VIGILANCE COMMITTEE

**Purpose**: Purpose of Vigilance Committee is to keep a check and eradicate corruption in the College.

**Scope**: This SOP applies to the constitution of the vigilance committee, roles and responsibilities of members of the vigilance committee and maintenance of all activities and documents.

Applicable to all committees

**Objectives**:

1) To correct and prevent corruptibility in the administration of College
2) To improve the system and increase transparency and accountability in functioning of various committees.
3) To eradicate loopholes of the system/procedures.
4) To reduce the areas of discretion.
5) To coordinate functions of the systems/committees.
7) To keep an eye on malpractices in College.
8) To attend meetings held by different committees and display the action taken on issues discussed in meetings and review the same in the next meeting.

**Procedure**:

1) Members of the vigilance committee shall attend meetings held by other committee members.
2) The committee will ensure that the meetings and decisions taken by the other committee members are appropriate and ethical.
3) The committee will ensure that the meeting minutes are maintained and will duly sign and note the same.
4) Deal with any complaints and information provided by committees.
5) Deal with any complaint of corruption, misconduct, lack of integrity or any other kind of malpractice on the part of employees of the institute.
6) Coordinate work of all committees and advise them with respect to matters pertaining to the maintenance of integrity and impartiality in the administration.

Responsibility:

- Dr Geeta Bhatt (PT)
- Dr Supriya Dhumale (PT)
- Dr Nisha Dhasal (PT)

Principal: Dr. Shweta Manwadkar (PT)

Regular meetings with emergency meeting if need arises