



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

RIGHT TO INFORMATION MANUAL

DATA AS PER SECTION 4(1)(b) OF THE RTI ACT

(UPDATED INFORMATION AS ON 11th NOVEMBER, 2022)

Particulars of Organisation, Functions and Duties

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

SARASWAT VIDYALAYA'S SRIDORA CACULO COLLEGE OF COMMERCE AND MANAGEMENT STUDIES

The College was promoted by Saraswat Vidyalaya Society with the main objective of accommodating the underprivileged section of people in the mainstream of higher education. The College was formally inaugurated on 5th July, 1991 with 66 students. Shri Bhaskar Nayak was appointed as the first principal of the college and he laid a strong foundation for the college. The College took the initiative in starting a new program in 2000 i.e., Bachelor of Business Administration (BBA) under the leadership of Principal – D. M. Deshpande. At present BBA program is rated as the top most in Goa. The college added one more program i.e., Bachelor in Computer Application in 2009 and is doing very well. The college has been accredited in 2014-15 and achieved B grade during the first cycle and retained the same grade and score under revised guidelines of the second cycle of NAAC in 2020-21. The college encourages students in participating in co-curricular and cultural activities. The college has excelled in sports activities and won several prizes and awards at the university level. The college has organized various state, national and international seminars. The college has conducted extension activities through NSS to benefit the community. The college has signed MOUs with several industries to provide internships and placements to students. The college is conducting certificate and skilled based courses with the help of industry.

MAIN ACTIVITIES/FUNCTIONS OF THE COLLEGE

College provides

- 1) Opportunity for teachers and students for ICT-enabled teaching-learning experience.
- 2) A platform for participation in co-curricular cum cultural activities like dance, music and drama.
- 3) Opportunity for Internship BBA, BCA & BCOM students.
- 4) Opportunity for students to participate in council activities, inter-class, Intercollegiate and state-level activities.
- 5) Mentoring and counseling for all students.
- 6) Free ships/scholarships for economically weaker and deserving students.
- 7) Extension activity Community and financial support for Jeevan Anand Sanstha.
- 8) Short-term certificate and skill-based courses for students, teachers and administrative staff.
- 9) Conduct field trips and industry visits.

-----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.

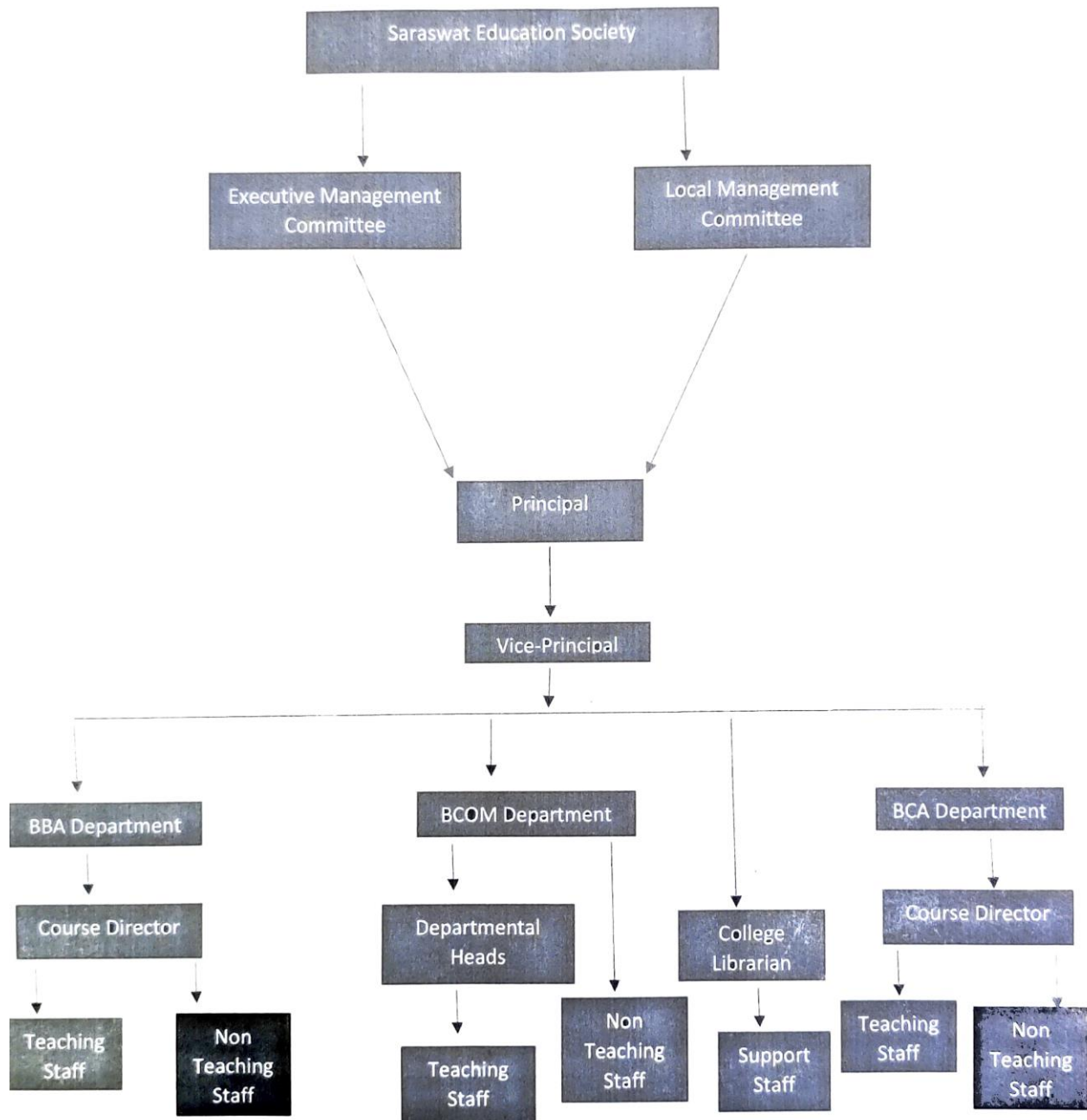
-----Postal Address-----

Saraswat Vidyalaya's
Sridora Caculo College of Commerce & Management Studies,
Telang Nagar, Khorlim, Mapusa-Goa 403507.
Phone no: 08322254478(off) 08322250042(Prin.)

-----Working Hours-----

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

Organogram of the College



Powers and Duties of Officers and Employees

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

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 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 their consideration and approval.
- To conduct himself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college.
- To act as steward of the college assets in managing the resources responsibly, optimally, effectively and efficiently for providing a conducive working and learning environment.
- To promote the collaborative, shared and consultative work culture in the college, paving the way for constructive thoughts and ideas.
- To endeavor to promote a work culture and ethics that bring about quality, professionalism, satisfaction and service to the nation and society.
- To participate in co-curricular and extra-curricular activities, including community service.

Vice-Principal

Duties

- Co-convenor of Purchase Committee.
- NIRF.
- IAIMS portal compliance
- Research
- Green Club.
- BCA (Co-ordination with management)
- Public Information Officer (RTI)
- Internet connectivity
- The Vice-Principal shall perform such duties as may be assigned to her by the principal from time to time.

Teaching Staff

Duties

- Be punctual and follow the timing of the college.
- Encourage students to participate in teaching – learning process.
- To inculcate in students' 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 to 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 rules and regulations issued by Management, Directorate of Higher Education and Goa University from time to time.
- Assist Principal / Vice - Principal in maintaining the discipline in the college.

Non-Teaching Staff

Ms. Lynn Lobo (Head Clerk)

Duties

- MAINTAINING STAFF ROASTER REGISTER & OBTAINING APPROVAL FROM DSW & TW ON ROOSTER REGISTER.
- OBTAINING N.O.C. FROM DEPARTMENTS FOR APPOINTMENT OF STAFF.
- STAFF RECRUITMENT SUCH AS GETTING MATTER READY FOR ADVERTISING, GETTING THEM PUBLISHED ON LOCAL PAPERS, UNIVERSITY NEWS JOURNAL (FOR REGULAR TEACHING POSTS). OUTSOURCED STAFF RELATED WORK SUCH AS ADVERTISING OF TENDER ON NEWSPAPER, OPENING OF TENDER, ISSUING WORK ORDERS TO THEM.
- STAFF RELATED WORK IN ABSENCE OF UDC HANDLING THE SAME SUCH AS INTERVIEW RELATED WORK, APPROVALS, APPOINTMENTS OF STAFF, ETC.
- AQAR, NAAC, IQAC RELATED WORK AS INSTRUCTED BY CONVENER OF RESPECTIVE COMMITTEES.
- WORK RELATED TO BCOM AND BCA AFFILIATION.
- WORK RELATED TO WORKLOAD OF STAFF
- CHECKING OF ALL THE COLLEGE CORRESPONDENCE AND DRAFTING OF LETTERS TO DEPARTMENT, GOA UNIVERSITY, ETC.
- SUPERVISING & MONITORING ADMINISTRATIVE STAFF BY KEEPING PROPER DISCIPLINE IN OFFICE.
- SUPERVISING & MONITORING MULTI TASKING STAFF & SWEEPERS
- ORGANISING MEETINGS AND RELATED CORRESPONDENCE OF CAREER ADVANCEMENT OF TEACHING STAFF, OBTAINING OF SELF APPRAISALS OF TEACHING STAFF.
- SEEING TO THE CAREER PROGRESSION/UPGRADATION OF NON-TEACHING STAFF AND MAINTAINING OF APAR'S.
- TIMELY COLLECTING RTI INFORMATION AS PER SECTION 4(1)(b) & SUBMITTING TO SYSTEM ADMIN. FOR UPLOADING ON COLLEGE WEBSITE.
- MAINTAINING OF REGISTER OF REGISTERS
- ASSISTANT PUBLIC INFORMATION OFFICER OF RTI
- INFORMATION/STATISTICS UNDER R.T.I. ACT. SUBMISSION OF ANNUAL RTI REPORTS TO DEPARTMENT.
- ANY OTHER WORK ASSIGNED BY THE PRINCIPAL IN ADDITION TO ABOVE.

Mr. Avdhut A. Gunaji (Accountant)

Duties

ALL THE WORK RELATED TO ACCOUNTS

- ALL MATTERS CONCERNING SALARY – CLAIMS, ARREARS, PAYMENTS, ETC
- PAYMENT OF BILLS ALSO BILLS OF OTHER RELATED ACCOUNTS OF THE INSTITUTION
- FINALISATION 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
- INTERVIEW RELATED WORK (PAYING HONORARIUM TO EXPERTS)
- WORK RELATED TO CO-CURRICULAR ACTIVITIES/ WORKSHOPS/FUNCTIONS/NSS/SPORTS, ETC. (FINANCIAL MATTERS)
- STATISTICS/INFORMATION RELATED TO R.T.I. ACT
- ANY OTHER STATUTORY MATTERS AND COMPLIANCE RELATING TO ACCOUNTS.
- TYPING OF LETTERS/STATEMENTS RELATING TO ACCOUNTS WHENEVER REQUIRED.
- ANY OTHER DUTIES ASSIGNED BY THE PRINCIPAL AND VICE-PRINCIPAL.
- ANY TYPING WORK ASSIGNED BY PRINCIPAL.

