

Statutory Declaration under Section 4 (1) (b) of Right to Information (RTI) Act – 2005

PARTICULARS OF THE ORGANIZATION, FUNCTIONS AND DUTIES

Name of the Trust: Dempo Charities Trust

Name of the Institution: DCT's S. S. Dempo College of Commerce and Economics

Address: Deendayal Integrated School Complex,
Cujira, Bambolim,
Goa 403202

S.S. Dempo College of Commerce and Economics is the first institution to provide commerce education in the state of Goa, and is affiliated to the Goa University, Taleigao, Goa since 20-06-1966. The college discharges its functions in accordance with the ordinances and statutes established by Goa University, amended periodically as well as the directives of the Directorate of Higher Education, Government of Goa.

Major activities

The college functions in accordance with the vision, mission and values and is committed towards ensuring that the students are nurtured into healthy, reliable and creative citizens who have a social awareness aimed at revitalising the community.

The college also takes pride in inculcating a spirit of service, discipline and patriotism through the activities of the NSS and NCC units. Besides this, the sense of contributing to national development and progress is highlighted to the students by taking up the National Missions as adopted by the leadership of our honourable Prime Minister, Shri. Narendra Modi: These include *Swacch Bharat Abhiyan, Ek Bharat Shreshtha Bharat, Azadi ka Amrut Mahotsav, Beti Bachao Beti Padhao* among others.

In keeping with the National Skill Development Mission of young India, the college has established the Dempo Centre for Skill Development (DCSD). The college is the first and only institution in Goa to become a franchisee and training partner of IATA, thereby introducing global certification and training in tourism related sectors.

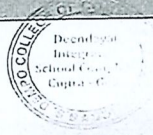
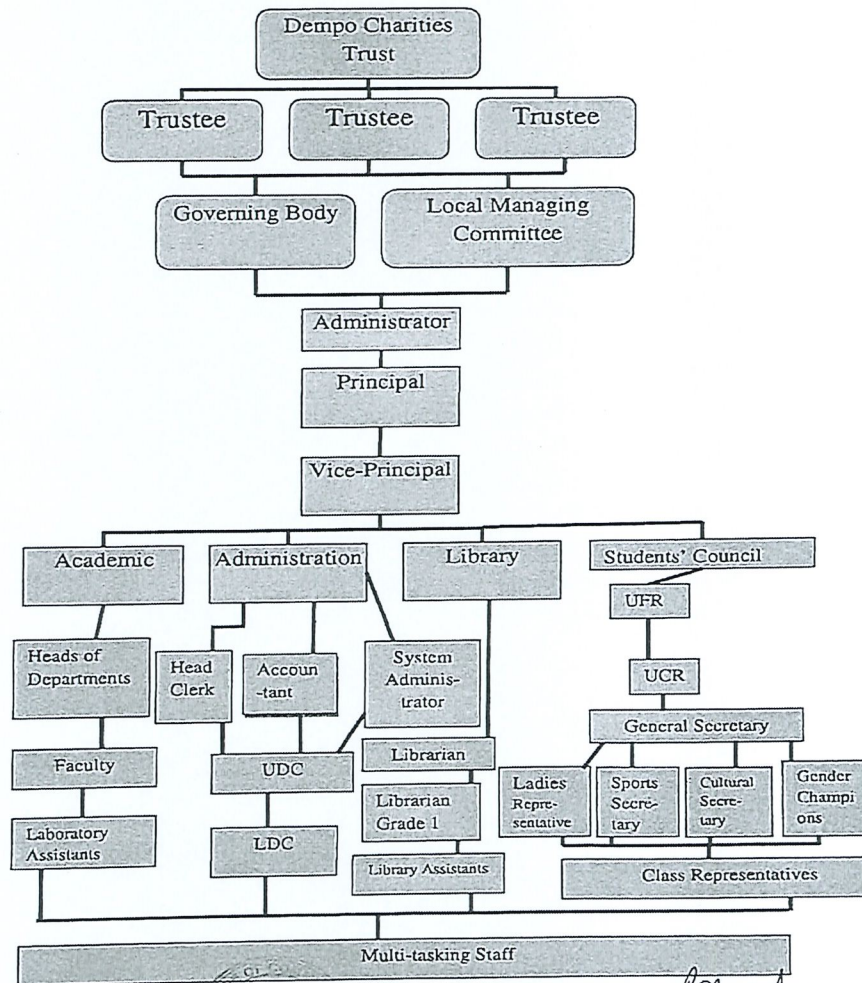


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Hierarchy and decision-making

This organogram represents our administrative/academic hierarchy.

DCT'S S.S. DEMPO COLLEGE OF COMMERCE & ECONOMICS, CUJIRA, BAMBOLIM,
GOA COLLEGE GOVERNANCE HIERARCHY
ORGANOGRAM (2020-21)



R. M. M. M.
 PRO. PRINCIPAL
 DEENDAYAL INTEGRATED SCHOOL COMPLEX,
 COMMERCE & ECONOMICS,
 Deendayal Integrated School Complex,
 Cujira - Goa.

