

6.2.1

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QUALITY INITIATIVES (SPECIMEN COPY):

IQAC initiatives 2020-21

1. MOU with Industry body
2. Nation Building Activity
3. Rigorous Certificate courses relevant to the industry need specifically in the area of Income Tax, CPBFI and Tally
4. Continuation of Library audit.
5. Continuation of Online Payment.
6. Departmental webinar
7. Celebration of 75 years of India's and 60 years of Goa Liberation.
8. On field involvement of staff in the society in community outreach for Covid -19 Awareness and Control.
9. Proactive involvement of E learning initiative project
10. Conduct of FDP on Quality Initiatives
11. Conduct of International Conference with publication.
12. Institutionalizations
13. Mass awareness programme in Social Awareness
14. Series of Mental Health Awareness programmes in view of Covid.
15. Green Initiatives
16. Promotion of Community Outreach Programs.
17. Academic Administrative Audit by External Agency.
18. Participation in NIRF
19. Participation in EW India Ranking
20. Practical Community Outreach by involving Quality Initiative at Village Panchayat Level.
21. To perform Regional Distinctiveness in the form of Awarding Personalities
22. Involvement of Faculty for Directorate of Higher education Dishtao Programme in E-Content Development.
23. Promotion of Community Outreach Programs.
24. Promotion of Research Publications in UGC recognized Journals.





CALENDAR OF EVENTS:

ACADEMIC CALENDAR FOR 2017-18		LIST OF PUBLIC & LOCAL HOLIDAYS 2017-18	
FIRST, THIRD & FIFTH SEMESTER		Maha Shivrathri	LOCAL HOLIDAYS (Probable List)
College Reopening	15.06.2017 to 04.11.2017	Holi	Chaudi Feast
Commencement of Classes	15.06.2017	Good Friday	Rathsaphami/Shigmo
First ISA	20.07.2017 onwards	Gudi Padva	Shree Mallikarjun Palki
Ganesh Break	24.08.2017 - 30.08.2017	Ambedkar Jayanti	Shree Mallikarjun Jatra
Filling of Exam Form	August 3rd Week 2017	May Day	Rakshabandhan
Second ISA	22.09.2017 onwards	Gandhi Jayanti	Gokulastami
Last Teaching Day	12.10.2017	Dussehra	
Preparatory Holidays	13.10.2017 - 15.10.2017	Diwali	
Commencement of Examination	16.10.2017	Feast of St. Xavier	
Winter Break	06.10.2017 - 26.11.2017	Christmas	
Declaration of Result	29.11.2017	Eid - e - Milad	
SECOND, FOURTH & SIXTH SEMESTER	27.11.2017 - 02.05.2018	Id-UI-Fitr*	
Commencement of Classes	27.11.2017	Id-UI-Zuha (Bakri Id)*	
First ISA	15.01.2018 onwards		
Christmas Break	24.12.2017 - 01.01.2018		
Second ISA	15.03.2018 onwards		
Filling of Exam Form	January 2nd Week 2018		
Last Teaching Day	05.04.2018		
Preparatory Holidays	06.04.2018 - 08.04.2018		
Commencement of Examination	09.04.2018		
Declaration of Result	02.05.2018		
Summer Break	03.05.2018 - 13.06.2018		
Supplementary Exam	01.06.2018 onwards		
Supplementary Result	15.06.2018		
College reopens for next academic year	15.06.2018		
Republic Day, Independence Day & Goa Liberation Day (Flag hoisting at 8:30 a.m. sharp)		COLLEGE OFFICE TIMINGS	
		Working Hours (On all working Days)	: 8:15 a.m. to 2:15 p.m.
		Money Transaction (Monday to Friday)	: 9:00 a.m. to 1:00 p.m.
		Saturday	: 9:00 a.m. to 11:15 a.m.
		College Timings	: 8:00 a.m. to 03:00 p.m.

ACADEMIC CALENDAR FOR 2018-19		LIST OF PUBLIC & LOCAL HOLIDAYS 2018-19	
FIRST, THIRD & FIFTH SEMESTER		Maha Shivrathri	LOCAL HOLIDAYS (Probable List)
College Reopening	19.06.2018 to 10.11.2018	Holi	Chaudi Feast
Commencement of Classes	19.06.2018	Good Friday	Ganesh Chaturthi
First ISA	20.07.2018 onwards	Gudi Padva	Ganesh Chaturthi
Ganesh Break	12.09.2018 - 18.09.2018	Ambedkar Jayanti	on the Eve Christmas
Filling of Exam Form	August 3rd Week 2018	May Day	Shigmo
Second ISA	22.09.2018 onwards	Gandhi Jayanti	Shree Mallikarjun Palki
Last Teaching Day	15.10.2018	Dussehra	(Above list of local holidays may change)
Preparatory Holidays	16.10.2018 - 18.10.2018	Diwali	
Commencement of Examination	19.10.2018	Feast of St. Xavier	
Winter Break	12.11.2018 - 01-12.2018	Christmas	
Declaration of Result	05.12.2018	Eid - e - Milad	
SECOND, FOURTH & SIXTH SEMESTER	04.12.2018 - 04.05.2019	Id-UI-Fitr*	
Commencement of Classes	04.12.2018	Id-UI-Zuha (Bakri Id)*	
First ISA	15.01.2019 onwards		
Annual Social Gathering	22.12.2018		
Christmas Break	24.12.2018 - 01.01.2019		
Second ISA	15.03.2019 onwards		
Filling of Exam Form	January 2nd Week 2019		
Last Teaching Day	11.04.2019		
Preparatory Holidays	12.04.2019 - 14.04.2019		
Commencement of Examination	15.04.2019		
Declaration of Result	03.05.2019		
Summer Break	03.05.2018 - 13.06.2018		
Supplementary Exam	01.06.2019 onwards		
Supplementary Result	16.06.2019		
College reopens for next academic year	17.06.2019		
Republic Day, Independence Day & Goa Liberation Day (Flag hoisting at 8:30 a.m. sharp)		COLLEGE OFFICE TIMINGS	
		Working Hours (On all working Days)	: 8:15 a.m. to 2:15 p.m.
		Money Transaction (Monday to Friday)	: 9:00 a.m. to 1:00 p.m.
		Saturday	: 9:00 a.m. to 11:15 a.m.
		College Timings	: 8:00 a.m. to 03:00 p.m.



