
HANDBOOK OF STANDARD OPERATING PROCEDURES (SOPs)



Harmal Panchakroshi Shikshan Mandal's
Ganpat Parsekar College Of Education
Vidya Sankul, Bhom Plateau, Harmal - Goa
(Affiliated to Goa University, Recognised by NCTE)
Recognised under Section 2(f) of the UGC Act, 1956



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**“STANDARD OPERATING PROTOCOLS ARE
THE FOUNDATION UPON WHICH
EXCEPTIONAL EXPERIENCES ARE BUILT.”**

A Standard Operating Protocol (SOP) is a document that describes the regularly recurring operations to ensure that the operations are carried out correctly (quality) and always in the same manner (consistency).



PREFACE

At Harmal Panchakroshi Shikshan Mandal's Ganpat Parsekar College of Education, Harmal, we are committed to excellence in teacher education through structured, transparent, and efficient administrative practices. In a dynamic academic environment where quality and accountability are paramount, Standard Operating Protocols (SOPs) offer a systematic and professional framework to ensure consistency, clarity, and coherence in all institutional operations.

This SOP manual has been carefully curated to support the smooth execution of various duties undertaken by our faculty, staff, and administrative personnel. Whether related to admissions, various committees and cells, examinations, maintenance of records, student support services, or coordination of curricular and co-curricular activities, these SOPs act as a guiding compass that aligns our daily functions with the vision and mission of the college.

The manual provides detailed protocols and procedural guidelines to strengthen internal systems and uphold institutional values such as transparency, integrity, and excellence in service delivery. It promotes shared responsibility and fosters a professional work culture by clearly defining roles, timelines, and documentation requirements.

Recognizing the evolving demands of the higher education landscape and regulatory frameworks, this SOP manual is designed to be a living document—flexible and responsive to change. It will be periodically reviewed and updated to incorporate feedback from all stakeholders including faculty, administrative staff, students, and governing bodies.

Through this structured approach, we aspire to ensure that HPSM's Ganpat Parsekar College of Education not only meets but exceeds expectations in academic governance, student services, and institutional development. It is our hope that these SOPs will serve as a cornerstone in our collective pursuit of quality teacher education and continuous institutional improvement.

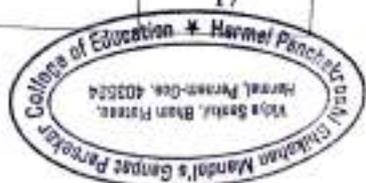


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STANDARD OPERATING PROCEDURE FOR ACADEMIC & ADMINISTRATIVE BODIES

The college has a well-structured administrative setup with Governing Body as the highest decision-making along with other functional bodies and committees.

1. ADMISSION COMMITTEE

- Develop and implement the admission schedule in accordance with the University/State Government/Regulatory Body guidelines.
- Prepare and disseminate admission notices, brochures, and information on eligibility, fees, and courses through various platforms.
- Verify eligibility criteria, documents, and ensure proper scrutiny of applications.
- Prepare and display the merit list(s) based on transparent criteria.
- Assist students and parents in understanding course options, college facilities, and admission procedures.
- Maintain transparency, follow reservation norms, and comply with UGC, NCTE, and Government of Goa regulations.
- Oversee submission of required documents, collection of fees.
- Keep accurate records of admitted students for future reference and audits.

2. ANNUAL PLAN COMMITTEE

- Develop a detailed yearly plan covering academic, co-curricular, and extension activities in alignment with institutional goals.

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Ganpat Parsekar College of Education

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- Collect inputs from faculty, departments, and committees to ensure an inclusive and comprehensive plan.
- Align the plan with NCTE, University, NAAC, and NEP 2020 guidelines and institutional priorities.
- Monitor the execution of planned activities and offer necessary support to ensure timely completion.
- Evaluate the progress of the annual plan and recommend any necessary course corrections.
 - Maintain proper records of the yearly plan and prepare a year-end report for submission to the IQAC and Principal.
 - Introduce new ideas and initiatives that foster academic excellence and holistic student development.

3. ADMINISTRATIVE AUDIT COMMITTEE

- To ensure the smooth functioning of the college office.
- To ensure the staff are punctual in their work and abide by the conduct rules.
- In collaboration with IQAC, coordinate with suitable agencies to conduct annual "Academic enrichment programs."
- To ensure the office maintains all documents using the appropriate filing system.
- To inspect whether the Office Staff maintains records about timings, leaves, service books, syllabus, enrolment, examination and other matters related to the college.
- To ensure that all the Non-Teaching Staff maintain a Log -Book
- To see whether an annual financial audit has been done and records are maintained
- Ensure the APAR of each administrative staff is completed regularly.

