



**SARASWAT VIDYALAYA'S  
SRIDORA CACULO COLLEGE OF COMMERCE & MANAGEMENT STUDIES**

(Affiliated to the Goa University)

Telang Nagar, Khorlim, Mapusa-Goa 403 507

Phone no: 2254478(off) 2250042(Prin.)

Email: [caculocollege@gmail.com](mailto:caculocollege@gmail.com)

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**Particulars of Organisation, Functions and Duties**

**[ Sec 4 (1) (b) (i) ]**

Saraswat Vidyalaya's College of Commerce & Management Studies was established in the year 1991. The society has a campus admeasuring 44,000sq.mts with its own building and playground. The society has plans to construct an independent building for the college.

Saraswat Vidyalaya's College of Commerce & Management Studies was renamed as S.V's Sridora Caculo College of Commerce & Management Studies, (SCCCMS) w.e.f June 2005.

This institute is part of one of the oldest Educational Societies in Goa, Saraswat Educational Society is affiliated to the Goa University.

**-----VISION-----**

To be the model institution, providing for a holistic development of individuals with an aim of promoting a healthy and progressive society.

**-----MISSION-----**

To impart value added education, to nurture the creative abilities of our youth, to develop professional competence with a focus on opportunities for individual excellence and the collective well-being of the community.

**-----OBJECTIVES-----**

To help students in developing their creative abilities to become productive members of the society.

To inculcate values, ethics and principles among the students for their holistic development.

To emphasize on the professional and personality development of students in order to prepare the students to adapt to a rapidly changing environment.

To build confidence level and to develop competency through the use of modern technology.

To help students in career guidance and placement to seek employability so that they turn out to be responsible citizens of our nation.

**-----Postal Address-----**

Saraswat Vidyalaya's  
Sridora Caculo College of Commerce & Management Studies,  
Telang Nagar, Khorlim, Mapusa-Goa 403507.  
Phone no: 2254478(off) 2250042(Prin.)

**-----Working Hours-----**

The working hours for both office and public is 8.30 am to 4.30 pm.

## **Powers and Duties of Officers and Employees**

**[ Sec 4 (1) (b) (ii) ]**

### **1. Principal**

#### **Duties and Powers**

- To provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, management, optimization of human and resource and concern for environment and sustainability.
- To place before the local managing committee. The budgetary statement for the following financial year and the statement of audited accounts for the previous financial year for consideration and approval.
- Conduct himself with transparency, fairness, honesty, highest degree of ethics and decision making that is in that best interest of the college.
- Act as steward of the college assets in managing the resource responsibility, optimally effectively and efficiently for providing a conducive working and learning environment.
- Promote the collaborative, shared and consultative work culture in the college, paying way for thinking and ideas.
- Endeavor to promote a work culture and ethics that bring about quality, professionalism, satisfaction and service to the nation and society.
- Participate in extension, co-curriculum and extra-curricular activities, including community service.

## 2. Teaching Staff

### Duties

- Be punctual and follow the timing of the college.
- Encourage students to participate in teaching -learning process.
- Encourage students to inculcate discipline and respect to the community and the environment.
- Help students to differentiate between good from bad and right from wrong.
- Help to keep the campus clean and neat.
- Deal with students justly without any favoritism.
- Undertake research activities for self-development and improve teaching quality.
- Co-operate with the authorities for smooth functioning of the college.
- Participate in extension activities, co-curricular and extracurricular activities including community services.
- Show courtesy, dignity, decency and decorum in their individual and collective behavior or communication with their colleagues.
- Treat other members of the profession in the same manner as they themselves wish to be treated.
- Follow the rule and regulations issued by management, directorate of higher education and Goa University From time to time.
- Assist Principal/Vice Principal in maintaining the discipline of the college.

### 3. Non-Teaching Staff

Ms. Lynn Lobo (Head Clerk)

#### **Duties**

- Maintaining staff roaster register
- Obtaining N.O.C. from Departments.
- Work related to affiliation from University.
- Work related to workload of staff.
- Obtaining approval of the staff.
- Checking of all the college correspondence.
- Monitoring office staff by keeping proper discipline in office.
- Monitoring multi-tasking staff & sweepers.
- Organizing meetings and related correspondence of career advancement of staff, appraisals of teaching staff.
- Maintaining & keeping track of office files.
- Seeing to the career progression/upgradation of non-teaching staff and maintaining of confidential reports.
- Maintaining of register of registers.
- Submission of annual RTI reports to department.
- Information/statistics under RTI act.
- Any other work assigned by the principal in addition to above.

Mr. Avdhut A. Gunaji (Accountant)

### **Duties**

- All matters concerning salary – claims, arrears, payments, etc.
- Payment of bills.
- Finalization of accounts including RUSA, UGC & other related government/non-government bodies.
- All the work related to financial matters including accepting/ collection of fees and follow up of the outstanding fees from students.
- Preparation of budget in consultation with principal.
- Staff pay fixations.
- Matters regarding Income tax.
- Issue of salary certificates/slips to staff on request.
- Maintaining of fixed deposit register.
- Staff pension cases.
- NPS related work, except enrolment of new employees
- Leave travel concession.
- Work related to co-curricular activities/ workshops/functions/NSS/sports, etc.(financial matters)
- Statistics/information related to RTI act.
- Any typing work assigned by principal.