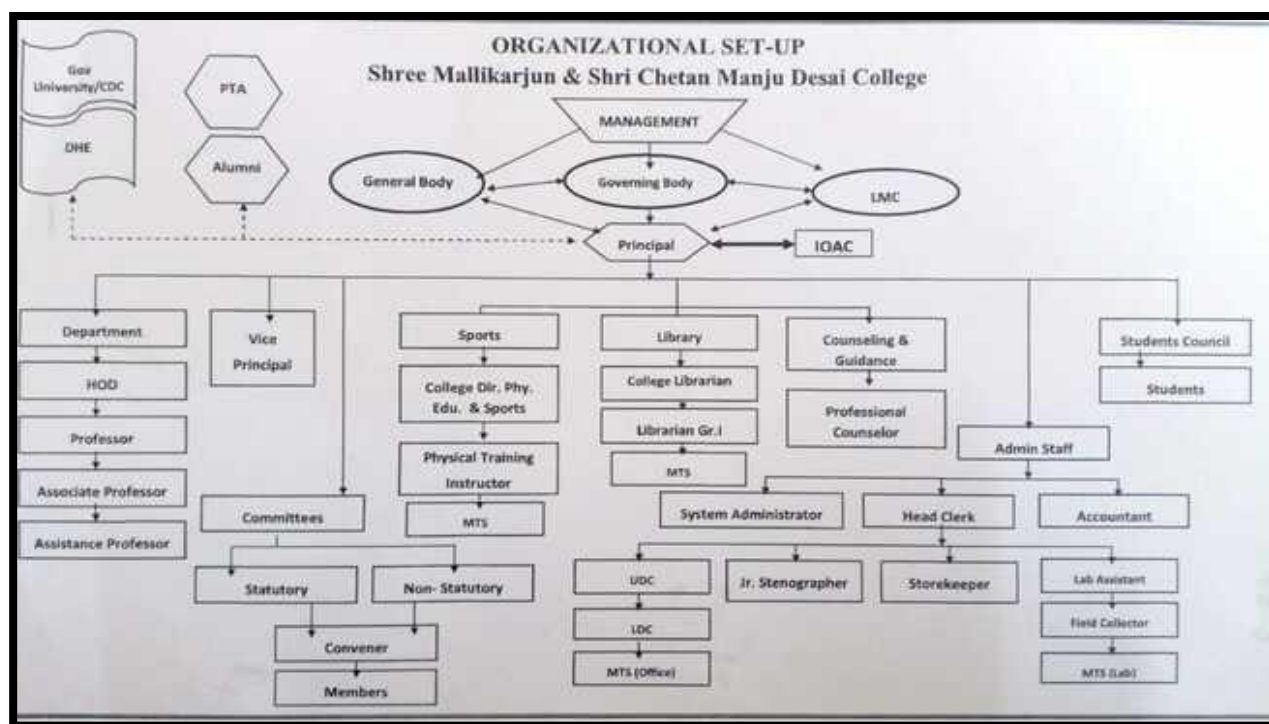
 Govt. Reg. No. AC18 1993 E-mail: shreemallikarjuncollege@gmail.com	Dnyan Prabodhini Mandal's SHREE MALLIKARJUN & Shri. Chetan Manju Desai College Delem, Canacona-Goa 403702 Website: shreemallikarjuncollege.ac.in	Tel. No. 0832-2633422/433  India Today Ranking 115 (Arts) 150 (Commerce)
Academic Calendar for 2022-23		
First, Third and Fifth Semester begins	:	20-07- 2022
Commencement of Classes	:	20-07- 2022
Induction Programme (SWAGAT)	:	23-07-2022
Ganesh Chaturthi Break	:	30-08-2022 to 05-09-2022
First ISA	:	12-09-2022 to 17-09-2022
Second ISA	:	03-10-2022 to 15-10-2022
Third ISA	:	25-10-2022 to 29-10-2022
Last teaching Day	:	10-11-2022
Preparatory Holidays	:	11-11-2022 to 15-11-2022
Commencement of Examination	:	16-11-2022
Diwali and Christmas Break	:	12-12-2022 to 31-12-2022
End of Examination	:	23-12- 2022
Date of Declaration of Result	:	31-01-2023
Second, Fourth and Sixth Semester begins:		02-01-2023
Commencement of Classes	:	02-01-2023
Celebration of Shivaji Jayanti	:	19-02-2023
Celebration of International Women's Day	:	08-03-2023
First ISA	:	13-02-2023 to 18-02-2023
Second ISA	:	13-03-2023 to 31-03-2023
Third ISA	:	10-04-2023 to 15-04-2023
Last teaching Day	:	21-04-2023
Preparatory Holidays	:	21-04-2023 to 24-04-2023
Commencement of Examination	:	25-04-2023
End of Examination	:	07-06-2023
Vacation (Summer Break)	:	08-05-2023 to 17-06-2023.
Declaration of results	:	20-06-2023
College reopens on next academic year	:	18-06-2023
Republic Day, Independence Day and Goa liberation Day (Flag Hoisting at 8.30am sharp)		

DEPARTMENTAL PLAN (SPECIMEN COPY):

Department of History (2021-22)		
Departmental Activities to be conducted for the Academic Year (Tentative Plan)		
Sr. No	Date	Activity
1.	November	Formation (Membership) & Inauguration of The Arya History Club
2.	December	Online State Level Student Seminar: Theme/Topic: Local History (60 Years of Goa's Liberation)
3.	December	Street Play: (SDG 4)
4.	January	Local Webinar : Theme/Topic: India on the World Map (75 Years of India's Independence)
5.	January	Faculty Development Programme: Theme/Topic- Research
6.	February	Field Visit
7.	February	Chanakya 2022 (Quiz Contest)
8.	March	Webinar (As part of MOU Activity with Chowgule College)
9.	March	Heritage Food Contest
10.	April	Student Research Journal



ORGANOGRAM:



LIST OF DEPARTMENTS:

Dnyan Prabodhini Mandal's
SHREE MALLIKARJUN
&
Shri. Chetan Manju Desai College
Delem, Canacona-Goa 403702
E-mail: shreemallikarjuncollege@gmail.com
Website: shreemallikarjuncollege.ac.in

List of Departments

Sr. No.	Stream	Departments
1.	Commerce Stream	Commerce Department
2.	Arts Stream	English
		Hindi
		Konkani
		Marathi
		Sociology
		Economics
		History
		Geography
3.	Science Stream	Chemistry
		Zoology
		Botany

for
Prof. Dr. Manoj S. Kamat
Principal



LIST OF COMMITTEES:

