

CHAPTER 2

**Proactive Disclosure under Section 4 (1)
(b)(i) of the Right to Information Act, 2005**

POWERS AND DUTIES OF ALL OFFICERS AND EMPLOYEES

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Powers and Duties of all Officers (Teaching Staff)

Principal of the College				
Name of the officer	Designation	Duties/responsibilities		
Prof. (Dr.) Namdev M. Gawas Professor in Commerce	Principal (Officiating)	Powers	Administrative	<ol style="list-style-type: none"> 1. All administrative powers pertaining to the smooth functioning of the College. 2. Disciplinary authority.
			Financial	<ol style="list-style-type: none"> 1. All Financial powers delegated by the Government of Goa through the controlling office i.e. the Directorate of Higher Education. 2. Utilisation of financial grants received from UGC/RUSA.
			Others	<ol style="list-style-type: none"> 1.
		Duties	All the administrative duties as the Head of the Institution to carry out the policies and programmes conveyed and entrusted by the Government of Goa pertaining to higher education.	
Vice-Principal (Post Graduate Programme)				
Name of the officer	Designation	Duties/responsibilities		

1. Mr. Sharat Jamkhandi (Associate Professor, Department of English)	Vice-Principal (P.G.)	Powers	Administrative	1. Coordinator, Department of Economics (P.G.) 2. Head, Department of Economics (P.G)
			Financial	1. Powers entrusted by the Head of the Institution. 2. DDOs in her capacity as Group A Gazatted Officer.
			Others	<ul style="list-style-type: none"> Nodal Officer, Public Grievance Redressal Committee
	Duties	1. Teaching 2. Conduct of Examinations of M.A. English 3. Paper setting, Supervision, Evaluation of answer books.		

Vice-Principal (Academics)				
Name of the officer	Designation	Duties/responsibilities		
Ms. Preethi Pednekar (Associate Professor, Department of Zoology)	Vice-Principal (Academics)	Powers	Administrative	1. Administrative role in Academics
			Financial	1. Powers entrusted by the Head of the Institution. 2. DDOs in her capacity as Group A Gazatted Officer.
			Others	NIL
	Duties	1. Teaching 2. Paper setting, Supervision, Evaluation of answerbooks.		

Vice-Principal (Administration)				
Name of the officer	Designation	Duties/responsibilities		
Ms. Rosalina DeSilva Associate Professor, Department of Chemistry	Vice-Principal (Administration)	Powers	Administrative	NIL
			Financial	<ul style="list-style-type: none"> • Powers entrusted by the Head of the Institution. • DDOs in his capacity as Group A Gazatted Officer.
			Others	NIL
		Duties	<ol style="list-style-type: none"> 1. Teaching 2. T.Y. Project Guidance, 3. Paper setting, Supervision, Evaluation of answerbooks 	

Sr. No.	Name Of The Officer	Designation	Duties/Responsibilities
1.	Prof. Seema Rath	Professor	<ul style="list-style-type: none"> • Head, Department of Economics (PG) • Co-ordinator, Research Centre, Economics. • Co-ordinator, PGDMAS
2.	Prof. Soniya Sirsat	Professor	<ul style="list-style-type: none"> • Head, Department of Hindi (PG) • Co-ordinator, Research Centre, Hindi. • Convenor, Extesion Services Committee.
3.	Prof. Agnela Dias	Professor	<ul style="list-style-type: none"> • Faculty, Department of Economics • Convenor, Internal Committee (IC) • Convenor, College community Interface
4.	Mr. Deepak Bandiwadekar	Assoc. Professor	<ul style="list-style-type: none"> • Head, Department of Mathematics (UG) • Convener, Discipline committee
5.	Mr. Mahendra Pednekar	Assoc. Professor	<ul style="list-style-type: none"> • Head, Department of Physics. • Convener, Purchase Committee
6.	Dr. Vaibhav Chindarkar	Associate	<ul style="list-style-type: none"> • Director, Internal Quality Assurance

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		Professor	<p>Department.</p> <ul style="list-style-type: none"> • Head, Department of Zoology • Convener, Committee for Maintenance of Buildings and Campus Development • Convener, Campus Development. • Public Relations Officer. • Member Secretary, College Girl's Hostel, Veerangana.
7.	Mr. Satish Narcivo Sanvol	Associate Professor	<ul style="list-style-type: none"> • Convener, Examination Committee
8.	Mr. Nilesh Natekar	Associate Professor	<ul style="list-style-type: none"> • Head, Department of Computer Science. • Convener, Attendance Committee. • Convener, Data Management Committee.
9.	Ms. Varsha Sail	Associate Professor	<ul style="list-style-type: none"> • Head, Department of Chemistry • Convener, Promotion of Indian Knowledge Systems Committee.
10.	Ms. Manda Parab	Associate Professor	<ul style="list-style-type: none"> • Faculty, Department of Commerce. • Convener, Finance committee cum Standing Accounts Committee.
11.	Ms. Shilpa Satoskar	Associate Professor	<ul style="list-style-type: none"> • Faculty, Department of Economics
12.	Mr. S. Aga	Assoc. Professor	<ul style="list-style-type: none"> • Faculty, Department of Physics. • Convener, General Stock Verification Committee. • Convener, Medical Services Cell & First-Aid Committee.
13.	Mr. Prashant Bhonsle	Associate Professor	<ul style="list-style-type: none"> • Head, Department of Commerce. • Convener, College-Higher Secondary Educators Interface Committee.
14.	Ms. Shubha Kamat	Associate Professor	<ul style="list-style-type: none"> • Faculty, Department of Computer Science
15.	Mr. Brian D'Souza	Assistant Professor	<ul style="list-style-type: none"> • Faculty, Department of Mathematics
16.	Dr. Suphala Pujari	Assistant Professor	<ul style="list-style-type: none"> • Faculty, Department of Zoology • Convener, Film and Music Club • Coordinator, Unnat Bharat Abhiyan Committee.
17.	Dr. Suman Tari	Assistant Professor	<ul style="list-style-type: none"> • Faculty, Department of Zoology • Convener, Project Monitoring Unit under RUSA • Convener, Animal Welfare Committee.
18.	Mr. Aaron Alphonso	Assistant Professor	<ul style="list-style-type: none"> • Faculty, Department of Mathematics. • Convener, Website Committee. • Convener, Internet & Networking

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			Committee.
19.	Mr. Samir Fatte	Librarian	Overall incharge of the Library
20.	Ms. Minoshka D'Souza,	Asst. Professor	<ul style="list-style-type: none"> • Faculty in Mathematics • Convenor, Committee for AISHE.
21.	Dr. Ambika Kamat	Assistant Professor	<ul style="list-style-type: none"> • Faculty, Department of English. • Convenor, Newsletter.
22.	Mr. Amar Naik	Assistant Professor	<ul style="list-style-type: none"> • Faculty, Department of Computer Science.
23.	Dr. Guruprasad Naik	Assistant Professor	<ul style="list-style-type: none"> • Faculty in Department of Economics. • Convener, Career Guidance/Counseling, Employment & Placement Cell.
24.	Ms. Arati Panshekar	Assistant Professor	<ul style="list-style-type: none"> • In-Charge, Department of Geography • Convenor, Alumni Association. • Convenor, Nature/Eco-Club (Committee)
25.	Mr. Anand A. Kolambkar	Assistant Professor	<ul style="list-style-type: none"> • Faculty in Department of Marathi
26.	Mr. Khemraj alias Sangam Shet	Assistant Professor	<ul style="list-style-type: none"> • Faculty in Department of Commerce
27.	Ms. Magnolia Miranda	Assistant Professor	<ul style="list-style-type: none"> • In-Charge, Department of Geology. • Admissions Process Committees.
28.	Dr. Dattaprasad Narulkar	Assistant Professor	<ul style="list-style-type: none"> • Faculty In Department Of Chemistry • Convenor, Science Association.
29.	Dr. Sagar Patil	Assistant Professor	<ul style="list-style-type: none"> • Faculty In Department Of Chemistry • Convener, Students Welfare Committee • Chairperson, Human Research Ethics Committee.
30.	Ms. Pooja Naik	Assistant Professor	<ul style="list-style-type: none"> • Faculty, Department Of Computer Science.
31.	Ms. Judaline Torato	Assistant Professor	<ul style="list-style-type: none"> • In-Charge, Department of Political Science. • Convenor, Legal Rights & Duties Awareness Campaign Cell. • Elections Nodal Officer.
32.	Ms. Delia Cardozo	Assistant Professor	<ul style="list-style-type: none"> • Faculty, Department of Geology
33.	Dr. Ramashanti Naik,	Assistant Professor	<ul style="list-style-type: none"> • Faculty, Department of Commerce. • Teaching Learning & Education Technology Cell. • Convenor, Economica.
34.	Mr. Alphius Fernandes	Assistant	<ul style="list-style-type: none"> • In-Charge, Department of History.

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		Professor	Counselling Services and Value education Cell/Centre. • Chief Programme Officer, N.S.S.
35.	Mr.Sushant Naik	Assistant Professor	• Faculty, Department of Konkani
36.	Mr. Akhil Gawas	Assistant Professor	• Faculty, Department of Economics
37.	Mr. Mouvin Fernandes	Assistant Professor	• Faculty, Department of Zoology
38.	Mr. Stephen Fernandes	Assistant Professor	• Faculty, Department of Geography
39.	Mr. Prajyot Patil	Assistant Professor	• Faculty, Department of Mathematics • Convenor, AISHE • Convenor, NIRF
40.	Ms. Anjali Mascarenhas	Assistant Professor	• Faculty, Department of English
41.	Mr. Conrad D'Souza	Assistant Professor	• Faculty, Department of Commerce. • Convenor, Entrepreneurship Development Cell.
42.	Dr. Nisha Kevat	Assistant Professor	• Faculty, Department of Botany • Public Information Officer • Convenor, Gender Champions Club. • Rector, Girl's Hostel
43.	Ms. Brahmanand Sawant	Assistant Professor	• Faculty in Department of Geology
44.	Mr.Dattaraj Jawdekar	Assistant Professor	• Faculty in Department of Geology. • Institute Innovation Council (IIC)/ Startup and incubation
45.	Mr. Saish Goltekar	Assistant Professor	• College Director of Phy. Edu.
46.	Ms.Urvashi Naik	Assistant Professor	• Faculty in Department of Konkani. • Stakeholders Linkages Committee. • Convenor, Culture & Heritage Promotion Cell. • Staff Welfare Committee.
47.	Ms.Supriya Gaonkar,	Assistant Professor	• Faculty, Department of Geography
48.	Dr. Jyosna Gawas	Assistant Professor	• In-Charge, Department of Botany • Convener, Garden Committee. • Convenor, Time Table Committee.
49.	Mr. Vishal Gaonkar		• Faculty, Department of Geography. • Convenor, Students' aid fund & other

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			<p>govt. Scholarships committee.</p> <ul style="list-style-type: none"> • Convenor, Magazine & Other College Publications Committee.
50.	Ms. Suvarna Patil	Assistant Professor	<ul style="list-style-type: none"> • Faculty, Department of Botany • Science Stream Convener for iGOT Karmayogi Committee. • Digital Equipment Maintenance Committee.
51.	Dr. Dipesh Harmalkar	Assistant Professor	<ul style="list-style-type: none"> • Faculty, Department of Chemistry. • Convenor, Admission Committee. • Convenor, Mentoring Committee. • Convenor, Research Promotion Committee.
52.	Mr. Shahish Naik	Assistant Professor	<ul style="list-style-type: none"> • Faculty, Department of Commerce. • Convenor, Anti-Ragging Committee.
53.	Ms. Ankita Vernekar	Assistant Professor	<ul style="list-style-type: none"> • Faculty, Department of Chemistry. • Convener, IAIMS/E-Samarth mapping committee. • Convenor, Cleanliness Committee.
54.	Dr. Amarja Naik	Assistant Professor	<ul style="list-style-type: none"> • Faculty, Department of Chemistry
55.	Ms. Mithali Halarnkar	Assistant Professor	<ul style="list-style-type: none"> • Faculty, Department of Zoology
56.	Ms. Shriya Tengse	Assistant Professor	<ul style="list-style-type: none"> • Faculty, Department of Marathi
57.	Ms. Anushka Panjekar	Assistant Professor	<ul style="list-style-type: none"> • Faculty, Department of Physics. • Convenor, AI Laboratory.
58.	Ms. Yakshita Vengurlekar	Assistant Professor	<ul style="list-style-type: none"> • Faculty, Department of Commerce
59.	Ms. Krutika Sanjiv Navelkar	Assistant Professor	<ul style="list-style-type: none"> • Faculty, Department of English
60.	Mr. Suvidhya Dharwadkar	Assistant Professor	<ul style="list-style-type: none"> • Faculty, Department of Hindi
61.	Ms. Shubha Kauthankar	Assistant Professor	<ul style="list-style-type: none"> • Faculty, Department of Botany • P.O., N.C.C. (Women)

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62.	Ms. Dipika Gosavi	Assistant Professor	<ul style="list-style-type: none"> Faculty, Department of Chemistry
63.	Ms. Ishwari Kamat	Assistant Professor	<ul style="list-style-type: none"> Faculty, Department of Commerce Convenor, Cleanliness Committee Convenor, Student Induction Programme Committee.
64.	Mr. Mahesh Gawkhare	Assistant Professor	<ul style="list-style-type: none"> Faculty, Department of Mathematics

<u>GOVERNMENT COLLEGE OF ARTS, SCIENCE AND COMMERCE,</u> <u>SANQUELIM- 2025- 2026 Contract Staff</u>			
S/N	Name of the Staff	Designation	Duties
1	Ms. Rochelle Fernandes	English	As per the order no. GCASCS/Office-Order/2025-26/2025/1731/B
2	Ms. Cassie Vani Mascarenhas	English	
3	Mr. Vishal Gawas	Mathematics	
4	Ms. Gauri Vernekar	Economics	
5	Mr. Prathamesh Prakash Gaude	Economics	
6	Mr. Ajit Ghadi	Political Science	
7	Mr. Joshua Fernandes	English	
8	Ms. Tanvi Prabhu	Botany	
9	Ms. Priyanka S. Thanekar	Commerce	
10	Mr. Pritam S. Naik	Commerce	
11	Ms. Susha Laxman Hondkar	Marathi	As per the order no. GCASCS/Office-Order/2025-26/2025/1731/B
12	Mr. Balkrishna Chopdekar	Konkani	
13	Mr. Rohit Redkar	Mathematics	

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14	Mr. Shritesh Mhapsekar	Geology	
15	Ms. Asha Naik	Hindi	
16	Ms. Diksha R. Girodkar	Hindi	
17	Dr. Ranjita Parab	Hindi	
18	Ms. Bakita A. Naik	English	
19	Ms. Arusa N. Bhandare	History	
20	Mr. Prajyot Gaonkar	Hindi	
21	Ms. Dipti Gaonkar	Hindi	
22	Ms. Bhakti Gawas	Computer Science	DHE
23	Ms. Rhugveda Dessai	Computer Science	DHE
24	Ms. Yougali Parab	Computer Science	DHE
25	Mr. Vrushabh Mhapsekar	Zoology	DHE
26	Mr. Sanatkumar Fadte	Political Science	DHE
27	Ms. Shruti Naik	Political Science	As per the order no. GCASCS/Office-Order/2025-26/2025/1731/B
28	Ms. Chitragada R., Dessai	English	
29	Ms. Sweta Patil	Geography	
30	Ms. Utkarsha U. Shetkar	Political Science	
31	Dr. Nayan K. Rane	Marathi	
32	Ms. Sheetal Malik	Commerce	
33	Ms. Janeita Carvalho	History	As per the order no. GCASCS/Office-
34	Ms. Shraddha S. Dhond	Marathi	

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35	Ms. Alpita Sawant Dessai	Geography	Order/2025-26/2025/1731/B
36	Ms. Aarti Malik	Economics	
37	Ms. Swarnim Chopdekar	Counsellor	
38	Ms. Vaishali Kerkar	Counsellor	
39	Ms. Diksha Karapurkar	Geology	
40	Mr. Sanjeet S. Gaonkar	Zoology	

<u>GOVERNMENT COLLEGE OF ARTS, SCIENCE AND COMMERCE,</u> <u>SANQUELIM- 2025- 2026 Lecture Staff</u>			
S/N	Name of the Staff	Designation	Duties
1	Ms. Navami N. Sawant	Commerce	As per the order no. GCASCS/Office-Order/2025-26/2025/1731/B
2	Ms. Diksha Karapurkar	Geology	
3	Mr. Sanjeet S. Gaonkar	Zoology	
4	Ms. Sejal Redkar	Hindi	
5	Ms. Priyanka Chawan	Hindi	
6	Ms. Dhweta Khemu Sawant	Mathematics	
7	Ms. Shradha Fatrekar	Mathematics	
8	Ms. Navnita Sawant	Mathematics	
9	Ms. Samrudhi U. Vaigankar	Mathematics	
10	Ms. Pritam Salgaonkar	Hindi	
11	Ms. Ranjana Gupta	Chemistry	As per the order no. GCASCS/Office-Order/2025-26/2025/1731/B
12	Ms. Vinita Baykar	Botany	
13	Ms. Sneha Suresh Gaonkar	Commerce	
14	Ms. Kanayya D. Gosavi	Hindi	
15	Ms. Shramita M. Naik	Mathematics	

