

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/2025-26/ 181

DATE: 13 /08/2025

**OFFICE MEMORANDUM**

**COMMITTEES 2025-26**

The Work Committees/Associations/Cells for the academic year 2025-26 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><b>COMMITTEE TO ENSURE DISCIPLINE IN THE CAMPUS</b></p> <p><b>A) <u>DISCIPLINARY COMMITTEE</u></b> <b>Mr. Rohit Maulingkar - Convenor</b> <b>Members:</b></p> <ol style="list-style-type: none"><li>1) Ms. Trupti Gauns</li><li>2) Ms. Darshana Kerkar</li><li>3) Ms. Jovita Lobo</li><li>4) Mr. Pratik Kannaik</li></ol> <p><b>B) <u>ANTI-RAGGING COMMITTEE</u></b> <b>Ms. Chaitali Gawas- Chairperson</b> Principal <b>Members:</b></p>	



1. Mamlatdar, Pernem
2. Police Inspector, Pernem Police Station
3. Mr. Nivruthi Shirodkar  
Media Person
4. Ms. Serafina Fernandes  
Social Activist
5. Mr. Rohit Maulingkar  
Representative of the faculty
6. Ms. Darshana Kerkar  
Representative of the faculty
7. Ms. Yashashri Naik  
Office Superintendent Representative of  
Non-Teaching Staff
8. Mrs. Supriya Sawant  
President, Parent-Teacher Association
9. Mahadev Sawant  
(Students' Representative)
10. Anisha Shirodkar  
(Student Representative)

**C) ANTI-RAGGING SQUAD**

**Ms. Chaitali Gawas- Chairperson**

**Members:**

1. Mr. Rohit Maulingkar
2. Ms. Trupti Gauns
3. Ms. Darshana Kerkar
4. Ms. Jovita Lobo
5. Mahadev Sawant  
(Students' Representative)
6. Anisha Shirodkar  
(Student Representative)

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**PRESS & MEDIA & OTHER COLLEGE**

**PUBLICATION COMMITTEE**

**(Magazine, Newsletter-'Campus News')**

**Ms. Trupti Gauns- Convenor**

**Members:**

- 1) Ms. Darshana Kerkar

- 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

	<p>2) Ms. Jovita Lobo 3) Mr. Rohit Maulingkar 4) Ms. Yashashri Naik</p>	<p>Govt. Depts./Corporations, Business Establishments, etc., to build up the required amount for the Magazine.</p> <ul style="list-style-type: none"> <li>• Preparing &amp; publishing the "Campus News"</li> <li>• Encouraging students to join hands in this venture, particularly for "Campus News" matter.</li> <li>• Ensuring that 2 to 3 Issues are brought out, every year.</li> </ul>
3	<p><b><u>SPORTS AND GAMES COMMITTEE</u></b> <b>Mr. Rohit Maulingkar - Convenor</b> <b>Members:</b></p> <ol style="list-style-type: none"> <li>1) Ms. Trupti Gauns</li> <li>2) Ms. Darshana Kerkar</li> <li>3) Ms. Jovita Lobo</li> <li>4) Mr. Pratik Kannaik</li> </ol>	<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>• Utilizing the services of professional Coaches if required to train our Sports persons, well in advance.</li> <li>• Developing playgrounds in this College Campus.</li> <li>• Developing variety of Sports facilities/Competitions. Interface with Sports Clubs/HSS Sports persons, in this Taluka.</li> <li>• Conducting the Annual Sports Meet.</li> </ul>
4	<p><b><u>CULTURAL COMMITTEE/ EXTRA-CURRICULAR ACTIVITIES COMMITTEE</u></b> <b>Ms. Darshana Kerkar- Convenor</b> <b>Members:</b></p> <ol style="list-style-type: none"> <li>1. Ms. Trupti Gauns</li> <li>2. Ms. Jovita Lobo</li> <li>3. Mr. Rohit Maulingkar</li> <li>4. Ms. Siddhi Pawar</li> <li>5. Mr. Babu Alias Sandesh Shetgaonkar</li> </ol>	<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> </ul>
5	<p><b><u>NSS COMMITTEE &amp; RED RIBBON COMMITTEE</u></b> <b>Ms. Trupti Gauns -Convenor</b></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-</li> </ul>

