



**MURGAON EDUCATION SOCIETY'S
COLLEGE OF ARTS & COMMERCE**

ZUARINAGAR, GOA - 403 726

**MANUAL
FOR
COLLEGE COMMITTEES
2019**

**MURGAON EDUCATION SOCIETY'S
COLLEGE OF ARTS & COMMERCE, ZUARINAGAR, GOA**

VISION

The College as a dynamic center of excellence of learning, teaching, research and innovation, fostering holistic development of the learners.

MISSION

The college is committed to provide a foundation for lifetime learning through innovative and value-based inclusive education responsive to the ever-changing needs of the society

GOALS

- To empower youth to be responsible citizens through holistic education
- To make effective use of latest technology for enhancing the teaching-learning process
- To promote research culture by stimulating a scientific temper and critical thinking among students and faculty
- To promote entrepreneurial skills through innovative job-oriented courses
- To nurture ethical and social responsibility among individuals towards building a sustainable environment
- To sensitize students about the needs of the community by developing programmes for the upliftment of the weaker sections
- To strengthen academia-industry interface through collaborations
- To synergize with reputed institutions by signing MOUs
- To establish a strong link between stakeholders
- To create a conducive environment for developing individuals with a healthy body and healthy mind
- To inculcate leadership qualities in students and faculty through curricular, co-curricular and extracurricular programmes
- To respect diverse cultures by instilling empathy and compassion among students and faculty

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Introduction

Committees and Associations are the lifelines of any institution and every college runs efficiently and meticulously owing to the duties carried out by its members. Curricular, extra-curricular and co-curricular activities are the lifeline and important part of any educational institution. This document streamlines the duties and responsibilities of each committee, outlining the requirements and procedures to be followed while functioning in a committee of the college. The objectives in designing this manual is to make the staff aware of their roles and responsibilities as Chairpersons and members of the committees, follow the guidelines set forth by this manual, understand the working of each Committee and familiarize oneself with the duties of diverse committees. This manual which is my brainchild was conceived during the time I was serving as the Vice-Principal of the College from 2004-2010. In spite of my interest and keenness, the project remained in the backburner, realizing fruition only in 2014 after I assumed charge of the Principal. The seed sown ten years ago was finally sprouting in the form of a Committee which started to work on the Manual. The Committee under the leadership of Associate Professor, Shri. B. V. Kolekar did the preliminary work required after which I sought the services of the then Vice-Principal, Shri. V. V. Sail to continue the work started by the previous committee. Under the able hand of Shri. V. V. Sail and Shri. Sandeep Kadam the manual gained a form and I am indebted to the team for doing a comprehensive work to make my desire of a College Committee Manual see the light of the day.

I wish to place on record my gratitude to the present and former committees which worked for the realization of my long-nurtured dream of bringing out a detailed manual of the roles and responsibilities of the various college committees and associations. I sincerely hope that this manual will be of immense use to the present and forthcoming batch of faculty members and aid them as they work in the respective committees allotted to them. This manual will stand testament to the effective functioning of the institution in the years to come. I wish the college and the staff all the very best for the future years.

Dr. R. B. Patil

Principal

Preface

Curricular, extra-curricular and co-curricular activities are the integral part of an educational system. These activities assume prime importance in the overall development of students' personality. Therefore, these activities are to be conducted through formation of responsible committees having independent charge. These Committees also provide ample opportunities to the College to systematically decentralize the administration. To ensure objective, efficient, transparent, streamlined, co-ordinated and responsible functioning, the College felt the need to have a well-defined written code. Accordingly, the College appointed a Committee to provide clear cut guidelines through written 'manual' for effective functioning of the Committee. The Manual drafting Committee through its research, deliberations and discussions prepared a Manual for the Committees. This manual is intended to serve as a guideline to co-ordinate the operations and uplift the standard and quality of the functioning of the Committees during the academic year of the College. If required, this document may be suitably amended in future to incorporate additional guidelines and adjust with the future changing academic environment. The College/Departments may appoint event/time/need based temporary Committee to manage and deal with any special/extra-ordinary situation specifying its nature and objectives. The Principal may dissolve/liquidate any existing Committee which is found to be redundant/irrelevant to the operating educational environment. The Principal may introduce new Committee any time if required.

The Committee extends its heartfelt thanks to the Principal of the College Dr. R. B. Patil for reposing his faith and confidence for this important task of preparing the Manual for College Committees.

Hope it will serve its purpose.

Shri. Vasant V. Sail **Chairperson**

Shri. Sandeep M. Kadam **Member**

DECLARATION OF ADOPTION OF COMMITTEE GUIDELINES

As the principal of M.E.S. College of Arts & Commerce, I declare that on this day, 30/09/2019 the Manual of College Committees is officially adopted for use. The Manual will remain in force from this day until it is amended or replaced.

In testimony of this declaration, I place my signature and the official seal of the College.

Principal
(Dr. R. B. Patil)

Zuarinagar - Goa
30-09-2019

College Seal

STATUTORY

Anti-Ragging Committee

Introduction:

This is a Statutory Committee constituted to prevent & address any issues of ragging in the College Campus.

Composition: 14 members

- Chairperson ... Principal
- Member ... Vice-Principal
- Member ... HOD (any dept.)
- Member ... Administrative Staff
- Member ... Civil Administration
- Member ... Police Administration
- Member ... Local Media
- Member ... NGO involved in youth activities
- 02 Members ... Parents
- 03 members ... Student member (one Fresher one Senior and General Secretary/Ladies Repr.)
- Member Secretary ... (preferably sports Director)

Tenure: 02 years

Frequency of Meeting: Minimum 02 meetings in an academic year.

Objectives:

- (1) to prevent ragging in any form in the College Campus
- (2) to deal with ragging issues and initiate punitive action
- (3) to create fearless atmosphere in and around campus

Functions:

- (1) Create awareness about evils of ragging
- (2) Conduct workshop, film shows, seminar to sensitize students about ragging issue
- (3) Deal with ragging complaints & take necessary action
- (4) Maintain the record and submit the final report to the **Principal, IQAC & monitoring Cell of ragging of Goa University**

Note: For detailed guidelines refer to **The Goa Prohibition of Ragging Act, 2008.**

Anti-Ragging Squad

Introduction:

A supplementary statutory body created to monitor and root out any form of ragging in the Campus.

