

Swami Vivekanand Vidyaprasarak Mandal's

College of Commerce

Bori, Ponda – Goa

OFFICE MEMORANDUM

The Empowered cum Working Committees of the College are hereby constituted for the Academic Year 2026-27. This Office Memorandum supersedes all previous orders and communications regarding the constitution of earlier committees and shall remain in force until further orders.

Sr. No.	Committees	Main Functions (other associated matters)
1	<u>Admissions Committee</u> Convener: Dr. Kunal Borkar Members: Dr. Shekhar Sawant Mrs. Sonia Desai Dr. Yashodhan Kharade Mrs. Krupali Khandeparkar Mrs. Sneha Lotlikar Mr. Dipak Upadhye Mr. Vinay Gaude Mr. Prashal Borkar	Admissions Committee Initiatives to Increase Student Enrollment - Conduct workshops and interactive sessions in Higher Secondary Schools within the catchment area. - Share college achievements, facilities, scholarships, and success stories through brochures, social media, and local media. - Run help desks and counseling during admission season to make the process easy. - Offer short courses (computers, financial literacy, soft skills) and coaching for competitive exams. - Meet parents to explain financial aid, career prospects, and college support services. - Highlight industry partnerships, internships, and placement opportunities. Academic Support and Student Guidance - Ensure that the merit list for F.Y. B.Com. is prepared in accordance with the Government of Goa reservation rules. - Commence and manage admissions immediately after the declaration of Std. XII results through the Samarth Portal, ensuring transparency and strict compliance with DHE guidelines. - Plan subject allocation to ensure balanced distribution across all subjects. - Guide students during admissions, especially in choosing subjects. - Hold an orientation programme for S.Y. and T.Y. students after the declaration of F.Y. and S.Y. results. The programme should cover academics, career guidance, administrative procedures, and

		motivational sessions.
2	<u>Time-Table Committee</u> Convener: Mrs. Krupali Khandeparkar Member: Mrs. Kalpa Gobre	- Preparation of the timetable for the academic year for both the semesters for all subjects and allotting classrooms/learning halls well in advance, i.e., before the commencement of the concerned Semester. - Ensure that the guidelines received from the D.H.E. regarding the minimum number of students for a particular paper are adhered to. - Ensure that the approved Time Table is properly followed throughout the academic year and coordinate with the HODs as required. - Ensure that the teaching plan is submitted before the commencement of the college and immediately after the allotment of workload. - Reserve a fixed slot at the end of the daily timetable for Value-Added and Skill Enhancement Courses—such as career advancement programmes, competitive exam preparation, and professional development—while ensuring that regular classes remain unaffected.
3	<u>Attendance Committee</u> Convener: Dr. Shekhar Sawant Members: Mrs. Krupali Khandeparkar Ms. Vandana Naik Mr. Dipak Upadhye	- Ensure completion of all required formalities for attendance sheets for both Odd and Even Semesters (by the end of the month), including their collection, compilation, and display on the Notice Boards. - Ensure that all teachers call out and maintain attendance records accurately and diligently. - Complying with the guidelines issued by the Goa University regarding students' attendance from time to time. - Arrange and oversee counseling sessions for students with low attendance during the semester. - Prepare the final list of candidates who are ineligible to appear for the SEA examinations due to low attendance.

4	<u>Campus Development & Maintenance Committee</u> Convener: Dr. Shekhar Sawant Member: Dr. Yashodhan Kharade Dr. Shripad Marathe Mr. Ashay Korde Mr. Prashal Borkar Mr. Sonu Raikar Mr. Nandesh Dessai Mr. Prakash Khandeparkar Mr. Sushant Satarkar Mr. Vikrant Gaonkar Mr. Deelip Gaude Student Representative: Mr. Vinamra Naik Mr. Chetan Naik	- Looking upon this College and its Campus as our own property; and thereby ensuring that all the maintenance works/repairs are taken care of in a timely manner. - Monitoring the periodic maintenance of the College building including the civil works, electrical works, mechanical works etc. in consultation with the Management - 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. - Supervising the housekeeping staff in the college and assigned areas to be cleaned. - Ensuring that all the washrooms in the college are clean and functional by regularly supervising and coordinating with the housekeeping staff. - Ensuring continuous availability of electricity and water supply in the College - Arranging to invite tenders and related works as and when required. - Oversee the canteen to ensure it operates in a healthy and satisfactory manner for both 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.
5	<u>Purchase Committee</u> Convener: Dr. Shripad Marathe Members: Mr. Swapnil Talekar Mr. Ashay Korde Ms. Vandana Naik Mr. Prashal Borkar	- Determine the requirements of the college, other than departmental requests, including desirable materials and resources. - Make arrangements and follow procedures to acquire materials based on priorities and availability of funds. - Work on purchasing equipment and materials as per requirements submitted by different departments. - Ensure that codal formalities, financial rules, and institutional procedures are strictly followed at every stage of procurement.

