

Government of Goa
Government College of Arts, Science & Commerce,
Quepem, Goa-403 705
Affiliated to Goa University

E-mail id: govtcollegequepem@gmail.com

Website: <http://gcq.ac.in>

No: GCASCQ/23/COMMITTEE LIST /2026-27/719

Date: 10/07/2026

ORDER

The Following staff members are appointed to the college working committees for the academic year 2026-27, in the capacity shown against their names, with effect from the date of this order.

These committees will functional and effective in their given capacities till the NAAC visit.

IMPORTANT INSTRUCTIONS:

- ☐ All the programmes will be in association with IQAC of the College.
- ☐ Convenor of each committee to hold at least one two meeting per semester per year.
- ☐ Convenor to submit a consolidated file with minutes of the meeting, reports and necessary documents at the end of each semester/ year to the college office.
- ☐ All documents along with reports to be submitted as hard copy to college office and soft copy to IQAC EMAIL ID: gcqiqac@gmail.com
- ☐ Any other work assigned by the Principal and Vice Principals
- ☐ Vice Principals /IQAC will monitor the functioning of the committees

Sr. No	NAME OF THE COMMITTEE & STAFF	FUNCTIONS / DUTIES
1.	<u>INSTITUTIONAL DEVELOPMENT PLAN (IDP) and ANNUAL PLAN</u> Prof. Dr. Remy Dias - Convenor Prof. Dr. Shirish D. Kamat Dr. Brijpal Singh Gahloth	• To frame vision mission of the college and the departments. • To frame/achieve short term, medium- and long-term goals of the institution.
2.	<u>ADMISSION COMMITTEE, STUDENT INDUCTION PROGRAM, ID CARDS FOR STAFF & STUDENTS, PHOTO SESSION OF STAFF & STUDENTS FOR MAGAZINE & TIME-TABLE COMMITTEE</u> Dr. Prajyoti Gauns Dessai- Overall Convenor <u>Admissions of AY 2026-2027:</u> Ms. Suveni Gomes- UG Mr. Aniket Sawardekar- UG Dr. Sohani Pai Vaidya- PG (MCom) Dr. Heramb Aiya- PG (M.Sc. Mathematics) Shri. Deepraj Satardekar- PG (M.A. Konkani)	• To plan and monitor the admission process and prepare a merit lists to be forward to DHE and also to be placed on the Website. • To arrange for physical verification of documents. • To make arrangements for academic counselling sessions for Subject Teachers. • To monitor the cases of students who have not paid fees & subject change. • To arrange to provide subject-wise lists of students to the Heads of Departments, Examination and subject teachers.

	<u>ID CARDS FOR STAFF & STUDENTS & PHOTO SESSION FOR MAGAZINE</u> Dr. Tanvi Bambolkar-Convenor Ms. Sneha Fotto Dessai- Arts Ms. Priyanka Da Silva-Commerce Ms. Ridhi Alornekar-Science <u>TIME-TABLE COMMITTEE:</u> Dr. Tanvi Bambolkar-Convenor Ms. Sneha Fotto Dessai- Arts Ms. Priyanka Da Silva-Commerce Ms. Ridhi Alornekar-Science	• To collect data for ID Cards at the time of admission and provide Roll nos. to students. • To conduct the Student Induction Programs. • To arrange a Photo Session for FYBA/BSC/BCOM/MA-I/MS-C/I/MCOM-I students before 30th January 2027. • To distribute the ID card to the students as per their streams with the help of subject teachers and issue new ID cards after rectification of mistakes if any. • To prepare the Time-table for the academic year and allot classrooms. • To ensure that all Notifications pertaining to the Time Table are issued formally/officially to the students in time, and the print copies are maintained in the office files, and uploaded on the website.
3	<u>IAIMS/ SAMARTH COMMITTEE</u> Ms. Olivia Soares - Convenor Ms. Shamika Ballikar - Arts Ms. Sarah Vaz - Science Mr. Shubham Naik - Commerce Ms. Nandini Faldessai - PG Mr. Shankar Kubal - PG	• Manage e-samarth and IAIMS Portal • The register students on e-Samarth portal of University for PR Numbers before the end of 1st Semester. • To maintain/provide statistical data pertaining to staff and students. • Attend Meetings of DHE and University regarding portal.
4	<u>ANTI RAGGING COMMITTEE & ANTI RAGGING SQUAD</u> Dr. Sarita Usgaonkar- Convenor Dr. Parasharam A. Patil Dr. Heramb Aiya –Anti Ragging Squad Convenor Mr. Deeparaj Satardekar Ms. Vaibhavi Borkar (college counsellor)	• Taking all the possible preventive measures to ensure that no ragging in any form takes place in the College and manage reported cases of ragging either orally or in writing. • Arranging to submit the mandatory monthly report on ragging to the University and DHE.

5	<u>DISCIPLINE COMMITTEE</u> Dr. Sarita Usgaonkar- Convenor Dr. Brijpal Singh Gahloth Prof. Shirish Kamat Shri. Ehrlich Dias Barreto	• Ensuring that overall discipline is maintained in the College premises • Ensuring that teachers engage their classes and mark attendance regularly. • Ensuring that non-teaching staff is doing their duties. • Conducting enquiry proceedings against those students indulging in acts of indiscipline and recommending the course of action.
6	<u>UNIFORM MONITORING COMMITTEE</u> Dr. Rakhi Amonkar - Convenor Ms. Maria Jacqueline Menezes Ms. Vrushali Joshi	• Developing guidelines for uniform, ensuring compliance of the same and addressing concerns related to it • Collaborating and communicating with the Directorate, stake holders regarding the implementation of the uniform policy and addressing any grievances or complaints related to the uniform policy or its implementation.
7	<u>EXAMINATION & INTRA SEMESTER ASSESSMENT MONITORING COMMITTEE</u> <u>EXAMINATION COMMITTEE:</u> Dr. Ignatius A I V Fernandes – UG Convenor Shri Narayan Bandodkar Shri. Govind Kelkar Dr. Brenda Coutinho Ms. Siddhi Shet Mashelkar Dr. Prajyoti Gauns Dessai Ms. Priyanka Da Silva Ms. Ridhi Alornekar <u>Post Graduate Convenors</u> Prof. Dr. Anthony Sathish- M. Com Convenor Dr. Heramb Aiya – M.Sc. Convenor Shri. Deepraj Satardekar- M.A. Convenor <u>INTRA SEMESTER ASSESSMENT MONITORING COMMITTEE:</u> Dr. Heramb Aiya – Convenor Ms. Siddhi Shet Mashelkar Ms. Priyanka Da Silva Ms. Ridhi Alornekar	• To perform all duties as per Goa University Ordinances (OA-38, OC -35, OC -35A & OC- 66). • To see that students are registered on the portal for examination for all semesters. • To ensure that correct ISA & SEE/SEA examination timetable is finalised, displayed at prominent places and circulated to the students in advance. • To distribute the mark sheet files to the HODs and to collect the duly completed file 08 days after the Third ISA & SEA/SEE. • Monitor the marks entry of every ISA & SEA/SEE. • To monitor the students who have not answered their ISA and to ensure that every student registered for examination to complete their ISA well in time. • To draw the ISA non-eligibility list of the students for SEA and display it on the students what's app group, notice board and the college website. • Overall smooth conduct of ISA to be monitored by all the committee members. • To conduct SEA / SEE examination for regular and repeat students.

