



SARASWAT EDUCATION SOCIETY'S  
SRIDORA CACULO COLLEGE OF COMMERCE & MANAGEMENT STUDIES

(Affiliated to the Goa University)

Telang Nagar, Khorlim, Mapusa-Goa 403 507

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## **RIGHT TO INFORMATION MANUAL**

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

(UPDATED INFORMATION AS ON 19th OCTOBER, 2024)

## **Particulars of Organisation, Functions and Duties**

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

#### **SARASWAT EDUCATION SOCIETY'S**

#### **SRIDORA CACULO COLLEGE OF COMMERCE AND MANAGEMENT STUDIES**

The College was promoted by Saraswat Education Society with the main objective of accommodating the underprivileged section of people in the mainstream of higher education. The College was formally inaugurated on 5<sup>th</sup> 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.

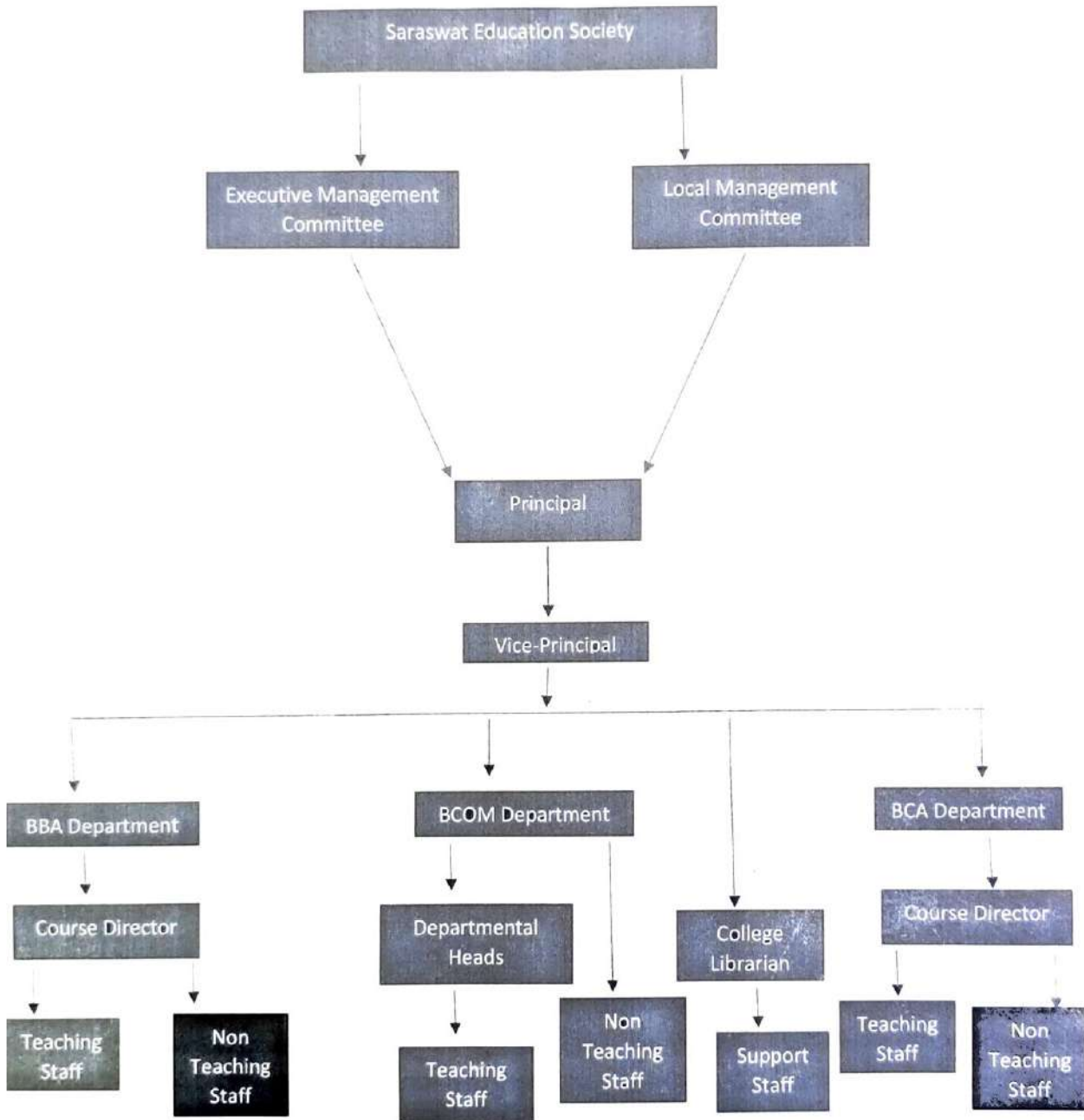
**-----Postal Address-----**

Saraswat Education Society  
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 8.15 am to 5.00 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**

- To make a general supervision of the lectures held in the college and, to maintain discipline in the college.
- To act as the Public Information Officer for the College.
- To look into BCA and BBA matters if required, and coordinate with the management about the same.
- To assist the principal in reviewing the work of various committees.
- To check correspondence before it is sent to DHE, University, and other Govt. Departments.
- Assists the Principal and acts on his behalf in his absence.
- Any other duties/responsibilities assigned by the Principal /Management 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**