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16	Ms. Nidhi R. Naik	English	
17	Ms. Maya Kudaskar	Hindi	
18	Mr. Abednego Pinto	History	
19	Mr. Arjun A. Morajkar	Economics	
20	Mr. Abhay Gaonkar	Hindi	
21	Ms. Mukti Pednekar	English	
22	Ms. Geeta Thakur	Chemistry	As per the order no. GCASCS/Office- Order/2025- 26/2025/1731/B
23	Ms. Pragati Kerkar	Commerce	
24	Ms. Samapada Dessai	Economics	
25	Ms. Manjula P. Vasumani	Hindi	
26	Ms. Alisha D. Teli	Mathematics	
27	Ms. Pradnya S. Korgaonkar	Physics	
28	Ms. Pruthavi Naik	Konkani	
29	Ms. Ashika A. Desai	Marathi	
30	Ms. Priyanka Naik	Economics	
31	Ms. Reshma M. Badgier	Economics	
32	Ms. Rutika R. Vasta	Botany	
33	Ms. Nirmity S. Naik	Mathematics	
34	Ms. Anuja Parab	English	
35	Ms. Ayesha E. Shetkar	Zoology	

<u>GOVERNMENT COLLEGE OF ARTS, SCIENCE AND COMMERCE,</u> <u>SANQUELIM-2025- 2026 List of Non-Teaching Staff</u>			
<u>S/N</u>	<u>Name of Staff</u>	<u>Designation</u>	<u>Duties</u>
1.	MS. Dorathy Alphonso	Instructor Of Phy. Edu.	1. To assist the Director, Physical Education.
2.	Ms. Cynthia Fernandes	Head Clerk	1. Supervision of the Administrative staff 2. Supervision of the College property 3. Supervision of the Security & Housekeeping. 4. Distribution of tapal marked by the Principal to the Staff. 5. Forwarding letters to regarding students, staff and other Official letter to other Departments 6. Looking after admission of the students of the College. 7. Maintenance of Admission Records and Examination records. 8. Preparation of Orders/ Note etc 9. Settlement of Pension / Pay fixation / etc
3.	Ms. Aishwarya Parab	Accountant	1. Preparation of Budget. Finalization of Tenders. 2. Checking of Gazetted/ Non-Gazetted Salary bills, GPF, Arrears, LTC, Etc, 3. Condemnation and Disposal. Finalization of Tenders
4.	Mr. Sidharth Sawant	Auditor	1. To carry out the audit of the college.
5.	Ms. Radhika Gaonkar	UDC	1. Preparation of Salary bills, LTC bills and other bills related to all the staff. 2. staff.

			<p>3. Forwarding of letter to other department.</p> <p>4. Maintenance of all types of Registers</p>
6.	Ms. Sandeepa Gaonkar	UDC	<p>1. To prepare the quotations.</p> <p>2. To prepare comparative statement</p> <p>3. To prepare the supply order.</p> <p>4. Follow up after the correspondences related to maintenance.</p> <p>5. To maintain the store.</p>
7.	Mr. Tushar Gaunker	U.D.C.	<p>1. Collect students fees of admission, examination , other misc. fees Online.</p> <p>2. Issue of receipts for the students, staff and others.</p> <p>3. writing of Cash book, ledger, registers related to Cash</p>
8.	Ms. Rasika Parab	Junior/Ste no (DHE)	<p>1. To track the official correspondences to the college.</p>
9.	Mr. Mahadev Parab	Lab. Assistant	<p>1. To assist during the conduct of practicals.</p> <p>2. To issue and receive materials / equipment to the students/staff.</p> <p>3. To maintain the stock register.</p> <p>4. To keep on the watch on the Lab. and facilities</p>
10	Ms. Sonali Usapkar	Lab. Assistant	<p>1. To assist during the conduct of practicals.</p> <p>2. To issue and receive materials / equipment to the students/staff.</p> <p>3. To maintain the stock register.</p> <p>4. To keep on the watch on the Lab. and facilities</p>

11	Mr. Vinayak Mhaldar	Lab. Assistant	<ol style="list-style-type: none"> 1. To assist during the conduct of practicals. 2. To issue and receive materials / equipment to the students/staff. 3. To maintain the stock register. 4. To keep on the watch on the Lab. and facilities
12	Ms. Siddhi Paste	Lab. Assistant	<ol style="list-style-type: none"> 1. To assist during the conduct of practicals. 2. To issue and receive materials / equipment to the students/staff. 3. To maintain the stock register. 4. To keep on the watch on the Lab. and facilities
13	Mr. Shraddhey Mayekar	Lab. Assistant (DHE)	<ol style="list-style-type: none"> 1. To assist during the conduct of practicals. 2. To issue and receive materials / equipment to the students/staff. 3. To maintain the stock register. 4. To keep on the watch on the Lab. and facilities
14	Mr. Ketan Naik	Lab. Assistant	<ol style="list-style-type: none"> 1. To assist during the conduct of practicals. 2. To issue and receive materials / equipment to the students/staff. 3. To maintain the stock register. 4. To keep on the watch on the Lab. and facilities
15	Mr. Sudhir Paryekar	Lab. Assistant	<ol style="list-style-type: none"> 1. To assist during the conduct of practicals. 2. To issue and receive materials / equipment to the students/staff. 3. To maintain the stock register. 4. To keep on the watch on the Lab. and facilities

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16	Ms. Geeta Bavadane	Librarian G-2	<ol style="list-style-type: none"> 1. To assist during the conduct of practicals. 2. To issue and receive materials / equipment to the students/staff. 3. To maintain the stock register. 4. To keep on the watch on the Lab. and facilities
17	Ms. Kala Pawaskar	L.D.C	<ol style="list-style-type: none"> 1. To assist in office work. 2. To inward and outward the letters/Applications.
18	Mr. Rama Parsekar	L.D.C	<ol style="list-style-type: none"> 1. To assist in Office work.
2.	Mr. Viraj Ghadi	L.D.C	<ol style="list-style-type: none"> 1. To assist in salary related work.
2.	Ms. Sangeeta Gawas	L.D.C	<ol style="list-style-type: none"> 1. To assist in providing the appreciation, deputation and attendance Letter. 2. To manage the leave entry of officers and staff. 3. To provide the bonafied certificates to the students.
3.	Mr. Umesh Gaonkar	L.V.D	<ol style="list-style-type: none"> 1. To drive light vehicle car to pickup and drop the Principal. 2. To take the staff to Official work
4.	Mr. Prakash Gawas	F.P.C	<ol style="list-style-type: none"> 1. To assist during the conduct of practicals. 2. To issue and receive materials / equipment to the students/staff. 3. To maintain the stock register. 4. All the duties of the Field Plant Collector
5.	Ms. Geetanjali Naik	M.T.S	<ol style="list-style-type: none"> 1. All the duties assigned to MTS
6.	Mr. Pramod Shinde	M.T.S	<ol style="list-style-type: none"> 1. All the duties assigned to MTS 2. To carry files and other official papers 3. To assist in Clerical works 4. To ring the bell for commencement

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			<p>and competition of lectures</p> <ol style="list-style-type: none"> 5. Operating Xerox Machine 6. Delivering correspondence to various Departments 7. 7. Attending Principal and Vice Principals Cabin
7.	Mr. Pravin Padwal	M.T.S	<ol style="list-style-type: none"> 1. All the duties assigned to MTS 2. To carry files and other official papers 3. To assist in Clerical works 4. To ring the bell for commencement and competition of lectures 5. Operating Xerox Machine 6. Delivering correspondence to various Departments 7. ttending Principal and Vice Principals Cabin
8.	Mr. Babaji Shetye	M.T.S	<ol style="list-style-type: none"> 1. To assist the teachers, students and lab. Assistant in the work during Practicals. 2. To keep the Lab clean and running in good condition 3. To keep on the watch on the Lab. and facilities
9.	Mr. Ramesh Naik	M.T.S	<ol style="list-style-type: none"> 1. Issuing and receiving books to students in Library 2. Arranging books as per classification 3. Keeping the watch over the Library 4. Operating photo copy machine. Opening and Closing Library
10.	Mr. Kashinath Gawas	M.T.S	<ol style="list-style-type: none"> 1. To assist the teachers, students and lab. Assistant in the work during 2. practicals. 3. To keep the Lab clean and running in good condition 4. To keep on the watch on the Lab. and facilities
11.	Mr. Ramesh Maulingkar	M.T.S	<ol style="list-style-type: none"> 1. Issuing and receiving books to students in Library 2. Arranging books as per classification 3. Keeping the watch over the Library 4. Operating photo copy machine

			5. Opening and Closing Library
12.	Mr. Sunder Gawas	M.T.S	<ol style="list-style-type: none"> 1. To assist the teachers, students and lab. Assistant in the work during practicals. 2. To keep the Lab clean and running in good condition. 3. To keep on the watch on the Lab. and facilities
13.	Ms. Gauraksha Harijan	M.T.S	<ol style="list-style-type: none"> 1. To carry files and other official papers 2. To assist in Clerical works 3. To ring the bell for commencement and competition of lectures 4. Operating Xerox Machine
14.	Ms. Sweta Chimulkar	M.T.S	<ol style="list-style-type: none"> 1. To carry files and other official papers 2. To assist in Clerical works 3. To ring the bell for commencement and competition of lectures Operating Xerox Machine
15.	Mr. Atil Pednekar	M.T.S	<ol style="list-style-type: none"> 1. To assist the teachers, students and lab. Assistant in the work during Practical. 2. To keep the Lab clean and running in good condition 3. To keep on the watch on the Lab. and facilities
16.	Mr. Arun Gawas	M.T.S	<ol style="list-style-type: none"> 1. To drive light vehicle car to pickup and drop the Principal. 2. To take the staff to Official work
17.	Mr. Rupesh Patil	M.T.S	<ol style="list-style-type: none"> 1. To assist the teachers, students and lab. Assistant in the work during Practical. 2. To keep the Lab clean and running in good condition 3. To keep on the watch on the Lab. and facilities
18.	Mr. Balo Shetye	M.T.S	<ol style="list-style-type: none"> 1. To assist the teachers, students and lab. Assistant in the work during Practical. 2. To keep the Lab clean and running in good condition

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			3. To keep on the watch on the Lab. and facilities
19.	Mr. Swapnesh Gawas	M.T.S	1. To assist the teachers, students and lab. Assistant in the work during Practicals. 2. To keep the Lab clean and running in good condition 3. To keep on the watch on the Lab. and facilities
20.	Mr. SAGAR Devidas	M.T.S	1. To assist the teachers, students and lab. Assistant in the work during Practicals. 2. To keep the Lab clean and running in good condition 3. To keep on the watch on the Lab. and facilities
21.	Mr. Ramesh Gaonkar	M.T.S	1. To assist the teachers, students and lab. Assistant in the work during Practicals. 2. To keep the Lab clean and running in good condition 3. To keep on the watch on the Lab. and facilities
22.	Mr. Jugal Surlekar	M.T.S	1. To assist the teachers, students and lab. Assistant in the work during Practicals. 2. To keep the Lab clean and running in good condition 3. To keep on the watch on the Lab. and facilities
23.	Ms. Snisha Khambi	M.T.S	1. To assist the teachers, students and lab. Assistant in the work during Practicals. 2. To keep the Lab clean and running in good condition 3. To keep on the watch on the Lab. and facilities
24.	Ms. Shital Sakhalkar	M.T.S	1. To assist in Library works.
25.	Mr. Arjun Volvoikar	M.T.S	1. To assist in technical work during college event.
26.	Ms. Tanvi Pednekar	M.T.S	1. To assist the teachers, students and lab. Assistant in the work during Practicals. 2. To keep the Lab clean and running

			in good condition 3. To keep on the watch on the Lab. and facilities
27.	Ms. Vaishnavi Gaude	M.T.S	1. To assist the teachers, students and lab. Assistant in the work during Practicals. 2. To keep the Lab clean and running in good condition 3. To keep on the watch on the Lab. and facilities
28.	Mr. Kanwal Vaigankar	M.T.S	1. To assist the teachers, students and lab. Assistant in the work during Practicals. 2. To keep the Lab clean and running in good condition 3. To keep on the watch on the Lab. and facilities
29.	Ms. Divyani Shet	M.T.S	1. To assist the teachers, students and lab. Assistant in the work during Practicals. 2. To keep the Lab clean and running in good condition 3. To keep on the watch on the Lab. and facilities
30.	Ms. Divya Salgaonkar	Instructor Of Phy. Edu.	Pernem
31.	Mr. Navin Pednekar	M.T.S	1. To assist the teachers, students and lab. Assistant in the work during Practicals. 2. To keep the Lab clean and running in good condition 3. To keep on the watch on the Lab. and facilities
32.	Mr. Devesh Dilip Malik	M.T.S	D.H.E
33.	Mr. Pritesh C. Palyenkar	M.T.S	D.H.E
34.	Mr. Shivprasad Shankar Gurav	M.T.S	D.H.E

35.	Mr. Audumber Ankush Vaigankar	M.T.S	D.H.E
36.	Mr. Umeshwar Kalidas Durbhatkar	M.T.S	D.H.E
37.	Ms. Shefali Dicholkar	Data Entry operator	To enter the data into the system.
38.	Ms. Shraddha Sakhalkar	L.D.C (Contract)	1. Examination Duties, Distribution of Marksheets. 2. To assist the Examination work 3. Typing of letter, Notice, etc regarding Examination
39.	Ms. Sushmita Sulkar	L.D.C. (Contract)	1. Examination Duties, Distribution of Marksheets 2. To assist the Examination work 3. Typing of letter, Notice, etc regarding Examination
40.	Mr. Pankaj Naik	Peon (Contract)	1. To carry files and other official papers from Exam Room 2. To assist in Clerical works 3. To assist in Examination Attendance, ISA work 4. Operating Xerox Machine

Rules/orders under which powers and duties are derived and exercised by the employees of the Directorate of Higher Education.