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 17/06/2023



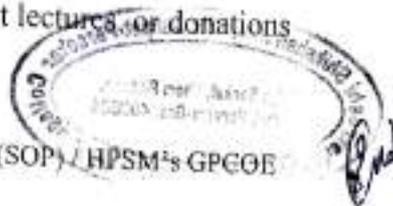
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4. STUDENTS INDUCTION COMMITTEE

- Design and implement a comprehensive Student Induction Programme per guidelines issued by UGC Deeksharambh.
- Prepare the induction schedule, including sessions on academic orientation, campus tour, introduction to faculty, and co-curricular activities.
- Coordinate with other college committees such as IQAC, Discipline Committee, and Cultural Committee for smooth execution.
- Assign mentors or buddy systems for small groups of students to ensure personalized guidance and monitoring during the induction period.
- Provide information on library resources, grievance redressal mechanism, anti-ragging measures, and counselling services.
- Arrange talks on gender sensitivity, inclusive education, mental well-being, environmental awareness, and professional ethics.
- Collect feedback from students and faculty on the effectiveness of the induction programme.
- Prepare a report on the induction programme with suggestions for future improvements.
- Submit the report to the Principal and IQAC for documentation and quality enhancement.

5. ALUMNI COMMITTEE

- Maintain an up-to-date database of all alumni with contact and professional detail
- Organize annual alumni meet and facilitate interaction between alumni and current students
- Encourage alumni to contribute to institutional development through mentorship, guest lectures, or donations



- Coordinate with the Placement and Career Guidance Cell to involve alumni in career support activities, such as campus placement, GTET/CTET guidance.
- Collect feedback from alumni on curriculum relevance and institutional progress
- Promote alumni achievements through college newsletters, website, and social media
- Facilitate formation of an official alumni association when the tenure gets over.
- Plan initiatives to involve alumni in community outreach and college events.
- Manage and monitor the official alumni WhatsApp group to share important updates on career opportunities, recruitment, and college events.
- Prepare an annual report of alumni activities for submission to the Principal and IQAC

6. ACADEMIC AUDIT COMMITTEE

- Plan and conduct internal academic audits annually as per institutional and regulatory guidelines.
- Review teaching-learning processes, curriculum implementation, and attainment of learning outcomes.
- Interact with faculty to assess the use of innovative teaching methods and ICT tools.
- Evaluate compliance with academic calendars, timetables, and course completion.
- Submit a detailed audit report with observations, commendations, and actionable recommendations.



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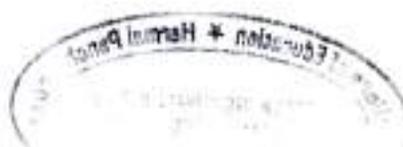
- Coordinate with IQAC for follow-up actions and continuous academic improvement

7. CAREER GUIDANCE & PLACEMENT CELL

- Organise career awareness sessions, seminars, and workshops for students.
- Guide teaching and non-teaching career opportunities in education and related fields.
- Conduct training in resume writing, interview skills, and communication techniques.
- Facilitate campus recruitment drives and coordinate with schools and institutions for placement.
- Assist students in preparation for GTET, CTET, and GU-ART through orientation sessions, mock tests, and study resources.
- Maintain a database of student profiles and placement records.
- Invite alumni and professionals to share career insights and mentoring support.
- Collaborate with faculty and external agencies to offer career counselling and skill development programs

8. COLLEGE UNFAIR MEANS INQUIRY COMMITTEE (CUMIC)

- The committee shall investigate cases of unfair means and malpractices reported, in a manner as prescribed below and shall recommend to the Principal a course of action as prescribed in OA-5.14
- The Committee shall discharge the duties as mentioned in the Ordinance OC- 54.4(2) of Goa University.



9. COLLEGE EXAMINATION GRIEVANCE REDRESSAL COMMITTEE

- This committee shall investigate written complaints from the students referred to them by the Principal in the conduct of examinations in a manner as prescribed below, and recommend a course of action to the Principal as prescribed in OA-5.14.

10. COLLEGE CURRICULUM PLANNING COMMITTEE

- Plan the academic calendar in alignment with Goa University guidelines and institutional goals.
- Coordinate the distribution of workload and timetable across departments and faculty members.
- Ensure effective implementation of B.Ed. curriculum as per NCTE and Goa University norms.
- Review and integrate suggestions from stakeholders for curriculum improvement.
- Encourage incorporation of ICT tools, inclusive education practices, and experiential learning methods.
- Monitor progress of curriculum transaction and address any academic challenges faced by faculty.
- Coordinate internal assessments, practicum planning, and internship scheduling.
- Maintain documentation of curriculum plans, modifications, and review meetings.
- Liaise with IQAC and Academic Audit Committee for quality assurance.
- Prepare and submit annual curriculum implementation reports to the Principal and IQAC

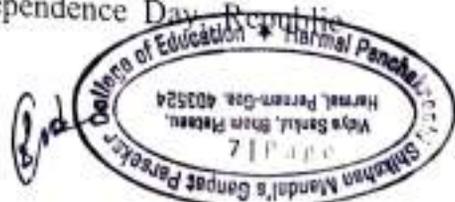


11. CANTEEN COMMITTEE

- Monitor the overall hygiene, cleanliness, and sanitation of the canteen premises.
- Ensure the availability of healthy, nutritious, and affordable food options for students and staff.
- Regularly inspect food quality, storage practices, and kitchen operations.
- Coordinate with the canteen vendor to address grievances and implement improvements.
- Ensure compliance with safety and health regulations as per institutional and local authority norms.
- Submit periodic reports to the Principal and recommend changes if necessary.
- Display a menu and price list prominently in the canteen area.
- Promote eco-friendly practices such as minimal use of plastic and proper waste disposal.
- Conduct meetings with vendor and committee members to review functioning and resolve issues.