Ms. Suchita Sawant (Upper Division Clerk)

### **Duties**

#### **All staff matters (B.COM, BBA & BCA)**

- Timely updating staff personal files/service books.
- Issuing of offer, appointment letters and related matters.
- Statistics related to staff.
- Maintaining staff attendance registers except BBA.
- Maintaining leave registers & taking out orders for the same (earned leave/HPL/CCL /EL, etc.) compensatory off register.
- Issue of experience, character certificates, duty leave, relieving order, deputation letters and collection of certificates from faculties & to be entered on register

#### **Scrutinising applications and work related to interview.**

- Monthly anti-ragging reports to Directorate of Higher Education & Goa University.
- Work related to understudy supervisor (including preparation of supervision Bills) typing of question papers in the absence of examination clerk.
- Assisting nodal officer for aish.
- Work related to co-curricular activities/workshop
- Functions/NSS/ Sports etc.
- Statistics/information related to RTI.
- Any typing work assigned by head clerk/principal.

Mr. Abhay Hajare (Upper Division Clerk)

### **Duties**

#### **All students' matters**

- Checking of admission forms, examination forms of the students
- Preparing class wise /division wise list/displaying division wise list on notice board before start of academic year
- Preparing detail list including phone numbers & email id
- Checking of I-cards data and issue of same
- Work related to university registration/enrolment, statistics of students, etc
- Maintaining roll of honour register.
- Checking of student's general register, Leaving Certificate/ Transfer Certificate/ Migration Certificate.
- Maintaining of staff general provident fund records.
- Work related to understudy supervisor (including preparation of supervision bills)
- Typing of question papers in absence of examination clerk.
- Acting as nodal officer for election commission/ mamlatdar.
- Work related to co-curricular activities/workshop.
- Functions/NSS/ sports etc.
- Information/statistics related to R.T.I.
- Any typing work assigned by head clerk/principal.
- Any other work assigned by the principal/head clerk/accountant in addition to above.



Ms. Kranti Korgaonkar (Jr. Stenographer)

### **Duties**

- Taking notes, dictation and any typing work.
- Work related to CA examination.
- Maintaining monthly event calendar and reporting to teachers & principal.
- Writing social letters like congratulatory, thanking, appreciation, etc.
- Preparing monthly report & sending to management.
- Correspondence with management and follow-up.
- Arrangement of meetings called by principal, making calls and informing and maintaining minutes of the meetings.
- Sorting out, distribute or hand over mail/letters and other documents and checking of college mail daily and issue of printouts & forward to respective person. Checking of outgoing letters sent to external parties including management.
- Maintaining of movement register.
- Interview related work- call letters, informing candidates, members of interview panel & preparation for the conduct of interview.
- In charge of housekeeping -seeing to the arrangement of crockery, refreshments during functions and attending to guests, visitors.
- Looking after the booking of Anand keni hall & maintaining of register of the items purchased for the hall.
- Work related to co-curricular activities/workshops/functions/NSS/sports/etc.
- Information /statistics related to RTI.
- Any other work assigned by the principal

Mr. Sudesh S. Chandelkar (Lower Division Clerk)

**Duties**

- Preparation of comparative charts.
- Work concerning computer printout and designs, etc. of college matters.
- Work related to brochures and certificates.
- Documentation to be maintained for NAAC.
- Collection of reports with photographs of various activities.
- All Sports related matters, sports eligibility and enrolment.
- Work related to attendance of students.
- Any typing work.
- Maintaining dead stock register.
- Work related to understudy supervisor including CA exams (including preparation of supervision bills) typing of question papers in absence of examination clerk.
- Assisting nodal officer and co-ordinator for RUSA related work.
- Work related to co-curricular activities/workshops/functions/NSS/sports/etc.
- Information / statistics related to RTI.
- Work assigned to other L.D.C's in their absence.
- Any other work assigned by the principal/head clerk/accountant in addition to above.

Ms. Pragati Puranik (Lower Division Clerk)

### **Duties**

- Work related to NSS enrolment and correspondence to university.
- Work related to mentoring.
- Keeping record of all correspondence to Directorate of Higher Education and Goa University.
- Checking daily college mails and issue of printout/ forwarding mails to respective.
- Persons ( in absence of Ms. Kranti korgaonkar)
- Work related to freeship / scholarship and follow up with Directorate of Social Welfare.
- Work related to understudy supervisor (including preparation of supervision bills) typing of question papers in absence of examination clerk.
- Assisting nodal officer of fit India movement.
- Maintaining consumables/stationery/receipt register.
- Purchase and issue of stationary to various departments.
- Checking of cleanliness in the washrooms and campus and reporting to head clerk if not cleaned.
- Work related to co-curricular activities/workshops/functions /NSS/sports.
- Information /statistics related to RTI.
- Work assigned to other L.D.C's & examination clerk in their absence
- Any typing work assign by head clerk/ principal.
- Any other work assigned by the principal/head clerk/accountant in addition to above.

Mr. Pramod Pal (Lower Division Clerk)

**Duties**

- Any typing work.
- Maintaining of students general register (B.COM/BCA).
- Issue of Leaving Certificates, Transfer Certificates, and Migration certificates (B.COM/BCA).
- NPS - enrolment of new employees.
- Assisting nodal officer of Ek Bharat Swattcha Bharat.
- Checking of all notice boards and clearing old notices, etc. every fortnightly with assistance of staffroom MTS.
- Maintaining of salary register.
- Third year project work.
- Student's verification.
- Assisting accountant in issuing fee receipts.
- Work related to understudy supervisor (including preparation of supervision bills)
- Typing of question papers in the absence of examination clerk
- Work related to co-curricular activities/workshop/Functions/NSS/ sports etc.
- Statistics/information related to RTI.
- Any other work assigned by the principal/head clerk/accountant in addition to above.

