

INDEX**The Empowered cum Work Committees of the College**

SR. NO.	COMMITTEES	PAGE NO.
1	ADMISSIONS PROCESS COMMITTEES: A. Committee For Prospectus & Teacher's Diary (To Revise it suitably, well in advance): B. Admissions Committee:	1-2
2	TIME-TABLE COMMITTEE:	2
3	ATTENDANCE COMMITTEE:	2
4	LIBRARY COMMITTEE	3
5	INFRASTRUCTURE & MAINTENANCE COMMITTEES: A. Committee for Maintenance of Buildings & Campus Development B. Garden Development & Upkeep Committee: C. Cleanliness Committee: D. Canteen Control Committee: E. Internet & Networking Committee F. Digital Equipment Maintenance Committee	3-5
6	PURCHASE COMMITTEE	5
7	FINANCE COMMITTEE CUM STANDING ACCOUNTS COMMITTEE	5
8	UGC- FUNDS MANAGEMENT COMMITTEE	6
9	GENERAL STOCK VERIFICATION COMMITTEE	6
10	COLLEGE BUS COMMITTEE	6
11	A. STUDENTS' WELFARE COMMITTEE (Swc) B. STUDENTS' AID FUND & OTHER GOVT. SCHOLARSHIPS COMMITTEE	6-7
12	COUNSELLING SERVICES COMMITTEES: A. Mentoring Committee: B. Personal Counseling Services Cell/ Centre C. Career Guidance/Counseling, Employment & Placement Cell D. Incubation Centre	7
13	MEDICAL SERVICES CELL & FIRST-AID COMMITTEE	8
14	SPORTS COUNCIL	8-9
15	N.S.S.	9
16	N.C.C. (GIRLS UNIT)	9
17	NATION/STATE/COLLEGE	9-10
18	COMMITTEE FOR CELEBRATION OF NATIONAL DAYS	10
19	LANGUAGES AND PERSONAL DEVELOPMENT	10-11

	COMMITTEE A. Language Association B. Debate Club C. Committee for Personality Development Programmes D. Reader's Club E. Poet's Club	
20	COMPUTER CLUB	11
21	NATURE/ECO-CLUB (COMMITTEE)	11-12
22	ECONOMICA	12
23	SCIENCE ASSOCIATION	12
24	PERFORMING ARTS & MUSIC CLUB: Film and Performing Arts Club	13
25	COMMITTEES TO ENSURE DISCIPLINE IN THE CAMPUS: A. Discipline Committee B. Anti-Ragging Committee	13
26	GENDER CHAMPIONS' CLUB	14
27	DISASTER MANAGEMENT COMMITTEE	14
28	RIGHT TO INFORMATION CELL	14
29	STAKEHOLDERS LINKAGES COMMITTEE A. PTA Committee B. Alumni Association C. College- Higher Secondary Educators interface Committee D. College Community interface	14-15
30	EXTENSION SERVICES COMMITTEE: A. Continuing Education & Extension Club (CEEC) B. Short Term Certificate Courses Committee C. Consultancy & Extension Services Cell D. Summer Camp Committee E. Public Relations Cell	15-16
31	AWARENESS & RIGHTS COMMITTEES A. Population Education Cell (PEC) B. Value Education Cell C. Legal Rights & Duties Awareness Campaign Cell D. Consumers' Welfare Cell	16-17
32	STAFF WELFARE: Staff Academy Committee	17
33	RESEARCH ACTIVITIES: A. Research Journal Committee B. Research Council	17-18
34	MAGAZINE & OTHER COLLEGE PUBLICATIONS COMMITTEE: A. Magazine Committee B. Newsletter - 'Campus News' (at least two issues)	18
35	COLLEGE WEBSITE COMMITTEE	18-19
36	ACADEMIC COUNCIL/BOARD (ALL HODs)	19

37	PROJECT MONITORING UNIT under RUSA	19
38	Committee for AISHE (All India Survey On Higher Education)	19-20
39	Committee for NIRF (National Institute Ranking Framework)	20
40	College Assistance Committee	20
41	College Statistical Cell & Photographs cum Maintenance of Albums Committee	20
42	Workload Monitoring Committee	20-21

Statutory Committees/University related Committees (as per the Statutes/Ordinances of Goa University)/ Committees mandated by the UGC

SR. NO.	COMMITTEES	PAGE NO.
1	A. Examination Committee B. ISA Monitoring Committee:	21
2	T.Y. Project-Work Committee	21-22
3	College Unfair Means Inquiry Committee. (CUMIC)	22
4	College Grievance Committee:	22
5	Collegiate Student Grievance Redressal Committee (CSGRC) as per Notification No. F. No. 14-4/2018 Cpp-1) dated 06/05/2019 and DHE letter No. 9/361/2012/DHE/CHOwGU/PF/4953 dated 18/07/2019	22
6	Student Induction Programme Committee	23

OFFICE MEMORANDUM

The Empowered cum Work Committees of the College are hereby re-constituted as follows. These committees shall come into force with immediate effect and in supersession of the earlier orders issued in this regard and shall continue until further orders.

Sr. No.	Committees Convenor/ Co-convenors	Main Functions (and any other associated matters)
1	<p><u>ADMISSIONS PROCESS COMMITTEES:</u></p> <p><u>A. Committee For Prospectus & Teacher's Diary (To Revise It Suitably, Well In Advance):</u></p> <p>Convenor: Mr. Sharat Jamkhandi</p> <p>Co-convenors:</p> <ol style="list-style-type: none"> 1. Mr. Ashok Chodankar 2. Ms. Shubha Kamat 3. Mr. Brian D'Souza 4. Mr. Joshua Rishi Fernandes 5. Accountant of the College 6. Head Clerk of the College <p><u>B. Admissions Committee:</u></p> <p>Convenor/: Mr. Anil Karambelkar Director</p> <p>Co-convenors: Mr. Amar Naik (Co-ordinator Technical)</p> <p>ARTS</p> <ol style="list-style-type: none"> 1. Dr. Agnela Dias 2. Dr. Guruprasad Naik 3. Mr. Alphius Fernandes 4. Ms. Judaline Torcato 5. Ms. Anjali Mascarenhas 6. Mr. Stephen Fernandes 7. Ms. Urvashi Naik 8. Ms. Ambika Kamat <p>SCIENCE</p> <ol style="list-style-type: none"> 1. Mr. Mahendra Pednekar 2. Dr. Suphala Pujari 3. Mr. Aaron Alphonso 4. Ms. Pooja Naik 5. Ms. Shahnaz Shaikh 6. Mr. Mouvin Fernandes 	<ul style="list-style-type: none"> • Arranging and overseeing the process of inviting tenders well in time through the College for printing and supply of Prospectus and Teachers' Diary. • Preparing for a revised College Prospectus every year, as needed, and ensuring that it is not rushed through; <u>and got ready in all respects, by the end of March of the concerned year, positively</u> by incorporating all the required changes and modification. • Arranging for the printing, distribution and collection of the Teachers' Diary every year. <ul style="list-style-type: none"> • Preparation of the Merit List for F.Y.B.A./B.Sc./B.Com. based on their reservation policy of the Govt. of Goa. • Orientation to S.Y. and T.Y. students before their Admission, <u>immediately after the result of F.Y. & S.Y.</u> • <u>Be present, without fail,</u> in the College premises, for checking/ counselling, for the F.Y Admission, (for Arts, Science & Commerce (B.Com and B.Voc) separately), during the Admission period. • Guide/Counsel in the selection of subjects, etc. as per the guidelines from the DHE and the College as contained in the Prospectus. • <u>Commencing Admissions work</u> immediately after the closure of the portal of the DHE. • Preparing a master plan for subject allocation and strictly adhering to the same as per the guidelines of the DHE and of the College as laid down in the Prospectus. • Allocating the subjects to the students