Profile of the Institution

Affiliated College u/s 2 (f) and 12 (B) of the UGC Act



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Head of the Institution

Principal,
DCT's S. S. Dempo College of Commerce and Economics
Deendayal Integrated School Complex,
Cujira, Bambolim,
Goa 403202

Contact Number: (Mobile) 9922313267, Landline: 08322976646

Email: principal@dempocollege.edu.in

Website: www.dempocollege.edu.in

Working Hours:

College Office Time: 8.00 a.m – 2.00 p.m

Class Time:

BCom:	8.15 am - 1.45 pm
BBA:	9.00 am - 3.00 pm
IMCom:	8.00 am - 3.00 pm
MCom:	9.30 am - 2.00 pm
MTTM:	9.00 am - 2.00 pm
PGDM-EM:	9.30 am - 2.00 pm

Library Hours:

On all working days: 8.15 am - 2.00 pm
Prior to exams: 8.15 am - 4.00 pm (based on students need)

Holidays: The College remains closed on all Public Holidays.

Courses Offered:

Under Graduate Programmes:

1. Bachelor of Commerce [BCom (Hons)]
2. Bachelor of Business Administration (BBA)

Post Graduate Programmes:

1. Master of Commerce (MCom)
2. Masters of Tourism and Travel Management (MTTM)
3. Post Graduate Diploma in Management - Event Management (PGDM-EM)



Integrated Programmes:

Integrated Master of Commerce (IMCOM)

Certificate and Diploma Courses

6-month Certificate Course in Event Management (Affiliated to HRDF)

S.S. Dempo College of Commerce and Economics is a Co-educational institution, affiliated to the Goa University. The College is governed by the Dempo Charities Trust. It runs as per rules and regulations declared by the Government of Goa. The BCom programme comes under the 'Government Aided' category and the rest of our programmes are self-financed.

The College has set up statutory committees/cells. It also has different committees to maintain discipline in the campus. The applications submitted under the RTI Act along with a postal order/demand draft for Rs.10.00 obtained in favour of Principal, S. S. Dempo College of Commerce and Economics, Cujira, Bambolim, Goa will be properly responded on time. All information about the college under Section 4 (1) (b) of RTI Act, 2005 is open to the public and it can be obtained by any citizen of India.

Appellate Authority:

Dr. Aruna Mesquita e Noronha

Officiating Principal

DCT's S. S. Dempo College of Commerce and Economics

Deendayal Integrated School Complex,

Cujira, Bambolim,

Goa 403202

Mobile: 9922313267, Landline: 08322976646

Public Information Officer:

Assoc. Prof. Anand Naik Panvelkar

DCT's S. S. Dempo College of Commerce and Economics

Deendayal Integrated School Complex,

Cujira, Bambolim,

Goa 403202

Phone: 08322976646

Assistant Public Information Officer:

Ms. Gautami P. S. Karapurkar

DCT's S. S. Dempo College of Commerce and Economics

Deendayal Integrated School Complex,

Cujira, Bambolim,

Goa 403202

Phone: 08322976646



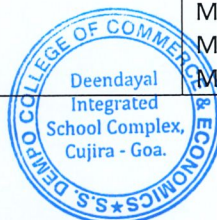
DCTs S.S. Dempo College of Commerce & Economics

COMMITTEE LIST FOR THE ACADEMIC YEAR 2022-23

Sr. No	Committee and Members	Designation
Statutory Committees		
1	<u>Examination Committee</u> Dr. Sangeeta Chakrabarty Valerie Fernandes Dr Felcy Coelho <u>Sub-Committee for Results</u> *Vibha Angle / Soniya Chodankar Reshma Angle Sylvia Britto Mahalaxmi Badiguir Technical Assistance: Pritam Naik	Chairperson Member Member In-Charge Member Member Additional Member Data entry assistant
2	<u>Unfair Means Inquiry Committee</u> Dr. Prisca Braganza Valerie Fernandes Dr. Felcy Coelho	Chairperson Member Member
3	<u>College Grievance Committee</u> Gauri Tamba Anand Naik Panvelkar Vinod Joshua	Chairperson Member Member
4	<u>Students Council Committee</u> Anand Naik Panvelkar Amit Naik Vishwa Naik Raikar Akshay Naik Aparna Rege Yash Prabhugaonkar Dr. Michael Dias Vishal Rane	Chairman Member Member Member Member Member Member Member
5	<u>Anti-Ragging Committee</u> Dr. Aruna Mesquita e Noronha – Off. Principal Dr. Sonya Angle Dr. Prisca Braganza Gautami Karapurkar – Head Clerk PTA Vice President Prachi Khandeparkar (NGO Representative) PI, Agassaim Police Station General Secretary FY UCR Anushka Laad- Counsellor	Chairperson In-charge Member Member - Admin Member (ex-officio) Member Member (ex-officio) Member Member



