

MICROTEK COLLEGE OF MANAGEMENT & TECHNOLOGY, JAUNPUR

Affiliated to Veer Bahadur Singh Purvanchal University, Jaunpur

NAAC CRITERION-WISE COMMITTEES, CELLS & CLUBS

Criterion I – Curricular Aspects

Committee / Cell / Club	Key Functions	Composition
IQAC (Internal Quality Assurance Cell)	Coordinates all quality-related initiatives.	Chairperson: Principal Coordinator: Mr. Brijmohan Srivastava (IQAC Coordinator) Members: HODs, Mr. Ashish Prajapati (Senior Faculty), Librarian, Others
Academic Planning & Monitoring Committee	Prepares academic calendar, monitors syllabus coverage, lesson plans.	Chairperson: Principal Coordinator: Mr. Brijmohan Srivastava (IQAC Coordinator) Members: HODs, Mr. Ashish Prajapati (Senior Faculty), Librarian, Others
Curriculum Development / BOS Liaison Committee	Suggests curriculum changes and new courses.	Chairperson: Principal Coordinator: Mr. Brijmohan Srivastava (IQAC Coordinator) Members: HODs, Mr. Ashish Prajapati (Senior Faculty), Librarian, Others
Feedback Committee	Collects and analyses feedback from stakeholders.	Chairperson: Principal Coordinator: Mr. Brijmohan Srivastava (IQAC Coordinator) Members: HODs, Mr. Ashish Prajapati (Senior Faculty), Librarian, Others
Value-Added / Certificate Courses Committee	Plans and conducts skill-based courses.	Chairperson: Principal Coordinator: Mr. Brijmohan Srivastava (IQAC Coordinator) Members: HODs, Mr. Ashish Prajapati (Senior Faculty), Librarian, Others
Academic Audit Committee	Conducts internal academic audits.	Chairperson: Principal Coordinator: Mr. Brijmohan Srivastava (IQAC Coordinator) Members: HODs, Mr. Ashish Prajapati (Senior Faculty), Librarian, Others

Criterion II – Teaching, Learning and Evaluation

Committee / Cell / Club	Key Functions	Composition
Admission Committee	Ensures transparent admission process as per norms.	Chairperson: Principal Coordinator: Mr. Brijmohan Srivastava (IQAC Coordinator) Members: HODs, Mr. Ashish Prajapati (Senior Faculty), Librarian, Others
Timetable & Workload Committee	Schedules lectures, practicals, workload distribution.	Chairperson: Principal Coordinator: Mr. Brijmohan Srivastava (IQAC Coordinator) Members: HODs, Mr. Ashish Prajapati (Senior Faculty), Librarian, Others
Examination / Evaluation Committee	Coordinates internal exams and result analysis.	Chairperson: Principal Coordinator: Mr. Brijmohan Srivastava (IQAC Coordinator) Members: HODs, Mr. Ashish Prajapati (Senior Faculty), Librarian, Others
Mentoring & Counselling Cell	Provides academic and personal mentoring.	Chairperson: Principal Coordinator: Mr. Brijmohan Srivastava (IQAC Coordinator) Members: HODs, Mr. Ashish Prajapati (Senior Faculty), Librarian, Others
Remedial Coaching Committee	Supports slow learners.	Chairperson: Principal Coordinator: Mr. Brijmohan Srivastava (IQAC Coordinator) Members: HODs, Mr. Ashish Prajapati (Senior Faculty), Librarian, Others
E-Learning / ICT Committee	Promotes use of digital tools in teaching.	Chairperson: Principal Coordinator: Mr. Brijmohan Srivastava (IQAC Coordinator) Members: HODs, Mr. Ashish Prajapati (Senior Faculty), Librarian, Others
Teaching–Learning Innovation Cell	Encourages adoption of innovative pedagogy.	Chairperson: Principal Coordinator: Mr. Brijmohan Srivastava (IQAC Coordinator) Members: HODs, Mr. Ashish Prajapati (Senior Faculty), Librarian, Others

