

**Swami Vivekanand Vidyaprasarak Mandal's  
College of Commerce  
Bori, Ponda – Goa**

*(Affiliated to Goa University and Recognized by UGC under section (f) of UGC Act, 1956)*

07/08/2025

**OFFICE MEMORANDUM**

The **Empowered cum Work Committees** of the College are hereby constituted for **Academic Year 2025-26** as follows. This Office Memorandum supersedes all previous orders and communications related to the constitution of the earlier working committee and shall continue until further orders.

Sr. No.	Committees	Main Functions (other associated matters)
1	<p><b><u>Admissions Committee:</u></b></p> <p><b>Convener:</b> Mr. Kunal Borkar</p> <p><b>Joint Convener:</b> Mrs. Gayatri Behare</p> <p><b>Faculty Members:</b> Dr. Shekhar Sawant Mrs. Sonia Desai Dr. Yashodhan Kharade Dr. Shripad Marathe Mrs. Krupali Khandeparkar Mrs. Sneha Lotlikar Mr. Dipak Upadhye Mr. Swapnil Talekar Ms. Florencia Souza</p> <p><b>MTS Staff:</b> Mr. Sonu Naik Raikar Mr. Laximan Baragade Mr. Nandesh Sawant Dessai Mr. Vikrant Gaonkar Mr. Prakash Khandeparkar Mr. Sushant Satarkar Mr. Deelip Gaude</p>	<ul style="list-style-type: none"> <li>- Preparation of the Merit List for F.Y. B.Com. Based on the reservation policy of the Govt. of Goa.</li> <li>- Orientation to S.Y. &amp; T.Y. students before their Admission, <u>immediately after the results of F.Y. &amp; S.Y.</u></li> <li>- Counseling for the <u>F.Y. Admissions</u>, during the Admissions period.</li> <li>- Guide/Counsel in the selection of subjects, etc.</li> <li>- <u>Commencing Admissions work immediately after the declaration of Std XII Results. (announced in all the media)</u></li> <li>- Preparing a master plan for subject allocation and strictly adhering to the same.</li> <li>- Allocating the subjects to the students and ensuring balance in all subjects.</li> <li>- Ensuring the implementation of <b>online</b> Admission under the directions of the D.H.E.</li> </ul>
2	<p><b><u>TIME-TABLE COMMITTEE:</u></b></p> <p><b>Convenor:</b> Mrs. Krupali Khandeparkar</p>	<ul style="list-style-type: none"> <li>- Preparation of the timetable for <b>every academic year</b> for both the semesters for all subjects and allotting classrooms/learning halls well in advance, i.e., before the commencement of the concerned Semester.</li> </ul>



		<ul style="list-style-type: none"> <li>- Ensuring that the guidelines received from the D.H.E. regarding the minimum number of students for a particular paper are adhered to.</li> <li>- Overseeing and ensuring proper observance of the approved T.T. during the academic year and liaising with the H.O.D.s in this regard.</li> <li>- Incorporating changes, if any, with prior permission of the Principal.</li> </ul>
3	<p><b><u>ATTENDANCE COMMITTEE:</u></b></p> <p><b>Convener:</b> Dr. Shekhar Sawant</p> <p><b>Joint Convener:</b> Mrs. Krupali Khandeparkar</p> <p><b>Members:</b> Ms. Vandana Naik Mrs. Sneha Lotlikar</p>	<ul style="list-style-type: none"> <li>- Complying with all the needed formalities for Attendance sheets for <b>Odd as well as Even Semester</b> (by the end of the month), their collection, compilation and display on the Notice Boards, etc.</li> <li>- Ensuring that all the teachers call out and maintain Attendance records, properly/ dutifully.</li> <li>- Complying with the guidelines issued by the Goa University regarding students' attendance from time to time.</li> <li>- Arranging &amp; overseeing of Counseling of students with less attendance during the Semester.</li> <li>- Preparing the final list of candidates who are not eligible to answer the SEE on account of less attendance.</li> <li>- Other associated work promptly and proactively.</li> </ul>
4	<p><b><u>LIBRARY COMMITTEE:</u></b></p> <p><b>Convener:</b> Mrs. Sonia Desai</p> <p><b>Joint Convener:</b> Mrs. Gayatri Behare</p> <p><b>Members:</b> Mrs. Dixita Redkar Mr. Swapnil Talekar</p> <p><b>Student Representative:</b> Mr. Rudresh Bhat – G.S. Mr. Shounak Tendulkar (F.Y.) – C.R. Ms. Rokiya Wajad Ali (F.Y.) – C.R. Mr. Chetan Naik (S.Y.) – C.R. Ms. Sangam Verma (S.Y.) – C.R. Mr. Pramesh Mangeshkar (T.Y.) – C.R. Ms. Ashwini Narayanawar (T.Y.) – C.R.</p>	<ul style="list-style-type: none"> <li>- Planning for expansion of select Books, periodicals, etc. by utilizing the funds from various sources.</li> <li>- Controlling the purchase and recommending the purchase of those subject books which are <u>needed</u>.</li> <li>- Ensuring that <u>those teachers who ordered the books motivate the students to use them optimally</u></li> <li>- Making library procedures fully computerized as soon as possible and maintaining the records/registers properly.</li> <li>- Devising ways &amp; means to attract students &amp; staff to the library-use</li> </ul>



