

Guidelines for functioning of various Committees of College

DUTIES OF VICE PRINCIPAL

The Vice Principal shall perform such duties as may be assigned to him/her by the Principal from time to time. Some duties are listed as below.

Vice Principal

- 1) PIO.
- 2) To peruse Time table, Anticipated Workload, Final Workload to be submitted to DHE.
- 3) To help in interview procedures and monitor appointments of faculty.
- 4) To monitor T.Y. project related work.
- 5) To check Prospectus related data
- 6) To check attendance of students and monitor extra lectures taken by faculty for making up of 75% attendance of students.
- 7) To be Acting Principal in absence of Principal.
- 8) To maintain record of overall leave notes of students for Duty leaves, Medical records of students etc.
- 9) To maintain Ordinances, Statutes, other circulars from Govt., DHE, other organizations.
- 10) To help in conduction of Academic and Administrative Audit related work.
- 11) To check and monitor students feedback.
- 12) To help in conduction of Academic and Administrative Audit related work.
- 13) Any other work/responsibility assigned by the Principal.

1. ACADEMIC ADMINISTRATION

1A. IQAC Committee

- Development and application of quality benchmarks.
- Parameters for various academic and administrative activities of the institution.
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Collection and analysis of feedback from all stakeholders on quality-related institutional processes.
- Dissemination of information on various quality parameters to all stakeholders.
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programmes/activities leading to quality improvement.
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
- Periodical conduct of Academic and Administrative Audit and its follow-up.
- Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.
- Any other work related with IQAC assigned by Principal.

1B. Examination Committee

- To receive examination forms from students.
- To prepare examination time table for F.Y. / S. Y. B.A./ B.Sc.
- To prepare supervision time table for F.Y., S. Y., T.Y. examinations.
- To call for question paper sets from all departments.
- To call for Answer Keys.
- To assign examination duties to teaching / non-teaching staff.
- To ensure adherence to the ordinances / circulars of Goa University w.r.t. examinations.
- To upgrade exam related softwares from time to time as required in consultation with the Principal.
- To declare results and issue marksheets to the students.
- To carry out proper functioning on open day.
- To carry out process of verification.
- To prepare supplementary examination time table, supervision time table etc.
- Any other work related with Examination assigned by Principal.

1B(i) Unfair Means Committee

- To take necessary action as per the Goa University guidelines if any unfair activity is reported by Junior/Senior Supervisor during F.Y., S. Y., T.Y. examination.
- To set up an inquiry regarding the case and prepare a report.
- Any other work related with Unfair Means assigned by Principal.

1B(ii) Examination Grievance Committee

- As per University guidelines.
- To prepare a report as per the case.
- Any other work related with Examination Grievance assigned by Principal.

1C. Innovative Programs

- Co-ordinator to collect reports from conveners of Counselling for students, Moodle and flipped learning committee, Women's cell, Value addition course cell, Result analysis and Intake of students and placement cell conveners and submit to Principal at end of Sem I & II.
- Any other work related with Innovative Programs assigned by Principal.

1C(i) Counselling Committee and Mentorship for Students

- To assign mentors for students immediately after the college reopens.
- To conduct a session for mentors to guide them.
- To introduce the program to faculty and students.
- To arrange forms etc. to be distributed with relevant questionnaire for the students.
- To keep a track of students having attendance less than 75% with the help of mentors.
- To bring it to the notice of student, Principal and the parents from time to time.
- To keep a rapport with the counsellor to take an account of students being counselled.
- To collect the report from the counsellor at the end of Ist and IInd Semester.

- Any other work related with Counselling Committee and Mentorship for Students assigned by Principal.

1C(ii) Moodle & Flipped Learning

- To conduct orientation / refresher course on MOODLE and Flipped learning time and again if necessary in consultation with the Principal.
- To conduct orientation programs for students to encourage them to use MOODLE.
- To encourage teachers for Flipped Classrooms.
- To take an account of various modes used for Flipped classrooms by faculty.
- Any other work related with Moodle & Flipped Learning assigned by Principal.