	<p>7. Dr. Nisha Kevat 8. Ms. Golda D’Costa 9. Mr. Dattaraj Jawadekar 10. Mr. Brahmanand Sawant .</p> <p>COMMERCE (Including B.Voc) 1. Ms. Manda Parab 2. Dr. Namdev Gawas 3. Ms. Minoshka D’souza 4. Mr. Khemraj alias Sangam Shet 5. Ms. Ramashanti Naik 6. Mr. Prajyot Patil 7. Mr. Conrad D’souza</p>	<p>and ensuring that there is balance in all subjects.</p> <ul style="list-style-type: none"> • Ensuring smooth implementation of online admission under the directions of the DHE. • For PG Programmes the concerned Coordinators/ICs shall look after the admission process based on GU- ART in consultation with the Convenor of the Admissions Committee and with the assistance of the Lab Assistants.
2	<p><u>TIME-TABLE COMMITTEE:</u></p> <p>Convenor: Mr. Deepak Bandiwadekar</p> <p>Co-convenors: Arts: 1. Mr. Sharat Jamkhandi 2. Mr. Alphius Fernandes</p> <p>Science: 1. Ms. Rosalina Desilva 2. Dr. Sagar Patil</p> <p>Commerce: 1. Dr. Vanita Patil 2. Ms. Ramashanti Naik</p>	<ul style="list-style-type: none"> • Preparation of the Time-table for every academic year for both the semesters for all the subjects and allotting classrooms/ learning halls well in advance i.e. before the commencement of the concerned semester. • Ensuring that that guidelines received from the DHE regarding minimum number of students for a particular paper are adhered to of the approved T.T. during the academic year and liaising with the HODs in this regard. • Incorporating changes, if any, with prior permission of the Principal.
3	<p><u>ATTENDANCE COMMITTEE:</u></p> <p>Convenor: Mr. Nilesh Natekar</p> <p>Co-convenors: 1. Mr. Swapnil Fadte 2. Mr. Amar Naik 3. Dr. Guruprasad Naik 4. Ms. Pritam Naik 5. Ms. Bhakti Parab 6. Ms. Gauri Naik 7. Ms. Arti Naik 8. Mr. Diptesh Naik 9. Mr. Sudhir S. Paryekar (Lab Assistant)</p>	<ul style="list-style-type: none"> • Complying with all the needed formalities for Attendance sheets for every semester (by the end of the month), their collection, compilation and display on the Notice Boards, etc. • Ensuring that all the teachers call out and maintain Attendance records, properly dutifully. • Complying with the guidelines issued by the Goa University regarding student’s attendance from time to time. • Arranging & overseeing of Counselling of students with less attendance during the Semester. • Preparing the final list of candidates who are not eligible to answer the SEE on account of less attendance. • Other associated work promptly and proactively

<p>4</p>	<p><u>LIBRARY COMMITTEE:</u></p> <p>Convener: Mr. Mahendra Pednekar</p> <p>Co-conveners:</p> <ol style="list-style-type: none"> 1. Mr. Sameer Fatte 2. Dr. Sneha Mahambre 3. Dr. Namdev Gawas 4. Aaron Alfonso 5. Ms. Sunayana Haldankar 6. Ms. Sara Pereira 7. Mr. Dattaraj Jawdekar 8. Ms. Ankita Vernekar 9. Ms. Priya Rawat 10. Ms. Nishi Tamhankar 11. Mr. Girish Kapadi 12. Sonali Kundaikar 13. Ms. Sulaksha Shelke 14. Ms. Manisha Gaude 15. Ms. Akshata Shetgaonkar 16. Ms. Ankita Gad 17. Ms. Shradha Pilgaonkar 18. Ms. Sneha Parab 	<ul style="list-style-type: none"> • Planning for expansion of select Books, periodicals, etc. by utilizing the funds from various sources. • Ensuring the timely submission of the requirements of books to the DHE under purchase of books from the DHE scheme. • Controlling recommending the purchase of those subject-books which are needed. • Ensuring that <u>those teachers who ordered the books motivate the students to use them optimally.</u> • Making Library procedures fully <u>computerized at the earliest</u>; maintaining the records/registers properly. • Devising ways & means to attract students & staff to the Library-use culture, through different Competitions and activities. • Ensuring that our Library facilities are also used by other Stakeholders including senior citizens. • Undertaking the annual stock verification of the library
<p>5.</p>	<p><u>INFRASTRUCTURE & MAINTENANCE COMMITTEES:</u></p> <p><u>A. Committee for Maintenance of Buildings & Campus Development</u></p> <p>Convener: Dr. Vaibhav Chindarkar</p> <p>Co-conveners:</p> <ol style="list-style-type: none"> 1. Mr. Sanjay Jahagirdar 2. Dr. Jyoti Sawant 3. Mr. Vittal Shinde 4. Mr. Ketan R. Naik (Lab Assistant) 5. Mr. Sudhir S. Paryekar (Lab Assistant) 6. C.R. of T.Y.B.A. Class 7. C.R. of T.Y.B.Sc. Class 8. C.R. of T.Y.B.Com. Class 9. GS of the Student's Council 10. LR of the Student's Council 	<ul style="list-style-type: none"> • Looking upon this College & its Campus as our own property, and thereby ensuring that all the maintenance works/ repairs are taken care of in timely manner. • Monitoring the periodic maintenance of the College building including the civil works, electrical works, mechanical works, etc. in consultation with the GSIDC and/or the concerned divisions of the PWD or any other agency which has been assigned the task of maintenance of such works as decided by the Govt. of Goa. • Initiating and monitoring the AMCs with various agencies for maintenance of the equipment /facilities in the College. • Following-up the new projects under RUSA/Govt. of Goa and other pending civil works, as required/ desired. • Planning for the renovation projects to be taken up under RUSA/other schemes. • Working in close association with the Project Monitoring Unit of RUSA. • Planning of the Garden layouts/ landscaping/ plantation to be