- Composition:**
- Chairperson (Teacher member from Anti-Ragging Committee)
 - 03 members (preferably chairperson of College Council, NSS PO In charge & Sports Director)
 - 01 member (Administrative Staff)
 - 02 members (Students – nominated by the Principal)

Tenure: 03 years

Frequency of Meeting: Minimum 02 meetings in an academic year

Objectives:

- (1) to monitor and prevent ragging of all forms in the Campus
- (2) to create safe & fearless atmosphere in and around the Campus

Functions:

- (1) Assess & identify various sensitive places of ragging.
- (2) Monitor physically by taking frequent rounds more particularly during admission and after admission.
- (3) Monitor Campus through available digital mechanism. (surveillance system)
- (4) Deal appropriately with all forms of ragging incidents.
- (5) Overall act under the guidance of Anti-Ragging Committee and 3A. 2. of the act.
- (6) Maintain record and prepare report and submit it to the **Anti-Ragging Committee, Principal & IQAC.**

College Examination Committee

Introduction:

This Committee shall be generally in charge of all matters pertaining to B.A. and B.Com. Examinations in the College as per Goa University Ordinance OC 66 and other relevant University Circulars/Notifications.

Composition:

A senior faculty member is the Chairperson and four regular faculty members as the members of the Committee

Tenure: 03 years

Frequency of meeting: Once in a month or as per the need.

Objectives:

To conduct college examinations in smooth, systematic and fair manner as per the ordinance of the Goa University

Functions:

- 1) Identifying the number of subjects taught and number of students appearing for the examination
- 2) Collection of number of students appearing for the subject of old / new course
- 3) Preparation and display of examination time table, supervisor's charts and arrangement of rooms and blocks especially space, furniture, light, fans and drinking water
- 4) Arrangement of exam stationery
- 5) Arrangement to get the question paper sets printed
- 6) Arrange to get papers assessed within scheduled time
- 7) Arrangement of preparation and declaration of results within scheduled time
- 8) Arrangement of distribution of marks statements
- 9) Make use of personnel appointed for exam work (clerical work)
- 10) Ensure and maintain safety and confidentiality of examination records, documents, statements and other data
- 11) The Examination Committee shall get all the exam work done through its center
- 12) Make arrangement for Disabled students appearing examination as per University guidelines
- 13) The Committee, based on its experience may give its suggestions for improvement to the Principal
- 14) Prepare a brief report if any and submit it to the **Principal** and **IQAC**

College Unfair Means Committee

Introduction:

This Committee is appointed as per Goa University Ordinance and has a recommendation power.

Composition:

Chairperson – Vice-Principal or a senior teacher, two members from examination committee as the members of this committee.

Tenure: 03 years

Frequency of meeting: Meetings to be held at the end of SEE, depending upon the cases

Objectives:

To conduct fair enquiry into the cases of unfair means and recommend punishments as per the guidelines of the Goa University Ordinance

Functions:

- 1) On receipt of information about the reported unfair means cases from the examination center prepare schedule for the enquiry into the cases
- 2) Send notices to the students involved in unfair means well in advance as per the Goa University Ordinance
- 3) Create awareness among teachers about the procedure to be followed for reporting the unfair cases during examination
- 4) Verify and enquire into the evidences and the reports submitted by the junior and senior supervisors' report, student's statement and chief conductor's written remark
- 5) Enquire in person with the student and seek his/her explanation in writing
- 6) After completion of the enquiry process, the committee will recommend the necessary action to the candidate, based on the severity of the case within the purview of the Goa University guidelines
- 7) Submit the recommendation to the **Principal** and **IQAC**

Internal Complaints Committee (ICC)

Introduction:

A statutory Committee formed to provide protection to the women at work place against sexual harassment.

- Composition:**
- 50% members shall be women
 - Presiding Officer (Senior Female teacher)
 - Minimum 2 members with legal knowledge & social work
 - 1 member from NGO or any association committed to the cause of women.

Tenure: 03 years

Frequency of Meeting: Minimum 02 meetings in an academic year.

Objectives:

- (1) To provide protection against sexual harassment of women at workplace
- (2) To prevent sexual harassment against women
- (3) To redress the complaint received against sexual harassment of women

Functions:

- (1) Sensitize working staff about the issue
- (2) Take preventive steps like recommending the installation of CCTV at workplace
- (3) Receive complaints in written form
- (4) Conduct proper enquiry to address the issue. (Operate as a Quasi-Judicial Body)
- (5) Submit the recommendation for action to the Principal
- (6) Submit the report along with recommendation to DO
- (7) At the end of academic year submit the report to the **Principal & IQAC**

Note: - The procedure prescribed in the Act SHWW act 2013 to be followed from time to time.

Committee for IQAC

Introduction:

IQAC is an important and integral part of the college. The cell is formed by the head of the institution as per NAAC guidelines.

Composition:

As specified by NAAC from time to time. As per present guidelines the committee consists of the following members:

Tenure:

Frequency of meeting:

Objectives:

Develop a system for conscious, consistent and catalytic action to improve academic and administrative performance of the institution.

Functions:

1. Development and application of quality bench marks/parameters for various administrative and academic activities of the institution
2. Dissemination of information on the various quality parameters of higher education
3. Organization of workshops, seminars on quality related themes and promote of quality circles
4. Documentation of various programmes /activities leading to quality improvement
5. Acting as a nodal agency of the institution for quality related activities
6. Evaluate and adopt mechanism and proceeding for improvement in academic, administrative, financial, research evaluation, support structure, services and networking with other institution

ISA Monitoring Committee

This Committee is formed as per the requirement of the Ordinance of Goa University and will work for smooth conduct of ISAs of I to VI semester.

Composition:

Chairperson - A senior teacher, 02 regular staff members, preferably one from examination committee. The three-member committee will have equal representation from Arts and Commerce streams.