Criterion III – Research, Innovations and Extension

Committee / Cell / Club	Key Functions	Composition
Research & Development (R&D) Committee	Promotes faculty and student research activities.	Chairperson: Principal Coordinator: Mr. Brijmohan Srivastava (IQAC Coordinator) Members: HODs, Mr. Ashish Prajapati (Senior Faculty), Librarian, Others
Innovation & Incubation Cell	Fosters entrepreneurship and innovation ideas.	Chairperson: Principal Coordinator: Mr. Brijmohan Srivastava (IQAC Coordinator) Members: HODs, Mr. Ashish Prajapati (Senior Faculty), Librarian, Others
Extension & Outreach Committee	Coordinates community engagement programs.	Chairperson: Principal Coordinator: Mr. Brijmohan Srivastava (IQAC Coordinator) Members: HODs, Mr. Ashish Prajapati (Senior Faculty), Librarian, Others
NSS / NCC Units	Organizes social and awareness camps.	Chairperson: Principal Coordinator: Mr. Brijmohan Srivastava (IQAC Coordinator) Members: HODs, Mr. Ashish Prajapati (Senior Faculty), Librarian, Others
Community Engagement Cell	Develops community partnership projects.	Chairperson: Principal Coordinator: Mr. Brijmohan Srivastava (IQAC Coordinator) Members: HODs, Mr. Ashish Prajapati (Senior Faculty), Librarian, Others
Research Ethics Committee	Ensures ethical research practices.	Chairperson: Principal Coordinator: Mr. Brijmohan Srivastava (IQAC Coordinator) Members: HODs, Mr. Ashish Prajapati (Senior Faculty), Librarian, Others
Industry–Institution Interaction Cell	Builds linkages for projects and internships.	Chairperson: Principal Coordinator: Mr. Brijmohan Srivastava (IQAC Coordinator) Members: HODs, Mr. Ashish Prajapati (Senior Faculty), Librarian, Others

Criterion IV – Infrastructure and Learning Resources

Committee / Cell / Club	Key Functions	Composition
Library Advisory Committee	Oversees library development and e-resources.	Chairperson: Principal Coordinator: Mr. Brijmohan Srivastava (IQAC Coordinator) Members: HODs, Mr. Ashish Prajapati (Senior Faculty), Librarian, Others
Infrastructure & Maintenance Committee	Maintains classrooms, labs, campus facilities.	Chairperson: Principal Coordinator: Mr. Brijmohan Srivastava (IQAC Coordinator) Members: HODs, Mr. Ashish Prajapati (Senior Faculty), Librarian, Others
IT / ICT Infrastructure Committee	Upgrades digital learning resources.	Chairperson: Principal Coordinator: Mr. Brijmohan Srivastava (IQAC Coordinator) Members: HODs, Mr. Ashish Prajapati (Senior Faculty), Librarian, Others
Safety & Security Committee	Ensures CCTV, fire safety, and first aid.	Chairperson: Principal Coordinator: Mr. Brijmohan Srivastava (IQAC Coordinator) Members: HODs, Mr. Ashish Prajapati (Senior Faculty), Librarian, Others
Green Campus & Sustainability Committee	Implements waste management and energy conservation.	Chairperson: Principal Coordinator: Mr. Brijmohan Srivastava (IQAC Coordinator) Members: HODs, Mr. Ashish Prajapati (Senior Faculty), Librarian, Others

Criterion V – Student Support and Progression

Committee / Cell / Club	Key Functions	Composition
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Student Welfare & Support Committee	Handles welfare programs and scholarships.	Chairperson: Principal Coordinator: Mr. Brijmohan Srivastava (IQAC Coordinator) Members: HODs, Mr. Ashish Prajapati (Senior Faculty), Librarian, Others
Grievance Redressal Cell	Addresses student grievances transparently.	Chairperson: Principal Coordinator: Mr. Brijmohan Srivastava (IQAC Coordinator) Members: HODs, Mr. Ashish Prajapati (Senior Faculty), Librarian, Others
Career Guidance & Placement Cell	Organizes career counselling and job fairs.	Chairperson: Principal Coordinator: Mr. Brijmohan Srivastava (IQAC Coordinator) Members: HODs, Mr. Ashish Prajapati (Senior Faculty), Librarian, Others
Alumni Association / Alumni Cell	Engages alumni in mentoring and contributions.	Chairperson: Principal Coordinator: Mr. Brijmohan Srivastava (IQAC Coordinator) Members: HODs, Mr. Ashish Prajapati (Senior Faculty), Librarian, Others
Cultural & Literary Committee	Promotes arts, literature, and cultural events.	Chairperson: Principal Coordinator: Mr. Brijmohan Srivastava (IQAC Coordinator) Members: HODs, Mr. Ashish Prajapati (Senior Faculty), Librarian, Others
Sports Committee	Coordinates sports and fitness programs.	Chairperson: Principal Coordinator: Mr. Brijmohan Srivastava (IQAC Coordinator) Members: HODs, Mr. Ashish Prajapati (Senior Faculty), Librarian, Others
Students' Council	Represents student interests.	Chairperson: Principal Coordinator: Mr. Brijmohan Srivastava (IQAC Coordinator) Members: HODs, Mr. Ashish Prajapati (Senior Faculty), Librarian, Others
Counselling & Mental Health Cell	Provides psychological and emotional support.	Chairperson: Principal Coordinator: Mr. Brijmohan Srivastava (IQAC Coordinator)