	<p><b>Members:</b></p> <ol style="list-style-type: none"> <li>1) Ms. Darshana Kerkar</li> <li>2) Ms. Jovita Lobo</li> <li>3) Mr. Rohit Maulingkar</li> <li>4) Mr. Kannaya Naikgaonkar</li> </ol>	<p>minded young men and women.</p> <ul style="list-style-type: none"> <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>
6	<p><b><u>LIBRARY COMMITTEE</u></b></p> <p><b>Ms. Jovita Lobo - Convenor</b></p> <p><b>Members:</b></p> <ol style="list-style-type: none"> <li>1) Ms. Trupti Gauns</li> <li>2) Ms. Darshana Kerkar</li> <li>3) Mr. Rohit Maulingkar</li> <li>4) Mr. Raya Kerkar</li> <li>5) Ms. Siddhi Pawar</li> </ol>	<ul style="list-style-type: none"> <li>• Planning for expansion of select Books, periodicals, etc. by utilizing the UGC fund/other funds.</li> <li>• Controlling the purchase &amp; allowing those subject-books which are needed.</li> <li>• Ensuring that those teachers who ordered the books do at least care to see the books on arrival; &amp; do use them.</li> <li>• Making Library procedures computerized at the earliest; and maintaining the records/registers properly.</li> <li>• Devising ways &amp; means to attract students &amp; staff to the Library-use culture, through different Competitions and activities</li> <li>• Ensuring that our Library facilities are also used by other Stakeholders</li> </ul>
7	<p><b><u>RESEARCH AND DEVELOPMENT CELL (RDC)</u></b></p> <p><b>Ms. Jovita Lobo- Convenor</b></p> <p><b>Members:</b></p> <ol style="list-style-type: none"> <li>1) Ms. Trupti Gauns</li> <li>2) Mr. Rohit Maulingkar</li> <li>3) Ms. Darshana Kerkar</li> </ol>	<ul style="list-style-type: none"> <li>• Catering to the intellectual/professional improvements &amp; exposures of the staff.</li> <li>• Organising F.I.Ps./F.D.Ps., periodically in consultation with the IQAC.</li> <li>• Providing a platform to the staff for intra-staff presentations.</li> <li>• Sharing knowledge gained &amp; research done/being done, periodically</li> <li>• Encouraging the staff to prepare &amp; write good/well-researched articles (at least one) for Journal during the academic year.</li> <li>• Getting the Journal compiled &amp; published; &amp; copies distributed/sent to others, as in the recent past.</li> </ul>

8	<p align="center"><b><u>ALUMNI COORDINATION COMMITTEE</u></b></p> <p><b>Ms. Jovita Lobo– Convenor</b></p> <p><b>Members:</b></p> <ol style="list-style-type: none"> <li>1) Ms. Jovita Lobo</li> <li>2) Ms. Trupti Gauns</li> <li>3) Mr. Rohit Maulingkar</li> <li>4) Ms. Yashashri Naik</li> </ol>	<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 02 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 week).</li> <li>• Getting the Accounts audited.</li> </ul>
9	<p><b><u>SEXUAL HARASSMENT COMMITTEE</u></b></p> <p><b>Ms. Chaitali Gawas - Convenor</b></p> <p><b>Members:</b></p> <ol style="list-style-type: none"> <li>1) Ms. Trupti Gauns</li> <li>2) Ms. Darshana Kerkar</li> <li>3) Ms. Jovita Lobo</li> <li>4) Mr. Rohit Maulingkar</li> </ol>	
10	<p><b><u>INFORMATION UNDER THE RIGHT TO INFORMATION ACT 2005 (RTI)</u></b></p> <ol style="list-style-type: none"> <li>1) Ms. Chaitali Gawas- <b>First Appellate Authority</b></li> <li>2) Ms. Darshana Kerkar – <b>Public Information Officer</b></li> <li>3) Ms. Yashashri Naik - <b>Assistant Public Information Officer</b></li> </ol>	<ul style="list-style-type: none"> <li>• Attending to information requested under Right to Information Act</li> </ul>
11	<p><b>ADMISSION PROCESS COMMITTEE</b></p> <p><b>A) <u>ADMISSION COMMITTEE</u></b></p> <p><b>Ms. Trupti Gauns- Convenor</b></p> <p><b>Members:</b></p> <ol style="list-style-type: none"> <li>1. Ms. Darshana Kerkar</li> <li>2. Ms. Jovita Lobo</li> <li>3. Mr. Rohit Maulingkar</li> <li>4. Mr. Kannaya Naikgaonkar</li> <li>5. Mr. Devesh Naik</li> </ol>	<ul style="list-style-type: none"> <li>• Preparation of the Merit List for F.Y.B.A./B.Sc./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, immediately after the results of F.Y. &amp; 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 &amp; Commerce separately), during the Admissions period.</li> </ul>