		<p>culture, through different Competitions and activities</p> <ul style="list-style-type: none"> <li>- Ensuring that other Stakeholders including senior citizens also use our Library facilities</li> <li>- Undertaking the annual stock verification of the library.</li> </ul>
5	<p><b><u>INFRASTRUCTURE &amp; MAINTENANCE COMMITTEES:</u></b></p> <p><b><u>A. Committee for Maintenance of Buildings &amp; Campus Development</u></b></p> <p><b>Convener:</b> Dr. Shekhar Sawant</p> <p><b>Joint Convener:</b> Mr. Ashay Korde</p> <p><b>Student</b> Mr. Rudresh Bhat – G.S.</p> <p><b>Representative:</b> Ms. Rokiya Wajad Ali (F.Y.) – L.R. Ms. Sangam Verma (S.Y.) – L.R. Ms. Ashwini Narayanawar(T.Y.)-L.R.</p> <p><b><u>B. Garden Development &amp; Upkeep Committee:</u></b></p> <p><b>Convener:</b> Mr. Ashay Korde</p> <p><b>MTS Staff:</b> Mr. Sushant Satarkar Mr. Prakash Khandeparkar</p> <p><b>Student</b> Mr. Rudresh Bhat – G.S.</p> <p><b>Representative:</b> Mr. Chetan Naik (S.Y.) – C.R. Ms. Sangam Verma (S.Y.) – C.R. Mr. Shounak Tendulkar (F.Y.) – C.R. Ms. Rokiya Wajad Ali (F.Y.) – C.R. Mr. Pramesh Mangeshkar (T.Y.)-C.R. Ms. Ashwini Narayanawar (T.Y.)-C.R.</p>	<ul style="list-style-type: none"> <li>- Looking upon this College &amp; its Campus as our own property; and thereby ensuring that all the maintenance works/repairs are taken care of in a timely manner.</li> <li>- Monitoring the periodic maintenance of the College building including the civil works, electrical works, mechanical works etc. in consultation with the Management</li> <li>- Initiating and monitoring the A.M.C.s with various agencies for maintenance of the equipment/facilities in the College.</li> <li>- Planning of the Garden layouts/ Landscaping/ Plantation to be undertaken, as desired.</li> <li>- Execution of the garden lay-out; new plantation; weeding work; watering, etc.</li> <li>- Getting garden/campus areas cleaned/ weeded, in time, with suitable and adequate initiative and enterprise.</li> <li>- Implementing Vanamahotsav programme.</li> </ul>



### **C. Cleanliness Committee:**

**Convener:** Dr. Yashodhan Kharade

**Joint Convener:** Ms. Vandana Naik

**MTS Staff:** Mr. Sonu Naik Raikar  
Mr. Laximan Baragade  
Mr. Nandesh Sawant Dessai  
Mr. Vikrant Gaonkar  
Mr. Prakash Khandeparkar  
Mr. Sushant Satarkar  
Mr. Deelip Gaude

**Student Representative:** Mr. Rudresh Bhat - G.S.  
Ms. Kritika Jamuni - C.S.  
Mr. Shounak Tendulkar (F.Y.) – C.R.  
Ms. Rokiya Wajad Ali (F.Y.) – L.R.  
Mr. Chetan Naik (S.Y.) – C.R.  
Ms. Sangam Verma (S.Y.) – L.R.  
Mr. Pramesh Mangeshkar (T.Y.)–C.R.  
Ms. Ashwini Narayanawar(T.Y.)–L.R.

### **D. Canteen Control Committee:**

**Convener:** Dr. Shekhar Sawant

**Joint Convener:** Mr. Ashay Korde

**Faculty Members:** Dr. Shripad Marathe  
Mrs. Gayatri Behare

- 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.

- 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 these matters.
- Supervising the outsourced agency in the College and allotting the areas to be cleaned.
- Ensuring that all the washrooms in the college are clean and functional by constantly supervising the outsourced agency.
- 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 Buildings Maintenance & Campus Development

- Arranging to invite tenders and related works as and when required.
- Overseeing that the Canteen is run in a "healthy" manner, to the

**Student** Mr. Rudresh Bhat – G.S.  
**Representative:** Ms. Rokiya Wajad Ali (F.Y.) – L.R.  
 Ms. Sangam Verma (S.Y.) – L.R.  
 Ms. Ashwini Narayanawar (T.Y.)-L.R.  
 Mr. Manjunath Shinde – Vice Chairman  
 of P.T.A.

satisfaction of the College students & 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.

**E. Technology and Digital Infrastructure Committee**

**Convener:** Mrs. Sneha Lotlikar

**Member:** Dr. Shripad Marathe  
 Mr. Dipak Upadhye

- Looking after the maintenance of network - LAN, Alegra network, BSNL network, etc.
- Looking after the maintenance of CCTVs
- Co-ordinating effective distribution of I.P. addresses
- Ensuring continuous availability of the network to the stakeholders of the College.
- Arranging for maintenance of digital equipment of the College like desktops, laptops, projectors, scanners, printers, CCTVs, etc.
- Installing and upgrading softwares, antivirus programmes as per the requirements
- Maintenance of softwares.
- Preparation of the material meant for the College Website & arranging for updating of the same on daily basis.
- Presentation for viewing it; taking in suggestions from our staff & students, if any, for future improvements/changes to be suitably incorporated, from time to time.
- Any other associated work.



6	<p><b><u>PURCHASE COMMITTEE:</u></b></p> <p><b>Convener:</b> Dr. Shripad Marathe</p> <p><b>Joint Convener:</b> Dr. Shekhar Sawant</p> <p><b>Members:</b> Mr. Swapnil Talekar Ms. Vandana Naik</p>	<ul style="list-style-type: none"> <li>- Identifying the needs, wants, and desirable things/materials in this college, other than the Department's requirements.</li> <li>- Making arrangements/following procedures to acquire the materials, accordingly, based on priorities &amp; availability of funds.</li> <li>- Working on the purchases of equipment/materials as per requirements submitted by the Departments.</li> <li>- Ensuring that the codal formalities are followed in the purchase process.</li> </ul>
7	<p><b><u>GENERAL STOCK VERIFICATION COMMITTEE</u></b></p> <p><b>Convener:</b> Mr. Swapnil Talekar</p> <p><b>Joint Convener:</b> Ms. Vandana Naik</p> <p><b>Members:</b> Mrs. Puja Naik</p> <p><b>MTS Staff:</b> Mr. Sonu Naik Raikar Mr. Laximan Baragade Mr. Nandesh Sawant Dessai Mr. Vikrant Gaonkar Mr. Prakash Khandeparkar Mr. Sushant Satarkar Mr. Deelip Gaude</p>	<ul style="list-style-type: none"> <li>- Initiating; completing satisfactorily; and properly reporting on the physical stock (movables) verification of goods in this College, <u>other than Library physical stock verification.</u></li> <li>- Building up of proper and systematic "Stock records", etc. of durables &amp; consumables.</li> </ul>
8	<p><b><u>COLLEGE BUS COMMITTEE</u></b></p> <p><b>Convener:</b> Mr. Ashay Korde</p> <p><b>Joint Convener:</b> Mr. Laximan Baragade</p> <p><b>Member:</b> Mr. Dilip Gaude Mr. Vikrant Gaonkar Mr. Sushant Satarkar Mr. Prakash Khandeparkar</p>	<ul style="list-style-type: none"> <li>- To oversee the maintenance of the college bus and advise in this regard</li> <li>- To follow up the process of getting a driver allotted</li> <li>- Ensure that the personnel (driver &amp; cleaner) are efficient, polite and courteous.</li> <li>- To decide on the allotment of bus for official trips.</li> <li>- To attend to any complaint regarding the bus.</li> <li>- To check the log book of the bus periodically i.e. every Monday and forward the same to the Principal for counter signature.</li> </ul>