Mr. Guruprasad Namshikar (System Administrator)

Duties

- RESPONSIBLE FOR INSTALLATION, MAINTENANCE, UPGRADATION, IDENTIFYING SYSTEM ISSUES AND TROUBLESHOOTING THEM/IT AND GETTING REPAIRED BY FOLLOWING PROCEDURES OF THE COLLEGE.
- RESETTING OF PASSWORDS AND MAINTAINING THE SYSTEM.
- MONITORING ALL RESOURCES IN COMPUTER LABS.
- INTEGRATE THE SERVER OPERATING SYSTEM INTO THE CAMPUS NETWORK BACKBONE BY CONFIGURING THE NETWORKING SOFTWARE COMPONENTS USING TCP/IP. SPECIFIC COMPONENTS INCLUDE DOMAIN NAME SERVICES, SSH, SMTP, SNMP. FTP AND WEB SERVICES.
- BACKING UP OF FILES DATA, STORING BACK UP SEPARATELY & RESTORING WHENEVER NECESSARY.
- ASSURE THE SECURITY OF THE SYSTEM BY MANAGING ALL NETWORK SECURITY IN THE COLLEGE ENVIRONMENT INCLUDING PASSWORDS, FILES AND THE OPERATING SYSTEM.
- ALL COMPUTER RELATED MATTER INCLUDING MAINTENANCE.
- HELP TO ENSURE THE AVAILABILITY OF COMPUTER RESOURCES BY ASSISTING WITH DISASTER PREVENTION AND RECOVERY EFFORTS CAUSED BY EVENTS LIKE POWER OUTAGES, HARDWARE FAILURES, ETC.
- PROVIDE SUPPORT, ASSISTANT, RESTORING OF SYSTEM.
- ATTENDING TRAINING PROGRAMS, WORKSHOPS ARRANGED BY DHE AND OTHER COMPETENT AUTHORITIES.
- MANAGE VARIOUS USER ACCOUNTS, PERMISSIONS, ACCESS RIGHTS AND STORAGE ALLOCATIONS IN ACCORDANCE WITH BEST PRACTICES REGARDING PRIVACY, SECURITY AND REGULATORY COMPLIANCE.
- UPDATING AND MAINTAINING THE COLLEGE WEBSITE REGULARLY.
- INSTALLING HARDWARE, SOFTWARES / APPLICATION (LATEST VERSION) CONFIGURING AND MAINTAINING NETWORK ROUTERS AND FIRE WALLS. MAINTAIN APPLICATION AND STORAGE SERVERS FOR SYSTEMS INCLUDING LIBRARY, LMS, DOCUMENT IMAGING AND ERP.
- MAINTENANCE OF EPBX SYSTEM AND INFORMING SUPPLIER ACCORDINGLY.
- MAINTENANCE OF THE BIO-METRIC SYSTEM AND OTHER RELATED MATTERS AND ENTERING STAFF DETAILS IN THE MACHING, MONTHLY PRINT TO BE SUBMITTED IN OFFICE.
- RESOLVE COMPLAINTS RAISED BY STAFF RELATING TO COMPUTER & INTERNET ISSUES.
- ANY OTHER WORK ASSIGNED BY THE PRINCIPAL /VICE-PRINCIPAL /HEADCLERK.

Ms. Suchita E. Sawant (Upper Division Clerk)

Duties

- ALL STAFF MATTERS (BCOM, BBA & BCA).
 - a) TIMELY UPDATING STAFF PERSONAL FILES/SERVICE BOOKS
 - b) PREPARING & TYPING OF OFFER, APPOINTMENT, APPROVAL LETTERS AND OTHER RELATED MATTERS.
 - c) STATISTICS RELATED TO STAFF OF ENTIRE COLLEGE & INLINE WITH AISHE/NIRF/AQAR FORMATS
 - d) MAINTAINING ALL TYPES OF LEAVE REGISTERS & TAKING OUT SANCTIONED ORDERS WHEREVER REQUIRED.
 - e) ISSUE OF EXPERIENCE, DUTY LEAVE, RELIEVING ORDER, DEPUTATION LETTERS AND COLLECTION OF CERTIFICATES FROM FACULTIES & TO BE ENTERED ON REGISTER
 - f) ANY STAFF LEAVING/RESIGNING/RETIRING FROM THE INSTITUTION TO DO THE PROCEDURE OF DUES CLEARANCE FROM OTHER SECTIONS WHEREVER NEEDED BEFORE RELIEVING.
- SCRUTINISING APPLICATIONS AND ALL OTHER WORK RELATED TO INTERVIEW
- MONTHLY ANTI-RAGGING REPORTS TO DHE & GOA UNIVERSITY.
- WORK RELATED TO UNDERSTUDY SUPERVISOR (INCLUDING PREPARATION OF SUPERVISION. BILLS) TYPING OF QUESTION PAPERS IN THE ABSENCE OF EXAMINATION CLERK INCASE REQUIRED.
- ASSISTING NODAL OFFICER FOR AISHE/NIRF/NEP.
- ASSISTING HEADCLERK IN PREPARING WORKLOAD OF TEACHING AND NON-TEACHING STAFF.
- INCHARGE OF OFFICE/NON-TEACHING STAFF IN ABSENCE OF HEADCLERK.
- WORK RELATED TO CO-C URRICULAR ACTIVITIES/WORKSHOP/ FUNCTIONS/NSS/ SPORTS ETC.
- STATISTICS/INFORMATION RELATED TO R.T.I
- WORK ASSIGNED TO ABHAY/ SUDESH/PRAGATI/PRAMOD IN THEIR ABSENCE.
- ANY TYPING WORK ASSIGNED BY HEADCLERK/PRINCIPAL.
- ANY OTHER WORK ASSIGNED BY THE PRINCIPAL/ HEADCLERK/ACCOUNTANT IN ADDITION TO ABOVE.

Mr. Abhay Hajare (Upper Division Clerk)

Duties

- ALL STUDENTS MATTERS
 - a. CHECKING OF ADMISSION FORMS AND RELATED MATTERS INCLUDING MATTERS ON IAIMS PORTAL WITH REGARDS TO STUDENTS
 - b. PREPARING CLASSWISE /DIVISION WISE LIST/DISPLAYING DIVISIONWISE LIST ON NOTICE BOARD BEFORE START OF ACADEMIC YEAR
 - c. PREPARING DETAIL LIST INCLUDING PHONE NUMBERS & EMAIL ID
 - d. SUBMISSION OF I CARD DETAIL FORMS OF THE STUDENTS IN TIME TO PRINTER AND FOLLOW UP AND DISTRIBUTION TO STUDENTS.
 - e. WORK RELATED TO UNIVERSITY REGISTRATION/ENROLMENT.
 - f. MAINTAINING STATISTICS OF STUDENTS INLINE WITH AISHE/NIRF/AQAR FORMATS
- MAINTAINING ROLL OF HONOUR REGISTER.
- CHECKING OF STUDENTS GENERAL REGISTER, LC / TC/ MIGRATION
- 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 INCASE REQUIRED.
- ACTING AS NODAL OFFICER FOR ELECTION COMMISSION/ MAMLATDAR
- KEEPING REGULAR CHECK ON WATCHMEN.
- INTERVIEW RELATED WORK SUCH AS CHECKING OF SYNOPSIS OF CANDIDATES.
- ASSISTING HEADCLERK IN PREPARING CAREER ADVANCEMENT PAPERS OF TEACHING STAFF.
- MACP'S/ DPC SCREENING WORK OF NON-TEACHING STAFF.
- WORK RELATED TO CO-C URRICULAR ACTIVITIES/WORKSHOP/FUNCTIONS/NSS/ SPORTS ETC
- INFORMATION/STATISTICS RELATED TO R.T.I
- ANY TYPING WORK ASSIGNED BY HEADCLERK/PRINCIPAL
- WORK ASSIGNED TO SUCHITA/SUDESH/KRANTI IN THEIR ABSENCE
- ANY OTHER WORK ASSIGNED BY THE PRINCIPAL/HEADCLERK/ACCOUNTANT IN ADDITION TO ABOVE.

Ms. Kranti Korgaonkar (Jr. Stenographer)

Duties

- TAKING NOTES, DICTATION AND ANY TYPING WORK ASSIGNED BY PRINCIPAL/HEADCLERK.
- COLLECTING OF MINUTES COPY FROM CONCERNED DEPARTMENT HEADS/ INCHARGE AND DOCUMENTING IT.
- CANTEEN RELATED WORK SUCH AS ISSUE OF TENDER, WORK ORDER, ETC.
- DOCUMENTATION TO BE MAINTAINED FOR NAAC.
- PREPARING MONTHLY ACTIVITY REPORT AND SUBMITTING TO PRINCIPAL.
- WRITING ON WHITE BOARD IN PRINCIPAL'S CABIN WEEKLY SCHEDULE OF ACTIVITIES/PROGRAMMES WHICH WILL BE HELD DURING THE WEEK. ALSO REMINDING SIR ABOUT THE ACTIVITY /PROGRAMME OF THE DAY.
- CORRESPONDENCE WITH MANAGEMENT AND ALSO CHECKING IF REQUIRED DOCUMENTS SUCH AS CHEQUES ARE ENCLOSED (FINANCIAL MATTERS) NEEDED TO BE SEND TO MANAGEMENT AND FOLLOWUP. REMINDING PRINCIPAL ABOUT ANY WORK RELATING TO MANAGEMENT.
- ARRANGMENT OF MEETINGS CALLED BY PRINCIPAL, MAKING CALLS AND INFORMING AND MAINTAINING MINUTES OF THE MEETINGS.
- SORTING OUT AND CHECKING OF COLLEGE MAIL DAILY AND ISSUE OF PRINTOUTS & FORWARD TO RESPECTIVE PERSON.
- INTERVIEW RELATED WORK - CALL LETTERS, INFORMING TO MEMBERS OF INTERVIEW PANEL, PREPARATION FOR THE CONDUCT OF INTERVIEW.
- UPDATING OF ENTIRE STAFF LIST OF TEACHING AND NON-TEACHING STAFF AS AND WHEN STAFF IS APPOINTED, RETIRES, ETC IN CONSULTATION WITH UDC – MS SUCHITA SAWANT
- MAINTAINING UPDATED LIST OF THE MOBILE NUMBERS/ EMAIL ID'S OF ALL TEACHING AND NON-TEACHING STAFF EVERY YEAR.
- INCHARGE OF HOUSE KEEPING –SEEING TO THE ARRANGEMENT OF CROCKERY, REFRESHMENTS DURING FUNCTIONS AND ATTENDING TO GUESTS, VISITORS. SEEING TO IT THAT THE CROCERY, ETC IS KEPT IN PLACE AFTER PROGRAMME/FUNCTION IS OVER.
- 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 R.T.I.
- ANY OTHER WORK ASSIGNED BY THE PRINCIPAL.

