



VIKAS PARISHAD'S
MANDRE COLLEGE OF COMMERCE,
ECONOMICS AND MANAGEMENT
MANDRE, PERNEM –GOA

REG.NO: 26 / GOA / 80

PH.NO: 0832-2247269

REF: MCCEM /M/2021-22/

DATE: 20 /09/2021

OFFICE MEMORANDUM

COMMITTEES 2021-22

The Work Committees/Associations/Cells for the academic year 2021-22 are as follows. These committees shall come into force with immediate effect for the effective implementation of various curricular and co-curricular activities in the college.

Sr. No	Committees	Main Functions (and any other associated matters)
	Convenor/Members	
1	<p>COMMITTEE TO ENSURE DISCIPLINE IN THE CAMPUS</p> <p>A) <u>DISCIPLINARY COMMITTEE</u> Mr. Balachandra Jadar - Convenor Members:</p> <ol style="list-style-type: none">1) Ms. Chaitali Gawas2) Ms. Trupti Raut3) Ms. Darshana Gawas4) Ms. Jovita Lobo5) Ms. Twinkle Salgaonkar <p>B) <u>ANTI-RAGGING COMMITTEE</u> Prof. Dr. Tushar S. Anvekar-Chairperson Principal Members:</p> <ol style="list-style-type: none">1. Mamlatdar, Pernem	<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 absences 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 teachers failed to do.• 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

	<p>2. Police Inspector, Pernem Police Station 3. Mr. Nivruthi Shirodkar Media Person 4. Ms. Serafina Fernandes Social Activist 5. Mr. Balachandra Jadar Representative of the faculty 6. Ms. Chaitali Gawas Representative of the faculty 7. Ms. Yashasri Naik Office Superintendent Representative of Non-Teaching Staff 8. Mr. Sadashiv Naik President, Parent-Teacher Association Representative of Parents 9. Ms. Kamakshi Nagoji (Students' Representative) 10. Mr. Aniket Utekar (Student Representative)</p> <p>C) <u>ANTI-RAGGING SQUAD</u> Prof. Dr. Tushar S. Anvekar- Chairperson Members: 1. Mr. Balachandra Jadar 2. Ms. Chaitali Gawas 3. Ms. Trupti Raut 4. Ms. Darshana Gawas 5. Ms. Jovita Lobo 6. Ms. Kamakshi Nagoji (Students' Representative) 7. Mr. Aniket Utekar (Student Representative)</p>	<p>guidelines stipulated under the Anti-Ragging Act 2009.</p> <ul style="list-style-type: none"> • Managing/handling seriously/skilfully cases of reported (orally or in writing) ragging. • Arranging to submit the mandatory monthly report on ragging to the office of the DHE. <ul style="list-style-type: none"> • To maintain vigil and oversight in the college. • To carry out patrolling functions. • To make surprise raids on hostels and other places vulnerable to incidents of and having the potential of ragging. • To conduct an 'On The Spot Inquiry' into any incident of ragging referred to it by the Head of the Institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be and submit the enquiry report along with recommendations. • Any other related work assigned by the Head.
2	<p><u>PRESS & MEDIA & OTHER COLLEGE PUBLICATION COMMITTEE</u> <u>(Magazine, Newsletter-'Campus News')</u> Ms. Trupti Raut- Convenor Members: 1) Ms. Chaitali Gawas 2) Ms. Darshana Gawas 3) Ms. Jovita Lobo 4) Mr. Balachandra Jadar 5) Ms. Shahana Shaikh 6) Ms. Twinkle Salgaonkar</p>	<ul style="list-style-type: none"> • Gathering up material from the staff, students & office meant for this purpose. • Planning & 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. • Preparing & publishing the "Campus News"