1C(iii) (Value Addition Courses Cell) Skill Development Cell

- To collect data from various departments regarding conduct of various value addition courses.
- To distribute related forms to the faculty.
- To maintain accounts of the same in assistance with account section LDC.
- To set up time table if requested to conduct the course.
- To assign classrooms for lectures if requested in assistance with the time table committee convener.
- To keep an overall attention on various courses conducted in the college.
- To get the certificates printed in accordance with the courses conducted.
- To collect the reports and accounts from the course co-ordinators, compile and submit to co-ordinator of Innovation programs.
- Any other work related with Value Addition Course assigned by Principal.

1C(iv) Result Analysis and Intake of Students

- To get the analysis from exam committee for F.Y. / S.Y. B.A., B.Sc. and from coordinator of PG program for M.Sc. results.
- To get result analysis from office LDC / incharge of T.Y. exams.
- To compile the same, prepare report and submit to Principal.
- Collect the details of the student intake from the convenor of admission committee.
- To collect final count of students enrolled in different courses from the LDC incharge of admission.
- Any other work related with Result Analysis and Intake of Students assigned by Principal.

1D. Research Cell

- Co-ordinator to collect reports from Journal publications, Conferences and Projects and Research laboratory.
- To take folders of teachers from conference / project sub committee and retain year wise.
- To track the progress of journal.
- To keep report of usage of instruments.
- Any other work related with Research assigned by Principal.

1D(i) Journal Publications

- To invite articles, research papers.

- To get papers reviewed by experts.
- To get them corrected.
- Check for plagiarism.
- To get published after proof reading.
- Any other work related with Journal Publications assigned by Principal.

1D(ii) Conferences and Projects

- To take reports from departments regarding attended / organised seminars, workshops, conferences, projects.
- To add details of seminars attended in folders of each teacher.
- Any other work related with Conferences and Projects assigned by Principal.

1D(iii) Research Laboratory

- To keep log book of each instrument.
- To allot one incharge per high end instrument.
- To give report of usage per term.
- To check for AMC schedule and inform higher authorities.
- To maintain cleanliness of laboratory.
- Any other work related with Research Laboratory assigned by Principal.

1E. Prospectus Committee

- To collect details about department profile photo, fee structure, planner, change in syllabus, exam related ordinances and circulars, Ordinances related to attendance.
- To do proof reading of the copy before final print.
- Any other work related with Prospectus assigned by Principal.

1F. Time Table and Workload Committee

- To check with the requirements of classrooms / laboratories in consultation with the HOD's and Principal.
- To prepare the time table before the college reopens and display the same on first day of the college so that the classes begin from the 2nd day of reopening.
- To arrange to distribute the same to all departments before the college reopens.
- To make a parallel time table of availability of classrooms during each slot and every day.
- To assign classrooms for Value Added Courses if requisition is given by respective course co-ordinator.
- To prepare the F.Y. / S.Y.B.Sc. practical time table immediately on getting the number of students admitted for F.Y. / S.Y.B.Sc.
- To collect the anticipated workload in the format given by Directorate of Higher Education, check along with Vice Principals and Principal in 2nd week of January.
- To arrange to send to Directorate of Higher Education.
- To collect the actual workload forms in prescribed format by Directorate of Higher Education.
- To analyse same with Vice Principals and Principal.
- To arrange to send to Directorate of Higher Education in first week of September.
- Any other work related with Time Table and Workload assigned by Principal.

1G. Library Committee

- To monitor the functioning of the library as a learning resource.

- To examine the systems and processes at the library and to advise the librarian on ways and means to improve the library including its IT systems, softwares, general ambience, support facilities etc.
- To actively promote usage of library resources by teachers and students and propose suitable library timings.
- To propose and monitor expenditure on library resources as may be required to raise the standards of the college library as a vibrant learning centre.