Govt. Reg. No. AC18
Dnyan Prabodhini Mandal's
SHREE MALLIKARJUN
Shri. Chetan Manju Desai College
Delton, Canacona Goa 403702
E-mail: shreemallikarjuncollege@gmail.com
Website: shreemallikarjuncollege.ac.in

Tel. No. 0832-2633422/433

College Committees 2nd April 2022 – 01st April 2024

Statutory Committees #20

- 1. Academic Advisory Committee**

1. Shri. Chetan Manju Desai	- Hon. Chairman, DPM, Chairman
2. Shri. Manjunath Desai	- Hon. Secretary, DPM, Member
3. Prof. (Dr.) Manoj S. Kamat	- Principal, Member
4. Dr. Sucheta Naik	- IQAC Coordinator, Member
5. Shri. Sandesh Savant	- HOD, Commerce, Member
6. Shri. Dipak Bhowalkar	- Assistant Professor, Botany, Member
7. Shri. Albert Fernandes	- Educationist, Member
8. Shri. Kamalakar Mhalshi	- Educationist, Member
9. Shri. Ramdas B. Sawant	- Senior Administrative Officer (Head-Clerk), Member
10. Ms. Domitil D'Souza	- HOD History, Member Secretary
- 2. Internal Quality Assurance Cell (IQAC)**

1. Prof. (Dr.) Manoj S. Kamat	- Chairman/Principal
2. Dr. Sucheta Naik	- IQAC Coordinator
3. Dr. Rupa Chari	- NAAC Coordinator
4. Mr. Vividh Pawaskar	- Senior Teacher
5. Ms. Domitil D'Souza	- Senior Teacher
6. Shri. Sandesh Savant	- Senior Teacher
7. Ms. Pratyoti Prabhu Dessai	- Senior Teacher
8. Shri. Chetan Desai	- Hon. Chairman, DPM
9. Shri. Manjunath Desai	- Hon. Secretary, DPM
10. Shri. Ramdas Sawant	- Senior Administrative Officer (Head-Clerk)
11. Shri. Sandesh Fal Desai	- Senior Administrative Officer (Accountant)
12. Shri. Pankaj Naik Gaonkar	- Industrialist
13. Mrs. Savita Ramesh Tawadkar	- Employer Representative
14. Mr. Anan Ibat	- Employer Representative
15. Shri. Albert Fernandes	- Nominee from Local Society
16. Shri. Shrinivas Prabhu	- Alumni Member
17. Shri. Param Pai	- Alumni Member
18. 2 General Secretaries from Student Council	
19. 1 ST Student nominated by Principal	
- 3. NAAC Steering**

1. Prof. (Dr.) Manoj S. Kamat	- Chairman
2. Dr. Sucheta Naik	- Vice-Chairman
3. Dr. Rupa Chari	- NAAC Coordinator
4. Mr. Vividh Pawaskar	- Co-coordinator
5. Mrs. Kshama Desai	- Criteria-I Incharge
6. Dr. C. P. Hiremath	- Criteria-II Incharge
7. Dr. Purnanand Chari	- Criteria-III Incharge
8. Mrs. Padmavati Tubachi	- Criteria-IV Incharge
9. Dr. Geeta Walvekar	- Criteria-V Incharge

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Tel. No. 0832-2633422/433

- 4. College Exam Committee (CEC)**

1. Dr. Geeta Walvekar	- Chairperson
2. Mr. Dipak Bhowalkar	- Member
3. Mr. Premjit Velip	- Member
4. Ms. Divya Sawant	- Member
5. Ms. Anisha Sawant Desai	- Member
6. Ms. Dilsha Naik	- Member
7. Mr. Bhalechandra Desai	- Office Staff
8. Mr. Rajesh Gaonkar	- Office Staff
9. Ms. Ulka Kalekar	- TY Projects
- 5. Finance, Purchase & Tender Committee**

1. Prof. (Dr.) Manoj S. Kamat	- Advisor
2. Shri. Manjunath Desai	- Advisor
3. Dr. Rupa Chari	- Convener
4. Ms. Domitil D'Souza	- Member
5. Mrs. Manuja Hemant Gaonkar	- Member
6. Mr. Agraj Desai	- Member
- 6. Admission Committee**

1. Mrs. Kshama Desai	- Advisor
2. Dr. C. P. Hiremath	- Advisor
3. Dr. Mihir Fal Desai	- Advisor
4. Mr. Rajesh Gaonkar	- Convener
5. Mrs. Manuja Hemant Gaonkar	- Member
6. Mrs. Dyoti Naik Gaonkar	- Member
7. Mr. Pradyumn Bhaireli	- Member
8. Mr. Pratyoti Pagi	- Member
- 7. NCC & NSS**

1. Lt. Karishma Parsekar	- NCC Army Girls
2. Ms. Ulka Kalekar	- NCC Navy
3. Ms. Anisha Sawant Desai	- NSS Programme Officer (Unit I)
4. Ms. Divya Sawant	- NSS Programme Officer (Unit II)
5. Mr. Dipak Bhowalkar	- NSS Programme Officer (Unit III)
6. 2 NCC Student Secretaries from Student Council	
7. 2 NSS Student Secretaries from Student Council	
- 8. Student's Council Advisory Board**

1. Dr. Geeta Walvekar	- Coordinator
2. Ms. Aarti Tengse	- Member
3. Ms. Sarvesha Naik / College Counsellor	- Member
4. Ms. Sanja Desai	- Member
5. Mr. Ravi Kumarpani	- Member

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- 9. Library Committee / NDLI Club/Reader**

1. Prof. (Dr.) Manoj S. Kamat	- Patron
2. Dr. Purnanand Chari	- President
3. Mr. Vividh Pawaskar	- Convener
4. Mrs. Padmavati Tubachi	- Secretary
5. 2 Student Secretaries from Student Council	
6. 1 Student Representative from Student Council (Literary Association)	
- 10. College Unfair Means Inquiry Committee (CUMIC)**

1. Mr. Sandesh Savant	- Chairperson
2. Ms. Pravina Bhangle	- Member
3. Mr. Bhalechandra Desai	- Member
- 11. College Exam Grievance Committee (CEGC)**

1. Mr. Vividh Pawaskar	- Convener
2. Ms. Kushboo Bhandari	- Member
3. Ms. Aswita Desai	- Member
- 12. Anti-Ragging Committee**

1. Prof. (Dr.) Manoj S. Kamat	- Chairperson
2. Mr. Anand Velip	- Member Secretary
3. Dr. Purnanand Chari	- Coordinator
4. Mrs. Padmavati Tubachi	- Member
5. Mr. Pradyumn Bhaireli	- Office Staff
6. 2 General Secretaries from Student Council	
- 13. Anti-Ragging Squad**