6	<u>Anti-Ragging Squad</u> Anjali Bhide Dr Michael Dias Anand Naik Panvelkar Gautami Karapurkar, Head Clerk General Secretary Gender Champion (Girl) Gender Champion (Boy)	Chairperson Member Member Ex-officio Member Ex-officio Member Ex-officio Members Member
7	<u>Internal Quality Assurance Cell (IQAC)</u> Dr. Aruna Mesquita e Noronha - Off. Principal Dr Sangeeta Chakrabarty Gauri Tamba Nikhil Varerkar Anand Naik Panvelkar Dr. Sonya Angle Namrata Wagle Anjali Bhide Gautami Karapurkar, Head Clerk Ignacio Zuzarte	Chairperson Coordinator Faculty Representative Faculty Representative Faculty Representative & NAAC Coordinator Faculty Representative Faculty Representative Librarian Administration Administration
8	<u>Internal Committee</u> Dr. Prisca Braganza Sameera Khan Reshma Angle Gautami Karapurkar Anushka Laad (Counsellor) Gender Champion (Girl) Gender Champion (Boy) Prachi Khandeparkar (NGO representative)	Presiding Officer Member Member Member Member Member Member Ex-officio Member
Academic Support Committees		
1	<u>ISA Committee</u> Dr Smitha Bhandare Kamat Gauri Tamba Reshma Angle	In-Charge Member Member
2	<u>Attendance Committee</u> Ram Gaonkar Aarti Popkar	In-Charge Member
3	<u>Project Paper Committee (TYBCom)</u> Dr. Deepali Churi Aarti Popkar Vitiksha Venji Pritam Naik	In-Charge Member Member Data Entry Assistant
4	<u>Teaching, Learning & Education Technology Cell</u> Dr Prisca Braganza Dr Felcy Coelho Amit Naik Saylee Kunkolienkar Dr Sonya Angle	In-Charge Member Member Member Member

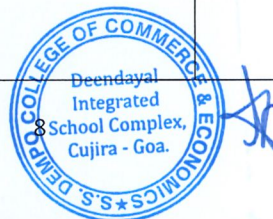


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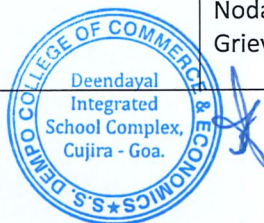
	Vishal Rane Dr Cheryl Dias S. Sneha	Member Member Member
General Administration		
1	<u>Staff Secretary</u> Odilia Lopes Abhisha Naique	Staff Secretary Addl. Staff Secretary
2	<u>Magazine Committee</u> Abhisha Naique Aditi Barve / Alisha Carvalho Nutan Nayak Gauri Tamba Siddhesh Narvekar Judith Marques Dr. Cheryl Dias Vishal Rane Anjali Bhide	In-Charge Member Member Member Member Member Member Member
3	<u>Management Report Committee</u> Tania Shirodkar Odilia Lopes S. Sneha	In-Charge Member Member
4	<u>Digital Initiatives Committee</u> Dr. Vinod Joshua Amit Naik Gilbert Mendes Kedar Prabhu	In-Charge Additional charge - Integrated Academic Information Management System (IAIMS) Member Systems Administrator
5	<u>Gymkhana Committee</u> Bala Naik Dr. Michael Dias Sports Secretary -Men Sports Secretary -Women Appointed sports representatives	In-Charge Director-Physical Education Member Member Members
6	<u>Time-Table Committee</u> Derina Dourado *Nikhil Varerkar / Aarti Popkar *Sameera Khan / Soniya Chodankar Veerani Naik	In-Charge Member Member Member
7	<u>Library Advisory Committee</u> Namrata Wagle Gauri Tamba Franklin Desa Judith Marques Omkar Tilve Yash Prabhugaonkar Vishal Rane Anjali Bhide Vibhav Verenkar	In-Charge Member Member Member Member Member Member Member and Librarian Member and Asst. Librarian



8	<u>Canteen Committee</u> *Nutan Nayak /Franklin D'Sa Sangeeta Pednekar Akshay Naik	In-Charge Member Member
9	<u>Press and Media Coverage</u> Runa Menezes Neema Palkar Anjali Bhide	In Charge Member Member
Student Support and Progression		
1	<u>Student Counselling and Value Education</u> Derina Dourado Krupa Pednekar S.Sneha Aparna Rege Dr. Cheryl Dias Vishal Rane Anushka Laad- Counsellor	In-Charge Member Member Member Member Member Ex-officio member
2	<u>Career Guidance and Placement Cell</u> *Nikhil Varekar / Mahalaxmi Badiguir Sylvia Britto Pallavi Kalangutkar Dr. Mamata Kane Gilbert Mendes Akshay Naik Ashfa Shaikh Yash Prabhugaonkar Vishal Rane – DCSD Coordinator & Placement officer	In-Charge Member Member Member Member Member Member Member Ex- officio member
3	<u>Cultural Events Committee</u> Kushal Kerkar Vitiksha Venji Tania Shirodkar Abhisha Naique Siddesh Morajkar Dr. Cheryl Dias Neema Palkar Cultural Secretary (Student Rep.)	In-Charge Member Member Member Member Member Member Member
Research and Extension		
1	<u>Research, Development & Innovation (RDI) Cell</u> Dr. Deepali Churi Dr. Smitha Bhandare Kamat Valerie Fernandes – IIC Dr. Mamata Kane Namrata Wagle Yash Prabhugaonkar	In-Charge Member Ex-officio member Member Member Member and Addl. Charge for ethical clearance