Mr. Damodar Desai (Lower Division Clerk)

**Duties**

- Any typing work.
- Maintaining of inward and outward register.
- Accepting feedback forms from teachers & follow up of feedback analysis,
- Maintaining of Casual Leave register.
- Issue of bonafide certificates.
- Despatchment of letters (outward) and keeping record to whom work allotted of postage by maintaining register.
- Maintaining of postage expenses and all postal related work.
- Getting office letters/circulars/documents filed.
- Checking of certificates/documents for attestation and collection of amounts &
- To maintain register for the same.
- Keeping check on watchman.
- Work related to understudy supervisor (including preparation of supervision bills) typing of question papers in absence of examination clerk.
- Work related to co-curricular activities/workshop/functions/NSS/sports etc.
- Statistics/information related to RTI.
- Work assigned to other L.D.C's in their absence.
- Any other work assigned by the principal/head clerk/accountant in addition to above.

Ms. Rohish Pednekar (Lower Division Clerk)examination--- c/b

### **Duties**

#### **ALL EXAMINATION RELATED WORK**

- Feeding of data in computer.
- Taking printouts of marksheets.
- Preparation of results.
- Keeping track of records of all the examinations.
- Checking of results.
- Typing of question papers.
- Matters regarding gracing.
- Checking & payment of exam remuneration bills.
- Any other matters which are not covered above Related to all the examination.
- Statistics of results.
- Over all in charge of marksheets.
- Any typing work.
- Assisting accountant in issuing fee receipts.
- Statistics/information related to RTI.
- In absence of L.D.C's any other work assigned by the principal, head clerk, accountant in addition to above.
- Any other work assign by head clerk/ principal.

#### **4. MTS**

##### **Duties**

- Physical maintenance of records of the Section.
- General cleanliness and upkeep of the Section/unit.
- Carrying of files and other paper within the building.
- Photocopying and sending of fax.
- Other Non- Clerical work in the Section.
- Assisting in routine office work like diary, dispatch etc, including on computer
- Delivering of dark (Outside the building)
- Watch and ward duties.
- Opening and closing of rooms.
- Cleaning of rooms.
- Dusting of furniture.
- Cleaning of building, fixtures etc.
- Driving of vehicles, if in possession of valid driving license.
- Upkeep of park, lawns, potted plants etc.
- Any other work assigned by the superior authority.

#### **5. Watchman**

##### **Duties**

- Duty of 12 hours duration and required to work in shifts.
- Watchman is required to take rounds around the college campus especially during vigilance.
- Required to look after the proper parking of vehicles of staff, students and visitors.

## LIBRARY SECTION

### 6. Dr. Shobha Karekar (Librarian)

#### **Duties**

- The librarian is a head to the Library and Information center and a certified member of the faculty.
- Responsible for the daily operation of the library and supervision of the staff.
- Assist in preparation of the Library Budget.
- Implement the collection development process and planning and developing of the library.
- Supervising the process of cataloguing and indexing of the books and periodicals.
- Provide reference services as needed.
- Orienting the users towards effective utilization of library services.
- Responsible for managing the maintenance of print and non-print materials and equipment's in the library.
- Supervising circulation (charging and discharging) of books and learning materials.
- Arranging for stock verification of library collection and weed-out/write-off books.
- Strengthen library automation, e-library-digital aspects.
- Maintain records and statistics and submit reports as required.
- Provide bibliographic instruction upon request.
- Promote and implement mediated instruction, interactive media conferencing and other related emerging technologies.
- Promote a Library atmosphere conducive to study, reading and research.
- To attend /participate library related meetings, workshops /seminars/conference/orientation Programmes/refresher courses/any other training Programmes.
- Represent the library as a member of college-wide and university -wide committees.
- Assign and supervise the duties of library staff.
- Maintenance and supervision of library premises.
- Teaching students on scholarly communication.
- Initiate and process purchase of materials if any for library.



## 7. Librarian Grade I

### Duties

- To work under overall supervision of the Librarian.
- Cataloguing and indexing of books and periodicals.
- Assist the Librarian in supervision and administration of Library.
- Keep the books, ready for circulation (if closed access).
- Assist the users towards effective utilization of Library services.
- An arrangement for the maintenance and repair of books, periodicals and other related equipment in the Library.
- Arrangement of non-book materials.
- Assisting the Librarian in book selection and acquisition.
- Managing special assignments/tasks as entrusted by the Librarian.
- Circulation (Issuing and receiving) of books and learning materials.
- Maintenance of the library registers (Accession/periodical) and other statistical records.
- Shelving and rectification of library collection on day to day basis according to the system of the library.
- Any other library works allotted by the librarian, Principal or other equivalent authority.
- The Librarian Grade-1 is responsible to the Librarian/ Principal/In-charge of Library or any other equivalent authority.