<p><u>B. Garden Development & Upkeep Committee:</u></p> <p>Convenor: Mr. R. K. Tari</p> <p>Co-convenors:</p> <ol style="list-style-type: none"> 1. Ms. Arati Panshekar 2. Ms. Sheetal Naik 3. Dr. Jyosna Gawas 4. Ms. Golda Thresa D'Costa 5. Ms. Prachi Vernekar 6. Ms. Shaila Shetkar 7. Ms. Siddhi S. Paste (Lab Assistant) 8. CRs of S.Y.B.A/B.Sc./B.Com Classes 9. GS of the Student's Council 10. CR of the Student's Council <p><u>C. Cleanliness Committee:</u></p> <p>Convenor: Mr. Magnolia Miranda</p> <p>Co-convenors:</p> <ol style="list-style-type: none"> 1. Dr. Jyoti Sawant 2. Ms. Manda Parab 3. Ms. Anjali Mascarenhas 4. Head Clerk of the College 5. Mr. Ketan R. Naik (Lab Assistant) 6. Ms. Sonali Usapkar (Lab Assistant) 7. Ms. Siddhi Paste (Lab Assistant) 8. C.Rs of F.Y.B.A/B.Sc/B.Com Classes 9. G.S of the Student's Council 10. L.R of the Student's Council 11. C.S of the Student's Council <p><u>D. Canteen Control Committee:</u></p> <p>Convener: Mr. Nilesh Natekar</p> <p>Co-convenors:</p> <ol style="list-style-type: none"> 1. Dr. Jyoti Sawant 2. Dr. Rajesh Parvatkar 3. Dr. Guruprasad Naik 4. Mr. Devendra Gaonkar 5. Ms. Sonali Kundaikar 6. Ms. Shradha Pilgaonkar 7. Ms. Rita Desai 8. Office Superintendent of the College 	<p>undertaken, as desired.</p> <ul style="list-style-type: none"> • Execution of the garden layout, new plantation, weeding work, watering, etc. • Getting garden/ campus are cleaned/ weeded in time, with suitable and adequate initiative and enterprise. • Implementing Vanamahotsava programme. • Trimming periodically & shaping the over-grown plants. • Development of a Botanical/ Medicinal Plants Unit. • Working in close association with the N.S.S./N.C.C Units of the College. • Working in close association with the DHE to implement the Epicollect programme. <ul style="list-style-type: none"> • Keeping general cleanliness and tidiness uppermost, at any given point of time, Inside the College Building and in the College Campus. • Being much proactive in the matters. • Supervising the outsourced agency in the College and allotting the areas to be cleaned. • Ensuring continuous availability of electricity and water supply in the College. • Arranging for the maintenance of electrical equipment/ appliances and for the repairs of furniture in consultation with the College Committee for Building maintenance and campus development. <ul style="list-style-type: none"> • Arranging to invite tenders and related works as and when required. • Overseeing that the Canteen is run in a "healthy" manner. To the satisfaction of the College students and staff. • Supervising quality of food items and hygiene in the Canteen. • Periodic meetings to resolve difficulties/problems, if any, in this regard. • Ensuring that the contractual conditions are complied with by the Canteen Contractor.
---	--

	<p>9. Accountant of the College 10. General Secretary of the Student’s Council 11. Ladies Representative of the Student’s Council 12. CRs (PG Departments) of the College 13. Vice Chairman of the PTA</p> <p><u>E. Internet & Networking Committee:</u></p> <p>Convener: Mr. Swapnil Fadte</p> <p>Co-convenors: 1. Mr. Amar Naik 2. Ms. Dipti Nene</p> <p><u>F. Digital Equipment Maintenance Committee</u></p> <p>Convener: Mr. Amar Naik</p> <p>Co-convenors: 1. Mr. Swapnil Fadte 2. Ms. Dipti Nene</p>	<ul style="list-style-type: none"> • Overseeing that the contract is renewed on time. • Suggesting and <u>implementing proper disposal of the wet waste.</u> • Looking after the maintenance of network LAN, GBBN network, JIO network, etc. • Looking after the maintenance of CCTVs. • Co-ordinating effective distribution of IP addresses. • Ensuring continuous availability of the network to the stakeholders of the College. • Arranging for maintenance of digital equipment of the College like desktops, laptops, projectors, scanners, printers, CCTVs, etc. • Installing and upgrading softwares, antivirus programmes as per the requirements • Maintenance of softwares
6	<p><u>PURCHASE COMMITTEE</u></p> <p>Convener: Mr. Sanjay Jahagirdar</p> <p>Co-convenors: 1. Ms. Sunita Kanekar 2. Ms. Varsha Sail 3. Dr. Vanita Patil 4. Office Superintendent of the College 5. Accountant of the College 6. Head Clerk of the College 7. General Secretary of the Students’ Council 8. Ladies representative of the Students’ Council</p>	<ul style="list-style-type: none"> • Identifying the <u>needs, wants and desirable things/materials in this College, other than Departments’ requirements.</u> • Making arrangements/following procedures to acquire the materials, accordingly <u>based on priorities & availability of funds.</u> • Working on the purchases of equipment/materials submitted by the Departments. • Ensuring that the codal formalities are followed in the purchase process.
7	<p><u>FINANCE COMMITTEE CUM STANDING ACCOUNTS COMMITTEE</u></p> <p>Convener: Dr. Seema Rath</p>	<ul style="list-style-type: none"> • Preparing the annual budget of the College and recommending the same to the Principal for submission to the DHE. • Monitoring prudent use of the various accounts maintained by the College with

	<p>Co-conveners:</p> <ol style="list-style-type: none"> 1. Mr. Ashok Chodankar 2. Dr. Vanita Patil 3. Mr. Sharat Jamkhandi 4. Office Superintendent of the College 5. Accountant of the College 6. Head Clerk of the College 	<p>proper classification of the expenditure, without extravagance.</p> <ul style="list-style-type: none"> • Advising on better and appropriate uses of the available College- level funds
8	<p><u>UGC- FUNDS MANAGEMENT COMMITTEE</u></p> <p>Convener: Mr. M. B. Ghosarwadkar</p> <p>Co-convener: Ms. Manda Parab</p>	<ul style="list-style-type: none"> • Settlement of Accounts of the funds received from UGC
9	<p><u>GENERAL STOCK VERIFICATION COMMITTEE:</u></p> <p>Convener: Mr. Aga D. A.</p> <p>Co-conveners:</p> <ol style="list-style-type: none"> 1. Office Superintendent of the College 2. Accountant of the College 3. Head Clerk of the College 4. All the UDCs 5. All the Laboratory Assistant 	<ul style="list-style-type: none"> • Initiating; completing satisfactorily; and properly reporting on the physical stock (moveables) verification of goods in this College, <u>other than Library physical stock verification.</u> • Building up of proper and systematic "Stock records", etc. of durables & consumables.
10	<p><u>COLLEGE BUS COMMITTEE</u></p> <p>Convener: Mr. Aalok Shirodkar</p> <p>Co-conveners:</p>	<ul style="list-style-type: none"> • To oversee the maintenance of the College bus and advise in this regard • To follow up the process of getting a driver allotted • Ensure that the personnel (driver & cleaner) are efficient, polite and courteous. • To decide on the allotment of bus for official trips. • To attend to any complaint regarding the bus. • To check the log book of the bus periodically i.e. every Monday and forward the same to the Principal for counter signature.
11	<p><u>A. STUDENTS' WELFARE COMMITTEE (SWC)</u></p> <p>Convener: Mr. Prashant Bhosle</p>	<ul style="list-style-type: none"> • Announcing/Conducting Elections to the College-level Students' Council (non-statutory) and to the University Students' Council (statutory). • Getting the College Student's Council