12. CULTURAL ACTIVITIES COMMITTEE

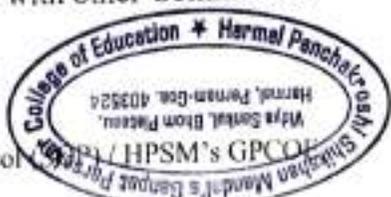
- Plan and organize cultural events, festivals, and celebrations throughout the academic year.
- Encourage student participation in intra- and inter-collegiate cultural competitions.
- Identify and nurture students' talents in music, dance, drama, art, and other cultural fields.
- Coordinate college participation in university-level youth festivals and cultural forums.
- Collaborate with other committees for Independence Day, Republic Day, and Annual Day.



- Maintain records of student achievements and event documentation.
- Ensure inclusivity and cultural diversity in all planned activities.
- Prepare annual reports of cultural events and submit them to the Principal and IQAC.
- Promote value-based and socially relevant themes through cultural performances.
- Arrange rehearsals, logistics, and resource support for the smooth execution of programs.

13.COMMITTEE FOR PROMOTING ACADEMIC EXCELLENCE

- Along with the Curriculum planning committee, encourage adaptation of various.
- modes of teaching-learning by teachers including ICT, experiential learning, participative learning etc, as per NEP 2020.
- To organize brainstorming and focused discussion activities for the students.
- To encourage students to write articles for wallpapers and for the College Magazine.
- To commemorate important days of science/ languages/ social sciences especially days proposed by the UN.
- To display cuttings/photographs copies of important scientific achievements reported , on notice board.
- To organise School/field/ Industrial visits in collaboration with various departments.
- To encourage professional development attributes for science / arts students.
- To organize activities such as training camps, awareness campaigns etc. in coordination with other Committees.



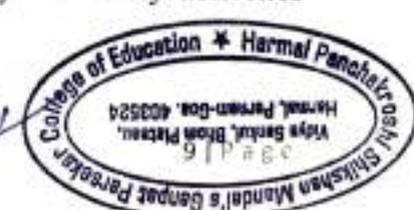
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- To organize the annual competition on paper presentation-based TY dissertation.
- To maintain records of the activities conducted and submit the same to the IQAC and on website.

14.COMPUTER LITERACY/ CYBER CELL AND SOCIAL MEDIA

- Organize computer literacy programs and basic to advanced digital skills workshops for students and staff.
- Promote safe and responsible use of the internet and digital devices on campus.
- Conduct awareness sessions on cybersecurity, data privacy, and cyber ethics.
- Assist in troubleshooting and maintaining computer labs and digital resources.
- Support faculty in integrating technology and digital tools into teaching-learning processes.
- Monitor and update antivirus software, firewalls, and other cybersecurity measures in college systems.
- Coordinate with external experts for specialized training in emerging technologies.
- Facilitate access to online resources, e-learning platforms, and digital libraries.
- Oversee the maintenance and coordination of the college's social media platforms.
- Regularly update social media accounts and tag relevant agencies in each post
- Maintain records of all computer literacy and cybersecurity activities conducted.

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15. CONSULTANCY COMMITTEE

- Explore opportunities in areas such as teacher training, curriculum development, inclusive education, pedagogy innovation, educational research, and school improvement programs.
- Designing and delivering professional development workshops for school teachers.
- Conducting training on NEP 2020, inclusive education, classroom management, assessment techniques, and digital pedagogy.
- Integrating life skills, value education, and 21st-century competencies into school syllabi.
- Offering academic audits and reviews for schools and educational institutions.
- Preparing school development plans (SDPs) or institutional self-assessments.
- Partnering with NGOs on literacy, gender equity, or rural education projects.
- Providing consultancy in setting up community learning centres or adult education programs
- Developing resource materials such as booklets, handouts, and toolkits for educators.
- Liaise with schools, educational NGOs, government agencies, and teacher training institutions.
- Maintain detailed records of all consultancy projects, including scope, stakeholders, duration, revenue, and impact.



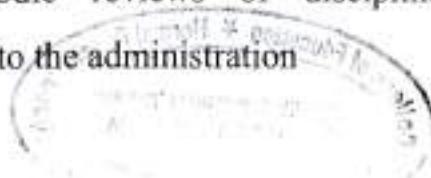
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16. STUDENTS' GRIEVANCE REDRESSAL COMMITTEE

- To attend to the general grievances of the students as per University Grants Commission (Redressal of Grievances of Students). Regulations, 2023.
- To instruct the official/s concerned to attend to the grievances and provide timely redressal.
- An online grievance form should be made available on the website.