9	<p><b>A. <u>STUDENTS' WELFARE COMMITTEE (S.W.C.)</u></b></p> <p><b>Convener:</b> Mrs. Gayatri Behare</p> <p><b>Joint Convener:</b> Mr. Kunal Borkar</p> <p><b>Member:</b> Ms. Florencia Souza Ms. Princy Gonsalves</p> <p><b>B. <u>STUDENTS' AID FUND &amp; OTHER GOVT. SCHOLARSHIPS COMMITTEE</u></b></p> <p><b>Convener-cum-Nodal Officer:</b> Dr. Shekhar Sawant</p> <p><b>Joint Convener:</b> Mr. Vinay Gaude</p> <p><b>Members:</b> Mr. Dipak Upadhye</p> <p><b>Student Representative:</b> Mr. Rudresh Bhat – G.S. Mr. Shounak Tendulkar (F.Y.)-C.R. Ms. Rokiya Wajad Ali (F.Y.)-C.R. Mr. Chetan Naik (S.Y.)-C.R. Ms. Sangam Verma (S.Y.)-C.R. Mr. Pramesh Mangeshkar (T.Y.)-C.R. Ms. Ashwini Narayanawar (T.Y.)-C.R.</p>	<ul style="list-style-type: none"> <li>- Announcing/Conducting Elections to the College-level Students' Council (non-statutory) and to the University Students' Council (statutory)</li> <li>- Getting the College Student's Council installed</li> <li>- Planning &amp; executing successfully the co-curricular activities of the year, at the desire of the Students' Council, <u>as found feasible.</u></li> <li>- Creating adequate awareness of these facilities, amongst students/parents.</li> <li>- Announcing &amp; selecting from the applicants, for these Scholarships, including "<u>merit</u>" Scholarships</li> <li>- Displaying lists of deserving students and arranging disbursement of scholarships and Students' Aid Fund to students in a timely manner</li> <li>- Compiling &amp; maintaining data on these Scholarships and sharing the data with the College Statistical Cell/other Committees.</li> <li>- Ensuring that the students are made aware of all other scholarships and that the eligible students derive the benefits from these scholarships.</li> </ul>
10	<p><b><u>COUNSELLING SERVICES COMMITTEES:</u></b></p> <p><b>A. <u>Mentoring Committee and personal counseling:</u></b></p> <p><b>Convener:</b> Ms. Florencia Souza</p> <p><b>Members:</b> Dr. Shekhar Sawant Dr. Shripad Marathe Mrs. Krupali Khandeparkar Mrs. Gayatri Behare Mrs. Sonia Desai Mr. Kunal Borkar Mr. Girish Kapdi Mr. Hanuman Gawas</p>	<ul style="list-style-type: none"> <li>- Allocating students to teachers (Mentors) in a rational manner.</li> <li>- Supervising the mentoring activities</li> <li>- Obtaining reports of Mentoring activities and submitting the Action Taken Report in this regard to the College Principal at the end of the Semester.</li> <li>- Drawing a long-term plan in this regard</li> </ul>



	<p>Mr. Baburav Kavitkar Ms. Princy Gonsalves</p> <p><b>B. <u>Career Guidance/Training, Internship &amp; Placement Cell</u></b></p> <p><b>Convener:</b> Mrs. Gayatri Behare <b>Member:</b> Mrs. Krupali Khandeparkar</p>	<ul style="list-style-type: none"> <li>- Arranging to provide counseling services to our students &amp; staff through Professionals, preferably; and other associated duties.</li> <li>- Maintaining suitable records of User-Register.</li> <li>- Supervising and liaising with the Counselor of the college.</li> <li>- Generating general awareness on/of several careers/jobs, etc. and their requirements.</li> <li>- Compiling vocational counseling Articles from the media, into a booklet with Index, etc., taking help from the library.</li> <li>- Organizing Expert Talks/Interactions from Professionals for Guidance/Counseling and Placements.</li> <li>- Interacting with firms/industries and Alumni for arranging visit to the College for Campus Placements</li> <li>- Motivating and guiding/counseling students for all-India Competitive Exams of various types.</li> <li>- Organizing professional entry level courses wherever feasible.</li> </ul>
11	<p><b><u>MEDICAL SERVICES CELL &amp; FIRST-AID COMMITTEE</u></b></p> <p><b>Convener:</b> Mrs. Sonia Desai <b>Member:</b> Mr. Ashay Korde</p>	<ul style="list-style-type: none"> <li>- Providing <u>facilities</u> and <u>education</u> on health, through preventive and social medicine awareness &amp; check-up programmes to our students, staff &amp; locals.</li> <li>- At least one activity, in this regard, preferably a month.</li> <li>- Pursuing the possibility of having a doctor on the Campus for some days/time.</li> <li>- Providing facilities in terms of the First Aid Box, equipments, etc.</li> <li>- Arranging to render first aid assistance whenever needed.</li> <li>- Training students in handling first-aid matters; talks by experts/Doctors.</li> </ul>