### Procedures followed in Decision Making Process

[ Sec 4 (1) (b) (iii) ]

Procedures followed in decision making process, including channel of supervision and accountability.	NIL
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### Norms set by it for the discharge of its functions

[ Sec 4 (1) (b) (iv) ]

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### Rules, regulation, Instructions, Manual and Records for Discharging Functions

[ Sec 4 (1) (b) (v) ]

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**Statement of the categories of documents that are held by it or under its control**

**[ Sec 4 (1) (b) (vi) ]**

<b>File No.</b>	<b>File Names</b>		<b>File No.</b>	<b>File Names</b>	
1	MASTER FILE	MA	86	TY PROJECT	TY PROJ.
2	UNIVERSITY AFFILIATION	UA	87	STUDENTS SAFETY INSURANCE	SSI
3	GOA GOVT. GRANTS	GGG	88	EX-STUDENTS ASSOCIATION	EX-STUD.ASS
4	STUDENTS MATTERS	SM	89	BOARD BASED COMMITTEE	BBC
5	NATIONAL SERVICE SCHEME	NSS	90	COLLEGE DEVELOPMENT COUNCIL	CDC
6	CO-CURRICULAR ACTIVITIES	CCA	91	IITM	IITM
7 - A	SPORTS - GENERAL	SP	92	LEAVE SANCTIONED ORDERS	LSO
7 - B	SPORTS - STUDENTS CERTIFICATE	SP-C	93	NAAC	NAAC
8	APPT. & APPROVAL TEACH.	T.APPT	93 A	STATISTIC FOR NAAC PURPOSE	
9 - A	COLLEGE NOTICE	NB	94	PTA	PTA
9 - B	COLLEGE NOTICE-GENERAL	NB-G	95	LECTURE PLAN	LP
10	UNIVERSITY CIRCULARS	UC	96	UGC CURRICULUM	UGC C.
11 - A	DHE (COLLEGE - DHE)	DE(C/D )	97	PLACEMENT CELL/CARRER GUIDANCE	PC/CG
11 - B	DHE ( DHE - COLLEGE-)	DE(D/C )	98	CYBERAGE SCHEME	CS
11 - C	DHE (GENERAL)	DE(G)	99	MID TERM RESULT	MTR
12	MAINTENANCE GRANTS VOUCHER	MGV	100	EDUCATION TOUR	ET
13	MISCELLANEOUS	MISC.	101	STUDENTS OUTSTANDING	SO
14	ANNUAL SOCIAL GATHERING	ASG	102	INFORMATION & GUIDANCE CENTRE	IGC/SU
15	SALARY DISBURSEMENT	SD	103	YESHWANTRAO CHAVAN OPEN UNI	YCMOU
16	ELECTION	ELECT.	104	REPORTS(ACTIVITIES/WORKS HOPS_	REPORTS
17	LIBRARY	LIB	105	REIGHT TO INFORMATION ACT A GENERAL	RTI (G)
18	SYLLABUS	SYLB		B CIRCULAR	RTI (C)
19	CASUAL LEAVE	CL	106	GOA UNIVERSITY TEACHERS ASSOC.	GUTA
20	BILLS	BILLS	107	KNOWLEDGE COMMISSION	KC
21	QUOTATION	QUOT	108	ADD ON COURSES	AOC

22	APPLICATIONS	APPL	109	CONSUMER PROTECTION & WEL.CELL	CPWC
23	SCHOLARSHIPS	SCH	110	EXECUTIVE COUNCIL MINUTES	ECM
24 A	T.Y. EXAM. ( GENERAL)	TY EXAM (G)	111	STUDENTS RESULTS ANALYSES	SRA
24 B	T.Y. EXAM. (STUD. ATT. & SUP. REPORT)	TYEXA M	112	ANNUAL PLANNER	AP
25	BACHELOR OF BUS. ADMST.	BBA	113	SALARY CLAIM	SC
26 A	GENERAL PROVIDENT FUND	GPF	114	VARIOUS COMMITTEE	VC
26 B	NPS		115	CAREER ORIENTATION COURSE	115
27	STUDENTS APPLICATION	SA	116	UGC GRANTS	116
28	INTERVIEWS	INT	117	STUDENTS DISCIPLINE	117
29	UNIVERSITY CORRESPONDENCE	UCORR	118	SEXUAL HARASSEMENT	118
30	RESULT - FY A - ISA	R-FY	119	REPORT/FEEDBACK ( SEMINAR/WORKSHOP)	119
	FY B - GENERAL		119 A	REPORT/FEEDBACK ( SEMINAR/WORKSHOP)	119 A
31	RESULT -SY A - ISA	R.SY	120	RESOURCE PERSONS (BIO-DATA)	
	SY B - GENERAL		121	COUNSELLING CELL	
32	RESULT -TY A - ISA	R.TY	122	REQUISITION SLIP	
	TY B - GENERAL		123	UGC SCHEMES	
33	STUDENTS MEDICAL CERTIFICATE	SMC	124	APPOINTMENT/ADMISSION/	
34	ADVISORY/LOCAL MANG.COMMITTEE	LMC	125	BCA	
35	PEINCIPALS COMMITTEE	P.COM MT	126	LAPTOP 2009 SCHEME	
36	FOREIGN STUDENTS CIRCULARS	FS	127	RAGGING	
37	INCOME TAX	IT	128	INDOOR STADIUM (GYMKHANA)	
38	STUDENTS AID FUND	SAF	129	PICNIC	
39	BUDGET	BUD.	130	INDIVIDUAL PROFLIE ( NAAC)	
40	STATUTES	STAU.	131	INFRASTRUCTURE LOAN SCHEME	
41	LIFE INSURANCE CORP.	LIC	132	GPSC	
42	TELEPHONE	TELEP.	133	TEACHERS EVALUATION BY	