GOVERNMENT COLLEGE OF ARTS, SCIENCE & COMMERCE- SANQUELIM, GOA

OFFICE MEMORANDUM

Date: 20.09.2025

With partial modification 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 for the next two academic years (2025-26 and 2026-27)

Sr. No.	Committees Convenor/ Co-convenors	Main Functions (and any other associated matters)
1	<p><u>ADMISSIONS PROCESS COMMITTEES:</u></p> <p>A. <u>Committee for Prospectus & Teacher's Diary (To Revise it Suitably, well In Advance):</u></p> <p>Convenor: Ms. Magnolia Miranda</p> <p>Co-convenors:</p> <ol style="list-style-type: none"> 1. Mr. Aaron Alphonso 2. Dr. Ambika Kamat 3. Mr. Akhil Gawas 4. Ms. Yakshita Vengurlekar 5. Head Clerk of the College 6. Accountant of the College <p>B. <u>Admissions Committee:</u></p> <p>Mr. Nilesh Natekar (Data management committee) Mr. Akhil Gawas (Co-ordinator Technical/ website In-charge)</p> <p>Co-convenors: Mr. Brahmanand Sawant</p> <p>Convenor: Dr. Dipesh Harmalkar</p> <p>ARTS</p> <ol style="list-style-type: none"> 1. Ms. Judaline Torcato 2.. Mr. Alphius Fernandes. 3. Mr. Sushant Naik 4. Ms. Supriya Gaonkar 5. Ms. Krutika Navelkar 6. Mr. Suvidhya Dharwadkar <p>SCIENCE</p> <ol style="list-style-type: none"> 1. Mr. Aaron Alphonso 	<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. ● 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,

	<p>2.. Ms. Pooja Naik 3.Mr. Mouvin Fernandes 4.Dr. Brahmanand Sawant 5. Ms. Suvarna Patil 6. Ms. Anushka Panjekar 7. Ms. Shubha Kauthankar</p> <p>COMMERCE (Including B.Voc)</p> <p>1. Ms. Manda Parab 2. Mr. Khemraj alias Sangam Shet 3. Dr. Ramashanti Naik 4. Mr. Conrad D'souza 5. Ms. Yakshita Vengurlekar 6. Ms. Ishwari Kamat</p>	<p>for checking/ counselling, for the F.Y Admission, (for Arts, Science & Commerce (B.Com and B.Voc) separately), during the Admission period.</p> <ul style="list-style-type: none"> ● Guide/Counsel in the selection of subjects, etc. as per the guidelines from the DHE and the College as contained in the Prospectus. ● Commencing Admissions work 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 and ensuring that there is balance in all subjects. ● 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: Dr. Jyosna Gawas</p> <p>Members: Arts: Dr. Gurupassad Naik Mr. Vishal Gaonkar</p> <p>Science: Dr. Dattaprasad Narulkar Dr. Jyosna Gawas</p> <p>Commerce: Dr. Ramashanti Naik Mr. Shahish 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

		<p>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.</p> <ul style="list-style-type: none"> ● 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:</p> <ol style="list-style-type: none"> 1. Mr. Amar Naik 2. Mr. Shahish Naik 3. Ms. Supriya Gaonkar 4. Mr. Rohit R. Redkar 5. Mr. Prathamesh Prakash Gaude 6. Ms. Chitrangada R. Dessai 7. Ms. Sheetal Malik 8. Ms. Yougali Parab 9. Mr. Sudhir S. Paryekar (Lab Assistant) 	<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 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

4	<p><u>LIBRARY COMMITTEE:</u></p> <p>Convener: Mr. Samir Fatte</p> <p>Co-convenors:</p> <ol style="list-style-type: none"> 1. Mr. Mahendra Pednekar 2. Ms. Shubha Kamat 3. Mr. Suvidhya Dharwadkar 4. Ms. Deepika Gosavi 5. Ms. Cassie Vani Mascarenhas 6. Ms. Shruti Naik 7. Dr. Nayan K. Rane 	<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 those teachers who ordered the books motivate the students to use them optimally. ● Making Library procedures fully computerized at the earliest; 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
5.	<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-convenors: Guruprasad</p> <ol style="list-style-type: none"> 1. Dr. Suman Tari 2. Mr. Samir Fatte, Librarian 3. Dr. Guruprasad Naik 4. Ms. Pritam S. Naik 5. Mr. Shritesh Mhapsekar 6. Mr. Vishal Vinayak Gawas 7. Ms. Asha Naik 8. Mr. Sudhir S. Paryekar (Lab Assistant) 9. Mr. Pramod Shinde 	<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

	<p>10. C.R. of T.Y.B.A. Class 11. C.R. of T.Y.B.Sc. Class 12. C.R. of T.Y.B.Com. Class 13. C.R. of M.A (Economics) part I 14. GS of the Student's Council 15. LR of the Student's Council</p> <p>B. <u>Garden Development & Upkeep Committee:</u></p> <p>Convenor: Dr. Jyosna Gawas</p> <p>Co-convenors:</p> <ol style="list-style-type: none"> 1. Ms. Varsha Sail 2. Dr. Suman Tari 3. Mr. Samir Fatte, Librarian 4. Dr. Nisha Kevat 5. Ms. Supriya Gaonkar 6. Ms. Shubha Kauthankar 7. Ms. Cassie Vani Mascarenhas 8. Ms. Bakita A. Naik 9. Ms. Sweta Patil 10. Ms. Janeita Carvalho 11. Mr. Vinayak Mhaldar (Lab Assistant) 12. CRs of F.Y./ S.Y.B.Sc.Classes 13. GS of the Student's Council <p>C. <u>Cleanliness Committee:</u></p> <p>Convenor: Ms. Ankita Vernekar</p> <p>Co-convenors:</p> <ol style="list-style-type: none"> 1. Ms. Varsha Sail 2. Ms. Manda Parab 3. Ms. Magnolia Miranda 4. Mr. Brahmanand Sawant 5. Ms. Shruti naik 6. Ms. Utkarsha U. Shetkar 7. Ms. Bhakti Gawas 8. Ms. Diksha R. Girodkar 9. Head Clerk of the College 10. Ms. Sonali Usapkar (Lab Assistant) 11. Ms. Siddhi Paste (Lab Assistant) 12. Mr. Ketan R. Naik (Lab Assistant) <ol style="list-style-type: none"> 13. C.Rs of F.Y.B.A/B.Sc/B.Com Classes 14. G.S of the Student's Council 15. L.R of the Student's Council 16. C.S of the Student's Council <p>D. <u>Canteen Control Committee:</u></p> <p>Convener: Mr. Prashant Bhonsle</p>	<p>agency which has been assigned the task of maintenance of such works as decided by the Govt. of Goa.</p> <ul style="list-style-type: none"> ● 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 undertaken, as desired. <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.
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Co-convenors:

1. Mr. Nilesh Natekar
2. Mr. Amar Naik
3. Dr. Guruprasad Naik
4. Mr. Sushant Naik
5. Dr. Rochelle Fernande
6. Ms. Vaishali Kerkar
7. Ms. Dipti Tulshidas Gaonkar
8. College Accountant
9. Ms. Sandipa Gaonkar, UDC
10. General Secretary of the Student's Council
11. Ladies Representative of the Student's Council
12. Part II CRs (PG Departments) of the college

GCASCS/Office-Order/2025-26/2025/1731/B

**GOVERNMENT COLLEGE OF ARTS, SCIENCE
& COMMERCE- SANQUELIM, GOA**

OFFICE MEMORANDUM

Date: 20.09.2025

With partial modification 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 for the next two academic years (2025-26 and 2026-27)

- 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.

Sr. No.	Committees	Main Functions
	Convenor/ Co-convenors	(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: Ms. Magnolia Miranda</p> <p>Co-convenors:</p> <ol style="list-style-type: none">1. Mr. Aaron Alphonso2. Dr. Ambika Kamat3. Mr. Akhil Gawas4. Ms. Yakshita Vengurlekar	<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 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.

	<p>5. Head Clerk of the College 6. Accountant of the College</p> <p><u>B. Admissions Committee:</u></p> <p>Mr. Nilesh Natekar (Data management committee) Mr. Akhil Gawas (Co-ordinator Technical/ website In-charge) Co-convenors: Mr. Brahmanand Sawant</p> <p>Convenor: Dr. Dipesh Harmalkar</p> <p>ARTS</p> <p>1. Ms. Judaline Torcato 2.. Mr. Alphius Fernandes. 3. Mr. Sushant Naik 4. Ms. Supriya Gaonkar 5. Ms. Krutika Navelkar 6. Mr. Suvidhya Dharwadkar</p> <p>SCIENCE</p> <p>1. Mr. Aaron Alphonso 2.. Ms. Pooja Naik 3.Mr. Mouvin Fernandes 4.Dr. Brahmanand Sawant 5. Ms. Suvarna Patil 6. Ms. Anushka Panjekar 7. Ms. Shubha Kauthankar</p> <p>COMMERCE (Including B.Voc)</p>	<ul style="list-style-type: none"> ● Arranging for the printing, distribution and collection of the Teachers' Diary every year. ● 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. ● Commencing Admissions work 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 	<ul style="list-style-type: none"> ● Ensuring that the contractual conditions are complied with by the Canteen Contractor. ● Overseeing that the contract is renewed on time. ● Suggesting and implementing proper disposal of the wet waste. ● 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. ● Providing Gsuite ids to staff. ● Arranging for maintenance of digital equipment of the College like desktops, laptops, projectors, scanners, printers, etc. ● Installing and upgrading software, antivirus programmes as per the requirements ● Maintenance of software
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		<p>1. Ms. Manda Parab 2. Mr. Khemraj alias Sangam Shet 3. Dr. Ramashanti Naik 4. Mr. Conrad D'souza 5. Ms. Yakshita Vengurlekar 6. Ms. Ishwari Kamat</p>	<p>students 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. Mouvin Fernandes</p> <p>Members: Arts: Dr. Gurupassad Naik Mr. Vishal Gaonkar</p> <p>Science: Dr. Dattaprasad Narulkar Dr. Jyosna Gawas</p> <p>Commerce: Dr. Ramashanti Naik Mr. Shahish 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:</p> <p>10. Mr. Amar Naik</p> <p>11. Mr. Shahish Naik</p> <p>12. Ms. Supriya Gaonkar</p> <p>13. Mr. Rohit R. Redkar</p> <p>14. Mr. Prathamesh Prakash Gaude</p> <p>15. Ms. Chitragada R. Dessai</p> <p>16. Ms. Sheetal Malik</p> <p>17. Ms. Yougali Parab</p> <p>18. 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 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 	
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4	<p><u>LIBRARY COMMITTEE:</u></p> <p>Convener: Mr. Samir Fatte</p> <p>Co-convenors:</p> <p>8. Mr. Mahendra Pednekar</p> <p>9. Ms. Shubha Kamat</p> <p>10. Mr. Suvidhya Dharwadkar</p> <p>11. Ms. Deepika Gosavi</p> <p>12. Ms. Cassie Vani Mascarenhas</p> <p>13. Ms. Shruti Naik</p> <p>14. Dr. Nayan K. Rane</p>	<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 those teachers who ordered the books motivate the students to use them optimally. ● Making Library procedures fully computerized at the earliest; 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 	
5.	<p><u>INFRASTRUCTURE & MAINTENANCE COMMITTEES:</u></p> <p>A. <u>Committee for Maintenance of Buildings &</u></p>	<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. 	

	<p><u>Campus Development</u></p> <p>Convenor: Dr. Vaibhav Chindarkar</p> <p>Co-convenors:</p> <p>16. Dr. Suman Tari</p> <p>17. Mr. Samir Fatte, Librarian</p> <p>18. Dr. Guruprasad Naik</p> <p>19. Ms. Pritam S. Naik</p> <p>20. Mr. Shritesh Mhapsekar</p> <p>21. Mr. Vishal Vinayak Gawas</p> <p>22. Ms. Asha Naik</p> <p>23. Mr. Sudhir S. Paryekar (Lab Assistant)</p> <p>24. Mr. Pramod Shinde</p> <p>25. C.R. of T.Y.B.A. Class</p> <p>26. C.R. of T.Y.B.Sc. Class</p> <p>27. C.R. of T.Y.B.Com. Class</p> <p>28. C.R. of M.A (Economics) part I</p> <p>29. GS of the Student's Council</p> <p>30. LR of the Student's Council</p> <p><u>B. Garden Development & Upkeep Committee:</u></p> <p>Convenor: Dr. Jyosna Gawas</p>	<ul style="list-style-type: none"> ● 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 undertaken, as desired. 	
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	<p>Co-convenors:</p> <p>14. Ms. Varsha Sail 15. Dr. Suman Tari 16. Mr. Samir Fatte, Librarian 17. Dr. Nisha Kevat 18. Ms. Supriya Gaonkar 19. Ms. Shubha Kauthankar 20. Ms. Cassie Vani Mascarenhas 21. Ms. Bakita A. Naik 22. Ms. Sweta Patil 23. Ms. Janeita Carvalho 24. Mr. Vinayak Mhaldar (Lab Assistant) 25. CRs of F.Y./ S.Y.B.Sc.Classes 26. GS of the Student's Council</p> <p>C. Cleanliness Committee:</p> <p>Convenor: Mr. Conrad D'Souza</p> <p>Co-convenors:</p> <p>17. Ms. Varsha Sail 18. Ms. Manda Parab 19. Ms. Magnolia Miranda 20. Mr. Brahmanand Sawant 21. Ms. Shruti naik 22. Ms. Utkarsha U. Shetkar</p>	<ul style="list-style-type: none"> ● 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 	
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	<p>23. Ms. Bhakti Gawas</p> <p>24. Ms. Diksha R. Girodkar</p> <p>25. Head Clerk of the College</p> <p>26. Ms. Sonali Usapkar (Lab Assistant)</p> <p>27. Ms. Siddhi Paste (Lab Assistant)</p> <p>28. Mr. Ketan R. Naik (Lab Assistant)</p> <p>29. C.Rs of F.Y.B.A/B.Sc/B.Com Classes</p> <p>30. G.S of the Student's Council</p> <p>31. L.R of the Student's Council</p> <p>32. C.S of the Student's Council</p> <p><u>D. Canteen Control Committee:</u></p> <p>Convener: Mr. Prashant Bhonsle</p> <p>Co-convenors:</p> <p>13. Mr. Nilesh Natekar</p> <p>14. Mr. Amar Naik</p> <p>15. Dr. Guruprasad Naik</p> <p>16. Mr. Sushant Naik</p> <p>17. Dr. Rochelle Fernande</p> <p>18. Ms. Vaishali Kerkar</p> <p>19. Ms. Dipti Tulshidas Gaonkar</p>	<p>electrical equipment/ appliances and for the repairs of furniture in consultation with the College Committee for Building maintenance and campus development.</p> <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. ● Overseeing that the contract is renewed on time. ● Suggesting and implementing proper disposal of the wet waste. 	
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	<p>20. College Accountant</p> <p>21. Ms. Sandipa Gaonkar, UDC</p> <p>22. General Secretary of the Student's Council</p> <p>23. Ladies Representative of the Student's Council</p> <p>24. Part II CRs (PG Departments) of the college</p> <p>25. Vice Chairman of the PTA</p> <p><u>E. Internet & Networking Committee:</u></p> <p>Convener: Mr. Aaron Alphonso</p> <p>Co-conveners:</p> <ol style="list-style-type: none"> 1. HOD, Computer Science 2. Dr. Sagar Patil 3. Mr. Akhil Gawas 4. Mr. Joshua Fernandes 5. Mr. Rohit Redkar 6. Ms. Yougali Parab 7. System administrator (As & when appointed) 8. Mr. Sudhir Paryekar <p><u>F. Digital Equipment</u></p>	<ul style="list-style-type: none"> ● 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. ● Providing Gsuite ids to staff. <ul style="list-style-type: none"> ● Arranging for maintenance of digital equipment of the College like desktops, laptops, projectors, scanners, printers, etc. ● Installing and upgrading software, antivirus programmes as per the requirements ● Maintenance of software 	
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	<p align="center"><u>Maintenance Committee</u></p> <p>Convener: Ms. Pooja Naik</p> <p>Co-convenors:</p> <ol style="list-style-type: none"> 1. HOD, Computer Science 2. Mr. Aaron Alphonso 3. Mr. Conrad D'Souza 4. Mr. Joshua Fernandes 5. Mr. Vishal Gawas 6. Ms. Yougali Parab 7. Mr. Rohit Redkar 8. Ms. Janeita Carvalho 9. College Accountant 10. Ms. Sandipa Gaonkar 11. Mr. Sudhir Paryekar 		
6	<p><u>PURCHASE COMMITTEE</u></p> <p>Convener: Mr. Mahendra Pednekar</p> <p>Co-convenors:</p> <ol style="list-style-type: none"> 1. Vice Principal (Admin) 2. Director, IQAD 3. Mr. Nilesh Natekar 4. Ms. Shilpa Satoskar 5. Dr. Dattaprasad Narulkar 6. Office Superintendent of the College 7. Head Clerk of the College 8. Accountant of the College 9. Convenor, SWC 	<ul style="list-style-type: none"> ● Identifying the needs, wants and desirable things/materials in this College, other than Departments' requirements. ● Making arrangements/following procedures to acquire the materials, accordingly based on priorities & availability of funds. ● Working on the purchases of equipments/materials submitted by the Departments. ● Ensuring that the codal formalities are followed in the purchase process. 	