12	<p><b><u>SPORTS COUNCIL/COMMITTEE</u></b></p> <p><b>Convener:</b> Dr. Yashodhan Kharade</p> <p><b>Joint Convener:</b> Mr. Ashay Korde</p> <p><b>Members:</b> Mr. Prashal Borkar</p> <p><b>MTS Staff:</b> Mr. Vikrant Gaonkar Mr. Deelip Gaude</p> <p><b>Student Representative:</b> Mr. Vivek Bharati (S.S.)</p>	<ul style="list-style-type: none"> <li>- Planning and executing well, all the Sports activities (indoor/outdoor and inter-class and inter- collegiate), within the College resources.</li> <li>- Developing playgrounds in this College Campus.</li> <li>- Developing variety of Sports facilities/Competitions. Interface with Sports Clubs/H.S.S. Sports persons, in this Taluka.</li> <li>- Conducting the Annual Sports Meet.</li> </ul>
13	<p><b><u>N.S.S.</u></b></p> <p><b>Programme Officer:</b> Dr. Shripad Marathe</p> <p><b>Member:</b> Mr. Vinay Gaude Mr. Ashay Korde</p>	<ul style="list-style-type: none"> <li>- 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.</li> <li>- Sustained Society-improving extension activities.</li> <li>- Conducting leadership programmes for N.S.S. leaders &amp; others in N.S.S.</li> <li>- Maintenance of records and accounts of the Unit.</li> </ul>
14	<p><b><u>N.C.C. (Boys Naval Unit)</u></b></p> <p><b>Programme Officer:</b> Dr. Yashodhan Kharade</p>	<ul style="list-style-type: none"> <li>- Liaise with the authorities to ensure that the already enrolled cadets complete their term in the manner decided by the Commanding Unit/s.</li> <li>- To motivate the Cadets to take part in selection drives at various levels</li> <li>- All the work associated with the N.C.C. activities, showing good leadership Skills; and proactively taking initiatives for the development of service-minded young men and women as directed by the Battalion.</li> <li>- Maintenance of records and accounts of the Unit.</li> </ul>



15	<b><u>NATION/STATE/COLLEGE</u></b> <b><u>Elections Nodal Office:</u></b> Dr. Yashodhan Kharade	<ul style="list-style-type: none"> <li>- Collecting data of students not having EPIC</li> <li>- Distributing application forms to such students and ensuring that the College achieves 100 per cent Voter Enrollment of eligible voters every year</li> <li>- Arranging talks on importance of voting and related topics</li> <li>- Co-ordinating with the office of the C.E.O. (Goa) and the office of the D.E.O. (South Goa) for implementing the various programmes chalked out by these offices on behalf of the Election Commission of India.</li> <li>- Assisting the Convener of the Students' Welfare Committee in the conduct of elections to the Students' Council and other elections.</li> </ul>
16	<b><u>COMMITTEE FOR CELEBRATION OF NATIONAL DAYS</u></b> <b>Convener:</b> Dr. Yashodhan Kharade <b>Members:</b> Dr. Shripad Marathe  <b>MTS Staff:</b> Mr. Sonu Naik Raikar Mr. Laximan Baragade Mr. Nandesh Sawant Dessai Mr. Vikrant Gaonkar Mr. Prakash Khandeparkar Mr. Sushant Satarkar Mr. Deelip Gaude  <b>Student Representative:</b> Mr. Vivek Bharati (S.S)	<ul style="list-style-type: none"> <li>- Planning for the Flag hoisting function, with well-practiced National Anthem singing, etc. &amp; programme for the day.</li> <li>- Other relevant Competitions, Skits, etc.</li> <li>- Observing the National days with honour and respect to our nation and to our flag.</li> <li>- Observing scrupulously the procedures laid down by the Govt. of India in the conduct of flag hoisting ceremony</li> </ul>
17	<b><u>COMPUTER CLUB</u></b> <b>Convener:</b> Mrs. Sneha Lotlikar <b>Member:</b> Mr. Dipak Upadhye	<ul style="list-style-type: none"> <li>- Spreading Computer Literacy/education amongst the students &amp; staff through programmes of training, competitions, quizzes, Computer drawings/graphics, etc.</li> </ul>



18	<b><u>NATURE/ECO-CLUB (COMMITTEE)</u></b>  <b>Convener:</b> Mrs. Krupali Khandeparkar  <b>Members:</b> Mr. Kunal Borkar Mrs. Gayatri Behare Mr. Ashay Korde Ms. Princy Gonsalves	<ul style="list-style-type: none"> <li>- Generating due interest &amp; concern amongst students &amp; staff towards Nature/Wild life/Environment, by word &amp; deed today &amp; for tomorrow.</li> <li>- Understanding &amp; promoting the harmonious balance required between Environment /Ecology <u>versus</u> Development, regionally, nationally &amp; globally.</li> <li>- Talks, field trips, Seminars presentations in appreciation of Nature &amp; its bounties &amp; need for conservation of the same, for posterity.</li> <li>- "Greening of Campus" programmes, by students and staff in consultation with the Garden Development and Upkeep Committee.</li> </ul>
19	<b><u>ECONOMICA</u></b>  <b>Convener:</b> Mrs. Krupali Khandeparkar  <b>Members:</b> Dr. Shekhar Sawant Dr. Shripad Marathe Mr. Kunal Borkar Mrs. Gayatri Behare	<ul style="list-style-type: none"> <li>- Promotion of learning the <u>fundamental concepts</u> in Commerce/Economics; Quizzes;</li> <li>- Conducting Expert Talks on contemporary issues, Essays, Wallpapers, etc.</li> <li>- Inter-Collegiate and Inter-Class events.</li> <li>- Relating Economics-Commerce theory matters to realities.</li> </ul>
20	<b><u>CULTURAL ASSOCIATION COMMITTEE</u></b>  <b>Convener:</b> Mr. Kunal Borkar  <b>Member:</b> Mrs. Krupali Khandeparkar Mr. Girish Kapdi Ms. Rashmi Naik Mr. Hanuman Gawas	<ul style="list-style-type: none"> <li>- Social Gathering &amp; College Mela events to hone the skills of our students &amp; get them to shine at the inter-collegiate events. Encouraging participation &amp; ensuring success at all Goa/Inter-collegiate activities/events.</li> <li>- Selecting &amp; exhibiting "good" films for the students &amp; staff; and arranging academic discussion on them.</li> <li>- Encouraging critical evaluations of films by the students, on given parameters; and also awarding the best ones.</li> <li>- Organizing &amp; encouraging critical film viewing through (theory &amp; practicals) amongst our students &amp; staff, etc.</li> <li>- Inviting artists in various fields to the college for presentations/demonstrations.</li> </ul>