		<ul style="list-style-type: none"> • Encouraging students to join hands in this venture, particularly for “Campus News” matter. • Ensuring that 2 to 3 Issues are brought out, every year.
3	<p><u>SPORTS AND GAMES COMMITTEE</u></p> <p>Mr. Balachandra Jadar - Convenor</p> <p>Members:</p> <ol style="list-style-type: none"> 1) Ms. Chaitali Gawas 2) Ms. Trupti Raut 3) Ms. Darshana Gawas 4) Ms. Jovita Lobo 5) Mr. Pratik Kannaik 6) Ms. Twinkle Salgaonkar 7) Ms. Shahana Shaikh 	<ul style="list-style-type: none"> • 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 variety of Sports facilities/Competitions. Interface with Sports Clubs/HSS Sports persons, in this Taluka. • Conducting the Annual Sports Meet.
4	<p><u>CULTURAL COMMITTEE/</u> <u>EXTRACURRICULAR ACTIVITIES</u> <u>COMMITTEE</u></p> <p>Ms. Chaitali Gawas- Convenor</p> <p>Members:</p> <ol style="list-style-type: none"> 1) Ms. Trupti Raut 2) Ms. Darshana Gawas 3) Ms. Jovita Lobo 4) Mr. Balachandra Jadar 5) Ms. Siddhi Raut 	<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.
5	<p><u>NSS COMMITTEE & RED RIBBON</u> <u>COMMITTEE</u></p> <p>Ms. Darshana Gawas -Convenor</p> <p>Members:</p> <ol style="list-style-type: none"> 1) Ms. Chaitali Gawas 2) Ms. Jovita Lobo 3) Ms. Trupti Raut 4) Mr. Balachandra Jadar 5) Ms. Twinkle Salgaonkar 	<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 & others in N.S.S. • Maintenance of records and accounts of the Unit.

6	<p><u>LIBRARY COMMITTEE</u> Ms. Trupti Raut - President Ms. Jovita Lobo – Secretary Members:</p> <ol style="list-style-type: none"> 1) Ms. Chaitali Gawas 2) Ms. Darshana Gawas 3) Mr. Balachandra Jadar 4) Mr. Raya Kerkar 5) Ms. Twinkle Salgaonkar 6) Ms. Siddhi Raut 	<ul style="list-style-type: none"> • Planning for expansion of select Books, periodicals, etc. by utilizing the UGC fund/other funds. • Controlling the purchase & allowing those subject-books which are needed. • Ensuring that those teachers who ordered the books do at least care to see the books on arrival; & do use them. • Making Library procedures computerized at the earliest; 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 our Library facilities are also used by other Stakeholders
7	<p><u>RESEARCH, DEVELOPMENT AND INNOVATION (RDI) CELL</u> Ms. Trupti Raut- Convenor Members:</p> <ol style="list-style-type: none"> 1) Ms. Chaitali Gawas 2) Mr. Balachandra Jadar 3) Ms. Darshana Gawas 4) Ms. Jovita Lobo 	<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 • Encouraging the staff to prepare & write good/well-researched articles (at least one) 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 & eventually for Major Research Projects to the various funding Bodies like UGC, DSTE, ICSSR, State Govt. Departments, etc.
8	<p><u>ALUMNI COORDINATION COMMITTEE</u> Ms. Darshana Gawas– Convenor Ms. Yashasri Naik- Co-Convenor Members:</p>	<ul style="list-style-type: none"> • Enrollment of ex-students as Members Fostering amity, loyalty & bond with this College, amongst the ex-students/alumni. • Periodic meetings (at least 02 in a year), for programmes to be done by the ex-students for the present/future/new students of the College.

	<ol style="list-style-type: none"> 1) Ms. Chaitali Gawas 2) Ms. Jovita Lobo 3) Ms. Trupti Raut 4) Mr. Balachandra Jadar 5) Ms. Twinkle Salgaonkar 	<ul style="list-style-type: none"> • Arranging talks/interaction sessions with Alumni (at least once in a week). • Getting the Accounts audited.
9	<p><u>SEXUAL HARASSMENT COMMITTEE</u></p> <p>Ms. Chaitali Gawas - Convenor</p> <p>Members:</p> <ol style="list-style-type: none"> 1) Ms. Trupti Raut 2) Ms. Darshana Gawas 3) Ms. Jovita Lobo 4) Mr. Balachandra Jadar 	
10	<p><u>INFORMATION UNDER THE RIGHT TO INFORMATION ACT 2005 (RTI)</u></p> <ol style="list-style-type: none"> 1) Prof. Dr. Tushar S. Anvekar- First Appellate Authority 2) Ms. Darshana Gawas – Public Information Officer 3) Ms. Yashasri Naik - Assistant Public Information Officer 	<ul style="list-style-type: none"> • Attending to information requested under Right to Information Act
11	<p>ADMISSION PROCESS COMMITTEE</p> <p>A) <u>ADMISSION COMMITTEE</u></p> <p>Ms. Trupti Raut- Convenor</p> <p>Members:</p> <ol style="list-style-type: none"> 1. Ms. Chaitali Gawas 2. Ms. Darshana Gawas 3. Ms. Jovita Lobo 4. Mr. Balachandra Jadar 5. Mr. Prasad Mandrekar 6. Mr. Devesh Naik 	<ul style="list-style-type: none"> • Preparation of the Merit List for F.Y.B.A./B.Sc./B.Com. based on the reservation policy of the Govt. of Goa. • Orientation to S.Y. & T.Y. students before their Admission, immediately after the results of F.Y. & S.Y. Be present, without fail, in the College premises, for checking/counseling, for the F.Y. Admissions, one teacher per day (for Arts, Science & Commerce separately), during the Admissions period. • Guide in the selection of subjects, etc. • Commencing Admissions work immediately after the declaration of Std XII Results. (announced in all the media) • Preparing a master plan for subject allocation and strictly adhering to the same. • Allocating the subjects to the students and ensuring that there is balance in all