17. DISCIPLINE COMMITTEE

- Maintain and promote a positive and respectful campus environment.
- Monitor student behaviour in classrooms, campus, and during college events.
- Address cases of indiscipline, bullying, and misconduct promptly and fairly.
- Organize awareness sessions on college rules, code of conduct, and anti-ragging policies.
- Coordinate with security staff and administration to ensure campus safety.
- Counsel students involved in disciplinary issues and guide them towards corrective measures.
- Maintain records of disciplinary cases and actions taken.
- Report serious incidents to the Principal and recommend appropriate sanctions.
- Encourage student responsibility, ethical behaviour, and respect for institutional values.
- Conduct periodic reviews of discipline policies and suggest improvements to the administration



18. ANTI RAGGING CELL

- Ensure implementation of UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009.

Before Admission –

1. Constitution of anti-ragging and anti-ragging squad.
2. Planning for strict supervision of all vulnerable places.
3. Display of posters on Notice board, websites and vulnerable places.
4. Meeting of Faculty, PG accommodation owners to discuss preventive measures.
5. Involvement of social media for a wide publicity campaign against ragging

At the time of Admission-

1. Distribution of printed leaflets detailing when and whom the student should contact for help and guidance in case of ragging.
2. Receipt of signed undertaking by parents/guardians.
3. Undertaking by new admission.

After Admission-

1. Organisation of a joint sensitisation programme for freshers and seniors.
2. Surprise visit by the flying squad to monitor the situation
3. Organise two competitions on anti-ragging
4. Submit a monthly report on anti-ragging



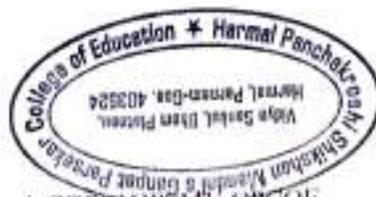
19. EXAMINATION COMMITTEE

- The Committee shall be in charge of all matters related to examinations.
- To induct newly admitted students regarding the examination pattern and the college's rules and regulations (including Intra-Semester Assessment [ISA] and Semester-End Examination [SEE]) at the entry level.
- To prepare the Intra-Semester Assessment (ISA) timetable at the beginning of each semester and ensure that it is communicated to all faculty and students in advance.
- To monitor and ensure continuous assessment through various modes such as written tests, assignments, and presentations, as per UGC evaluation reforms.
- To assist students with any issues related to examinations and results.
- To conduct an awareness session for junior supervisors every semester.
- To prepare the Semester-End Examination (SEE) timetable, arrange for printing/cyclostyling of question papers, and ensure timely assessment of answer books.
- To ensure that Divyang (students with disabilities) are provided assessment opportunities in line with UGC accessibility guidelines and standards.
- To coordinate with the IAIMS Committee for the timely upload and verification of marks.
- To submit a copy of each question paper to the library for record purposes.
- To successfully conduct the University Semester-End Examinations (SEE).
- To assist students in the process of filling out examination forms.
- To ensure students are well informed about all examination-related deadlines and adhere to them without fail.
- To ensure faculty members submit the statement of marks within the stipulated time.

- To ensure timely verification and submission of marks.
- To ensure fair supervision by providing training to junior supervisors before every SEE.
- To represent the college at the Controller of Examinations (COE) office in case of any special matters or events.
- To prepare an inventory of required stationery well in advance and raise a requisition.
- To ensure timely preparation, declaration, and distribution of results.
- To ensure that a consolidated report based on results is uploaded on the college website for transparency and record.

20. FIRST AID & HEALTH WATCH CELL

- To ensure that there is a First Aid box is regularly stocked with required items.
- To arrange first boxes in Girls' and Boys' common rooms, Gymkhana and in each laboratory.
- To act as Nodal Officer for Vector Borne Disease, National Deworming Programme etc.
- To organise programmes for students and staff related to First Aid at the start of the academic year.
- Organise activities involving linkages with local bodies such as reproductive health, menstruation practices, Vaccination, communicable diseases, haemoglobin testing etc.
- To promote mental health and well-being in linkage with relevant agencies.
- To maintain record and submit the same to IQAC and upload on website.



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- To provide training to the teachers and non-teaching staff with regards to IAIMS/SAMARTH.
- To provide technical assistance to all the college committees which are covered in the DHE-IAIMS/SAMARTH modules.
- To co-ordinate between DHE-IAIMS/SAMARTH and college for all the information to be sent to DHE.
- To take all the college work on IAIMS/SAMARTH in the form of modules.

24. INSTITUTIONAL SOCIAL RESPONSIBILITY & EXTENSION SERVICE

- Plan and implement community outreach programs addressing local educational, health, and social needs
- Organize awareness campaigns on issues like literacy, environmental conservation, gender equality, and health hygiene
- Encourage student participation in social service activities and volunteerism
- Collaborate with NGOs, government bodies, and local organisations for extension activities
- Facilitate workshops and training sessions for community empowerment and skill development
- Document and report the impact of social responsibility initiatives to the Principal and IQAC
- Promote values of empathy, social justice, and civic responsibility among students and staff

25. LIBRARY SERVICE COMMITTEE

- Formulate and regularly update the library usage policy in consultation with staff and students.