7	<p><u>FINANCE COMMITTEE CUM</u></p> <p><u>STANDING ACCOUNTS COMMITTEE</u></p> <p>Convener: Ms. Manda Parab</p> <p>Co-conveners:</p> <ol style="list-style-type: none"> 1. Vice Principals (Admin, Academics, PG) 2. IQAD Director 3. Convener, Purchase committee 4. Office Superintendent of the College 5. Head Clerk of the College 6. College Accountant 	<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 proper classification of the expenditure, without extravagance. ● Define policies for efficient and proper utilisation of funds. ● Advising on better and appropriate uses of the available College-level funds ● Settlement of Accounts of the funds received from UGC and other source 	
8	<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. Dr. Suman Tari 2. Ms. Supriya Gaonkar 3. Office Superintendent of the College 4. Head Clerk of the College 5. Accountant of the College 6. All the UDCs 7. All the Laboratory Assistants 	<ul style="list-style-type: none"> ● Initiating; completing satisfactorily; and properly reporting on the physical stock (movables) verification of goods in this College, other than Library physical stock verification. ● Building up of proper and systematic "Stock records", etc. of durables & consumables. 	
9	<p><u>COLLEGE BUS COMMITTEE</u></p> <p>Convener: Mr. Saish Goltekar</p>	<ul style="list-style-type: none"> ● To oversee the maintenance of the College bus and advise in this regard 	

		<p>Co-conveners: Dr. Guruprasad Naik</p>	<ul style="list-style-type: none"> ● 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. 	
	10	<p><u>A. STUDENTS' WELFARE COMMITTEE (SWC)</u></p> <p>Convener: Dr. Sagar Patil</p> <p>Co-conveners:</p> <ol style="list-style-type: none"> 1. Mr. Nilesh Natekar 2. Ms. Manda Parab 3. Dr. Suman Tari 4. Dr. Arati Panshekar 5. Mr. Dattaraj Jawdekar 6. Ms. Urvashi Naik 7. Mr. Shahish Naik 8. Ms. Mithali Halarnkar 9. Ms. Anushka Panjekar 10. Ms. Pritam S. Naik 11. Ms. Vaishali Kerker 12. Ms. Arusa Bhandare 13. Mr. Balkrishna Chopdekar 14. Dr. Rochelle Fernandes 	<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 installed. ● Planning & executing successfully the co-curricular activities of the year, at the desire of the Students' Council, as found feasible. ● Annual Prize Distribution function/Social Gathering & College Mela events to hone the skills of our students & get them to shine at the inter-collegiate events. Encouraging participation & ensuring success at all-Goa/Inter-Collegiate activities/events. ● Creating adequate awareness of these 	

		<p><u>B. STUDENTS' AID FUND & OTHER GOVT. SCHOLARSHIPS COMMITTEE</u></p> <p>Convenor: Mr. Vishal Gaonkar</p> <p>Co-convenor:</p> <ol style="list-style-type: none"> 1. Minoshka D'Souza 2. Dr. Ramashanti Naik 3. All UDCs of the College 4. All LDCs of the College 5. All Lab Assistants of the College 6. CRs of all the classes 7. General Secretary of the Students' Council 8. Ladies representative of the Students' Council. 	<p>facilities, amongst students/ parents.</p> <ul style="list-style-type: none"> ● Announcing & selecting from the applicants for these Scholarships, including "merit" 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. 	
11		<p><u>COUNSELLING SERVICES COMMITTEES:</u></p> <p><u>A. Mentoring Committee:</u></p> <p>Convenor: Dr. Dipesh Harmalkar</p> <p>Co-convenors:</p> <ol style="list-style-type: none"> 1. Ms. Delia Cardozo 2. Mr. Prajyot Patil 3. Mr. Conrad D'Souza 4. Ms. Ankita Vernekar 5. Mr. Vishal Gawas 6. Mr. Balkrishna Chopdekar 7. Dr. Nayan rane 8. Ms. Swarnim Chopdekar 	<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. 	

		<p><u>B. Counselling Services and value education Cell/ Centre</u></p> <p>Convenor: Mr. Alphius Fernandes</p> <p>Co-convenors:</p> <ol style="list-style-type: none"> 1. Dr. Aarti Panshekar 2. Dr. Ramashanti Naik 3. Ms. Urvashi Naik 4. Ms. Ishwari Kalangutkar 5. Ms. Vaishali Kerkar 6. Ms. Swarnim Chopdekar 7. Dr. Nayan K. Rane 8. Ms. Alpita Dessai 9. Counsellors of the College <p><u>C. Career Guidance/Counseling, Employment & Placement Cell</u></p> <p>Convenor: Dr. Guruprasad Naik</p> <p>Co-convenors:</p> <ol style="list-style-type: none"> 1. Mr. Prashant Bhoonsle 2. Dr. Suphala Pujari 3. Dr. Ramashanti Naik 4. Ms. Supriya 	<ul style="list-style-type: none"> ● 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 Counsellor of the College ● Generating general awareness on/ of several careers/jobs, etc. and their requirements. ● Compiling vocational counselling Articles from the media, into a booklet with index, etc. taking help from the Library. ● 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. ● Motivating and guiding 	
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		<p>Gao nkar</p> <p><u>D. Institute Innovation Council (IIC)/ Startup and incubation</u></p> <p>Convenor: Mr. Dattaraj Jawdekar</p> <p>1. Dr. Rochelle Fernandes</p> <p>2. Dr. Tanvi Prabhu</p> <p>(Order No. GCASCS/IIC/2023- 24/2023/2361 Dated 08.11.2023</p>	<p>/counselling students for all-India Competitive Exams of various types.</p> <ul style="list-style-type: none"> ● Organising professional entry level courses wherever feasible. ● Creating a conductive 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. 	
	12	<p><u>MEDICAL SERVICES CELL & FIRST-AID COMMITTEE</u></p> <p>Convenor: Mr. Aga D. A.</p> <p>Co-convenor:</p> <p>1. Mr. Saish Goltekar</p> <p>2. Ms. Suvarna Patil</p> <p>3. Ms. Ankita Vernekar</p> <p>4. Ms. Mithali Halarnkar</p> <p>5. Ms. Krutika</p>	<ul style="list-style-type: none"> ● Providing facilities and education 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 	

		<p>Navelkar</p> <p>6. Ms. Ranjita Parab</p> <p>7. Ms. Bhakti Gawas</p> <p>8. Ms. Alpita Dessai</p> <p>9. Ms. Dipti Gaonkar</p>	<p>assistance whenever needed.</p> <ul style="list-style-type: none"> • Training students in handling first-aid matters; talks by experts/ doctors. 	
	13	<p><u>SPORTS COUNCIL</u></p> <p>Convenor: Mr. Saish Goltekar</p> <p>Co-convenor:</p> <p>1. Mr. Prashant Bhonsle</p> <p>2. Mr. Samir Fatte</p> <p>3. Ms. Delia Cardozo</p> <p>4. Ms. Urvashi Naik</p> <p>5. Mr. Shritesh Mhapsekar</p> <p>6. Mr. Balkrishna Chopdekar</p> <p>7. Mr. Prajyot Gaonkar</p> <p>8. Ms. Bhakti Gawas</p> <p>9. Dr. Rchelle Fernandes</p> <p>10. Ms. Dorathy Alphonso</p> <p>11. Mr. Ketan R. Naik (Lab Assistant)</p> <p>12. Sports Secretary of the Student's Council</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. • Planning and executing well, all the sports activities (indoor/outdoor and inter-class and inter- collegiate), within the College resources. • Utilizing the services of professional coaches if required to train our Sports persons, well in advance. • Developing playgrounds in this College Campus. • Developing a variety of Sports facilities/competiti 	

		<p>ons. Interface with sports clubs/ HSS Sports persons, in this Taluka.</p> <ul style="list-style-type: none"> ● Conducting the Annual Sports Meet.
14	<p><u>N.S.S. Unit</u></p> <ol style="list-style-type: none"> 1. Mr. Alphius Fernandes (PO (Chief PO)) 2. Mr. Anand Kolambkar (PO) 3. Mr. Sushant Naik (PO) 4. Mr. Stephen Fernandes (PO) 5. Mr. Prajyot Patil (PO) 6. Ms. Ankita Vernekar (PO) 7. Ms. Mithali Halarnkar (PO) 8. Ms. Yakshita Vengurlekar (PO) 9. Ms. Krutika Navelkar (PO) 10. Ms. Deepika Gosavi (PO) 11. Ms. Ishwari Kalangutkar (PO) 12. Mr. Ajit Ghadi 13. Mr. Prathamesh Prakash Gaude 14. Ms. Susha Laxman Hondkar 15. Ms. Diksha Girodkar 	<ul style="list-style-type: none"> ● All the work associated with the N.S.S. in terms of “Regular Activities and Special Camp” 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.
15	<p><u>N.C.C. (GIRLS UNIT)</u></p> <p>Programme Officer: Ms. Shubha Kauthankar</p> <ol style="list-style-type: none"> 1. Ms. Shraddha S. Dhond 	<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.

		<p>2. Ms. Arusa Bhandare</p>	<ul style="list-style-type: none"> ● 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. 	
	16	<p><u>ELECTION NODAL OFFICER FOR NATIONAL /STATE ELECTIONS/</u></p> <p><u>Elections Nodal Officer: Ms. Judaline Torcato</u></p> <p>Members:</p> <p>1. Mr. Amar Naik</p> <p>2. Ms. Arati Panshekar</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 of eligible voters every year. ● 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.
17	<p><u>ELECTORAL LITERACY CLUB</u></p> <p>Order No GCASCS/ Order/2024-2025/2 024/ 1885 dated 22.08.2024</p>		
18	<p><u>NATURE/ECO-CLUB (COMMITTEE)</u></p> <p>Convenor: Dr. Arati Panshekar</p> <p>Co-convenor:</p> <ol style="list-style-type: none"> 1. Dr. Suman Tari 2. Mr. Stephen Fernandes 3. Mr. Prajyot Patil 4. Dr. Nisha Kevat 5. Ms. Supriya Gaonkar 6. Dr. Jyosna Gawas 7. Ms. Suvarna Patil 8. Ms. Mithali Halarnkar 9. Ms. Dipika Gosavi 10. Mr. Prathamesh Prakash Gaude 11. Ms. Priyanka S. Thanekar 12. Ms. Asha Naik 13. Ms. Sweta Patil 14. Ms. Janeita Carvalho 	<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. ● Talks, field trips, seminars presentations in appreciation of Nature & its bounties & need for conservation of the same, for posterity. ● “Greening of Campus” programmes, by students and staff in consultation with the Garden Development and Upkeep Committee. 	
19	<p><u>ECONOMICA</u></p> <p>Convenor: Dr. Ramashanti Naik</p> <p>Co-convenor:</p> <ol style="list-style-type: none"> 1. Prof. (Dr.) Agnela Dias 	<p>Promotion of learning the fundamental concepts in Commerce/Economics; Quizzes.</p> <ul style="list-style-type: none"> ● Conducting expert talks on contemporary 	

		<ol style="list-style-type: none"> 2. Ms. Shilpa Satoskar 3. Mr. Shahish Naik 4. Ms. Yakshita Vengurlekar 5. Ms. Gauri Vernekar 6. Mr. Prathamesh Prakash Gaude 7. Ms. Sheetal Malik 8. Ms. Priyanka S. Thanekar 	<p>issues, essays, wall papers, etc.</p> <ul style="list-style-type: none"> ● Inter-collegiate and inter-class events. ● Relating Economic/Commerce matters to realities. 	
	20	<p><u>SCIENCE ASSOCIATION</u></p> <p>Convenor: Dr. Dattaprasad Narulkar</p> <p>Co-convenor:</p> <ol style="list-style-type: none"> 1. Dr. Suphala Pujari 2. Ms. Minoshka D'Souza 3. Ms. Magnolia Miranda 4. Mr. Prajyot Patil 5. Mr. Dattaraj Jawdekar 6. Ms. Suvarna Patil 7. Dr. Dipesh Harmalkar 8. Ms. Shubha Kauthankar 9. Ms. Dipika Gosavi 10. Mr. Shritesh Mhapsekar 11. Mr. Vishal Gawas 12. Mr. Rohit Redkar 13. Ms. Yougali Parab 	<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. 	
	21	<p>Film and Music Club</p>	<ul style="list-style-type: none"> ● Selecting & exhibiting "good" films for 	

	<p>Convenor: Dr. Suphala Pujari</p> <p>Co-convenor:</p> <ol style="list-style-type: none"> 1. Dr. Ambika Kamat 2. Ms. Krutika Navelkar 3. Mr. Dattaraj Jawdekar 4. Mr. Alphius Fernandes 5. Mr. Suvidhya Dharwadkar 6. Ms. Shubha Kauthankar 7. Ms. Ishwari Kalangutkar 8. Ms. Cassie Vani Mascarenhas 9. Ms. Priyanka S. Thanekar 10. Ms. Dipti Gaonkar 11. Ms. Bakita Naik 12. Ms. Vaishali Kerkar 	<p>the students & staff; and arranging academic discussion on them.</p> <ul style="list-style-type: none"> ● 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. <ul style="list-style-type: none"> ● Preparing the students to take part in various events related to performing arts. 	
22	<p><u>COMMITTEES TO ENSURE DISCIPLINE IN THE CAMPUS:</u></p> <p><u>A. Discipline Committee</u></p> <p>Convenor: Mr. Deepak Bandiwadkar</p> <p>Co-convenor:</p> <ol style="list-style-type: none"> 1. Prof. Soniya Sirsat 2. Mr. Satish Sanvol 3. Ms. Manda Parab 4. Mr. Aaron Alphonso 5. Mr. Amar Naik 6. Dr. Jyosna Gawas 7. Mr. Saish Goltekar 8. Ms. Shubha Kauthankar, NCC 9. Convenor, SWC 	<ul style="list-style-type: none"> ● Counselling the students to behave responsibly. ● Promptly and dutifully caring to see that overall discipline is maintained in this College premises (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. 	

	<p>10. Director, Physical Education and sports 11. Office Superintendent 12. Supervisor, Security</p> <p><u>B. Anti-Ragging Committee</u></p> <p>Convenor: Mr. Shahish Naik</p> <p>Co-convenor: 1. Vice Principal (Admin) 2. Ms. Pooja Dalvi 3. Convenor, SWC 2. 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"> ● Conducting enquiry proceedings against those indulging in acts of indiscipline and recommending the course of action to the Principal. ● Taking all the possible preventive measures to ensure that no ragging in any form takes place in this College premises/Campus and adhering to the guidelines stipulated under the Anti-Ragging Act 2009. ● Managing /handling seriously/skilful 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. 	
23	<p>GENDER CHAMPIONS' CLUB</p> <p>Convenor: Dr. Nisha Kevat</p> <p>Co-convenor:</p> <ol style="list-style-type: none"> 1. Ms. Minoshka D'Souza 2. Mr. Stephen Fernandes 3. Ms. Urvashi Naik 4. Ms. Anushka Panjekar 	<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, 	

		<ol style="list-style-type: none"> 5. Ms. Krutika Navelkar 6. Mr. Suvidhya Dharwadkar 7. Mr. Joshua Fernandes 8. Dr. Rochelle Fernandes 9. Ms. Asha Naik 10. Ms. Shraddha Dhond 11. Ms. Dorothy Aphonso 	<p>and make recommendations on how to address these gaps.</p> <ul style="list-style-type: none"> ● Organising exposure visits to various public 	
	24	<p>DISASTER MANAGEMENT COMMITTEE</p> <p>Convenor: Vice Principal (Admin)</p> <p>Members:</p> <ol style="list-style-type: none"> 1. Vice Principal (Academic) 2. Vice Principal (PG) 3. IQAD Director 4. Convenor, SWC 5. Sports Director 6. Mr. Ajit Ghadi 7. Ms. Diksha R. Girodkar 8. Mr. Prajyot Gaonkar 9. Office Superintendent 10. College Accountant 	<ul style="list-style-type: none"> ● Prepare a roadmap for disaster management ● Ensure that systems and processes are in place to face any disaster in the college ● Mobilise resources and manpower to meet any evenAratituality 	
	25	<p><u>RIGHT TO INFORMATION CELL</u></p> <p>P.I.O.: Dr. Nisha Kevat</p>	<p>Office Order No. GCASC/Office-Order/2024-25/24/1836 dated 20.08.2024</p>	
	26	<p><u>STAKEHOLDERS LINKAGES COMMITTEE</u></p>		

	<p>A. <u>PTA</u> <u>Committee</u></p> <p>Convenor: Ms. Urvashi Naik</p> <p>Co-convenors</p> <ol style="list-style-type: none"> 1. Ms. Shilpa Satoskar 2. Mr. Anand Kolambkar 3. Mr. Sushant Naik <p>B. <u>Alumni</u> <u>Association</u></p> <p>Convenor: Dr. Arati Panshekar</p> <p>Co-convenors:</p> <ol style="list-style-type: none"> 1. Mr. Prashant Bhonsle 2. Ms. Manda Parab 3. Dr. Suphala Pujari 4. Dr. Suman Tari 5. Mr. Amar Naik 6. Dr. Dattaprasad Narulkar 7. Mr. Dattaraj Jawdekar 8. Ms. Shubha Kauthankar 9. Ms. Susha Laxman Hondkar 10. Ms. Dipti Tulshidas Gaonkar 11. Mr. Shritesh Mhapsekar 12. Mr. Prajyot P. Gaonkar 	<ul style="list-style-type: none"> ● To arrange for periodic Parent-teachers' meetings ● To hold at least one executive committee meeting per semester. ● Enrolment 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. ● Organising periodic (at least two per year) meets of HSS Heads & their select Faculty Members of this College, for mutual 	
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	<p>13. Dr. Tanvi Prabhu</p> <p>14. Ms. Shraddha Dhond</p> <p>15. Mr. Ajit Ghadi</p> <p><u>C. College-Higher Secondary Educators interface Committee</u></p> <p>Convenor: Mr. Prashant Bhonsale</p> <p>Co-convenors:</p> <ol style="list-style-type: none"> 1. Prof. (Dr.) Agnela Dias 2. Mr. Aga D.A. 3. Mr. Mahendra Pednekar 4. Dr. Suphala Pujari 5. Ms. Arti Panshekar 6. Mr. Stephen Fernandes 7. Ms. Supriya Gaonkar 8. Ms. Anushka Panjekar 9. Ms. Priyanka S. Thanekar 10. Mr. Prajyot Gaonkar 11. Ms. Utkarsha U. Shetkar 12. Ms. Sheetal Malik 13. Mr. Balkrishna Chopdekar 	<p>benefit of both sides.</p> <ul style="list-style-type: none"> ● 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 the community's needs and wants close to the heart of this College, by extending facilities, help/succour 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. 	
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		<p>D. College Community interface</p> <p>Convenor: Prof. (Dr.) Agnela Dias</p> <p>Co-convenors:</p> <ol style="list-style-type: none"> 1. NSS program Officers 2. UBA Committee members 3. Ms. Minoshka D'Souza 4. Mr. Ajit Ghadi 5. Dr. Ranjita Parab 6. Dr. Tanvi Prabhu 7. Ms. Chitrangada Dessai 8. Ms. Sweta Patil 	
	27	<p>UBA Committee</p> <p>Coordinator: Dr. Suphala Pujari</p> <ol style="list-style-type: none"> 1. Dr. Guruprasad Naik: Paryem Village 2. Ms. Judaline Torcato-Morlem Village 3. Mr. Stephen Fernandes: Navelim village 4. Ms. Anushka Panjekar: Kudnem village 5. Ms. Shubha Kauthankar: Karapur Sarvan village 6. Mr. Ajit Ghadi: Kudnem village 	<ul style="list-style-type: none"> ● Organising community work in the adopted villages
	28		<ul style="list-style-type: none"> ● Presenting formally to the society around what human