	<p align="center">B) <u>COMMITTEE FOR PROSPECTUS</u></p> <p>Ms. Trupti Raut- Convenor</p> <p>Members:</p> <ol style="list-style-type: none"> 1. Ms. Chaitali Gawas 2. Ms. Darshana Gawas 3. Ms. Jovita Lobo 4. Mr. Balachandra Jadar 5. Ms. Twinkle Salgaonkar 	<p>subjects</p> <ul style="list-style-type: none"> • Preparing for a revised College Prospectus, as needed, and ensuring that it is not rushed through; and got ready in all respects, by the end of March, positively by incorporating all the required changes and modification. <p>Arranging to invite tenders and carrying out related work</p>
12	<p><u>TIME-TABLE COMMITTEE</u></p> <p>Ms. Chaitali Gawas- Convenor</p> <p>Members:</p> <ol style="list-style-type: none"> 1) Ms. Trupti Raut 2) Ms. Darshana Gawas 3) Ms. Jovita Lobo 4) Mr. Balachandra Jadar 	<ul style="list-style-type: none"> • Preparation of the Time-table for the academic year 2021-22 for all subjects and allotting classrooms/learning halls well in advance. • Overseeing and ensuring proper observance of the approved T.T. during the academic year and liaising with the HODs in this regard. • Incorporating changes, if any, with prior permission.
13	<p><u>ATTENDANCE COMMITTEE</u></p> <p>Ms. Trupti Raut–Convenor</p> <p>Mr. Devesh Naik–Co-Convenor</p> <p>Members:</p> <ol style="list-style-type: none"> 1) Ms. Chaitali Gawas 2) Ms. Darshana Gawas 3) Ms. Jovita Lobo 4) Mr. Balachandra Jadar 5) Ms. Twinkle Salgaonkar 	<ul style="list-style-type: none"> • Complying with all the needed formalities for Attendance sheets (by the end of the month), their collection, compilation & display on the Notice Boards, etc. • Ensuring that all the teachers call out and maintain Attendance records, properly/dutifully. - Submitting the monthly attendance report to the Goa University. • Arranging & overseeing of Counseling of students with less attendance during the Semester • Other associated work as done during the last few years, promptly and proactively.
14	<p><u>ELECTION COMMITTEE/ STUDENTS COUNCIL</u></p> <p>Mr. Balachandra Jadar - Convenor</p> <p>Members:</p> <ol style="list-style-type: none"> 1) Ms. Chaitali Gawas 2) Ms. Trupti Raut 3) Ms. Darshana Gawas 4) Ms. Jovita Lobo 	<ul style="list-style-type: none"> • Announce the election programme including the number of seats, eligibility criteria, dates of filing nominations, polling and declaration of results • Invite nominations in prescribed forms and scrutinize these nominations • Prepare for polling and conduct elections • Count votes cast by the electorate and declare election results • Arrange for re-poll in case of tie • Assist the principal in election of office bearers

		<ul style="list-style-type: none"> • To identify the needs of the local community. • To encourage the faculty members to design new courses in line with identified needs. • To discuss and approve these courses at the College level • To submit the approved courses to the University through their respective Board of Studies for approval and adoption. • To review the ongoing courses and communicate to the University through respective Board of Studies.
15	<p>COUNSELLING SERVICES COMMITTEE</p> <p>A) <u>MENTORING COMMITTEE</u> Ms. Darshana Gawas- Convenor Ms. Siddhi Raut-Co-Convenor Members:</p> <ol style="list-style-type: none"> 1. Ms. Chaitali Gawas 2. Ms. Jovita Lobo 3. Ms. Trupti Raut 4. Mr. Balachandra Jadar <p>B) <u>CAREER GUIDANCE, SKILL DEVELOPMENT & PLACEMENT CELL</u> Ms. Darshana Gawas -Convenor Members:</p> <ol style="list-style-type: none"> 1. Ms. Chaitali Gawas 2. Ms. Jovita Lobo 3. Ms. Trupti Raut 4. Mr. Balachandra Jadar 5. Ms. Siddhi Raut 	<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. • Generating general awareness on/of several careers/jobs, etc. and their requirements. • Compiling vocational counseling 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/counseling students for all-India Competitive Exams of various types. • Organising courses for C.A., NET/SET etc