		• To fill the forms of repeat students in August (ODD SEMESTER) and January (EVEN SEMESTER). • To verify the ISA and SEE/SEA marks entered by teachers in the portal and forwarded to the university with duly completed formalities. • To declare the results on time and to ensure that students collect their results. • To conduct Supplementary examination and complete the same latest by 30th of May so as to smoothen the process of admission. • To Conduct Verification and revaluation within the stipulated time. • To deal with days to day matters of University and DHE related to examination. • To display the results on Website and notice boards. • To compile the results at the end of each semester program wise and course wise. • All the PG examination Convenors to manage their own paper setting, examination timetable and forwarding the marks to university.
8	<u>ATTENDANCE COMMITTEE</u> Dr. Akshay Sakharkar- Convenor Ms. Sheena Paul- - Science Ms Arya Prabhudesai - Commerce Ms. Sarika Advilkar – Arts Ms. Siddhi Prabhu Navelkar - Arts Ms. Delisha Rebello – Commerce MS. Priyanka Naik Dessai – Arts Dr. Sujata Dabolkar - Science	• To perform the duties as per Goa University Ordinances (OA-17). • To collect attendance complied attendance from individual teachers at the end of the month display the same by 5th of every month on the notice boards and the website. • To inform students/ parents about lack of minimum percentage of attendance and to send mails / letters to parents of those students with less than 75% attendance. • To draw the list of non-eligibility of attendance 15 days in advance before the commencement of the examination and display the same in student's groups & notice boards.

		To submit the non-eligibility list to Examination Committee.
9	<u>T.Y. PROJECT MONITORING COMMITTEE</u> Ms. Juliana Silveira e D'Souza - Convenor Dr. Rakhi Amonkar Mr. Vishal Jamuni Dr. Akshay Sakharkar All Teachers who are guiding students	- Preparing a schedule for Project Work as per the guidelines given by Goa University regarding Project Work. - The forward the project proformas/ form/ list to the university. - Arranging for despatch of Project Reports to the external examiners - Collection and processing of consolidated mark-sheets. - Arrangement of Project Viva-Voce Examination schedule the common dates for Project Viva. - Arranging to officially handover 01 copy of each Project report to the library. - Ensuring that statistical data pertaining to project work is submitted to the examination.
10	<u>STUDENTS EXAMS GRIEVANCES COMMITTEE (UG /PG)</u> Ms. Jennifer Almeida - Convenor Shri. Ehrlich Dias Barreto Dr. Deepa Prajith	- To perform duties as per Goa University Ordinances. - Convenor to submit timely reports/ statements to the examinations with minutes of the meeting, and necessary documents as and when complain is received.
11	<u>COLLEGE UNFAIR MEANS INQUIRY COMMITTEE (CUMIC)</u> Shri. Ehrlich Dias Barreto- Convenor Dr. Parasharam A. Patil Ms. Maria Jacqueline Menezes Dr. Brenda Coutinho	- To perform duties as per Goa University Ordinances. - Convenor to submit timely reports/ statements to the examinations with minutes of the meeting, and necessary documents as and when complain is received.
12	<u>INTERNAL COMPLAINTS COMMITTEE [U/S 4 OF THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION & REDRESSAL) ACT, 2013], POSH COMMITTEE, VISHAKA COMMITTEE</u> Ms. Celly Quadros Coutinho- Presiding Officer Faculty Members: Ms. Jennefer T. Almeida Dr. Reyna Sequeira Dr. Ignatius A I V Fernandes Non-Teaching Employees: Ms. Shaila Phalgaonkar - Laboratory Assistant	- Taking up complaints, if any, on sexual harassment of women at workplace, i.e. in the college as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. - To perform all such functions as enshrined in the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. - Instilling a sense of confidence, safety and dignity amongst women, & the right to be treated with dignity & respect.

	Students Members: ☐ U.G. Ladies Representatives ☐ P.G. Ladies Representatives Non- Govt. Organisation / Association Adv. John Fernandes - NGO Person Adv. Barbara Andrade - Legal consultant Ms. Vaibhavi Borkar - College Counsellor	• Encouraging women students & staff to be bold/ confident enough to complain if faced with problems. • Taking up such issues, immediately & appropriately. • Creating general awareness of Women's Issues of concern to the family & society. • Arranging Experts for talks/interactions for staff, students and stakeholders. • Holding Programmes on Women's Welfare and empowerment.
13	<u>COLLEGIATE STUDENT GRIEVANCE REDRESSAL COMMITTEE</u> Shri. Ehrlich Dias Barreto- Convenor Prof. Dr. Shirish D. Kamat Shri Narayan Bandodkar Ms. Edna Vaz Fernandes Dr Evereth Fernandes	• To attend to the grievances of students of the college. • Major grievances to be brought to the notice of the principal and give suggestions regarding the same to resolve. • To generate google feedback form and to analyse the same so as to take necessary steps for improvement.
14	<u>SCHOLARSHIP COMMITTEE</u> Dr. Krishnakumar Bandolkar -Convenor Ms. Asmiita Naik Gaonkar - INO & Nodal Officer for State & Centrally Sponsored Schemes Ms. Sonia Sawant – F.Y.B.A Ms. Manisha Malik – S.Y.B.A. Ms. Sonali Dhamsekar – T.Y.B.A. Ms. Sujata Dabolkar- F.Y.B.Sc Ms. Priyali Sawant Desai – S.Y.B.Sc Ms. Renuka Malagatti – T.Y.B.Sc. Ms. Delisha Rebello - F.Y.B.Com Ms. Aarti Malik– S.Y.B.Com Mr. Shubham Naik – T.Y.B.Com Dr. Sohani Pai Vaidya- PG (Commerce) Ms Edna Fernandes-PG (Arts) Ms. Priyali Sawant Desai (Science) Technical support Ms. Sarah Vaz Ms. Nandini Fal dessai	• To give wide publicity and promotion for all the Scholarships through College Website, whats app groups, notice boards and also by visiting the classes. • Ensure access to scholarships, financial aid, and government schemes (e.g., Post-Matric Scholarship for ST/ SC students, bluecross scholarship, Deltin, Bursary, Science scholarship, etc). • To identify, evaluate, and recommend students for scholarships based on academic excellence and other merit-based criteria. • To update scholarship rules and regulations on website, whats app groups and notice boards. • To Clearly communicate deadlines, required documents, and application procedures. • To Maintain records of all applicants, selected students, and funds disbursed.