Tenure: 03 years

Frequency of meeting: Minimum 02 meetings in each semester

Objectives: To ensure the smooth conduct of ISAs for all semesters

Functions:

- 1) Continuously monitor the conduct of ISA's and Assessment, keeping of records and confidentiality
- 2) Give suggestions to the Principal to improve and streamline the conduct of ISAs
- 3) Ensure that all the records are maintained at the examination centre and ISA marks are entered by the teachers at the centre itself to ensure the confidentiality
- 4) If required, the ISA Monitoring Committee may visit the classes and observe the conduct of ISAs
- 5) Orient teachers especially new teachers about the conduct of ISAs
- 6) Introduce alternative and innovative modes of Assessment taking care of University guidelines
- 7) At the end of each semester submit the report to the Principal and IQAC

National Service Scheme

Introduction:

The programme officers of the NSS unit of the college are appointed by the head of the Institution on rotational basis, as per NSS guidelines. One of the officers appointed as Programme Officer Incharge is given the responsibility of coordinating the NSS activities of the College.

Composition:

One programme officer per 100 NSS volunteers

Tenure:

Tenure of the NSS P.O. is 03 years and may be extended by one more year based on his/her performance

Frequency of meeting:

Minimum 04 meetings of the Programme officers in an Academic year

Objectives:

- 1) To create awareness among the NSS Volunteers about the philosophy and purpose of NSS
- 2) To ensure smart conduct of various NSS programmes of the unit
- 3) To inculcate and develop the leadership qualities, democratic attitudes, social skills civic responsibility, community living, sense of brotherhood among the volunteers through various social interactions and activities
- 4) To organize and conduct NSS Annual Camp as per the guidelines
- 5) To depute deserving NSS volunteers at State level, National level and International level NSS Camps / competition and other activities
- 6) To prepare Annual NSS report and maintain NSS records.

Functions:

- 1) Promote and encourage students to join NSS
- 2) Enrollment of NSS volunteers
- 3) Interact with University NSS-Coordinator and Directorate of Sports & Social Welfare to receive and implement guidelines / programmes from time to time
- 4) Ensure the receipt of NSS grants
- 5) Utilize the grants received as per the guidelines and ensure maintenance of account and its audit
- 6) Ensure timely submission of NSS report to the appropriate authorities
- 7) Orient and train newly enrolled volunteers
- 8) Conduct NSS activities and Camps as specified by the NSS manual
- 9) Consult and seek advice from NSS Advisory Committee for effective work of NSS units.
- 10) Seek feedback from the volunteers and analyze and take appropriate action for improvement
- 11) Submit the annual report of the activities to the Principal and IQAC at the end of the academic year

NSS Advisory Committee

Introduction:

The committee is formed as per the NSS manual by the Principal of the College.

Objectives:

- 1) To review NSS activities of the college at regular intervals
- 2) To advise the NSS unit and ensure its smooth functioning

Composition:

- 1) The Committee consists of 08 members with the following composition
 - a) Principal-Chairperson
 - b) Two Staff members with Social Work Background-Member
 - c) One representative from Block Development department - Member
 - d) One representative from the Village Panchayat-Member
 - e) Two NSS Volunteer leaders - Members
 - f) NSS P.O. In charge -Member Secretary

Tenure:

03 years except for NSS Volunteers representatives

Frequency of meeting:**Functions:**

- 1) The member secretary of the Committee shall initiate the conduct of the meeting
- 2) Monitor the work of the NSS unit continuously
- 3) Advise the unit to improve the performance of the unit
- 4) Ensure the implementation of the records to the NSS units.
- 5) At the end of academic year submit the report of the activities to **IQAC**

NON STATUTORY

Admission Committee

Introduction:

The Committee is formed to make the admission process hassle-free to the students.

Composition: Two Separate Committees

- i) Commerce – Chairperson (HOD/senior teacher of Commerce)
05 members – Commerce teacher
02 members – Administrative staff
- ii) Arts – Chairperson (Senior teacher)
Members – All Arts HODs
02 members – Administrative staff

Tenure: 01 year

Frequency of meeting: Minimum 02 meetings in an Academic Year.

Objectives:

- 1) To counsel & guide students in selecting proper subjects considering their aptitude
- 2) To facilitate parents & students to complete the admission process seamlessly

Functions:

- (1) Depute two members each from the respective Admission Committee to the respective counter to guide the parents & students
- (2) Ensure the arrangement of fee payment, seating arrangement, water, token, list of documents required, application forms, prospectus, challans etc.
- (3) Create awareness about rules & regulations of admission process to the parents/students
- (4) Guide the students/parents to fill the application
- (5) Scrutinize applications & prepare the list of selected students after the payment of fees
- (6) Complete the admission process as per the admission policy
- (7) Submit the report of the admission to the Principal on day to day basis till the admission process is completed

Advisory Committee on Students AID Fund

Introduction:

This Committee is formed to sensitize the benefits of Students Aid Fund to the deserving students.

Composition:

- Chairman – Management member
- Member – Principal
- Member – Vice-Principal

- Member – Administrative Staff
- Member – General Secretary or Chairperson of College Council

Tenure: 01 year

Frequency of meeting: Minimum 02 meetings in an Academic year.

Objectives:

To provide formal assistance to the economically backward students and help them to pursue their education

Functions:

- (1) Create awareness about the existence of the fund and the eligibility to seek benefits of the fund
- (2) Invite applications from needy students
- (3) Scrutinize the applications received to identify the beneficiaries
- (4) Display the list of qualified candidates on notice board
- (5) Make the payments to the students preferably through bank account
- (6) Prepare the final report at the end of Academic Year & submit it to the Principal & IQAC

Alumni Association Coordinating Committee

Introduction:

Alumni of the College is one of the important stakeholders of the institution. They play a vital role in the planning & implementation of institution's programs and overall development

Composition:

A Chairperson (former student working in College)
04 members (staff preferably former students)

Tenure: 03 years

Frequency of Meeting: minimum 02 meetings in an Academic Year

Objectives:

- 1) To ensure active involvement of former students in College activities
- 2) To co-ordinate activities of the Alumni Association with College and vice versa.
- 3) To strengthen Alumni support.
- 4) To track the student's progression.