1. Dr. Savio Leitao	- Coordinator
2. Mr. Mayur Naik Gaonkar	- Member
3. Mr. Ketan Naik Gaonkar	- Member
4. Mr. Mallikar Desai	- Member
5. Mr. Rajat Kumarpani	- Member
6. 2 General Secretaries from Student Council	
- 14. Women Internal Complaint Committee**

1. Mrs. Kshama Desai	- Chairperson
2. Mr. Sandesh Savant	- Member
3. Dr. Geeta Walvekar	- Member
4. Ms. Ulka Kalekar	- Member
5. Ms. Divya Sawant	- Member
6. Adv. Pratibha Gane	- External Member
7. 2 Ladies Representatives from Student Council	
- 15. Grievance Redressal Cell**

1. Prof. (Dr.) Manoj S. Kamat	- Chairman
2. Dr. Sucheta Naik	- Member (Representative of Group 'A' Employees)
3. Ms. Sarjam Bhikar	- Member (Representative of Group 'C' Employees)

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- 4. Dilip Naik Gaonkar** - Member (Representative of Group 'MTS' Employees)
- 5. Karishma Parsekar** - Member (Representative of 'Women' Employees)
- 6. 2 General Secretaries from Student Council**
- 16. Red Ribbon Club**

1. Ms. Anisha Sawant Desai	- Convener
2. Ms. Ulka Kalekar	- Member
3. Ms. Aarti Tengse	- Member
4. 2 Ladies Representatives from Student Council	
- 17. NSS Advisory Committee**

1. Mr. Anand Velip	- Convener
2. Mr. Vividh Pawaskar	- Co-Convener
3. Ms. Anisha Sawant Desai	- Member Secretary
4. Ms. Shruti Fal Desai	- Member
5. Mr. Umesh Gaonkar, Ex-students	- Member
6. Mr. Vishal Gaonkar, Ex-students	- Member
7. 2 NSS Student Representatives from Student Council	
- 18. Student Aid Fund**

1. Dr. Savio Leitao	- Convener
2. Mr. Sandesh Fal Desai	- Co-convener
3. Mrs. Manuja Hemant Naik Gaonkar	- Member
4. Mr. Rahul Desai	- Member
5. 2 Student Secretaries from Student Council (Student Aid Fund)	
- 19. Gender Champions**



1. Ms. Pravina Bhangle	- Convener
2. Mrs. Pratyoti Prabhu Dessai	- Member
3. Mr. Manthan Varik	- Gender Champion (Male)
4. Ms. Indira Naik Desai	- Gender Champion (Female)
5. Mr. Pratyoti Pagi	- Office Staff
6. 2 Ladies Representatives from Student Council	
- 20. RTI**

1. Dr. Rupa Chari	- Public Information Officer
2. Mrs. Manuja Hemant Gaonkar	- Assistant Public Information Officer

Date: 22/03/2022
Place: Canacona

Prof. (Dr.) Manoj S. Kamat
Principal



 Govt. Reg. No. AC/18 E-mail: shreemallikarjuncollege@gmail.com	Dayan Prabodhini Mandal's SHREE MALLIKARJUN & Shri. Chetan Manju Desai College Deltem, Canacona-Goa 403702 Website: shreemallikarjuncollege.ac.in	Tel. No. 0832-2633422/433  India Today Ranking 118 (Arts) 150 (Commerce) Website: shreemallikarjuncollege.ac.in
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College Committees 2nd April 2022 – 01st April 2024

Non-Statutory Committees #22

1. Parent Teacher Association		
1	Dr. Rupa Chari	- Convenor (2021-2022)
2	Dr. Hemant Aiyar	- Convenor (2022-2023 onwards)
3	Mrs. Jyoti Naik Gaunkar	- Member

2. All India Survey on Higher Education (AISHE), Ranking Framework (NIRF), India Today & Others		
1	AISHE – Mr. Anand Velip	- Convenor
2	NIRF – Mr. Vividh Pawaskar	- Member
3	India Today Ranking-MDRA – Ms. Domitel D'Souza	- Member
4	Mr. Rahul Dessai - Secretary for AISHE, NIRF and MDRA	- Member

Committee Members as per Order No. SMC/C-156/2021-2022/3955 dated 24/11/2021

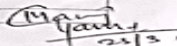
3. Obsolete Records, E-Waste & Scientific Disposal of General Waste Committee		
1	Mr. Dipak Bowalkar	- Convenor
2	Mr. Rajesh Gaonkar	- Member
3	Mr. Agraj Desai	- Member
4	Mr. Malliket Dessai	- Member



4. Counselling-Mentoring Committee		
1	Ms. Divya Sawant	- Convenor
2	Ms. Yogeta Lopes	- Member
3	Ms. Sampada Naik Desai	- Member
4	Ms. Sarvesha Naik	- Member Secretary

5. Alumni Association		
1	Mr. Premjit Velip	- Convenor (2022-2023 onwards)
2	Mr. Jayesh Gaonkar	- Co-convenor
3	Dr. Savio Leitao	- Convenor (2021-2022)

6. Infrastructure, Maintenance and Repairs Committee		
1	Mrs. Manuja Hemant Gaonkar	- Convenor
2	Mr. Agraj Desai	- Member
3	Mr. Krishna Wagonkar	- Member
4	Mr. Ram Desai	- Member
5	2 General Secretaries from Student Council	

7. College Website Committee		
1	Prof. (Dr.) Manoj S. Kamat	- Advisor
2	Mr. Ramdas Sawant	- Convenor
3	Mr. Rahul Dessai	- Member
4	Ms. Sargam Bhikar	- Member


 21/3/24

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8. Media-Publicity Cell		
1	Dr. Hemant Aiyar	- Convenor
2	Mr. Premjit Velip	- Member
3	Mr. Jayesh Gaonkar	- Member
4	Mr. Pradhyumn Bhairali	- Member

9. College Time-table		
1	Dr. C. P. Hiremath	- Coordinator
3	Mrs. Tanuja Fal Desai	- Member
4	Ms. Karishma Parsekar	- Member
5	Ms. Divya Sawant	- Member
7	Mr. Prajyot Pagi	- Office Staff

10. Consumer Awareness Cell		
1	Mr. Keval Naik	- Convenor
2	Ms. Anisha Sawant	- Co-convenor
3	2 General Secretaries from Student Council	