2	<u>NSS Advisory Committee</u> Dr. Aruna Mesquita e Noronha - Off. Principal Kushal Kerkar Amit Naik Sonal Undakotti Veerani Naik Shrikant Madar Dept of Youth Affairs Representative Student Representative (Boys) Student Representative (Girls)	Chairperson Programme Officer and In-Charge Programme Officer Programme Officer Programme Officer Programme Officer Member Member Member
3	<u>NCC</u> Dr. Vinod Joshua Odilia Lopes Ram Gaonkar SUCO (Student Rep.)	Officer In-charge Member Member Member
4	<u>Consumer Welfare and Legal Aid Cell and IPR Cell</u> Reshma Angle Sarita Parkar Soniya Chodankar Mahalaxmi Badiguir	In-Charge Member Member Member
5	<u>Unnat Bharat Abhiyaan / Centre for Equal Opportunities / Ek Bharat Shreshtha Bharath</u> *Aditi Barve / Alisha Carvalho Ram Gaonkar Dr. Michael Dias Aarti Popkar Pallavi Kalangutkar CEO Saylee Kunkolienkar Sharmila Swami Abhisha Naique Ashfa Shaikh Yash Prabhugaonkar Vishal Rane Gender Champion (Girl) Gender Champion (Boy)	In-Charge (additional UBA in-charge) Member (additional UBA responsibility) <i>(in-charge during leave of Aditi Barve)</i> Member (additional UBA responsibility) Member (additional UBA responsibility) Member (additional UBA responsibility) Member & Gender champion - Nodal Officer Member Member Member Member Member Member Member
Other Committees		
1	<u>NIRF</u> Dr. Deepali Churi Dr. Smitha Bhandare Kamat Reshma Pai Angle Kedar Prabhu	In-Charge Member Member Technical assistance
2	<u>Phy. Disabilities (2016)</u> Derina Dourado Valerie Fernandes	Nodal Officer Grievance Officer



3	<u>Alumni Association</u> Gaurav Kenkre Krushnan Naik Dr. Felcy Coelho Dr. Mamata Kane	Chairman Vice Chairman Secretary Treasurer
4	<u>PTA</u> Dr. Aruna Mesquita e Noronha – Off. Principal Ms Safar Kedar Phadte Ms Leena Kamat Dharwadkar Ms. Sintia Costa Fernandes *Sameera Khan / Sonal Undakotti *Aditi Barve / Alisha Carvalho	President Vice President Advisor Parent Member Secretary Treasurer
5	<u>Institutional Discipline Committee</u> Dr. Aruna Mesquita e Noronha – Off. Principal Anand Naik Panvelkar Dr. Sangeeta Chakrabarty Derina Rodrigues Prisca Braganza Dr. Vinod Joshua Dr. Deepali Churi Dr. Smitha Kamat Dr. Sonya Angle Dr. Mamata Kane Ashfa Shaikh Namrata Wagle Dr. Cheryl Dias Vishal Rane Dr. Michael Dias	(Senior Faculty Members at class level / Programme Coordinators) Chairperson Additional In charge Member Member Member Member Member Member Member Member Member Member Member Member
6	<u>Innovation Council (IIC)</u> Valerie Fernandes Amit Naik Siddhesh Narvekar Shrikant Madar Dr. Sonya Angle Akshay Naik Dr. Cheryl Dias Vishal Rane	In charge Member Member Member Member Member Member Member
7	<u>NAAC Manual Preparation / Task forceya</u> Runa Menezes Tania Shirodkar Siddhesh Narvekar Saylee Kunkolienkar Gilbert Mendes Shrikant Madar	In charge Member Member Member Member Member
8	<u>Deeksharambh (SIP) Task force</u> Gauri Tamba Derina Dourado Dr. Sonya Angle Namrata Wagle	(Programme Coordinators, NSS/ NCC/ Cultural committee heads) In charge Member Member Member



	Ashfa Shaikh Dr. Cheryl Dias Vishal Rane Anjali Bhide Anushka Laad Dr. Michael Dias Kushal Kerkar Dr. Vinod Joshua	Member Member Member Member Member Member Member Member
9	<u>College Infrastructure Committee</u> Dr. Aruna Mesquita e Noronha – Off. Principal Nutan Nayak Dr. Vinod Joshua Dr. Sonya Angle Ashfa Shaikh Vishal Rane Anjali Bhide Dr. Michael Dias Gautami Karapurkar General Secretary Ladies Representative	Chairperson Member Member Member Member Member Member Member Member Member
10	<u>AISHE Coordinator</u> Dr Vinod Joshua	
11	<u>RUSA Coordinator</u> Dr Vinod Joshua	
12	<u>Foreign Student Coordinator</u> Sharmila Swami	
13	<u>NEP - Incharge</u> Anand Naik Panvelkar	



Kanda
OFFICIATING PRINCIPAL
S.S. DEMPO COLLEGE OF
COMMERCE & ECONOMICS,
Deendayal Integrated School Complex,
Cujira - Goa.