	<p>Co-conveners:</p> <ol style="list-style-type: none"> 1. Mr. Nilesh Natekar 2. Ms. Anita Jacob 3. Dr. Rajesh Parvatkar 4. Ms. Minoshka D’Souza 5. Dr. Guruprasad Naik 6. Mr. Conrad D’Souza 7. Ms. Ambika Kamat 8. Ms. Pritam Naik 9. Ms. Urvashi Naik 10. Ms. Diksha Satarkar <p><u>B. STUDENTS' AID FUND & OTHER GOVT. SCHOLARSHIPS COMMITTEE</u></p> <p>Convenor: Dr. Guruprasad Naik</p> <p>Co-convenor:</p> <ol style="list-style-type: none"> 1. All UDCs of the College 2. All LDCs of the College 3. All Lab Assistants of the College 4. CRs of all the classes 5. General Secretary of the Students’ Council 6. Ladies representative of the Students’ Council 	<p>installed.</p> <ul style="list-style-type: none"> • Planning & executing successfully the co- curricular activities of the year, at the desire of the Students' Council, <u>as found feasible.</u> • Annual Prize Distribution function/Social Gathering & College Mela events to hone the skills of our students & get them to shine at the <u>inter-collegiate events. Encouraging participation & ensuring success at all-Goa/Inter-Collegiate activities/events.</u> • Creating adequate awareness of these facilities, amongst students/ parents. • Announcing & selecting from the applicants for these Scholarships, including “<u>merit</u>” Scholarships. • Displaying lists of deserving students and arranging disbursement of scholarships and Students’ Aid Fund to students in a timely manner. • Compiling and maintaining data these Scholarships and sharing the data with the College Statistical Cell/ other Committees. • Ensuring that the students are made aware of all other scholarships and that the eligible students derive the benefits from these scholarships.
12	<p><u>COUNSELLING SERVICES COMMITTEES:</u></p> <p><u>A. Mentoring Committee:</u></p> <p>Convenor: Mr. Ashok Chodankar</p> <p>Co-conveners:</p> <ol style="list-style-type: none"> 1. Dr. Namdev Gawas 2. Dr. Sneha Mahambre <p><u>B. Personal Counseling Services Cell/ Centre</u></p> <p>Convenor: Ms. Rosalina D’Silva</p> <p>Co-conveners: Counselor of the College</p>	<ul style="list-style-type: none"> • Allocating students to teachers (Mentors) in a rational manner. • Supervising the mentoring activities. • Obtaining reports of Mentoring activities and submitting the Action Taken Report in this regard to the College Principal at the end of the Semester. • Drawing a long term plan in this regard • Arranging to provide counselling services to our students & staff through Professionals, preferably; and other associated duties. • Maintaining suitable records of User-register. • Supervising and liaising with the

	<p><u>C. Career Guidance/Counseling, Employment & Placement Cell</u></p> <p>Convenor: Dr. Suphala Pujari</p> <p>Co-convenors:</p> <ol style="list-style-type: none"> 1. Ms. Jyoti Sawant 2. Dr. Vanita Patil 3. Mr. Sanjay M. Jahagirdar 4. Mr. Imran Hamid Mirza <p><u>D. Incubation Centre</u></p> <p>Convenor: Mr. Prashant Bhosle (Director)</p> <p>Co-convenor:</p> <ol style="list-style-type: none"> 1. Ms. Anita Jacob 2. Mr. Khemraj alias Sangam Shet Desai 3. Dr. Sagar Patil 4. Ms. Pritam Naik 	<p>Counselor of the College</p> <ul style="list-style-type: none"> • Generating general awareness on/of several careers/jobs, etc. and their requirements. • <u>Compiling vocational counselling Articles from the media, into a booklet with index, etc. taking help from the Library.</u> • Organising Expert Talks/Interactions from Professionals for Guidance/ Counseling and Placements. • Interacting with firms/industries and alumni for arranging visit to the College for Campus Placements. • <u>Motivating and guiding /counselling students for all-India Competitive Exams of various types.</u> • Organising professional entry level courses wherever feasible. <ul style="list-style-type: none"> • Creating a conducive atmosphere for incubation of ideas • Assisting the students/faculty in the implementation of the ideas by liaising with relevant bodies specially those connected with start-ups.
13	<p><u>MEDICAL SERVICES CELL & FIRST-AID COMMITTEE</u></p> <p>Convenor: Dr. Namdev Gawas</p> <p>Co-convenor:</p> <ol style="list-style-type: none"> 1. Mr. Aalok Shirodkar 2. Dr. Vanita Patil 3. Ms. Sanchita Rane 4. Mr. Shritesh Mhapsekar 5. Ms. Rita Desai 6. Ms. Shivangi Shetye 	<ul style="list-style-type: none"> • Providing <u>facilities</u> and <u>education</u> on health through preventive and social medicine awareness & check-up programmes to our students, staff & locals. • At least one activity, in this regard, a month, preferably. • Pursuing the possibility of having a doctor on the Campus for some days/time. • Providing facilities in terms of the First Aid Box, equipments, etc. • Arranging to render first aid assistance whenever needed. • Training students in handling first- aid matters; talks by experts/ doctors.
14	<p><u>SPORTS COUNCIL</u></p> <p>Convenor: Dr. Vaibhav Chindarkar</p>	<ul style="list-style-type: none"> • <u>Planning and executing well</u>, all the sports activities (indoor/outdoor and inter-class and inter- collegiate), <u>within</u>

	<p>Co-convenor: 1. Mr. Aalok Shirodkar 2. Mr. Evereth Fernandes 3. Ms. Jyoti Bowalkar 4. Mr. Ketan R. Naik (Lab Assistant) 5. Sports Secretary of the Student's Council</p>	<p><u>the College resources.</u></p> <ul style="list-style-type: none"> Utilizing the services of professional coaches if required to train our Sports persons, <u>well in advance.</u> Developing playgrounds in this College Campus. Developing variety of Sports facilities/competitions. Interface with sports clubs/ HSS Sports persons, in this Taluka. Conducting the Annual Sports Meet.
15	<p><u>N.S.S.</u> Convenor: Mr. Mouvin Fernandes (Chief P.O) Co-convenor: Mr. Alphius Fernandes Mr. Khemraj alias Sangam Shet Mr. Prajyot Patil Mr. Stephen Fernandes Ms. Shahnaz Shaikh Ms. Golda D'Costa Ms. Anjali Mascarenhas Ms. Judaline Torcato Ms. Ambika Kamat</p>	<ul style="list-style-type: none"> All the work associated with the N.S.S. in terms of "<u>Regular Activities and Special Camp</u>" activities, showing good leadership skills; and proactively taking initiatives for the development of service- minded young men and women. Sustained Society- improving extension activities. Conducting leadership programmes for N.S.S. leaders and others in N.S.S. Maintenance of records and accounts of the Unit.
16	<p><u>N.C.C. (GIRLS UNIT)</u> Programme Officer: Dr. Vanita Patil</p>	<ul style="list-style-type: none"> To liaise with the authorities to ensure that the cadets who are already enrolled complete their term in the manner as decided by the Commanding Unit/s. To motivate the Cadets to take part in selection drives at various levels. All the work associated with the NCC activities, showing good Leadership Skills, and proactively taking initiatives for the development of service- minded young men and women as directed by the Battalion. Maintenance of records and accounts of the Unit.
17	<p><u>NATION/STATE/COLLEGE</u> <u>Elections Nodal Officer: Dr. Shraddha Naik</u> Members:</p>	<ul style="list-style-type: none"> Collecting data of students not having EPIC. Distributing application forms to such students and ensuring that the College achieves 100 per cent Voter Enrollment

	<p>1. Ms. Arati Panshekar 2. Ms. Mamata D. Verlekar 3. Mr. Amar Naik</p>	<p>of eligible voters every year.</p> <ul style="list-style-type: none"> • Arranging talks on importance of voting and related topics. • Co-ordinating with the office of the CEO (Goa) and the office of the DEO (North Goa) for implementing the various programmes chalked out by these offices on behalf of the Election Commission of India. • Assisting the Convenor of the Student's Welfare Committee in the conduct of elections to the Student's Council and other elections.
18	<p><u>COMMITTEE FOR CELEBRATION OF NATIONAL DAYS</u></p> <p>Convenor: Mr. Aalok Shirodkar</p> <p>Co-convenor: 1. Dr. Vanita Patil 2. Dr. Rajesh Parvatkar</p>	<ul style="list-style-type: none"> • Planning for the Flag hoisting function, with well-practiced National Anthem singing, etc. & programme for the day. • Other relevant competitions, skits, etc. • Observing the National days with honour and respect to our Nation and to our flag. • Observing scrupulously the procedures laid down by the Govt. of India in the conduct of flag hoisting ceremony.
19	<p><u>LANGUAGES AND PERSONAL DEVELOPMENT COMMITTEE</u></p> <p>A. <u>Language Association</u></p> <p>Convenor: Dr. Sneha Mahambre</p> <p>Co-convenor: 1. Ms. Jyoti Bowalkar 2. Ms. Pruthavi Naik</p> <p>B. <u>Debate Club</u></p> <p>Convenor: Ms. Shilpa Satoskar</p> <p>Co-convenor: Mr. Evereth Fernandes</p> <p>C. <u>Committee for Personality Development Programmes</u></p>	<ul style="list-style-type: none"> • Organising programmes (Spelling bee competition; Poetry recitation competition; Reading competition; Seminars; Singing competition, etc.) in <u>Marathi, Konkani, Hindi and English</u> to promote basic proficiency/fluency in speaking and writing. • Inter-collegiate and Inter- class language related events. • Promoting debating culture/skills through debates on current issues, inter-class/ inter-collegiate. • <u>At least one debate in each semester/ term.</u> • Exposing students to the debates on the T.V. • Organising group discussion (GD) Programmes. • Providing the facilities for Personality Development from time to time <u>to our students (& interested staff)</u>