	<p align="center"><b><u>B) COMMITTEE FOR PROSPECTUS</u></b></p> <p><b>Ms. Trupti Gauns- Convenor</b></p> <p><b>Co-ordinators:</b></p> <ol style="list-style-type: none"> <li>1) Mr. Devesh Naik</li> <li>2) Mr. Kannaya Naikgaonkar</li> </ol>	<ul style="list-style-type: none"> <li>• Guide in the selection of subjects, etc.</li> <li>• Commencing Admissions work immediately after the declaration of Std XII Results. (announced in all the media)</li> <li>• Preparing a master plan for subject allocation and strictly adhering to the same.</li> <li>• 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. Arranging to invite tenders and carrying out related work</li> </ul>
12	<p><b><u>TIME-TABLE COMMITTEE</u></b></p> <p><b>Ms. Chaitali Gawas- Convenor</b></p> <p><b>Members:</b></p> <ol style="list-style-type: none"> <li>1) Ms. Trupti Gauns</li> <li>2) Ms. Darshana Kerkar</li> <li>3) Ms. Jovita Lobo</li> <li>4) Mr. Rohit Maulingkar</li> </ol>	<ul style="list-style-type: none"> <li>• Preparation of the Time-table for the academic year 2025-26 for all subjects and allotting classrooms/learning halls well in advance.</li> <li>• Overseeing and ensuring proper observance of the approved T.T. during the academic year and liaising with the HODs in this regard.</li> <li>• Incorporating changes, if any, with prior permission.</li> </ul>
13	<p><b><u>ATTENDANCE COMMITTEE</u></b></p> <p><b>Ms. Trupti Gauns–Convenor</b></p> <p><b>Mr. Devesh Naik–Co-Convenor</b></p> <p><b>Members:</b></p> <ol style="list-style-type: none"> <li>1) Ms. Darshana Kerkar</li> <li>2) Ms. Jovita Lobo</li> <li>3) Mr. Rohit Maulingkar</li> <li>4) Mr. Prasad Mandrekar</li> </ol>	<ul style="list-style-type: none"> <li>• Complying with all the needed formalities for Attendance sheets (by the end of the month), their collection, compilation &amp; display on the Notice Boards, etc.</li> <li>• Ensuring that all the teachers call out and maintain Attendance records, properly/dutifully. - Submitting the monthly attendance report to the Goa University.</li> <li>• Arranging &amp; overseeing of Counseling of students with less attendance during the Semester</li> <li>• Other associated work as done during the last few years, promptly and proactively.</li> </ul>
14	<p><b><u>ELECTION COMMITTEE/ STUDENTS</u></b></p>	<ul style="list-style-type: none"> <li>• Announce the election programme including the number of seats, eligibility</li> </ul>

	<p><b><u>COUNCIL</u></b></p> <p><b>Mr. Rohit Maulingkar - Convenor</b></p> <p><b>Members:</b></p> <ol style="list-style-type: none"> <li>1) Ms. Trupti Gauns</li> <li>2) Ms. Darshana Kerkar</li> <li>3) Ms. Jovita Lobo</li> <li>4) Mr. Babu Alias Sandesh Shetgaonkar</li> </ol>	<p>criteria, dates of filing nominations, polling and declaration of results</p> <ul style="list-style-type: none"> <li>• Invite nominations in prescribed forms and scrutinize these nominations</li> <li>• Prepare for polling and conduct elections</li> <li>• Count votes cast by the electorate and declare election results</li> <li>• To submit the approved courses to the University through their respective Board of Studies for approval and adoption.</li> <li>• To review the ongoing courses and communicate to the University through respective Board of Studies.</li> </ul>
15	<p><b>COUNSELLING SERVICES COMMITTEE</b></p> <p><b>A) <u>MENTORING COMMITTEE</u></b></p> <p><b>Ms. Darshana Kerkar- Convenor</b> <b>Ms. Siddhi Pawar-Co-Convenor</b></p> <p><b>Members:</b></p> <ol style="list-style-type: none"> <li>1. Ms. Jovita Lobo</li> <li>2. Ms. Trupti Gauns</li> <li>3. Mr. Rohit Maulingkar</li> </ol> <p><b>B) <u>TRAINING INTERNSHIP &amp; PLACEMENT CELL (TIP)</u></b></p> <p><b>Ms. Darshana Kerkar-Convenor</b></p> <p><b>Members:</b></p> <ol style="list-style-type: none"> <li>1. Ms. Trupti Gauns</li> <li>2. Ms. Jovita Lobo</li> <li>3. Mr. Rohit Maulingkar</li> <li>4. Ms. Siddhi Pawar</li> <li>5. Ms. Priti Sawant</li> </ol>	<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>• Generating general awareness on/of several careers/jobs, etc. and their requirements.</li> <li>• Compiling vocational counselling Articles from the media, into a booklet with Index, etc., taking help from the Library.</li> <li>• Organising 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> </ul>