		- Keep proper records of the minutes of meetings, documenting discussions, decisions, and action points for transparency and accountability.
6	A. <u>Students' Welfare Committee (S.W.C.)</u> Convener: Mrs. Gayatri Behare Member: Mrs. Sonia Desai Mr. Ashay Korde Mr. Vinay Gaude Ms. Florencia Souza Student Representative: Ms. Sangam Verma (T.Y.) Mr. Adarsh Pandey (F.Y.)	- Helps students with scholarships, financial aid, and counseling. - Looks after health services, sports, and recreational needs. - Organizes cultural, social, and welfare programs for student development. - Provides a platform for students to raise issues and get them resolved. - Runs sessions on health, safety, career guidance, and personal growth. - Ensures equal opportunities for all students, including those from disadvantaged backgrounds.
7	<u>N.S.S. Unit</u> Convener: Dr. Shripad Marathe Members: Mr. Ashay Korde Mr. Prashal Borkar Mr. Deelip Gaude Student Representative: Mr. Shaunak Tendulkar Ms. Sangam Varma	- 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 & others in N.S.S. - Maintenance of records and accounts of the Unit.
8	<u>Sports Committee</u> Convener: Dr. Yashodhan Kharade Members: Mr. Ashay Korde Mrs. Vidhi Mandrekar Mr. Prashal Borkar Mr. Sushant Satarkar Student Representative: Ms. Bibi Ayisha Mr. Nichay Velip	- Organize all indoor and outdoor events, including inter-class and inter-collegiate competitions, within the available college resources. - Improve and maintain the playgrounds in the college campus. - Create and promote a variety of sports facilities and competitions, while building connections with local sports clubs and Higher Secondary School sportspersons in the taluka. - Plan and successfully host the college's Annual Sports Meet.

		- Keep proper records of sports activities, competitions, and meetings for transparency, accountability, and future reference.
9	<u>Nature/Eco-Club Committee</u> Convener : Mrs. Krupali Khandeparkar Members: Dr. Kunal Borkar Mrs. Gayatri Behare Mr. Ashay Korde Mrs. Puja Naik Mr. Deelip Gaude Ms. Yuvradnyee Naik (Asst. Prof. in EVS) Student Representative: Mr. Shounak Tendulkar Mr. Vinamra Naik	- Inspire students and staff to care for nature, wildlife, and the environment through words and actions, fostering responsibility today and for the future. - Encourage understanding of the harmonious relationship between environment, ecology, and development at local, national, and global levels. - Organize talks, field trips, seminars, and presentations to appreciate nature's richness and emphasize the need for conservation for posterity. - Implement tree-planting and eco-friendly Initiatives by students and staff, in consultation with the Garden Development and Upkeep Committee. - Keep adequate records of activities, programs, and outcomes to track progress and showcase the club's contribution to environmental sustainability.
10	<u>Discipline, Anti-Ragging & Campus Supervision Commiittee</u> Convener: Dr. Yashodhan Kharade Members: Mrs. Krupali Khandeparkar Mrs. Gayatri Bahare Mr. Ashay Korde Ms. Florencia Souza Student Representative: Ms. Floyisha Pearl Furtado (F.Y.) Ms. Kritika Jamuni (T.Y.)	- Ensure that students and staff follow the college rules and regulations, creating a respectful and orderly environment. - Implement strict measures against ragging, conduct awareness programs, and take immediate action on complaints to safeguard student welfare. - Monitor the campus regularly to maintain safety, security, and a positive atmosphere for learning. - Encourage good conduct, punctuality, and responsibility among students through guidance and counseling. - Keep adequate records of disciplinary actions, anti-ragging measures, and campus supervision activities for transparency and accountability.