2. GENERAL ADMINISTRATION

2A. Legal Cell

- Co-ordinators to collect a report from conveners of Anti ragging committee, Anti ragging squad, Grievance committee, Internal Complaints Committee, Students Council Election Committee, ISO at the end of Semester I, Semester II, compile and submit to Principal.
- To advise the Principal on any matter that requires interpretation of statutes, ordinances of Goa University, rules regulations of State Government.
- To examine the cases referred to legal cell by the Principal and submit report accordingly.
- Any other work related with Legal Cell assigned by Principal.

2A(i) Anti Ragging Committee

- To create awareness of provisions of anti-ragging law to students.
- To ensure no ragging cases occur.
- To prepare a list of members as per the guidelines.
- To arrange to send letters to all members.
- To call for meetings of all members as per the guidelines.
- To submit a report every month to be sent to the authorities as per the rules of the committee.
- To prepare necessary boards regarding anti ragging and display them at appropriate places.
- If any ragging case reported, take action as per the guidelines.
- Any other work related with Anti Ragging assigned by Principal.

2A(ii) Anti Ragging Squad

- To conduct random checks on the campus.
- To submit a report if any untowardly act observed / reported to the Anti ragging committee.
- Any other work related with Anti Ragging Squad assigned by Principal.

2A(iii) Grievance Committee

- To receive grievances if any from teachers / students / administrative staff.
- To set up an inquiry procedure for all the persons involved in the case.
- To prepare statements of the grieved persons and also of the person who has caused the problem.
- To submit the statements and report to the Principal.
- After satisfying grieved person receive compliance letter.
- Any other work related with Grievance assigned by Principal.

2A(iv) Internal Complaints Committee (SHPC for Women)

- To constitute the committee as per the guidelines.

- To convey membership to all members.
- To conduct meetings of the members as per the guidelines.
- To display notices / placards as per the guidelines in the college.
- To prepare a report and submit to the Principal and other authorities as per guidelines.
- To create awareness amongst students / staff regarding laws pertaining to sexual harassment at work place.
- Any other work related with Internal Complaints (SHPC for Women) assigned by Principal.

2A(v) Students Council Election

- To display rules and regulations to conduct the students council elections as per Goa University guidelines.
- To accept the forms for various posts in the college council and scrutinize the same.
- To conduct meetings of the candidates to inform code of conduct during elections.
- To prepare teachers time table on the day of election.
- To conduct students elections in a fair and an orderly manner.
- To prepare result of the elections.
- To administer oath to elected candidates on inauguration of students council / activities.
- To conduct other elections as per Goa University guidelines such as UCR, UR etc.
- Any other work related with Students Council Election assigned by Principal.

2A(vi) ISO

- To arrange meetings with consultant.
- To arrange audits for ISO.
- To conduct internal / external ISO Audits in consultation with auditor.'
- To submit report of the activity.
- To pursue to get the ISO certificate.
- Any other work related with ISO assigned by Principal.

2B. Health & Women related activities

2B(i) Canteen Committee

- To call for tenders for canteen contractors in consultation with the Principal and Management.
- To check for renewal / extension of the canteen contract.
- To check the licence, other documents required by the contractor with regards to his staff and ensure that he displays the same as per the guidelines of FDA.
- To keep check on the items and their rates available in the canteen.
- To check hygiene, cleanliness of the canteen kitchen, canteen containers, canteen staff.
- To follow up with queries from FDA, other bodies if required in consultation with the Principal.
- To check with the AMC's w.r.t. water filters etc. related to the canteen and also water filters in college.
- To monitor the quality of items served in the canteen.
- To get the feedback forms from students / staff, prepare a report, submit to infrastructure committee co-ordinator and take cognisance of the factors with low scores.

- Any other work related with Canteen assigned by Principal.