		<ul style="list-style-type: none"> <li>Organising courses for C.A., NET/SET etc</li> </ul>
16	<p><b><u>WOMEN'S CELL</u></b></p> <p><b>Ms. Jovita Lobo –Convenor</b></p> <p><b>Members:</b></p> <ol style="list-style-type: none"> <li>Ms. Darshana Kerkar</li> <li>Ms. Trupti Gauns</li> <li>Ms. Siddhi Pawar</li> </ol>	
17	<p><b><u>EXTENSION SERVICES COMMITTEE</u></b></p> <p><b>A) <u>SHORT TERM CERTIFICATE COURSES COMMITTEE</u></b></p> <p><b>Ms. Chaitali Gawas- Convenor</b></p> <p><b>Members:</b></p> <ol style="list-style-type: none"> <li>Ms. Trupti Gauns</li> <li>Ms. Darshana Kerkar</li> <li>Ms. Jovita Lobo</li> <li>Mr. Rohit Maulingkar</li> </ol>	<ul style="list-style-type: none"> <li>Organising relevant/need-based S.T.C.Cs., 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>
18	<p><b><u>STAFF SECRETARY</u></b></p> <p>Ms. Siddhi Pawar</p>	<ul style="list-style-type: none"> <li>Prepare, agenda, minutes of the staff meetings and conduct of meetings</li> </ul>
19	<p><b><u>INTERNAL QUALITY ASSURANCE CELL (IQAC)</u></b></p> <p><b>Ms. Chaitali Gawas (Principal Incharge)– Chairperson</b></p> <p><b>Ms. Darshana Kerkar- Co-ordinator</b></p> <p><b>Members:</b></p> <ol style="list-style-type: none"> <li>Ms. Trupti Gauns</li> <li>Mr. Ashwin Khalap</li> <li>Ms. Jovita Lobo</li> </ol>	<ul style="list-style-type: none"> <li>Development and application of quality benchmarks/parameters for the various academic and administrative activities of the Colleges;</li> <li>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;</li> <li>Arrangement for feedback responses from students, parents and other stakeholders on quality related institutional processes;</li> <li>Dissemination of information on the</li> </ul>

	<p>4) Mr. Rohit Maulingkar  5) Ms. Yashashri Naik  6) Mahadev Sawant  (G.S)  7) Ms. Tara Hadfadkar  8) Mr. Raya Kerkar (Alumni)  9) Ms. Twinkle Salgaonkar (Alumni)</p>	<p>various quality parameters of higher education;</p> <ul style="list-style-type: none"> <li>• Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;</li> <li>• Documentation of the various programmes/activities of the College, leading to quality improvement;</li> <li>• Acting as a nodal agency of the college for coordinating quality-related activities, including adoption and dissemination of good practices</li> <li>• Development and maintenance of institutional database through MIS for the purpose of maintaining / enhancing the institutional quality;</li> <li>• 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;</li> <li>• Bi-annual development of Quality Radars (QRs) and Ranking of Integral Unites of Colleges based on the AQAR;</li> <li>• Interaction with SQACs in the pre and post accreditation quality assessment, sustenance and enhancement endeavours.</li> </ul>
20	<p><b><u>COMMITTEE FOR AISHE (All India Survey on Higher Education)</u></b></p> <p><b>Ms. Trupti Gauns - Convenor</b>  <b>Mr. Devesh Naik - Co-Convenor</b></p> <p><b>Members:</b></p> <p>1) Ms. Darshana Kerkar  2) Ms. Jovita Lobo  3) Mr. Rohit Maulingkar</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; IQAC in time</li> <li>• Working in close association with the IQAC</li> </ul>