				STUDENTS	
43	APPT. & APPROVAL-NON-TEACHING	APPT-NT	134	WORKSHOP/SEMINARS.TALKS - STDUENTS	
44	DE ORDER	DO	135	STUDENTS GRIEVANCE	
45	S.V.S.C.C.S.	SVSCCS	136	JUSTIFICATION FORMS A) TY	
46 A	STUDENTS ATTENDANCE	SA	137	BIO DATA	
46 B	STUDENTS ATTENDANCE - ISA	SA-ISA	138	SHORT TERM CERTIFICATE COURSE	
47	EXAMINATION(GENERAL)	EXAM.	139	EMPLOYEE GRIEVANCE	
48	TIME TABLE	TT	140	APPELLATE AUTHORITY	
49	STATISITCS	STAT	141	BIOMETRIC	
50	WORKLOAD	WL	142	GOOD STUDENTS/SLOW LEARNERS	
51-A	SALARY VOUCHER	SAL.VOU U	143	NODAL OFFICER - SMRUTI BORKAR	
51-B	NON-SALARY VOUCHER	NON.S AL.VOU .	144	RUSA HRD 2014	
52-A	EXAMINATION VOUCHER	EXAM. VOU.	145	IQAC	
52-B	CAUTION MONEY DEPOSIT VOUCHER		146	CURRICULUM ASPECT ANALYSIS	
53	MEETING	MEET.	147	STUDENTS COUNCIL	
54	NSS VOUCHER	NSS VOU.	148	INSTITUTINAL EVALUATION BY STUDENTS	
55	NSS SILVER JUBILEE CLEBRATION		149	CLASS COUNSELLOR	
56	SARASWAT VIDYALAYA SOCIETY	SVS	150	GOVT. AUDIT REPORT	
57	EDU.QUALIFICATION	EDU.Q UAL.	151	SILVER JUBILEE	
58	UNIVERSITY GRANTS COMMISSON	UGC	152	PEON DAILY CLEANING	
59	EXAMINATION CIRCULAR	EC	153	WORKSHOP & SEMINAR ATTENDED BY STUDENTS( CERTIFICATE)	
60	SUPPLEMENTARY RESULTS	SUPPL. R.	154	TEACHERS CERTIFICATE (WORKSHOP & SEMINAR)	
61	EXTRA COPY FILE	ECF	155	WORLD CONFERENCE	
62	CHARTERED ACCOUNTING EXAM	CAE	156	FACULTY IMPROVEMENT PROGRAMME	
63	RESTRUCTURED COURSES	RC	157	DEPARTMENTAL COMMITTEE (MEETING &	

				MINUTES)	
64	STATEMENT OF ACCOUNTS	STAT.A CC.	158	RESEARCH	
65	AUTONOMOUS COLLEGES	AUT.C OLLEGE	159	DONORS, SPONSORS, CHIEF GUEST, RESOURCE PERSON	
66 A	STAFF NOTICE (ISSUED BY PRINCIPAL)	STAFF NB(P)	160	CHOICE BASED CREDIT SYSTEM	
66 B	STAFF NOTICE (GENERAL)	STAFF NB(G)	161	SELF-DEVELOPMENT PROGRAMME (SJC)	
66 C	STAFF NOTICE(MEETINGS/MINUTES)	STAFF NB(M)	162	MENTORING	
66 D	STAFF NOTICE(STAFF ACADEMY)	STAFF NB(SA)	163	CANTEEN	
67	IGNOU	IGNOU	164	SYLLABUS COMPLETION	
68	REPEATERS EXAM	REPE.E XAM	165	REMEDIAL	
69	APPLICATION FOR ADVANCE	APP.AD VA.	166	DUTY LEAVE FOR RESEARCH	
70	COLLEGE MAGAZINE	COLL.M AGZ.	167	NIRF	
71	VOCATIONAL EDUCATION	VOC.ED U.	168	ANAND GIRI KENI HALL	
72	MEDICAL BILLS REIMBURSEMENT	MBR	169	ACADEMIC & ADMINISTRATIVE AUDIT	
73	WORKSHOP & SEMINARS	WS	170	MIS PORTAL DATA	
74	F.Y. MARKSHEETS	FY M.	172	HOUSE KEEPING	
75	S.Y. MARKSHEETS	SY.M	173	LITERARY CLUB	
76 A	T.Y. MARKSHEETS	TY.M	174	REPORT - CULTURAL / SPORTS / SEMINAR ETC.	
76 B	TYBBA	TYBBA -M	175	PERSPECTIVE PLAN	
77	NSS REGIONAL CENTRE	NSS R.C.	176	ONLINE TEACHING	
78	NATURE CLUB	NC	177	ECONOMIC REVIVAL PLAN	
79	LEAVE TRAVEL CONCESSION	LTC	200	TEACHERS PROFILE & FEEDBACK	
80	BBA PAYMENT VOUCHER	BBA PAY VOU.	201	ADMISSION	
81	RECURRING DEPOSIT	RD	202	PHEONIX EVENT	
82	GROUP INSURANCE SCHEME	GIS	203	SOUVENIR	
83	NCC	NCC	204	STUDENTS ASSIGNMENT	
84	NON-TEACHING STAFF	NTSA	205	MOU	

	ASSOCIATION				
7 A 1	SPORTS - GENERAL NOTICE		7 C	SPORTS - CERTIFICATES	
7 B	SPORTS - PERFORMANCE		7 D	SPORTS - INTERCLASS	
	ELIGIBILITY		7 E	SPORTS- FUTURE PLAN	
	DRAW				
	TOURNAMENT CALENDAR				

**Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation.**

**[ Sec 4 (1) (b) (vii) ]**

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**Statement of the boards, Council, Committees and other bodies constituted.**

**[ Sec 4 (1) (b) (viii) ]**

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**Directory of Officers and Employees**