- Plan for the modernization and digitization of library services.
- Recommend procurement of books, journals, periodicals, magazines, and e-resources.
- Ensure collection development is aligned with curriculum requirements and research needs.
- Maintain an up-to-date catalog of resources.
- Propose an annual library budget and monitor the allocation and usage of funds.
- Ensure smooth functioning of the library and encourage maximum student and faculty usage.
- Conduct orientation programs for new students and staff to familiarize them with library resources and systems.
- Organize book exhibitions, reading week celebrations, library quizzes, or author interactions.
- Recommend periodic upgrading of software (e.g., library automation software) and infrastructure.
- Collect regular feedback from students and faculty on library facilities and services.
- Promote use of open educational resources (OERs) and access to national/international databases.
- Recommend training or professional development opportunities for library personnel.
- Initiate digital archiving of student research projects, dissertations, and teaching-learning materials.
- Submit periodic reports on library activities, budget utilization, and developments to the Principal or IQAC.



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26. LOCAL MANAGING COMMITTEE

- Evolves the Vision, Mission and Objectives of the institute and ensures that they are achieved
- Ensures total Academic and Administrative Autonomies for achieving Short Term and Long term objectives of the Institute.
- All matters concerning the Academic and Finance Committees are thoroughly discussed and their recommendations/ comments are communicated to the concerned.

27. MAGAZINE COMMITTEE

- Decide on the theme of the magazine each year in consultation with the Principal.
- Develop a publishing timeline to ensure timely release (e.g., annual day or valedictory function).
- Invite articles, poems, essays, artwork, reports, and creative pieces from:
 - Students
 - Teaching and non-teaching staff
 - Alumni (optional)
- Set submission guidelines for language, word limit, format, etc.
- Review, edit, and finalize content for language, clarity, grammar, and relevance.
- Ensure originality and avoid plagiarism.
- Translate content where needed (e.g., English ⇌ Konkani/Marathi/Hindi).
- Coordinate with designers or use digital tools for attractive layout and formatting.
- Ensure proper placement of photographs, artwork, and reports.
- Maintain a balance between textual and visual content
- Include annual reports of major events, achievements, faculty publications, community outreach, and fieldwork

- Document and preserve a digital archive of each magazine issue.
- Oversee printing or digital publishing of the magazine.
- Plan a formal release event (e.g., on College Annual Day).
- Distribute printed/digital copies to students, staff, management, and guests.

28. PURCHASE, INFRASTRUCTURE & CAMPUS DEVELOPMENT COMMITTEE

- To scrutinize the proposals put forth by the Depts./Labs./Committees/and various sections of the College from time to time
- To supervise the process of identifying the suppliers, inviting quotations, preparation of comparative statements, placing of orders and settlement of bills following relevant rules.
- To fix the responsibility in erroneous payments, orders and issue warnings to improper suppliers.
- Oversee the upkeep and timely repair of college infrastructure, including classrooms, labs, furniture, and equipment.
- Conduct regular inspections to identify maintenance needs and ensure a clean, safe, and functional campus environment.
- Coordinate with vendors and administration for procurement of materials and services, and maintain records of all maintenance activities.
- To suggest measures to dispose of outdated and unusable items.
- To assist in the computerisation/Automation of the Library and Administration.
- To assist in providing internet and Wi-Fi connectivity.
- To assist in providing the records of the purchase, grant utilization and details of infrastructure facilities to the IQAC Committee.



29. PARENT-TEACHER ASSOCIATION

- Facilitate the annual formation of the PTA body, including:
 1. President (Parent)
 2. Secretary
 3. Members (Parents + Faculty representatives)
- Maintain a record of all PTA members.
- Organise regular meetings (at least one per semester) to:
 - Share academic updates
 - Discuss student progress and concerns
 - Collect parent feedback
- Maintain minutes of each meeting and share outcomes with stakeholders.
- Work with parents to address issues related to:
 1. Attendance
 2. Discipline
 3. Mental health or learning difficulties
 4. Encourage parental involvement in student mentoring and guidance.
- Involve PTA members in annual functions, sports day, open house, and other events.
- Assist in raising or contributing resources (if required) for:
 1. Library materials
 2. Infrastructure support
 3. Scholarships or student aid
- Act as a channel for parent feedback on academic programs, facilities, and student life.



30. REMEDIAL & MENTORING COMMITTEE

A. Remedial Support

- Use academic performance records, attendance, class tests, and faculty feedback to identify students who may need remedial help.
- Consider language barriers, learning difficulties, or gaps in foundational knowledge.
- Organize extra classes in subjects where students are underperforming.
- Focus on content reinforcement, foundational skills, and concept clarification.
- Periodically assess students who attend remedial sessions.
- Maintain records of attendance, performance, and improvements.