21	<p><b>COMMITTEE FOR NIRF (National Institute Ranking Framework)</b></p> <p><b>Ms. Darshana Kerkar- Convenor</b></p> <p><b>Members:</b></p> <ol style="list-style-type: none"> <li>1) Ms. Chaitali Gawas</li> <li>2) Ms. Jovita Lobo</li> <li>3) Mr. Rohit Maulingkar</li> <li>4) Ms. Trupti Gauns</li> </ol>	<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 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>● Working in close association with the IQAC.</li> </ul>
22	<p><b>COLLEGE STATISTICAL CELL &amp; PHOTOGRAPHS CUM MAINTENANCE OF ALBUMS</b></p> <p><b>Mr. Rohit Maulingkar- Convenor</b></p> <p><b>Members:</b></p> <ol style="list-style-type: none"> <li>1) Mr. Pratik Kannaik</li> <li>2) Mr. Devesh Naik</li> <li>3) Mr. Kannaya Naikgaonkar</li> </ol>	<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 (ASP) of the College, for various purposes.</li> <li>● 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</li> <li>● Collection of the College Activities" photographs and promptly getting them arranged in the Album (s), with identification Titles/notes, behind/below, like sub-titles.</li> <li>● Making proper use of photos whenever needed.</li> </ul>
23	<p><b>INFRASTRUCTURE &amp; MAINTENANCE COMMITTEE</b></p> <p><b>A) <u>GO GREEN INITIATIVES, GARDEN DEVELOPMENT &amp; UPKEEP COMMITTEE</u></b></p> <p><b>Ms. Chaitali Gawas-Convenor</b></p> <p><b>Members:</b></p>	<ul style="list-style-type: none"> <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>● Vanamahotsova programme.</li> <li>● Trimming periodically &amp; shaping the over-grown plants.</li> <li>● Development of a modest Botanical/Medicinal Plants Unit.</li> </ul>

1. Ms. Darshana Kerkar
2. Ms. Jovita Lobo
3. Mr. Rohit Maulingkar
4. Ms. Trupti Gauns
5. Ms. Priti Sawant

**B) MAINTENANCE & CLEANLINESS COMMITTEE**

**Mr. Rohit Maulingkar- Convenor**

**Members:**

1. Ms. Darshana Kerkar
2. Ms. Jovita Lobo
3. Ms. Trupti Gauns
4. Ms. Priti Sawant

**C) WEBSITE, INTERNET & NETWORKING COMMITTEE**

**Mr. Rohit Maulingkar- Convenor**

**Mr. Devesh Naik- Co-Convenor**

**Members:**

1. Ms. Darshana Kerkar
2. Ms. Jovita Lobo
3. Ms. Trupti Gauns

- 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

	<p><b>D) <u>DIGITAL EQUIPMENT</u></b>  <b><u>MAINTENANCE INCHARGE</u></b>  <b>Mr. Devesh Naik</b></p>	<p>IP addresses .</p> <ul style="list-style-type: none"> <li>• Arranging for maintenance of digital equipment of the College like desktops, laptops, projectors, scanners, printers etc.</li> <li>• Installing and upgrading softwares, antivirus programmes as per the requirements</li> <li>• Maintenance of softwares.</li> </ul>
24	<p><b><u>GOVT. SCHOLARSHIPS COMMITTEE</u></b>  <b>Ms. Siddhi Pawar- Convenor</b>  <b>Members:</b></p> <ol style="list-style-type: none"> <li>1. Mr. Devesh Naik</li> <li>2. Mrs. Yashashri Naik.</li> </ol>	<ul style="list-style-type: none"> <li>• Creating adequate awareness of these facilities, amongst students/parents.</li> <li>• Announcing &amp; selecting from the applicants, for these Scholarships, including “merit” 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>
25	<p><b><u>COMMITTEE FOR CELEBRATION OF</u></b>  <b><u>NATIONAL DAYS</u></b>  <b>Ms. Trupti Gauns- Convenor</b>  <b>Members:</b></p> <ol style="list-style-type: none"> <li>1. Ms. Jovita Lobo</li> <li>2. Mr. Rohit Maulingkar</li> <li>3. Ms. Siddhi Pawar</li> <li>4. Ms. Darshana Kerkar</li> </ol>	<ul style="list-style-type: none"> <li>• Planning for the Flag hoisting function, with well</li> <li>• 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> </ul>
26	<p><b><u>Yuva Tourism Club</u></b></p>	<ul style="list-style-type: none"> <li>• Generating due interest &amp; concern amongst students &amp; staff towards</li> </ul>