2B(ii) Health Centre

- To conduct lectures, activities, camps as planned in consultation with Principal.
- To take up programs as per circulars received from various agencies.
- To maintain / upgrade medical kits in various departments.
- To maintain a first aid kit in the college.
- To keep emergency phone numbers handy and provide a list to all departments.
- To maintain the health centre and to provide help and support to staff / student whenever required.
- To prepare reports and submit to co-ordinator of extension outreach / service.
- Any other work related with Health Centre assigned by Principal.

2B(iii) Women's Cell

- To inculcate gender equality among the students.
- To organize programs related to women empowerment.
- To attend to grievances of lady students if any.
- Any other work related with Women's Cell assigned by Principal.

2C. College Website Development Committee

- To keep track of events (from Agneta, Vice Principals)
- To upload relevant photographs.
- To change notices.
- To check department uploads for change in events and staff.
- Overall updating of website and adding hyperlinks for AQAR, NAAC etc.
- Any other work related with College Website Development assigned by Principal.

2D. College Magazine Committee

- To invite articles.
- To collect reports (From Principal's Office)
- To compile, check repetition, language and grammar.
- To collect photographs with captions.
- To check all members lists.
- To submit to printer by April.
- Proof to be read by 1st May (tentative).
- Any other work related with College Magazine assigned by Principal.

2E. Admission Committee

- To frame admission committee for the academic year.
- To conduct meeting to discuss rules, regulations, reservation policies with the members along with the Principal.
- To prepare checklist of documents required for the admission process.
- To arrange staff for sale of prospectus.
- To arrange space for admission process.
- To arrange to issue provisional Identity cards and provisional library cards on admission.
- To arrange to send the list of candidates on enrolment in prescribed format of Goa University.

- To keep an update of number of candidates withdrawing the admission.
- To admit new students as per vacancies in the various combinations.
- To prepare list of candidates admitted along with the help of admission incharge LDC.
- Any other work related with Admission assigned by Principal.

ONLINE ADMISSIONS?

2F. Media Committee

- To invite print and electronic media personnel during various functions being conducted in or outside college premises in co-ordination with co-ordinators of various functions.
- To depute faculty to attend the functions and prepare the reports.
- To get the reports checked from the Vice Principal / Principal and then forward them to the print media.
- To check if the news is printed in the newspaper.
- To collect the news, cut, paste and file the news with the details about date and name of newspaper.
- Any other work related with Media assigned by Principal.

3. STUDENTS AFFAIRS

3A. Cultural and Extra Curricular Activities Cell

- Co-ordinator to collect reports from conveners of Students activities committee and Personality Enhancement Program Committee.
- To plan and monitor the Extra Curricular activities throughout the academic year.
- Any other work related with Cultural and Extra Curricular Activities assigned by Principal.

3A(i) Students Activities Committee

- To set a time table for activities to be conducted throughout the year and conduct these activities involving student council members.
- To conduct these activities and send a report of the same to the Principal after completion of each activity.
- To inform and ensure members of discipline committee to remain present during all activities in or outside the college premises.
- To book for venue for Annual Social Gathering in June – July every year.
- To prepare various committees for the different activities from time to time.
- To take charge of the intercollegiate and intra-collegiate activities.
- Any other work related with Students Activities assigned by Principal.

3A(ii) Personality Enhancement Program (PEP)

- To draw notices to receive the planned programs by each department.
- To follow up with the departments to check the PEP programs being performed by the departments.
- To collect reports from each department w.r.t. PEP, compile them on monthly basis and also submit consolidated reports at the end of Ist and IInd term to the co-ordinator of cultural activity in the format of the college.

- Any other work related with Personality Enhancement Program (PEP) assigned by Principal.

3B. Discipline Committee

- To conduct meetings of the members to assign various duties to the members from time to time during various activities / functions conducted in and outside the college premises.
- To look after overall discipline in and around the college premises on day to day basis.
- Any other work related with Discipline assigned by Principal.