		Duties of Nodal Officer for Centrally Sponsored Schemes • To make the students aware of the Centrally Sponsored Schemes (e.g., Post-Matric Scholarships, National Means-cum-Merit Scholarship, Scholarships for Minority Students, etc.) through circulars, notice boards, institutional website, and orientation sessions • To help students understand eligibility criteria, application procedures, required documents, and deadlines. • To ensure compliance with government guidelines and protocols.
15	<u>STUDENTS' COUNCIL COMMITTEE; COLLEGE ANNUAL DAY COMMITTEE & STAFF WELFARE COMMITTEE</u> Ms. Juliana Silveira e D'Souza - Convenor Students' Council. Ms. Sheena Paul Dr. Kiran Popkar Dr. Brenda Coutinho Ms. Asmita Naik Gaonkar Shri. Vishal Naik Ms. Jofa Gonsalves Ms. Sneha Fotto Dessai Ms. Ranjan Shetkar Ms. Nikita Riyonkar Mr. Vipul Ghare Mr. Jafron Melbon Simoes Mr. Gitesh Naik Ms. Velencia Dias	• Making necessary arrangements to conduct elections to the College Students' Council in a free and fair manner as per rule 4 of Goa university Students' Council Act. • Organizing events in line with the Vision & Mission of the College. • Training students to organize events and giving them a chance to perform ceremonial roles during the programs • Organizing the 'Students Council Installation Ceremony'. • Organizing intra-college competitions / inter college events in consultation with the Students' Council • Training and deputing students for inter-collegiate events and other events outside the college. • Organising leadership training programs / talks/workshops for Students Council. • Organising Youth festivals • Maintain the Discipline of Student Council Members • To organize college Annual Day • To organize the college Annual day by December 2025. • To Draw the committee list required for College Annual Day

		• To prepare invitation cards for college Annual day and to post it to respective prize-winning students and their parents, dignitaries, various government offices, PTA members, Alumni, Students, Staff, local community members and other Stake holders. • To draw the list of prizes to be received by the students and to arrange for all the prizes to be received for prize distribution ceremony. • To arrange for guard of Honour for the Chief guest through NCC. • To arrange for formal and cultural programme. • To arrange refreshments for College Annual Day • To see that class rooms/ auditoriums used for Students function remains neat and clean after use. • Conducting programs and FDPs for the professional development of the staff. • Providing a platform to the staff for sharing skills, knowledge, experiences and research. • Organizing lectures, workshops on intellectual property rights and entrepreneurship. • Organising farewell, staff picnics and any other functions related to staff.
16	<u>CANTEEN COMMITTEE</u> Dr. Annie F. D'Souza e Gomes - Convenor Ms Liana Maria Ismalia da Costa Shri. Akash Gaonkar Ms. Rita Sharma	• Ensuring that the canteen contract is signed in time • Ensuring that the Canteen is run as per the terms of the Contract • Ensuring that the FDA clearance / certification if obtained / renewed (Certificate to be displayed in the dining area) • Conducting periodic meetings to resolve difficulties / problems, pertaining to the canteen. • Ensuring that the Rate Chart is displayed in the canteen

		- Ensuring that the identity of the canteen contractor and all canteen staff is displayed prominently in the canteen area. - Conducting periodic inspections, especially in the cooking area.
17	<u>N.C.C COMMITTEE</u> Mr. Shubham Naik - Convenor	- To perform all duties as per guidelines/directives of N.C.C. - Liaising with the N.C.C. authorities to ensure that the cadets complete their term in the manner as decided by the Commanding Unit/s. - Conduct all the NCC meetings with Officers. - To arrange for class, refreshments etc for the visiting officers
18	<u>N.S.S COMMITTEE / INSTITUTIONAL SOCIAL RESPONSIBILITY (VILLAGE ADOPTION PROGRAMME) / UNNAT BHARAT PROJECT</u> Shri. Vishal Naik – Overall Convenor Dr. Priyanka Malik- Co-Convenor (Village Adoption) Ms. Shradha G. Pagui Mr. Vishal Jamuni Ms. Dumati Kumbhar Ms. Varsha Ghadi Mr. Sanket Dessai Ms. Kalpita Gaonkar	- To perform all duties as per N.S.S. Manual/Guidelines - To maintain all statistical and other records pertaining to N.S.S. - To devise ways and means to keep the campus neat and tidy at all times - To ensure that no notices/posters, etc. are stuck on the walls or doors of the college (All such items are to be placed inside the Notice Boards) - To keep College premises neat and clean. - To get the flower pots/vases cleaned and repainted once a year - To ensure that all indoor/outdoor plants are properly watered and manured - To plan for purchase of fresh garden materials whenever required - To get students involved in the work of garden maintenance - To depute students for competitions, camps, workshops and parades. - To ensure that NSS camp is held every year. - Design and implement community outreach programs in coordination with students, faculty, and local leaders. - Organize awareness campaigns, health camps, educational drives, and