**[ Sec 4 (1) (b) (ix) ]**

**Teaching Staff (2019-2020)**

<b>Sr.No.</b>	<b>Name of Teaching Staff</b>	<b>Contact</b>	<b>E-Mail</b>
1	Dr.Santosh B.Patkar	2254478	patkar_santosh@rediffmail.com
2	Dr. Jayesh Churi	2254478	j_churi@yahoo.com
3	Dr.Sharmila Borkar	2254478	sharmilaborkar@yahoo.co.in
4	Dr.Smita Shrivastava	2254478	smita9850@rediffmail.com
5	Mrs. Sterol Godinho	2254478	steroljane@gmail.com
6	Mrs. Smruti Borkar	2254478	smruti.borkar@gmail.com
7	Mr. Prakash N. Tamhankar	2254478	urwithprakash@rediffmail.com
8	Mrs. Pragati Bhonsle	2254478	pragati_bhonsle@rediffmail.com
9	Mr. Satyajit Hirve	2254478	hirvesatyajit30@gmail.com
10	Ms. P.S. Devi	2254478	devips476@gmail.com
11	Mrs. Purna Tamhankar	2254478	vishranthihere@rediffmail.com
12	Dr. Henrique D'Souza	2254478	hesoza@gmail.com
13	Mrs. Nisha Gangan	2254478	nisha.gangan@gmail.com
14	Mrs. Riddhi Kholkar	2254478	riddhiprabhu17@gmail.com
15	Dr. Shobha U. Karekar	2254478	shobha_karekar@rediffmail.com

16	Mr. Sahil H. Sawkar	2254478	sahilsawkar@gmail.com
17	Mr. Kavir K. Shirodkar	2254478	kavirshirodkar@rediffmail.com
18	Mr. Janardhan Tamhankar	2254478	janardantamhankar@gmail.com
19	Mr. Tushar Karmalkar	2254478	tusharkarmalkar88@gmail.com
20	Mrs. Devata Ajit Umarye	2254478	devata20@gmail.com
21	Mrs. Ajita Harmalkar	2254478	harmalkarajita@gmail.com
22	Ms. Disha Toraskar	2254478	dishatoraskar05@gmail.com
23	Ms. Poonam Navelkar	2254478	poonam.navelker@gmail.com
24	Ms. Chaitali Gawas	2254478	chaitaligawas7@gmail.com
25	Ms. Saruka Kalgutkar	2254478	srkkalgutkar8@gmail.com
26	Ms. Manju shetye	2254478	manjushetye25@gmail.com
27	Mr. Ramakant a/s Sahil Nayak	2254478	sahilnaik666@gmail.com
28	Mr. Pranav Samant	2254478	pranav94230@gmail.com
29	Ms. Pooja Nagoji	2254478	poojanagoji1245@gmail.com
30	Ms. Anjita Gaunkar	2254478	anjita_parsekar@rediffmail.com
31	Dr. Abhishek Karmali	2254478	abhishekkarmali@gmail.com
32	Mr. Rajeev Narvekar	2254478	uprajeev@gmail.com
33	Dr. Harsha Talaulikar	2254478	harshabhembre@yahoo.co.in
34	Mr. Sushant Chari	2254478	csushant9@yahoo.com
35	Mrs. Pooja Lawande Karmali	2254478	poojalawande@gmail.com
36	Mrs. Sonali Raikar	2254478	sonaliraikar22@yahoo.com
37	Mrs. Leena Divkar	2254478	lkhorjuenkar@gmail.com
38	Ms. Anuja R. Gawandalkar	2254478	anjuagawandalkar74@gmail.com
39	Ms. Aditi Shetkar	2254478	shetkar.aditi29@gmail.com
40	Ms. Surekha Patil	2254478	gopi881@gmail.com

[ Sec 4 (1) (b) (ix) ]

Non- Teaching Staff (2019-2020)

Sr.No.	Name of Teaching Staff	Contact	E-Mail
1	Mrs. Lynn Lobo	2254478	lynn_lobo@yahoo.in
2	Mr. Avdhut Gunaji	2254478	audhoot_gunaji@rediffmail.com
3	Mrs. Suchita Sawant	2254478	suchitasawant26@gmail.com
4	Mr. Abhay Hajare	2254478	indozin@rediffmail.com
5	Mr. Sudesh Chandelkar	2254478	sudesh.chandelkar@gmail.com
6	Mrs. Kranti Korgaonkar	2254478	korgaonkarkranti@gmail.com
7	Mrs. Pragati Puranik	2254478	pragatipurantik14@gmail.com
8	Mr.Pramod Pal	2254478	palpramod260@gmail.com
9	Ms. Riddhi Raikar	2254478	riddhiraikar@gmail.com
10	Mr.Guruprasad Namshikar	2254478	guruprasad22@gmail.com
11	Mr. Rohish Pednekar	2254478	Rohish.1989@gmail.com
12	Mr. Ramesh Mavlinkar	2254478	rammavlinkar@gmail.com
13	Mr. Vilas A. Amnekar	2254478	vilasamnekar64@yahoo.com
14	Mr. Anand V. Shetkar	2254478	m.shetkar@yahoo.com
15	Mr. Ramakrishna N. Sawant	2254478	sawantrama13@gmail.com
16	Mr. Damodar Dessai	2254478	damodarpd477@gmail.com
17	Ms. Sneha Kotta	2254478	Snehakotta84@gmail.com
18	Mr. Mohamed Amin Khan	2254478	--
19	Mr. Rajendra Raut	2254478	Raut8052@gmail.com
20	Mr. Mahesh Parwar	2254478	Maheshparwar17@gmail.com
21	Mr. Sarvesh U. Chari	2254478	sarveshchari@rediffmail.com
22	Mr. Rupam Kandolkar	2254478	kandolkarr@gmail.com
23	Ms. Tanusha Kundaikar	2254478	tanushakundaikar@gmail.com
24	Mr. Vivek Borkar	2254478	vivekinlovelysmile@yahoo.co.in
25	Ms. Suchita Joshi	2254478	suchi_068@yahoo.com
26	Mr. Rudresh Kamat	2254478	rudreshkamat24@gmail.com



**Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its Regulation.**

**[Sec 4 (1) (b) (x) ]**

**Teaching Staff (2019-2020)**

Sr. No	Name	Designation	Pay Level	Monthly Remuneration
1	PROF. SANTOSH PATKAR	Principal	Level 14	269680/-
2	PROF. SHARMILA BORKAR	Vice Principal	Level 14	287906/-
3	DR. JAYESH CHURI	Coll. Dir. of Phy. Ed.	Level 13A	268483/-
4	DR. SMITA SRIVASTAVA	Associate Professor	Level 13A	238957/-
5	MS. PRAGATI BHONSLE	Assistant Professor	Level 12	155433/-
6	MS. STEROL GODINHO	Associate Professor	Level 13A	232174/-
7	MS. SMRUTI BORKAR	Associate Professor	Level 13A	219140/-
8	MR. SATYAJIT HIRVE	Associate Professor	Level 13A	206771/-
9	MR.PRAKASH TAMHANKAR	Associate Professor	Level 13A	206771/-
10	MS.P.S.DEVI	Assistant Professor	Level 12	138675/-
11	MS. PRERNA TAMHANKAR	Assistant Professor	Level 12	130606/-
12	DR. HENRIQUE D'SOUZA	Assistant Professor	Level 11	113671/-
13	MS. NISHA GANGAN	Assistant Professor	Level 10	101302/-
14	MS. RIDDHI KHOLKAR	Assistant Professor	Level 10	93056/-
15	MR. KAVIR SHIRODKAR	Assistant Professor	Level 10	93056/-
16	MR. SAHIL SAWKAR	Assistant Professor	Level 10	83214/-
17	DR. SHOBHA KAREKAR	College Librarian	Level 13A	225524
18	MR. TUSHAR KARMALKAR	Assistant Professor	Depending on Net/set &Exp	65000/-
19	MS. POONAM NAVELKAR	Assistant Professor	Depending on Net/set &Exp	65000/-

20	MS. DISHA TORASKAR	Assistant Professor	Depending on Net/set &Exp	55000/-
21	MS. MANJU SHETYE	Assistant Professor	Depending on Net/set &Exp	55000/-
22	MR. RAMAKANT a/s SAHIL NAYAK	Assistant Professor	Depending on Net/set &Exp	50000/-
23	MS. DEVATA UMARYE	Assistant Professor	Consolidated Salary	40000/-
24	MS. SARUKA KALGUTKAR	Assistant Professor	Consolidated Salary	40000/-
25	MS. AJITA A. MORAJKAR	Assistant Professor	Lecture Basis	750/- per 1 hr. lect
26	MR. JANARDHAN TAMHANKAR	Assistant Professor	Lecture Basis	750/- per 1 hr. lect
27	MS. CHAITALI GAWAS	Assistant Professor	Lecture Basis	750/- per 1 hr. lect
28	MR. PRANAV SAMANT	Assistant Professor	Lecture Basis	750/- per 1 hr. lect
29	MS. POOJA NAGOJI	Assistant Professor	Lecture Basis	750/- per 1 hr. lect

**Non- Teaching Staff (2019-2020)**

Sr. No	Name	Designation	Pay Level	Monthly Remuneration
1	MS. LYNN LOBO	Head Clerk	Level 6	84832
2	MR. AVDHUT A. GUNAJI	Accountant	Level 6	58365
3	MR. GURUPRASAD NAMSHIKAR	System Administrator	Level 6	50651
4	MS. SUCHITA SAWANT	U.D.C.	Level 5	64350
5	MS. RIDDHI RAIKAR	Librarian Grade - I	Level 5	42139
6	MR. ABHAY HAJARE	U.D.C.	Level 4	55040
7	MS. KRANTI KORGONKAR	Jr. Stenographer	Level 4	34979
8	MR. SUDESH CHANDELKAR	L.D.C.	Level 2	34287
9	MR. DAMODAR DESAI	L.D.C.	Level 3	47326
10	MR. PRAMOD PAL	L.D.C.	Level 2	28638
11	MS. PRAGATI PURANIK	L.D.C.	Level 2	28638
12	MR. RAMKRISHNA SAWANT	MTS	Level 3	48656
13	MR. ANAND SHETKAR	MTS	Level 3	48656
14	MR. RAJENDRA RAUT	MTS LAB (IT)	Level 3	47326
15	MR. MAHESH PARWAR	MTS	Level 3	45996
16	MR. VILAS AMANEKAR	MTS	Level 3	50119
17	MR. MOHAMMED AMIN KHAN	MTS	Level 3	39878
18	MS. SNEHA KOTTA	MTS	Level 1	30686
19	MR. SARVESH U. CHARI	MTS	Level 1	27000
20	MR. ROHISH PEDNEKAR	L.D.C (EXAMINATION)		
21	MR. RUPAM KANDOLKAR	MTS (EXAMINATION)		

**The Budget Allocated to each Agency (Particulars of all plans, proposed expenditures and reports on disbursement made)**

