

Proactive Disclosure Manual under Right to Information Act, 2005

**Proactive Disclosure under Section 4 (1)
(b)(viii) of the Right to Information Act, 2005**

**Statement of Boards, Councils, Committees
and other Bodies**

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Proactive Disclosure under Section4(1)(b)(viii) of the Right to Information Act, 2005

| A Statement of Boards, Council, Committees and other Bodies Constituted Sec 4(1) (b) (viii) | | | | | | | | |
|--|---------------------------------------|--|---|-----------------------------|-------------------------------|--|---|------------------------------|
| Sr. No. | Name & address of the body | Main functions of the body | Constitution of the body | Date of constitution | Date up to which valid | Whether meetings open to public | Whether minutes accessible to public | Frequency of meetings |
| 1 | The purchase advisory committee | to approve the purchase Machinery/equipment's, learning resources and furniture | Principal, All Head of Departments, Assistant Accounts Officer and Store Officer | 3/3/2025 | Until further Orders | No | No | Twice in a Month |
| 2 | The College Grievance Committee | The committee shall examine and decide on the grievances relating to the making of answer-scripts/evaluation of ISA of the ME students | 5 Senior faculty members committee | 4/10/2025 | Until further Orders | No | No | on receipt of a complaint |
| 3 | Canteen Committee | to look after the matters pertaining to Canteen service of College | Principal, Head of Department HS&HD, Deputy Registrar, Assistant Professor, Draughtsman, Health Officer, PHC, Ponda Goa, Senior Food Safety Officer, Directorate of Food & Drug Administration, Ponda-Goa | 5/27/2025 | Until further Orders | No | No | on receipt of a complaint |

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| 4 | Internal Quality Assurance Cell (IQAC) | to assess the educational needs | Principal, Deputy Registrar, Head of Department HETC, HCOMP and HEED, DTE, Nominee, Dir. Gen. GCCCI - Alumini, Entrepreneur | 10/7/2025 | Until further Orders | No | No | periodically |
| 5 | Internal Complaints Committee for Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013 | In view of Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) | Professor, Associate Professors, Assistant Professor, Draughtsman, Junior Steno, NGO, Ladies Representative (Student Council) | 2/16/2026 | Until further Orders | No | No | on receipt of a complaint |
| 6 | Shopping Complex Committee | to look after all the matters of Shopping Complex | Deputy Registrar, Assistant Registrar, Assistant Accounts Officer and Store Officer | 2/25/2026 | Until further Orders | No | No | periodically |
| 7 | Anti-Ragging Committee | to look into the matters related to students with special reference to "Ragging" | Principal, All Head of Departments, Police Inspector, Local Media-1, Representative of 'People of Ponda', Rotrac t Club, Parents, Students, faculty members and non-teaching staff, Students Council, Warden Boys Hostel, Warden Girls Hostel, Assistant Registrar (Academic) and Deputy Registrar | 3/25/2026 | Until further Orders | No | No | on receipt of a complaint |