11	<u>Gender Champions' Club</u> Convener: Mrs. Gayatri Behare Members: Ms. Florencia Souza Ms. Maithali Gaude (Asst. Prof. in English)	- 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 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. - Submission of a report by the nodal teacher, on the implementation of activities related to gender equity at the end of each quarter.
12	<u>Disaster Management Committee</u> Convener: Dr. Yashodhan Kharade Members: Mr. Ashay Korde Mrs. Kalpa Gobre Student Representative: Mr. Vigdesh Gaude Mr. Adarsh Pandey	- To take steps to avoid any disaster in the College - To liaise with the office of the Deputy Collector and S.D.O. Ponda to take steps to mitigate any disaster - To mobilize manpower in the College to volunteer in case of any disaster in the college and elsewhere.
13	<u>Parent Teacher Association</u> Convener: Mrs. Gayatri Behare Treasurer: Mrs. Krupali Khandeparkar Member: Mrs. Vidhi Mandrekar Mrs. Kalpa Gobre	- Chair PTA meetings and ensure discussions are orderly and inclusive. - Prepare meeting agendas in consultation with parents and teachers. - Organize events, workshops, and initiatives that involve both parents and teachers. - Act as the main link between parents, teachers, and school management. - Present parents' views and concerns to the school administration. - Oversee sub-committees or working groups within the PTA. - Monitor PTA funds and ensure they are used responsibly for student benefit. - Follow up on initiatives and report outcomes to members.

		- Motivate parents to actively engage in school activities and decision-making. - Mobilize parent volunteers to assist with school programs and classroom needs. - Advocate for policies and practices that improve student learning and well-being. - Mediate differing opinions and ensure decisions are balanced and equitable.
14	<u>Alumni Association</u> Convener: Dr. Shekhar Sawant Members: Dr. Yashodhan Kharade Dr. Shripad Marathe Mrs. Gayatri Behare Mrs. Krupali Khandeparkar Ms. Florencia Souza	- Enroll ex-students as alumni members to build friendship, loyalty, and a lasting bond with the college. - Hold at least one meeting every year where alumni plan programs for the benefit of current and future students. - Organize at least one alumnus talk or interaction session each year to guide and inspire students. - Keep proper financial records and ensure the accounts are audited. - Maintain clear records of alumni members, meetings, and activities for continuity and transparency.
15	<u>Accreditation, Ranking & Nep Committee</u> Overall Convener: Mrs. Gayatri Behare Members: Dr. Shekhar Sawant Dr. Yashodhan Kharade Dr. Shripad Marathe Mrs. Sonia Desai Mrs. Sneha Lotlikar Mr. Swapnil Talekar Ms. Vandana Naik Mrs. Puja Naik Mrs. Vidhi Mandrekar Mr. Dipak Upadhye <u>Sub-Conveners / Coordinators for Specific Frameworks</u> AISHE/NAAC: Dr. Shekhar Sawant NIRF/IQAC: Mrs. Gayatri Behare NEP: Dr. Shripad Marathe	- Prepare and maintain all documents, data, and evidence required for accreditation bodies (NAAC, NIRF, AISHE, IQAC), ensuring compliance with their standards. - Collect and submit information for national and international ranking frameworks, highlighting the college's strengths and achievements. - Guide and monitor the adoption of the National Education Policy (NEP) in the college, including curriculum changes, skill-based learning, and multidisciplinary approaches. - Regularly review academic and administrative practices to improve institutional performance and student outcomes. - Conduct workshops, seminars, and orientation sessions for staff and students on accreditation, ranking, and NEP requirements. - Maintain proper records of submissions, reports, feedback, and action taken for transparency and future reference.