		cleanliness initiatives (e.g., Swachh Bharat Abhiyan) • Facilitate skill development workshops for villagers . • Involve students and NSS/NCC units for hands-on learning and community service. • Collect feedback from villagers and stakeholders to improve programs. • To ensure that NSS units conduct Blood donation camp, community service, hikes etc. • To Co-ordinate with UNNAT BHARAT team and Directorate of Higher Education, Porvorim in the process of Data collection in Sanguem Taluka
19	<u>SPORTS & GYMKHANA; NATIONAL DAYS COMMITTEE & YOGA/MEDITATION AND WELLNESS CENTRE</u> Dr. Rajan Mathew – Convenor Ms. Celly Quodros Coutinho Mr. Vishal Naik Ms. Ranjan Shetkar Ms. Renuka Malgatti Ms. Prachi Surlakar Mr. Shubham Naik Ms. Clency Pereira	• Formation of the Sports Council of the college • Planning and executing all the Sports activities (indoor/outdoor) • Conducting inter-class and inter-collegiate) sports events • Conducting coaching camps with the help of professional Coaches • Pursuing the matters pertaining to acquiring/developing playgrounds for the college • Conducting the Annual Sports Meet. • Arranging sports events for Higher Secondary students to showcase the facilities of the college • Keeping a ready-to-use First Aid Box/Medicine cabinet/equipment & providing First Aid • Training students/staff, and arranging to render first aid whenever needed. • Organising programs/talks by experts/Doctors on fitness /wellness/nutrition, etc. • To plan and coordinate the celebration of national days. • To ensure the protocol for Guest Invitations • To arrange for the refreshments for Staff and Students

		• To maintain records of activities, photographs, and reports of each event. • To celebrate International Yoga Day and to conduct awareness programmes regarding importance of Yoga. • To maintain the records of the activities conducted and submit the same to the IQAC committee.
20	<u>P.T.A COMMITTEE</u> Prof. Dr. Remy Dias – Convenor Dr. Brijpal Singh Gahloth Dr. Shridhar M. Gurav	• Organizing at least two General Body Meetings per year (Odd and even semester each) • Organizing Executive Committee Meetings as and when required • Conducting elections to the Executive Committee as and when required • Reviewing and revising the list of members annually/periodically • Planning and executing programs for the benefit of students / teachers /society • Maintaining all statistical data and other records pertaining to P.T.A. • Inviting P.T.A members and parents for Annual day, NAAC visit and other important functions of the college with the consent of the Principal. • All PTA meetings executive committee meetings to be held only with the consent of the Principal. • To arrange for the stage and refreshments.
21	<u>ALUMNI AFFAIRS COMMITTEE</u> Dr. Annie F. D'Souza e Gomes – Convenor Ms. Rita Sharma Dr. Shridhar Gurav Dr. Deepa Prajith Dr. Krishnakumar Bandolkar	• Enrolling current students for membership • Conducting periodic meetings (at least 2 per year) • Maintaining accounts and getting it audited • Devising methods of reaching out to alumni who are not currently members of the association. • Planning and executing programs for the benefit of alumni /teachers /community • Updating the status/records of alumni at least once a year

		• Maintaining up-to-date statistical data and other records of the college alumni • Digitizing all the records of college alumni. • Inviting Alumni for the for all the functions the college.
22	<u>GREEN INITIATIVES: NATURE CLUB, CAMPUS BEAUTIFICATION, BUTTERFLY PARK, GARDEN, SUSTAINABILITY & GREEN AUDIT COMMITTEE</u> Ms. Celly Quadros Coutinho- Convenor Ms. Olivia Soares Ms. Vrushali Joshi Ms. Renuka Malgatti	• Enrol students for Nature Club. • To organise VANAMOHATSAV festival and participate in all nature club activities. • To develop a Butterfly ParkAyurvedic , and Herbal Garden, and to carry out the Landscaping of the college. • Maintain campus and beautify the same. • Maintain nursery for potted plants. • At the end of the year the college premises should appear Green and beautiful. • To Organize tree plantation drives, clean-up programs, and awareness campaigns on climate change, biodiversity etc. • Conduct workshops, seminars, and field visits on sustainability practices. To carry out green audits by engaging proper agency.
23	<u>LIBRARY ADVISORY COMMITTEE</u> Dr. Shridhar Gurav- Convenor Dr. Tanvi Bambolkar Ms. Jofa Gonsalves	• Suggestions - requisitions and purchase of relevant books and journal • Smooth function of Library • To take up the maintenance of the Library through PWD.
24	<u>TRIBAL DEVELOPMENT CELL & SC/ST/OBC/MINORITY/PWD CELL/ SOCIAL INCLUSION AND EQUAL OPPORTUNITIES</u> Dr. Priyanka Malik – Convenor Dr. Krishnakumar Bandolkar Shri. Akash Gaonkar Mr. Babu Velip Ms. Efhina Oliveira	• Identify and maintain a database of tribal students in the institution. • Ensure access to scholarships, financial aid, and government schemes (e.g., Post-Matric Scholarship for ST students). • Provide academic support such as remedial coaching, mentoring • Organize workshops, career guidance programs, and skill development initiatives specifically for tribal students. • Celebrate and promote tribal culture, heritage, and festivals to create cultural awareness on campus.

		• Conduct seminars, exhibitions, and cultural exchange programs related to tribal issues and contributions. • Ensure that tribal students are included in student bodies, leadership roles, and co-curricular activities. • Organise Tribal food festivals • Invite entrepreneurs from ST community and promote community entrepreneurship in college premises. • Ensuring equal access to academic, extracurricular, and administrative opportunities for SC, ST, OBC, Minorities, and Persons with Disabilities (PWD). • To see that campus is PWD friendly • Ensuring proper implementation of reservation policies in admissions, recruitment, and scholarships . • To organise workshops, lectures for students on social inclusion.
25	RESEARCH & DEVELOPMENT CELL (RDC) Mr. Vipul Ghare - Convenor Prof. Dr. Anthony Sathish -PG / Commerce Prof. Dr. Rajay Pawar-PG / Arts Prof. Dr. Remy Dias Dr. Reyna Sequiera Ms. Celly Quadros Coutinho Dr. Brenda Coutinho Dr. Ignatius A I V Fernandes Dr. K. Sangeeta Mr. Vishal Jamuni Ms. Vrushali Joshi Ms. Renuka Malgatti A. Finance and Infrastructure Committee (Part of RDC) Dr. Sohani Pai Vaidya – Co-Convenor Ms. Vandita Sawant B. Research Programme, Policy Development Committee (Part of RDC) Mr. Vishal Jamuni– Co-Convenor Ms. Celly Quadros Coutinho C. Collaboration and Community Engagement Committee (Part of RDC)	☐ Drawing up and execute a plan for Research, Development & Innovation. ☐ Organizing programs that motivate and promote a research culture in the college. ☐ Providing guidance and support to those applying for research projects. ☐ Maintaining statistical data and other records pertaining to research, development and innovation. ☐ To maintain records of research proposals sent and projects undertaken. ☐ To maintain data of all the publications of the staff and the students. Finance and Infrastructure Committee To settle the accounts of all the RDC programs and submit the utilization certificates to DHE. Research Programme, Policy Development ☐ To strengthen interdisciplinary, transdisciplinary and multidisciplinary research. ☐ To facilitate students and faculty exchange programme. ☐ To identify thrust areas of research ☐ To establish Centre of Excellence/Laboratory ☐ To develop and update research policies as and when required. Collaboration and Community Engagement