Mr.Rudresh Kamat (Laboratory Assistant - IT)

Duties

- TO ASSIST STUDENTS AND TEACHERS IN CONDUCTING PRACTICALS.
- TO ASSIST IN PURCHASE AND PROCUREMENT OF LABORATORY COMPUTERS/ EQUIPMENTS.
- TO ASSIST IN ROUTINE ADMINISTRATIVE MATTERS AND TO ENSURE THAT THE LABORATORY FACILITIES ARE NOT MISUSED BY ANY PERSON.
- TO REPORT ABOUT BREAKAGES/LOSSES IN LABORATORY, TO HER/HIS SUPERIORS.
- TO SEE THAT REFILLING OF PRINTER CARTRIDGE/TONER IS DONE.
- TO ENSURE COMPUTERS/EQUIPMENTS ARE IN WORKING CONDITIONS AND UPDATED, ANTIVIRUS IS UPTO DATE, LIAISON WITH AMC CONTRACTORS WITH REPAIRS/MAINTENANCE/SCANNING, ETC.
- TO ENSURE AVAILABILITY OF PAPER AND PRINTING SUPPLIES AS REQUIRED.
- TO ENSURE THAT ALL CUPBOARDS AND LABORATORIES ARE PROPERLY CLOSED BY THE LABORATORY ATTENDANTS.
- TO SUPERVISE THE WORK OF LABORATORY ATTENDANTS WORKING UNDER HIM AND ENSURE THE CLEANLINESS OF THE LAB IS MAINTAINED.
- UPLOADING OF AISHE/NIRF DATA AND SENDING OF PAPERWORK TO OFFICE FOR DOCUMENTATION.
- ANY OTHER WORK ASSIGNED BY THE PRINCIPAL/VICE-PRINCIPAL/HEADCLERK.

Mr. Sudesh S. Chandelkar (Lower Division Clerk)

Duties

- PREPARATION OF COMPARATIVE CHARTS & ALL PURCHASE RELATED MATTERS.
- WORK CONCERNING COLLEGE MATTERS SUCH AS COMPUTER PRINTOUT, DESIGNS, BROUCHERS CERTIFICATES, ETC OF
- DOCUMENTATION TO BE MAINTAINED FOR NAAC.
- COLLECTION OF REPORTS WITH PHOTOGRAPHS OF VARIOUS ACTIVITIES AND FORWARDING COPY TO RESPECTIVE COMMITTEES IF NEEDED.
- SUBMISSION OF I CARD DETAIL FORMS OF THE STUDENTS IN TIME TO PRINTER AND FOLLOW UP AND DISTRIBUTING TO STUDENTS. (IN ABSENCE OF MR. ABHAY HAJARE).
- WORK RELATED TO INTERVIEW.
- DISPLAY OF NOTICE/PHOTOGRAPHS/OTHER COLLEGE RELATED MATTERS ON TV SCREEN AT THE ENTRANCE AND KEEPING A REGULAR CHECK.
- MAINTAINING STAFF ATTENDANCE REGISTERS EXCEPT BBA.
- UPDATING COLLEGE OFFICE FILE LIST AS AND WHEN NEW FILES ARE CREATED AND INFORMING OTHERS IN THE OFFICE.
- MAINTAINING DEAD STOCK REGISTER.
- MAINTAINING REGISTER WITH DETAILS OF INFRASTRUCTURE IN THE COLLEGE AND UPDATING IT YEARLY FOR OFFICE RECORD.
- MAINTAIN A COMPLAINT REGISTER & ATTENDING TO COMPLAINTS MADE BY STUDENTS/STAFF IN CONNECTION WITH MAINTENANCE, ETC AND FOLLOW UP ON IT.
- UPLOADING OF AQAR AND OTHER NAAC RELATED MATTER AND DOCUMENTATION.
- WORK RELATING TO CCTV CAMERAS.
- ANY TYPING WORK
- WORK RELATED TO UNDERSTUDY SUPERVISOR (INCLUDING PREPARATION OF SUPERVISION BILLS). TYPING OF QUESTION PAPERS IN ABSENCE OF EXAMINATION CLERK WHENEVER REQUIRED.
- ASSISTING NODAL OFFICER AND CO-ORDINATOR FOR RUSA/ ARRIA RELATED WORK
- WORK RELATED TO CO-CURRICULAR ACTIVITIES/WORKSHOPS/FUNCTIONS/NSS/SPORTS/ETC.
- INFORMATION /STATISTICS RELATED TO R.T.I.
- WORK ASSIGNED TO OTHER L.D. C's IN THEIR ABSENCE
- ANY OTHER WORK ASSIGNED BY THE PRINCIPAL/HEADCLERK/ACCOUNTANT IN ADDITION TO ABOVE.

Mr. Damodar Desai (Lower Division Clerk)

Duties

- ANY TYPING WORK
- MAINTAINING OF INWARD AND OUTWARD REGISTER
- MAINTAINING FEEDBACK FORMS GIVEN BY TEACHERS AND TO COLLECT INFORMATION FROM FEEDBACK COMMITTEE.
- 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.
- CHECKING OF ALL BCOM NOTICE BOARDS IN CORRIDORS AND CLEARING OLD NOTICES, ETC EVERY FORTNIGHTLY WITH ASSISTANCE OF OFFICE MTS.
- GETTING OFFICE LETTERS/CIRCULARS/DOCUMENTS FILED IN TIME.
- CHECKING OF CERTIFICATES/DOCUMENTS FOR ATTESTATION AND COLLECTION OF AMOUNTS & TO MAINTAIN REGISTER FOR THE SAME.
- INTERVIEW RELATED WORK.
- WORK RELATED TO UNDERSTUDY SUPERVISOR (INCLUDING PREPARATION OF SUPERVISION BILLS) TYPING OF QUESTION PAPERS IN ABSENCE OF EXAMINATION CLERK.
- WORK RELATED TO CO-C URRICULAR ACTIVITIES/WORKSHOP/ FUNCTIONS/NSS/ SPORTS ETC
- STATISTICS/INFORMATION RELATED TO R.T.I
- WORK ASSIGNED TO OTHER LDC'S IN THEIR ABSENCE
- ANY OTHER WORK ASSIGNED BY THE PRINCIPAL/HEADCLERK/ACCOUNTANT IN ADDITION TO ABOVE.

Mr. Pramod Pal (Lower Division Clerk)**Duties**

- ANY TYPING WORK.
- MAINTAINING OF STUDENTS GENERAL REGISTER (B.COM/BCA)
- TO LOOK AFTER THE STUDENTS MATTERS IN ABSENCE OF MR. ABHAY HAJARE.
- ISSUE OF L.C., T.C., MIGRATION CERTIFICATES(B.COM/BCA)
- NPS - ENROLMENT OF NEW EMPLOYEES.
- MAINTAINING OF SALARY REGISTER.
- THIRD YEAR PROJECT WORK.
- STUDENTS VERIFICATION.
- EX-STUDENT MATTERS.
- INTERVIEW RELATED WORK.
- 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 IF REQUIRED.
- WORK RELATED TO CO-C URRICULAR ACTIVITIES/WORKSHOP/FUNCTIONS/NSS/ SPORTS ETC
- STATISTICS/INFORMATION RELATED TO R.T.I
- WORK ASSIGNED TO ABHAY/ SUDESH/PRAGATI /DESAI IN THEIR ABSENCE
- ANY OTHER WORK ASSIGNED BY THE PRINCIPAL/HEADCLERK/ACCOUNTANT IN ADDITION TO ABOVE.

Ms. Pragati P. Puranik (Lower Division Clerk)

Duties

- WORK RELATED TO NSS ENROLMENT AND CORRESPONDENCE TO UNIVERSITY
- WORK RELATED TO MENTORING.
- CHECKING OF EXAMINATION FORMS OF STUDENTS AND CORRESPONDENCE WITH UNIVERSITY.
- TO ASSIST EXAMINATION INCHARGE DURING VERIFICATION AND GIREVANCE (IN ABSENCE OF EXAMINATION CLERK)
- PREPARING VARIOUS COMMITTEE LISTS AS PER INSTRUCTIONS FROM PRINCIPAL AND TIMELY UPDATING THEM AS AND WHEN CHANGES ARE MADE.
- RESPONSIBLE IN REGULARLY MAINTAINING & KEEPING TRACK OF OFFICE FILES AND IF ANY FILES ARE LYING AROUND TO SEE THAT THEY ARE KEPT IN THE DESIGNATED PLACE.
- INTERVIEW RELATED WORK.
- CHECKING DAILY COLLEGE MAILS AND ISSUE OF PRINTOUT/ FORWARDING MAIL TO RESPECTIVE PERSONS (IN ABSENCE OF MS. KRANTI KORGONKAR)
- WORK RELATED TO FREESHIP / SCHOLARSHIP AND FOLLOW UP WITH DIRECTORATE OF SOCIAL WELFARE / OTHER GOVERNMENT AUTHORITIES.
- WORK RELATED TO UNDERSTUDY SUPERVISOR (INCLUDING PREPARATION OF SUPERVISION BILLS) TYPING OF QUESTION PAPERS IN ABSENCE OF EXAMINATION CLERK WHEN REQUIRED.
- ASSISTING NODAL OFFICER OF FIT INDIA MOVEMENT/ SOCIAL WELFARE.
- MAINTAINING CONSUMABLES/STATIONERY/RECEIPT REGISTER
- PURCHASE AND ISSUE OF STATIONARY TO VARIOUS DEPARTMENTS. SEEING TO IT THAT THE STATIONARY IS KEPT PROPERLY IN THE CUPBOARDS AND IN PLACE.
- WORK RELATED TO CO-CURRICULAR ACTIVITIES/WORKSHOPS/FUNCTIONS/NSS/SPORTS/ETC.
- INFORMATION /STATISTICS RELATED TO R.T.I.
- WORK ASSIGNED TO OTHER L.D. C's & EXAMINATION CLERK IN THEIR ABSENCE
- ANY TYPING WORK ASSIGN BY HEADCLERK/ PRINCIPAL.
- ANY OTHER WORK ASSIGNED BY THE PRINCIPAL/HEADCLERK/ACCOUNTANT IN ADDITION TO ABOVE.

Mr. Rohish Pednekar (Lower Division Clerk c/b - Examination)

Duties

- ALL EXAMINATION RELATED WORK
 - a) FEEDING OF DATA IN COMPUTER
 - b) TAKING PRINTOUTS OF MARKSHEETS
 - c) PREPARATION OF RESULTS.
 - d) KEEPING PROPER TRACK OF RECORDS OF ALL THE EXAMINATIONS
 - e) CHECKING OF RESULTS
 - f) TYPING OF QUESTION PAPERS
 - g) MATTERS REGARDING GRACING
 - h) CHECKING & PAYMENT OF EXAM REMUNERATION BILLS
 - i) ANY OTHER MATTERS WHICH ARE NOT COVERED ABOVE
RELATED TO ALL THE EXAMINATION
 - j) STATISTICS OF RESULTS
 - k) OVER ALL INCHARGE OF MARKSHEETS
 - l) TO ASSIST EXAMINATION INCHARGE DURING VERIFICATION AND GIREVANCE.
- ANY TYPING WORK
- CHECKING OF EXAMINATION FORM OF STUDENTS AND CORRESPONDENCE WITH UNIVERSITY.
- ASSISTING ACCOUNTANT IN ISSUING FEE RECEIPTS
- STATISTICS/INFORMATION RELATED TO R.T.I
- IN ABSENCE OF L. D. C's ANY OTHER WORK ASSIGNED BY THE PRINCIPAL, HEADCLERK, ACCOUNTANT IN ADDITION TO ABOVE.
- ANY OTHER WORK ASSIGNED BY HEADCLERK/ PRINCIPAL

Multi Tasking Staff (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.

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

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.

Ms. Riddhi Raikar (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.