	<p>Convenor: Dr. Agnela Dias</p> <p>Co-convenor: Mr. Joshua Fernandes</p> <p>D. <u>Reader's Club</u></p> <p>Convenor: Ms. Mamata Verlekar</p> <p>Co-convenor: 1. Ms. Reema Kanekar 2. Ms. Chandramala Rane</p> <p>E. <u>Poet's Club</u></p> <p>Convenor: Ms. Sunita Kanekar</p> <p>Co-convenor: 1. Dr. Shankar Naik 2. Mr. Vitthal Shinde</p>	<ul style="list-style-type: none"> • At least once a month, Personality Development Programme needs to be held. • Encouraging students to take maximum advantage of such programmes. • Providing exposures in public speaking, personal grooming, etiquette, good manners, etc. • Generating awareness on Competitive Exams and their requirements. • Fostering habit of “good” reading (aloud), for audience. • Getting interested students to practice reading over and over again, <u>with needed corrections, on the spot.</u> • Bringing about improvements in the manner/style of reading, in general. • Organizing <u>Reading Competitions</u> (English/Hindi/Marathi/Konkani), <u>independently.</u> • Organizing Poem/Poetry Recitation Competitions as well as for listening pleasure (independently) in any language. • Encouraging own/original Poems & putting them together <u>in a Booklet form.</u> • <u>Publishing</u> select Poems in the College publications (‘Campus News’/ Magazine/Booklet of poems) • Organizing ‘Kavi Sammelan’ in a big way
20	<p>COMPUTER CLUB</p> <p>Convenor: Ms. Shubha Kamat</p> <p>Co-convenor: Ms. Dipti G. Nene</p>	<ul style="list-style-type: none"> • Spreading computer literacy/education amongst the students & staff through programmes of training, competitions, quizzes, computer drawings/graphics, etc.
21	<p><u>NATURE/ECO-CLUB (COMMITTEE)</u></p> <p>Convenor: Ms. Arati Panshekar</p> <p>Co-convenor: 1. Ms. Sujata Gaonkar 2. Ms. Sheetal Naik 3. Ms. Sanchita Rane 4. Ms. Jyosna Gawas</p>	<ul style="list-style-type: none"> • Generating due interest & concern amongst students & staff towards Nature/Wildlife/ Environment, by word & deed today & for tomorrow. • Understanding & promoting the harmonious balance required between Environment/ Ecology versus Development, regionally, nationally and globally.

	<p>5. Ms. Gandhita Kundaikar 6. Ms. Golda Thresa D'Costa 7. Ms. Diksha Satarkar 8. Ms. Sara Pereira 9. Mr. Shritesh Mhapsekar 10. Ms. Jyoti Bowalkar 11. Ms. Ankita Vernekar 12. <u>Ms. Priya Rawat</u> 13. Mr. Devendra Gaonkar 14. <u>Ms. Manisha Gaude</u> 15. Ms. Akshata Shetgaonkar 16. Ms. Tanuja Gaonkar 17. Ms. Prachi Vernekar 18. Ms. Shaila Shetkar 19. Ms. Suvarna Madar 20. Ms. Harshada Gauns</p>	<ul style="list-style-type: none"> • Talks, field trips, seminars presentations in appreciation of Nature & its bounties & need for conservation of the same, for posterity. • “<u>Greening of Campus</u>” programmes, by students and staff in consultation with the Garden Development and Upkeep Committee.
22	<p>ECONOMICA</p> <p>Convenor: Dr. Namdev Gawas</p> <p>Co-convenor: 1. Mr. M. B. Ghosarwadkar 2. Dr. Agnela Dias 3. Dr. Vanita Patil</p>	<p>Promotion of learning the <u>fundamental concepts</u> in Commerce/Economics; Quizzes.</p> <ul style="list-style-type: none"> • Conducting expert talks on contemporary issues, essays, wall papers, etc. • Inter-collegiate and inter-class events. • Relating Economic/Commerce matters to realities.
23	<p><u>SCIENCE ASSOCIATION</u></p> <p>Convenor: Ms. Varsha Sail</p> <p>Co-convenor: 1. Dr. Jyoti Sawant 2. Ms. Sujata Gaonkar 3. Ms. Sheetal Naik 4. Dr. Jyosna Gawas 5. Ms. Dipti G. Nene 6. Ms. Sanchita Rane 7. Ms. Gandhita Kundaikar 8. Ms. Diksha Satarkar 9. Ms. Arti Naik 10. Mr. Shritesh Mhapsekar 11. Mr. Dattaraj Jawdekar 12. Ms. Ankita Vernekar 13. Ms. Sonali Kundaikar 14. Ms. Prachi Vernekar 15. Ms. Shaila Shetkar 16. Ms. Suvarna Madar 17. Ms. Harshada Gauns 18. Ms. Shradha Piligaonkar 19. Ms. Sneha Parab 20. Ms. Rita Desai 21. Mr. Imran Hamid Mirza</p>	<ul style="list-style-type: none"> • Promoting Scientific temper & Scientific knowledge amongst our students & staff. • Observation of the ‘Science Day’ • Science related projects; visit to Science Centre, Panaji & NIO, Dona Paula. • IT & Computer related Programmes. • Understanding common place / everyday Science Awareness Programmes.