		<ul style="list-style-type: none"> <li>- Preparing the Students to take part in various events related to performing Art.</li> </ul>
21	<p><b><u>COMMITTEES TO ENSURE DISCIPLINE IN THE CAMPUS:</u></b></p> <p><b>A. <u>Discipline Committee</u></b></p> <p><b>Convener:</b> Dr. Yashodhan Kharade</p> <p><b>Joint Conveners:</b> Dr. Shripad Marathe</p> <p><b>Member:</b> Mr. Ashay Korde Ms. Florencia Souza</p> <p><b>B. <u>Anti-Ragging Committee</u></b></p> <p><b>Convener:</b> Mrs. Gayatri Behare</p> <p><b>Joint Conveners:</b> Ms. Florencia Souza</p> <p><b>Student Representative:</b> Mr. Rudresh Bhat - G.S. Ms. Rokiya Wajad Ali (F.Y.) – L.R. Ms. Sangam Verma (SY) – L.R. Ms. Ashwini Narayanawar (T.Y.)–L.R. Mr. Vivek Bharati – S.S. Mrs. Milan Gaonkar – Member of P.T.A.</p>	<ul style="list-style-type: none"> <li>- Counseling the students to behave responsibly.</li> <li>- <u>Promptly and dutifully caring to see that overall discipline is maintained in this College premises</u> (corridors, entrance area, around the canteen, etc.).</li> <li>- Warning the miscreants, if any.</li> <li>- During the absence of some teachers, directing the concerned group of students to move out, either to the Library or Sports Room or for N.S.S. work, if the concerned teachers failed to do so.</li> <li>- Conducting enquiry proceedings against those indulging in acts of indiscipline and recommending the course of action to the Principal</li> <li>- <u>Taking all the possible preventive measures to ensure that no ragging in any form takes place in this College premises/Campus</u> and adhering to the guidelines stipulated under the Anti-Ragging Act 2009</li> <li>- Managing /handling seriously/skillfully cases of reported (orally or in writing) ragging.</li> <li>- Arranging to submit the mandatory monthly report on ragging to the office of the D.H.E./Goa University.</li> </ul>
22	<p><b><u>GENDER CHAMPIONS' CLUB</u></b></p> <p><b>Convener:</b> Mrs. Gayatri Behare</p> <p><b>Joint Convener:</b> Ms. Florencia Souza Ms. Princy Gonsalves</p>	<ul style="list-style-type: none"> <li>- Strengthening the potential of young girls and boys to advocate for gender equality and monitor progress towards gender justice</li> <li>- 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.</li> </ul>



		<ul style="list-style-type: none"> <li>- Organising exposure visits to various public service institutions at the village, block, district and city level (public health centers, hospitals, post offices, banks, police stations, block office, SDM/DM office to facilitate knowledge about gender issues as they affect diverse populations.</li> <li>- Submission of a report by the nodal teacher, on the implementation of activities related to gender equity at the end of each quarter.</li> </ul>
23	<b><u>DISASTER MANAGEMENT COMMITTEE</u></b>  <b>Convener:</b> Dr. Yashodhan Kharade <b>Members:</b> Ms. Vandana Naik  <b>Student Representative:</b> Mr. Rudresh Bhat – G.S. Mr. Vivek Bharati – S.S.	<ul style="list-style-type: none"> <li>- To take steps to avoid any disaster in the College</li> <li>- To liaise with the office of the Deputy Collector and S.D.O. Ponda to take steps to mitigate any disaster</li> <li>- To mobilize manpower in the College to volunteer in case of any disaster in the college and elsewhere.</li> </ul>
24	<b><u>RIGHT TO INFORMATION CELL</u></b>  <b>P.I.O.:</b> Dr. Shekhar Sawant <b>A.P.I.O.:</b> Ms. Vandana Naik Mrs. Puja Naik	<ul style="list-style-type: none"> <li>- Attending to information requested under the Right to Information Act</li> </ul>
25	<b><u>STAKEHOLDERS' LINKAGES COMMITTEE:</u></b>  <b><u>A. P.T.A. Committee</u></b> <b>Convener:</b> Mrs. Gayatri Behare <b>Joint Convener:</b> Mrs. Krupali Khandeparkar <b>Member:</b> Ms. Florencia Souza	<ul style="list-style-type: none"> <li>- Organizing at least two General Body Meetings (and at least two Executive Committee Meetings) on a good/large scale annually to enlighten the parents on the functioning &amp; development of this College, with their children as the nucleus of our work.</li> <li>- Arranging for at least two Talks annually on better "<u>Parenting</u>" and on "<u>setting high goals</u>" in life; and <u>cooperating</u> with the development goals and strategies of the College.</li> </ul>