11. 360° Feedback Evaluation Committee		
1	Dr. Purnanand Chari	- Convenor
2	Dr. C. P. Hiremath	- Member
3	Mr. Sandesh Savant	- Member
4	Ms. Shweta Moye	- Member
5	Ms. Anika Gaonkar	- Member


12. Staff Secretary		
1	Ms. Karishma Parsekar	- Teaching Staff
2	Mrs. Jyoti Naik Gaunkar	- Non-teaching Staff

13. College Publication Newsletter and Viewpoint		
1	Mr. Sandesh Savant	- Research Viewpoint
2	Ms. Diksha Naik	- Science Viewpoint
3	Ms. Domitel D'Souza	- Placement Brochure Arts
4	Ms. Kshama Desai	- Placement Brochure Commerce
5	Ms. Shweta Moye	- Placement Brochure Science

Committee Members as per Order No. SMC/C-156/2021-2022/4351 dated 03/03/2022

14. College Magazine Committee		
1	Dr. C. P. Hiremath	- Convenor
2	Mr. Premjit Velip	- Member
3	Ms. Ulka Kufekar	- Member
4	Ms. Sukanya Mardolkar	- Member

15. Placement Cell and Graduation Day Celebration		
1	Ms. Domitel D'Souza	- Convenor
2	Dr. Sucheta Naik	- Member
3	Ms. Anisha Sawant Dessai	- Member
4	Ms. Yogeta Lopes	- Member


 23/3/24



Govt. Reg. No. AC18
Dnyan Prabodhini Mandal's
SHREE MALLIKARJUN
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Website: shreemallikarjuncollege.ac.in

Tel. No. 0832-263422/433
India Today Ranking
115 (out of 150) (Commerce)

5	Mr. Ketan Naik Gaonkar	- Member
6	2 General Secretaries from Student Council	
7	2 Cultural Secretaries from Student Council	

16. College Infrastructure Development Committee

1	Shri. Chetan Desai, Chairman, DPM	- Advisor
2	Shri. Manjunath Desai, Secretary, DPM	- Advisor
3	Prof. (Dr.) Manoj S. Kamat	- Advisor
4	Mr. Bhalechandra Desai	- Convenor
5	Mr. Sandesh Fal Desai	- Member
6	Mr. Rajesh Gaonkar	- Member
7	Mr. Agraj Desai	- Member

17. Matl and Academic Programme Implementation

1	Mr. Keval Naik	- Convenor
2	Mr. Jayesh Gaonkar	- Member
3	Ms. Anika Gaonkar	- Member
4	Ms. Sarvesha Naik	- Member

18. Cultural Committee

1	Dr. Rupa Chari	- Convenor
2	Dr. Hemant Aiyar	- Co-convenor
3	Ms. Karishma Parskar	- Member
4	Dr. Mithil Fal Desai	- Member
5	Mr. Jayesh Gaonkar	- Member
6	Mr. Rahul R. Desai	- Member
7	Mr. Agraj Desai	- Member
8	Mr. Anup Sawant	- Technical Assistant
9	Mr. Mallikar Desai	- Technical Assistant
10	2 Cultural Secretaries from Student Council	

19. Student Attendance Committee

1	Ms. Aowita Desai	- Convenor
2	Ms. Diksha Naik	- Member
3	Mrs. Pratyoti Prabhu Desai	- Member
4	Ms. Vijaylaxmi Kumbhar	- Member

20. Student Scholarships and Freeships

1	Mrs. Manuja Hemant Gaonkar	- Convenor
2	Ms. Sneha Desai	- Member
3	Mr. Mayur Naik Gaonkar	- Member
4	2 Student Secretaries from Student Council (Scholarship)	

21. AQAR 2021-2022

1	Dr. Purnanand Chari
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Govt. Reg. No. AC18
Dnyan Prabodhini Mandal's
SHREE MALLIKARJUN
&
Shri. Chetan Manju Desai College
Delem, Canacona-Goa 403702
E-mail: shreemallikarjuncollege@gmail.com
Website: shreemallikarjuncollege.ac.in

Tel. No. 0832-263422/433
India Today Ranking
115 (out of 150) (Commerce)

Date: 22/03/2022
Place: Canacona

22. Research, IPR and Innovation Cell

1	Dr. Sucheta Naik	- Convenor
2	Dr. C. P. Hiremath	- Member
3	Dr. Mithil Fal Desai	- Member

Prof. (Dr.) Manoj S. Kamat
Principal

Govt. Reg. No. AC18
Dnyan Prabodhini Mandal's
SHREE MALLIKARJUN
&
Shri. Chetan Manju Desai College
Delem, Canacona-Goa 403702
E-mail: shreemallikarjuncollege@gmail.com
Website: shreemallikarjuncollege.ac.in

S.M.C. / C- ME / 2021-2022 / F.F.11
Date: 20/04/2022

OFFICE ORDER

The following updation is made in Order No. S.M.C.C-156/2021-2022/8414 dated 22/03/2022

AQAR 2021-2022

1.	Dr. Purnanand Chari	- Convenor
2.	Dr. Karishma Parskar	- Member
3.	Dr. Mithil Fal Desai	- Member
4.	Ms. Sarvesha Naik Desai	- Member

Cultural Committee

1.	Ms. Sarvesha Naik	- Member
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Copy To:

1. Dr. Sucheta Naik, Vice-Principal and IQAC Coordinator
2. AQAR 2021-2022, Sr. No 1-4
3. Ms. Sarvesha Naik, Counsellor

RS/SB



STANDARD OPERATING PROCEDURE (SOP): SPECIMEN COPY

DEPARTMENT OF SCIENCE

SOP-GEN
03

QUALITY MANAGEMENT SYSTEM PROCEDURE
STANDARD OPERATING PROCEDURE FOR DEPARTMENT OF SCIENCE

1 PURPOSE:
To establish and maintain a standard protocol/method to continuously improve the functioning of the Department of Science.

2 ACTIVITY (SCOPE):
The Department of Science comprises of Zoology, Botany and Chemistry sections. The SOP of the Department of Science applies to all teaching, non-teaching staff and students affiliated to the Department of Science. This SOP shall bring standardization in the working procedure that shall ensure smooth functioning of all sections of the department.

2.1 Vision
To provide foundational knowledge in Zoology, Botany and Chemistry which shall harness the skills and potential of aspiring students who require a professional grooming to face the highly competitive and globally connected world.

2.2 Mission
To rationally propagate the knowledge in science and explore the opportunity in developing scientific temperament and visionary research culture among the graduate students which shall ensure their future employability and entrepreneurship.