24	<p>PERFORMING ARTS & MUSIC CLUB: Film and Performing Arts Club</p> <p>Convenor: Ms. Anita Jacob</p> <p>Co-convenor: 1) Ms. Jyoti Bowalkar 2) Ms. Pruthvi Naik</p>	<ul style="list-style-type: none"> • Selecting & exhibiting “good” films for the students & staff; and arranging academic discussion on them. • Encouraging critical evaluations of films by the students, on given parameters and also awarding the best ones. • Organizing & encouraging critical films viewing amongst our students & staff, etc. • Inviting artists in various fields to the college for presentations/ demonstrations. • Preparing the students to take part in various events related to performing arts.
25	<p><u>COMMITTEES TO ENSURE DISCIPLINE IN THE CAMPUS:</u></p> <p>A. <u>Discipline Committee</u></p> <p>Convenor: Mr. Deepak Bandiwadekar</p> <p>Co-convenor: 1. Dr. Soniya Sirsat, IQAC 2. Mr. Ashok Chodankar, Exam 3. Mr. Nilesh Natekar, NO, AISHE 4. Dr. Rajesh Parvatkar 5. Dr. Vanita Patil, NCC 6. Mr. Aalok Shirodkar, Dir. PE 7. Mr. Prashant Bhonsle, Convenor, SWC 8. Ms. Sunayana Haldankar 9. Ms. Ankita Gad</p> <p>B. <u>Anti-Ragging Committee</u></p> <p>Convenor: Dr. Shankar Naik</p> <p>Co-convenor: 1. Mr. Evereth Fernandes 2. Ms. Ankita Gad 3. General Secretary of the Student’s Council 4. LR of the Student’s Council 5. SS of the Student’s Council 6. One Executive Member from the PTA</p>	<ul style="list-style-type: none"> • Counselling the students to behave responsibly. • <u>Promptly and dutifully caring to see that overall discipline is maintained in this College premises</u> (corridors, entrance area, around the canteen, etc.). • Warning the miscreants, if any. • During absence of some teachers, directing the concerned group of students, to move out, either to the Library or Sports Room or for NSS work, if the concerned teacher failed to do. • Conducting enquiry proceedings against those indulging in acts of indiscipline and recommending the course of action to the Principal. • <u>Taking all the possible preventive measures to ensure that no ragging in any form takes place in this College premises/Campus</u> and adhering to the guidelines stipulated under the Anti-Ragging Act 2009. • Managing /handling seriously/skillfull cases of reported (orally or in writing ragging). • Arranging to submit the mandatory monthly report on ragging to the office of the DHE/Goa University.

26	<p>GENDER CHAMPIONS' CLUB</p> <p>Convenor: Ms. Minoshka D'Souza</p>	<ul style="list-style-type: none"> • Strengthening the potential of young girls and boys to advocate for gender equality and monitor progress towards gender justice. • Organizing focused group discussions, debates, poster competitions, thematic plays, workshops, etc., identifying gaps in college activities vis-à-vis gender, and make recommendations on how to address these gaps. • Organising exposure visit to various public
27	<p>DISASTER MANAGEMENT COMMITTEE</p>	
28	<p><u>RIGHT TO INFORMATION CELL</u></p> <p>P.I.O. Ms. Sunita Kanekar</p> <p>A.P.I.O.</p>	
29	<p><u>STAKEHOLDERS LINKAGES COMMITTEE</u></p> <p>A. <u>PTA Committee</u></p> <p>B. <u>Alumni Association</u></p> <p>Convenor: Dr. Suman Tari</p> <p>Co-convenors:</p> <ol style="list-style-type: none"> 1. Mr. Prashant Bhonsle 2. Dr. Suphala Pujari 3. Ms. Arati Panshekar 4. Dr. Dattaprasad Narulkar 5. Mr. Shritesh Mhapsekar 6. Ms. Harshada Gauns 7. Ms. Shubha Kauthankar 	<ul style="list-style-type: none"> • Enrollment of ex-students as Members Fostering amity, loyalty & bond with this College, amongst the ex-students/alumni. • Periodic meetings (at least 02 in a year), for programmes to be done by the ex-students for the present/future/new students of the College. • Arranging talks/interaction sessions with Alumni (at least once in a week) • Getting the Accounts audited.

	<p><u>C. College- Higher Secondary Educators interface Committee</u></p> <p>Convenor: Ms. Preeti Pednekar</p> <p>Co-convenors: 1. Dr. Agnela Dias 2. Ms. Manda Parab</p> <p><u>D. College Community interface</u></p> <p>Convenor: Dr. Agnela Dias</p> <p>Co-convenors: 1. Ms. Preeti Pednekar 2. Ms. Manda Parab</p>	<ul style="list-style-type: none"> • Organising periodic (at least two) meets of HSS Heads & their select Faculty Members of this College, for mutual benefit of both sides. • Holding academic/ co- academic encounters, in the mutual interests of both sides. • Making a good presentation on the (know your College) “What is What” of this College, etc. to market and brand “Govt. College of Arts, Science & Commerce, Sanquelim”, in the surrounding HSSs. • Arranging an “Open Day” in the College for the benefit of the Students from the Higher Secondary Schools. • Keeping community’s needs and wants close to the heart of this College, by extending facilities, help/succor to the neighbouring people. • Generating a community-feeling that this College is a boon to them, in diverse ways. • Keeping a ready reckoner of the socio-economic-political “status” of the neighbourhood “adopted village” and observing/recording changes taking place in it, over a period of time.
30	<p><u>EXTENSION SERVICES COMMITTEE:</u></p> <p><u>A. Continuing Education & Extension Club (CEEC)</u></p> <p>Convenor: Dr. Jyoti Sawant</p> <p>Co-convenor: Mr. Shritesh Mhapsekar</p> <p><u>B. Short Term Certificate Courses Committee</u></p> <p>Convenor: Dr. K. R. Badiger</p> <p>Co-convenor: 1. Ms. Pritam Naik 2. Ms. Gandhita Kundaikar</p>	<ul style="list-style-type: none"> • Organising continuing Education Programmes in-house for our faculty and other teachers of Goa, as well as for the general public around this College, on select topics. • Organising relevant/need-based STCCs (minimum 30 contact hours) as many as possible. • Motivating students, staff & other locals to take up such courses. • Compiling the work of STCCs periodically, filing and submitting the

	<p>3. Ms. Diksha Satarkar 4. Mr. Dattaraj Jawdekar 5. Ms. Nishi Tamhankar 6. Mr. Girish Kapdi 7. Ms. Harshada Gauns</p> <p><u>C. Consultancy & Extension Services Cell</u></p> <p>Convenor: Dr. Suman Tari</p> <p>Co-convenors: 1. Dr. Agnela Dias 2. Dr. Rajesh Parvatkar</p> <p><u>D. Summer Camp Committee</u></p> <p>Convenor: Ms. Manda Parab</p> <p>Co-convenor: 1. Dr. Sneha Mahambre 2. Mr. Samir Fatte 3. Ms. Rashmi Naik 4. Mr. Shritesh Mhapsekar 5. Mr. Dattaraj Jawdekar</p> <p><u>E. Public Relations Cell</u></p> <p>Convenor: Mr. Sharat Jamkhadi</p> <p>Co-convenors: 1. Mr. Joshua R. Fernandes</p>	<p>annual report.</p> <ul style="list-style-type: none"> • Maintaining data of our faculty resources, made use of, by others, by invitation, with or without payment • Presenting formally to the society around what human resources, talent & skills we have in this College, to be made use of, with or without payment. • Extending our <u>physical; educational, infrastructural; and human resources</u> for the use of the outside society/agencies. • Conducting a 10 day Camp (from 9.00 a.m. to 1.45 p.m.), before 30th April of every year for the school children, VIII & IX passed. • Publicizing arranging experts, executing the planned programmes, press publicity, etc. successfully. • At any point of time, keeping up the public image of this College. • Finalizing the Press Note of the College activities and sending the same to the press. • Responding/ clarifying any adverse or wrong news in the media, about the College. • Interacting with parents/PTA and Alumni Assiciation; & other stakeholders.
31	<p><u>AWARENESS & RIGHTS COMMITTEES</u></p> <p>A. Population Education Cell (PEC)</p> <p>Convenor: Ms. Arati Panshekar</p> <p>Co-convenor: Mr. Mukund Narvenkar</p>	<ul style="list-style-type: none"> • Generating awareness on the need of Population “stabilization” with the “development” process. • Essay competitions (All Goa) • Discussion by a panel of experts on various issues of human population. • Talks on Sex-education/ Nutrition/ AIDS, etc. • Wall papers (at least one in a term/semester) on Population issues.