16	<p><u>WOMEN'S CELL</u></p> <p>Ms. Jovita Lobo –Convenor</p> <p>Members:</p> <ol style="list-style-type: none"> 1) Ms. Darshana Gawas 2) Ms. Chaitali Gawas 3) Ms. Trupti Raut 4) Ms. Siddhi Raut 5) Ms. Twinkle Salgaonkar 6) Ms. Shahana Shaikh 	
17	<p><u>EXTENSION SERVICES COMMITTEE</u></p> <p>A) <u>SHORT TERM CERTIFICATE COURSES COMMITTEE</u></p> <p>Ms. Chaitali Gawas- Convenor</p> <p>Members:</p> <ol style="list-style-type: none"> 1. Ms. Trupti Raut 2. Ms. Darshana Gawas 3. Ms. Jovita Lobo 4. Mr. Balachandra Jadar 	<ul style="list-style-type: none"> • Organising relevant/need-based S.T.C.Cs., as many as possible. • Motivating students, staff & other locals to take up such courses. • Compiling the work of S.T.C.Cs., periodically, filing and submitting the annual report. • Maintaining data of our faculty resources, made use of, by others, by invitation, with or without payment.
18	<p><u>STAFF SECRETARY</u></p> <p>Ms. Jovita Lobo</p>	<ul style="list-style-type: none"> • Prepare minutes of the staff meetings and conduct of meetings. • Arrange for the refreshments
19	<p><u>INTERNAL QUALITY ASSURANCE CELL (IQAC)</u></p> <p>Prof. Dr. Tushar S. Anvekar (Principal)– Chairperson</p> <p>Ms. Trupti Raut- Coordinator</p> <p>Members:</p> <ol style="list-style-type: none"> 1) Mr. Ashwin Khalap 2) Ms. Chaitali Gawas 3) Ms. Darshana Gawas 4) Ms. Jovita Lobo 5) Mr. Balachandra Jadar 6) Ms. Yashashri Naik Ms. Andrez Pereira (G.S) 7) Mr. Mahadev Harmalkar 8) Mr. Raya Kerkar (Alumni) 9) Ms. Twinkle Salgaonkar (Alumni) 	<ul style="list-style-type: none"> • Development and application of quality benchmarks/parameters for the various academic and administrative activities of the Colleges; • Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process; • Arrangement for feedback responses from students, parents and other stakeholders on quality related institutional processes; • Dissemination of information on the various quality parameters of higher education; • Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles; • Documentation of the various programmes/activities of the College,

		<p>leading to quality improvement;</p> <ul style="list-style-type: none"> • Acting as a nodal agency of the college for coordinating quality-related activities, including adoption and dissemination of good practices • Development and maintenance of institutional database through MIS for the purpose of maintaining / enhancing the institutional quality; • Development of the Annual Quality Assurance Report (AQAR) of the College based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA, AB) in the prescribed format; • Bi-annual development of Quality Radars (QRs) and Ranking of Integral Unites of Colleges based on the AQAR; • Interaction with SQACs in the pre and post accreditation quality assessment, sustenance and enhancement endeavours.
20	<p><u>COMMITTEE FOR AISHE (All India Survey on Higher Education)</u></p> <p>Ms. Chaitali Gawas-Convenor Mr. Devesh Naik- Co-Convenor</p> <p>Members:</p> <ol style="list-style-type: none"> 1) Ms. Darshana Gawas 2) Ms. Jovita Lobo 3) Mr. Balachandra Jadar 4) Ms. Trupti Raut 	<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
21	<p><u>COMMITTEE FOR NIRF(National Institute Ranking Framework)</u></p> <p>Ms. Darshana Gawas- Convenor</p> <p>Members:</p> <ol style="list-style-type: none"> 1) Ms. Chaitali Gawas 2) Ms. Jovita Lobo 3) Mr. Balachandra Jadar 4) Ms. Trupti Raut 	<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