	<b>B. <u>Alumni Association</u></b> <b>Convener:</b> Dr. Shekhar Sawant <b>Joint Convener:</b> Mrs. Sonia Desai <b>Member:</b> Mr. Dipak Upadhye Mr. Girish Kapdi Mr. Baburav Kavitkar	<ul style="list-style-type: none"> <li>- Enrollment of ex-students as Members Fostering amity, loyalty &amp; bond with this College, amongst the ex-students/alumni.</li> <li>- Periodic meetings (at least 01 in a year), for programmes to be done by the ex-students for the present/future/new students of the College.</li> <li>- Arranging talks/interaction sessions with Alumni (at least once in a year).</li> <li>- Getting the Accounts audited.</li> </ul>
26	<b>C. <u>Short Term Certificate Courses Committee</u></b> <b>Convener:</b> Dr. Shripad Marathe <b>Joint Convener:</b> Mrs. Sonia Desai <b>Member:</b> Mrs. Sneha Lotlikar	<ul style="list-style-type: none"> <li>- Organizing relevant/need-based S.T.C.Cs. (minimum 30 contact hours) as many as possible.</li> <li>- Motivating students, staff &amp; other locals to take up such courses.</li> <li>- Compiling the work of S.T.C.Cs., periodically, filing and submitting the annual report.</li> <li>- Maintaining data of our faculty resources, made use of, by others, by invitation, with or without payment.</li> </ul>
27	<b><u>PRESS &amp; PUBLICITY COMMITTEE:</u></b> <b>Convener:</b> Mrs. Sonia Desai <b>Member:</b> Mrs. Puja Naik	<ul style="list-style-type: none"> <li>- Arranging and overseeing the process of inviting tenders and carrying out related work through the office well in time.</li> <li>- Gathering up material from the staff, students &amp; office meant for this purpose.</li> <li>- Planning &amp; executing satisfactorily the preparation and issue of the Annual college magazine, <u>preferably by the beginning of the new academic year, positively.</u></li> <li>- Collection of Advertisements from the Govt. Depts./Corporations, Business Establishments, etc., to build up the required amount for the Magazine.</li> <li>- Preparing &amp; publishing the 'Campus News'</li> <li>- Encouraging students to join hands in this venture, <u>particularly for 'Campus News' matter.</u></li> </ul>



28	<p><b><u>Committee for A.I.S.H.E. (All India Survey On Higher Education)</u></b></p> <p><b>Convener/Co-ordinator:</b> Dr. Shekhar Sawant</p> <p><b>Member:</b> Mrs. Sneha Lotlikar</p>	<ul style="list-style-type: none"> <li>- Collection of data on several parameters such as teachers, student enrolment, programmes, examination results, education finance, infrastructure.</li> <li>- 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.</li> <li>- Submission/uploading of the reports to various agencies/committees like Central Govt., State Govt. &amp; I.Q.A.C. in time</li> <li>- Working in close association with the I.Q.A.C.</li> </ul>
29	<p><b><u>Committee for NIRF (National Institute Ranking Framework)</u></b></p> <p><b>Convener:</b> Mrs. Gayatri Behare</p> <p><b>Members:</b> Dr. Yashodhan Kharade Mr. Swapnil Talekar Ms. Vandana Naik</p>	<ul style="list-style-type: none"> <li>- 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.</li> <li>- Submission of data on the NIRF website within the given deadline.</li> <li>- Submission of applications in the prescribed format by a specified date through an online portal set-up for this purpose.</li> <li>- Constantly upgrading the knowledge about the change in parameters</li> <li>- Working in close association with the I.Q.A.C.</li> </ul>



30	<p><b><u>College Statistical Cell &amp; Photographs cum Maintenance of Albums Committee</u></b></p> <p><b>Convener:</b> Mrs. Sneha Lotlikar</p>	<ul style="list-style-type: none"> <li>- Maintenance of year-to-year records/data on various parameters of the College functioning (administration, academics; results; accounts; N.S.S.; &amp; other Activities)</li> <li>- Preparing an Annual Statistical Profile (A.S.P.) of the College, for various purposes.</li> <li>- Work closely with the College Internal Quality Assurance Cell to keep all the documents to facilitate preparation of the Self-Study Report for N.A.A.C. accreditation.</li> <li>- Collect the College Activities' photographs and promptly arrange them in the Album (s), with identification Titles/notes, behind/below, like sub-titles.</li> <li>- Making proper use of photos whenever needed.</li> </ul>
31	<p><b><u>Workload Monitoring Committee</u></b></p> <p><b>Convener:</b> Dr. Shekhar Sawant</p> <p><b>Members:</b> Dr. Shripad Marathe Mrs. Gayatri Behare</p>	<ul style="list-style-type: none"> <li>- To monitor the workload of the Departments.</li> <li>- To monitor the implementation of the time-table</li> <li>- To ensure that the concerned faculty engages all the scheduled lectures and report any act of omission to the authorities.</li> <li>- To redress the grievances of the students in case their lectures are not engaged.</li> <li>- To co-ordinate with the Admissions Committee and the Time-Table Committee</li> </ul>
32	<p><b><u>Staff Secretary :</u></b> Mrs. Gayatri Behare Mrs. Puja Naik</p>	<ul style="list-style-type: none"> <li>- Act as a point of contact between the principal and faculty, staff, students, parents, and external stakeholders.</li> <li>- Relay messages and information to and from the principal promptly and accurately.</li> <li>- Draft, proofread, and distribute official communications from the principal.</li> <li>- Schedule, organize, and coordinate meetings, including preparing agendas, taking minutes, and ensuring follow-up on action items.</li> </ul>



		<ul style="list-style-type: none"> <li>- Arrange logistics for meetings, such as booking rooms, setting up equipment, and arranging refreshments</li> </ul>
33	<b><u>NAAC Committee</u></b> <b>Convener:</b> Dr. Shekhar Sawant <b>Members:</b> Dr. Shripad Marathe Mrs. Sonia Desai Mrs. Krupali Khandeparkar Mrs. Gayatri Behare Mrs. Puja Naik Mr. Dipak Upadhye	<ul style="list-style-type: none"> <li>- Liaison Role Planning and Coordination</li> <li>- Data Collection and Management</li> <li>- Preparation of Reports</li> <li>- Compliance and Quality Assurance</li> <li>- Training and Awareness</li> <li>- Coordination During Peer Team Visit</li> <li>- Follow-Up and Implementation</li> <li>- Record Keeping and Documentation</li> <li>- Feedback and Improvement</li> <li>- Reporting to Management</li> </ul>
34	<b><u>IQAC Coordinator</u></b> <b>Convener:</b> Mrs. Gayatri Behare <b>Member:</b> Dr. Shekhar Sawant Mrs. Sonia Desai	<ul style="list-style-type: none"> <li>- Meets every 3 months or more frequently, as is necessary.</li> <li>- Planning and follow-up of all academic and faculty- related activities.</li> <li>- Discussions /reviews /recommendations of all academic policies, procedures and proposals of the institution and various departments.</li> <li>- Maintenance and supervision of all log books.</li> <li>- Guidance to faculty to prepare lesson plans and log books.</li> <li>- Encouraging faculty and students to present papers in Conference/Seminars at State/National/International level.</li> <li>- Encouraging faculty and students to publish paper in Journal/Book chapters.</li> <li>- Review on progress of student projects</li> <li>- Industrial tours and training</li> <li>- Review on progress of seminars/assignments.</li> <li>- Encouraging faculty and students for library visits.</li> <li>- Review on progress of interdisciplinary</li> </ul>