2.3 Objectives

- To give a deeper insights about three basic branches of science; Zoology, Botany and Chemistry through comprehensive learning.
- To give the students a platform of judicious combination of academic excellence and personality development by nurturing a positive teaching and learning environment.
- To develop scientific communication skills, academic research culture and scientific temperament at the graduate level.
- To encourage and inculcate safety habits in laboratory by fostering a culture focused on awareness, communication and supervision.

3 PROCESS INPUT:

SHREE MALLIKARJUN COLLEGE OF ARTS AND COMMERCE / QMS-SOP-GEN _ 03 / Rev 00 / 18112019 Page 3 of 6

Approved By _____
Principal _____

SOP-GEN
03

QUALITY MANAGEMENT SYSTEM PROCEDURE
STANDARD OPERATING PROCEDURE FOR DEPARTMENT OF SCIENCE
Academic Syllabus, Time Table, Number of Students enrolled for B. Sc., List of Chemicals, List of Apparatus/Equipment's, Standards, List of Teachers, List of Mentor and Mentee, List of Books available in library.

4 PROCESS (PROCEDURE):

4.1 ROLES AND RESPONSIBILITIES
Department of Science of Dr. Jayashree Mandali's Shree Mallikarjun and Shri Chetan Manju Desai College is committed towards academic and social responsibilities. The academic hierarchy is displayed in Figure 1. Roles and responsibilities for staff of the Department of Science are discussed below:

Figure 1. Academic Hierarchy

4.1.1 Principal/Vice-principal
Principal/Vice-principal shall evaluate and assign the Head of the Department (HoD) for the Department of Science every three years to facilitate the departmental and college activities.

4.1.2 HoD Science
Appointed HoD is responsible to communicate the verbal/written instructions/notices from the principal/Vice-principal to the faculty and staff of the Department. The HoD shall communicate and follow

SHREE MALLIKARJUN COLLEGE OF ARTS AND COMMERCE / QMS-SOP-GEN _ 03 / Rev 00 / 18112019 Page 2 of 6

Approved By _____
Principal _____

SOP-GEN
03

QUALITY MANAGEMENT SYSTEM PROCEDURE
STANDARD OPERATING PROCEDURE FOR DEPARTMENT OF SCIENCE
The notices/instructions from the Chairman's of various academic committees' (Time-table committee/Examination committee/NAAC). The HoD is responsible to distribute the academic syllabus of the Science section every year. The HoD authorizes the list of chemicals/apparatus/instruments/other materials and maintenance/repair services. All the official communication of the department shall be forwarded through the HoD. The HoD, Science shall conduct a minimum of one staff meeting every month to discuss the functioning of the department. HoD's leaves shall be communicated to the Principal and the staff of the Department. HoD is responsible to assist the college time table committee to prepare the Academic Time Table. HoD is responsible to communicate the Code of Ethics to the staff of the Department of Science. HoD is committed to conduct/instruct the theory and practical courses.

4.1.3 Teaching staff (Regular/Contract/Lecture basis)
Teaching staff shall oblige to all the instructions (verbal/written) from Principal, Vice-principal acting Principal, and HoD. Teaching staff shall submit their academic semester plan through Academic Course Work File after two days of issue of Academic Time Table for the semester/year. The leave or absence shall be communicated to the HoD in advance/at earliest.

4.1.4 Non-Teaching Staff (Regular/Contract/Lecture basis)
Non-Teaching Staff (Laboratory Assistant, Laboratory Attender and Field Collector) of the Department shall oblige to all the instructions (verbal/written) from the Principal, Vice-principal, acting Principal, HoD and Teachers. The assistant is responsible for the general maintenance and smooth functioning of the laboratory. The assistant shall maintain the safety protocols/procedure/stock of the laboratory. The assistant shall issue the glasswares, chemicals, instruments and other materials to the students. Laboratory Attender shall function as subordinate to the Laboratory Assistant and should assist in general maintenance and functioning of the laboratory. The leave or absence shall be communicated to the HoD in advance/at earliest.

4.2 PRIMARY DEPARTMENTAL PROCESS
The Department of Science is committed to provide quality education in Science by systematic planning of its academic activities. The systematic procedure (Figure 2) of the departmental process is discussed below.

SHREE MALLIKARJUN COLLEGE OF ARTS AND COMMERCE / QMS-SOP-GEN _ 03 / Rev 00 / 18112019 Page 3 of 6

Approved By _____
Principal _____

SOP-GEN
03



QUALITY MANAGEMENT SYSTEM PROCEDURE
STANDARD OPERATING PROCEDURE FOR DEPARTMENT OF SCIENCE


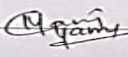
Figure 2. Departmental Procedure

SHREE MALLIKARJUN COLLEGE OF ARTS AND COMMERCE / QMS-SOP-GEN _ 03 / Rev 00 / 18112019 Page 4 of 6

Approved By _____
Principal _____





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QUALITY MANAGEMENT SYSTEM PROCEDURE STANDARD OPERATING PROCEDURE FOR DEPARTMENT OF SCIENCE	
4.2.1 ACADEMIC PLAN OF THE DEPARTMENT An academic plan of the department is prepared by HoD and other regular teaching staff at the annual academic meetings of the department and is communicated to the Principal's office. The academic plan should tentatively highlight the timeline of the academic events of the department.	
4.2.1 ADMISSION The admission committee shall give the new/revised list of students enrolled for the academic courses to the HoD. The first working day of every academic year department shall plan its requirements based on the number of students enrolled for the science course.	
4.2.2 TIMETABLE/COURSEWORK PLAN The HoD shall communicate the revised timetable for the academic year/semester to the other teaching and non-teaching staff. The syllabus is distributed amongst the teachers and the respective teachers shall accordingly prepare the course work plan. The course work plan shall be approved by the by the HoD/Principal and approved course work plan shall be communicated to the Laboratory Assistant and the students.	
4.2.3 TEACHING Department of Science encourages experimental learning in all three branches of B. Sc. Teachers shall plan their lectures systematically to meet academic deadlines. Extra classes/ repeat practical's are encouraged to improve the understanding of the students. Teachers shall ensure the safety and discipline of the laboratory courses which would reduce the probability of accidents and enhance the learning process. Unauthenticated information shall not be discussed with the students. The teacher shall ensure the availability of appropriate information about the concepts in the syllabus.	
4.2.4 EXAMINATION Department of Science is committed to assess the students considering the ethics of examination. Teachers shall ensure correctness of the question paper (Theory) before submitting it to the examination committee. A minimum of two sets of papers shall be given to the examination committee to avoid unpleasant incidents.	
SHREE MALLIKARJUN COLLEGE OF ARTS AND COMMERCE / QMS-SOP-GEN _ 03 / Rev 00 / 18112019 Page 5 of 6	
Approved By Principal	<div style="border: 1px solid black; height: 40px; position: relative;"> Signature  </div>