Sports Department

Dr. Jayesh J. Churi (College Director of Physical Education & Sports)

Duties

- The College Director of Phy. Edu. & Sports is the head of sports department and will be responsible for department affairs.
- Responsible for planning the intramural and extramural activities.
- Conducting meetings of the department.
- Planning the facilities required to run sports programme.
- Arranging coaching camps for students.
- Selection of college teams and conduct practice for matches
- Making arrangements of diet and refreshments for students.
- Informing students regarding tournament and other activities.
- Maintaining the discipline in the sports center and on the ground.
- Organising conferences, workshops for students and teachers.
- Celebration of national and international days.
- Distributin of work among staff of the department.
- Planning yearly budget of department.
- All the administrative duties of the department.
- Reporting to Principal.

Mr. Tejas Nagvenkar (Instructor in Physical Education)

Duties

- Assisting Sports Director in conducting Sports programmes for students of college

Specific Duties

- Training of students
- Selection of students
- Informing the students about the tournaments from time to time
- Preparing the reports of the activities with the help of College Sports Director
- Accompanying teams for inter collegiate tournaments
- Preparing eligibility of students for games
- Helping the Sports Director in conducting inter class tournaments
- Reporting to Sports Director regarding the activities prior to tournament
- Following the instructions and giving suggestions from time to time to HOD
- Any other work assigned by the principal.

Procedures followed in Decision Making Process

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

Procedure followed in decision Making Process including channels of supervision and accountability

The college follows a decentralised system of administration. Principal allocates the work by constituting various functional committees and each committee functions according to the norms of the college or as per the statutes of the Goa university. The principal delegates the work to the vice principal and to the conveners of the various committees and cells and they report to the principal and brief reports of the activities are sent to management. As regards financial matters the principal takes the decision in consultation with the management. The principal is allowed to sanction on his own to the extent of Rs 10,000/ and above that the management sanctions the various proposals received from the principal. The college has a purchase committee and it is headed by the treasurer of the college. After receiving the requisition from various departments//cells the principal sanctions the purchases up to the ceiling of Rs 10,000/ and above that which are sent to purchase committee. As an academic leader of the institution, principal takes the academic decision by consulting the vice

principal, faculties and conveners of the various cells. Some academic decisions are taken in the staff meetings and also in various committee meetings. As regards administrative decisions, the principal takes the decision in consultation with the head clerk and other dealing clerks on day-to-day basis or as the situation demands.

Norms set by it for the discharge of its functions
[Sec 4 (1) (b) (iv)]

DETAILS OF THE NORMS/STANDARDS SET BY THE COLLEGE FOR EXECUTION OF VARIOUS
ACTIVITIES/PROGRAMMES

SR.NO	NAME OF THE PUBLIC SERVICE	DESIGNATED OFFICERS	TIME SCHEDULE IN WORKING DAYS
1	LEAVING CERTIFICATE	ADMINISTRATIVE SECTION	6 DAYS
2	TRANSFERENCE CERTIFICATE	ADMINISTRATIVE SECTION	6 DAYS
3	MIGRATION CERTIFICATE	ADMINISTRATIVE SECTION	ISSUED BY UNIVERSITY
4	BONAFIDE CERTIFICATE	ADMINISTRATIVE SECTION	2 DAYS
5	DUPLICATE ID CARD	ADMINISTRATIVE SECTION	15 DAYS
6	DUPLICATE MARKSHEET	ADMINISTRATIVE SECTION	AFTER SUBMITTING ALL DOCUMENTS 10 DAYS
7	ATTESTATION OF DOCUMENTS	ADMINISTRATIVE SECTION	1 DAY
8	CORRECTION IN NAME AND SUCH OTHER DOCUMENTS	ADMINISTRATIVE SECTION	AFTER SUBMITTING ALL DOCUMENTS 15 DAYS
9	NOC TO JOIN ANOTHER INSTITUTE	ADMINISTRATIVE SECTION	2 DAYS
10	VERIFICATION OF MARKS	ADMINISTRATIVE SECTION	10 DAYS
11	REFUND OF DEPOSIT	ADMINISTRATIVE SECTION	10 DAYS
12	REFUND OF FEES	ADMINISTRATIVE SECTION	10 DAYS
13	CHARACTER CERTIFICATE	ADMINISTRATIVE SECTION	2 DAYS
14	SALARY CERTIFICATE	ADMINISTRATIVE SECTION	1 DAY
15	EXPERIENCE CERTIFICATE	ADMINISTRATIVE SECTION	2 DAYS

The Rules, Regulations, Instructions, Manuals and Records held by it or under its control or used by its employees for discharging its functions
[Section 4(1) (b) (v)]

Sr. No.	Name of the act, rules, regulations, etc.	Brief list of the contents	Reference No. (if any) Price in case of priced publications
1	Goa University Act		Freely available on Goa University web site www.unigoa.ac.in
2	Statutes & Ordinances of Goa University	Rules for colleges regarding appointment of staff, leave applicable, conduct of exams, CAS, etc.	Freely available on Goa University Web site www.unigoa.ac.in
3	Central Civil Service (CCS) Rules made applicable by Goa Government.	Service conditions for staff.	Available on central government website
4	Government notifications / Circulars	Service conditions for staff, Instructions regarding admissions, DISHTAVO, etc.	Available on official gazette and govt. dept. website
5	College Hand book /Prospectus	College information, College rules, Examination rules, List of programs and courses, details regarding fees, etc.	College Hand book /Prospectus is available on college website. www.caculoccollege.ac.in
6	MHRD/ UGC notifications	Information about implementation of VI th Pay/ VII th pay commission, CAS rules, etc.	MHRD/ UGC websites
7	University calendar	Information about Academic terms, Breaks/ vacations, etc.	Available on Goa University Web site and college notice board

Statement of the categories of documents that are held by it or under its control
[Sec 4 (1) (b) (vi)]

1	MASTER FILE	MA	91	IITM	IITM
2	UNIVERSITY AFFILIATION	UA	92	LEAVE SANCTIONED ORDERS	LSO
3	GOA GOVT. GRANTS	GGG	93	NAAC	NAAC
4	STUDENTS MATTERS	SM	94	PTA	PTA
5	NATIONAL SERVICE SCHEME	NSS	95	LECTURE PLAN	LP
6A	CO-CURRICULAR ACTIVITIES	CCA	96	UGC CURRICULUM	UGC C.
6B	CCA Students participating Cert (21-22)	CCA-Cert	97	PLACEMENT CELL/CARRER GUIDANCE	PC/CG
7 - A	SPORTS - GENERAL	SP	98	CYBERAGE SCHEME	CS
7 - B	SPORTS - STUDENTS CERTIFICATE	SP-C	99	MID TERM RESULT	MTR
8	APPT. & APPROVAL TEACH.	T.APPT	100	EDUCATION TOUR	ET
9 - A	COLLEGE NOTICE	NB	101	STUDENTS OUTSTANDING	SO
9 - B	COLLEGE NOTICE-GENERAL	NB-G	102	INFORMATION & GUIDANCE CENTRE	IGC/SU
10	UNIVERSITY CIRCULARS	UC		SHIVAJI UNIVERSITY	
11 - A	DHE (COLLEGE - DHE)	DE(C/D)	103	YESHWANTRAO CHAVAN OPEN UNI	YCMOU
11 - B	DHE (DHE - COLLEGE-)	DE(D/C)	104	REPORTS(ACTIVITIES/WOR KSHOPS_	REPORTS
11 - C	DHE (GENERAL)	DE(G)	105	REIGHT TO INFORMATION ACT A GENERAL	RTI (G)
12	MAINTENANCE GRANTS VOUCHER	MGV		B CIRCULAR	RTI (C)

13	MISCELLEANOUS	MISC.	106	GOA UNIVERSITY TEACHERS ASSOC.	GUTA
14	ANNUAL SOCIAL GATHERING	ASG	107	KNOWLEDGE COMMISSION	KC
15	SALARY DISBURSEMENT	SD	108	ADD ON COURSES	AOC
16	ELECTION	ELECT.	109	CONSUMER PROTECTION & WEL.CELL	CPWC
17	LIBRARY	LIB	110	EXECUTIVE COUNCIL MINUTES	ECM
18	SYLLABUS	SYLB	111	STUDENTS RESULTS ANALYSES	SRA
19	CASUAL LEAVE	CL	112	ANNUAL PLANNER	AP
19-A	DUTY LEAVE		113	SALARY CLAIM	SC
20	BILLS	BILLS	114	VARIOUS COMMITTEE	VC
21	QUOTATION	QUOT	115	CAREER ORIENTATION COURSE	COC
22	APPLICATIONS	APPL	116	UGC GRANTS	UGC Grants
23	SCHOLARSHIPS	SCH	117	STUDENTS DISCIPLINE	STUD DISC
24 A	T.Y. EXAM. (GENERAL)	TY EXAM (G)	118	SEXUAL HARASSEMENT	SH
24 B	T.Y. EXAM. (STUD. ATT. & SUP. REPORT)	TYEXA M	119	REPORT/FEEDBACK (SEMINAR/WORKSHOP)	REPORTS
25	BACHELOR OF BUS. ADMST.	BBA	119-A	REPORT/FEEDBACK (SEMINAR/WORKSHOP)	2018-19 onwards
26 A	GENERAL PROVIDENT FUND	GPF	120	RESOURCE PERSONS (BIO- DATA)	RES. PER.
26 B	NPS		121	COUNSELLING CELL	CC
27	STUDENTS APPLICATION	SA	122	REQUISITION SLIP	REQ SLP
28	INTERVIEWS	INT	123	UGC SCHEMES	UGC S
29	UNIVERSITY CORRESPONDENCE	UCORR	124	APPOINTMENT/ADMISSIO N/	APPT/ADM N
30	RESULT - FY A - ISA	R-FY		RESERVATION/POLICIES	A/A/R/P

	FY B - GENERAL		125	BACHELOR OF COMPUTER APPLICATION	BCA
31	RESULT -SY A - ISA	R.SY	126	LAPTOP 2009 SCHEME	LAPTOP
	SY B - GENERAL		127	Ragging	RAGGING
32	RESULT -TY A - ISA	R.TY	128	Indoor Stadium (Gymkhana)	GYMKHAN A
	TY B - GENERAL		129	PICNIC	PIC
33	STUDENTS MEDICAL CERTIFICATE	SMC	130	INDIVIDUAL PROFLIE (NAAC)	NAAC- PROF
34	ADVISORY/LOCAL MANG.COMMITTEE	LMC	131	INFRASTRUCTURE LOAN SCHEME	INFR LOAN
35	PRINCIPALS COMMITTEE	P.COM MT	132	GPSC	GPSC
36	FOREIGN STUDENTS CIRCULARS	FS	133	TEACHERS EVALUATION BY STUDENTS	TES
37	INCOME TAX	IT	134	WORKSHOP/SEMINARS.TA LKS - STDUENTS	W&S-STUD
38	STUDENTS AID FUND	SAF	135	STUDENTS GRIEVANCE	SG
39	BUDGET	BUD.	136	JUSTIFICATION FORMS a) TY	
40	STATUTES	STAU.		b) SY	
41	LIFE INSURANCE CORP.	LIC		c) FY	
42	TELEPHONE	TELEP.	137	Bio Data	BIO
43	APPT. & APPROVAL-NON-TEACHING	APPT-NT	138	Short Term Certiifcate course	STCC
44	DE ORDER	DO	139	Employee Grievance	EG
45	S.V.S.C.C.S.	SVSCCS	140	Appelate Authority	AA
46 A	STUDENTS ATTENDANCE	SA	141	Biometric	BIOMATRIC
46 B	STUDENTS ATTENDANCE - ISA	SA-ISA	142	Good students/slow learners	GS-SL
47	EXAMINATION(GENERAL)	EXAM.	143	AISHE	AISHE