16	<u>EXAMINATION & UNFAIR MEANS COMMITTEE</u> Convener: Dr. Shekhar Sawant Members: Mrs. Krupali Khandeparkar Dr. Shripad Marathe Mrs. Sneha Lotlikar Mr. Dipak Upadhye Mr. Prashal Borkar Mr. Laximan Baragade Mr. Prakash Khandeparkar Mr. Deelip Gaude	- Prepares exam timetables and calendars. - Organizes seating, invigilation, and Smooth execution. - Oversees evaluation, compiles marks, and declares results. - Addresses complaints related to exams. - Maintains exam-related documents securely. - Suggests improvements for transparency and efficiency. - Looks into cases of cheating or misconduct during exams. - Collects evidence and gives students a chance to explain. - Suggests disciplinary measures based on the severity of the offense. - Guides offenders to prevent repeat misconduct. - Spreads awareness about rules and consequences to deter malpractice
17	<u>GRIEVANCE REDRESSAL & EQUAL OPPORTUNITY CELL</u> Convener: Dr. Shekhar Sawant Members: Mrs. Sonia Desai Mrs. Gayatri Behare	- Receives and investigates grievances from students, faculty, or staff. - Addresses issues related to caste, religion, gender, disability, or sexual orientation. - Works alongside the Internal Complaints Committee (ICC) for sexual harassment cases. - Ensures infrastructure and academic content are accessible to differently-abled students. - Conducts workshops and sensitization sessions to build an inclusive environment
18	<u>Collegiate Student Grievance Redressal Committee (C.S.G.R.C.)</u> Convener: Dr. Yashodhan Kharade Members: Mrs. Sonia Desai Mrs. Gayatri Behare	- Accept grievances from students related to admissions, fees, examinations, results, scholarships, or other academic/administrative matters. - Examine the validity of complaints and determine whether they fall under its jurisdiction. - Provide impartial and timely redressal of grievances to prevent escalation.

	Student Representative: Ms. Floyisha Furtado Ms. Rokiya Wajad Ali	- Address issues of harassment, discrimination, or unfair treatment within the institution. - Maintain a clear and accessible process for lodging and tracking grievances. - Record proceedings, decisions, and resolutions for accountability. - Ensure students are informed of the resolution process and outcomes. - Recommend measures to avoid recurrence of similar grievances.
19	<u>INTERNSHIP GUIDANCE CELL</u> Convener: Dr. Shekhar Sawant Members: Dr. Shripad Marathe Dr. Kunal Borkar Mrs. Kalpa Gobre	- Collect and share information about internship openings in industries, organizations, and institutions relevant to students' courses. - Build connections with companies, NGOs, and government bodies to create internship opportunities. - Help students prepare for internships by offering orientation, counseling, and skill-building sessions. - Coordinate with departments to match students with suitable internships based on their academic background and career interests. - Track student participation, progress, and feedback during internships to ensure quality learning. - Maintain proper records of internship opportunities, student placements, feedback reports, and outcomes. - Ensure internships align with academic requirements, accreditation standards, and NEP guidelines. - Present a yearly report of internship activities, highlighting achievements and areas for improvement.

20	<u>T.Y. PROJECT-WORK COMMITTEE</u> Convener: Dr. Shripad Marathe Members: Dr. Shekhar Sawant Dr. Kunal Borkar Mrs. Kalpa Gobre Mr. Vinay Gaude	- Dividing the students into 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.Com. Projects & submission to the G.U. - Arranging to officially give 01 copy of the Project to the Library.
21	<u>INSTITUTIONAL ACADEMIC CALENDER COMMITTEE</u> Convener: Mrs. Krupali Khandeparkar Members: Mrs. Kalpa Gobre Mr. Vinay Gaude	- Design the annual academic calendar of the college, including teaching days, examinations, holidays, and important events. - Ensure that departmental schedules, co-curricular programs, and institutional events are aligned with the calendar. - Make sure the calendar follows university guidelines, accreditation requirements, and NEP recommendations. - Review the calendar periodically and make necessary adjustments based on unforeseen changes or new directives. - Circulate the approved calendar to all departments, staff, and students for clarity and uniformity. - Maintain proper records of the calendar, revisions, and approvals for transparency and future reference.