### **HEAD CLERK**

#### **Duties**

- 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 COLLEGE AFFILIATION.
- WORK RELATED TO WORKLOAD OF STAFF
- DELEGATING THE WORK TO SUBORDINATES AS PER THE REQUEST OF THE TEACHING 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 AND HOUSE KEEPING STAFF.
- ORGANISING MEETINGS AND RELATED CORRESPONDENCE OF CAREER ADVANCEMENT OF TEACHING STAFF, OBTAINING OF SELF APPRAISALS OF TEACHING STAFF.
- SEEING THE CAREER PROGRESSION/UPGRADATION OF NON-TEACHING STAFF AND MAINTAINING OF APAR'S.
- MACP'S/ DPC SCREENING WORK OF NON-TEACHING STAFF.
- DELEGATING THE REPAIR & MAINTAINANCE WORK OF A.C, ELECTRIC WORK AND OTHER WORK
- RTI RELATED WORK AS ASSISTANT PUBLIC INFORMATION OFFICER
- TIMELY COLLECTING RTI INFORMATION AS PER SECTION 4
- PROVIDING DATA FOR WEBSITE PERTAINING TO OFFICE RELATED MATTERS.
- MAINTAINING OF REGISTER OF REGISTERS



## **ACCOUNTANT**

### **Duties**

#### **ALL ACCOUNTING RELATED WORK OF THE ENTIRE COLLEGE**

- ACCOUNTING WORK UPTO FINALISATION OF B.COM.,BBA & BCA COURSE.
- PAYMENT OF BILLS ALSO BILLS OF OTHER RELATED ACCOUNTS OF THE INSTITUTION.
- FINALISATION OF ACCOUNTS INCLUDING RUSA, UGC & OTHER RELATED GOVERNMENT/NON-GOVERNMENT BODIES & FINANCIAL MATTERS.
- PREPARATION OF BUDGET IN CONSULTATION WITH PRINCIPAL.
- STAFF PAY FIXATIONS.
- MATTERS REGARDING INCOME TAX.
- MAINTAINING CASH BOOK.
- NPS RELATED WORK EXCEPT ENROLMENT OF NEW EMPLOYEES.
- LEAVE TRAVEL CONCESSION.
- INTERVIEW RELATED WORK (PAYING OF HONORARIUM TO EXPERTS).
- ANY OTHER STATUTORY MATTERS AND COMPLIANCE RELATING TO ACCOUNTS.
- TYPING OF LETTERS/STATEMENTS RELATING TO ACCOUNTS WHENEVER REQUIRED.