48	TIME TABLE	TT	144	RUSA HRD 2014	RUSA
49	STATISITCS	STAT	145	INTERNAL QUALITY ASSURANCE CELL	IQAC
50	WORKLOAD	WL	146	CURRICULUM ASPECT ANALYSIS	CAA
51-A	SALARY VOUCHER	SAL.VO U	147	STUDENTS COUNCIL	STUD COUN
51-B	NON-SALARY VOUCHER	NON.S AL.VO U.	148	INSTITUTINAL EVALUATION BY STUDENTS	IES
52-A	EXAMINATION VOUCHER	EXAM. VO U.	149	CLASS COUNSELLOR	CLASS COUN
52-B	CAUTION MONEY DEPOSIT VOUCHER		150	GOVT. AUDIT REPORT	GOVT AUDIT
53	MEETING	MEET.	151	SILVER JUBLIEE	SJ
54	NSS VOUCHER	NSS VO U.	152	PEON DAILY CLEANING	PDC
55	NSS SILVER JUBILEE CLEBRATION		153	WORKSHOP & SEMINAR ATTENDED BY STUDENT (CERTIFICATE)	W&S-STUD CERT
56	SARASWAT VIDYALAYA SOCIETY	SVS	154	TEACHER CERTIFICATE (WORKSHOP & SEMINAR)	TECH CERT
57	EDU.QUALIFICATION	EDU.Q UAL.	155	WORLD CONFERENCE	W. CONF
58	UNIVERSITY GRANTS COMMISSSION	UGC	156	FACULTY IMPROVEMENT PROGRAMME	FIP
59	EXAMINATION CIRCULAR	EC	157	DEPARTMENTAL COMMITTEE (MEETING & MINUTEES)	DEPT. MIN.
60	SUPPLEMENTARY RESULTS	SUPPL. R.	158	RESEARCH	RESEARCH
61	EXTRA COPY FILE	ECF	159	DONARS, SPONSORES, CHIEF GUEST, RESOURCE PERSON	
62	CHARTERED ACCOUNTING EXAM	CAE	160	CHOICE BASED CREDIT SYSTEM	CBCS
65	AUTONOMOUS COLLEGES	AUT.C OLLEG E	161	SELF DEVELOPMENT PROGRAME (SJC)	SDP
66 A	STAFF NOTICE (ISSUED BY PRINCIPAL)	STAFF NB(P)	162	MENTORING	MENTOR

66 B	STAFF NOTICE (GENERAL)	STAFF NB(G)	162 A	FY	
66 C	STAFF NOTICE(MEETINGS/MINUTES)	STAFF NB(M)	162 B	SY	
66 D	STAFF NOTICE(STAFF ACADEMY)	STAFF NB(SA)	162 C	TY	
67	IGNOU	IGNOU	163	Canteen	CANTEEN
68	REPEATERS EXAM	REPE.E XAM	164	SYLLABUS COMPLETE REPORT	SCR
69	APPLICATION FOR ADVANCE	APP.A DVA.	165	REMEDIAL	REMEDIAL
70	COLLEGE MAGAZINE	COLL. MAGZ.	166	DUTY LEAVE - FOR RESEARCH 2017	DUTY LEAVE
71	VOCATIONAL EDUCATION	VOC.E DU.	167	NATIONAL INSTITUTE RANKING FRAMWORK	NIRF
72	MEDICAL BILLS REIMBURSEMENT	MBR	168	ANAND GIRI KENI HALL (18-19)	AGKH
73	WORKSHOP & SEMINARS	WS	169	ACADEMIC ADMINISTRATIVE AUDIT	AAA
74	F.Y. MARKSHEETS	FY M.	170	MIS PORTAL DATA	MIS
75	S.Y. MARKSHEETS	SY.M	171	GREEN AUDIT	GREEN A.
76 A	T.Y. MARKSHEETS	TY.M	172	OUTSOURCING - HOUSEKEEPING / SECURITY/ GARDENING	OUTSOURC E
76 B	TYBBA	TYBBA -M	173	LITERARY CLUB	LITERARY
77	NSS REGIOANL CENTRE	NSS R.C.	174	REPORT - CULTURAL / SPORTS / SEMINAR ETC	REPORT .
78	NATURE CLUB	NC	175	PERSPECTIVE PLAN	PERS PLAN
79	LEAVE TRAVEL CONCESSION	LTC	176	ONLINE TEACHING	ONL TECH
80	BBA PAYMENT VOUCHER	BBA PAY VOU.	177	ECONOMIC REVIVAL PLAN	ECO REV
81	RECURRING DEPOSIT	RD	178	OFFICE CLIP BOARD	OFFICE CP
82	GROUP INSURANCE SCHEME	GIS	179	MONTHLY MINUTTES	w.e.f 2022-23

83	NCC	NCC	180	COLLEGE ACHIEVEMENTS	COL. ACHV.
84	NON-TEACHING STAFF ASSOCIATION	NTSA	181	COMMUNITY OUTREACH PROGRAMME	COP
85	ACADEMIC COUNCIL MEETING/MINUTES	ACM	182	FOUNDATION DAY	FOUND
86	TY PROJECT	TY PROJ.	183	JEEVAN ANAND SANSTHA	JAS
87	STUDENTS SAFETY INSURANCE	SSI	184	INSTITUTIONAL DEVELOPMENT PLAN	IDP
88	EX-STUDENTS ASSOCIATION	EX-STUD. ASS	185	ATAL RANKING OF INSTITUTIONS ON INNOVATION ACHIEVEMENTS	ARIIA
89	BOARD BASED COMMITTEE	BBC	186	ISO CERTIFICATION	ISO
90	COLLEGE DEVELOPMENT COUNCIL	CDC			
	2008- 2014				
7 A 1	SPORTS - GENERAL NOTICE				
7 B	SPORTS - PERFORMANCE		200	TEACHERS PROFILE & FEEDBACK	
	ELIGIBILITY		201	ADMISSION	
	DRAW		202	PHEONIX EVENT	
	TOURNAMENT CALENDAR		203	SOUVENIR	
7 C	SPORTS - CERTIFICATES		204	STUDENTS ASSIGNMENT	
7 D	SPORTS - INTERCLASS		205	MOU	
7 E	SPORTS- FURURE PLAN		206	MOU Activity	

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)]

There is no consultation committee appointed or constituted at the college. Some of the college committees have representatives in the form of members shown as below:

1. Local Managing Committee
2. IQAC
3. NSS advisory committee
4. Internal Committee (POSH)
5. Parent Teachers Association
6. Alumni association
7. Institution Innovation Council

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

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

THE LIST OF COMMITTEES FOR THE ACADEMIC YEAR 2022-23 ARE AS FOLLOWS: -

STUDENT COUNCIL

- | | |
|-------------------------|----------|
| ➤ Mr. Prakash Tamhankar | Convenor |
| ➤ Mr. Satyajit Hirve | |
| ➤ Dr. Smita Srivastava | |

NSS

- | | |
|----------------------------|----------|
| ➤ Mr. Sahil Sawkar | Convenor |
| ➤ Mr. Tushar Karmalkar | |
| ➤ Ms. Nita Nachinolkar | |
| ➤ Ms. Bhagyalaxmi Khedekar | |

SPORTS COUNCIL

- | | |
|-----------------------|----------------|
| ➤ Mr. Satyajit Hirve | Vice President |
| ➤ Dr. Jayesh Churi | |
| ➤ Mr. Tejas Nagvenkar | |
| ➤ Mr. Amin Khan | |

PROJECT CO-ORDINATOR

- | | |
|------------------------|----------|
| ➤ Dr. Henrique D'Souza | Convenor |
| ➤ Mr. Pramod Pal | |

PARENT- TEACHER ASSOCIATION

- | | |
|------------------------|-----------|
| ➤ Ms. Nita Nachinolkar | Secretary |
| ➤ Ms. Pragati Bhonsle | Treasurer |

STAFF SECRETARY

- | | |
|--------------------|--|
| ➤ Ms. Ruta Kenkare | |
|--------------------|--|

MAGAZINE AND WALL PAPER

- | | |
|---------------------|----------|
| ➤ Ms. Nisha Gangan | Convenor |
| ➤ Ms. Pooja Lawande | BBA |
| ➤ Ms. Leena Divkar | BCA |

ELECTION UNIVERSITY-

- | | |
|-----------------------|----------|
| ➤ Mr. Satyajit Hirve | Convenor |
| ➤ Mr. Rajeev Narvekar | BBA |
| ➤ Ms. Leena Divkar | BCA |
| Assisted by - | |
| Mr. Abhay Hajare | |

CAREER GUIDANCE CELL

- Ms. Smruti Borkar Convenor
- Mr. Ramakant alias Sahil Nayak
- Ms. Disha Toraskar
- Ms. Navami Sawant

PHOENIX EVENT

- Ms. Smruti Borkar Convenor
- Mr. Tushar karmalkar
- Ms. Bhagyalaxmi Khedekar

MENTORING COMMITTEE

- Ms. Pragati Bhonsle Convenor and in charge of F.Y
 - Dr. Amita shanbogue S.Y
 - Mr. Satyajit Hirve T.Y
- Assisted by - Ms. Pragati Puranik (Mentoring)
Mr. Rohish Pednekar (ISA)

FEEDBACK RECEIVING COMMITTEE

(Students, Parents, Teachers and Alumni)

- Mr. Ramakant alias Sahil Nayak Convenor
 - Ms. Padmashri Gawas
- Assisted by - Ms. Suchita Sawant

INTERNSHIP COMMITTEE

- Mr. Tushar Karmalkar Convenor
- Ms. Disha Toraskar

EXAMINATION COMMITTEE -----including ISA

- Dr. Smita Srivastava Convenor
- Dr. Amita Shanbhogue
- Ms. Smruti Borkar
- Ms. Pooja Nagoji
- Mr. Ramakant alias Sahil Nayak
- Mr. Pranav Samant
- Mr. Rohish Pednekar
- Ms. Pragati Puranik

TIME TABLE COMMITTEE

- Mr. Prakash Tamhankar Convenor
- Dr. Smita Srivastava
- Ms. Sterol Godinho
- Dr. P.S. Devi

PRESS PUBLICITY AND REPORT COMPILATION COMMITTEE

- Ms. Nisha Gangan Convenor
- Ms. Bandana Yadav
- Mr. Pranav Samant
- Mr. Sudesh Chandelkar
- Ms. Kranti Korgaonkar

FACULTY REPRESENTATIVES ON ANTI-RAGGING COMMITTEE

- Prof.Santosh B. Patkar Chairman
- Dr. Henrique D'Souza Convenor
- Dr. Rajeev Narvekar
- Ms. Surekha Patil
- Mr. Satyajit Hirve
- Mr. Abhay Hajare

ANTI RAGGING SQUAD

- Dr. Jayesh Churi
- Mr. Rajeev Narvekar

WOMEN CELL

- Ms. Pooja Lawande Convenor
- Ms. Disha Toraskar
- Ms. Leena Divkar

GRIEVANCE COMMITTEE(EXAMINATION)

