of practice teaching marks of student teachers.

Activities held by the Practice teaching committee:

- Conducting demo lessons of teacher educators.
- Maintaining records of marks student teachers lesson.
- Helping students to prepare timetable during their practice teaching .
- Conducting workshops on lesson planning and blue print .

President	Mrs. Mamta Patil
Teacher -In-Charge	Mr. Vijay More

Student Representative	Group Leader

EXAMINATION AND INTERNAL ASSESSMENT COMMITTEE

Objectives :

- A. To conduct internal and external examination as per the norms of the university
- B. To ensure that internal and external practices are in harmony with the standard set by Mumbai University.
- C. To Address Examination-related Issues
- D. To ensure and maintain the quality and rigor of internal assessments and examinations by reviewing question papers, sample answer scripts, and grading standards to ensure that assessments accurately measure students' knowledge, skills, and understanding of the subject matter.
- E. To Monitoring Assessment Practices In accordance with the rules and regulations laid down by the University.

Activities held by the examination and internal assessment committee

- Designing proper examination policies
- Scheduling of examinations, appointing invigilators
- Distributing examination forms and collecting duly filled forms back from the students and submitting to the university.
- Entertaining internal assessment marks in the sheet given by the university.
- Ensuring adequate examination related stationary.

President	Mrs. Mamta Patil
Teacher-In-Charge	Ms. Angel Sunder