3C. PTA

- To constitute a PTA committee during General Body meetings.
- To conduct PTA meetings preferably twice in each semester, if required or at least one each term.
- To arrange open day, to address parents in co-ordination with exam committee to show the mark sheets to the parents.
- To maintain financial accounts with the help of the accountant.
- Any other work related with PTA assigned by Principal.

3D. Alumni Association

- To constitute a committee in consultation with the Principal.
- To conduct the meeting of the members and call for a General Body meeting of all members after serving proper notice with an agenda in the newspaper and social sites.
- To conduct various programs for the alumni.
- To keep the financial accounts in place with the help of the accountant and consultation of the Principal.
- To submit reports to co-ordinator of extension activities.
- Any other work related with Alumni Association assigned by Principal.

3E. Placement Cell

- To organize lectures of recruitment agencies for T.Y. B.A. / B.Sc. classes.
- To keep a record of students recruited by various agencies.
- To keep a follow up of the students.
- To collect the data from various departments regarding their placement besides the agencies which have contacted the college.
- To keep a data of the pay of the student required for NIRF / AISHE purpose.
- Any other work related with Placement assigned by Principal.

3F. Sports Activities

- To arrange for various sports activities in the college as intracollegiate and intercollegiate events.
- To prepare various committees during four institute meet and Ebullience.
- To conduct meetings along with Physical Education instructors of other colleges prior to the meet in consultation with the Principal.
- Any other work related with Sports Activities assigned by Principal.

4. **Extension and Outreach Activities**

- Co-ordinator to collect reports from N.S.S., Health, N.C.C., PTA, Alumni & Outreach Programs compile them and submit to Principal at end of Sem I & II.
- Any other work related with Extension and Outreach Activities assigned by Principal.

4A. **N.S.S.**

- To function as per guidelines of Goa University.
- To prepare volunteers for various activities as per circulars received from various bodies.
- To prepare list of volunteers enrolled and submit the list to Goa University in prescribed time frame and format.
- To prepare an advisory committee and conduct meetings of the members as per the guidelines of Goa University.
- To arrange and conduct special N.S.S. camp.
- To prepare list of volunteers completing 120 hrs and submit to Goa University.
- To get it approved and submit to exam committee for Grace marks.
- To ensure attendance of students in the college during National functions held in the college.
- To prepare reports of various activities and submit to co-ordinator of extension activity at the end of Semester I & II.
- Any other work related with N.S.S. assigned by Principal.

4B. **N.C.C.**

- Functioning as per guidelines of ANO
- To prepare list of volunteers enrolled and submit the list to Goa University in prescribed time frame and format.
- To prepare list of volunteers completing 120 hrs and submit to Goa University.
- To get it approved and submit to exam committee for Grace marks.
- To ensure attendance of students in the college during National functions held in the college.
- To prepare reports of various activities and submit to co-ordinator of extension activity at the end of Semester I & II.
- To select and enroll girls to the college including FY, SY, TY every year.
- To send the enrollment forms duly filled and signed by Principal to 1 Goa Girls Bn.
- To Conduct 60% of classes by the ANO and organising 40% of classes (as mentioned in NCC syllabus) for PI staff for NCC cadets every year.
- To regularly check discipline, conduct and bearing of NCC cadets.
- To prepare cadets for various camps organised by DGNCC, NCC unit etc.
- To organise various social awareness programmes, cleanliness programmes as scheduled by NCC unit.
- To prepare cadets to answer 'B' and 'C' certificate exams.
- To submit marks allotted to every cadets as per their camps attended, to the exam committee.
- To prepare cadets to participate in State level celebration of "Goa Liberation Day" and "State Republic Day" celebration, every year.
- To prepare and select cadets to attend Thal Sainik camp and Republic Day parade at Delhi, every year.
- To motivate cadets to take up career in defence services by helping them to apply for the various Defence related career advertisement sent by Government of India.

- To ensure proper conduct of NCC in the college.
- Any other work related with N.C.C. assigned by Principal.