ORDER

Local Purchase Committee of Srinivassa Sinai Dempo College of Commerce and Economics is hereby constituted as under, with immediate effect:


- | | |
|---------------------------------|----------|
| 1. Principal | in Chair |
| 2. Vice Principal | Member |
| 3. Head of Department concerned | Member |
| 4. Accountant | Member |

The Committee may invite any member of the teaching/non-teaching staff to the meeting of the Committee, as may be required.

Terms of Reference:

1. To ascertain the reasonableness of rate, quantity and specifications and to certify and recommend purchase of goods/services costing above Rs. 25,000/- and up to Rs. 2,50,000/-.
2. To oversee the process of Advertised/Limited Tender Enquiry for goods/services costing above Rs. 2,50,000/-, and make recommendations for procurement of goods/services accordingly.

The recommendations of the Committee shall be submitted to the Administrator- Dempo Charities Trust, for approval.


Dr. Aruna Mesquita e Noronha
Officiating Principal



Date: 17/02/2023

ORDER

As per the guidelines of the UGC, the **College Grievance Redressal Committee (CGRC)** of Srinivassa Sinai Dempo College of Commerce and Economics is hereby constituted as under, with immediate effect:

1. Principal - Chairperson
2. Dr Prisca Braganza - member
3. Anand Naik Panvelkar - member

- The committee shall redress the grievances of both the staff and students.
- The committee shall address all complaints that are not under the purview of the Examination-Grievance Committee / Internal Committee (formerly known as POSH/ Internal Complaints Committee).
- A complaint from an aggrieved faculty/staff member/ student relating to the institution shall be addressed to the Chairperson, College Grievance Redressal Committee (CGRC).


Dr Aruna Mesquita e Noronha

Officiating Principal



Dempo Charities Trust's
SRINIVASSA SINAI DEMPO COLLEGE OF COMMERCE AND
ECONOMICS

Cujira, Bambolim-Goa



FUNCTIONING OF INSTITUTIONAL
COMMITTEES
MANUAL

STANDARD OPERATING PROCEDURES FOR COLLEGE
COMMITTEES

1. Committee heads and members shall be appointed as per requirement of the institution. The right to nominate and renominate the heads and members of committees lies with the Principal. The tenure of the committee shall be decided as per requirement, unless defined by the statutes of Goa University.
2. The outgoing committee shall hand over all the committee related documents, items and facilities (locker, cupboard, files, books, and other committee-related items) to the incoming committee. Detailed list of items handed over shall be recorded along with the signatures of both the head of the outgoing committee and the head of the incoming committee.
3. The Committee head shall be accountable for the functioning (entire work) of the committee
4. Each committee shall hold at least one/two meetings per semester, the minutes of which shall be recorded
5. Delegation of work to committee members is to be specifically described and noted down
6. All official communication from the committee shall be routed through the committee head as he/she shall be accountable for the committee work
7. All committee members are expected to be well-versed with the committee work in its entirety
8. In the absence of the committee head, the senior member of the committee shall assume responsibility of heading the committee (unless otherwise specified by the principal)



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9. Each committee shall prepare activity reports / documentation as per the requirements of the SOPs for NAAC. All such reports and relevant documents shall be verified and signed by the committee heads
10. The Principal shall be kept informed about decisions of the committee and holds the right of the final decision-maker

DUTIES AND RESPONSIBILITIES OF COMMITTEE HEADS AND MEMBERS

Statutory Committees

1. Examination Committee

- Overall, in-charge of conduct of ISA and SEE examinations
- Orientation to students on examination system and passing criteria
- Prepare SEE examination time-table
- Prepare list of subject teachers for question papers
- Determine number of students for examinations (including backlogs) in coordination with office
- Collect question papers and Photocopy of question papers
- Co-ordinate with the administrative staff for allotment of seat numbers
- Supervise writing of seat nos. in the blocks
- Prepare daily list of supervisors
- Overall conduct of the SEE as Senior Supervisors
- Providing question papers to library and the 'Unfair Means Inquiry Committee'
- Distribution of answer books to subject teachers for assessment
- Prepare report on unfair means adopted by candidates and forward it to the 'Unfair Means Inquiry Committee' through the Principal
- Updating examination software and taking backup of exam data
- Conduct of general and personal verification for SEE examinations
- Draft notices for verification
- Collection of forms from office and removing respective papers
- Conduct of verification
- Declaration of result post-verification with relevant notices

Sub-Committee for Results

- Receive answer books and marks statements and follow-up for entry of marks
- Entry of ISA (follow-up with the ISA Committee) and SEE for regular and backlog examinations
- Receive record of NSS/NCC/Sports/Cultural activities grace marks
- Check blank entries and process results
- Verify SEE marks
- Check grace marks, carry forward, ineligibility (Attendance & ISA)
- Print consolidated mark lists and student mark sheets
- Display of subject-wise marks statements on notice board
- Conduct 'Open House' after declaration of results
- Entry of semester-wise marks for TYBCOM students in Goa University formats
- Prepare merit list of students for each year of the B.Com. programme for annual prize distribution and student-aid services