	<p>7. Ms. Shruti Naik: Paryem village</p> <p>8. Ms. Sheetal Malik: Navelim village</p> <p>9. Ms. Dorothy Aphonso: Karapur-Sarvan village</p> <p><u>Extension Services Committee</u></p> <p>Convenor: Prof. (Dr.) Soniya Sirsat</p> <p>Co-convenor:</p> <ol style="list-style-type: none"> 1. Mr. Anand Kolambkar 2. Dr. Dattaprasad Narulkar 3. Dr. Nisha Kevat 4. Mr. Brahmanand Sawant 5. Dr. Jyosna Gawas 6. Mr. Vishal Gaonkar 7. Ms. Ishwari Kalangutkar 8. Ms. Gauri Vernekar 9. Ms. Bakita A. Naik 10. Ms. Susha Hondkar 11. Ms. Chitragada Dessai 	<p>resources, talent & skills we have in this College, to be made use of, with or without payment.</p> <ul style="list-style-type: none"> ● Extending our physical; educational, infrastructural; and human resources for the use of the outside society/agencies. ● Conducting Summer camps for students (External) 	
29	<p>Public Relations Cell</p> <p>PRO: Dr. Vaibhav Chindarkar</p> <p>Members:</p>	<ul style="list-style-type: none"> ● Publicizing, arranging experts, executing the planned programmes, press publicity, etc. successfully. ● At any point of time, keeping up 	

		<p>1. Mr. Sharat Jamkhandi 2. Ms. Urvashi Naik 3. Ms. Anushka Panjekar 4. Ms. Krutika Navelkar 5. Mr. Suvidhya Dharwadkar 6. Ms. Ishwari kalangutkar. 7. Dr. Rochelle Fernandes</p>	<p>the public image of this College.</p> <ul style="list-style-type: none"> 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. To create and implement PR campaign 	
	30	<p><u>AWARENESS & RIGHTS COMMITTEES</u></p> <p><u>Legal Rights & Duties Awareness Campaign Cell</u></p> <p>Convenor: Ms. Judaline Torcatto</p> <p>Co-convenors: Mr. Alphius Fernandes</p>	<ul style="list-style-type: none"> 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. 	
	31	<p><u>Consumers' Welfare Cell</u></p> <p>Convenor: Mr. Satish Sanvol</p> <p>Co-convenors:</p> <p>1) Ms. Manda Parab 2) Ms. Judaline Torcatto 3) Ms. Shubha kauthankar</p>	<ul style="list-style-type: none"> 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 COMMITTEE:</u></p> <p>Convenor: Ms. Delia Cardozo</p> <p>Co-convenors:</p>	<ul style="list-style-type: none"> Catering to the intellectual/professional improvements & exposures of the staff. Organising F.I.Ps/F.D.Ps., 	

		<ol style="list-style-type: none"> 1. Prof. Seema Rath 2. Mr. Satish Sanvol 3. Ms. Shilpa Satoskar 4. Mr. Samir Fatte 5. Mr. Brahmanand Sawant 6. Dr. Jyosna Gawas 7. Ms. Mithali Halarnkar 8. Ms. Gauri Vernekar 9. Ms. Bakita A. Naik 10. Ms. Priyanka S. Thanekar 	<p>periodically in consultation with the IQAC.</p> <ul style="list-style-type: none"> ● 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>Research Promotion Committee</u></p> <p>Convenor: Dr. Dipesh Harmalkar</p> <p>Co-convenors:</p> <ol style="list-style-type: none"> 1. Dr. Ambika Kamat 2. Ms. Arati Panshekar 3. Mr. Conrad D'Souza 4. Ms. Suvarna Patil 5. Dr. Rochelle Fernandes 6. Dr. Tanvi Prabhu 7. Dr. Nayan Rane 8. Dr. Ranjita Parab 	<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 ● 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 	
		<p><u>MAGAZINE& OTHER</u></p>	<ul style="list-style-type: none"> ● Arranging and overseeing the 	

34	<p><u>COLLEGE PUBLICATIONS COMMITTEE:</u></p> <p>A. Magazine Committee:</p> <p>Convenor: Mr. Vishal Gaonkar</p> <p>Co-convenors:</p> <ol style="list-style-type: none"> 1. Prof. (Dr.) Soniya Sirsat, Section Editor (Hindi) 2. Ms. Krutika Navelkar, Section Editor (English) 3. Mr. Sushant Naik, Section Editor (Konkani) 4. Mr. Anand Kolambkar, Section Editor (Marathi) 5. Mr. Mouvin Fernandes 6. Ms. Delia Cardozo 7. Ms. Cassie Vani Mascarenhas 8. Mr. Joshua Fernandes 9. Ms. Susha Laxman Hondkar 10. Ms. Chitrangada R., Dessai 11. Ms. Utkarsha U. Shetkar 12. Accountant of the College 13. Head Clerk of the College <p>B. Newsletter- 'Campus News' (at least two issues per academic year)</p> <p>Convenor: Dr. Ambika Kamat</p> <p>Co-convenors</p> <ol style="list-style-type: none"> 1. Ms. Magnolia Miranda 2. Mr. Sushant Naik 	<p>process of inviting tenders and carrying out related work through the office well in time.</p> <ul style="list-style-type: none"> ● 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, preferably by the beginning of the new academic year, positively. ● Collection of advertisements from the Govt. Depts./ Corporations, business establishments, etc. to build up the required amount for the magazine. <ul style="list-style-type: none"> ● Preparing & publishing the 'Campus News' ● Encouraging students to join hands in this venture, <u>particularly for 'Campus News'</u> matter. ● Ensuring that 2 to 3 Issues are brought out, every year 	
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		<p>3. Mr. Dattaraj Jawdekar</p> <p>4. Ms. Bakita Naik</p> <p>5. Ms. Chitrangada Dessai</p> <p>6. Ms. Diksha Girodkar</p> <p>7. Ms. Susha Laxman Hondkar</p>	
	35	<p><u>COLLEGE WEBSITE COMMITTEE</u></p> <p>Convenor: Mr. Aaron Alphonso</p> <p>Co-convenor:</p> <ol style="list-style-type: none"> 1. Vice Principal (Admin) 2. Director, IQAD 3. HOD, Computer Science 4. Ms. Anushka Panjekar 5. Ms. Ishwari kalangutkar 6. Networking & Internet committee convenor 7. Ms. Cynthia Fernandes- College office 	<ul style="list-style-type: none"> ● Preparing SOPs for regularly updating the website. ● 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>PROJECT MONITORING UNIT under RUSA</u></p> <p>Convenor: Dr. Suman Tari</p> <p>Co-convenors:</p> <ol style="list-style-type: none"> 1. Prof. Seema Rath 2. Prof. Soniya Sirsat 3. Dr. Vaibhav Chindarkar 	<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.

		<p>4. Mr. Nilesh Natekar 5. Mr. Prajyot Patil 6. Office Superintendent of the College 7. Head Clerk of the College 8. Accountant of the College 9. GS of the Students' Council 10. LR of the Students' Council 11. SS of the Students' Council</p>	<ul style="list-style-type: none"> • 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. 	
	37	<p>Committee for AISHE (All India Survey on Higher Education)</p> <p>Convenor: Mr. Prajyot Patil Ms. Minoshka Maria D'Souza</p> <p>Co-convenors:</p> <p>1. Dr. Dattaprasad Narulkar 2. Office Superintendent of the College 3. Head Clerk of the College 4. Accountant of the College</p>	<ul style="list-style-type: none"> • Collection of data on several parameters such as teachers, student enrolment, 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. 	
	38	<p><u>Committee for NIRF (National Institute Ranking Framework), AISHE</u></p>	<ul style="list-style-type: none"> • Collection of data on student strength, faculty-student ratio, patents, research, publications, professional practice, institutional 	

		<p>Convenor: Mr. Prajyot Patil</p> <p>Co-convenors:</p> <ol style="list-style-type: none"> 1. Dr. Dattaprasad Narulkar 2. Ms. Anushka Panjekar 3. Office Superintendent of the College 4. Head Clerk of the College 5. Accountant of the College 	<p>budget, graduation outcomes, outreach, inclusivity, peer and public perception, etc.</p> <ul style="list-style-type: none"> ● 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 	
	39	<p>Workload Monitoring Committee</p> <p>Convenor: Vice Principal (Academics)</p> <p>Co-convenors:</p> <ol style="list-style-type: none"> 1. Vice Principal (Admin) 2. Vice Principal (PG) 3. Director IQAD 	<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 authorities. ● 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. 	
	40	<p>Red Ribbon Club Advisory Committee</p> <p>Chairperson: Prof. Namdev Gawas</p>	<ul style="list-style-type: none"> ● The Advisory Committee at the Educational Institution will: ● Meet once in every quarter to review the activities of the RCC and to plan 	

		<p>Co-Chairperson: Prof. (Dr.) Agnela Dias Convenor: Mr. Alphius David Fernandes Joint Convenors: 1. Mr. Rajan Kumar (T.Y. B.Sc.) 2. Ms. Sanika Ghadshi (T.Y. B.A) Finance Officer/Treasurer: College Accountant Staff Members: 1. Mr. Vishal Gaonkar 2. Ms. Ishwari Kalangutkar Student Volunteers: 1. Ms. Vedika Teli (S.Y. B.Coom.) 2. Mr. Dilshad Khan (S.Y.B.Com.)</p>	<p>future activities as per annual activity yearly plan (programmatic as well as financial) and to be approved by Goa SACS.</p> <ul style="list-style-type: none"> • Take decisions on management issues related to the Club • Explore / identify channels for resources mobilisation for smooth functioning of the club • Review and plan activities with RCC members 	
	41	<p>Culture And Heritage Promotion Cell</p> <p>Convenor: Ms. Urvashi Naik</p> <p>Co-convenors:</p> <ol style="list-style-type: none"> 1. Ms. Manda Parab 2. Dr. Suphala Pujari 3. Dr. Arati Panshekar 4. Ms. Delia Cardozo 5. Mr. Conrad D'souza 6. Dr. Nisha Kevat 7. Mr. Suvadhya Dharwadkar 8. Ms. Ishwari Kalangutkar 9. Ms. Pritam S. Naik 10. Ms. Cassie Vani Mascarenhas 11. Ms. Arusa Bhandare 	<ul style="list-style-type: none"> • To promote and preserve Goan and Indian culture and values • To promote and preserve the richness and diversity of cultural, geographical and historical heritage through varied programs periodically 	

		<p>12. Ms. Bakita Naik</p> <p>13. Ms. Shraddha S. Dhond</p> <p>14. Ms. Janeita Carvalho</p> <p>15. Dr. Rochell...</p>	
42	<p><u>Student Induction Programme Committee</u></p> <p>Convenor: Ms. Ishwari Kalangutkar</p> <p>Co-convenors:</p> <p>1. Mr. Aaron Alphonso</p> <p>2. Dr. Guruprasad Naik</p> <p>3. Dr. Jyosna Gawas</p> <p>4. Mr. Vishal Gaonkar</p> <p>5. Ms. Ankita Vernekar</p> <p>6. Ms. Yakshita Vengurlekar</p> <p>7. Ms. Krutika Navelkar</p> <p>8. College Counsellors</p>	<ul style="list-style-type: none"> ● To perform all the tasks as envisaged in the Guide to SIP prepared by the expert Committee of the UGC. ● To chalk out activities for the benefit of students in consultation with the IQAC. ● To involve the senior students and alumni and other stakeholders. 	
43	<p><u>T.Y. Project-Work Committee</u></p> <p>Convenor: Ms. Delia Cardozo</p> <p>Co-convenors:</p> <p>1. Mr. Conrad D'Souza</p> <p>2. Ms. Supriya Gaonkar</p> <p>3. Ms. Dipika Gosavi</p>	<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 forms by Guides and students. ● Notifying & following-up the schedule of Project completion. ● Dispatching data to the University. Coordination of Viva-Voce Schedule. ● Distribution of Project Booklets to 	

		<p>External Examiners.</p> <ul style="list-style-type: none"> • Collection of consolidated mark sheets and reports of T.Y.B.A./B.Com./B.Sc Projects & submission to the G.U. <p>Arranging to give 01 copy of the Projects to the Library and 01 to the Dept. concerned officially.</p>	
44	<p><u>Data management Committee</u></p> <p>Convenor: Mr. Nilesh Natekar</p> <p>Members:</p> <ol style="list-style-type: none"> 1. Ms. Pooja Naik 2. Mr. Akhil Gawas 3. Mr. Prajyot Patil 4. Mr. Dattaraj jawdekar 5. Dr. Jyosna Gawas 6. Mr. Vishal Gaonkar 7. Mr. Shahish Naik 8. Ms. Ankita Vernekar 9. Ms. Yakshita Kiran Vengurlekar 10. Ms. Shubha Kauthankar 11. Ms. Dipika Gosavi 12. Ms. Ishwari kalangutkar 	<ul style="list-style-type: none"> • To compile, collate and sort College data • Data analysis 	

		<p>13. Ms. Pritam Shankar Naik.</p> <p>14. Mr. Shritesh Mhapsekar</p> <p>15. Ms. Yougali Parab</p>	
45	<p>IAIMS/ E-Samarth mapping committee</p> <p>Convenor: Ms. Ankita Vernekar</p> <p>Co-convenors:</p> <ol style="list-style-type: none"> 1. Ms. Supriya Gaonkar 2. Mr. Vishal Gaonkar 3. Ms. Yakshita Kiran Vengurlekar 4. Ms. Shubha Kauthankar 5. Ms. Dipika Gosavi 6. Mr. Vishal Gawas 7. Mr. Rohit Redker 8. Dr. Tanvi Prabhu 9. Ms. Shraddha S. Dhond 10. Mr. Prajyot Gaonkar 11. Ms. Asha Naik 		
46	<p>Promotion of Indian Knowledge Systems committee</p> <p>Convener: Ms. Varsha Sail.</p> <p>Members:</p> <ol style="list-style-type: none"> 1. Dr. Suman Tari 2. Dr. Aarti Panshekar 3. Dr. Sagar Patil 4. Mr. Prajyot Patil 5. Dr. Nisha Kevat 6. Mr. Dattaraj Jawdekar 7. Ms. Anushka Panjekar 	<p>To arrange programs/workshop s/ /seminars to disseminate traditional knowledge across fields like Agriculture, Arts, Architecture. Medicine, Anatomy, Technology, etc.</p>	

		8. Ms. Yakshita Vengurlekar 9. Ms. Pritam S. Naik 10. Ms. Arusa N. Bhandare 11. Ms. Gauri Vernekar 12. Mr. Prathamesh Prakash Gaude 13. Ms. Alpita Dessai	
47	Animal Welfare Committee Convenor: Dr. Suman Tari Members: <ol style="list-style-type: none"> 1. Ms. Varsha Sail 2. Ms. Shubha Kamat 3. Dr. Arati Panshekar 4. Mr. Mouvin Fernandes 5. Ms. Suvarna Patil 6. Ms. Krutika Navelkar 7. Ms. Cassie Vani Mascarenhas 8. Ms. Vaishali Kerkar 9. Ms. Arusa Bhandare 10. Ms. Ranjita Parab 11. Ms. Swarnim Chopdekar 12. Ms. Shruti Naik 13. Ms. Bhakti Gawas 14. Ms. Sweta Patil 15. Dr. Rochelle Fernandes 	<ul style="list-style-type: none"> ● Promote Awareness and Compassion: for animals in general. ● Manage Stray Animal Issues: To address concerns related to stray animals, particularly dogs, in a humane and balanced manner—by coordinating with local municipal bodies or NGOs for sterilization, vaccination, and relocation if necessary, to ensure safety and wellbeing of both campus inmates and animals. ● Enhance Campus Safety: To monitor the presence and behavior of stray animals and implement preventive measures that ensure the safety and comfort of students, staff, and visitors. ● Support Animal Welfare Programs: To organize feeding drives, medical aid, and awareness campaigns in collaboration with external animal 	