		Members: HODs, Mr. Ashish Prajapati (Senior Faculty), Librarian, Others
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Criterion VI – Governance, Leadership and Management

Committee / Cell / Club	Key Functions	Composition
College Development Committee (CDC)	Statutory body for planning & development.	Chairperson: Principal Coordinator: Mr. Brijmohan Srivastava (IQAC Coordinator) Members: HODs, Mr. Ashish Prajapati (Senior Faculty), Librarian, Others
IQAC	Implements quality initiatives.	Chairperson: Principal Coordinator: Mr. Brijmohan Srivastava (IQAC Coordinator) Members: HODs, Mr. Ashish Prajapati (Senior Faculty), Librarian, Others
Finance & Purchase Committee	Prepares budget and monitors expenditures.	Chairperson: Principal Coordinator: Mr. Brijmohan Srivastava (IQAC Coordinator) Members: HODs, Mr. Ashish Prajapati (Senior Faculty), Librarian, Others
Staff Welfare Committee	Addresses faculty welfare.	Chairperson: Principal Coordinator: Mr. Brijmohan Srivastava (IQAC Coordinator) Members: HODs, Mr. Ashish Prajapati (Senior Faculty), Librarian, Others
Professional Development / HRD Cell	Conducts FDPs and training sessions.	Chairperson: Principal Coordinator: Mr. Brijmohan Srivastava (IQAC Coordinator) Members: HODs, Mr. Ashish Prajapati (Senior Faculty), Librarian, Others
Internal Audit Committee	Reviews financial systems.	Chairperson: Principal Coordinator: Mr. Brijmohan Srivastava (IQAC Coordinator) Members: HODs, Mr. Ashish Prajapati (Senior Faculty), Librarian, Others

Website & Media Cell	Maintains online presence and documentation.	Chairperson: Principal Coordinator: Mr. Brijmohan Srivastava (IQAC Coordinator) Members: HODs, Mr. Ashish Prajapati (Senior Faculty), Librarian, Others
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Criterion VII – Institutional Values and Best Practices

Committee / Cell / Club	Key Functions	Composition
Women Development Cell (WDC)	Organizes gender sensitization and awareness programs.	Chairperson: Principal Coordinator: Mr. Brijmohan Srivastava (IQAC Coordinator) Members: HODs, Mr. Ashish Prajapati (Senior Faculty), Librarian, Others
Internal Complaints Committee (ICC)	Handles sexual harassment complaints.	Chairperson: Principal Coordinator: Mr. Brijmohan Srivastava (IQAC Coordinator) Members: HODs, Mr. Ashish Prajapati (Senior Faculty), Librarian, Others
Equal Opportunity / SC-ST / Minority Cell	Ensures inclusion and grievance redressal.	Chairperson: Principal Coordinator: Mr. Brijmohan Srivastava (IQAC Coordinator) Members: HODs, Mr. Ashish Prajapati (Senior Faculty), Librarian, Others
Environment, Energy & Green Campus Committee	Promotes environmental consciousness.	Chairperson: Principal Coordinator: Mr. Brijmohan Srivastava (IQAC Coordinator) Members: HODs, Mr. Ashish Prajapati (Senior Faculty), Librarian, Others
Ethics & Code of Conduct Committee	Conducts orientation on ethics and integrity.	Chairperson: Principal Coordinator: Mr. Brijmohan Srivastava (IQAC Coordinator) Members: HODs, Mr. Ashish Prajapati (Senior Faculty), Librarian, Others
Best Practices Committee	Documents institutional best practices.	Chairperson: Principal Coordinator: Mr. Brijmohan Srivastava (IQAC Coordinator) Members: HODs, Mr. Ashish Prajapati (Senior Faculty), Librarian, Others

Community Service & Social Responsibility Club	Encourages voluntary work and awareness campaigns.	Chairperson: Principal Coordinator: Mr. Brijmohan Srivastava (IQAC Coordinator) Members: HODs, Mr. Ashish Prajapati (Senior Faculty), Librarian, Others
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Recommended Student Clubs

- **Innovation / Entrepreneurship Club**
- **Environment / Nature Club**
- **Cultural & Performing Arts Club**
- **Debate & Literary Club**
- **Science / Commerce / IT Clubs**
- **Photography / Media / Film Club**
- **Social Outreach Club**
- **Fitness & Yoga Club**
- **Green Warriors Club**