## **SYSTEM ADMINISTRATOR**

### **Duties**

- TO UPDATE AND MANAGE THE PORTAL LAUNCHED BY DIRECTORATE OF HIGHER EDUCATION (DHE) I.E. INTEGRATED ACADEMIC INFORMATION MANAGEMENT SYSTEM (IAIMS) CONTAINING VARIOUS MODULES (SUCH AS ONLINE ADMISSION MODULE, FACULTY MODULE, STUDENT PORTAL, E LEARNING MODULE, HRMS,....ETC) AND SENDING COMPLIANCE REPORT TO DHE AS REQUIRED.
- UPDATE AND MAINTENANCE OF COLLEGE WEBSITE AND POSTING CONTENT ON IT BASED ON ADVICE OF CONCERNED FACULTY / HIGHER AUTHORITIES OF THE COLLEGE.
- TO ENSURE THAT THE WEBSITE IS ONLINE AND FUNCTIONING PROPERLY AT ALL TIMES AND PROPER UPDATES/ PATCHES ARE INSTALLED.
- MANAGING THE INTERNET FACILITIES PROVIDED AT THE COLLEGE. INTERACTING WITH THE SERVICE PROVIDER FOR MAXIMUM UPTIME, RENEWAL ETC. ENSURE THAT ROUTERS AND OTHER EQUIPMENT, CABLES ETC ARE IN PROPER ORDER.
- MANAGEMENT OF FIREWALL AND MONITORING OF INTERNET USAGE. GIVING ACCESS AND RESTRICTIONS TO VARIOUS USERS.
- MANAGING THE COLLEGE ACCOUNT FOR COLLECTION OF ONLINE FEES AND CREATING NECESSARY WEBPAGES AS AND WHEN REQUIRED FOR FEE COLLECTION. ALSO SUBMITTING AN ONLINE FEE COLLECTION REPORT TO THE ACCOUNTANT/ACCOUNT SECTION WHEN REQUIRED.
- UPDATE AND MAINTENANCE OF SURVEILLANCE CAMERAS(CCTV) INSTALLED.
- MAINTENANCE OF THE BIO-METRIC SYSTEM AND OTHER RELATED MATTERS AND ENTERING STAFF DETAILS, GENERATING MONTHLY REPORTS TO BE SUBMITTED IN THE OFFICE.
- PROCUREMENT OF COMPUTERS AND OTHER IT RELATED EQUIPMENT IN COORDINATION WITH PURCHASE COMMITTEE.
- PROCUREMENT AND STOCKING OF CONSUMABLES SUCH AS TONER/ INK REQUIRED FOR OFFICE AND LAB PRINTERS/ XEROX MACHINES ETC.
- TO TAKE UP WITH THE ROUTINE MAINTENANCE OF COMPUTERS IN THE OFFICE AND LABS. TO REPLACE PARTS AS REQUIRED, PURCHASE NEW PARTS OR SEND/ RECEIVE PARTS FOR REPLACEMENT UNDER WARRANTY.
- TAKE STOCK OF VARIOUS SOFTWARE/OS INSTALLED ON THE COMPUTERS AND CHECK FOR ANY UPDATES / UPGRADES REQUIRED. ENSURING THAT NO UNAUTHORISED SOFTWARE IS INSTALLED AND REMOVAL OF THE SAME IF FOUND.
- KEEPING RECORDS OF SOFTWARE/OS LICENSES AND ENSURING USE OF LICENSED SOFTWARE.
- INSTALLATION AND UPDATE OF ANTIVIRUS SOFTWARE IN ALL THE COMPUTERS AND RESTORATION OF SYSTEMS IN EVENT OF VIRUS ATTACKS.
- MANAGING THE ADMIN ACCOUNT FOR G SUITE USERS OF THE COLLEGE. (ADDING/UPDATING/DELETING USERS OF COLLEGE EMAIL ID USERS)
- DO OR GET DONE REPAIRS AND MAINTENANCE OF PRINTERS AND OTHER PERIPHERALS THROUGH THE RESPECTIVE SERVICE CENTRES / SERVICE CONTRACT AS THE CASE MAY BE.
- ANY OTHER ACTIVITIES THAT ARE REQUIRED FOR THE UPKEEP OF COMPUTERS AND PERIPHERALS SO AS TO ENSURE SMOOTH FUNCTIONING OF COMPUTERS, PERIPHERALS AND OTHER ASSOCIATED EQUIPMENT SUCH AS UPS ETC.