22	<u>STAFF WELFARE COMMITTEE</u> Convener: Mrs. Gayatri Behare Members: Mrs. Sonia Desai Mr. Vinay Gaude Ms. Florencia Souza	- Look after the welfare of teaching and non-teaching staff by addressing their needs and concerns. - Recommend and oversee welfare measures such as medical assistance, housing, loans, insurance, and other support schemes. - Promote a healthy, safe, and positive work atmosphere for staff members. - Suggest programs for staff motivation, appreciation, and recognition of service. - Provide support for personal or professional issues through counseling or referral to appropriate services. - Organize welfare programs, workshops, and recreational activities for staff development and bonding. - Maintain proper records of welfare initiatives, benefits provided, and feedback from staff for transparency and improvement.
23	<u>MENTORING AND COUNSELING COMMITTEE</u> Convener: Ms. Florencia Souza Members: All Mentors Mrs. Kalpa Gobre	- 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 counseling services to our students & staff through Professionals, preferably; and other associated duties. - Maintaining suitable records of User-Register. - Supervising and liaising with the Counselor of the college.
24	<u>COMPETITIVE EXAM COACHING CELL</u> Convener: Dr. Shripad Marathe Members: Mrs. Sneha Lotlikar Mr. Dipak Upadhye Mr. Vinay Gaude	- Offers advice on career options, exam choices, and preparation strategies. - conduct foundation classes and workshops to prepare for examinations such as UPSC, GPSC, Banking, CA, CS, CMA, Bank Probationary Officer, Insurance sector and other related competitive exams."

	Student Representative: Ms. Sneha Gaude Ms. Shourya Gurav	- Provides study materials, access to reference books, online resources, and practice tests. - Organizes sessions on aptitude, reasoning, communication skills, and interview techniques. - Holds seminars, guest lectures, and awareness programs to encourage students to attempt competitive exams. - Tracks student progress through mock tests and feedback, helping them identify strengths and weaknesses.
25	<u>COMMERCE CLUB</u> Convener: Dr. Shekhar Sawant Members: Mr. Swapnil Talekar All Commerce Faculty Student Representative: Mr. Jagan Kalangutkar Ms. Sneha Gaude Ms. Kritika Jamuni	- Organizes awareness programs on savings accounts, loans, digital banking, taxation, and financial literacy. - Conducts workshops on budgeting, investment basics, journal entries, ledgers, trial balances, and financial statement preparation. - Provides training in accounting software such as Tally and Excel, along with exposure to e-commerce, fintech, and digital payment systems. - Arranges industrial visits to banks, firms, and audit offices for practical learning. - Hosts guest lectures by bankers, chartered accountants, economists, and marketing experts. - Holds quizzes, debates, and competitions on RBI policies, accounting standards, economics, and marketing concepts. - Uses case studies and simulation activities like mock stock trading and role-play banking to make learning interactive. - Encourages entrepreneurship projects and innovation challenges to apply financial and accounting skills in business ideas. - Promotes community outreach programs to spread financial literacy and ethical business practices. - Develops soft skills such as communication, teamwork, leadership, and presentation to prepare students for future careers.

26	<u>STUDENT COUNCIL & QUALITY ASSURANCE CELL</u> Convener: Mrs. Gayatri Behare Members: Mrs. Krupali Khandeparkar Mrs. Kalpa Gobre Student Representative: General Secretary (G.S.) Cultural Secretary (G.S.) Sports Secretary (S.S)	- Announce and conduct elections for college and university student councils. - Install and set up the College Student Council. - Plan and carry out co-curricular activities during the year, based on student interests and feasibility. - Act as the voice of students, sharing their concerns with teachers and administration. - Monitor teaching, learning, and exam processes to ensure good standards. - Collect feedback from students and staff to identify areas of improvement. - Suggest changes to improve academics, facilities, and overall quality. - Prepare reports and maintain records for accreditation and reviews. - Promote continuous improvement in the institution's performance.
27	<u>Magazine Publications & Publicity Committee</u> Convener: Mrs. Sonia Desai Members: Mrs. Puja Naik Mr. Nandesh Desai Ms. Maithali Gaude (Asst. Prof. in English) Student Representative: Ms. Santoshi Janglye	- Collect articles, poems, reports, and creative works from students and staff for the college magazine. - Edit submissions, design layouts, and ensure quality presentation of the publication. - Coordinate printing and timely release of the college magazine, newsletters, or bulletins. - Handle publicity of college events, achievements, and activities through posters, banners, press releases, and social media. - Maintain records of college events and publish reports for wider circulation. - Motivate students to contribute literary and artistic work, fostering talent and expression. - Highlight academic, cultural, and sports accomplishments of the institution and its members.