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2. Unfair Means Inquiry Committee (UMIC)

- Organize student orientation on the University rules on unfair means adopted by candidates during examinations
- Receive preliminary report on unfair means from Examination Committee and relevant copy materials used by candidates
- Prepare provisional list of candidates involved in unfair means and forwarding it to result in charge for withholding results
- Draft and administer show cause notice to concerned candidates
- Conduct meeting with candidates to discuss reply to show cause notice
- Submit final report on findings and punishments as per the University ordinance, to Principal
- Communicate the decision of the Principal to the concerned candidates
- Submit final report on candidates involved in unfair means to the faculty in-charge of 'Results committee', for necessary action

3. College Grievance Committee (Examination)

- Redress grievance pertaining to results of verification of answer-scripts as per OC-39A.13.3 of the Goa University ordinances

4. Students Council Committee

- Plan the activities of the Students Council
- Coordinate with the members of the Students Council for conduct of its activities during the academic year

5. Anti-Ragging Committee

- Functions as per UGC regulations and enforced by the Government and the University

6. Anti-Ragging Squad

- Monitor student behaviour that could lead to ragging incidents

7. Internal Quality Assurance Cell (IQAC)

- Plan Short term, medium term and long-term goals for the institution
- Plan various academic and non-academic initiatives in the light of defined goals
- Conduct of regular IQAC meetings to discuss various issues and plans
- Prepare Annual Quality Assurance Report to be submitted to NAAC
- Set standards of performance for various processes within the campus, undertake monitoring and provide recommendations for their improvements
- Regular communication of initiatives of IQAC to the stakeholders
- Other duties as per guidelines by the NAAC

Duties of IQAC Coordinator with the assistance of the Assistant IQAC Coordinator:

- Facilitate the Performance appraisal and Career Advancement Scheme (CAS) of the teaching faculty
- Receive annual department plans for presentation before the IQAC and compiling of the same
- Prepare AQAR and NAAC-SSR
- Collect and analysis of feedback from all stakeholders on quality-related institutional processes



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8. Internal Committee

- Initiate inquiry into complaints pertaining to sexual harassment, as per the regulations laid down

9. College Grievance Redressal Committee (CGRC)

- Redress the grievances of both the staff and students.
- Address all complaints that are not under the purview of the Examination-Grievance Committee / Internal Committee (formerly known as POSH/ Internal Complaints Committee)

Academic Support Committees

1. ISA Committee

- Organize orientation sessions for students on conduct of ISA examinations
- Prepare ISA Time-Table and draft relevant notices for students and teachers including repeat ISA
- Prepare list of subject teachers for question papers
- Provide ISA marks statements formats to subject teachers
- Collect question papers from teachers
- Prepare copies of question papers and their arrangement as per schedule of ISA exams
- Co-ordinate with the administrative staff for allotment of seat nos.
- Supervise writing of seat nos. in the blocks
- Block wise preparation and distribution of question papers during ISA written test exam
- Receive ISA papers and distribution to subject teachers for assessment
- Receive ISA mark sheets from teachers and displaying on notice board
- Prepare list of students ineligible to appear for SEE for given semester due to absence in ISA
- Follow-up with office for entry of ISA marks in exam software
- Check entry of ISA marks in coordination with result in-charge
- Oversee entry of TYBCom ISA marks by teachers in the University format

2. Attendance Committee

- Organize orientation sessions for students on the attendance mechanism followed the college as per the IAAMS portal of the DHE
- Prepare format of class attendance sheets and record sheets for justified absence
- Provide copies of attendance sheets to subject teachers
- Collect and maintain attendance sheets
- Compute monthly attendance of students in coordination with administrative staff and displaying on notice board
- Compute and maintain of semester wise attendance records of students (subject-wise and aggregate)
- Prepare defaulter-list of students and displaying on notice board
- Submission of attendance records to the University in prescribed formats
- Coordinating with examination committee for conduct of 'Open House' by providing attendance records
- Coordinate with ad-hoc committees to provide student attendance records



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3. Project paper (TY BCom) Committee

- Organize orientation for students on the project-paper and relevant University guidelines
- Ensure project-paper forms are filled by all TY BCom students
- Allotment of students for projects to the faculty members
- Display of project allocation list to the BCom teaching faculty
- Submit of project allocation information to Goa University
- Receive completed projects after internal assessment
- Dispatch of project reports to the external examiners for assessment
- Schedule viva-voce examinations in coordination with external examiners
- Provide necessary documents to internal and external examiners for evaluation of projects
- Oversee entry of project-paper marks as per University formats for TYBCom students

4. Teaching, Learning & Education Technology Cell

- Function as per the directives of the Goa State Higher Education Council (GSHEC) and the Directorate of Higher Education (DHE) for implementation and improvement of teaching pedagogies and related activities in the institution