Functions:

- (1) Obtain and maintain the details of communication link of Executive members of Alumni Association
- (2) Consistently communicate and collect the institutional information concerning the Alumni Association

- (3) Extend full support for conduct of meetings of Alumni Association and the activities planned by them for students
- (4) Maintain record and submit the report to the Principal and IQAC 2

Association of Art & Culture Committee

Introduction:

The Chairperson of the association is the head of the Association of Art & Culture Committee. This committee is responsible to facilitate and organize the Art & Culture related activities.

Composition:

Chairperson, 6 – 8 members from various departments, Art Circle Secretary and two students nominated by the chairperson of the committee

Tenure:

03 years for teacher members
01 year for student members

Frequency of meeting:

Minimum 04 meetings, 02 per semester

Objectives:

- 1) To foster and develop the hidden talents of students
- 2) To develop skills pertaining to Art & Culture

Functions:

- 1) Conduct meetings to discuss, identify and prepare the schedule for conducting of various programmes and competitions related to Arts & Culture
- 2) Motivate and encourage students to participate in various programmes by conducting orientation, circulating notices and other means of awareness
- 3) Conduct Annual Social Gathering.
- 4) Co-ordinate and seek the support of various staff members and students to organize various programmes
- 5) At the end of the academic year prepare the report of the Art & Culture and submit it to the Principal and IQAC

Attendance Committee

Introduction: As per the Goa University guidelines overall minimum 75% attendance and 50% attendance in each subject is compulsory for students.

Composition: A Chairperson, six members (teachers) and one office staff.

Terms: 03 years

Frequency of meeting: minimum 2 meetings in each semester.

Objectives:

- (1) To create awareness about the significance of attendance.
- (2) To maintain and monitor attendance of the students.

Functions:

- 1) Conduct orientation programmes for students about the minimum requirement of attendance as per the guidelines
- 2) Allocate the responsibility of attendance work among the Committee members.
- 3) Maintain month wise attendance record & display the attendance of the students as per the guidelines
- 4) Ensure that the attendance reports of the students submitted to the University as per the guidelines
- 5) Initiate & take corrective measure on the students having low attendance
- 6) Take help of mentors to improve attendance of the students
- 7) Ensure “on duty leave” for those students who participate in Cultural/Sports/NCC/NSS and other activities of the College
- 8) Maintain proper record of absence of students on medical grounds
- 9) Prepare final attendance report of the students at the end of teaching for each semester.
- 10) Prepare list of students having deficit of attendance (Over < 75% & in subject < 50%) and submit it to the Examination Committee and office for their action
- 11) Submit detail reports to the IQAC indicating attendance of students and the number of lectures engaged by teacher in the respective subject
- 12) Provide attendance concessions to the PWD students as per the guidelines of the University

Canteen Advisory Committee

Introduction:

The Committee is formed to ensure the quality of the food stuff (hygiene & health) served in the College Canteen.

Composition:

A Chairperson (Senior teacher) & 06 teacher members (representing each from BA, B.Com., BBA & BCA) 02 student members from College

Tenure:03 years

Frequency of Meeting: minimum 02 meetings in an academic year

Objectives:

- 1) To ensure that Hygiene is maintained in the canteen premises
- 2) To ensure the quality of the food served
- 3) To ensure the reasonableness of the price of the food served

Functions:

- (1) Create awareness about availability of Canteen facility among the students
- (2) Arrange to get frequent feedback from the students/teachers about the quality and price and cleanliness the food served
- (3) Frequently visit canteen to observe the physical condition, cleanliness, quality, variety of the items served and
- (4) Ensure the display of price list of various items served in the canteen
- (5) Ensure the conditions and guidelines given in the contract are being fulfilled by the Canteen Operator
- (6) Maintain the record of complaint & Feedback received, action taken
- (7) Give suggestions to improve quality, hygiene, cleanliness and display of food
- (8) At the end of academic year prepare a report and submit it to the Principal & IQAC

Career Guidance Cell

Introduction:

The career guidance cell is formed to provide career guidance to the students on the basis of their aptitude and discipline.

Composition:

The cell consists of 5 to 6 members representing to each streams of the college

Tenure: 03 years

Frequency of meeting: Minimum 02 meetings in an academic year

Objectives:

1. To create awareness among the students that a career is selected by choice and not by chance
2. To identify the aptitude of the students through appropriate mechanism and provide guidance accordingly
3. To create awareness about the various courses imparting specific skills, provide suitable vertical mobility and professional courses
4. To encourage and ensure students progression

Functions:

1. Organize career guidance orientation programme, especially to the first-year students
2. Conduct surveys, tests, etc. to know the aptitude of the students for various career options
3. Provide training guidance to the students as per their aptitude
4. Organize industrial visits to give exposure to the students for various career opportunities
5. Seek assistance of various departments to impart skills and provide exposure for career guidance wherever required
6. Organize talks to give holistic guidance about the professional courses and the institutions offering these courses to the students

7. Conduct training on regular basis to train students to appear for various competitive examinations, write CV, present themselves to appear for the interview and group discussions
8. Depute students to receive the benefits of the career guidance programmes organized by the other institutions
9. Seek and maintain student's progression data
10. At the end of academic year submit the report of the activities to the Principal and IQAC

College Disciplinary Committee

Introduction:

The Disciplinary Committee has a responsibility to maintain disciplinary order in the College Campus.

Composition:

A Chairperson (Vice Principal/Senior teacher) and Seven teacher members and two Students including General Secretary

Tenure: 03 years. Except for student members

Frequency of meeting:

Two formal meetings in a year and meetings as and when the requirement arises

Objectives:

- 1) To maintain proper order and discipline in the College Campus
- 2) To ensure the compliance of College regulatory guidelines by the students
- 3) To ensure the safety & security of students/staff and College property
- 4) To create conducive learning environment in the Campus

Functions:

- (1) Take preventive measures by creating awareness among the students about rules & regulations of the College
- (2) Take frequent rounds in and around the Campus area to ensure smooth conduct of College activities
- (3) Deal with the complaints received from students/staff /Principal and advise to take appropriate action
- (4) Deal with indisciplinary activities of students & others damaging College property
- (5) Make use of digital surveillance system (CCTC) to deal with untoward indisciplinary incidents
- (6) At the end of the year prepare & submit the report to the Principal and IQAC

College Magazine Committee

Introduction:

To provide platform to the students/staff to present their literary skills and to give the account of the progress of the College to the students, parents & other stakeholders, the annual College Magazine is published at the end of the academic year.