- BACKING UP OF DATA (OFFICE, IQAC, ETC), STORING BACK UP SEPARATELY & RESTORING WHENEVER NECESSARY.
- ATTENDING TRAINING PROGRAMS, WORKSHOPS ARRANGED BY DHE AND OTHER COMPETENT AUTHORITIES.
- ASSISTANCE TO LIBRARY APPLICATIONS IN MANAGING SYSTEMS AND SERVERS FOR LIBRARY.
- MAINTENANCE OF EPABX SYSTEM AND INTERACTION WITH SUPPLIER AS REQUIRED.
- RESOLVE COMPLAINTS RAISED BY STAFF RELATING TO COMPUTER, LAPTOPS, PROJECTORS (LAB, CLASSROOMS) AND INTERNET ISSUES.
- MONITORING MAINTENANCE OF LABS IN CO-ORDINATION WITH LAB ASSISTANTS.
- ASSISTANCE TO OFFICE STAFF WITH IT RELATED MATTERS SUCH AS NATIONAL / STATE SCHOLARSHIPS, MINORITY BENEFIT PROGRAMS ETC.
- ANY OTHER WORK ASSIGNED BY THE PRINCIPAL /VICE-PRINCIPAL /HEAD CLERK.
- SYSTEM ADMIN MAY TAKE THE HELP OF LAB ASSISTANTS, OFFICE STAFF AS AND WHEN REQUIRED AND HAS TO REPORT PROGRESS / COMPLETION TO PRINCIPAL.

## U.D.C.- 1

### **Duties**

- MAINTAINING STAFF ROASTER REGISTER & OBTAINING APPROVAL FROM DSW & TW ON ROOSTER REGISTER.
- ALL STAFF MATTERS
  - a) TIMELY UPDATING STAFF PERSONAL FILES/SERVICE BOOKS WITH DUPLICATE COPY
  - b) PREPARING OF OFFER, APPOINTMENT, APPROVAL LETTERS AND OTHER RELATED MATTERS.
  - c) STATISTICS RELATED TO STAFF OF ENTIRE COLLEGE & INLINE WITH AISHE/NIRF/AQAR FORMATS & MAINTENANCE OF RESPECTIVE FILES.
  - d) ISSUE OF EXPERIENCE, DUTY LEAVE, RELIEVING ORDER, DEPUTATION LETTERS .
  - e) ANY STAFF LEAVING/RESIGNING/RETIRING FROM THE INSTITUTION TO DO THE PROCEDURE OF DUES CLEARANCE FROM OTHER SECTIONS WHEREVER NEEDED BEFORE RELIEVING.
- INTERVIEW RELATED WORK SUCH AS SCRUTINISING APPLICATIONS CHECKING OF SYNOPSIS OF CANDIDATES, SCORING SHEETS ETC.
- MAINTAINING STAFF ATTENDANCE REGISTER
- ASSISTING NODAL OFFICER FOR AISHE/NIRF/NEP.
- ASSISTING HEADCLERK IN PREPARING WORKLOAD OF NON-TEACHING STAFF.
- INCHARGE OF OFFICE/NON-TEACHING STAFF IN ABSENCE OF HEADCLERK.
- MAINTAINING OF STAFF GENERAL PROVIDENT FUND RECORDS.
- STAFF PENSION CASES.
- ACTING AS NODAL OFFICER FOR ELECTION COMMISSION/ MAMLATDAR
- KEEPING REGULAR CHECKS ON WATCHMEN AND INFORMING THE CONTRACTOR ABOUT COMPLAINTS IN REGARDS TO WATCHMEN IN WRITING.
- ASSISTING HEADCLERK IN PREPARING CAREER ADVANCEMENT PAPERS OF TEACHING STAFF.
- ASSISTING HEADCLERK IN PREPARING MACP'S/ DPC SCREENING WORK OF NON-TEACHING STAFF
- MAINTENANCE OF STUDENTS PLACEMENT DATA IN THE OFFICE.
- WHENEVER DEPUTED FOR ANY WORK INCLUDING BLO DUTIES PROPER REPORTING SHOULD BE DONE TO THE PRINCIPAL AND INFORMING ABOUT THE PENDING WORK.