General Administration

1. Staff Secretary

- Coordinate with the Principal and Vice-Principal for planning and organizing staff meetings
- Prepare and share the agenda and minutes of all staff meeting with the teaching faculty
- Coordinate with the teaching faculty for welfare-related activities

2. Magazine Committee

- Design the format and content for college magazine in consultation with Principal
- Collect information on academic and non-academic activity profile of the institution and faculty members for college magazine
- Collect contributions from teachers and students for the college magazine
- Coordinate with printing agency for release of the annual college magazine

3. Management Report Committee

- Compile reports uploaded by the faculty / committee and club heads on 'Prapti'
- Submission of monthly reports of all the events to the management

4. Digital Initiatives Committees

- Monitor the IT requirements of the college w.r.t internet connectivity, software and IT tools
- Regular updation of the college website

5. Gymkhana Committee

- Coordinate and conduct Gymkhana and Sports activities during the academic year
- Review records and requirements of sports equipment in college gymkhana
- Maintain records of student participation in various sports events and achievements



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6. Time-Table Committee (BCom)

- Prepare/design and implement semester-wise time-table
- Maintain daily record of lectures engage based on faculty on duty
- Prepare a record of total lectures engaged on a daily basis for each of the classes

7. Library Advisory Committee

- Conduct regular meetings to review the general functioning of the college library
- Review the collection of books, journals and other reading material available in the library in the light of institutional requirements and requirements of specific programmes
- Identify specific issues concerning the library and feasible solutions for the same
- Obtain inputs from the users (staff and students) for improvement of operational efficiency of the library
- Obtain feedback on usage of library resources and provide inputs on continuation / cancellations of subscriptions
- Supervise allocations of funds for purchase of books, journals and other library resources
- Monitor the footfall in the library and usage of various library resources
- Organize theme-based book exhibitions and suitable activities to encourage regular use of the library

8. Canteen Committee

- Ensure adherence to the contract signed by the college with the canteen operator
- Ensure compliance with the 'Canteen Policy' of the institution

9. Press and Media Coverage

- To ensure press and social media publicity of activities conducted in the college and coordinate with media on the same
- Prepare press notes / media bites/ stories on activities conducted by the college and follow up with the press
- Maintain copies of all the published material and recordings of events

10. Purchase Committee

- Ascertain the reasonableness of rate, quantity and specifications and to certify and recommend purchase of goods/services costing above Rs. 25,000/- and up to Rs. 2,50,000/-.
- Oversee the process of Advertised/Limited Tender Enquiry for goods/services costing above Rs. 2,50,000/-, and make recommendations for procurement of goods/services accordingly.
- Submit the recommendations of the committee to the Administrator- Dempo Charities Trust, for approval.

Student Support and Progression

1. Student Counselling and Value Education Cell

- Scheduling regular counselling sessions for all classes on issues pertaining to academic or non-academic problems (College counsellor), during designated sessions as part of the time-table



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- Scheduling personal counselling sessions for individual students on need-basis (College counsellor)
- Coordinating with class teachers for identifying general student stressors requiring interventions
- Designing suitable intervention programmes
- Identifying resource persons and arranging special sessions on relevant topics
- Scheduling mentoring sessions periodically as part of the time-table

2. Career Guidance and Placement Cell

- Conduct career guidance talks and workshops
- Conduct job aptitude tests for TYBCom students
- Conduct training programmes in soft skills and competitive exams
- Coordinate with placement agencies/companies desirous of conducting campus recruitments
- Provide information on offers for internship and job placement offers to students through website, notice boards and online platforms
- Design suitable programmes with college alumni for training and placements of students
- Identify possibilities for tie-ups with industrial associations for student placements
- Maintain final-year student database in prescribed format for placement purpose
- Organize on-campus placement drives

3. Cultural Events Committee

- Organize and coordinate cultural events in college
- Encourage student participation in cultural events organised by various institutions at state and national level
- Provide records for justified absence of students due to participation in cultural events

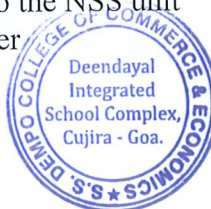
Research and Extension

1. Research and Development (R&D) Cell

- Conduct and organize programmes for faculty development and research
- Maintain and provide details of UGC guidelines on minor and major research projects
- Act as nodal agency for submission of research project proposals by faculty members
- Source information on funding agencies for research projects
- Provide information on research resources including journals, software and databases available for use of the faculty
- Guide faculty members on matters pertaining to plagiarism checks for publications
- Scrutinize applications for financial initiatives provided by DCT, pertaining to research publications and research paper presentations at international conferences
- Coordinate with the GSHEC and the DHE for research initiatives applicable to the institution

2. NSS Advisory Committee

- Organize student orientation on the NSS unit and its activities
- Conduct annual enrollment of students to the NSS unit
- Schedule NSS activities for each semester



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- Organize NSS activities/ workshops
- Maintain records of NSS hours for each student
- Organize the annual NSS Special Camp
- Organize community outreach programmes in coordination with external agencies
- Prepare list of students eligible for NSS special grace marks
- Provide list of students eligible for record of justified absence due to participation in NSS events
- Other duties as per the directives of the DHE and Goa University