Composition:

A Chairperson (preferably from language dept.) & 03 teacher members.

Tenure:03 years

Frequency of Meeting: minimum 02 meetings in an academic year.

Objectives:

- 1) To motivate and inspire students and staff and to explore their potential in Literature
- 2) To present the details of the activities, achievements and performance of Students and staff and College
- 3) To create a repository of the work

Functions:

- (1) Create awareness among the students about publication of Annual College Magazine.
- (2) Circulate notices to seek write-ups from the students and staff
- (3) Edit the material submitted by students & staff
- (4) Collect departmental, Associations and other reports from the concerned HODs& in-charges along with photos
- (5) Obtain the report of the Principal, Chairman of the institution
- (6) After final edit make the arrangement to get the magazine printed & published and distribute to the students & other stake holders including IQAC

Committee for College Council

Introduction:

Committee for College Council is formed as per the policy followed by the College. The Chairperson of the College Council appointed by Principal will head the Committee for College Council. This committee will work as per the provisions of the constitution of the College Council relevant to University circulars/notifications.

Composition:

Chairperson and 7 – 8 members from different departments of the College.

Tenure:

03 years.

Frequency of the meeting:

Minimum 02 meetings in an academic year, one each Semester.

Objectives:

- 1) To ensure the smooth conduct of college elections
- 2) To ensure smooth conduct of UCR & UR elections
- 3) To ensure the formation of College Council as per its constitutions
- 4) To organize the College Council activities and inculcate leadership quality among students

Functions:

- 1) Prepare the schedule for College and University elections as per the constitution and notification
- 2) Circulate / display notices pertaining to elections as per the guidelines
- 3) Circulate and display the copy of the constitution of College Council, code of conduct and general guidelines to be followed by the Electoral College
- 4) Orientation of the students participating in the election
- 5) Make the necessary arrangements to conduct the elections and complete the procedure of elections
- 6) Handle the grievances /disciplinary cases as per the constitution & guidelines
- 7) Prepare the schedule for conducting College Council meetings
- 8) Write and maintain the minutes of the College Council meetings
- 9) Ensure that the issues raised in the meeting are taken care, settled and undertake follow up actions
- 10) Facilitate the smooth conduct of College Council activities such as, Inauguration of College Council, welcoming of freshers, College fun week, Annual prize distribution, deputation of students for various competitions, farewell function, co-ordinate the activities of the association of College Council and any other activity decided by the College Council
- 11) Continuously interact with the student representative, scholar members and nominees to understand and sort out their concerns and work for the development of students
- 12) At the end of the academic year prepare the report of the College Council and submit it to the Principal and IQAC

Committee for Placement Cell

Introduction:

The placement cell is formed to facilitate students to get employment soon after the completion of their graduation.

Composition:

The cell consists of 5 to 6 teacher members with representation to each stream preferably those teaching final year students

Tenure: 03 years

Frequency of meeting: Minimum two meetings in an academic year one each semester

Objectives:

- 1) To sensitize and motivate students to think about the selection of the appropriate placement
- 2) To provide/suggest appropriate employment opportunity to the students as per their aptitude
- 3) To establish the link with industry, Govt. establishment for providing placement opportunities

Functions:

- 1) Create awareness about the significance of the placement cell
- 2) Conduct survey to identify the aptitude of the students for placement and prepare database accordingly
- 3) Identify companies providing employment opportunity as per to the aptitude of the students including the conditions of the placement
- 4) Sign MOUs with different companies for regular placement
- 5) Organize placement activity in the campus for the college as well as the students of other colleges. Ensure that all the placement orders are routed through the placement cell of the College
- 6) Motivate students to participate in placement activities organized by other institutions.
- 7) Create a system to get a feedback from the employer and students with the objective to improve the functions of the cell in particular and imparting education in general
- 8) Maintain the complete yearly record of the placement details of each candidate
- 9) At the end of academic year submit the report of the activities to the **Principal and IQAC**

Committee for Research Cell

Introduction:

Research cell is formed to inculcate scientific temperament among the teachers and students and there by create conducive environment for learning.

Composition:

The Committee consists of 5 members giving appropriate representation to the faculty. A senior teacher with adequate research background having research publication shall be the chairperson of the committee.

Tenure: 03 years

Frequency of meeting: Minimum 03 meetings in a year

Objectives:

- 1) To develop critical & Scientific thinking attitude
- 2) To promote and encourage teachers to pursue research programme such as M.Phil, Ph.D, Minor/Major Research Projects, Post Ph.D, D.Lit
- 3) To encourage faculty/students to write and publish the research articles/papers in reputed and recognized National/International Journals
- 4) To encourage faculty/students to write and publish books on research projects
- 5) To identify and inform faculty/students about the research opportunities available in India and abroad

Functions:

- 1) Conduct the Committee meeting to identify the cell activities for the year
- 2) Conduct programme/workshop/seminar on research methodology and highlight the importance of the research in academics
- 3) Conduct programmes to train the faculty/students to write and publish research literature
- 4) Identify the research potential of individual by following appropriate methodology and encourage and motivate such individuals to pursue research
- 5) Disseminate research related information from various recognized centers with appropriate URLs (Web addresses)
- 6) Prepare and maintain report highlighting the progress and development of the cell.
- 7) At the end of academic year submit the report of the activities to the Principal and IQAC

Counselling Cell

Introduction:

Counseling is the need of the hour, therefore regular counseling facility with the assistance and support from the govt. is being introduced.

Composition:

A Chairperson and two members including a professional Counsellor appointed by the Government preferably the members should be from Department of Psychology.