		<p>actions.</p> <ul style="list-style-type: none"> <li>- Feedback and review on feedback from</li> <li>- Alumni/Course students/Industrial experts.</li> <li>- Review on progress of students' enrichment programmes.</li> <li>- Review on progress of Women's cell/anti ragging cell/grievances cell.</li> <li>- Motivation and review on research projects of staff/students.</li> <li>- Research Advisory Meetings.</li> <li>- Monitoring of Job cards/Lab maintenance records/ Manuals.</li> <li>- Review on NSS/Alumni association/Journal Club activities</li> <li>- To assist the Principal in recommending CAS promotion for faculty member</li> </ul>
35	<p><b><u>Study Tour Committee</u></b></p> <p><b>Convenor:</b> Dr. Yashodhan Kharade</p> <p><b>Member:</b> Mrs. Krupali Khandeparkar Dr. Shripad Marathe Mr. Kunal Borkar Mr. Girish Kapdi</p>	<ul style="list-style-type: none"> <li>- Align the tour objectives with academic curriculum</li> <li>- Destination selection</li> <li>- Budget planning</li> <li>- Stakeholder communication</li> <li>- Logistic management</li> <li>- Vendor management</li> <li>- Execution</li> </ul>
36	<p><b><u>Annual Prize Distribution Committee</u></b></p> <p><b>Convener:</b> Dr. Yashodhan Kharade</p> <p><b>Members:</b> Mrs. Sonia Desai Ms. Florencia Souza Mrs. Puja Naik Mr. Vinay Gaude</p> <p><b>Student Representative:</b> Mr. Rudresh Bhat – G.S. Mr. Vivek Bharati – S.S.</p>	<ul style="list-style-type: none"> <li>- Planning and Preparation <ul style="list-style-type: none"> <li>Event Planning</li> <li>Budgeting</li> <li>Coordination with Stakeholders</li> <li>Award Selection</li> </ul> </li> <li>- Logistics and Arrangements <ul style="list-style-type: none"> <li>Venue Setup</li> <li>Awards and Certificates</li> <li>Guest Invitations</li> </ul> </li> <li>- Event Management <ul style="list-style-type: none"> <li>Program Development</li> <li>Rehearsals</li> <li>Event Day Coordination</li> </ul> </li> <li>- Communication and Publicity <ul style="list-style-type: none"> <li>Promotion</li> <li>Photography and Videography</li> </ul> </li> <li>- Post-Event Activities <ul style="list-style-type: none"> <li>Thank You Notes</li> </ul> </li> </ul>



		Feedback and Evaluation Record Keeping
37	<u>Internal Complaint Committee</u> <b>Convener:</b> Dr. Yashodhan Kharade <b>Joint Convener:</b> Dr. Shripad Marathe <b>Members:</b> Ms. Florencia Souza	<ul style="list-style-type: none"> <li>- Handling Complaints Receiving Complaints Acknowledgment and Documentation</li> <li>- Investigation and Inquiry Preliminary Assessment Forming Inquiry Committee Conducting Investigations</li> <li>- Ensuring Confidentiality and Support Confidentiality Support for Complainants</li> <li>- Resolution and Recommendations</li> </ul>
38	<u>NATIONAL EDUCATION POLICY</u> <b>Convener:</b> Dr. Shripad Marathe	<ul style="list-style-type: none"> <li>- To coordinate with cluster colleges and attend meetings whenever required.</li> </ul>



Statutory Committees/University related Committees (as per the Statutes/Ordinances of Goa University)/Committees mandated by the U.G.C. are as follows. These committees shall come into force with immediate effect and in supersession of the earlier orders issued in this regard.