	<p><u>B. Value Education Cell</u></p> <p>Convenor: Ms. Rosalina Desliva</p> <p>Co-convenors: Ms. Anita Jacob</p> <p><u>C. Legal Rights & Duties Awareness Campaign Cell</u></p> <p>Convenor: Mr. Mukund Narvenkar</p> <p>Co-convenors: Mr. Aalok Shirodkar</p> <p><u>D. Consumers' Welfare Cell</u></p> <p>Convenor: Ms. Shilpa Satoskar</p> <p>Co-convenors: 1) Dr. Namdev Gawas 2) Mr. Ravindra Gaonkar</p>	<ul style="list-style-type: none"> • Arranging for periodic talks/interactions for the benefit of our young students to preserve & uphold the basic values of humanity, handed down from generations, for a civilized, good, clean and purified life & living. • Talks on honesty, work-ethics, other good values, etc. • Imparting awareness and promoting action on some <u>fundamentals</u> of basic legal rights/duties in our society. • Economy & policy (e.g. dowry issues; consumer rights; voter's rights, etc.) • Press publicity. • Spreading consumer education College inmates (students & staff) • Educating others (teachers/c leaders) to be aware of the Consumer rights and also ensuring their welfare. • Wall papers, at least two, in a year, by students. • Submitting proposals and getting them funded by various agencies.
32	<p><u>STAFF WELFARE:</u></p> <p><u>Staff Academy Committee</u></p> <p>Convenor: Dr. Vanita Patil</p> <p>Co-convenors: 1. Ms. Rosalina Desilva 2. Mr. Brian D'Souza</p>	<ul style="list-style-type: none"> • Catering to the intellectual/ professional improvements & exposures of the staff. • Organising F.I.Ps/F.D.Ps., periodically in consultation with the IQAC. • Providing a platform to the staff for intra-staff presentations. • Sharing knowledge gained & research done/being done, periodically. • All other activities for good working relationship between the staff members of the College.
33	<p><u>RESEARCH ACTIVITIES:</u></p> <p><u>A. Research Journal Committee</u></p> <p>Convenor: Dr. K. R. Badiger</p>	<ul style="list-style-type: none"> • Encouraging staff to prepare & write good/well- researched articles (<u>at least one</u>) for Journal during the academic year. • Members of this committee, themselves also to set the example

	<p>Co-convenors: Dr. Jyoti Sawant</p> <p>B. <u>Research Council</u></p> <p>Convenor: Dr. Agnela Dias</p> <p>Co-convenors: Dr. Namdev Gawas</p>	<ul style="list-style-type: none"> • Getting the Journal compiled & published; & copies distributed/sent to others, as in the recent past. • Generating awareness & an atmosphere to do research as complementary to our profession, especially during vacation periods & other holidays. • Guiding colleagues to apply for Minor Research Projects and for Major Research Projects to the various funding bodies like UGC, DSTE, ICSSR, State Govt. Departments, etc.
34	<p><u>MAGAZINE & OTHER COLLEGE PUBLICATIONS COMMITTEE:</u></p> <p>A. Magazine Committee:</p> <p>Convenor: Mr. Evereth Fernandes (Editor in Chief)</p> <p>Co-convenors:</p> <ol style="list-style-type: none"> 1. Prof. Soniya Sirsat Section Editor (Hindi) 2. Ms. Anita Jacob Section Editor (English) 3. Ms. Sunita Kanekar Section Editor (Konkani) 4. Dr. Sneha Mahambre Section Editor (Marathi) 5. Ms. Ramashanti Naik 6. Mr. Mouvin Fernandes 7. Ms. Delia Cardozo 8. Accountant of the College 9. Head Clerk of the College <p>Newsletter- ‘Campus News’ (at least two issues)</p> <ol style="list-style-type: none"> 1. Mr. Brian D’Souza 2. Ms. Ugam Parab 	<ul style="list-style-type: none"> • Arranging and overseeing the process of inviting tenders and carrying out related work through the office well in time. • Gathering up material from the staff, students and office meant for this purpose. • Planning and executing satisfactorily the preparation and issue of the Annual College Magazine, <u>preferably by the beginning of the new academic year, positively.</u> • Collection of advertisements from the Govt. Depts./ Corporations, business establishments, etc. to build up the required amount for the magazine. • Preparing & publishing the ‘Campus News’ • Encouraging students to join hands in this venture, <u>particularly for ‘Campus News’ matter.</u> • <u>Ensuring that 2 to 3 Issues are brought out, every year.</u>
35	<p><u>COLLEGE WEBSITE COMMITTEE</u></p> <p>Convenor: Mr. Amar Naik</p> <p>Co-convenor: Ms. Shivangi Shetye</p>	<ul style="list-style-type: none"> • Preparation of the material meant for the College Website & arranging for updating of the same on daily basis. • Presentation for viewing it, taking in suggestions from our staff & students, if any, for future improvements/changes to be suitably incorporated, from time to time. • Any other associated work.

36	<p><u>ACADEMIC COUNCIL/BOARD (ALL HODS)</u></p> <p>Convenor: Mr. D. A. Aga Co-convenors: All HODs/ ICs/Coordinators</p>	<ul style="list-style-type: none"> • To identify the needs of the local community. • To encourage the faculty members to design new courses in line with identified needs. • To discuss and approve these courses at the College level. • To submit the approved courses to the University through their respective Board of Studies for approval and adoption. • To review the ongoing courses and communicate to the University through respective Board of Studies.
37	<p><u>PROJECT MONITORING UNIT under RUSA</u></p> <p>Convenor: Dr. Suman Tari</p> <p>Co-convenors:</p> <ol style="list-style-type: none"> 1. Dr. Soniya Sirsat 2. Mr. Ashok Chodankar 3. Mr. Sharat Jamkhandi 4. Mr. Nilesh Natekar 5. Dr. Vanita Patil 6. Dr. Vaibhav Chindarkar 7. Ms. Preethi Pednekar 8. Mr. Brian D'Souza 9. Office Superintendent of the College 10. Accountant of the College 11. Head Clerk of the College 12. GS of the Students' Council 13. LR of the Students' Council 14. SS of the Students' Council 	<ul style="list-style-type: none"> • Procurement of Goods, Works and Services. • Financial Management. • Implementation of Faculty and Staff Development activities and programme. • Monitoring Project Implementation. • Achievement of targets for all indicators as proposed. • Organising efficient conduct of Monitoring and Performance Audit, etc. • The two authorized signatories will operate the account opened exclusively under RUSA along with the Principal.
38	<p><u>Committee for AISHE (All India Survey On Higher Education)</u></p> <p>Convenor: Dr. Vanita Patil</p> <p>Co-convenors:</p> <ol style="list-style-type: none"> 1. Office Superintendent of the College 2. Accountant of the College 3. Head Clerk of the College 	<ul style="list-style-type: none"> • Collection of data on several parameters such as teachers, studentenrolment, programmes, examination results, education finance, infrastructure. • Calculation of Indicators of educational development such as Institution Density, Gross Enrolment Ratio, Pupil-teacher ratio, Gender Parity Index, Per Student Expenditure from the data collected. • Submission /uploading of the reports to various agencies/ committees like Central Govt., State Govt. & IQAC in time. • Working in close association with the IQAC.