Tenure: 03 Years

Objectives:

- (1) To create an awareness about the need for counseling among the students
- (2) To provide regular counseling facilities to the students
- (3) To improve and sustain emotional well-being of the students

Frequency of meeting: minimum 2 meetings in each semester.

Functions:

- (1) Conduct orientation programme and explain the need and significance of counseling for emotional wellbeing

- (2) Develop mechanism to identify students in need of counseling and maintain proper record
- (3) Establish continuous contact with teachers, mentors, Vice-Principal and Principal to extend the counseling facility to the students
- (4) Organize talks, workshops and film shows to impart counseling education to the students & teachers
- (5) Identify students who need professional counseling and make arrangement to provide it in co-ordination with their parents
- (6) Take initiative to provide counseling to others as an extension activity
- (7) Take initiative to equip the counseling cell with adequate testing & counseling tools
- (8) Obtain feedback from the students and others who have undergone counseling sessions and analyze it and take appropriate measure to bring qualitative improvement in its functioning
- (9) Prepare report of the cell activities at the end of Academic Year and submit the same to Principal and IQAC22

Debating Association Committee

Introduction:

The chairperson of Debating Association is the head of this Committee. This committee is responsible for organizing debating activities and inculcating debating skills among the students.

Composition:

Chairperson, 2 teacher members, Debating Union Secretary and 2 students nominated by the Chairperson

Tenure:

3 years for teacher member

1 year for student member

Frequency of meeting: Minimum 2, 1 each semester

Objectives:

To develop debating and communications skills among the students

Functions:

- 1) Organize orientation activity to create awareness about the importance of debate
- 2) Conduct meeting to plan for organizing debating activities
- 3) Motivate students to participate in workshops, competitions on debate at states/national and international levels
- 4) Organize debate on contemporary topics on regular basis
- 5) At the end of the academic year prepare the report and submit it to the Principal and IQAC

Library Advisory Committee (LAC)

Introduction: LAC is responsible for upgradation of Library Services.

Composition: A Chairperson (Principal) and 4 members (1 each from BA, B.Com, BBA & BCA)
Ex-Officio member – Librarian, 2 Students Representatives.

Tenure: 03 years

Frequency of Meeting: Minimum 2 meetings, 1 in each Semester.

Objectives:

- 1) To ensure smooth functioning of the Library
- 2) To upgrade Library resources
- 3) To provide better access to the users
- 4) To facilitate use of technology for improving the quality

Functions:

- (1) Initiate Orientation drive for the students especially for first year students about the Library facilities.
- (2) Identify the financial resources available and make budgetary allocation for procurement of learning resources under different heads.
- (3) Introduce new schemes to the students for the benefit of the students.
- (4) Suggest measures to maintain Library books & journals and other resources.
- (5) Suggest use of ICT enabled technology for quality service.
- (6) Suggest adaption of flexible timing for students for the use of Library Service.
- (7) Suggest other measures for the overall improvement of Library Service.
- (8) Submit the report of the Advisory Committee to the Principal and IQAC

Literary Association Committee

Introduction:

The Chairperson of the Literary Association is head of this Committee. The main task of this Committee is promoting and developing literary skills among the students.

Composition:

Chairperson, 02 teacher members, Literary Association Secretary and two students each from Commerce & Arts stream nominated by the Chairperson.

Tenure: 03 years for teacher members, 1 year for student members

Frequency of meeting: Minimum 02 meets, one each semester

Objectives:

- 1) To create and generate interest in literature among the students
- 2) To give exposure to the students to develop literary skills

Functions:

- 1) To create awareness about the goals, objectives and benefits of the Literary Association to the students through orientation and publicity
- 2) Prepare the schedule for the activities to be conducted during the semesters of the year.
- 3) Conduct training in literary skills by inviting literary professionals
- 4) Conduct competitions in various languages related to essay / story / poetry /writing and spelling
- 5) Conduct elocution competition related to social, political and contemporary topics
- 6) Encourage and allow the students to participate in Intercollegiate / University / National / International Literary competitions.
- 7) At the end of the Academic year submit the report of the activities to the Principal and IQAC

Nature Club & Resource Management Cell

Introduction:

Natural resources are the key elements of our life. Protecting and sustaining Nature and ensuring productive use of available scarce resources is the need of hour. This cell is introduced to create the awareness among the students about the significance of the nature and resources in our day to day life.

Composition: A Chairperson and two teacher members and 2 student members.

Tenure: 03 years except for students.

Frequency of Meeting: 02 meetings in each semester.

Objectives:

- 1) To promote consciousness about the protection of the nature.
- 2) To create awareness about conservation of the natural resources and use of alternative resources.

Functions:

- (1) Conduct awareness drive among students and nearby villages about the significance of nature & its protection.
- (2) Conduct workshops, competitions, film shows, dramas highlighting nature's contribution to our lives.
- (3) Carry out plantation drives in the Campus & outside the Campus.
- (4) Conduct animal protection drive.
- (5) Conduct field visits to give exposure to the students about nature.
- (6) Undertake projects related to conservation of natural resources and use of alternative resources.

- (7) Undertake waste management Projects.
- (8) Maintain the record of the activities undertaken.
- (9) Introduce green audit mechanism.
- (10) Encourage teachers & students to write articles, essays on the issue of nature and natural resources.
- (11) At the end of the year submit the report to the Principal & IQAC

NGO Management Cell

Introduction:

In order to expose students to the management of Non-Govt. Organization and also to organize some activities the cell has been created in collaboration with NGOs for the benefit of the Society.