- Ms. Satyajit Hirve Convenor
- Ms. Pragati Bhonsle
- Ms. Smruti Borkar

INTERNAL COMMITTEE

- Dr. Smita Srivastava - Convenor
- Ms. Ruta Kenkare
- Ms. Suchita Sawant
- Ms. Suchita Joshi
- Adv. Sudhir Harmalkar

LIBRARY ADVISORY COMMITTEE

- Prof. Santosh B. Patkar Chairman
- Dr. Shobha Karekar Member Secretary
- Prof.(Dr.) Sharmila Borkar

- Dr. Smita Srivastava
- Dr. Henrique D'Souza

EMPLOYEE GRIEVANCE COMMITTEE

- Mr. Rajeev Narvekar
 - Dr. Jayesh Churi
 - Mr. Abhay Hajare
 - Ms. Ruta Kenkare
- Convenor

ALUMNI ADVISORS

- Dr. Jayesh Churi
 - Ms. Sterol Godinho
 - Dr. Henrique D'Souza
- Convenor

STUDENT GRIEVANCE COMMITTEE (OTHER THAN EXAMINATION MATTER)

- Dr. Henrique D'Souza
 - Dr. Jayesh Churi
 - Mr. Sudesh Chandelkar
 - Ms. Nisha Gangan
- Convenor

REMEDIAL COACHING CLASSES

- Ms. Pranav Samant
 - Ms. Bandana Yadav
- Convenor

ENTREPRENEURSHIP DEVELOPMENT CELL

- Ms. Pragati Bhonsle
 - Ms. Padmashri Gawas
 - Ms. Disha Toraskar
 - Ms. Bhagyalaxmi Khedekar
- Convenor

GENDER SENSITISATION CELL

- Ms. Riddhi Raikar
 - Ms. Gouri Pankar
 - Ms. Pooja Lawande
- Convenor

IAIMS Portal committee

- Ms. Poonam Navelker
 - Mr. Guruprasad Namshikar
 - Ms. Padmashri Gawas
 - Mr. Ramakant alias Sahil Nayak
 - Mr. Abhay Hajare
- Co-ordinator
Asst. coordinator

NAAC DOCUMENTATION COMMITTEE

- Dr. Sushant Chari
- Convenor

- Mr. Pranav Samant
- Ms. Ruta Kenkare
- Mr. Sudesh Chandelkar
- Ms. Kranti Korgaonkar
- Mr. Ganesh Gaitonde
- Ms. Suchita Joshi

AISHE

- Dr. Henrique D'Souza Co-ordinator

SWAYAM

- Ms. Nita Nachinolkar
- Ms. Surekha Patil
- Mr. Guruprasad Namshikar

INTERCOLLEGIATE COMPETITIONS

- Ms. Bhagyalaxmi Khedekar
- Ms. Ruta Kenkare

PERSPECTIVE PLANNING COMMITTEE

- Mr. Ramakant alias Sahil Nayak Convenor
- Ms. Pooja Nagoji
- Ms. Suchita Sawant

FACULTY IMPROVEMENT PROGRAME

- Dr. Henrique D'Souza Convenor
- Dr. Smita Srivastava
- Mr. Satyajit Hirve
- Ms. Ruta Kenkare
- Mr. Sudesh Chandelkar

TRAINING PROGRAME FOR NON-TEACHING STAFF

- Dr. Shobha Karekar Convenor
- Ms. Lynn Lobo
- Ms. Kranti Korgaonkar
- Mr. Pramod Pal

MOUs

- Mr. Rajeev Narvekar Convenor
- Mr. Sahil Sawkar
- Mr. Sushant Figueiredo
- Ms. Surekha Patil
- Ms. Suchita Sawant

PLACEMENT CELL

- Dr. Harsha Talaulikar Convenor

- Dr. Riddhi Kholkar
- Ms. Smruti Borkar
- Mr. Pranav Samant
- Ms. Disha Toraskar
- Ms. Prutha kalangutkar
- Ms. Surekha Patil
- Mr. Abhay Hajare

COMMUNITY OUTREACH PROGRAME

- | | |
|----------------------------|----------|
| ➤ Dr. Jayesh Churi | Convenor |
| ➤ Mr. Sahil Sawkar | |
| ➤ Mr. Tushar Karmalkar | |
| ➤ Ms. Bhagyalaxmi Khedekar | |
| ➤ Ms. Nita Nachinolkar | |
| ➤ Mr. Damodar Desai | |

FREESHIPS AND SCHOLARSHIPS

- | | |
|-----------------------|----------|
| ➤ Ms. Pragati Bhonsle | Convenor |
| ➤ Dr. Jayesh Churi | |
| ➤ Ms. Pragati Puranik | |

INDUSTRY –ACADEMIC INTERFACE

- | | |
|----------------------------------|----------|
| ➤ Dr. Abhishek Karmali | Convenor |
| ➤ Mr. Satyajit Hirve | |
| ➤ Mr. Sushant Chari | |
| ➤ Ms. Surekha Patil | |
| ➤ Mr. Ramakant alias Sahil Nayak | |
| ➤ Mr. Shankar Nadkarni | |
| ➤ Mr. Vivek Borkar | |

CERTIFICATE AND SKILLED BASED COURSES

- | | |
|------------------------|----------|
| ➤ Ms. Smruti Borkar | Convenor |
| ➤ Ms. Nita Nachinolkar | |
| ➤ Ms. Shreya Kamat | |
| ➤ Ms. Nisha Gangan | |
| ➤ Ms. Poonam Navelker | |
| ➤ Ms. Pooja Lawande | |

GREEN CLUB

- | | |
|----------------------------------|----------|
| ➤ Ms. Disha Toraskar | Convenor |
| ➤ Ms. Nita Nachinolkar | |
| ➤ Mr. Ramakant alias Sahil Nayak | |
| ➤ Ms. Padmashree Gawas | |
| ➤ Mr. Rudresh Kamat | |
| ➤ Ms. Kranti Korgaonkar | |
| ➤ Mr. Rajendra Raut | |

NIRF

- Mr. Sahil Sawkar
- Mr. Tushar Karmalkar
- Mr. Pranav Samant
- Mr. Ramakant alias Sahil Nayak
- Mr. Disha Toraskar
- Ms. Pooja Nagoji
- Ms. Bandana Yadav

(Co-ordinator Nodal Officer)

DATA ENTRY SUPERVISOR

- Mr. Sahil Sawkar
- Ms. Poonam Navelker

DATA ENTRY

- Mr. Rohish Pednekar
- Mr. Guruprasad Namshikar

RESEARCH & CONSULTANCY CELL

- Ms. Nisha Gangan
- Dr. Amita Shanbhogue
- Dr. Harsha Talaulikar
- Mr. Pranav Samant
- Ms. Bandana Yadav
- Ms. Pooja Nagoji
- Ms. Suchita Sawant

Convenor

DISCIPLINARY COMMITTEE

- Prof.Santosh B. Patkar
- Dr. Henrique D'Souza-
- Prof(Dr.) Sharmila Borkar
- Dr. Jayesh Churi
- Dr. Shobha Karekar
- Mr. Prakash Tamhankar
- Mr. Satyajit Hirve

Chairman
Convenor

CANTEEN MONITORING COMMITTEE

- Prof.Santosh Patkar
- Mr. Satyajit Hirve
- Mr. Rajeev Narvekar
- Ms. Shreya Kamat
- Mr. Prakash Tamhankar
- Mr. Pramod Pal
- Ms. Pragati Puranik

Chairman
Convenor

ADMISSION AND ATTENDANCE COMMITTEE

- Prof.Santosh Patkar
- Mr. Satyajit Hirve
- Ms. Pragati Bhonsle
- Ms. Poonam Navelker
- Mr. Guruprasad Namshikar
- Mr. Rudresh Kamat

PROSPECTUS REVIEW COMMITTEE

- Dr. Henrique D'Souza
- Ms. Poonam Navelker
- Mr. Guruprasad Namshikar

NSS ADVISORY COMMITTEE

- Prof.Santosh Patkar
- Mr. Sahil Sawkar
- Mr. Tushar Karmalkar
- Ms. Bhagyalaxmi Khedekar
- Ms. Nita Nachinolkar
- Ms. Pragati Bhonsle
- Dr. Jayesh Churi
- Mr. Sandeep Walawalkar
- Adv. Eshan Usapkar
- Mrs. Hemashri Gadekar

Chairman
Member Secretary

IQAC COMMITTEE

- Prof.Santosh Patkar
- Dr. Smita Shrivastava
- Ms. Pragati Bhonsle
- Dr. Shobha Karekar
- Mr. Satyajit Hirve / (Ms. Prerna Tamhankar)
- Dr. Henrique D'Souza
- Ms. Nisha Gangan
- Mr. Pranav Samant/ (Mr. Kavir Shirodkar)
- Mr. Ramakant a/s Sahil Nayak
- Mr. Avdhoot Gunaji
- Ms. Suchita Sawant
- Mr. Sudesh Chandelkar
- Mr. Guruprasad Namshikar
- Adv.Sachin Desai
- Ms. Menaka Gawas
- Mr. Sujit Parulekar
- Ms. Neharika Walawalkar
- Mr. Om Motilkar Lotlikar

Chairman
Co-ordinator

ISO 9000 COMMITTEE

- Dr. Smita Shrivastava
- Ms. Pragati Bhonsle
- Dr. Shobha Karekar
- Dr. Henrique D'Souza
- Dr. Amitha Shanbhogue
- Dr. Abhishek Karmali
- Ms. Surekha Patil
- Mr. Pramod Pal

Directory of Officers and Employees

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

Teaching Staff (2022-2023)

Sr.No.	Name of Teaching Staff	Contact	E-Mail
1	Prof.Santosh B.Patkar	2254478	santosh.patkar@caculocollege.ac.in
2	Dr.Jayesh Churi	2254478	jayesh.churi@caculocollege.ac.in
3	Prof.(Dr.)Sharmila Borkar	2254478	sharmila.borkar@caculocollege.ac.in
4	Dr.Smita Shrivastava	2254478	smita.shrivastava@caculocollege.ac.in
5	Mrs. Sterol Godinho	2254478	sterol.godinho@caculocollege.ac.in
6	Mrs. Smruti Borkar	2254478	smruti.borkar@caculocollege.ac.in
7	Mr. Prakash N. Tamhankar	2254478	prakash.tamhankar@caculocollege.ac.in
8	Mrs. Pragati Bhonsle	2254478	pragati.bhonsle@caculocollege.ac.in
9	Mr. Satyajit Hirve	2254478	satyajit.hirve@caculocollege.ac.in
10	Dr. P.S. Devi	2254478	devi.ps@caculocollege.ac.in
11	Mrs. Prerna Tamhankar	2254478	prerana.tamhankar@caculocollege.ac.in
12	Dr. Henrique D'Souza	2254478	henrique.dsouza@caculocollege.ac.in
13	Mrs. Nisha Gangan	2254478	nisha.gangan@caculocollege.ac.in
14	Dr. Riddhi Kholkar	2254478	riddhi.kholkar@caculocollege.ac.in
15	Dr. Shobha U. Karekar	2254478	shobha.karekar@caculocollege.ac.in
16	Mr. Sahil H. Sawkar	2254478	sahil.sawkar@caculocollege.ac.in
17	Mr. Kavir K. Shirodkar	2254478	kavir.shirodkar@caculocollege.ac.in
18	Mrs. Poonam Navelkar	2254478	poonam.navelker@caculocollege.ac.in
19	Dr.Amitha Shanbhogue	2254478	amitha.shanbhogue@caculocollege.ac.in
20	Mr. Janardhan Tamhankar	2254478	janardhan.tamhankar@caculocollege.ac.in
21	Mr. Tushar Karmalkar	2254478	tushar.karmalkar@caculocollege.ac.in
22	Ms. Disha Toraskar	2254478	disha.toraskar@caculocollege.ac.in
23	Mr. Ramakant a/s Sahil Nayak	2254478	sahil.nayak@caculocollege.ac.in