	Prof. Anthony Sathish – Co-Convenor Dr. K. Sangeeta Prof. Dr. Remy Dias Dr. Reyna Sequiera Ms. Renuka Malgatti D. IPR, Legal and ethical matter (Part of RDC) Dr. Brenda Coutinho - Co Convenor Ms. Ranjan Shetkar Ms. Vrushali Joshi	☐ To Promote Start ups/ Collaboration between Government, Universities, Research Institutes and Industries. To sign MOU's for collaborations and to conduct collaborative activities To organise programs for community engagement. IPR, Legal and Ethical Matters • To oversee the compliance of ethical course of research and publishing practices • To conduct plagiarism checking, ensure mandatory implications of plagiarism checking for projects and dissertations. • To organise talks / workshops/ seminars on IPR, Legal and Ethical methods of publication.
26	<u>SBSI & MGNCRE</u> Dr.K. Sangeeta - Convenor Ms. Asmita Naik Gaonkar Ms. Poonam Naik	• To ensure that students are enrolled for SBSI and MGNRE. • Follow all the SBSI guidelines of Goa University. • Carry out SBSI projects and complete the students' internship • To attend all the meetings of Goa university and DHE. • Arrange guests' lectures, workshops, seminars pertaining to SBSI and MGNCRE. • To ensure that students attend all programs related to SBSI
27	<u>TRAINING, INTERNSHIP AND PLACEMENT (TIP) CELL / INDUSTRY INSTITUTE INTERFACE (DHE) / CAREER GUIDANCE & COUNSELLING (UG & PG); YOUTH EMPLOYEMENT PROGRAMME, COMMITTEE FOR STARTUPS & INCUBATION, ENTREPRENEURSHIP DEVELOPMENT & INTERNSHIP COORDINATOR</u> Dr. K. Sangeeta - Overall Convenor Mr. Shubham Naik Ms. Delisha Rebello Dr. Sohani Pai Vaidya – Convenor: Entrepreneurship Development Ms. Ridhi Alornekar Ms. Nikita Rivonkar Ms. Asmita Naik Gaonkar – Convenor: Startups & Incubation Ms. Anjali Danddin Ms. Sarika Advilkar- Convenor: Youth employment Programme Ms. Pranita Khanolkar	• To organise all DHE and Universities Programmes programs related to TIP cell/startups/entrepreneurship/Industry Institute Interface / Career Guidance, Career Counselling and Yuva employment Programme. • To organise program like workshops, seminars, guest talks on Industry Academia Collaboration. • Generating general awareness of about jobs and their requirement. • Organising career and job fairs for students. ☐ Inviting companies for placement drives. • Arranging campus interview for students. • Providing guidance / counselling for self-employment • Liaising with alumni of this college for employment and placement • Developing a Start-up Incubation centre in the college

	Mr. Mayur Naik Shri. Narayan Bandodkar- Convenor: Industry Institute Interface (DHE) Ms. Olivia Soares Ms Liana Maria Ismalia da Costa- Convenor: Career Guidance , Counselling & Placement Mr. Vishal Naik Ms. Siddhi Shet Mashelkar	Co-ordination with professional agencies to support the Start-up & Incubation centre. To attend all the meetings To conduct field trips at incubation centre workshops, lectures for students. To give minor projects to students on incubation. To make best use of incubation lab.
28	<u>COMPUTER LITERACY & CYBER CELL; AI-BASED CHATBOT SOLUTION & INTERNET OF THINGS CELL (IOT)</u> Ms. Prachi Surlakar- Convenor Shri. Narayan Bandodkar Shri. Govind Kelkar Ms. Olivia E. Soares Ms Liana Maria Ismalia da Costa	• To arrange Guests lectures, workshops, training programs on use computers for the community. • Arrange awareness talks, demonstrations on Cyber security for Students, Staff and Parents • To conduct seminars, webinars, guest lectures, and tech talks on IoT & its applications. • Talks on Career opportunities. • To host hands-on sessions and boot camps etc. • Give problems solving task to students who have undergone training in IOT. • Task to be related to college or areas in which students reside.
29	<u>YUVA TOURISM</u> Ms. Charmine Pereira – Convenor Ms. Shraddha Pagui	• To perform all duties of the YUVA tourism club as laid down in the Govt. circular. • To organise feild trips, talks, seminars and workshops for the students.
30	<u>INSTITUTION INNOVATION COUNCIL (IIC) (CENTRAL GOVERNMENT)</u> Ms Liana Maria Ismalia da Costa- Convenor Ms. Rita Sharma Ms Prachi Surlakar Ms. Gail Pires Ms. Delisha Rebello	• Enrol the institution for IIC programmes. • Attend IIC meetings and other official functions. • Conduct programmes as instructed by Institution Innovation Council. • Participate in all the programs of IIC organised by DHE and Ministry of IIC • Complete the reports and upload the same on the concerned website.
31	<u>ELECTORAL LITERACY CLUB</u> Dr. Priyanka Malik - Convenor Ms. Vrushali Joshi Dr. Akshay Sakharkar	• Imparting awareness and promoting action on some fundamentals of basic legal rights/ duties. • Enrolling students for voters card