## U.D.C. -2

### **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 DISTRIBUTING TO STUDENTS.
  - e. WORK RELATED TO UNIVERSITY REGISTRATION/ENROLMENT IN COORDINATION WITH EXAMINATION DEPARTMENT AS AND WHEN REQUIRED.
  - f. MAINTAINING STATISTICS OF STUDENTS IN LINE WITH AISHE/NIRF/AQAR FORMATS
- MAINTAINING ROLL OF HONOUR REGISTER.
- SCRUTINISING APPLICATIONS AND ALL OTHER WORK RELATED TO INTERVIEW
- WORK RELATED TO COLLEGE AFFILIATION.
- WORK RELATED TO WORKLOAD OF STAFF.
- MAINTAINING REGISTER WITH DETAILS OF INFRASTRUCTURE IN THE COLLEGE AND UPDATING IT YEARLY FOR OFFICE RECORD.
- MONTHLY ANTI-RAGGING REPORTS TO DHE & GOA UNIVERSITY.
- CHECKING OF STUDENTS GENERAL REGISTER, LC/TC/MIGRATION.
- UPLOADING OF AQAR AND OTHER NAAC RELATED MATTER AND DOCUMENTATION.
- COLLECTION OF REPORTS WITH PHOTOGRAPHS OF VARIOUS ACTIVITIES AND FORWARDING COPY TO RESPECTIVES COMMITTEES IF NEEDED.
- MAINTAINING DEAD STOCK REGISTER.
- MAINTAINING THE ATTENDANCE REGISTER OF GARDENER AND MONITORING THE WORK WITH HELP OF MR RAJEDNERA RAUT.

## **JR. STENOGRAPHER**

### **Duties**

- TAKING NOTES, DICTATION, AND ANY TYPING WORK ASSIGNED BY PRINCIPAL/VICE-PRINCIPAL.
- 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 OF BCA) 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 & FORWARDING TO RESPECTIVE PERSON FOR INWARD. EMAILS SHALL BE FORWARDED TO THE CONCERNED PERSON DIRECTLY.
- INTERVIEW RELATED WORK - CALL LETTERS, INFORMING MEMBERS OF INTERVIEW PANEL, PREPARATION FOR THE CONDUCT OF THE INTERVIEW.
- UPDATING OF THE ENTIRE STAFF LIST OF TEACHING AND NON-TEACHING STAFF AS AND WHEN STAFF IS APPOINTED, RETIRES, ETC. IN CONSULTATION WITH UDC – MR. ABHAY HAJARE
- MAINTAINING UPDATED LIST OF THE MOBILE NUMBERS/ EMAIL ID'S OF ALL TEACHING AND NON-TEACHING STAFF EVERY YEAR.
- INCHARGE OF COLLEGE CROCKERY AND ARRANGEMENT AS AND WHEN REQUIRED.
- ARRANGEMENT OF SERVING REFRESHMENTS DURING FUNCTIONS AND ATTENDING TO GUESTS, VISITORS. SEEING TO IT THAT THE CROCKERY, ETC IS KEPT IN PLACE AFTER THE PROGRAMME/FUNCTION IS OVER.
- BIOMETRIC OF NON TEACHING STAFF
- SUPERVISON OF THE SWEEPERS WORK ON THE GROUND FLOOR(OFFICE FLOOR)
- LOOKING AFTER THE BOOKING OF ANAND KENI HALL. MAINTAINING OF REGISTER OF THE ITEMS PURCHASED FOR THE HALL.