	<p><b>Mr. Rohit Maulingkar- Convenor</b></p> <p><b>Members:</b></p> <ol style="list-style-type: none"> <li>1) Ms. Chaitali Gawas</li> <li>2) Ms. Darshana Kerkar</li> <li>3) Ms. Jovita Lobo</li> <li>4) Ms. Trupti Gauns</li> </ol>	<p>Nature/Wild life/Environment, by word &amp; deed today &amp; for tomorrow.</p> <ul style="list-style-type: none"> <li>• Understanding &amp; promoting the harmonious balance required between Environment/Ecology versus 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.</li> </ul>
27	<p><b>STAKEHOLDER’S LINKAGES COMMITTEE</b></p> <p><b>A) <u>PARENT-TEACHER ASSOCIATION</u></b></p> <p><b>Mrs. Supriya Sawant - President</b></p> <p><b>Mr. Shamsundar Pokhare–Vice-President</b></p> <p><b>Ms. Jovita Lobo- Secretary</b></p> <p><b>Ms. Darshana Kerkar – Treasurer</b></p> <p><b><u>Members:</u></b></p> <ol style="list-style-type: none"> <li>1. Mr. Gauresh Ashvekar</li> <li>2. Mr. Sunil Parsekar</li> <li>3. Mrs. Priti Carvalho</li> <li>4. Mrs. Vidhi Parab</li> </ol> <p><b>B) <u>COLLEGE-COMMUNITY INTERFACE</u></b></p> <p><b>Ms. Chaitali Gawas- Convenor</b></p> <p><b>Members:</b></p> <ol style="list-style-type: none"> <li>1) Ms. Darshana Kerkar</li> <li>2) Ms. Jovita Lobo</li> <li>3) Mr. Rohit Maulingkar</li> </ol>	<ul style="list-style-type: none"> <li>• Organising at least one Annual General Body Meeting (and at least one Executive Committee Meetings) on a good/large scale, 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 “Parenting” and on “setting high goals” in life; and cooperating with the development goals and strategies of the College.</li> <li>• Keeping community’s needs and wants close to the heart of this College, by extending facilities, help the neighbouring people.</li> <li>• Generating a community-feeling that this College is a boon to them, in diverse ways.</li> <li>• Keeping a ready record of the socio-economic-political “status” of the neighbourhood “adopted Village” and</li> </ul>

	4) Ms. Trupti Gauns	observing/recording changes taking place in it, over a period of time.
28	<b><u>TEACHER'S REPRESENTATIVE ON LOCAL MANAGING COMMITTEE</u></b> Ms. Chaitali Gawas	
29	<b><u>CANTEEN COMMITTEE</u></b> Ms. Trupti Gauns- Convenor <b>Members:</b> 1) Ms. Darshana Kerkar 2) Ms. Jovita Lobo 3) Mr. Rohit Maulingkar	
30	<b><u>PURCHASE COMMITTEE</u></b> Ms. Chaitali Gawas (Principal)- Convenor <b>Members:</b> 1) Dr. Pratiksha Khalap (Administrator) 2) Ms. Trupti Gauns 3) Mr. Prasad Mandrekar	
31	<b><u>TEACHING LEARNING AND EDUCATIONAL TECHNOLOGY CELL</u></b> Ms. Trupti Gauns- Convenor <b>Members:</b> 1) Ms. Darshana Kerkar 2) Ms. Jovita Lobo 3) Mr. Rohit Maulingkar	

32	<p><b><u>ENTREPRENEURSHIP DEVELOPMENT CELL</u></b></p> <p><b>Ms. Trupti Gauns- Convenor</b> Ms. Jovita Lobo- Member</p>	
33	<p><b><u>PREVENTION OF CASTE BASED DISCRIMINATION IN HIGHER EDUCATION</u></b></p> <p><b>Ms. Jovita Lobo- Convenor</b> <b>Members:</b></p> <ol style="list-style-type: none"> <li>1) Ms. Trupti Gauns</li> <li>2) Ms. Darshana Kerkar</li> <li>3) Mr. Rohit Maulingkar</li> </ol>	<ul style="list-style-type: none"> <li>• The faculty members should desist from any act of discrimination against SC/ST/OBC Students on grounds of their social origin.</li> <li>• 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</li> </ul>
34	<p><b><u>INNOVATION COUNCIL COMMITTEE</u></b></p> <ol style="list-style-type: none"> <li>1. Ms. Chaitali Gawas- President</li> <li>2. Ms. Darshana Kerkar- Vice President</li> <li>3. Ms. Trupti Gauns- Convenor</li> <li>4. Mr. Rohit Maulingkar- Innovation Activity Coordinaror</li> <li>5. Mr. Pratik Kannaik- Start-up activity coordinator</li> <li>6. Ms. Darshana Kerkar- Internship coordinator</li> <li>7. Mr. Raya Kerkar- IPR activity coordinator</li> <li>8. Mr. Devesh Naik- Social Media, ARIIA NIRF coordinator</li> <li>9. Mr. Kannaya Naikgaonkar- Member</li> <li>10. Ms. Poojangi Kharbe- IP Expert/ Patent Expert</li> <li>11. Mr. Amol Mandrekar Expert from</li> </ol>	