	<div style="border: 1px solid black; padding: 2px; display: inline-block;">SOP-GEN 03</div>
QUALITY MANAGEMENT SYSTEM PROCEDURE STANDARD OPERATING PROCEDURE FOR DEPARTMENT OF SCIENCE	
Department of Science shall discuss the tentative Practical Examination time table two weeks before the end of semester with the examination committee. Time Table needs to be displayed on the notice boards of the college minimum one week before the examination. No teacher/non-teaching staff is permitted to take planned leaves during the examination.	
4.1.6 EVALUATION Department of Science teachers are obliged to evaluate the student following the code of ethics of the college/University. Teachers shall ensure the correctness of marks in the prescribed format of the evaluation. Marks of the practical examination shall be submitted within a week of completion of practical examination.	
5. PROCESS OUTPUT: Attendance, Question Papers, Evaluation Report, Student Feedback record, Employee Feedback record.	
6. PROCESS EFFECTIVENESS MONITORING Student progression report, GUART results, Admission list of other H. Education (like B. Ed, etc.) Student Feedback report, Employee Feedback report.	
7. RELATED DOCUMENTED INFORMATION: Department File Attendance Register Stock book MSDS List of books in library Experiment Procedure Experiment Journal, Attendance records Course work files Newsletter	
SHREE MALLIKARJUN COLLEGE OF ARTS AND COMMERCE / QMS-SOP-GEN _ 03 / Rev 00 / 18112019 Page 6 of 6	
Approved By Principal	<div style="border: 1px solid black; height: 40px; position: relative;"> Signature  </div>

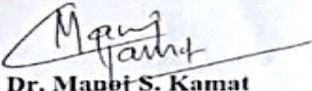


LIST OF THE POLICIES:

<p>Govt. Reg. No. AC18</p>  <p>1993</p> <p>E-mail: shreemallikarjuncollege@gmail.com</p>	<p>Dnyan Prabodhini Mandal's SHREE MALLIKARJUN & Shri. Chetan Manju Desai College Defem, Canacona-Goa 403702</p>	<p>Tel. No. 0832-2633422/433</p>  <p>India Today Ranking 115 (Arts) 150 (Commerce)</p> <p>Website: shreemallikarjuncollege.ac.in</p>
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List of College Policies
Academic Year 2020 – 2021

1. Gender Policy
2. Policy for Physically Challenged
3. Academic Integrity and Plagiarism avoidance
4. Anti Ragging
5. Student Code of Conduct
6. Non-Teaching Code of Conduct
7. Teachers code of Conduct
8. Sexual Harassment Policy
9. Library Policy
10. Library Manual
11. IT & IT Security
12. Purchase Policy
13. Sports Policy
14. Examination Policy
15. IPR and Transfer of Knowledge
16. Quality Policy
17. Conservation of environment, disposal of waste and redundant assets policy
18. Office Manual
19. Repairs and Maintenance Policy
20. Safety Manual Policy for Laboratory
21. Mentoring & Counselling Policy
22. Student Council and Empowerment
23. Staff Welfare Policy
24. Resource Mobilization Policy
25. Goa University Statutes (<https://www.unigoa.ac.in/uploads/content/Statutes.pdf>)
26. Goa University Ordinance (<https://www.unigoa.ac.in/uploads/content/GUOrdinance.pdf>)



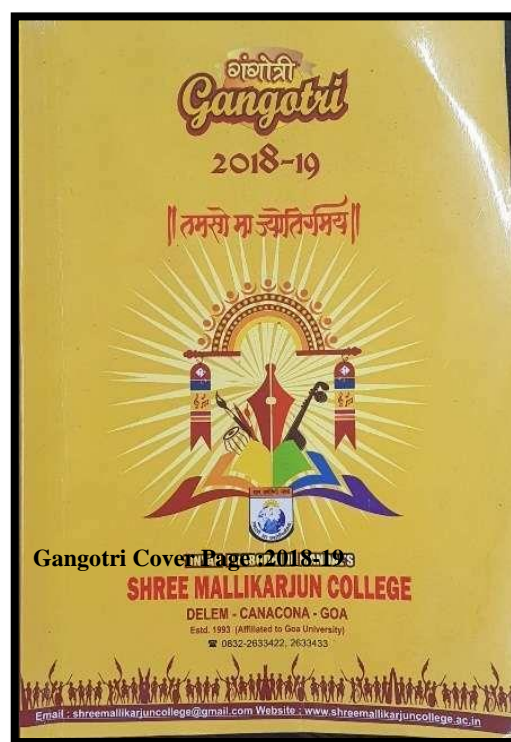
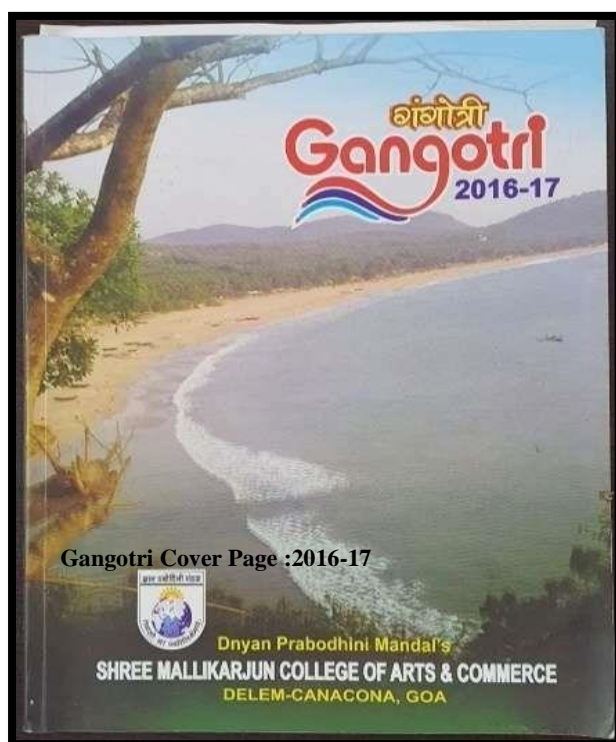
Prof. Dr. Manoj S. Kamat
Principal



LIST OF FACULTIES:

	Regular	Contract Basis	Lecture Basis	Total
2014-2015	14+1(Dir. Of (P.E)=15	3+1(Counsellor)=4	13	32
2015-2016	16+1(Dir. Of (P.E)=17	3+1(Counsellor)=4	15	36
2016-2017	16+1(Dir. Of (P.E)=17	3+1(Counsellor)=4	10	31
2017-2018	16+1(Dir. Of (P.E)=17	3+1(Counsellor)=4	9	30
2018-2019	17+1(Dir. Of (P.E)=18	6+1(Counsellor)=7	16	41
2019-2020	17+1(Dir. Of (P.E)=18	18	8	44
2020-2021	19+1(Dir. Of (P.E)=20	17+1(Counsellor)=18	12	50
2021-2022	22+1(Dir. Of (P.E)=23	15+1(Counsellor)=16	13	52
Note: In 2022				
01 LB appointed on CCL Left after regular joined in Odd Semester (Mrs. Kshama Desai)				
01 LB appointed on CCL Left to join other Institute, appointed other Faculty (Mathematics)				
01 CB Left to join other Institute, appointed new Faculty (Dr. Nisha Kevat)				
01 CB Left to join other Institute (Ms. Deepti Fal Desai)				

DEPLOYMENT DOCUMENT:



INDIA TODAY (2021):

176

India Today '21



DPM's Shree Mallikarjun College of Arts and Commerce

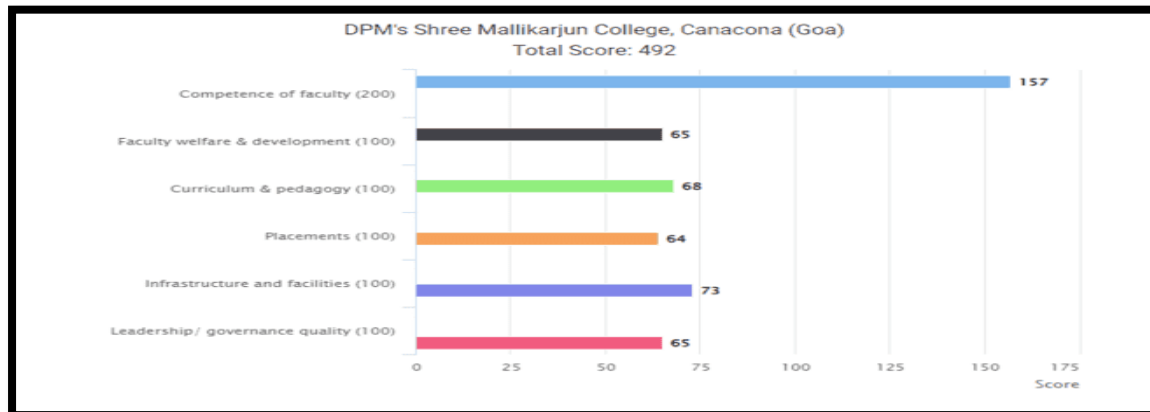
Fees: ₹ 19,590

Not Ranked

The Week '20

Courses & Fees • Placements

EW RANKING



Goa			Total score (7000)
11	1	Convent College For Women, Navim	545
14	2	Rejaya College of Commerce and Arts, Navim	532
27	3	P. Agrel College of Arts and Commerce, Bargin	514
38	4	S. Sarda's College of Arts, Science & Commerce, Mapusa, Bardez	507
31	5	Chandrasekar, Mendir's College and Research Centre, Bardez	499
34	6	Murugan Education Society's College of Arts & Commerce, Panaji	496
37	7	DPM's Shree Mallikarjun College, Canacona	492
42	8	Chandrasekar, Mendir's College of Arts and Commerce, Bardez	482
45	9	Goa Mahaperashram, Mendir's College of Arts and Commerce, Bardez	481
60	10	Remaja College of Commerce & Economics, Ponda	473
51	11	Parvati Education Society's College of Arts and Science	471
52	12	Parvati Education Society's College of Arts and Science	469
63	13	Shri. Datta College of Commerce & Management Studies, Mapusa	468
65	14	SS Dempo College of Commerce and Economics, Ponda	465
62	15	Goa Mahaperashram, Mendir's College of Arts and Commerce, Bardez	445
63	16	Goa Mahaperashram, Mendir's College of Arts and Commerce, Bardez	442
Puducherry			Total score (7000)
25	1	Arjun Arts and Science College, Villupuram	505
Punjab			Total score (7000)
30	1	DAV College, Dayanand Nagar, Jalandhar	500
32	2	DAV College, Dayanand Nagar, Jalandhar	495
36	3	DAV College, Dayanand Nagar, Jalandhar	490
37	4	DAV College, Dayanand Nagar, Jalandhar	482
39	5	DAV College, Dayanand Nagar, Jalandhar	480
43	6	DAV College, Dayanand Nagar, Jalandhar	474
45	7	DAV College, Dayanand Nagar, Jalandhar	471
46	8	DAV College, Dayanand Nagar, Jalandhar	469
49	9	DAV College, Dayanand Nagar, Jalandhar	471
53	10	DAV College, Dayanand Nagar, Jalandhar	468
58	11	DAV College, Dayanand Nagar, Jalandhar	459
Madhya Pradesh			Total score (7000)
42	1	Arjun Vihar College for Women, Tuli Nagar, Bhopal	472
45	2	Arjun Vihar College for Women, Tuli Nagar, Bhopal	434
46	3	Arjun Vihar College for Women, Tuli Nagar, Bhopal	410
49	4	Arjun Vihar College for Women, Tuli Nagar, Bhopal	398
Odisha			Total score (7000)
15	1	DAV International College, Bhubaneswar	527
26	2	DAV International College, Bhubaneswar	523
Maharashtra			Total score (7000)
5	1	DAV College of Commerce, Mumbai	505
27	2	DAV College of Commerce, Mumbai	504
35	3	DAV College of Commerce, Mumbai	495
40	4	DAV College of Commerce, Mumbai	489
43	5	DAV College of Commerce, Mumbai	485
43	6	DAV College of Commerce, Mumbai	485
43	7	DAV College of Commerce, Mumbai	485
43	8	DAV College of Commerce, Mumbai	485
43	9	DAV College of Commerce, Mumbai	485
43	10	DAV College of Commerce, Mumbai	485
43	11	DAV College of Commerce, Mumbai	485



AWARDS & RECOGNITIONS:



Best College Award : Awarded by Lion's Club



Certificate of Recognition





Awarded for Emerging Brand of Goa by Gomantak



+++++++Thank You+++++++