39	<p><u>Committee for NIRF (National Institute Ranking Framework)</u></p> <p>Convenor: Dr. Vanita Patil</p> <p>Co-convenors:</p> <ol style="list-style-type: none"> 1. Office Superintendent of the College 2. Accountant of the College 3. Head Clerk of the College 	<ul style="list-style-type: none"> • Collection of data on student strength, faculty-student ratio, patents, research, publications, professional practice, institutional budget, graduation outcomes, outreach, inclusivity, peer and public perception, etc. • Submission of data on NIRF website within the given deadline. • Submission of applications in the prescribed format by a specified date through an online portal set-up for this purpose. • Constantly upgrading the knowledge about the change in parameters. • Working in close association with the IQAC
40	<p><u>College Assistance Committee</u></p> <p>Convenor: Mr. Sameer Fatte</p> <p>Co-convenor: Mr. Aalok Shirodkar</p>	<ul style="list-style-type: none"> • Liaising with other Govt. departments and private bodies at the Principal's request. • Follow up of correspondence regarding matters related to the College as and when requested to do so by the Principal.
41	<p><u>College Statistical Cell & Photographs cum Maintenance of Albums Committee</u></p> <p>Convenor: Mr. Aaron Alfonso</p> <p>Co-convenor: Ms. Rashmi Naik</p>	<ul style="list-style-type: none"> • Maintenance of year to year records/data or various parameters of the College functioning (administration; academics; results; accounts; NSS & other activities) • Preparing an Annual Statistical Profile (ASP) of the College, for various purposes. • Work in close co-ordination with the College Internal Quality Assurance Cell to keep all the documents to facilitate preparation of the Self- Study Report for NAAC Re-accreditation 3rd Cycle. • <u>Collection of the College Activities photographs</u> and promptly getting them arranged in the album(s), with identification titles/notes, behind/below, like sub-titles. • Making proper use of photos whenever needed.
42	<p><u>Workload Monitoring Committee</u></p> <p>Convenor: Mr. Ashok Chodankar</p> <p>Co-convenor:</p> <ol style="list-style-type: none"> 1. Mr. Mahendra Ghosarwadkar 2. Mr. Sharat Jamkhandi 	<ul style="list-style-type: none"> • To monitor the workload of the Departments • To monitor the implementations of the timetable • To ensure that all the scheduled lectures are engaged by the concerned faculty and report any act of omission to the

		<p>authorities.</p> <ul style="list-style-type: none"> • To redress the grievances of the students in case their lectures are not engaged • To co-ordinate with the Admission Committee and the Timetable committee.
--	--	--

Statutory Committees/University related Committees (as per the Statutes/Ordinances of Goa University)/ Committees mandated by the UGC

1.	<p>A. Examination Committee</p> <p>Convenor: Mr. Ashok Chodankar</p> <p>Co-convenors:</p> <ol style="list-style-type: none"> 1. Mr. Mahendra Ghosarwadkar 2. Ms. Rosalina Desilva 3. Ms. Preethi Pednekar 4. Ms. Manda Parab 5. Ms. Aarti Panshekar 6. Mr. Akhil Gawas 7. Ms. Pooja Dalvi <p>B. ISA Monitoring Committee:</p> <p>Convenors:</p> <ol style="list-style-type: none"> 1. Mr. Mukund Narvekar (Arts) 2. Ms. Manda Parab (Commerce) 3. Dr. Suman Tari (Science) 	<ul style="list-style-type: none"> • Taking care of and ensuring full co ordination of the F.Y., S.Y. & T.Y. B.A., B.Sc. & B.Com. <u>Internal tests and Semester End Examinations</u> including Repeat Examination and preparation of results of the internal examinations. • Helping in arranging the required matters, data, etc., pertaining to T.Y. Examinations (V and VI semesters) with the help of the College Office Staff. • All other duties as laid down in the ordinances of the Goa University. • Notifying the schedule of the ISAs at the beginning of each Semester. • Gathering data regarding conduct and teachers involved. • Framing time table. • Arranging to photocopy/cyclostyle question papers. • Preparing, collecting mark sheets. • Ensuring smooth conduct of the ISAs. • Ensure communication of the ISA marks to the students within two weeks. • Setting modalities for repeat ISA. • Arranging to get the ISA marks added to the SEE marks and preparing the final results of the semester. • All other duties as laid down in the ordinances of the Goa University.
2.	<p><u>T.Y. Project-Work Committee</u></p> <p>Convenor: Mr. Prashant Bhonsle</p> <p>Co-convenors:</p> <ol style="list-style-type: none"> 1. Mr. Mahendra Pednekar 	<ul style="list-style-type: none"> • Dividing the students in groups. • Allotting students to the guiding teacher and ensuring proper distribution of the Project Workload. • Arranging for timely filling of project

	<p>2. Ms. Pooja Dalvi 3. Mr. Devendra Gaonkar 4. Ms. Pritam Naik 5. Ms. Urvashi Naik</p>	<p>forms by Guides and students.</p> <ul style="list-style-type: none"> • Notifying & following-up the schedule of Project completion. • Dispatching data to the University. Coordination of Viva-Voce Schedule. • Distribution of Project Booklets to External Examiners. • Collection of consolidated mark sheets and reports of T.Y.B.A./B.Com./B.Sc Projects & submission to the G.U. • Arranging to give 01 copy of the Projects to the Library and 01 to the Dept. concerned officially.
3	<p><u>College Unfair Means Inquiry Committee. (CUMIC)</u></p> <p>Convenor: Mr. Deepak Bandiwadekar</p> <p>Co-convenors: 1. Ms. Rosalina Desilva 2. Ms. Preethi Pednekar</p>	<ul style="list-style-type: none"> • Adopting all the preventive measures to ward off any examination ‘malpractices’, display of relevant G.U. Ordinances, etc. • Dealing with the reported cases of examination ‘malpractices’ based on the relevant Ordinances of Goa University in respect of F.Y. & S.Y. and also of T.Y. University Examinations.
4.	<p><u>College Grievance Committee:</u></p> <p>Convenor: Mr. Anil Karambelkar</p> <p>Co-convenors: 1. Mr. Sharat Jamkhandi 2. Mr. Mukund Narvenkar</p>	<ul style="list-style-type: none"> • To perform the functions as stipulated in OC 8.20 • Generating awareness that the College has this Mechanism of redressal of “grievances”, if any, amongst our staff & students, through intra- college publicity. • Examining the grievances, on their merits & recommending the course of action, if possible, at the Principal’s or other Authority’s level.
5	<p><u>Collegiate Student Grievance Redressal Committee (CSGRC)</u> as per Notification No. F. No. 14-4/2018 Cpp-1) dated 06/05/2019 and DHE letter No. 9/361/2012/DHE/CHOWGU/PF/4953 dated 18/07/2019</p> <p>Members: 1. Mr. Deepak Bandiwadekar 2. Dr. Seema Rath 3. Mr. Mahendra Ghosarwadkar</p> <p>The Principal shall be the Chairperson of the CSGRC</p>	<ul style="list-style-type: none"> • To perform the specific functions contained at 4 and 5A (i) to (vi) in the UGC Notification No. F. No. 14 - 4/2018 CPP- II dated 026/05/2019 and to follow the contents of the Notification in letter and spirit.
5	<p><u>Student Induction Programme Committee</u></p>	<ul style="list-style-type: none"> • To perform all the tasks as envisaged in the Guide to SIP prepared by the expert

	<p>Convenor: Ms. Rosalina Desilva</p> <p>Co-convenors:</p> <ol style="list-style-type: none"> 1. Ms. Anita Jacob 2. Mr. Prashant Bhonsle 3. Ms. Minoshka D'Souza 4. Dr. Guruprasad Naik 5. Ms. Arati Panshekar 6. Ms. Pritam Naik 	<p>Committee of the UGC.</p> <ul style="list-style-type: none"> • To chalk out activities for the benefit of students in consultation with the IQAC. • To involve the senior students and alumni and other stakeholders.
--	---	--