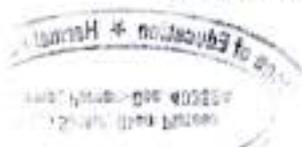
B. Mentoring Program

- Assign each faculty member a group of students to mentor for the entire academic year.
- Maintain a mentor-mentee ratio that ensures personal attention
- Facilitate regular mentor-mentee meetings.
- Address issues related to academic performance, stress, career planning, and personal concerns.
- Provide emotional and motivational support, especially during internships, exams, and assignments.
- Refer students to the Counselling Cell if needed.
- Track students' academic progress, career interests, and participation in co-curricular activities.
- Help students set goals and plan for higher studies or employment.
- In case of serious academic or behavioural concerns, mentors may reach out to parents with the Principal's knowledge.



31. RESEARCH AND DEVELOPMENT CELL

- Develop a research policy document for the institution.
- Set short-term and long-term research goals for the college.
- Establish norms for research ethics, plagiarism checks, and data confidentiality
- Encourage and guide faculty in applying for:
 1. Minor and Major Research Projects
- Organize workshops on:
 1. Research Methodology
 2. SPSS/Qualitative Data Analysis Tools
 3. Academic Writing and Referencing
- Encourage students to:
 1. Undertake action research during internships.
 2. Present papers in seminars/conferences.
 3. Publish in student journals or newsletters.
 4. Conduct student research fairs or exhibitions.
- Maintain and publish:
 1. Faculty publication records
 2. Conference proceedings (when applicable)
- Support faculty in publishing in peer-reviewed journals.
- Establish linkages with:
 1. Research institutions
 2. Government education departments
 3. NGOs and civil society organisations
- Promote collaborative and community-based research.
- Maintain a database of research projects, proposals, publications, and conference participation.

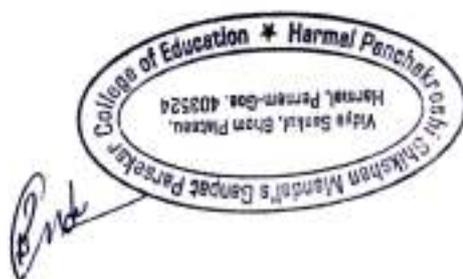


32. STUDENT COUNCIL COMMITTEE

- Organize the election or nomination process as per college and university guidelines.

Typical posts may include:

1. General Secretary
 2. Cultural Secretary
 3. Sports Secretary
 4. Discipline secretary
 5. Ladies representative
 6. Class Representatives
- Hold regular council meetings to discuss student issues, event planning, and initiatives.
 - Prepare minutes of meetings and submit reports to the principal.
 - Plan annual action plans in alignment with college goals.
 - Assist in organizing college events such as:
 1. Independence Day/Republic Day
 2. Annual Day
 3. Teacher's Day
 4. Youth festivals, debates, sports, cultural fests
 - Encourage maximum student participation.
 - Collect and present student feedback and suggestions on college facilities, academics, and welfare.
 - Ensure transparent and inclusive elections.
 - Mentor and guide student leaders in organizing and budgeting events.
 - Provide orientation/training to council members in leadership and communication skills.
 - Document council activities.



33. SPORTS AND GYMKHANA COMMITTEE

- Prepare an annual sports calendar with planned events and participation goals.
- Organize:
 1. Annual Sports Day
 2. Intra-college tournaments (indoor and outdoor)
 3. Inter-college events (in coordination with university bodies)
- Select and train college teams for university/zonal competitions.
- Ensure proper maintenance of gym and sports facilities.
- Monitor the availability and upkeep of sports equipment (e.g., volleyballs, TT tables, dumbbells).
- Maintain a register/logbook for gym use and sports item issue.
- Encourage broad student participation, especially among female students and students with different ability levels.
- Arrange for coaching sessions or workshops in popular sports.
- Identify talented students and support their development.
- Keep records of:
 - a. Events conducted
 - b. Student participation
 - c. Achievements (certificates, medals, representation)
- Submit an annual report.

34. STUDENTS' ATTENDANCE COMMITTEE

□ As per GU ordinance OA 17

- Ensure timely and accurate recording of attendance by faculty across all courses, using institutional systems (manual or digital).

- Review monthly attendance summaries and identify students with shortfalls. Prepare periodic reports for the Principal and Academic Council.
- Notify students falling short of attendance and issue warnings well in advance. Communicate with parents if necessary.
- Recommend counselling or remedial sessions for students with genuine reasons for absence (medical, psychological, or family issues).
- Certify lists of students eligible to appear for examinations based on attendance records, in coordination with the Examination Committee.
- Organize sessions at the start of the academic year to brief students about attendance norms and their implications on academic progression.

35.SCHOLARSHIP COMMITTEE

- Inform students about available scholarships, eligibility criteria, and deadlines through circulars, orientations, and notice boards.
- Guide students in accurately filling scholarship forms and uploading the necessary documents on state or central portals.
- Scrutinize and verify student applications before their submission to the respective agencies.
- Address student concerns related to application rejections, delays, or renewal processes
- Coordinate with state/central and private agencies and the university regarding scholarship updates, deadlines, and audits.
- Submit regular reports to the principal.
- Annual summary report to be submitted to the principal, highlighting the number of beneficiaries, total amount disbursed, and any challenges faced.