## **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.

## L. D. C. – 1

### **Duties**

- MAINTAINING OF INWARD AND OUTWARD REGISTER
- 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.
- SUPERVISION ON THE CLEANLINESS OF THE ENTRANCE AND PARKING AREA
- ANY TYPING WORK



## **LDC-2**

### **Duties**

#### MAINTAINING OF STUDENTS GENERAL REGISTER (ALL)

- TO LOOK AFTER THE STUDENTS MATTERS –COMPLAINTS, ATTENDANCE, MEDICALS CERTIFICATES ETC.
- ISSUE OF L.C., T.C., MIGRATION CERTIFICATES
- NPS - ENROLMENT OF NEW EMPLOYEES.
- MAINTAINING OF SALARY REGISTER.
- THIRD YEAR PROJECT WORK.
- STUDENTS VERIFICATION.
- EX-STUDENT MATTERS.
- INTERVIEW RELATED WORK.
- WORK RELATED TO PTA,STUDENTS EVENTS
- ASSISTING SPORTS DEPARTEMENT FOR TYPING AND PRINTING WORK.
- MAINTAINING EL, HPL, CCL LEAVE REGISTER & TAKING OUT SANCTIONED ORDER WHEREVER REQUIRED.
- ASSISTING NODAL OFFICER AND CO-ORDINATOR FOR RUSA/ ARRIA RELATED WORK
- MAINTAINING ATTENDANCE REGISTER, COMPLAINT REGISTER AND INFORMING THE CONTRACTOR ABOUT COMPLAINTS IN WRITING AS AND WHEN REQUIRED
- ACCEPTING/COLLECTING OF FESS AND FOLLOW UP OF THE OUTSTANDING FEES FROM STUDENTS

### L. D. C.-3

#### **Duties**

- WORK RELATED TO NSS ENROLMENT AND CORRESPONDENCE TO UNIVERSITY
- WORK RELATED TO MENTORING /MAINTAINING FEEDBACK FORMS GIVEN BY TEACHERS AND TO COLLECT INFORMATION FROM FEEDBACK COMMITTEE.
- 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 MAILS TO RESPECTIVE PERSONS (IN ABSENCE OF MS. KRANTI KORGAONKAR)
- WORK RELATED TO FREESHIP / SCHOLARSHIP AND FOLLOW UP WITH DIRECTORATE OF SOCIAL WELFARE / OTHER GOVERNMENT AUTHORITIES.
- MAINTAINING CONSUMABLES/STATIONERY/RECEIPT REGISTER
- SUPERVISION OF THE SWEEPERS WORK AT THE CANTEEN FLOOR
- KEEPING THE RECORD OF AMC OF EQUIPMENTS AND MAINTAINING ON TIME.
- PURCHASE AND ISSUE OF STATIONARY TO VARIOUS DEPARTMENTS. SEEING TO IT THAT THE STATIONARY ARE KEPT PROPERLY IN THE CUPBOARDS AND IN PLACE.