28	<u>Website & IT Committee</u> Convenor: Mrs. Sneha Lotlikar Members: Mr. Dipak Upadhye Mr. Sonu Naik Raikar Student Representative: Mr. Shounak Tendulkar Ms. Sanika Gaonkar	- Maintain and update the college website with notices and reports. - Upload photographs and captions of activities for record and publicity. - Provide IT support during college programs and events. - Assist committees in using digital platforms for communication. - Ensure data security and smooth functioning of IT systems. - Suggest improvements to the website and IT infrastructure.
29	<u>LIBRARY COMMITTEE</u> Convener: Mrs. Sonia Desai Members: Mrs. Gayatri Behare Dr. Shripad Marathe Mrs. Vidhi Mandrekar Mr. Swapnil Talekar	- Planning for expansion of select Books, periodicals, etc. by utilizing the funds from various sources. - Controlling the purchase and recommending the purchase of those subject books which are <u>needed</u>. - Ensuring that <u>those teachers who ordered the books motivate the students to use them optimally</u>. - Making library procedures fully computerized as soon as possible and maintaining the records/registers properly. - Devising ways & means to attract students & staff to the library-use culture through different Competitions and activities. - Ensuring that other Stakeholders including senior citizens also use our Library facilities. - Undertaking the annual stock verification of the library.
30	<u>N.C.C. (Boys Naval Unit)</u> Programme Officer: Dr. Yashodhan Kharade	- Liaise with the authorities to ensure that the already enrolled cadets complete their term in the manner decided by the Commanding Units/s. - To motivate the Cadets to take part in selection drives at various levels - 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.

		- Maintenance of records and accounts of the Unit.
31	<u>CULTURAL ASSOCIATION COMMITTEE</u> Convener: Dr. Kunal Borkar Members: Mrs. Krupali Khandeparkar Mr. Baburav Kavitkar (Asst. Prof. in Commerce) Ms. Maithali Gaude (Asst. Prof. in English) Ms. Yuvradnyee Naik (Asst. Prof. in EVS) Ms. Pratiksha Naik (Asst. Prof. in Law) Ms. Sanskruti Gaonkar (Asst. Prof. in Hindi) Ms. Siddhi Pagi (Asst. prof. in Commerce)	- 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. - Selection & exhibiting "good" films for the students & staff; and arranging academic discussion on them. - Encouraging critical evaluation of films by the students, on given parameters; and also awarding the best ones. - Organizing & encouraging critical film viewing through (theory & practicals) amongst our students & staff, etc. - Inviting artists in various fields to the college for presentations/demonstrations. - Preparing the Students to take part in various events related to performing Art.
32	<u>RIGHT TO INFORMATION CELL</u> P.I.O.: Prof. Achut P Pednekar A.P.I.O.: Ms. Vandana Naik Mrs. Kalpa Gobre	- Attending to information requested under the Right to Information Act
33.	<u>LAQ</u> Convener: Prof. Achut P. Pednekar Members: Mrs. Puja Naik Mr. Vinay Gaude	- Attending to information requested under the LAQ

34	<u>ISA MONITORING COMMITTEE</u> Convener: Dr. Shripad Marathe Members: Mrs. Krupali Khandeparkar Mr. Dipak Upadhye	- Notifying the schedule of the I.S.A. s at the beginning of each semester - Gathering data regarding mode of conduct and teachers involved - Framing time table - Arranging to photocopy/cyclostyle question papers - Preparing and collecting mark sheets - Ensuring smooth conduct of the I.S.A.s - Ensure communication of the I.S.A marks to the students within two weeks - Setting modalities for repeat I.S.A. - Arranging to get the I.S.A. marks added to the SEE marks and preparing the final results of the semester - All other duties as laid down in the ordinances of the Goa University
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General Guidelines for Committees/Clubs/Cells/N.S.S., etc.