36. STUDENT WELFARE FUND CELL

- To ensure the fund is utilised judiciously as per the policy.
- To amend the college welfare, fund policy, when required, with the consent of the principal and members.
- To promote the availability of the fund facility among students.
- To ensure appropriate and uniform documentation is followed for the release of the fund.
- Timely recovery of the fund, case based.
- Statement of the fund to be disclosed at the end of each semester to the stake holders.

37. NATURE CLUB AND ENVIRONMENTAL PROTECTION COMMITTEE

- Organize nature walks, tree plantation drives, clean-up campaigns, eco-friendly competitions (e.g., poster-making, slogan-writing), and observance of days like World Environment Day, Earth Day, etc.
- Promote practices like water conservation, waste segregation, reduction of plastic use, and energy-saving on campus.
- Collaborate with local NGOs, Forest Department, Biodiversity Boards, and other bodies for fieldwork, biodiversity assessments, and eco-restoration
- Encourage students to lead and participate in environmental clubs and contribute to the campus being a green and eco-conscious space.

38. VALUE ADDED COURSES COMMITTEE

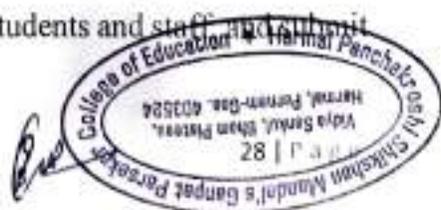
- Identify relevant value-added topics based on student needs, industry trends, and academic relevance (e.g., soft skills, ICT tools, inclusive education, environmental literacy).



- Design the structure, learning outcomes, syllabus, and mode of assessment for each course.
- Ensure that each course includes a blend of theory and practical application
- Coordinate with faculty or external resource persons for course delivery.
- Schedule courses during designated slots without clashing with the regular timetable.
- Conduct internal assessment/evaluations
- Issue certificates upon successful completion, based on minimum attendance and assessment performance.
- Maintain course files, attendance records, and assessment outcomes.
- Collect feedback from students and resource persons for improvement.

39.OBC, SC AND ST CELL

- Monitor and implement policies and guidelines of the Government of India and UGC related to the welfare of Scheduled Castes (SC), Scheduled Tribes (ST), and Other Backward Classes (OBC) in the college.
- Promote an inclusive and supportive educational environment by ensuring non-discrimination and equal opportunities in admission, scholarships, recruitment, and other institutional benefits.
- Organize orientation and sensitisation programs to raise awareness among SC/ST/OBC students about various schemes, scholarships, career opportunities, and support services.
- Act as a redressal body for the grievances of SC, ST, and OBC students and staff regarding discrimination, harassment, or denial of services and forward serious matters to the college authorities or appropriate bodies.
- Maintain updated records of SC/ST/OBC students and staff and submit necessary reports.



40. TIME TABLE COMMITTEE

- Prepare and finalize the academic timetable for all semesters, ensuring optimal use of classrooms, laboratories, and faculty workload balance.
- Coordinate with all departments and faculty to accommodate subject preferences, practical sessions, and other academic requirements.
- Update and revise the timetable as needed due to changes in faculty availability, college schedules, or institutional events.
- Display and circulate the timetable well in advance to students and staff through notice boards and digital platforms.
- Ensure alignment of the timetable with academic calendar, school internship periods, and university examination dates.

41. TEACHING, LEARNING AND EDUCATION TECHNOLOGY COMMITTEE

- Promote innovative and learner-centered teaching methodologies, including active learning strategies, peer learning, and reflective practices among faculty.
- Encourage and support the use of ICT tools, Learning Management Systems (LMS), multimedia resources, and digital platforms to enhance classroom engagement and instructional delivery.
- Organize workshops, demonstrations, and training sessions on pedagogy, digital tools, and educational trends to continuously improve teaching quality.
- Facilitate the creation and curation of e-content, digital modules, video lessons, and teaching-learning materials suitable for diverse learners.
- Document all programs, training sessions, innovations, and improvements for NAAC assessments and internal quality assurance.



42. WOMEN DEVELOPMENT CELL & INTERNAL COMPLAINT COMMITTEE (VISHAKHA COMMITTEE)

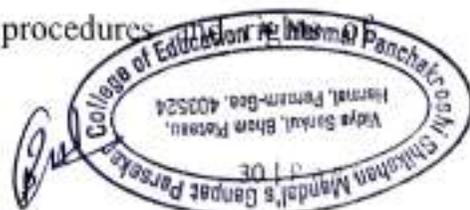
A. WOMEN DEVELOPMENT CELL (WDC):

- Conduct programs that raise awareness on women's rights, gender sensitivity, and equality.
- Organize workshops, talks, and skill-building sessions for female students and staff.
- Ensure a respectful and safe campus environment for women.
- Observe Women's Day, International Girl Child Day, etc., to promote awareness and participation.
- Provide a platform to address issues related to health, safety, hygiene, and mental well-being.
- Organise self self-defence training session for girl students.