Composition:

A Chairperson & two members (preferably from Psychology, Sociology and Political Science)

Tenure: 03 years

Frequency of Meeting: minimum 02 meetings in an academic year

Objectives:

- 1) To expose students to the working of NGOs
- 2) To organize activities in collaboration with various NGO's
- 3) To introduces Courses/Programs related to NGO management, Accounting & Finance & social work

Functions:

- (1) Create awareness about working of NGOs
- (2) Enroll students and make them members of this Cell
- (3) Organize frequent visits to the different NGOs for the students
- (4) Organize competition related to NGOs e.g. Essay writing, poem writing & skits
- (5) Introduce Certificate/diploma course/program on NGO management
- (6) Submit the report at the end of Accounting Year to the Principal & IQAC

Project Coordinating Committee

Introduction:

The Committee is established to facilitate the Project guidance and for timely completion of the projects of third year degree students

Composition: 02 Co-ordinators (B.A. & B.Com.) (Two members)

Tenure: 01 year

Frequency of Meeting: minimum 01 meeting

Objectives: To ensure smooth conduct of Project guidance

Functions:

- (1) Circulate the notice about the project for the respective streams
- (2) Assess the Project workload and allocate students to the teacher for guidance in consultation with the respective HODs
- (3) Provide detail schedule for enrolment, orientation registration, selecting of topics, maintenance of records, sending the list of the project teachers along with topics, date of completion and submission as per the University guidelines
- (4) Provide necessary stationery, forms, worksheet and attendance sheet to the Project Guides/Supervisor
- (5) Ensure that the project supervisor/guide maintains record relating to project such as worksheet, attendance, enrollment and other details
- (6) Ensure that the project guides on completion of project, submit two copies of the Project report to the office on or before the scheduled date of submission
- (7) Finalize the dates for Viva Voce examinations for the entire Project and ensure that one copy of the project is delivered well in advance to the external examiner appointed by University
- (8) Arrange to conduct the Viva Voce examination by providing space, stationary and other relevant forms to internal & External Examiner
- (9) Ensure that the internal examiner submit the marks statements of project students, assessed project reports to the office immediately after the Viva Voce Examination
- (10) Ensure that marks statement & all relevant documents sent to the University

Prospectus Drafting Committee

Introduction:

In order to provide written notification and prospectus about the various Programs, Courses offered by the College to the prospective students, the prospectus of the College is prepared

Composition: A Chairperson & 02 teacher members

Tenure: 03 year

Frequency of Meeting: minimum 02 meetings before the beginning of the new academic year

Objectives:

- 1) to provide detailed information and prospect about the Courses/Programs offered by the College.
- 2) to display and present institutional distinctive ability, strength and commitment to impart education.

Functions:

- (1) Collect details about institution, management, staff, Course/Programs offered, infrastructural facilities, sports, NSS, NCC, etc. including photos
- (2) Discuss & design the prospectus
- (3) Ensure that the prospectus is properly drafted and edited
- (4) Ensure that all statutory, policy guideline are specified in the prospectus
- (5) Ensure that prospectus is ready well before the admissions
- (6) The prospectus will be published after it is vetted by the management, annually. This applies to departmental (unaided courses) prospectus also.

Publicity Committee

Introduction: In this competitive era publicity plays an important role.

Composition:

- Chairperson (preferably from Literature Department)
- 04 members (02 Teaching & 02 student members)

Tenure: 03 Years

Frequency of Meeting: Two minimum meetings in an academic year.

Objectives:

- 1) To give wide publicity to the activities, achievements of students, staff & institution
- 2) To establish rapport with the public & seek their support for the institutions Educational endeavor

Function:

- (1) Create awareness about the existence of Publicity Committee amongst staff & students
- (2) Request students/teachers/HOD incharge to submit the details of the activities along with photographs Establish proper rapport with press & other media
- (3) Write the news report immediately after the activity & mail it to the local media through proper channel
- (4) Ensure that all the important news is published in regional papers.
- (5) Make a repository of all published reports & news of the College.
- (6) Prepare final report at the end of Academic Year & submit it to Principal & IQAC

Readers Club

Introduction: -

This Club is formed to create Reading habits among the students of the College conducting various motivational programs.

Composition: -

Chairperson (preferably language teacher), two teacher members and two student members representing different streams.

Tenure: - 03 years.

Frequency of Meeting: - 02 meetings in Academic Year, one each semester

Objectives: -

- (1) To create awareness about importance of reading among the students
- (2) To motivate and expose students to reading activities
- (3) To organize activities and competition encouraging and inculcating reading habits

Functions:

- (1) Chalk out the program for each semester in consultation with Librarian
- (2) Distribute at least one extra reading card to the members of the club
- (3) Create awareness about Readers Club among the students and enroll students as club members for the year
- (4) Hold regular meetings
- (5) Conduct activities like book reading competition, wall paper display of the prominent books
- (6) Submit Final report to the Principal and IQAC

Remedial Coaching/Teaching

Introduction:

Remedial Coaching/Teaching is an important part of teaching /learning process, especially these facilities are provided to the under privileged, SC/ST, OBC, Minorities, PWDs and slow learner category of students

Compositions: A Chairperson and four teacher members representing each stream

Tenure: 03 years

Frequency of meeting: Minimum two in an Academic Year one each semester

Objectives:

- (1) To give equitable justice to the students
- (2) To create confidence in the minds of students and create interest for learning

Functions:

- 1) Obtain complete data of students who need Remedial Coaching/Teaching and know the budgetary allocation from any applicable scheme
- 2) Create awareness among the students about the availability of the facility
- 3) Identify subjects needing remedial coaching/teaching and teachers make arrangement to provide the same
- 4) Prepare separate time table for conduct of classes after regular teaching schedule

- 5) Provide additional study material to the students opted for remedial classes
- 6) Maintain the record of remedial classes
- 7) Obtain feedback about the performance of the coaching/teaching and suggest the measures to strengthen the facility based on analysis of the feedback
- 8) Prepare the final report and submit to the Principal and IQAC

Sports Advisory Committee

Introduction:

To give a boost to the sporting talent of the students and improve sports facilities in the College. This Committee has been set up as per the guidelines of the University.