		• Awareness on Legal rights & duties
32	<u>TEACHING, LEARNING AND EDUCATION TECHNOLOGY COMMITTEE (TLET)</u> Ms. Rita Sharma - Convenor Prof. Dr. Anthony Sathish Ms. Charmaine Pereira Dr. Priyanka Malik Dr. Rakhi Amonkar Ms. Lavina Fernandes Ms. Mercy Fernandes Ms Bhavana Gaonkar	• To organize workshops, guest lectures, FDPs for staff on Outcome Based Education (OBE). • To compile course outcomes and learning outcomes of NEP course structure of FY, SY and TY BA / B.Sc B.Com/ M.A/MSc/ M.Com. • To map PO, PSO, Co for all courses. • To map and complete the OBE matrix for all courses and programs. • To place the OBEs on the website • To attend meetings and other official programmes related to TLET. • Organise programs for staff and students on Teaching Learning and Educational Technology.
33	<u>COUNSELLING CELL</u> Ms. Vaibhavi Borkar - Convenor	• To counsel students as and when required. • To arrange programmes workshops, guest lectures for students. • To engage students/ Classes whenever they are free.
34	<u>SPECIAL WOMEN'S CELL, WOMEN DEVELOPMENT, GENDER EQUALITY CELL & GENDER AUDIT</u> Dr. Deepa Prajith- Overall Convenor Dr. Reyna Sequiera Ms. Rita Sharma - Convenor: Gender Audit Shri. Narayan Bandodkar	• To looks into the work place problems of women staff and students • To arrange lectures, workshops related to cell. • To refer girls to the counsellors who suffer from health-related issues, stress or any other problem. • Provide clean and neat common room and toilets for girls • Ensuring equal access to Girls in academic, extracurricular, and administrative opportunities for SC, ST, OBC, Minorities, and Persons with Disabilities (PWD). • Ensuring proper implementation of reservation policies in admissions, recruitment, and scholarships for Girls. • To Carry out Gender Audit of Students
35	<u>REMEDIAL TEACHING & MENTORING</u> Dr. Brijpal Singh Gahloth - Convenor Dr. Annie D'Souza Gomes Dr. Kiran Popkar	• Remedial Teaching: • Identify slow learners or academically weak students based on internal assessments, attendance, and teacher recommendations.

	Ms. Nikita Rivonkar	• Plan and organize remedial classes, bridge courses, or academic support sessions. • Monitor progress of students enrolled in remedial programs and provide regular feedback to students and parents (if required). • Mentoring • Assign faculty mentors to small groups of students for academic, personal, and career guidance. • Monitor students with Mental and Health issues. • To see that all the mentors meet the mentees at least once a week • Consolidate the Mentoring report of each student • Students with learning disability and other related problems to be referred to Counselors.
36	<u>FEEDBACK COMMITTEE & STUDENT SATISFACTION SURVEY</u> Dr. Sarita Usgaonkar – Overall Convenor Ms. Asmita Naik Gaonkar- Convenor: Science Dr. Evereth Fernandes- Convenor: Arts Ms. Arya Prabhudessai- Convenor: Commerece Ms. Jofa Gonsalves Ms. Poonam Naik Ms. Sanika Chari Ms. Darshan Talwadkar Ms. Suvarna Gaonakar	• To finalise the feedback google form for students on curriculum, teaching – learning and ambience of the college and administer the same to the students through email, whats app group and personally. • Feedback to be collected for all the courses and all the programs from UG to PG classwise and division wise. • To monitor students for feedback form and to see that atleast 75 % of the students give the feedback. • Analyze the feedback forms and the summary to be displayed on website. • To finalise feedback form for alumini, Parents, Employer and stakeholders. • Carry out feedback of parents, Alumini and Employers .
37	FIRST AID / RED RIBBON CELL / HEALTHY PRACTICES & CAMPUS ECO-FRIENDLY CELL Ms. Shradha Pagui – Convenor Dr. Reyna Sequeira Dr. Deepa Prajith	• To see that there is a First Aid Room with all the basic facilities in case of emergency. • To organise activities for Red Ribbon Club • To act as Nodal Officer for Vector Borne Disease. • To organize programmes for students and staff related to Health and First Aid.

		• To Organize Community Welfare programmes i.e. to involve their participation in Yoga camps etc. • Conduct meditation, and fitness sessions Organize activities to celebrate eco-related days like Earth Day, World Environment Day, etc • Conduct tree plantation drives and maintain a green cover on campus.
38	<u>MANOHAR PARRIKAR VIDHNYAN DHARA AND SCIENCE LECTURE SERIES</u> Mr. Vishal Naik- Convenor Dr. Evereth Fernandes	• To look after the matter pertaining to hall and organise the activity. • To get all the necessary arrangements done for the program. • Manage the crowd
39	<u>TRANSPORT COMMITTEE</u> Dr. Kissan Gauns Dessai- Convenor Ms. Prachi Surlakar	• To look after matters pertaining to the vehicles of the college. • To decide the bus routes for the college. • Any other matter pertaining to the buses
40	<u>NEP 2020 IMPLEMENTATION COMMITTEE</u> Dr. Ignatius A I V Fernandes -Convenor & Nodal Officer Dr. Shridhar Gurav Ms. Arya J Prabhudesai	• Attend all the meetings pertaining to NEP at DHE and Goa University • Implementing all the NEP rules and Regulations in the college • Training the staff for NEP curriculum Changes.
41	<u>PURCHASE AND DISPOSAL COMMITTEE</u> Shri. Narayan Bandodkar- Convenor Dr. Akshay Sakharkar	• Making arrangements for the purchases to be made • Ensuring that all codal formalities are followed • To ensure that all the purchases are of good quality
42	<u>MAGAZINE COMMITTEE</u> Dr. Brenda Coutinho- Convenor Dr. Kiran Popkar Dr. Sarika Advilkar Dr. Tanvi Bambolkar Mr. Deepraj Satardekar	• To circulate the notice to staff and students for collection of articles. • To plan and execute the printing of the college magazine • To arrange for the collection and editing of content for the magazine. • To complete the codal formalities required for printing of the Magazine • To release the Magazine by 30th of April. • To plan for the distribution of the magazine to students and others.