24	Ms.Pooja Nagoji	2254478	pooja.nagoji@caculocollege.ac.in
25	Mr. Pranav Samant	2254478	pranav.samant@caculocollege.ac.in
26	Ms.Padmashree Gawas	2254478	padmashree.gawas@caculocollege.ac.in
27	Ms.Bandana Yadav	2254478	bandana.yadav@caculocollege.ac.in
28	Ms.Nita Nachinolkar	2254478	nita.nachinolkar@caculocollege.ac.in
29	Ms.Bhagyalaxmi Khedekar	2254478	bhagyalaxmi.khedekar@caculocollege.ac.in
30	Mrs.Ruta Kenkare	2254478	ruta.kenkare@caculocollege.ac.in
31	Ms.Navami N. Sawant	2254478	navami.sawant@caculocollege.ac.in
32	Ms. Gouri Pankar	2254478	gouri.pankar@caculocollege.ac.in
33	Dr. Abhishek Karmali	2254478	abhishek.karmali@caculocollege.ac.in
34	Dr. Rajeev Narvekar	2254478	rajeev.narvekar@caculocollege.ac.in
35	Dr. Harsha Taulikar	2254478	harsha.taulikar@caculocollege.ac.in
36	Dr. Sushant Chari	2254478	sushant.chari@caculocollege.ac.in
37	Mrs. Pooja Lawande Karmali	2254478	pooja.karmali@caculocollege.ac.in
38	Ms. Surekha Patil	2254478	surekha.patil@caculocollege.ac.in
39	Mrs. Leena Divkar	2254478	leena.divkar@caculocollege.ac.in
40	Ms. Shreya Kamat	2254478	shreya.kamat@caculocollege.ac.in
41	Ms. Prutha Kalangutkar	2254478	prutha.kalangutkar@caculocollege.ac.in
42	Mr.Sushant Figueiredo	2254478	sushant.figueiredo@caculocollege.ac.in
43	Ms.Rebecca Pinto	2254478	rebecca.pinto@caculocollege.ac.in
44	Mr.Shankar Nadkarni	2254478	shankar.nadkarni@caculocollege.ac.in
45	Ms.Soniya Govekar	2254478	soniya.govekar@caculocollege.ac.in
46	Mr.Dnyandev R Khadapkar	2254478	dnyandev.khadapkar@caculocollege.ac.in

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

Non- Teaching Staff (2022-2023)

Sr.No.	Name of Teaching Staff	Contact	E-Mail
1	Mrs. Lynn Lobo	2254478	lynn.lobo@caculocollege.ac.in
2	Mr. Avdhut Gunaji	2254478	avdhut.gunaji@caculocollege.ac.in
3	Mrs. Suchita Sawant	2254478	suchita.sawant@caculocollege.ac.in
4	Mr. Abhay Hajare	2254478	abhay.hajare@caculocollege.ac.in
5	Mr. Sudesh Chandelkar	2254478	sudesh.chandelkar@caculocollege.ac.in
6	Mrs. Kranti Korgaonkar	2254478	kranti.korgaonkar@caculocollege.ac.in
7	Mrs. Pragati Puranik	2254478	pragati.puranik@caculocollege.ac.in
8	Mr.Pramod Pal	2254478	pramod.pal@caculocollege.ac.in
9	Ms. Riddhi Raikar	2254478	riddhi.raikar@caculocollege.ac.in
10	Mr.Guruprasad Namshikar	2254478	guruprasad.namshikar@caculocollege.ac.in
11	Mr. Rohish Pednekar	2254478	rohish.pednekar@caculocollege.ac.in
12	Ms.Surabhi S. Thakur	2254478	surabhi.thakur@caculocollege.ac.in
13	Mr. Vilas A. Amnekar	2254478	vilas.amanekar@caculocollege.ac.in
14	Mr. Anand V. Shetkar	2254478	anand.shetkar@caculocollege.ac.in
15	Mr. Ramakrishna N. Sawant	2254478	ramkrishna.sawant@caculocollege.ac.in
16	Mr. Damodar Dessai	2254478	damodar.prabhudesai@caculocollege.ac.in
17	Ms. Sneha Kotta	2254478	sneha.kotta@caculocollege.ac.in
18	Mr. Mohamed Amin Khan	2254478	amin.khan@caculocollege.ac.in
19	Mr. Rajendra Raut	2254478	rajendra.raut@caculocollege.ac.in
20	Mr. Mahesh Parwar	2254478	mahesh.parwar@caculocollege.ac.in
21	Mr. Sarvesh U. Chari	2254478	sarvesh.chari@caculocollege.ac.in
22	Mr. Rupam Kandolkar	2254478	rupam.kandolkar@caculocollege.ac.in
23	Mr.Tejas Nagvenkar	2254478	tejas.nagvenkar@caculocollege.ac.in
24	Mr. Vivek Borkar	2254478	vivek.borkar@caculocollege.ac.in
25	Ms. Suchita Joshi	2254478	suchita.joshi@caculocollege.ac.in
26	Mr. Rudresh Kamat	2254478	rudresh.kamat@caculocollege.ac.in
27	Mr.Ganesh Gaitonde	2254478	ganesh.gaitonde@caculocollege.ac.in

**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 (2022-2023)

Sr. No.	Name	Designation	Level No.	Gross Salary
1	2	3	8	14
1	PROF. SANTOSH PATKAR	Principal	14	326760
2	PROF. SHARMILA BORKAR	Vice Principal	14	338488
3	DR. JAYESH CHURI	Coll. Dir.of P.E.	13A	325240
4	DR. SMITA SRIVASTAVA	Associate Professor	13A	306848
5	MS.PRAGATI BHONSLE	Assistant Professor	12	188136
6	MS.STEROL GODINHO	Associate Professor	13A	276336
7	MS.SMRUTI BORKAR	Associate Professor	13A	265352
8	SHRI.SATYAJIT HIRVE	Associate Professor	13A	250456
9	SHRI.PRAKASH TAMHANKAR	Associate Professor	13A	250456
10	MS.P.S.DEVI	Assistant Professor	12	177648
11	MS. PRERNA TAMHANKAR	Assistant Professor	12	149264
12	MR. HENRIQUE D'SOUZA	Assistant Professor	11	162948
13	MS. NISHA GANGAN	Assistant Professor	10	145189
14	DR. RIDDHI KHOLKAR	Assistant Professor	11	136437
15	MR. KAVIR SHIRODKAR	Assistant Professor	10	117483
16	MR. SAHIL SAWKAR	Assistant Professor	10	112403
17	DR.SHOBHA KAREKAR	College Librarian	13 A	273104
18	MS.POONAM NAVELKAR	Assistant Professor	--	--
19	DR.AMITHA SHANBHOGUE	Assistant Professor	--	--
20	MR.TUSHAR KARMALKAR	Assistant Professor	--	65000
21	MS.DISHA TORASKAR	Assistant Professor	--	65000
22	MR.RAMAKANT a/s SAHIL NAYAK	Assistant Professor	--	55000
23	MR.PRANAV SAMANT	Assistant Professor	--	55000
24	MS.POOJA NAGOJI	Assistant Professor	--	55000
25	MS.RUTA KENKARE	Assistant Professor	--	40000
26	MS.PADMASHREE GAWAS	Assistant Professor	--	55000
27	MR.JANARDHAN TAMHANKAR	Assistant Professor	--	750
28	MS.BHAGYALAXMI A.KHEDEKAR	Assistant Professor	--	50000
29	MS.NAVAMI N.SAWANT	Assistant Professor	--	50000
30	MS.NITA NACHINOLKAR	Assistant Professor	--	65000
31	MS.BANDANA R.YADAV	Assistant Professor	--	55000

Non-Teaching Staff (2022-23)

Sr. No.	Name	Designation	Level No.	gross salary
1	2	3	4	5
1	MS. LYNN LOBO	Head Clerk	6	102732
2	MS. SUCHITA SAWANT	U.D.C.	5	77804
3	MR. ABHAY HAJARE	U.D.C.	4	66556
4	MR. DAMODAR DESAI	L.D.C.	3	57284
5	MR. RAMKRISHNA SAWANT	MTS	3	58956
6	MR. ANAND SHETKAR	MTS	3	58956
7	MR. RAJENDRA RAUT	MTS LAB (IT)	3	57284
8	MR. MAHESH PARWAR	MTS	3	55612
9	MR. VILAS AMANEKAR	MTS	3	62300
10	MR. TEJAS V. NAGVENKAR	INSTRUCTOR IN PHYSICAL EDUCATION	7	81303
11	MR. AVDHUT A. GUNAJI	ACCOUNTANT	6	79083
12	MR. GURUPRASAD NAMSHIKAR	SYSTEM ADMINISTRATOR	6	66618
13	MS. RIDDHI RAIKAR	LIBRARIAN GRADE - I	5	56884
14	MS. KRANTI KORGONKAR	JR. STENOGRAPHER	4	50054
15	MR. RUDRESH D. KAMAT	LAB. ASSISTANT (IT)	4	47322
16	MR. SUDESH CHANDELKAR	L.D.C.	2	47856
17	MR. PRAMOD PAL	L.D.C.	2	38261
18	MS. PRAGATI PURANIK	L.D.C.	2	37236
19	MR. MOHAMMED AMIN KHAN	MTS	3	53982
20	MS. SNEHA KOTTA	MTS	1	40753
21	MR. SARVESH U. CHARI	MTS	1	34900
22	MR.ROHISH PEDNEKAR	LDC(EXAM)	--	21500
23	MR.RUPAM KANDOLKAR	MTS(EXAM)	--	21200
24	MS.SURABHI S. THAKUR	COUNSELLOR	--	40000

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

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

SV's Sridora Caculo College of Commerce & Management Studies, Mapusa - Goa							
BACHELOR OF COMMERCE							
BUDGET FOR THE YEAR 2022-2023							
RECEIPT	Budget 2021- 2022	Actual 2021- 2022	Budget 2022- 2023	PAYMENT	Budget 2021- 2022	Actual 2021- 2022	Budget 2022- 2023
<u>Fees</u>				<u>Office Expenses</u>			
Computer Lab Fees	150000.00	106250.00	110000.00	Binding Charges	1000.00	330.00	500.00
Computer Practical Fees	150000.00	119740.00	120000.00	Postage Expenses	7000.00	5460.00	6000.00
Gymkhana Fees	300000.00	284280.00	300000.00	Printing Charges	75000.00	28856.00	30000.00
Library Fees	300000.00	492910.00	500000.00	Stationery Charges	45000.00	22401.00	25000.00
Other Fees	250000.00	275300.00	280000.00	Travelling & Conveyance Exp.	4000.00	5165.00	5000.00
				-			
<u>Non Salary Grant</u>	2500000.0 0	1957205.0 0	1800000.0 0	<u>Co-curricular Activities Exp.</u>			
				Annual Social Gathering	0.00	0.00	30000.00
<u>Other Receipts</u>				College Functions	25000.00	26936.00	30000.00
College Administrati ve Fees	15000.00	14065.00	15000.00	Competitions & Events	30000.00	19730.00	25000.00
Bank Interest - SB	30000.00	58403.00	60000.00	Prizes & Awards - Competition	10000.00	18622.00	20000.00
Fines Library & Office	3000.00	6501.00	6000.00	Student Activities & Functions	20000.00	11313.00	15000.00
RTI fees	300.00	254.00	300.00	-			
Sales Material	45000.00	80757.00	80000.00	<u>Computer Lab Expenses</u>			