Composition:

A Chairperson (Principal) and Four members (1 member each from BA, B.Com. BBA & BCA) and Physical Director as member secretary (Ex-Officio member) and two Students Representatives including Sports Secretary

Tenure: 03 Years. Except for student members

Frequency of Meeting: minimum 02 meetings in an Academic Year

Objectives:

- 1) To improve and develop sports facilities in the College
- 2) To expose students to the sports activities
- 3) To deal with grievances of the students related to sports
- 4) To maintain & promote physical fitness of the students & others
- 5) To produce sports personalities of State & National level caliber

Functions:

- (1) Conduct orientation programme to create an awareness about availability of sports facility in the College
- (2) Help sports department to prepare master plan for sports activities of the year
- (3) Help the sports dept. to procure essential sports equipments
- (4) Help the sports dept. to conduct both indoor and outdoor activities including sports meet
- (5) Help to maintain sports record of the sports activities
- (6) Help to deal with any grievances and other problems of students related with sports activities
- (7) Help to get feedback from the students and its analysis
- (8) Suggest appropriate measures to improve the quality of sports service in the College
- (9) Prepare the final report of the Advisory Committee and submit to Principal & IQAC

Staff Club

Introduction:

Staff club is formed to create a feeling of belongingness and provide facility of recreation.

Composition:

A Chairperson and 02 teacher members

Tenure: 03 years

Frequency of meeting: Minimum 02 meetings in the Academic Year

Objectives:

- 1) To foster a sense of belongingness as one family
- 2) To provide some recreation and facility to improve their efficiency
- 3) To create conducive environment for teaching learning process

Functions:

- (1) Celebrate the achievements of staff members.
- (2) Conduct meeting to discuss the staff recreation facilities, motivation facility, teaching-learning methods
- (3) Organize visits to the various places for recreation as well as learning
- (4) Welcome the newly joined staff members
- (5) Acknowledge the parties given by the staff members
- (6) Establish the rapport with administrative staff, Librarian, students, parents & stakeholders
- (7) Maintain the record & submit the report to IQAC

Student Welfare Committee

Introduction:

This unique additional Committee is formed to ensure welfare of students especially under-privileged ones.

Composition: A Chairperson, a member – Teacher, a member – Administrative Staff

Tenure: 03 years

Frequency of meeting: Minimum 02 meetings in an Academic Year.

Objectives:

- 1) to identify students 'who are in need of financial assistant and guidance
- 2) to take measures to improve wellbeing of students
- 3) to provide financial assistance
- 4) to strengthen social, gender & cultural equality

Functions:

- (1) Create awareness about the existence of Students Welfare Committee and its functions
- (2) Encourage students to seek the benefit of Scheme of Students Welfare
- (3) Introduce innovative Students Welfare Schemes
- (4) Ensure empowerment of under privileged students
- (5) At the end of the academic year submit the report to the Principal&IQAC

Time Table Committee

Introduction:

As a part of academic planning a detailed schedule for conduct of classes is prepared in the form of time table allocating various subjects, time and teaching learning responsibility among the teaching staff.

Composition:

A Chairperson and 3 members consisting of 2 members each one from BA & B.Com.

Tenure:03 years

Frequency of Meeting: 01 meeting before the new academic year & as many working sessions.

Objective:

To allocate teacher time and place for each subject/Course as per the ordinance of the Goa University

Functions:

- 1) Collect the workload of the subjects of each department, allocation of subjects & distribution of workload of each staff member from the respective HOD
- 2) Collect the information about availability of the Class rooms in the College premises
- 3) Collect the information of availability of time of Lecture basis teachers, teaching in other Colleges as well
- 4) Based on above information, allocate the responsibility to the members to prepare separate time tables for BA & B.Com streams
- 5) After preparing the timetables identify the clashes in the subject and class rooms and take corrective measures.
- 6) Monitor the execution of timetable till it is properly implemented.
- 7) Discrepancy, if any, noticed take corrective measures.
- 8) Appoint timetable adjustment committee one member for each arts & Commerce (in consultation with HODs) to deal with teacher's absence/leaves on day-to-day basis.
- 9) Submit copies of timetable to the Principal, Vice-Principal&IQAC.
- 10) Keep two copies of time table in the staff rooms
- 11) Request each staff member to submit their individual time table to the Principal, VicePrincipal,IQAC and HOD.

Value Education Committee

Introduction: The need to import some value-based inputs along with the prescribed Academic Curriculum to the students.

Composition: A Chairperson and 2 teacher members.

Tenure: 03 years.

Frequency of Meeting: Minimum 02 meetings in an Academic Year.

Objectives:

To impart moral and ethical value-based education to the students & ensure all-round development of the personality of students

Functions:

- (1) Organize lecture series, debates and seminars to impart value education
- (2) Involve students in extension activity such as helping old age, poor, downtrodden, people in distress and others
- (3) Give suggestion to the Principal to introduce innovative programs for imparting moral education
- (4) At the end of Academic Year submit the report to Principal&IQAC

Website Updating Committee

Introduction:

To connect with outside world and have proper communication and information Link, the College needs to have updated website.

Composition: A Chairperson and 02 members.

- 1) Teacher member
- 2) Administration staff/system administrator if any.

Tenure:03 years

Frequency of Meeting: minimum two meetings in an academic year.

Objectives:

- 1) To ensure the functioning of the College website & provide information of the institute
- 2) To upload current information & provide access to the public about the college

Functions:

- (1) Circulate notices to the departments/Associations about updation of the website
- (2) Arrange to seek the information related to activities to be conducted, reports of the activities and other information from the HODs and various incharges and upload the same on the website

- (3) Ensure that website remains functional throughout the year
- (4) Ensure the security of the website
- (5) All the information that is to be made available to the public should be provided through web.site as per RTIs Act

Women's Centre (JYOTI)

Introduction:

Women's Centre is established to take care of girl students and their education and empowerment.

Composition:

Chairperson (Regular Lady Teacher), 2 lady teacher members, ladies Representative and two girl students one each from Commerce & Arts.

Tenure: Teacher member 3 years, Student members 1 year

Frequency of meeting: Minimum 2 meetings, one each semester.

Objectives:

To empower the girl students by conducting various activities

Functions:

- 1) To create awareness about the functions of women's center in the college
- 2) Prepare the schedule for the activity of the year
- 3) Identify weak areas of girl students and conduct suitable programmes to deal with the same
- 4) Conduct skill building classes, such as poster, drawing, Art, literature, debate, etc.
- 5) Train students in maintaining mental and physical fitness
- 6) Train students with self-defense techniques
- 7) Encourage girl students to participate in the regular activities of the College
- 8) At the end of academic year submit the report of the activities to the Principal and IQAC