		<p>purpose.</p> <ul style="list-style-type: none"> Working in close association with the IQAC.
22	<p><u>CALENDER COMMITTEE (Activities for the full year)</u></p> <p>Mr. Balachandra Jadar - Convenor</p> <p>Members:</p> <ol style="list-style-type: none"> Ms. Chaitali Gawas Ms. Trupti Raut Ms. Darshana Gawas Ms. Jovita Lobo Ms. Twinkle Salgaonkar Ms. Shahana Shaikh Ms. Siddhi Raut 	
23	<p><u>COLLEGE STATISTICAL CELL & PHOTOGRAPHS CUM MAINTENANCE OF ALBUMS</u></p> <p>Mr. Balachandra Jadar- Convenor</p> <p>Members:</p> <ol style="list-style-type: none"> Ms. Chaitali Gawas Ms. Darshana Gawas Ms. Jovita Lobo Ms. Trupti Raut Ms. Twinkle Salgaonkar 	<ul style="list-style-type: none"> Maintenance of year to year records/data on various parameters of the College functioning (administration; academics; results; accounts; N.S.S.; & other Activities) Preparing an Annual Statistical Profile (ASP) of the College, for various purposes. Work in close co-ordination with the College Internal Quality Assurance Cell to keep all the documents to facilitate preparation of the Self-Study Report for NAAC Re-accreditation 3rd Cycle Collection of the College Activities" photographs and promptly getting them arranged in the Album (s), with identification Titles/notes, behind/below, like sub-titles. Making proper use of photos whenever needed.
24	<p><u>INFRASTRUCTURE & MAINTENANCE COMMITTEE</u></p> <p>A) <u>GO GREEN INITIATIVES, GARDEN DEVELOPMENT & UPKEEP COMMITTEE</u></p> <p>Ms. Chaitali Gawas-Convenor</p> <p>Members:</p> <ol style="list-style-type: none"> Ms. Darshana Gawas Ms. Jovita Lobo 	<ul style="list-style-type: none"> Execution of the garden lay-out; new plantation; weeding work; watering, etc. Getting garden/campus areas cleaned/weeded, in time, with suitable and adequate initiative and enterprise. Vanamahotsova programme. Trimming periodically & shaping the over-grown plants.

3. Mr. Balachandra Jadar
4. Ms. Trupti Raut

B) MAINTENANCE & CLEANLINESS COMMITTEE

Mr. Balachandra Jadar- Convenor

Members:

1. Ms. Chaitali Gawas
2. Ms. Darshana Gawas
3. Ms. Jovita Lobo
4. Ms. Trupti Raut

C) WEBSITE, INTERNET & NETWORKING COMMITTEE

Mr. Balachandra Jadar- Convenor

Mr. Devesh Naik- Co-Convenor

Members:

1. Ms. Chaitali Gawas
2. Ms. Darshana Gawas
3. Ms. Jovita Lobo
4. Ms. Trupti Raut

- Development of a modest Botanical/ Medicinal Plants Unit.
- Working in close association with the N.S.S./N.C.C Units of the college.

- Looking upon this College & its Campus as our own property; and therefore ensuring that all the maintenance works/repairs are taken care of, timely.
- Keeping general cleanliness & 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.
- 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
- Arranging for the repairs of furniture.

- 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.
- 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
- Any other associated work.

	<p>D) <u>DIGITAL EQUIPMENT MAINTENANCE COMMITTEE</u></p> <p>Mr. Devesh Naik- Convenor</p> <p>Members:</p> <ol style="list-style-type: none"> 1. Ms. Chaitali Gawas 2. Ms. Darshana Gawas 3. Ms. Jovita Lobo 4. Mr. Balachandra Jadar 5. Ms. Trupti Raut 	<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 softwares, antivirus programmes as per the requirements • Maintenance of softwares.
25	<p><u>GOVT. SCHOLARSHIPS COMMITTEE</u></p> <p>Ms. Chaitali Gawas- Convenor</p> <p>Mrs. Yashasri Naik- Co-Convenor</p> <p>Members:</p> <ol style="list-style-type: none"> 1. Ms. Darshana Gawas 2. Ms. Jovita Lobo 3. Mr. Balachandra Jadar 4. Ms. Trupti Raut 5. Ms. Twinkle Salgaonkar 6. Ms. Siddhi Raut 	<ul style="list-style-type: none"> • 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 students in a timely manner • Compiling & maintaining data on 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.
26	<p><u>COMMITTEE FOR CELEBRATION OF NATIONAL DAYS</u></p> <p>Ms. Darshana Gawas- Convenor</p> <p>Members:</p> <ol style="list-style-type: none"> 1. Ms. Chaitali Gawas 2. Ms. Jovita Lobo 3. Mr. Balachandra Jadar 4. Ms. Trupti Raut 5. Ms. Twinkle Salgaonkar 6. Ms. Siddhi Raut 	<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.
27	<p><u>NATURE/ECO CLUB</u></p> <p>Mr. Balachandra Jadar- Convenor</p> <p>Members:</p> <ol style="list-style-type: none"> 1) Ms. Chaitali Gawas 	<ul style="list-style-type: none"> • Generating due interest & concern amongst students & staff towards Nature/Wild life/Environment, by word & deed today & for tomorrow. • Understanding & promoting the