	<p>Industry</p> <p>12. Mr. Jagannath Parsekar- Investor</p> <p>13. Mr. Mahadev Sawant - Innovation Coordinaror (Student)</p> <p>14. Ms. Sakshi Asvekar - Start-up activity coordinator (Student)</p> <p>15. Ms. Anisha Shirodkar - Internship coordinator (Student)</p> <p>16. Ms. Nancy D'Souza - General Member (Student)</p>	
35	<p><b><u>INCHARGE OF DEAD STOCK REGISTER</u></b></p> <p><u>Mr. Kannaya Naikgaonkar</u></p>	

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 for 3 years.

1	<p><b>A) <u>EXAMINATION COMMITTEE</u></b></p> <p><b>Ms. Jovita Lobo - Chairperson</b></p> <p><b>Members:</b></p> <ol style="list-style-type: none"> <li>1. Ms. Trupti Gauns</li> <li>2. Ms. Darshana Kerkar</li> <li>3. Mr. Rohit Maulingkar</li> <li>4. Mr. Prasad Mandrekar</li> </ol> <p><b>B) <u>ISA MONITORING COMMITTEE</u></b></p> <p><b>Ms. Darshana Kerkar- Convenor</b></p> <p><b>Members:</b></p> <ol style="list-style-type: none"> <li>1) Ms. Jovita Lobo</li> <li>2) Mr. Rohit Maulingkar</li> <li>3) Ms. Trupti Gauns</li> <li>4) Mr. Prasad Mandrekar</li> </ol>	<ul style="list-style-type: none"> <li>• Collect statistics on various subjects/papers and enrolment therein including roll numbers of students.</li> <li>• Arrange for paper setting by faculty &amp; printing of Question Paper.</li> <li>• Prepare examination blocks, requisition invigilators and support staff.</li> <li>• Allot supervision duties.</li> <li>• Conduct the examination as per the schedule</li> <li>• Calculate allowance due for invigilation/examination duty.</li> </ul> <ul style="list-style-type: none"> <li>• Notifying the schedule of the ISAs at the beginning of its semester.</li> <li>• Framing Time-table.</li> <li>• Arranging to photocopy of question papers.</li> <li>• Preparing, collecting mark sheets.</li> <li>• Ensuring smooth conduct of the ISAs.</li> <li>• Ensure communication of the ISA marks to the students within two weeks..</li> <li>• Arranging to get the ISA marks added to the SEE marks and preparing the final result of the semester.</li> </ul>
2	<p><b><u>T .Y. PROJECT WORK COMMITTEE</u></b></p> <p><b>Ms. Darshana Kerkar- Convenor</b></p> <p><b>Members:</b></p> <ol style="list-style-type: none"> <li>1) Ms. Jovita Lobo</li> </ol>	<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 and following up the schedule</li> </ul>