1	<p><b>A. <u>Examination Committee:</u></b>  <b>Convener:</b> Dr. Shekhar Sawant  <b>Joint Convener:</b> Mrs. Krupali Khandeparkar  <b>Member:</b> Dr. Shripad Marathe  Mrs. Sneha Lotlikar  Mr. Dipak Upadhye  <b>MTS Staff:</b> Mr. Sonu Naik Raikar  Mr. Laximan Baragade  Mr. Nandesh Sawant Dessai  Mr. Vikrant Gaonkar  Mr. Prakash Khandeparkar  Mr. Sushant Satarkar  Mr. Deelip Gaude</p> <p><b>B. <u>ISA Monitoring Committee:</u></b>  <b>Convener:</b> Dr. Shripad Marathe  <b>Member:</b> Mrs. Krupali Khandeparkar  Mr. Dipak Upadhye</p>	<ul style="list-style-type: none"> <li>- Taking care of and ensuring full coordination of the F.Y., S.Y. &amp; T.Y. B.Com <u>Internal tests and Semester End Examinations</u>, including Repeat Examination and preparation of results of the internal examinations</li> <li>- Helping in arranging the required matters, data, etc., pertaining to T.Y. Examinations V and VI Semesters) with the help of the College Office Staff.</li> <li>- All other duties as laid down in the ordinances of the Goa University.</li> </ul> <ul style="list-style-type: none"> <li>- Notifying the schedule of the I.S.A.s at the beginning of each Semester</li> <li>- Gathering data regarding mode of conduct and teachers involved</li> <li>- Framing time table</li> <li>- Arranging to photocopy/cyclostyle question papers</li> <li>- Preparing and collecting mark sheets</li> <li>- Ensuring smooth conduct of the I.S.A.s.</li> <li>- Ensure communication of the I.S.A. marks to the students within two weeks.</li> <li>- Setting modalities for repeat I.S.A.</li> <li>- Arranging to get the I.S.A. marks added to the SEE marks and preparing the final results of the Semester.</li> <li>- All other duties as laid down in the ordinances of the Goa University.</li> </ul>
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2	<p><b><u>T.Y. Project-Work Committee</u></b>  <b>Convenor:</b> Dr. Shripad Marathe  <b>Joint Convener:</b> Dr. Shekhar Sawant</p>	<ul style="list-style-type: none"> <li>- Dividing the students into groups.</li> <li>- Allotting students to the guiding teacher and ensuring proper distribution of the Project Workload.</li> <li>- Arranging for timely filling of project forms by Guides and students</li> <li>- Notifying &amp; followingup the schedule of Project completion.</li> <li>- Dispatching data to the University</li> <li>- Coordination of Viva-Voce Schedule.</li> <li>- Distribution of Project Booklets to external Examiners.</li> <li>- Collection of consolidated mark sheets and reports of T.Y.B.A./B.Com. Projects &amp; submission to the G.U.</li> <li>- Arranging to officially give 01 copy of the Projects to the Library.</li> </ul>
3	<p><b><u>College Unfair Means Inquiry Committee. (C.U.M.I.C.)</u></b>  <b>Convener:</b> Dr. Shripad Marathe  <b>Joint Convener:</b> Dr. Shekhar Sawant  Mrs. Krupali Khandeparkar</p>	<ul style="list-style-type: none"> <li>- Adopting all the <u>preventive</u> measures to wardoff any examination 'malpractices'; display of relevant G.U. Ordinances, etc.</li> <li>- Dealing with the reported cases of examination "malpractices" based on the relevant Ordinances of Goa University concerning <u>F.Y. &amp; S.Y.</u>; and also, of <u>T.Y</u> University Examinations.</li> </ul>
4	<p><b><u>College Grievance Committee:</u></b>  <b>Convener:</b> Dr. Shekhar Sawant  <b>Joint Convener:</b> Mrs. Sonia Desai</p>	<ul style="list-style-type: none"> <li>- To perform the functions as stipulated in OC 8.20</li> <li>- Generating awareness that the College has this Mechanism of redressal of "grievances" amongst our staff &amp; students, through intra-college publicity.</li> <li>- Examining the grievances on their merits &amp; recommending the course of action, if possible, at the Principal's or other Authority's level.</li> </ul>
5	<p><b><u>Collegiate Student Grievance Redressal Committee (C.S.G.R.C.)</u></b> (as per Notification No. F. No. 14-4/2018 CPP-II) dated 06/05/2019 and D.H.E. letter No. 9/361/2012/DHE/CHOWGU/PF/4953 dated 18/07/2019)  <b>Members:</b> Dr. Yashodhan Kharade  Mrs. Sonia Desai  <b>Student Representative:</b> Mr. Rudresh Bhat  <b>The Principal shall be the Chairperson of the C.S.G.R.C.</b></p>	<ul style="list-style-type: none"> <li>- To perform the specific functions contained at 4 and 5A (i) to (vi) in the U.G.C. Notification No. F. No. 14-4/2018 CPP-II) dated 06/05/2019 and to follow the contents of the Notification in letter and spirit</li> </ul>



**N.B.(i) IT IS EXPECTED AND EARNESTLY REQUESTED THAT THE COMMITTEES/**

CLUBS/CELLS/N.S.S., etc., take charge from the earlier Committees wherever required and commence their activities immediately. The duties/responsibilities shown against the respective Committees are indicative and are by no means exhaustive. Convenors and Members are expected and encouraged to display proactive leadership and initiative in discharging their duties, keeping in mind the overall well-being of the institution and the students.

- (ii) The College Principal shall be the Ex-officio Chairperson of all the Committees /Clubs/Cells/N.S.S., etc.
- (iii) Minutes of the Meetings and Notices of the Meetings held by these Bodies periodically shall be maintained in a Register by the Convener/Teacher In-charge. The minutes of the meetings shall be produced for counter signature by the Principal upon recording the same after every meeting, and a copy of the same should be uploaded to the college website immediately thereafter. The up-to-date Minutes book should be produced when any higher authorities demand it for inspection/perusal.
- (iv) The Conveners shall submit a **monthly report** of the activities conducted and/or actions taken in their respective committees **without fail**. In the case of Nil activities for the month, an **NIL** report should be submitted.
- (v) The membership of the Contract basis/Lecture basis members in the Committees shall cease with the cessation of their contract. In case their contract is renewed for a further period, they shall function as members for the renewed period.
- (vi) The membership of the regular teachers shall cease on their superannuation/resignation from service or on their transfer elsewhere.
- (vii) The file containing the notices of the meetings/other activities, minutes of the meetings and the reports, statement of accounts, and other documents about the activities undertaken by the Committee shall remain in the custody of the Convener/Teacher in charge and shall have to be submitted to the office on-demand to facilitate the collation of the activities while preparing the various College reports. The Conveners are required to ensure that the files are submitted on demand.



- (viii) The budget requirements for any activity should be submitted to the college office well in advance. The statement of accounts should be finalized within eight days of completing the program/activity and submitted for perusal. A few select photographs in a soft form with a caption on each photo of the activities should be emailed to the Convener of the College Statistical Cell & Photographs cum Maintenance of Albums Committee.
- (ix) The services of other Non-Teaching Staff will be deployed as and when required for the smooth functioning of the committees.
- (x) The Principal, as the ex-officio Chairperson, reserves the right to deploy the services of any staff member in any other committee or to change the composition of any committee without any advance notice if so required in the public interest.

  
(Prof. Achur P. Pednekar)  
Professor & Principal



Copy to:

- i) All our Teachers, Non-teaching Staff through email
- ii) Office File