4C. Outreach Programs

- To arrange talks, programs, activities in various areas of Goa or in the adopted village – Penha de Franca in consultation with the Principal and Sarpanch of the village.
- To record all such activities conducted by the faculty.
- To submit records to co-ordinator extension activity.
- Any other work related with Outreach Programs assigned by Principal.

4D. Unnat Bharat (Pilerne, Juve, Diwar, Socoor, Penha De Franca)

- To expand activities in consultation with Principal.
- Any other work related with Unnat Bharat assigned by Principal.

5. Infrastructure and Maintenance Committee

- Co-ordinator to collect reports from conveners of Maintenance, Discipline, Library, Canteen and College website development committees, RUSA and CPE committee compile them and submit to Principal at the end of Semester I & II.
- To ensure smooth working of Library, Canteen and students activities of the college.
- Any other work related with Infrastructure and Maintenance assigned by Principal.

5A. Maintenance Committee

- (A) - To discuss with Principal regarding the budget set for the year.
- To maintain a register in office for the staff to note any requirements w.r.t. minor / major repairs required in the college.
 - To monitor the day to day repairs w.r.t. maintenance of the college along with the Head Clerk as recorded in the register.
 - To monitor overall cleanliness of college in assistance with Head Clerk.
 - To process for disposing off junk material from various departments after following process of disposal.
- (B) - Monitoring and functioning of all computers in the college and follow IT policy of the college.
- Any other work related with Maintenance assigned by Principal.

5B. RUSA and CPE

5C(i) Green Audit, Green Campus & Solar Energy Taping Committee

- Solar Energy taping report to be collected.
- Green audit files to be prepared.
- Presentation for audit.
- To Select Green ambassadors, train them and activities to be designed.
- Supervision of students on cleanliness.
- Any other work related with Green Audit, Green Campus & Solar Energy Taping assigned by Principal.

5C(ii) Garden and Green House Maintenance

- To set the time table for the gardener.
- To supervise day to day performance of the gardener.
- To bring quotations etc. for the requirements in the garden such as plants, soil, implements, manure etc.
- To keep the garden upto date as per the requirements of the Botany and Biotechnology department.
- To look after the maintenance of Green house and Vermicomposting pit.
- Any other work related with Garden and Green House Maintenance assigned by Principal.

Responsibilities & Duties of the HOD's

- 1) All HoD'S to take care of attendance and ISA before the end of the term. If the students have not answered ISA then students/parents as the case may be called and the HoD's should complete the formality of conducting an ISA if the case is genuine.
- 2) To submit the attendance to the office for preparing cumulative chart before 5th of every month.
- 3) Departmental meeting to be held every academic year, at the beginning and end of the term.
- 4) Minutes of the Meeting to be submitted to Principal's office within 5 days after the conduct of the meeting.
- 5) All the HoD's to submit chemical, glassware and other requirement of the Department and call for the Quotation by end of October.
- 6) The soft copy of the Departmental activities report to be submitted to Principal's Office by the 5th of every month.
- 7) Anticipated and actual work load of the Department to be submitted to Principal's office as and when asked for.
- 8) Library books requisition to be submitted by 15th January every year as per the sanctioned budget of the department received from the Librarian.
- 9) All the HoD's to ensure the teachers in the Department to spend minimum 5 hours of teaching and administrative work of the department/ college.
- 10) HoD's to depute all the regular as well as contract basis teachers to attend seminars & symposia giving equal opportunity and after making the alternative arrangement for their lectures & practical's in their absence.
- 11) All the letters written by teachers strictly to be forwarded by the HoD.
- 12) Should monitor on the day to day time table of the faculty of the department such as no teachers of the department should leave the lecture early, sanction of leaves taken by the faculty, alternate arrangements during their absence, assigning duties during the regular college SEE examinations, etc.
- 13) Maintaining data required for ISO, Academic audit, etc.
- 14) Planning Personality Enhancement Programs, Seminars, etc. by the department.
- 15) To submit the claim of monthly salary of lecture basis staff by 2nd of every month.