			<p>welfare organizations.</p> <ul style="list-style-type: none"> ● Encourage Responsible Involvement: To involve students in volunteering, reporting issues, and participating in outreach programs for animal care and campus coexistence.
48	<p>Human Research Ethics Committee</p> <p>Chairperson: Dr. Sagar Patil</p> <p>Members:</p> <ol style="list-style-type: none"> 1. Health Officer, Community Health center, Sanquelim 2. Mr. Anil Vernekar, Ex-Principal, 3. Adv. Alka Rauji Chopdekar 4. Mr. Vitthal Sukhtankar, GIM 5. Vice Principal (PG) 6. Director, IQAD 7. Ms. Shilpa Satoskar 8. Dr. Arati Panshekar 	<ol style="list-style-type: none"> 1. All research proposals on biomedical, social and behavioural science research for health involving human participants, their biological material and data to be reviewed and approved by the Human Ethics Committee to safeguard the dignity, rights, safety and well-being of all research participants. 2. The EC is responsible for scientific and ethical review of research proposals involving human participants. The committee is entrusted with the initial review of research proposals prior to their initiation, and also has a continuing responsibility to regularly monitor the approved research to ensure ethical compliance during the conduct of research concerning human participants. 	
49	<p>Teaching, Learning & Education technology cell</p> <p>Convenor: Dr. Ramashanti Naik Co-convenors:</p>	<ol style="list-style-type: none"> 1. To take initiative to promote new/ latest teaching learning and educational tools/ technology in the college. 2. To comply with DHE instructions/ policies 	

		<ol style="list-style-type: none"> 1. Mr. Aaron Alphonso 2. Dr. Dattaprasad Narulkar 3. Ms. Suvarna Patil 	<p>with regards to the TLET cell.</p> <ol style="list-style-type: none"> 3. To conduct regular workshops/ training for the staff
50	<p>Samarth e-Governance</p> <p>Nodal officer: Ms. Pooja Dalvi</p> <p>Members:</p> <ol style="list-style-type: none"> 1. Mr. Dattaraj Jawdekar 2. Ms. Ankita Vernekar 3. Ms. Anushka Panjekar 	<p>Responsibilities as mentioned in the circular No. GS-SEGPU/SAMARTH implementation in HEIs/4/2025/90 dated 03.03.2025</p>	
51	<p>Entrepreneurship Development Cell</p> <p>Convenor: Mr. Conrad D'Souza</p> <p>Member:</p> <ol style="list-style-type: none"> 1. Mr. Shahish C. Naik 	<p>1. Capacity Building & Orientation</p> <p>Conduct workshops, training sessions, and orientation programmes on entrepreneurship, innovation, and design thinking.</p> <p>Encourage students to develop entrepreneurial mindsets through interactive sessions.</p> <p>2. Innovation & Idea Development</p> <p>Organize business idea contests, innovation challenges, hackathons, and pitch deck competitions.</p> <p>Provide structured mentoring to nurture student ventures from idea generation to execution.</p> <p>3. Mentorship & Networking</p> <p>Facilitate one-on-one mentoring by</p>	

		<p>connecting student entrepreneurs with alumni, investors, incubators, and industry experts.</p> <p>Develop strong linkages with start-up ecosystems and entrepreneurship forums.</p> <p style="text-align: center;">4. Industry & Institutional Collaborations</p> <p>Organize guest lectures, panel discussions, and knowledge-sharing sessions with entrepreneurs, venture capitalists, and MSME leaders.</p> <p>Forge MoUs with industries, MSME bodies, Chambers of Commerce, and entrepreneurship development organizations.</p> <p style="text-align: center;">5. Flagship Events & Outreach</p> <p>Conduct annual flagship programmes such as Entrepreneurship Week and Innovation Day.</p> <p>Promote student participation in regional, national, and international entrepreneurship events.</p> <p style="text-align: center;">6. Policy Compliance & Reporting</p> <p>Ensure compliance with instructions, circulars, and policies issued by the Directorate of Higher Education (DHE) regarding the Entrepreneurship</p>	
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		Development Cell. Submit activity reports to the Principal and IQAC for documentation and quality monitoring
52	<p>iGOT Karmayogi Committee</p> <p>1. MDO Leader: Prof. (Dr.) Namdev M. Gawas</p> <p>2. MDO Admin: Ms. Cynthia Fernandes</p> <p>3. Technical Support: Mr. Ketan Naik</p> <p>Members:</p> <p>Arts 1. Ms. Judaline Torcato 2. Dr. Ranjita Parab</p> <p>Science 1. Ms. Suvarna Patil 2. Dr. Tanvi Prabhu</p> <p>Commerce 1. Ms. Ishwari Kamat 2. Ms. Priyanka Thanekar</p>	<p>1.Transforming Government officials from rule-based to role-based profiles.</p> <p>2.Promoting capacity development amongst Government officials.</p> <p>3.Compiling compliance reports in a timely manner.</p> <p>4.Coordinating participation in training programmes for Government officials.</p> <p>5.Taking proactive measures to empower Government officials with the right knowledge and skill set through the iGOT platform.</p>
53.	<p>Institutional Research Ethics Committee (IREC)</p> <p>Chairperson: Principal</p> <p>Members: 1. Vice Principal (Academic s) 2. Director, IQAD 3. Head, Department of English</p>	<p>Review and investigate cases of suspected plagiarism in research proposals, theses, dissertations, publications, and reports.</p> <p>Establish mechanisms for plagiarism detection (e.g., plagiarism software checks) and ensure appropriate corrective actions.</p>

		<p>(PG)</p> <p>4. Head, Department of Hindi (PG)</p> <p>5. College Librarian</p> <p>6. Chairperson, Human research ethics committee</p> <p>7. Adv. Alka Rauji Chopdekar</p> <p>8. Mr. Vitthal Sukhtankar, GIM</p>	<p>Recommend penalties or remedial measures in cases of proven plagiarism.</p> <p>Review reported cases of undisclosed conflicts and recommend disciplinary measures.</p> <p>Oversee adherence to ethical publication practices, including authorship criteria, acknowledgment of contributions, and citation integrity.</p> <p>Investigate disputes related to authorship, duplicate submissions, salami publication (fragmented publication), or falsification of data.</p> <p>Serve as the first point of redressal for complaints related to ethical violations in research.</p> <p>Recommend disciplinary measures in proven cases of misconduct, in accordance with institutional and regulatory frameworks.</p> <p>Maintain transparency and fairness in handling all cases.</p>	
		Prof. (Dr.) Namdev M. Gawas		

	<p style="text-align: center;">Officiating Principal</p> <p>Copy to:</p> <ol style="list-style-type: none"> 1. Soft copy to staff members (E-mail) 2. Vice Principals 3. IQAD File 4. Guard File 26. 27. Vice Chairman of the PTA <p>E. <u>Internet & Networking Committee:</u></p> <p>Convener: Mr. Aaron Alphonso</p> <p>Co-convenors:</p> <ol style="list-style-type: none"> 9. HOD, Computer Science 10. Dr. Sagar Patil 11. Mr. Akhil Gawas 12. Mr. Joshua Fernandes 13. Mr. Rohit Redkar 14. Ms. Yougali Parab 15. System administrator (As & when appointed) 16. Mr. Sudhir Paryekar <p>F. <u>Digital Equipment Maintenance Committee</u></p> <p>Convener: Ms. Suvarna Patil</p> <p>Co-convenors:</p> <ol style="list-style-type: none"> 12. HOD, Computer Science 13. Mr. Aaron Alphonso 14. Mr. Conrad D'Souza 15. Mr. Joshua Fernandes 16. Mr. Vishal Gawas 17. Ms. Yougali Parab 18. Mr. Rohit Redkar 19. Ms. Janeita Carvalho 20. College Accountant 21. Ms. Sandipa Gaonkar 22. Mr. Sudhir Paryekar 	
6	<p><u>PURCHASE COMMITTEE</u></p> <p>Convener: Mr. Mahendra Pednekar</p> <p>Co-convenors:</p> <ol style="list-style-type: none"> 1. Vice Principal (Admin) 2. Director, IQAD 3. Mr. Nilesh Natekar 4. Ms. Shilpa Satoskar 5. Dr. Dattaprasad Narulkar 6. Office Superintendent of the College 	<ul style="list-style-type: none"> ● Identifying the needs, wants and desirable things/materials in this College, other than Departments' requirements. ● Making arrangements/following procedures to acquire the

	<p>7. Head Clerk of the College 8. Accountant of the College 9. Convenor, SWC</p>	<p>materials, accordingly based on priorities & availability of funds.</p> <ul style="list-style-type: none"> • 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: Ms. Manda Parab</p> <p>Co-conveners:</p> <ol style="list-style-type: none"> 1. Vice Principals (Admin, Academics, PG) 2. IQAD Director 3. Convenor, Purchase committee 4. Office Superintendent of the College 5. Head Clerk of the College 6. College Accountant 	<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 proper classification of the expenditure, without extravagance. • Define policies for efficient and proper utilisation of funds. • Advising on better and appropriate uses of the available College- level funds • Settlement of Accounts of the funds received from UGC and other source
8	<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. Dr. Suman Tari 2. Ms. Supriya Gaonkar 3. Office Superintendent of the College 4. Head Clerk of the College 5. Accountant of the College 6. All the UDCs 7. All the Laboratory Assistants 	<ul style="list-style-type: none"> • Initiating; completing satisfactorily; and properly reporting on the physical stock (movables) verification of goods in this College, other than Library physical stock verification. • Building up of proper and systematic "Stock records", etc. of durables & consumables.
9	<p><u>COLLEGE BUS COMMITTEE</u></p> <p>Convener: Mr. Saish Goltekar</p> <p>Co-conveners: Dr. Guruprasad Naik</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 &

		<p>cleaner) are efficient, polite and courteous.</p> <ul style="list-style-type: none"> • 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.
10	<p><u>A. STUDENTS' WELFARE COMMITTEE (SWC)</u></p> <p>Convener: Dr. Sagar Patil</p> <p>Co-conveners:</p> <ol style="list-style-type: none"> 15. Mr. Nilesh Natekar 16. Ms. Manda Parab 17. Dr. Suman Tari 18. Dr. Arati Panshekar 19. Mr. Dattaraj Jawdekar 20. Ms. Urvashi Naik 21. Mr. Shahish Naik 22. Ms. Mithali Halarnkar 23. Ms. Anushka Panjekar 24. Ms. Pritam S. Naik 25. Ms. Vaishali Kerker 26. Ms. Arusa Bhandare 27. Mr. Balkrishna Chopdekar 28. Dr. Rochelle Fernandes <p><u>B. STUDENTS' AID FUND & OTHER GOVT. SCHOLARSHIPS COMMITTEE</u></p> <p>Convenor: Mr. Vishal Gaonkar</p> <p>Co-convenor:</p> <ol style="list-style-type: none"> 1. Minoshka D'Souza 2. Dr. Ramashanti Naik 3. All UDCs of the College 4. All LDCs of the College 5. All Lab Assistants of the College 6. CRs of all the classes 7. General Secretary of the Students' Council 8. Ladies representative of the Students' Council. 	<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 installed. • Planning & executing successfully the co-curricular activities of the year, at the desire of the Students' Council, as found feasible. • Annual Prize Distribution function/Social Gathering & College Mela events to hone the skills of our students & get them to shine at the inter-collegiate events. Encouraging participation & ensuring success at all-Goa/Inter-Collegiate activities/events. • Creating adequate awareness of these facilities, amongst students/ parents. • Announcing & selecting from the applicants for these Scholarships, including "merit" Scholarships. • Displaying lists of deserving students and arranging disbursement of scholarships and Students' Aid Fund to

		<p>students in a timely manner.</p> <ul style="list-style-type: none"> • 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.
11	<p><u>COUNSELLING SERVICES COMMITTEES:</u></p> <p>A. <u>Mentoring Committee:</u></p> <p>Convenor: Dr. Dipesh Harmalkar</p> <p>Co-convenors:</p> <p>9. Ms. Delia Cardozo 10. Mr. Prajyot Patil 11. Mr. Conrad D'Souza 12. Ms. Ankita Vernekar 13. Mr. Vishal Gawas 14. Mr. Balkrishna Chopdekar 15. Dr. Nayan rane 16. Ms. Swarnim Chopdekar</p> <p>B. <u>Counselling Services and value education Cell/ Centre</u></p> <p>Convenor: Mr. Alphius Fernandes</p> <p>Co-convenors:</p> <p>10. Dr. Aarti Panshekar 11. Dr. Ramashanti Naik 12. Ms. Urvashi Naik 13. Ms. Ishwari Kalangutkar 14. Ms. Vaishali Kerkar 15. Ms. Swarnim Chopdekar 16. Dr. Nayan K. Rane 17. Ms. Alpita Dessai 18. Counsellors of the College</p> <p>C. <u>Career Guidance/Counseling, Employment & Placement Cell</u></p> <p>Convenor: Dr. Guruprasad Naik</p> <p>Co-convenors:</p> <p>5. Mr. Prashant Bhonsle 6. Dr. Suphala Pujari 7. Dr. Ramashanti Naik 8. Ms. Supriya Gaonkar</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 Counsellor of the College

	<p><u>D. Institute Innovation Council (IIC)/ Startup and incubation</u></p> <p>Convenor: Mr. Dattaraj Jawdekar</p> <p>3. Dr. Rochelle Fernandes 4. Dr. Tanvi Prabhu</p> <p>(Order No. GCASCS/IIC/2023-24/2023/2361 Dated 08.11.2023)</p>	<ul style="list-style-type: none"> ● Generating general awareness on/ of several careers/jobs, etc. and their requirements. ● Compiling vocational counselling Articles from the media, into a booklet with index, etc. taking help from the Library. ● 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. ● Motivating and guiding /counselling students for all-India Competitive Exams of various types. ● Organising professional entry level courses wherever feasible. ● 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.
12	<p><u>MEDICAL SERVICES CELL & FIRST-AID COMMITTEE</u></p> <p>Convenor: Mr. Aga D. A.</p> <p>Co-convenor:</p> <p>10. Mr. Saish Goltekar 11. Ms. Suvarna Patil 12. Ms. Ankita Vernekar 13. Ms. Mithali Halarnkar 14. Ms. Krutika Navelkar 15. Ms. Ranjita Parab 16. Ms. Bhakti Gawas 17. Ms. Alpita Dessai 18. Ms. Dipti Gaonkar</p>	<ul style="list-style-type: none"> ● Providing facilities and education 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.

		<ul style="list-style-type: none"> ● Arranging to render first aid assistance whenever needed. ● Training students in handling first- aid matters; talks by experts/ doctors.
13	<p><u>SPORTS COUNCIL</u></p> <p>Convenor: Mr. Saish Goltekar</p> <p>Co-convenor:</p> <p>13. Mr. Prashant Bhonsle 14. Mr. Samir Fatte 15. Ms. Delia Cardozo 16. Ms. Urvashi Naik 17. Mr. Shritesh Mhapsekar 18. Mr. Balkrishna Chopdekar 19. Mr. Prajyot Gaonkar 20. Ms. Bhakti Gawas 21. Dr. Rchelle Fernandes 22. Ms. Dorathy Alphonso 23. Mr. Ketan R. Naik (Lab Assistant) 24. Sports Secretary of the Student’s Council</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. ● Planning and executing well, all the sports activities (indoor/outdoor and inter-class and inter-collegiate), within the College resources. ● Utilizing the services of professional coaches if required to train our Sports persons, well in advance. ● Developing playgrounds in this College Campus. ● Developing a variety of Sports facilities/competitions. Interface with sports clubs/ HSS Sports persons, in this Taluka. ● Conducting the Annual Sports Meet.
14	<p><u>N.S.S. Unit</u></p> <p>16. Mr. Alphius Fernandes (PO (Chief PO)) 17. .Mr. Anand Kolambkar (PO) 18. Mr. Sushant Naik (PO) 19. Mr. Stephen Fernandes (PO) 20. Mr. Prajyot Patil (PO) 21. Ms. Ankita Vernekar (PO) 22. Ms. Mithali Halarnkar (PO) 23. Ms. Yakshita Vengurlekar (PO) 24. Ms. Krutika Navelkar (PO) 25. Ms. Deepika Gosavi (PO) 26. Ms. Ishwari Kalangutkar (PO) 27. Mr.Ajit Ghadi</p>	<ul style="list-style-type: none"> ● All the work associated with the N.S.S. in terms of “Regular Activities and Special Camp” activities, showing good leadership skills; and proactively taking initiatives for the development of service-minded young men and women.