1. Handover & Continuity

Committees/Clubs/Cells/N.S.S., etc., are expected to take charge from the earlier Committees wherever required and commence their activities immediately. The duties/responsibilities shown against each Committee are indicative and not exhaustive. Convenors and Members are encouraged to display proactive leadership and initiative in discharging their duties, keeping in mind the overall well-being of the institution and the students.

2. Meetings & Records

- Minutes of the Meetings and Notices of the Meetings held periodically shall be maintained in a Register by the Convener/Teacher In-charge.
- The minutes must be counter-signed by the Principal after every meeting and uploaded to the college website immediately thereafter.
- The up-to-date Minutes book should be produced whenever demanded by higher authorities for inspection/perusal.

3. Monthly Reports

Conveners shall submit a monthly report of activities conducted and/or actions taken. In case of nil activities, a NIL report must be submitted.

- Reports must be submitted in **duplicate**: one copy to the **IQAC Coordinator** and one hard copy to the **Library Section** for record keeping

4. Membership Rules

- Membership of Contract/Lecture basis members ceases with the end of their contract. If renewed, they continue for the renewed period.
- Membership of regular teachers ceases on superannuation, resignation, or transfer elsewhere.

5. Budget & Accounts

- Budget requirements for any activity should be submitted to the college office well in advance.
- Statements of accounts must be finalized within eight days of completing the program/activity and submitted for perusal.
- A few select photographs in soft form, with captions, should be emailed to the **Convener of the College Website & IT Committee** and the **Convener of the Magazine Publications & Publicity Committee** for uploading, publicity, and record maintenance.

6. Non-Teaching Staff Support

Services of non-teaching staff will be deployed as and when required for smooth functioning of committees.

7. Principal's Authority

The Principal reserves the right to deploy any staff member in any committee or change the composition of any committee without advance notice, if required in the public interest.

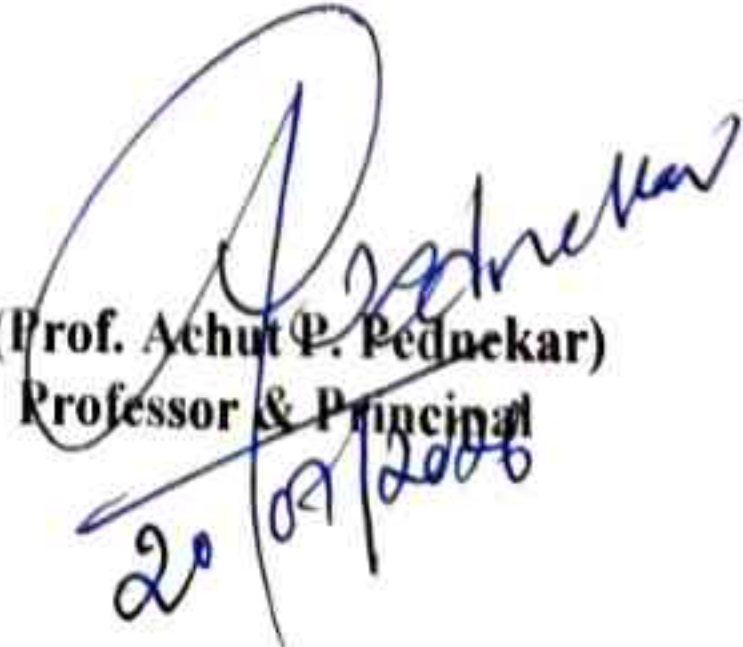
8. Joint Activities

Due to manpower shortage, all activities must be conducted jointly by Committees/Clubs/Cells/N.S.S. wherever feasible, ensuring collaboration, efficiency, and optimal use of available resources.

Note:

The College Principal shall serve as the **Ex-officio Chairperson of all Committees/Clubs/Cells/N.S.S., etc.**, thereby ensuring effective oversight, institutional alignment, and accountability in the functioning of these bodies.




(Prof. Achut P. Pednekar)
Professor & Principal
20/07/2006

Copy to:

- Staff Notice Board
- Office File