43	<u>AUDITS REQUIRED FOR NAAC</u> A. ACADEMIC AUDIT Ms. Jennifer Almeida -Convenor B. ENERGY AUDIT Shri. Vishal Jamuni - Convenor C. ADMINISTRATIVE AUDIT Prof. Dr. Anthony Sathish - Convenor Office Staff D. ACCOUNTS AUDIT Ms. Arya Prabhudessai-Convenor Ms. Vandita Sawant- Co-Convenor Shri.Suresh Dessai E. YEARLY STOCK VERIFICATION OF LIBRARY, LABORATORIES, SMART BOARDS, ELECTRICAL GADGETS, FURNITURE etc (Stores, NSS, NCC, Overall College) Dr. Reyna Sequeira & Dr. Kissan Gauns Dessai - Overall Convenors All Heads of the Departments - Co-Convenors for Science Laboratories Shri. Akash Gaonkar - Convenor Library Dr Kissan Gauns Dessai - Convenor for Smart Boards and College Computers Shri Suresh Dessai - Office Mr. Chanda Gaonkar - Convenor Stores.	• All the convenors to monitor and carry out all the audits either semester-wise or yearly. • To bring outside agency by inviting quotations for audits whenever required. • To get Audit files ready before the end of Academic year. • To invite DHE for Administrative Audit. • To carry out audit for academic year 2020-21 onwards as per the NAAC/ NIRF/AISHE format • The Concerned departments to carry out stock verification with their respective staff by 15th of April • To carry out audit for academic year 2020-21 onwards as per the NAAC/ NIRF/AISHE format • Coordinate with IQAC to integrate administrative audit findings into the institutional quality framework.
44	<u>COMMITTEE FOR WEBSITE DEVELOPMENT & WIFI</u> Ms. Prachi Surlakar - Convenor	• Content editing and management • Daily uploading of the website • Taking care of security and reporting to the principal if compromised • Assessing the health of the website and suggesting upgradation when required.
45	<u>MINERAL FOUNDATION and COMPUTER LABS DEVELOPMENT COMMITTEE</u> Dr. Kissan Gauns Dessai - <u>Convenor</u>	☐ Identify projects eligible for Mineral Foundation funding. ☐ Prepare proposals and budgets. ☐ Monitor fund utilization and project implementation. ☐ Maintain records and submit reports. ☐ Ensure compliance with funding guidelines.

		☐ Plan and upgrade computer lab infrastructure. ☐ Recommend procurement of hardware and software. ☐ Oversee maintenance, networking, and internet facilities.
46	<u>COLLEGE HIGHER SECONDARY INTERFACE & ACADEMIC EXCHANGE PROGRAMME</u> <u>Ms. Siddhi Shet Marshalkar- Convenor</u> Ms. Charmaine Pereira Ms. Asmita Naik Gaonkar Ms Arya Prabhudesai Ms. Ranjana Talwadkar Ms. Supriya Kankonkar Ms. Rashika Raikar Ms. Ashwini Naik Gaonkar	• Organizing periodic (at least two) meets between HSS Heads & Faculty members of this college for mutual benefit of both sides. • Holding academic / co academic programs in the mutual interests of both sides. • Conducting programs that highlight the brand value of Govt. College Quepem • Inviting HSS students/ parents to the college to exhibit in infrastructure and ethos of the college. • Evolving strategies to motivate students to select Govt. College Quepem as their "First Choice" during centralized admissions. • Preparing pamphlets/ posters/ presentations/ videos to be shared via social media, highlighting various aspects of the college. • Conducting coaching camps in sports and cultural activities for HSS students along with our college during vacations. • Ensuring that the students from surrounding HSS visit the college often as audience or participants for programs organized by the college. • Convenor to submit a consolidated file with minutes of the meeting, reports and necessary documents at the end of each semester to the office. • Any other related work assigned by the Principal. • Identify and recommend institutions (domestic or international) for exchange collaborations.

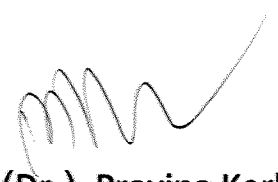
		• planning, execution, and monitoring of student exchange initiatives. • Coordinate student registration, accommodation, and support services with partner institutions. • Collect feedback from participating students and faculty. • Promote exchange opportunities through seminars, workshops, brochures, and digital platforms.
47	<u>RIGHT TO INFORMATION AND PUBLIC RELATIONS OFFICER</u> Dr. Sarita Usgaonkar/Vice Principal - PIO Shri. Suresh Dessai - APIO Prof. Dr. Pravina Kerkar - FAA	• To perform duties as per the R.T.I. Act. • Convenor to submit a consolidated file with minutes of the meeting, reports and necessary documents at the end of each semester to the office.
48	<u>RUSA /AISHE & NIRF COMMITTEE</u> Shri. Govind Kelkar & Ms. Nikita Rivonkar- Convenors Ms Liana Maria Ismalia da Costa Mr. Deepraj Satardekar	• To perform all duties pertaining to AISHE and NIRF. • To collect data from office and enter the data in the portal as an when the portal opens. • Any other related duties assigned by the Principal.
49	<u>PRESS, NEWS AND MEDIA PUBLICITY</u> Ms. Edna Vaz Fernandes- Convenor Dr. Kissan Gauns Dessai Mr. Deepraj Satardekar	• Ensuring that the college has a good / appropriate social media presence. • Post the details of all the activities on the Social Media.
50	<u>SIGNING OF MOU FOR COLLABORATIONS</u> Prof. Dr. Anthony Sathish - Convenor Prof. Dr. Remy Dias Dr. Reyna Sequeira	• To facilitate partnerships and collaborations between institutions, industries, or organizations. • Identify and evaluate institutions, industries, or organizations for potential collaboration. • Review proposals for MoUs submitted by departments or external parties. • Coordinate the signing process, including scheduling and logistics. • Share the signed MoU with concerned departments and guide implementation.

51	<u>COMMERCE & LANGUAGE LABORATORIES</u> Ms. Poonam Naik- Convenor Commerce Ms. Charmine – Convenor Language	• Planning for optimum utilization and maintenance of the labs • Preparing and submitting proposals for upgrading and updating the equipment in the Lab • Maintaining / updating the Dead stock and consumable register • Getting the annual stock verification done.
52	<u>INFRASTRUCTURE MAINTENANCE & DEVELOPMENT(AUDITORIUM INCLUDED)</u> Dr. Brijpal Singh Gahloth - Convenor Prof. Dr. Anthony Sathish Shri. Ehrlich Dias Barreto	• Arranging for the development and maintenance of the infrastructure of the college • Ensuring that AMCs for various installations and equipment are signed and implemented regularly • Leasing with GSIDC and PWD for maintenance work • Following up the process of land acquisition for the college playground • Arranging for minor and major repair works to be undertaken • Reporting to the Principal about damages to the college infrastructure/property • Regularly inspect the seminar hall for electrical fittings, seating arrangements, lighting, and audio-visual equipment. • Ensure proper functioning of projectors, microphones, speakers, fans, and air conditioning units. • Coordinate timely repairs, servicing, and upgrades of equipment and infrastructure. • Maintain a clean, organized, and safe environment in the seminar hall before and after events. • Arrange for technical support during seminars and events • Coordinate with vendors or technical service providers for preventive maintenance and repairs. • Ensure the safety and security of solar panel installations. • Address any technical issues promptly to avoid system downtime.