TC/LC Fees	3000.00	5900.00	6000.00	Annual Maint. Charges	70000.00	70800.00	70000.00
Sale of Raddi	0.00	1742.00	2000.00	Computer Consumables	50000.00	15416.00	25000.00
Tender Fees	0.00	18500.00	0.00	Computer Software	0.00	0.00	0.00
Verification Fees	1000.00	0.00	0.00	Internet Charges	100000.00	101055.00	100000.00
				Rep & Maint - Computers	10000.00	6150.00	10000.00
				-			
				<u>By Gymkhana Expenses</u>			
				Annual Sports Meet	0.00	0.00	25000.00
				Sports Practice Allowance	10000.00	0.00	10000.00
				Sports Travelling & Refreshment	10000.00	6970.00	10000.00
				Sports Affiliation Fees	0.00	0.00	80000.00
				Sports Registration & Entry Fees	0.00	1000.00	1000.00
				Sports Awards & Prizes	5000.00	9901.00	10000.00
				Sports Consumables	20000.00	4015.00	10000.00
				Sports Contingences	10000.00	3850.00	5000.00
				Sports Medical Expenses	1000.00	536.00	1000.00
				Sports Tournament, Event & Functions	0.00	32340.00	40000.00
				-			

				<u>Library Expenses</u>			
				Annual Maint. Charges	15000.00	14160.00	15000.00
				Contingencies	5000.00	677.00	1000.00
				Newspaper & Magazine Expenses	150000.00	122858.00	125000.00
				-			
				<u>Outsourcing Expenses</u>			
				Gardening Expenses	150000.00	176000.00	150000.00
				Housekeeping Expenses	800000.00	706095.00	750000.00
				Security Charges	400000.00	329740.00	350000.00
				<u>Repairs & Maintenance Expenses</u>			
				Rep & Maint - Electrical	35000.00	50654.00	50000.00
				Rep & Maint - Equipment	65000.00	79757.00	80000.00
				Rep & Maint - Furniture	60000.00	29268.00	30000.00
				Rep & Maint - Others	25000.00	93255.00	90000.00
				-			
				<u>Other Expenses</u>			
				Advertisements	150000.00	172350.00	180000.00
				Affiliation Fees - University	40000.00	40000.00	40000.00
				Annual Maintenance Charges	25000.00	19660.00	20000.00
				Audit Fees	17000.00	17000.00	17000.00
				Bank Charges	4000.00	3058.50	3000.00

				Casual Hire Charges - Labour	5000.00	5600.00	6000.00
				Casual Hire Charges - Vehicle	2000.00	16500.00	17000.00
				Contingencies - Principal	25000.00	20392.00	25000.00
				Contingencies - Others	50000.00	31441.00	40000.00
				Electricity Charges	100000.00	86395.00	90000.00
				Fidelity Insurance Premium	1900.00	2323.00	2500.00
				Field Trips/Edu Excursions	5000.00	0.00	0.00
				Honorarium & TA	20000.00	40500.00	45000.00
				I Card Expenses	10000.00	22306.00	25000.00
				Membership & Subscription Charges	3000.00	0.00	0.00
				Medical Expenses	0.00	1300.00	1000.00
				Mobile Charges	1500.00	3016.00	3000.00
				Raincoat Expenses	4000.00	0.00	0.00
				Refilling Charges - Fire Extinguishers	1000.00	0.00	0.00
				Refreshment to Guest	15000.00	7092.00	15000.00
				Telephone Charges	15000.00	12400.00	15000.00
				Travelling Allowance	10000.00	0.00	10000.00
				Water Charges	7000.00	13919.00	15000.00

				Workshop Seminar Reg. Fees	20000.00	5497.00	10000.00
				-			
				<u>College Equipment's</u>			
				Computers & Equipment's	200000.00	15800.00	50000.00
				Copier Machine	0.00	46000.00	0.00
				Digital Camera	0.00	66400.00	0.00
				Electrical Equipment's	0.00	3500.00	5000.00
				Furniture & Fixtures	400000.00	420000.00	100000.00
				Ladder	0.00	3999.00	0.00
				Library Books	100000.00	138547.00	100000.00
				Office Equipment's	5000.00	1970.00	5000.00
				Sports Equipment's	50000.00	0.00	50000.00
				Teaching Aid	0.00	3000.00	5000.00
				Surplus / Deficit	252900.00	208531.50	160300.00
TOTAL	3747300.00	3421807.00	3279300.00	TOTAL	3747300.00	3421807.00	3279300.00
	0	0	0		0	0	0

Execution of Subsidy Programmes

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

The following free ships /scholarships are awarded by the college

1.Student Aid Fund: -

(For students whose annual family income is less than 3 lakhs)

Objective: -

- Is to render financial assistance to poor students to meet partly or fully their tuition fees or examination fees or to purchase books or similar other expenses.

Procedure: -

- Notice for filling the students Aid Fund application form is circulated in the class and displayed on the Notice board.
- Students Aid Fund Application forms received from the students are scrutinized by the committee.
- Advisory committee meeting is held to sanction the students Aid fund scholarship to the students
- After sanctioning the amount by the Advisory committee, cheques are issued to the beneficiaries.

Advisory Committee: -

Advises the principal for giving financial assistance to the students.

The Committee comprises of the following: -

- Representative of the management.
- Principal.
- Vice-Principal/ Senior teacher nominated by the principal.
- Senior teacher nominated by the chairman.
- General Secretary of the college student's Council.
- Maximum assistance per student under this fund will be Rs.3000 p.a.

The following Students have been awarded the Students Aid Funds for the Academic year 2021-22

SRIDORA CACULO COLLEGE OF COMMERCE & MAGMT STUDIES			
KHORLIM,MAPUSA-GOA			
STUDNETS AID FUND			
1	MS.PRAGATI P. SATARDEKAR	TYBCOM	
2	MR.SANKESH R. HARMALKAR	TYBCOM	
3	MS.PRITI S. INGALGE	TYBCOM	
4	MS.SUNIDHI S.POMBURPHEKAR	TYBCOM	
5	MS.SHRUTI B. NAIK	FYBCOM	
6	MS.TANISHA P. DESAI	FYBCOM	
7	MS.SHUSHANTI R. CHANDELKAR	TYBCOM	
8	MR.AFTAB DOLLESHWAR	SYBCOM	
9	MS.DEVATA D.PALYEKAR	TYBCOM	
10	MS.KAMAL S.CHODANKAR	SYBCOM	
11	MS.SEEYA M.MURARI	SYBCOM	
12	MS.TANVI D.MANDREKAR	SYBCOM	
13	MS.SHEJAL B. SALGAONKAR	SYBCOM	
14	MS.HARSHADA M. MORJE	SYBCOM	
15	MS.SHRUSHA NAGVEKAR	SYBCOM	
16	MS.BIPASHA V. GHODEKAR	SYBCOM	
17	MS.MAYURI S. LAD	FYBCOM	
18	MS.NIKITA V MATHKAR	TYBCOM	
19	MS.MULLA RAMIZA DAWALSAB	TYBCOM	

2.HELP (Higher Education Learning Plan)

(For students whose annual income is less than 5 lakhs)

Objective: -

- Is to render financial assistance to economically weaker students to pay their fees or to purchase the books.

Procedure: -

- Notice for requesting students to apply for “HELP” Free ship/Scholarship is circulated in the class & displayed on the notice board.
- Forms are scrutinized to check whether all the requirements are fulfilled or not
- Maximum amount sanctioned under the above scheme is Rs. 3000/- p.a.
- Notice is issued to the student for collection of cheques.

❖ Kindly note that no students can avail more than one free ship in a given academic year.

The following Students have been awarded for the HELP Scholarship for the Academic year 2021-22

**SRIDORA CACULO COLLEGE OF COMMERCE & MAGMT STUDIES
KHORLIM,MAPUSA-GOA**

2021-22

HIGHER EDUCATION LEARNING PLAN(HELP)

SR.NO	NAME	CLASS	DIV
1	MS.TANAYA GURUPRASAD JOSHI	SYBCOM	A
2	MS.TANVI D. GOVEKAR	FYBCOM	B
3	MS.GISELLE PARRAS	TYBCOM	D
4	MS. SNEHA V. DAIVAJNA	TYBCOM	A
5	MS.TANUJA ARONDEKR	TYBCOM	D
6	MR.ROLIFINO FERNANDES	TYBCOM	C
7	MR.PRAKSHAY Y SIMEPURUSHKAR	TYBCOM	C
8	MR. GANRAJ A. MANDREKAR	TYBCOM	B
9	MS. DEEPA B. RATHOD	TYBCOM	D
10	MR.STEPHEN ANTHONY PEREIRA	SYBCOM	C
11	MS.PRIYA C. FADTE	TYBCOM	A
12	MS. URVEE M. PARSEKAR	TYBCOM	C
13	MS. SAMPADA R. SHETGAONKAR	TYBCOM	C
14	MR.RAJ D. KERKAR	TYBCOM	B

3.Management Free ship: -

- Management grants free ship by way of fee waiver for First year BCA Students. Free ship is implemented w.e.f 2021-22

Objective: -

- To help students who are in need of financial assistance.

Procedure: -

- Notice requesting students to apply for the above free ship is displayed on notice board.
- Scrutiny of the student's application is done.
- Advisory committee then grants the free ship.

**Particulars of Recipients of Concessions, permits or authorization granted
by it
[Section 4(1) (b)(xiii)]**

List of recipients of concessions is shown in section 4(1)(b)(xii) and the authority is the Head of the Institution

**Details in respect of the information available to or held by it, reduced in
an electronic form
[Section 4(1) (b)(xiv)]**

College website : www.caculoccollege.ac.in

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.
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Working hours of a library or reading room	: 8.30 a.m. to 4.00 p.m.
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Name & designation and other particulars of Public Information Officers

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

Sr.No	Name &Designation	Postal Address	Contact Details	E-mail
1	Prof. Santosh B. Patkar (Principal) <u>First Appellate Authority</u>	SV"S Sridora Caculo College of Commerce and management studies, Telang Nagar Mapusa-Goa	08322250042	caculocollege@gmail.com
2	Prof. (Dr.) Sharmila Borkar (Vice- Principal) <u>Public information officer</u>	SV"S Sridora Caculo College of Commerce and management studies, Telang Nagar Mapusa-Goa	08322254478	caculocollege@gmail.com
3	Ms. Lynn Lobo (Head clerk) <u>Assistant Public information officer</u>	SV"S Sridora Caculo College of Commerce and management studies, Telang Nagar Mapusa-Goa	08322254478	caculocollege@gmail.com

Any other information as may be prescribed

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