	<p>28. Mr. Prathamesh Prakash Gaude 29. Ms. Sussha Laxman Hondkar 30. Ms. Diksha Girodkar</p>	<ul style="list-style-type: none"> ● 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.
15	<p><u>N.C.C. (GIRLS UNIT)</u> Programme Officer: Ms. Shubha Kauthankar</p> <p>3. Ms. Shraddha S. Dhond 4. Ms. Arusa Bhandare</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.
16	<p><u>ELECTION NODAL OFFICER FOR NATIONAL /STATE ELECTIONS/</u></p> <p><u>Elections Nodal Officer: Ms. Judaline Torcato</u></p> <p>Members:</p> <p>2. Mr. Amar Naik 2. Ms. Arati Panshekar</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 of eligible voters every year. ● 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.

		<ul style="list-style-type: none"> Assisting the Convenor of the Student's Welfare Committee in the conduct of elections to the Student's Council and other elections.
17	<p><u>ELECTORAL LITERACY CLUB</u></p> <p>Order No GCASCS/ Order/2024-2025/2024/ 1885 dated 22.08.2024</p>	
18	<p><u>NATURE/ECO-CLUB (COMMITTEE)</u></p> <p>Convenor: Dr. Arati Panshekar</p> <p>Co-convenor:</p> <p>15. Dr. Suman Tari 16. Mr. Stephen Fernandes 17. Mr. Prajyot Patil 18. Dr. Nisha Kevat 19. Ms. Supriya Gaonkar 20. Dr. Jyosna Gawas 21. Ms. Suvarna Patil 22. Ms. Mithali Halarnkar 23. Ms. Dipika Gosavi 24. Mr. Prathamesh Prakash Gaude 25. Ms. Priyanka S. Thanekar 26. Ms. Asha Naik 27. Ms. Sweta Patil 28. Ms. Janeita Carvalho</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. Talks, field trips, seminars presentations in appreciation of Nature & its bounties & need for conservation of the same, for posterity. "Greening of Campus" programmes, by students and staff in consultation with the Garden Development and Upkeep Committee.
19	<p><u>ECONOMICA</u></p> <p>Convenor: Dr. Ramashanti Naik</p> <p>Co-convenor:</p> <p>9. Prof. (Dr.) Agnela Dias 10. Ms. Shilpa Satoskar 11. Mr. Shahish Naik 12. Ms. Yakshita Vengurlekar 13. Ms. Gauri Vernekar 14. Mr. Prathamesh Prakash Gaude 15. Ms. Sheetal Malik 16. Ms. Priyanka S. Thanekar</p>	<p>Promotion of learning the fundamental concepts 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.
20	<p><u>SCIENCE ASSOCIATION</u></p> <p>Convenor: Dr. Dattaprasad Narulkar</p> <p>Co-convenor:</p> <p>14. Dr. Suphala Pujari</p>	<ul style="list-style-type: none"> Promoting Scientific temper & Scientific knowledge amongst our students & staff. Observation of the 'Science Day'

	<p>15. Ms. Minoshka D'Souza 16. Ms. Magnolia Miranda 17. Mr. Prajyot Patil 18. Mr. Dattaraj Jawdekar 19. Ms. Suvarna Patil 20. Dr. Dipesh Harmalkar 21. Ms. Shubha Kauthankar 22. Ms. Dipika Gosavi 23. Mr. Shritesh Mhapsekar 24. Mr. Vishal Gawas 25. Mr. Rohit Redkar 26. Ms. Yougali Parab</p>	<ul style="list-style-type: none"> • Science related projects; visit to Science Centre, Panaji & NIO, Dona Paula. • IT & Computer related Programmes. • Understanding common place / everyday Science Awareness Programmes.
21	<p>Film and Music Club</p> <p>Convenor: Dr. Suphala Pujari</p> <p>Co-convenor:</p> <p>13. Dr. Ambika Kamat 14. Ms. Krutika Navelkar 15. Mr. Dattaraj Jawdekar 16. Mr. Alphius Fernandes 17. Mr. Suvidhya Dharwadkar 18. Ms. Shubha Kauthankar 19. Ms. Ishwari Kalangutkar 20. Ms. Cassie Vani Mascarenhas 21. Ms. Priyanka S. Thanekar 22. Ms. Dipti Gaonkar 23. Ms. Bakita Naik 24. Ms. Vaishali Kerkar</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. <ul style="list-style-type: none"> • Preparing the students to take part in various events related to performing arts.
22	<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:</p> <p>1. Prof. Soniya Sirsat 2. Mr. Satish Sanvol 3. Ms. Manda Parab 4. Mr. Aaron Alphonso 5. Mr. Amar Naik 6. Dr. Jyosna Gawas 7. Mr. Saish Goltekar 8. Ms. Shubha Kauthankar, NCC 9. Convenor, SWC 10. Director, Physical Education and sports 11. Office Superintendent 12. Supervisor, Security</p>	<ul style="list-style-type: none"> • Counselling the students to behave responsibly. • Promptly and dutifully caring to see that overall discipline is maintained in this College premises (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

	<p>B. <u>Anti-Ragging Committee</u></p> <p>Convenor: Mr. Shahish Naik</p> <p>Co-convenor:</p> <ol style="list-style-type: none"> 1. Vice Principal (Admin) 2. Ms. Pooja Dalvi 3. Convenor, SWC 2. 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>those indulging in acts of indiscipline and recommending the course of action to the Principal.</p> <ul style="list-style-type: none"> ● Taking all the possible preventive measures to ensure that no ragging in any form takes place in this College premises/Campus and adhering to the guidelines stipulated under the Anti-Ragging Act 2009. ● Managing /handling seriously/skilful 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.
23	<p>GENDER CHAMPIONS' CLUB</p> <p>Convenor: Dr. Nisha Kevat</p> <p>Co-convener:</p> <ol style="list-style-type: none"> 12. Ms. Minoshka D'Souza 13. Mr. Stephen Fernandes 14. Ms. Urvashi Naik 15. Ms. Anushka Panjekar 16. Ms. Krutika Navelkar 17. Mr. Suvidhya Dharwadkar 18. Mr. Joshua Fernandes 19. Dr. Rochelle Fernandes 20. Ms. Asha Naik 21. Ms. Shraddha Dhond 22. Ms. Dorothy Aphonso 	<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 visits to various public
24	<p>DISASTER MANAGEMENT COMMITTEE</p> <p>Convenor: Vice Principal (Admin)</p> <p>Members:</p> <ol style="list-style-type: none"> 11. Vice Principal (Academic) 	<ul style="list-style-type: none"> ● Prepare a roadmap for disaster management ● Ensure that systems and processes are in place to face any disaster in the college

	12. Vice Principal (PG) 13. IQAD Director 14. Convenor, SWC 15. Sports Director 16. Mr. Ajit Ghadi 17. Ms. Diksha R. Girodkar 18. Mr. Prajyot Gaonkar 19. Office Superintendent 20. College Accountant	<ul style="list-style-type: none"> • Mobilise resources and manpower to meet any eventuality
25	<p><u>RIGHT TO INFORMATION CELL</u></p> <p>P.I.O.: Dr. Nisha Kevat</p>	Office Order No. GCASC/Office-Order/2024- 25/24/1836 dated 20.08.2024
26	<p><u>STAKEHOLDERS LINKAGES COMMITTEE</u></p> <p>C. <u>PTA Committee</u></p> <p>Convenor: Ms. Urvashi Naik</p> <p>Co-convenors</p> <ol style="list-style-type: none"> 1. Ms. Shilpa Satoskar 2. Mr. Anand Kolambkar 3. Mr. Sushant Naik <p>B. <u>Alumni Association</u></p> <p>Convenor: Dr. Arati Panshekar</p> <p>Co-convenors:</p> <ol style="list-style-type: none"> 16. Mr. Prashant Bhonsle 17. Ms. Manda Parab 18. Dr. Suphala Pujari 19. Dr. Suman Tari 20. Mr. Amar Naik 21. Dr. Dattaprasad Narulkar 22. Mr. Dattaraj Jawdekar 23. Ms. Shubha Kauthankar 24. Ms. Susha Laxman Hondkar 25. Ms. Dipti Tulshidas Gaonkar 26. Mr. Shritesh Mhapsekar 27. Mr. Prajyot P. Gaonkar 28. Dr. Tanvi Prabhu 29. Ms. Shraddha Dhond 30. Mr. Ajit Ghadi <p>C. <u>College- Higher Secondary Educators interface Committee</u></p> <p>Convenor: Mr. Prashant Bhonsale</p> <p>Co-convenors:</p> <ol style="list-style-type: none"> 14. Prof. (Dr.) Agnela Dias 	<ul style="list-style-type: none"> • To arrange for periodic Parent-teachers' meetings • To hold at least one executive committee meeting per semester. • Enrolment 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.

28	<p>11. Ms. Judaline Torcato- Morlem Village 12. Mr. Stephen Fernandes: Navelim village 13. Ms. Anushka Panjekar: Kudnem village 14. Ms. Shubha Kauthankar: Karapur Sarvan village 15. Mr. Ajit Ghadi: Kudnem village 16. Ms. Shruti Naik: Paryem village 17. Ms. Sheetal Malik: Navelim village 18. Ms. Dorothy Aphonso: Karapur- Sarvan village</p> <p><u>Extension Services Committee</u></p> <p>Convenor: Prof. (Dr.) Soniya Sirsat Co-convenor:</p> <p>12. Mr. Anand Kolambkar 13. Dr. Dattaprasad Narulkar 14. Dr. Nisha Kevat 15. Mr. Brahmanand Sawant 16. Dr. Jyosna Gawas 17. Mr. Vishal Gaonkar 18. Ms. Ishwari Kalangutkar 19. Ms. Gauri Vernekar 20. Ms. Bakita A. Naik 21. Ms. Susha Hondkar 22. Ms. Chitragada Dessai</p>	<ul style="list-style-type: none"> ● Organising community work in the adopted villages ● 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 physical; educational, infrastructural; and human resources for the use of the outside society/agencies. ● Conducting Summer camps for students (External)
29	<p>Public Relations Cell</p> <p>PRO: Dr. Vaibhav Chindarkar</p> <p>Members:</p> <p>1. Mr. Sharat Jamkhandi 2. Ms. Urvashi Naik 3. Ms. Anushka Panjekar 4. Ms. Krutika Navelkar 5. Mr. Suvidhya Dharwadkar 6. Ms. Ishwari kalangutkar. 7. Dr. Rochelle Fernandes</p>	<ul style="list-style-type: none"> ● 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

		<p>news in the media, about the College.</p> <ul style="list-style-type: none"> ● To create and implement PR campaign
30	<p><u>AWARENESS & RIGHTS COMMITTEES</u></p> <p><u>Legal Rights & Duties Awareness Campaign Cell</u></p> <p>Convenor: Ms. Judaline Torcatto</p> <p>Co-convenors: Mr. Alphius Fernandes</p>	<ul style="list-style-type: none"> ● 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.
31	<p><u>Consumers' Welfare Cell</u></p> <p>Convenor: Mr. Satish Sanvol</p> <p>Co-convenors:</p> <p>1) Ms. Manda Parab</p> <p>2) Ms. Judaline Torcatto</p> <p>3) Ms. Shubha kauthankar</p>	<ul style="list-style-type: none"> ● 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 COMMITTEE:</u></p> <p>Convenor: Ms. Urvashi Naik</p> <p>Co-convenors:</p> <p>11. Prof. Seema Rath</p> <p>12. Mr. Satish Sanvol</p> <p>13. Ms. Shilpa Satoskar</p> <p>14. Mr. Samir Fatte</p> <p>15. Mr. Brahmanand Sawant</p> <p>16. Dr. Jyosna Gawas</p> <p>17. Ms. Mithali Halarnkar</p> <p>18. Ms. Gauri Vernekar</p> <p>19. Ms. Bakita A. Naik</p> <p>20. Ms. Priyanka S. Thanekar</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>Research Promotion Committee</u></p>	<ul style="list-style-type: none"> ● Encouraging staff to prepare & write good/well- researched

	<p>Convenor: Dr. Dipesh Harmalkar</p> <p>Co-convenors:</p> <p>9. Dr. Ambika Kamat 10. Ms. Arati Panshekar 11. Mr. Conrad D'Souza 12. Ms. Suvarna Patil 13. Dr. Rochelle Fernandes 14. Dr. Tanvi Prabhu 15. Dr. Nayan Rane 16. Dr. Ranjita Parab</p>	<p>articles (<u>at least one</u>) for Journal during the academic year.</p> <ul style="list-style-type: none"> ● Members of this committee, themselves also to set the example ● 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
34	<p><u>MAGAZINE & OTHER COLLEGE PUBLICATIONS COMMITTEE:</u></p> <p>A. Magazine Committee:</p> <p>Convenor: Mr. Vishal Gaonkar</p> <p>Co-convenors:</p> <p>14. Prof. (Dr.) Soniya Sirsat, Section Editor (Hindi) 15. Ms. Krutika Navelkar, Section Editor (English) 16. Mr. Sushant Naik, Section Editor (Konkani) 17. Mr. Anand Kolambkar, Section Editor (Marathi) 18. Mr. Mouvin Fernandes 19. Ms. Delia Cardozo 20. Ms. Cassie Vani Mascarenhas 21. Mr. Joshua Fernandes 22. Ms. Susha Laxman Hondkar 23. Ms. Chitragada R., Dessai 24. Ms. Utkarsha U. Shetkar 25. Accountant of the College 26. Head Clerk of the College</p> <p>D. Newsletter- 'Campus News' (at least two issues per academic year)</p> <p>Convenor: Dr. Ambika Kamat</p> <p>Co-convenors</p>	<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, preferably by the beginning of the new academic year, positively. ● Collection of advertisements from the Govt. Depts./ Corporations, business establishments, etc. to build up the required amount for the magazine.

	8. Ms. Magnolia Miranda 9. Mr. Sushant Naik 10. Mr. Dattaraj Jawdekar 11. Ms. Bakita Naik 12. Ms. Chitragada Dessai 13. Ms. Diksha Girodkar 14. Ms. Susha Laxman Hondkar	<ul style="list-style-type: none"> • Preparing & publishing the 'Campus News' • Encouraging students to join hands in this venture, <u>particularly for 'Campus News' matter.</u> • Ensuring that 2 to 3 Issues are brought out, every year
35	<p><u>COLLEGE WEBSITE COMMITTEE</u></p> <p>Convenor: Mr. Akhil Gawas</p> <p>Co-convenor:</p> <p>8. Vice Principal (Admin) 9. Director, IQAD 10. HOD, Computer Science 11. Ms. Anushka Panjekar 12. Ms. Ishwari kalangutkar 13. Networking & Internet committee convenor 14. Ms. Cynthia Fernandes- College office</p>	<ul style="list-style-type: none"> • Preparing SOPs for regularly updating the website. • 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>PROJECT MONITORING UNIT under RUSA</u></p> <p>Convenor: Dr. Suman Tari</p> <p>Co-convenors:</p> <p>1. Prof. Seema Rath 2. Prof. Soniya Sirsat 3. Dr. Vaibhav Chindarkar 4. Mr. Nilesh Natekar 5. Mr. Prajyot Patil 6. Office Superintendent of the College 7. Head Clerk of the College 8. Accountant of the College 9. GS of the Students' Council 10. LR of the Students' Council 11. SS of the Students' Council</p>	<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.