3. NCC

- Organize student orientation on the NCC unit in the college and its activities
- Conduct annual enrollment of NCC cadets
- Distribute of uniforms and other accessories
- Conduct of regular parades
- Oversee preparations for special parades in coordination with 1 Goa Bn NCC
- Coordinate with 1 Goa Bn NCC for participation of unit cadets in ATC camps
- Coordinate with 1 Goa Bn NCC for participation of unit cadets in special camps
- Maintain parade register and other records
- Payment of permissible allowances to unit cadets
- Conduct of NCC certificate examinations in association with 1 Goa Bn NCC
- Collect of uniforms and other accessories from cadets
- Prepare list of NCC cadets eligible for special grace marks
- Provide list of students eligible for record of justified absence due to participation in NCC events

4. Consumer Welfare and Legal Aid Cell and IPR Cell

- Organize talks and conduct workshops relating to consumer rights and welfare
- Sensitize the faculty and students on matters pertaining to legal aid, through suitable activities
- Disseminate information on Intellectual Property Rights on different areas relevant to students and the community
- Define and undertake community outreach programmes in the area of consumer welfare with student participation

5. Unnat Bharat Abhiyaan

- Regular conduct of community engagement programmes for the benefit of the adopted villages under the UBA initiative
- Submit activity reports to the University as required

6. Centre for Equal Opportunities

- Sensitize students towards issues faced by the weaker sections of society
- Promote gender equality through activities that highlight breaking stereotypes and discourage gender discrimination

7. Ek Bharat Shrestha Bharath

- Organize activities that celebrate unity in diversity of the nation
- Coordinate with the NCC for activities under EBSB



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Other Committees

1. NIRF

- Propose measures for improvement of institutional standards for desired ranking under the NIRF
- Ensure timely data entry as per the time frame provided by the NIRF

2. Physical Disabilities Nodal officer(s)

- Sensitize the staff and students on the issues faced by the disabled
- Cater to the needs of the disabled members of the institution
- Ensure compliance with the 'Physical Disabilities' Policy of the institution

3. Alumni Association

- Promote registration of Alumni to the Alumni Association
- Encourage active participation of the Alumni Association during college events
- Encourage the contribution of the members of the Alumni Association towards the growth of the institution
- Plan and execute activities for the benefit of the students and the institution at large
- Coordinate with members with regard to contribution of the Association by way of sharing of expertise and other resources with the college students
- Manage the utilization of funds of the Association
- To ensure that the objectives of the Alumni Association are fulfilled

4. Parent Teacher Association

- Encourage the participation of parents of the student body towards the growth of the institution
- Organize meetings of the PTA on a regular basis
- Conduct elections for appointment of the members of the 'Executive committee'

5. Institutional Discipline Committee

- Ensure students adherence to the general rules and regulations of the college, as communicated through the prospectus, handbook (academic calendar) and other platforms
- Monitor student behaviour on campus, particularly with regard to adherence to college timings, behaviour with faculty and other staff members, behaviour among peers, modest dressing, use of college facilities, and so on
- Monitor student behaviour during college events as well as events organised by other institutions where the student are representing the college (in coordination with the cultural committee)
- Conduct regular review of student behaviour and propose suggestions pertaining to the same

6. Institution's Innovation Council (IIC)

- Conduct activities as per the directives issued by MHRD's Innovation Cell (MIC)
- Focus on startups, Ideation, Prototype design, process development for Business Model/Process/Services and support services.
- Plan and conduct activities which promote entrepreneurship and innovation in the college (Self-driven activities)



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- To carry out activities that ensure the award of high rating/ stars by the MHRD/MOE's Innovation Cell

7. Deeksharambh (SIP) Task force

- Organise student induction programmes for students of all programmes at the entry level / first year of the programmes
- Organise student orientation specific to the functioning of various committees
- Ensure special attention to the orientation of students from specified categories
- Record videos and create other documentary evidence of student induction as per the instructions of the University

8. College Infrastructure Committee

- Obtain inputs from all users / members of the college premises regarding the college infrastructure
- Monitor the institutions requirements for the purpose of maintenance and improvement of the infrastructure

9. AISHE Coordinator/ nodal officer

- Ensure compliance with the survey-related activities under the purview of AISHE, pertaining to the college

10. RUSA Coordinator

- Monitor flow of funds and information under the financial incentives available to the institution

11. Foreign Student Coordinator

- Serve as a contact point for foreign national students in the college
- Coordinate with the nodal officer at the University level for monitoring of foreign students under the purview of the college
- Coordinate with the Indian Council for Cultural Relations (ICCR) as necessary

12. NEP- Coordinator

- Coordinate with the DHE for the effective implementation of the National Education Policy 2020 in the institution

13. Other Ad hoc committees appointed for Admissions, College Elections, Designing of Prospectus, Preparation of Handbook/ Academic Calendar, and specific events organised by the college; to function as per the specific purpose as required

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