**[ Sec 4 (1) (b) (xi) ]**

<b>RECEIPT</b>	<b>Actual 2019-2020</b>	<b>Budget 2020-2021</b>	<b>PAYMENT</b>	<b>Actual 2019-2020</b>	<b>Budget 2020-2021</b>
Bank & Cash Balances	1266415.00	1265000.00	Travelling & Conveyance	8361.00	8000.00
Gymkhana Fees	256830.00	260000.00	Postage & Courier Charges	5692.00	6000.00
Library Fees	287405.00	290000.00	Printing & Stationery	78481.00	80000.00
Other Fees	257250.00	260000.00	Advertisements	5000.00	10000.00
Computer Fees	106290.00	105000.00	Affiliation Fees - University	120000.00	120000.00
Computer Practical Fees	154910.00	160000.00	Annual Maintainance Charges	20660.00	21000.00
Bank Interest - Non Sal Grant	31338.00	35000.00	Audit Fees	15000.00	15000.00
Transfer Certificate Fees	3905.00	4000.00	Faculty Improvement Programme	3050.00	3000.00
Fines Library & Office	6465.00	6000.00	Bank Charges	4778.00	5000.00
Interest on FD	628796.00	0.00	Contigencies	41876.00	40000.00
Other Receipt	2470.00	3000.00	Electricity Charges	130598.00	130000.00
RTI Fees	344.00	500.00	Fidelity Insurance Premium	1614.00	1700.00
Sales Material	66015.00	70000.00	Field Trips/Edu Excursions	5000.00	10000.00
Non Salary Grant	2305551.00	2500000.00	NAAC Expenses	490824.00	100000.00
Audit Recovery	276347.00	0.00	Guest / Visiting Faculty	32800.00	0.00
			Casual Hire Charges - Labour	2400.00	5000.00
			Newspaper &	138076.00	140000.00

			Magazine Exp		
			Reading Room Expenses	7388.00	8000.00
			Refreshment Expenses	14564.00	15000.00
			Gardening Expenses	142800.00	150000.00
			Rep & Maint - Plumbing	13017.00	15000.00
			Rep & Maint - Furniture	57066.00	60000.00
			Rep & Maint - Electrical	13210.00	15000.00
			Rep & Maint - Equipment	46613.00	50000.00
			Rep & Maint Others	21070.00	25000.00
			Housekeepng Expenses	921082.00	950000.00
			Membership & Sub Charges	3776.00	3500.00
			Mobile Charges	1332.00	1500.00
			Security Charges	427972.00	400000.00
			TDS on FD	46766.00	0.00
			I Card Expenses	20328.00	25000.00
			Telephone Charges	33462.00	35000.00
			Travelling Allnce	12084.00	15000.00
			Uniform & Raincoat Expenses	16660.00	16000.00
			Water Charges	9294.00	9500.00
			Workshop Seminar & Talk	135589.00	120000.00
			Annual Social Gathering	83595.00	85000.00
			College Functions & Activities	46833.00	45000.00
			Competitions & Events	175452.00	150000.00
			Prizes & Awards - Competition	25700.00	25000.00
			Student Activities & Functions	61881.00	65000.00
			Annual Sports Meet	67934.00	70000.00
			Sports Practice	16410.00	15000.00

			Allowance		
			Sports Travelling & Refreshment	104905.00	105000.00
			Sports Contingences	13310.00	10000.00
			Sports Affiliation Fees	64155.00	65000.00
			Sports Registration Fees	500.00	500.00
			Sports Awards & Prizes	1939.00	2000.00
			Sports Medical Expenses	1092.00	1000.00
			Sports Consumables	16790.00	20000.00
			Computer Consumables	73495.00	75000.00
			AMC - Computers	113280.00	120000.00
			Rep & Maint - Computers	9585.00	10000.00
			Computer Software	50000.00	0.00
			Internet Charges	100300.00	100000.00
			Computer Equipments	55540.00	60000.00
			Furniture & Fixtures	165054.00	150000.00
			Library Books	191653.00	200000.00
			Office Equipments	3925.00	4000.00
			Copier Machine	56200.00	0.00
			Sports Equipments	65600.00	70000.00
			Advance Refund - Society	719560.00	0.00
			Bank & Cash Balances	317360.00	902800.00
<b>TOTAL</b>	<b>5650331.00</b>	<b>4958500.00</b>	<b>TOTAL</b>	<b>5650331.00</b>	<b>4958500.00</b>

**Execution of Subsidy Programmes**

**[ Sec 4 (1) (b) (xii) ]**

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**Particulars of Recipients of Concessions, permits or authorization granted by it**

**[Section 4(1) (b)(xiii)**

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**Details in respect of the information available to or held by it, reduced in an electronic form**

**[Section 4(1) (b)(xiv)]**

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**Particulars of the facilities available to citizens for obtaining information**

**[Section 4(1) (b)(xv)]**

Facilities available for obtaining Information;

Office/Administration : 8.30 a.m. to 4.30 p.m.

Working hours of a library or reading room: 8.30 a.m. to 4.00 p.m.

**Name & designation and other particulars of Public Information Officers**

**[Section 4(1) (b)(xvi)]**

List of Public Information Officer

<b>Sr.No</b>	<b>Name &amp; Designation of the PIO</b>	<b>Postal Address</b>	<b>Contact Details</b>	<b>E-mail</b>
1	Prof. Sharmila Borkar	SV''S Sridora Caculo College of Commerce and management studies, Telang Nagar Mapusa-Goa	2254478	sharmilaborkar@yahoo.co.in

**Any other information may be prescribed**

**[Section 4(1) (b)(xvii)]**

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