53	<u>SHORT TERM CERTIFICATE COURSES COMMITTEE</u> Ms. Priyanka Da Silva- Convenor: Commerce Ms. Ranjan Shetkar- Convenor: Arts Ms. Rita Sharma - Convenor: Science	• planning, implementation, and evaluation of short-term certificate courses. • Ensure availability of technical and infrastructural support (labs, classrooms, etc. • Collect feedback from participants and instructors during and after the course. • Analyze feedback and suggest improvements for future offerings • Maintain records for accreditation or audit purposes. • Analyse feedback and Maintain records for accreditation or audit purposes.
54	<u>CONSUMER WELFARE CELL</u> Dr. Kiran Popkar - Convenor Ms. Shabanam Sheikh Ms. Kalpita Sawant Dessai Ms. Sweta Ghadi	• To arrange for consumer awareness programs for staff and students through GOACAN, Traffic cell Quepem and other NGO's. • To celebrate Consumer Welfare Day's, arrange guest lectures, poster competitions, etc. • Convenor to submit a consolidated file with minutes of the meeting, reports and necessary documents at the end of each semester to the office.
55	<u>UNIVERSITY AFFILIATION COMMITTEE</u> Ms. Sheena Paul - Convenor Mr. Vipula Ghare – Co-convenor Ms. Puja Fal Dessai	• Managing and overseeing all processes related to obtaining, maintaining, and renewing the affiliation of the college or institution with the university. • Inform HODs about Affiliation and complete the online process of affiliation.
56	<u>EXTENSION COMMITTEE & GIPARD COORDINATION</u> Ms. Siddhi Shet Mashelkar- Convenor Ms. Charmaine Pereira Dr. K Sangeeta	• Plan and organize extension and outreach programs such as awareness camps, environmental conservation, and social welfare activities. • Encourage faculty and students to participate actively in community service projects. • Collaborate with NGOs, government agencies, and local communities for meaningful social interventions.
57	<u>FACULTY DEVELOPMENT PROGRAM</u> Ms. Olivia Soares - Convenor Dr. Heramb Aiya Dr. Rakhi Amonkar Mr. Kiran Naik	• Organize FDP activities: seminars, guest lectures, skill development sessions, online courses, etc. - Coordinate with external experts,

		industry professionals, or academic institutions to deliver training. • Maintain detailed records of all FDP activities and participants. • Prepare annual reports summarizing the outcomes and impact of FDP efforts.
58	<u>UNIVERSAL VALUE SYSTEM</u> Ms. Poonam Naik – Convenor	• To conduct one-week offline training for F.Y. students • Submit GEO Tag photographs, attendance and report to the college at the end of the programme.
59	<u>CLEANLINESS AND SANITATION</u> Dr. Reyna Sequeira – Convenor Ms. Edna Vaz Fernandes	• To look after cleanliness and sanitation of washrooms, floors, garden and surrounding. • Ms. Samira Gaonkar to supervise the above said areas regularly and to click photographs everyday and forward it to committee members.
60	<u>JOURNALISAM CLUB</u> <u>Dr. Jofa Gonsalves – Convenor</u> Dr. Tanvi Bambolkar Ms. Ranjan Shetkar Ms. Nikita Rivonkar	• To promote journalism, and communication skills among the students. • Organise workshops, competitions on media & journalism. • Develop among student's media literacy & critical thinking. • Publish college news & events through newsletters, magazines or digital media. • Cover college events, achievements & stories.
61	<u>DISASTER RISK REDUCTION</u> Ms. Ranjan Shetkar – Chairperson Dr. Krishnakumar Bandolkar	• Registration on National Portal • Organising Talks, Workshops, STCC Courses for students • Train communities for Disaster Risk Management
62	<u>CLIMATE CHANGE ADPTION CLUB</u> Ms. Shradha Pagui- Convenor Dr. Sohani Pai Vaidya Dr. Heramb Aiya Ms. Nikita Shet Verenkar	• Registration on National Portal • Organising Talks, Workshops, STCC Courses for students • Train communities for Climate Change Adaption
63	<u>PRAYoG – PROMOTING RESSEARCH AMONG YOUTH OF GOA</u> Mr. Vipul Ghare –Convenor Dr. K. Sangeeta Dr. Heramb Aiya Dr. Priyanka Malik	☐ To coordinate and implement PRAYoG (Promoting Research Among Youth of Goa) activities at the college level. ☐ To act as a link between the College R&D Cell and Directorate of Higher Education (RDI). ☐ Student Identification & Orientation

		☐ Organise awareness sessions about PRAYoG objectives, research opportunities and publication prospects. ☐ Organise guidance sessions, Invite Resource Persons to deliver lectures, Plan workshops, seminars and training sessions.
64	<u>THE INDIAN KNOWLEDGE SYSTEM CELL (IKS) COMMITTEE</u> Dr. Evereth Fernandes – Coordinator Ms Juliana Silveira e D Souza – Co-coordinator Ms. Arya J. Prabhudesai Ms. Dixita Shinde Ms. Edna Vaz Fernandes Dr. Tanvi Bambolkar Ms. Kalpita Sawant Dessai – local Mmember Ms. Dumati Kumbhar- Local member	☐ Encourage student participation in IKS related learning ☐ Encourage faculty participation in IKS related learning ☐ Create awareness about indigenous knowledge. ☐ Organise skill building programmes related to IKS. ☐ Share various IKS-related activities with the students ☐ To Strengthen IKS in the college.
65	<u>GDP FOUNDATION</u> <u>Dr. Deepa Prajith- Convenor</u> Ms. Saisha Shirodkar	☐ To work in association with Shri Kishore Shah and his team


Prof.(Dr.) Pravina Kerkar

PRINCIPAL
Govt. College of Science & Commerce
Principal
QUEPEM-GOA

Copy to: 1. All Heads of Department
2. IQAC File
3. NAAC File
4. Subject File
5. Guard File