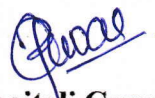
	<p>2) Mr. Rohit Maulingkar</p> <p>3) Ms. Trupti Gauns</p> <p>4) Mr. Kannaya Naikgaonkar</p>	<p>of project completion.</p> <ul style="list-style-type: none"> <li>• Dispatching data to the University.</li> <li>• Ordination of viva – voce schedule.</li> <li>• Distribution of project booklets to the external examiners.</li> <li>• Collection of consolidated marks, mark sheets and reports of T.Y.B.Com Projects and submission to the Goa University.</li> <li>• Arranging to give one copy of the project to the Library.</li> </ul>
3	<p><b><u>COLLEGE UNFAIR MEANS INQUIRY COMMITTEE (CUMIC)</u></b></p> <p><b>Ms. Chaitali Gawas- Chairperson</b></p> <p><b>Members:</b></p> <p>1) Ms. Darshana Kerkar</p> <p>2) Ms. Jovita Lobo</p>	<ul style="list-style-type: none"> <li>• Adopting all the preventive measures to ward off 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 in respect to F.Y. and S.Y. and also T.Y. University examinations.</li> </ul>
4	<p><b><u>STUDENT’S GRIEVANCE REDRESSAL COMMITTEE</u></b></p> <p><b>Ms. Trupti Gauns–Chairperson</b></p> <p><b>Members:</b></p> <p>1) Ms. Darshana Kerkar</p> <p>2) Mr. Rohit Maulingkar</p> <p>3) Mr. Mahadev Sawant (Student)</p> <p>4) Mr. Arun Naik -Special Invitee</p>	<ul style="list-style-type: none"> <li>• To address cases of general grievance from students and staff of the college.</li> <li>• Generating awareness that the college has this mechanism of redressal of grievances, if any, amongst our staff and students, through intra-college publicity.</li> <li>• Examining the grievances, on their merits and recommending the course of action, if possible at the Principal’s or other authority’s level.</li> </ul>
5	<p><b><u>INTERNAL COMMITTEE</u></b></p> <p><b>Ms. Trupti Gauns (Ass. Prof) - Presiding Officer</b></p> <p><b>Members:</b></p> <p>1) Ms. Darshana Kerkar (Faculty Member)</p>	<ul style="list-style-type: none"> <li>• To prevent sexual harassment at workplace.</li> <li>• To prevent discrimination and sexual harassment against girls by promoting gender amity among students and employees</li> <li>• To conduct periodical programmes on</li> </ul>

	<p>2) Mr. Rohit Maulingkar (Faculty Member)</p> <p>3) Ms. Yashashri Naik (Staff Member)</p> <p>4) Mr. Raya Kerkar (Staff Member) Adv. Aparna Shetye (External Member)</p> <p>5) Ms. Sakshi Asvekar - Ladies Representative on Student's Council</p>	<p>women empowerment.</p> <ul style="list-style-type: none"> <li>To provide conducive environment and congenial atmosphere for women.</li> </ul>
6	<p><b><u>STUDENT INDUCTION PROGRAMME COMMITTEE</u></b></p> <p><b>Ms. Chaitali Gawas- Convenor</b></p> <p><b>Members:</b></p> <ol style="list-style-type: none"> <li>Ms. Darshana Kerkar</li> <li>Ms. Jovita Lobo</li> <li>Mr. Rohit Maulingkar</li> <li>Ms. Trupti Gauns</li> </ol>	<ul style="list-style-type: none"> <li>To perform all the tasks as envisaged in the guide to SIP prepared by the expert committee of the UGC.</li> <li>To chalk out activities for the benefit of students in consultation with the IQAC.</li> <li>To involve the senior students and alumni and other stakeholders.</li> </ul>
6	<p><b><u>STUDENTS AID FUND</u></b></p> <p>Ms. Chaitali Gawas - Principal</p> <p>Dr. Pratiksha Khalap- Administrator</p> <p>Mr. Mahadev Sawant - General Secretary</p>	<ul style="list-style-type: none"> <li>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.</li> <li>The principal shall be responsible for the administration of this fund.</li> <li>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.</li> <li>The unspent balance in the students aid fund at the end of the year shall be carried forward to the following years.</li> </ul>

7	<p align="center"><b><u>COLLEGE EXAMINATION</u></b></p> <p><b><u>GRIEVANCE COMMITTEE</u></b></p> <p><b>Ms. Trupti Gauns- Convenor</b></p> <p><b>Members:</b></p> <ol style="list-style-type: none"> <li>1) Ms. Darshana Kerkar</li> <li>2) Ms. Jovita Lobo</li> <li>3) Mr. Rohit Maulingkar</li> </ol>	<ul style="list-style-type: none"> <li>• To address all the problems regarding examination, ISA's, repeat examination, etc.</li> </ul>
8	<p><b><u>ELECTORAL ROLL OFFICER ( ERO)</u></b></p> <p><b>Members:</b></p> <p><b>1) Rohit_Maulingkar (Nodal Officer)</b></p>	

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.



  
**Ms. Chaitali Gawas**  
**PRINCIPAL**  
**PRINCIPAL I/C**  
 MANDRE COLLEGE OF COMMERCE,  
 ECONOMICS & MANAGEMENT,  
 DEV MANDREKAR NAGAR, MANDREM - GOA.