	<p>2) Ms. Darshana Gawas 3) Ms. Jovita Lobo 4) Ms. Trupti Raut 5) Ms. Twinkle Salgaonkar</p>	<p>harmonious balance required between Environment/Ecology versus Development, regionally, nationally & globally.</p> <ul style="list-style-type: none"> • Talks, field trips, Seminars presentations in appreciation of Nature & its bounties & need for conservation of the same, for posterity. • “Greening of Campus” programmes, by students and staff.
28	<p><u>READER’S CLUB</u> Ms. Jovita Lobo- Convenor Members:</p> <ol style="list-style-type: none"> 1) Ms. Chaitali Gawas 2) Ms. Darshana Gawas 3) Mr. Balachandra Jadar 4) Ms. Trupti Raut 5) Mr. Raya Kerkar 6) Ms. Siddhi Raut 	<ul style="list-style-type: none"> • Fostering habit of “good” reading (aloud), for audience. • Getting interested students to practice reading over and over again, with needed corrections, on-the-spot. • Bringing about improvements in the manner/style of reading, in general. • Organizing Reading Competitions (English/ Hindi/ Marathi/Konkani), independently.
29	<p>STAKEHOLDER’S LINKAGES COMMITTEE</p> <p>A) <u>PARENT-TEACHER ASSOCIATION</u> Mr. Sadashiv Naik - President Mr. Abhay Thapa –Vice-President Ms. Chaitali Gawas - Secretary Ms. Darshana Gawas – Treasurer <u>Members:</u></p> <ol style="list-style-type: none"> 1) Mr. Bhanudas Konadkar 2) Mrs. Shital Kedar 3) Mrs. Sunanda Dhargalkar 4) Mrs. Varsha Parsekar 5) Mr. Sadanand Kalsaokar 6) Ms. Swati Mandrekar <p>B) <u>COLLEGE-HIGHER SECONDARY-HIGH SCHOOL EDUCATOR’S INTERFACE COMMITTEE</u></p>	<ul style="list-style-type: none"> • Organising annually at least two General Body Meeting (and at least two Executive Committee Meetings) on a good/large scale, to enlighten the parents on the functioning & development of this College, with their children as the nucleus of our work. • Arranging for at least two Talks annually on better “Parenting” and on “setting high goals” in life; and cooperating with the development goals and strategies of the College. • Organising periodic (at least two) Meets of HSS and HS Heads & their select Faculty Members of this College, for mutual benefit of all 3 institutions.

	<p>Prof. Dr. Tushar S. Anvekar (Principal)– - Convenor</p> <p>Members:</p> <ol style="list-style-type: none"> 1) Ms. Chaitali Gawas 2) Ms. Darshana Gawas 3) Ms. Jovita Lobo 4) Mr. Balachandra Jadar 5) Ms. Trupti Raut <p>C) <u>COLLEGE-COMMUNITY INTERFACE</u></p> <p>Ms. Chaitali Gawas- Convenor</p> <p>Members:</p> <ol style="list-style-type: none"> 1) Ms. Darshana Gawas 2) Ms. Jovita Lobo 3) Mr. Balachandra Jadar 4) Ms. Trupti Raut 	<p>Holding academic/ co-academic encounters, in the mutual interests.</p> <ul style="list-style-type: none"> • Making a good presentation on the (know your College) “What is What” of this College, etc. to market the brand “Vikas Prishad’s Mandre College of Commerce, Economics and Management”, in the surrounding HSSs. and HS • Arranging an “Open Day” in the College for the benefit of the Students form the Higher Secondary Schools and High Schools. • Keeping community’s needs and wants close to the heart of this College, by extending facilities, help the neighbouring people. • Generating a community-feeling that this College is a boon to them, in diverse ways. • Keeping a ready record of the socio-economic-political “status” of the neighbourhood “adopted Village” and observing/recording changes taking place in it, over a period of time.
30	<p><u>CENTER FOR PERFORMING ARTS</u> <u>(Theatre, Music, Dance)</u></p> <p>Ms. Trupti Raut- Convenor</p> <p>Members:</p> <ol style="list-style-type: none"> 1) Ms. Chaitali Gawas 2) Ms. Darshana Gawas 3) Ms. Jovita Lobo 4) Mr. Balachandra Jadar 	<ul style="list-style-type: none"> • Preparing the Students to take part in various events related to performing Arts.
32	<p><u>TEACHER’S REPRESENTATIVE ON LOCAL MANAGING COMMITTEE</u></p> <p>Ms. Darshana Gawas</p>	
33	<p><u>CANTEEN COMMITTEE</u></p> <p>Ms. Trupti Raut- Convenor</p> <p>Members:</p> <ol style="list-style-type: none"> 1) Ms. Chaitali Gawas 	