B. INTERNAL COMPLAINTS COMMITTEE (ICC) - VISHAKHA COMMITTEE

(As per UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015)

- Spread awareness about what constitutes sexual harassment and how to prevent it.
- Receive and handle complaints of sexual harassment fairly and confidentially.
- Follow due process to investigate complaints, ensuring justice and dignity to all parties.
- Implement the guidelines of the Vishaka Judgment, UGC, and the Sexual Harassment Act, 2013.
- Put up posters/notices about complaint procedures for women on campus.



- Keep proper records of complaints received, actions taken, and meetings conducted.

43.WEBSITE MAINTENANCE, PUBLIC RELATIONS, PRESS RELEASE COMMITTEE

1. WEBSITE MAINTENANCE

- Regularly update information on academics, admissions, faculty, events, and announcements.
- Verify that all content on the website is correct and approved.
- Upload AQARs, IQAC reports, NIRF reports, policies, and best practices as per NAAC guidelines.
- Ensure the website is easy to navigate and mobile-friendly.
- Display institutional data, activities, and notices for public access.
- Renew the domain on timely basis

2. PUBLIC RELATION AND PRESS RELEASE

- Promote the college's achievements, programs, and social impact through various channels.
- Assist in outreach for college events, conferences, workshops, and community programs.
- Prepare and send press releases about college events, achievements, and initiatives to local and regional media.
- Ensure news coverage in newspapers, radio, or digital platforms to highlight institutional activities.
- Keep a record of all published news articles and press releases

44.COLLEGE INNOVATION CELL

- Organize sessions on innovation in education, design thinking, digital tools, and classroom technology.

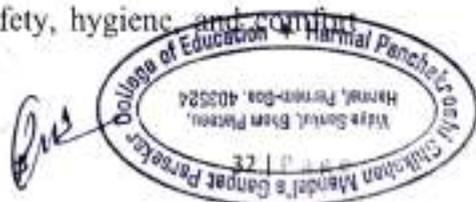
- Guide students in identifying real-world problems and developing practical, innovative solutions.
- Create opportunities to test and implement student-led innovations during internship or school visits.
- Encourage aspiring student-teachers to present innovative ideas or low-cost tools/ designs that can be developed further.
- Organize exhibitions, competitions, or innovation fairs showcasing students' creative projects
- Document all activities, innovations, and outcomes

45. EQUAL OPPORTUNITY CELL

- Ensure a fair and respectful environment for SC/ST/OBC, minorities, women, persons with disabilities, and other disadvantaged groups.
- Make sure all students have equal access to facilities like library, classrooms, scholarships, and co-curricular activities.
- Conduct workshops, talks, and sensitization programs on diversity, equality, and rights of marginalized groups.
- Identify and address any issues of discrimination on the campus.
- Ensure implementation of UGC and Government policies related to equal opportunity.
- Document meetings, programs, and actions taken for transparency.

46. RESIDENCE COMMITTEE

- Identify, verify, and maintain a list of reliable and safe PG accommodations available to students.
- Build good communication with PG owners to ensure that students' needs are met and rules are followed.
- Periodically check that PGs meet basic safety, hygiene and quality standards.



- Listen to students' issues related to PGs (e.g., safety, food, behavior) and mediate with PG providers if needed.
- Inform students and parents during admission about the available PG options, expected conduct, and grievance redressal process.
- Assist students in case of health emergencies, safety concerns, or sudden need to change residence.
- Encourage students to maintain discipline and decorum in off-campus residences as representatives of the college.
- Keep a record of interactions with PGs, inspections, and student feedback for internal records

47. COLLEGE CLUBS AND CELLS-

AIM-

1. Academic clubs- To enhance subject knowledge, promote inquiry-based learning, and support academic excellence through collaborative activities and knowledge sharing.
2. Cultural club- To preserve and promote cultural heritage, artistic expression, and inclusivity through diverse events and performances.
3. Innovation cell- To foster a culture of creativity, critical thinking, and problem-solving among students and faculty by encouraging innovative practices in teaching, learning, and community engagement.
4. Entrepreneurship cell - To nurture entrepreneurial thinking and empower students and faculty to transform innovative ideas into sustainable ventures, especially in the field of education and social enterprise.
5. Nature club - To promote environmental awareness, conservation, and sustainable practices among students and staff through education, action, and community involvement.



[Handwritten Signature]

General duties and responsibilities –

1. Design and conduct curricular, co-curricular, or extracurricular programs aligned with the club/cell's purpose.
2. Organize events such as workshops, competitions, awareness drives, seminars, and exhibitions in collaboration with relevant committees / departments.
3. Develop leadership, teamwork, creativity, and critical thinking among students.
4. Promote values such as inclusivity, sustainability, innovation, and social responsibility.
5. Align the club/cell's activities with the college's vision, mission, and academic calendar.
6. Collaborate with other clubs/cells, local communities, schools, and external agencies.
7. Commemorate relevant national and international days (e.g., Women's Day, Environment Day, Science Day) through thematic events.
8. Keep records of meetings, activities, attendance, and outcomes.




PRINCIPAL
Hermal Panchakroshi Shikshan Mandal's
Ganpat Persekar College of Education
Vidya Sankul, Bhom Plateau,
Harmal, Pernem-Goa. 403524