37	<p>Committee for AISHE (All India Survey on Higher Education)</p> <p>Convenor: Mr. Prajyot Patil Ms. Minoshka Maria D'Souza</p> <p>Co-convenors:</p> <ol style="list-style-type: none"> 1. Dr. Dattaprasad Narulkar 2. Office Superintendent of the College 3. Head Clerk of the College 4. Accountant of the College 	<ul style="list-style-type: none"> ● Collection of data on several parameters such as teachers, student enrolment, 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.
38	<p><u>Committee for NIRF (National Institute Ranking Framework), AISHE</u></p> <p>Convenor: Mr. Prajyot Patil</p> <p>Co-convenors:</p> <ol style="list-style-type: none"> 1. Dr. Dattaprasad Narulkar 2. Ms. Anushka Panjekar 3. Office Superintendent of the College 4. Head Clerk of the College 5. Accountant 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
39	<p>Workload Monitoring Committee</p> <p>Convenor: Vice Principal (Academics)</p> <p>Co-convenors:</p> <ol style="list-style-type: none"> 1. Vice Principal (Admin) 2. Vice Principal (PG) 	<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

	3. Director IQAD	<p>engaged by the concerned faculty and report any act of omission to the 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.
40	<p>Red Ribbon Club Advisory Committee</p> <p>Chairperson: Prof. Namdev Gawas</p> <p>Co-Chairperson: Prof. (Dr.) Agnela Dias Convenor: Mr. Alphius David Fernandes Joint Convenors: 1. Mr. Rajan Kumar (T.Y. B.Sc.) 2. Ms. Sanika Ghadshi (T.Y. B.A) Finance Officer/Treasurer: College Accountant Staff Members: 1. Mr. Vishal Gaonkar 2. Ms. Ishwari Kalangutkar Student Volunteers: 1. Ms. Vedika Teli (S.Y. B.Coom.) 2. Mr. Dilshad Khan (S.Y.B.Com.)</p>	<ul style="list-style-type: none"> • The Advisory Committee at the Educational Institution will: • Meet once in every quarter to review the activities of the RCC and to plan future activities as per annual activity yearly plan (programmatic as well as financial) and to be approved by Goa SACS. • Take decisions on management issues related to the Club • Explore / identify channels for resources mobilisation for smooth functioning of the club • Review and plan activities with RCC members
41	<p>Culture And Heritage Promotion Cell</p> <p>Convenor: Ms. Urvashi Naik</p> <p>Co-convenors: 16. Ms. Manda Parab 17. Dr. Suphala Pujari 18. Dr. Arati Panshekar 19. Ms. Delia Cardozo 20. Mr. Conrad D'souza 21. Dr. Nisha Kevat 22. Mr. Suvidhya Dharwadkar 23. Ms. Ishwari Kalangutkar 24. Ms. Pritam S. Naik 25. Ms. Cassie Vani Mascarenhas 26. Ms. Arusa Bhandare 27. Ms. Bakita Naik 28. Ms. Shraddha S. Dhond</p>	<ul style="list-style-type: none"> • To promote and preserve Goan and Indian culture and values • To promote and preserve the richness and diversity of cultural, geographical and historical heritage through varied programs periodically

	<p>29. Ms. Janeita Carvalho 30. Dr. Rochelle Fernandes</p>	
42	<p><u>Student Induction Programme Committee</u></p> <p>Convenor: Ms. Ishwari Kalangutkar</p> <p>Co-convenors:</p> <ol style="list-style-type: none"> 1. Mr. Aaron Alphonso 2. Dr. Guruprasad Naik 3. Dr. Jyosna Gawas 4. Mr. Vishal Gaonkar 5. Ms. Ankita Vernekar 6. Ms. Yakshita Vengurlekar 7. Ms. Krutika Navelkar 8. College Counsellors 	<ul style="list-style-type: none"> ● To perform all the tasks as envisaged in the Guide to SIP prepared by the expert Committee of the UGC. ● To chalk out activities for the benefit of students in consultation with the IQAC. ● To involve the senior students and alumni and other stakeholders.
43	<p><u>T.Y. Project-Work Committee</u></p> <p>Convenor: Ms. Delia Cardozo</p> <p>Co-convenors:</p> <ol style="list-style-type: none"> 1. Mr. Conrad D'Souza 2. Ms. Supriya Gaonkar 3. Ms. Dipika Gosavi 	<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 forms by Guides and students. ● 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. <p>Arranging to give 01 copy of the Projects to the Library and 01 to the Dept. concerned officially.</p>
44	<p><u>Data management Committee</u></p> <p>Convenor: Mr. Nilesh Natekar</p> <p>Members: Visha</p> <ol style="list-style-type: none"> 16. Ms. Pooja Naik 17. Mr. Akhil Gawas 18. Mr. Prajyot Patil 19. Mr. Dattaraj jawdekar 20. Dr. Jyosna Gawas 	<ul style="list-style-type: none"> ● To compile, collate and sort College data ● Data analysis

	<p>21. Mr. Vishal Gaonkar 22. Mr. Shahish Naik 23. Ms. Ankita Vernekar 24. Ms. Yakshita Kiran Vengurlekar 25. Ms. Shubha Kauthankar 26. Ms. Dipika Gosavi 27. Ms. Ishwari kalangutkar 28. Ms. Pritam Shankar Naik. 29. Mr. Shritesh Mhapsekar 30. Ms. Yougali Parab</p>	
45	<p>IAIMS/ E-Samarth mapping committee</p> <p>Convenor: Ms. Ankita Vernekar</p> <p>Co-convenors:</p> <p>12. Ms. Supriya Gaonkar 13. Mr. Vishal Gaonkar 14. Ms. Yakshita Kiran Vengurlekar 15. Ms. Shubha Kauthankar 16. Ms. Dipika Gosavi 17. Mr. Vishal Gawas 18. Mr. Rohit Redker 19. Dr. Tanvi Prabhu 20. Ms. Shraddha S. Dhond 21. Mr. Prajyot Gaonkar 22. Ms. Asha Naik</p>	
46	<p>Promotion of Indian Knowledge Systems committee</p> <p>Convener: Ms. Varsha Sail.</p> <p>Members:</p> <p>14. Dr. Suman Tari 15. Dr. Aarti Panshekar 16. Dr. Sagar Patil 17. Mr. Prajyot Patil 18. Dr. Nisha Kevat 19. Mr. Dattaraj Jawdekar 20. Ms. Anushka Panjekar 21. Ms. Yakshita Vengurlekar 22. Ms. Pritam S. Naik 23. Ms. Arusa N. Bhandare 24. Ms. Gauri Vernekar 25. Mr. Prathamesh Prakash Gaude 26. Ms. Alpita Dessai</p>	<p>To arrange programs/workshops/ seminars to disseminate traditional knowledge across fields like Agriculture, Arts, Architecture. Medicine, Anatomy, Technology, etc.</p>
47	<p>Animal Welfare Committee</p> <p>Convenor: Dr. Suman Tari</p> <p>Members:</p> <p>16. Ms. Varsha Sail 17. Ms. Shubha Kamat 18. Dr. Arati Panshekar 19. Mr. Mouvin Fernandes 20. Ms. Suvarna Patil 21. Ms. Krutika Navelkar</p> <p>22. Ms. Cassie Vani Mascarenhas</p> <p>23. Ms. Vaishali Kerkar</p>	<ul style="list-style-type: none"> ● Promote Awareness and Compassion: for animals in general. ● Manage Stray Animal Issues: To address concerns related to stray animals, particularly dogs, in a humane and balanced manner—by coordinating with local municipal bodies or NGOs for sterilization, vaccination, and relocation if necessary,

	<p>24. Ms.Arusa Bhandare</p> <p>25. Ms. Ranjita Parab</p> <p>26. Ms. Swarnim Chopdekar</p> <p>27. Ms. Shruti Naik</p> <p>28. Ms. Bhakti Gawas</p> <p>29. Ms. Sweta Patil</p> <p>30. Dr. Rochelle Fernandes</p>	<p>to ensure safety and wellbeing of both campus inmates and animals.</p> <ul style="list-style-type: none"> ● Enhance Campus Safety: To monitor the presence and behavior of stray animals and implement preventive measures that ensure the safety and comfort of students, staff, and visitors. ● Support Animal Welfare Programs: To organize feeding drives, medical aid, and awareness campaigns in collaboration with external animal welfare organizations. ● Encourage Responsible Involvement: To involve students in volunteering, reporting issues, and participating in outreach programs for animal care and campus coexistence.
48	<p>Human Research Ethics Committee</p> <p>Chairperson: Dr. Sagar Patil</p> <p>Members:</p> <ol style="list-style-type: none"> 9. Health Officer, Community Health center, Sanquelim 10. Mr. Anil Vernekar, Ex- Principal, 11. Adv. Alka Rauji Chopdekar 12. Mr. Vitthal Sukhtankar, GIM 13. Vice Principal (PG) 14. Director, IQAD 15. Ms. Shilpa Satoskar 16. Dr. Arati Panshekar 	<ol style="list-style-type: none"> 4. All research proposals on biomedical, social and behavioural science research for health involving human participants, their biological material and data to be reviewed and approved by the Human Ethics Committee to safeguard the dignity, rights, safety and well-being of all research participants. 5. The EC is responsible for scientific and ethical review of research proposals involving human participants. The committee is entrusted with the initial review of research proposals prior to their initiation, and also has a continuing responsibility to regularly monitor the approved research to ensure ethical compliance during the conduct of research

		concerning human participants.
49	<p>Teaching, Learning & Education technology cell</p> <p>Convenor: Dr. Ramashanti Naik</p> <p>Co-convenors:</p> <ol style="list-style-type: none"> 1. Mr. Aaron Alphonso 2. Dr. Dattaprasad Narulkar 3. Ms. Suvarna Patil 	<ol style="list-style-type: none"> 1. To take initiative to promote new/ latest teaching learning and educational tools/ technology in the college. 2. To comply with DHE instructions/ policies with regards to the TLET cell. 6. To conduct regular workshops/ training for the staff
50	<p>Samarth e-Governance</p> <p>Nodal officer: Ms. Pooja Dalvi</p> <p>Members:</p> <ol style="list-style-type: none"> 4. Mr. Dattaraj Jawdekar 5. Ms. Ankita Vernekar 6. Ms. Anushka Panjekar 	Responsibilities as mentioned in the circular No. GS-SEGPU/ SAMARTH implementation in HEIs/4/2025/90 dated 03.03.2025
51	<p>Entrepreneurship Development Cell</p> <p>Convenor: Mr. Conrad D'Souza</p> <p>Member:</p> <ol style="list-style-type: none"> 2. Mr. Shahish C. Naik 	<p>1. Capacity Building & Orientation</p> <p>Conduct workshops, training sessions, and orientation programmes on entrepreneurship, innovation, and design thinking.</p> <p>Encourage students to develop entrepreneurial mindsets through interactive sessions.</p> <p>2. Innovation & Idea Development</p> <p>Organize business idea contests, innovation challenges, hackathons, and pitch deck competitions.</p> <p>Provide structured mentoring to nurture student ventures from idea generation to execution.</p> <p>3. Mentorship & Networking</p> <p>Facilitate one-on-one mentoring by connecting student entrepreneurs with alumni, investors,</p>

		<p>incubators, and industry experts.</p> <p>Develop strong linkages with start-up ecosystems and entrepreneurship forums.</p> <p style="text-align: center;">4. Industry & Institutional Collaborations</p> <p>Organize guest lectures, panel discussions, and knowledge-sharing sessions with entrepreneurs, venture capitalists, and MSME leaders.</p> <p>Forge MoUs with industries, MSME bodies, Chambers of Commerce, and entrepreneurship development organizations.</p> <p style="text-align: center;">5. Flagship Events & Outreach</p> <p>Conduct annual flagship programmes such as Entrepreneurship Week and Innovation Day.</p> <p>Promote student participation in regional, national, and international entrepreneurship events.</p> <p style="text-align: center;">6. Policy Compliance & Reporting</p> <p>Ensure compliance with instructions, circulars, and policies issued by the Directorate of Higher Education (DHE) regarding the Entrepreneurship Development Cell.</p> <p>Submit activity reports to the Principal and IQAC for documentation and quality monitoring</p>
52	<p>iGOT Karmayogi Committee</p> <p>1. MDO Leader: Prof. (Dr.) Namdev M. Gawas</p> <p>2. MDO Admin: Ms. Cynthia Fernandes</p> <p>3. Technical Support: Mr. Ketan Naik</p>	<p>1. Transforming Government officials from rule-based to role-based profiles.</p> <p>2. Promoting capacity development amongst</p>

	<p>Members:</p> <p>Arts 1. Ms. Judaline Torcato 2. Dr. Ranjita Parab</p> <p>Science 1. Ms. Suvarna Patil 2. Dr. Tanvi Prabhu</p> <p>Commerce 1. Ms. Ishwari Kamat 2. Ms. Priyanka Thanekar</p>	<p>Government officials.</p> <p>3. Compiling compliance reports in a timely manner.</p> <p>4. Coordinating participation in training programmes for Government officials.</p> <p>5. Taking proactive measures to empower Government officials with the right knowledge and skill set through the iGOT platform.</p>
53.	<p>Institutional Research Ethics Committee (IREC)</p> <p>Chairperson: Principal</p> <p>Members:</p> <ol style="list-style-type: none"> 9. Vice Principal (Academics) 10. Director, IQAD 11. Head, Department of English (PG) 12. Head, Department of Hindi (PG) 13. College Librarian 14. Chairperson, Human research ethics committee 15. Adv. Alka Rauji Chopdekar 16. Mr. Vitthal Sukhtankar, GIM 	<p>Review and investigate cases of suspected plagiarism in research proposals, theses, dissertations, publications, and reports.</p> <p>Establish mechanisms for plagiarism detection (e.g., plagiarism software checks) and ensure appropriate corrective actions.</p> <p>Recommend penalties or remedial measures in cases of proven plagiarism.</p> <p>Review reported cases of undisclosed conflicts and recommend disciplinary measures.</p> <p>Oversee adherence to ethical publication practices, including authorship criteria, acknowledgment of contributions, and citation integrity.</p> <p>Investigate disputes related to authorship, duplicate submissions, salami publication (fragmented publication), or falsification of data.</p> <p>Serve as the first point of redressal for complaints related to ethical</p>

		<p>violations in research.</p> <p>Recommend disciplinary measures in proven cases of misconduct, in accordance with institutional and regulatory frameworks.</p> <p>Maintain transparency and fairness in handling all cases.</p>
54.	<p>Public Grievance Redressal Committee</p> <p>Nodal Officer : Mr. Sharat Jamkhadi</p>	<p>No. GCASCS/Order/2025-2026/2025/983 dated 25/07/2025</p>
55.	<p>AI Laboratory</p> <p>Convenor: Ms. Anushka Panjekar</p>	<p>No. GCASCS/Office Order/2024-2025/2025/5712</p>
56.	<p>Internal Committee (IC)</p> <p>Convenor: Prof. (Dr.) Agnela Dias</p>	<p>CORRIGENDUN</p> <p>No. GCASCS/Protection against Sexual Harassment/2025-2026/20253632 dated 17/01/2026</p>
57.	<p>Project Mentoring Committee</p> <p>Convenor: Mr. Shritesh Mhapsekar</p> <p>Members: Ms. Pritam Naik</p>	<p>CORRIGENDUN</p> <p>No. GCASCS/office order/2025-2026/2026/3689</p>
58.	<ol style="list-style-type: none"> 1. Staff Welfare Committee Convenor: Ms. Urvashi Naik 2. Digital Equipment Maintenance Convenor: Ms. Suvarna Patil 3. AI Laboratory Members: 1. Yougali Parab 2. Bhakti Gawas 4. Website Committee Convenor: Mr. Aaron Alphonso 5. Time Table Committee Convenor: Dr. Jyosna Gawas 6. Cleanliness Committee Convenor: Ms. Ishwari Kamat 	<p>CORRIGENDUN</p> <p>No. GCASCS/office order/2025-2026/2026/3690</p>

Prof. (Dr.) Namdev M. Gawas
Officiating Principal

Copy to:

5. Soft copy to staff members (E-mail)
6. Vice Principals
7. IQAD File
8. Guard File

ANNEUXRE

Sr. No	List of items on which the Principals of Government Colleges are authorized to sanction expenditure
1	Charges for electricity, gas fuel, Lubricant, water, etc.
2	Conveyance hire and reimbursement of hire charges.
3	Freight charges, wharfage and demurrage.
4	Maintenance and service contracts in respect of machinery and equipment's (terms and conditions of contract to be vetted by Law Department).
5	Municipal rates and taxes.
6	Office consumer items required for working of an establishment including house-keeping objects like linen detergents, floor mates, flower-pots, etc.
7	Postage, telegraph and telephone charges (including reimbursement of telephone charges to entitled officers).
8	Printing/binding and stationery (through Director of Printing and Stationery or procured from open market with NOC from that office).
9	Purchase of publications, journals and periodicals
10	Repairs and renewals of machinery/equipment (where expenditure is not of capital nature)
11	Stores for petty works and those required for working of an establishment including livestock, fish, plants, feeds, fertilizers, manures, pesticides for approved animal husbandry, agriculture and forest schemes, sports material, apparatus, instruments (purchase/upkeep/repairs) and consumables relevant for each Department by excluding items classified under "Machinery and equipment", "Works", "Tools and Plant".
12	Training equipment including teaching aids needed by Training Wings/institutes
13	Tents and camp equipment/camp furniture (purchase hire upkeep/repairs).
14	Uniforms and related items entitled classes of employees.
15	Advertising and publicity, tenders, expression of interest, notices, etc. excluding promotional advertisement and publicity on both print and electronic media.
16	Sports registration fees.
17	Guest/Special lectures