	<p>2) Ms. Darshana Gawas 3) Ms. Jovita Lobo 4) Mr. Balachandra Jadar</p>	
34	<p><u>PURCHASE COMMITTEE</u> Prof. Dr. Tushar S. Anvekar (Principal)– - Convenor Members:</p> <p>1) Dr. Pratiksha Khalap (Administrator) 2) Ms. Yashasri Naik 3) Ms. Chaitali Gawas</p>	
35	<p><u>TEACHING LEARNING AND EDUCATIONAL TECHNOLOGY CELL</u> Ms. Trupti Raut- Convenor Members:</p> <p>1) Ms. Chaitali Gawas 2) Ms. Darshana Gawas 3) Ms. Jovita Lobo 4) Mr. Balachandra Jadar</p>	
37	<p><u>PREVENTION OF CASTE BASED DISCRIMINATION IN HIGHER EDUCATION</u> Ms. Jovita Lobo- Convenor Members:</p> <p>1) Ms. Trupti Raut 2) Ms. Darshana Gawas 3) Ms. Chaitali Gawas 4) Mr. Balachandra Jadar</p>	<ul style="list-style-type: none"> • The faculty members should desist from any act of discrimination against SC/ST/OBC Students on grounds of their social origin. • The college may develop a page on their website for lodging such complaints of caste discrimination by SC/ST students and also place a complaint register in the Principal’s office for the purpose. If any such incident comes to the notice of the authorities, action should be taken against the erring faculty members promptly. • The college should ensure that no faculty members indulge in any kind of discrimination against any community or category of students.

38	<p><u>KNOWLEDGE CELL</u></p> <p>Adv. Lida Joao- Convenor</p> <p>Members:</p> <ol style="list-style-type: none"> 1) Ms. Chaitali Gawas 2) Ms. Darshana Gawas 3) Ms. Jovita Lobo 4) Mr. Balachandra Jadar 5) Ms. Trupti Raut 6) Ms. Siddhi Raut 7) Ms. Twinkle Salgaonkar 8) Ms. Shahana Shaikh 	
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Statutory Committees/ University related committees (as per the statutes/ ordinances of Goa University) / Committees mandated by the UGC are as follows. These committees shall come into force with immediate effect and in supersession.

1	<p>A) <u>EXAMINATION COMMITTEE</u></p> <p>Ms. Chaitali Gawas- Convenor</p> <p>Members:</p> <ol style="list-style-type: none"> 1) Ms. Trupti Raut 2) Ms. Darshana Gawas 3) Ms. Jovita Lobo 4) Mr. Balachandra Jadar <p>B) <u>ISA MONITORING COMMITTEE</u></p> <p>Ms. Darshana Gawas- Convenor</p> <p>Members:</p> <ol style="list-style-type: none"> 1) Ms. Chaitali Gawas 2) Ms. Jovita Lobo 3) Mr. Balachandra Jadar 4) Ms. Trupti Raut 	<ul style="list-style-type: none"> • Collect statistics on various subjects/papers and enrolment therein including roll numbers of students. • Arrange for paper setting by faculty & printing of Question Paper. • Prepare examination blocks, requisition invigilators and support staff. • Allot supervision duties. • Conduct the examination as per the schedule • Calculate allowance due for invigilation/examination duty. <ul style="list-style-type: none"> • Notifying the schedule of the ISAs at the beginning of its semester. • Gathering data regarding mode of conduct and teachers' involved. • Framing Time-table. • Arranging to photocopy of question papers. • Preparing, collecting mark sheets. • Ensuring smooth conduct of the ISAs. • Ensure communication of the ISA marks
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		<p>to the students within two weeks.</p> <ul style="list-style-type: none"> • Setting modalities for repeat ISA. • Arranging to get the ISA marks added to the SEE marks and preparing the final result of the semester. • All other duties as made down in the ordinances of the Goa University.
2	<p><u>T .Y. PROJECT WORK COMMITTEE</u></p> <p>Ms. Darshana Gawas- Convenor</p> <p>Members:</p> <ol style="list-style-type: none"> 1) Ms. Chaitali Gawas 2) Ms. Jovita Lobo 3) Mr. Balachandra Jadar 4) Ms. Trupti Raut 	<ul style="list-style-type: none"> • 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 and following up the schedule of project completion. • Dispatching data to the University. • Ordination of viva – voce schedule. • Distribution of project booklets to the external examiners. • Collection of consolidated marks, mark sheets and reports of T.Y.B.Com Projects and submission to the Goa University. • Arranging to give one copy of the project to the Library and one copy to the department concerned officially.
3	<p><u>COLLEGE UNFAIR MEANS INQUIRY COMMITTEE (CUMIC)</u></p> <p>Ms. Chaitali Gawas- Convenor</p> <p>Members:</p> <ol style="list-style-type: none"> 1) Ms. Darshana Gawas 2) Ms. Jovita Lobo 3) Mr. Balachandra Jadar 4) Ms. Trupti Raut 	<ul style="list-style-type: none"> • Adopting all the preventive measures to ward off any examination ‘malpractices’; display of relevant G.U. ordinances, etc. • Dealing with the reported cases of examination malpractices based on the relevant ordinances of Goa University in respect to F.Y. and S.Y. and also T.Y. University examinations.
4	<p><u>STUDENT’S GRIEVANCE REDRESSAL COMMITTEE</u></p> <p>Ms. Chaitali Gawas –Convenor</p> <p>Members:</p> <ol style="list-style-type: none"> 1) Ms. Trupti Raut 2) Ms. Darshana Gawas 3) Ms. Jovita Lobo 4) Mr. Balachandra Jadar 	<ul style="list-style-type: none"> • To address cases of general grievance from students and staff of the college. • Generating awareness that the college has this mechanism of redressal of grievances, if any, amongst our staff and students, through intra-college publicity. • Examining the grievances, on their merits and recommending the course of action, if possible at the Principal’s or other authority’s level.

5	<p align="center"><u>INTERNAL COMPLAINTS COMMITTEE UNDER THE PROVISIONS OF THE HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013.</u></p> <p>Ms. Trupti Raut- Convenor</p> <p>Members:</p> <ol style="list-style-type: none"> 1) Ms. Chaitali Gawas 2) Ms. Darshana Gawas 3) Ms. Jovita Lobo 4) Mr. Balachandra Jadar 5) Ms. Aparna Shetye Advocate 6) Ms. Kamakshi Nagoji- Ladies Representative On Student's Council 7) Ms. Andrez Pereira- General Secretary- Students Council 	<ul style="list-style-type: none"> • To prevent sexual harassment at workplace. • To prevent discrimination and sexual harassment against girls by promoting gender amity among students and employees • To conduct periodical programmes on women empowerment. • To provide conducive environment and congenial atmosphere for women.
6	<p><u>STUDENT INDUCTION PROGRAMME COMMITTEE</u></p> <p>Ms. Chaitali Gawas- Convenor</p> <p>Members:</p> <ol style="list-style-type: none"> 1) Ms. Darshana Gawas 2) Ms. Jovita Lobo 3) Mr. Balachandra Jadar 4) Ms. Trupti Raut 	<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.
6	<p><u>STUDENTS AID FUND</u></p> <p>Prof. Tushar S. Anvekar- Principal Dr. Pratiksha Khalap- Administrator Ms. Chaitali Gawas Ms. Andrez Pereira - General Secretary</p>	<ul style="list-style-type: none"> • The object of this fund is to render financial assistance to poor students to meet partly or fully their tuition fees or examination fees or to purchase books or similar other expenses. No scholarship or stipend or prizes will be given from this fund. • The principal shall be responsible for the administration of this fund. • Contribution from the students towards this fund shall be Rs. 50 per annum per student. The Goa University has approved this change vide letter No. GU/I/uni Policy /3/97/3791 dated 25/09/1997. • The unspent balance in the students aid fund at the end of the year shall be carried

		forward to the following years.
7	<p><u>COLLEGE EXAMINATION</u></p> <p><u>GRIEVANCE COMMITTEE</u></p> <p>Ms. Trupti Raut- Convenor</p> <p>Members:</p> <ol style="list-style-type: none"> 1) Ms. Chaitali Gawas 2) Ms. Darshana Gawas 3) Ms. Jovita Lobo 4) Mr. Balachandra Jadar 5) Mr. Babu Alias Sandesh Shetgaonkar 	<ul style="list-style-type: none"> • To address all the problems regarding examination, ISA's, repeat examination, etc.

It is expected earnestly requested that the committees / clubs / cells take charge wherever required immediately and commence the activities in the right earnest. The duties/ responsibilities shown against the respective committees are indicative and are by no means exhausted. Convenors and members are expected and encouraged to display proactive leadership and initiative in the discharge of their duties keeping in mind the overall wellbeing of the Institution and the students.

Prof. Dr. Tushar S. Anvekar
PRINCIPAL