## LDC-4

### **Duties**

- WORK CONCERNING COLLEGE MATTERS SUCH AS COMPUTER PRINTOUT, DESIGNS, BROUCHERS, CERTIFICATES, ETC.
- ALL MATTERS CONCERNING SALARY , CLAIMS, ARREARS, PAYMENTS, ISSUE OF SALARY CERTIFICATE/SLIPS TO STAFF ON REQUEST ETC
- DOCUMENTATION TO BE MAINTAINED FOR NAAC.
- SUBMISSION OF I CARD DETAIL FORMS OF THE STUDENTS IN TIME TO PRINTER AND FOLLOW UP AND DISTRIBUTING TO STUDENTS.
- WORK RELATED TO INTERVIEW.
- DISPLAY OF NOTICE/PHOTOGRAPHS/OTHER COLLEGE RELATED MATTERS ON TV SCREEN AT THE ENTRANCE AND KEEPING A REGULAR CHECK.
- UPDATING COLLEGE OFFICE FILE LIST AS AND WHEN NEW FILES ARE CREATED AND INFORMING OTHERS IN THE OFFICE.
- MAINTAIN A COMPLAINT REGISTER & ATTENDING TO COMPLAINTS MADE BY STUDENTS / STAFF IN CONNECTION WITH MAINTENANCE, ETC AND FOLLOW UP ON IT.
- WORK RELATING TO CCTV CAMERAS.
- COLLECTION OF CERTIFICATES FROM FACULTIES & TO BE ENTERED ON REGISTER
- MAINTAINING CASUAL LEAVE REGISTER OF BBA
- BIOMETRIC OF TEACHING STAFF
- ANY TYPING WORK
- SUPERVISING THE SWEEPERS WORK AT THE LIBRARY FLOOR

## **L.D.C.- 5 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.
- SUPERVISING THE SWEEPERS WORK AT THE SECOND FLOOR( BBA FLOOR)
- ANY TYPING WORK
- CHECKING OF EXAMINATION FORM OF STUDENTS AND CORRESPONDENCE WITH UNIVERSITY.
- ASSISTING ACCOUNTANT IN ISSUING FEE RECEIPTS

## **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**

### **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 ad 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.

## **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**

### **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.
- Distribution of work among staff of the department.
- Planning yearly budget of department.
- All the administrative duties of the department.
- Reporting to Principal.

### **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)]**

<b>Sr. No.</b>	<b>Name of the act, rules, regulations, etc.</b>	<b>Brief list of the contents</b>	<b>Reference No. (if any) Price in case of priced publications</b>
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.caculocollege.ac.in
6	MHRD/ UGC notifications	Information about implementation of VI <sup>th</sup> Pay/ VII <sup>th</sup> 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) ]**

FILE LIST					
			F.NO.	FILE NAMES	
1	MASTER FILE	MA	96	UGC CURRICULUM	UGC C.
2	UNIVERSITY AFFILIATION	UA	97	PLACEMENT CELL/CARRER GUIDANCE	PC/CG
3	GOA GOVT. GRANTS	GGG	98	CYBERAGE SCHEME	CS
4	STUDENTS MATTERS	SM	99	MID TERM RESULT	MTR
5	NATIONAL SERVICE SCHEME	NSS	100	EDUCATION TOUR	ET
6A	CO-CURRICULAR ACTIVITIES	CCA	101	STUDENTS OUTSTANDING	SO
6B	CCA Students participating Cert (21-22)	CCA-Cert	102	INFORMATION & GUIDANCE CENTRE	IGC/SU
7 - A	SPORTS - GENERAL	SP		SHIVAJI UNIVERSITY	
7 - B	SPORTS - STUDENTS CERTIFICATE	SP-C	103	YESHWANTRAO CHAVAN OPEN UNI	YCMOU
8	APPT. & APPROVAL TEACH.	T.APPT	104	REPORTS(ACTIVITIES/WORKSHOPS_	REPORTS
9 - A	COLLEGE NOTICE	NB	105	REIGHT TO INFORMATION ACT A GENERAL	RTI (G)
9 - B	COLLEGE NOTICE-GENERAL	NB-G		CIRCULAR B	RTI (C)
10	UNIVERSITY CIRCULARS	UC	106	GOA UNIVERSITY TEACHERS ASSOC.	GUTA
11 - A	DHE (COLLEGE - DHE)	DE(C/D)	107	KNOWLEDGE COMMISSION	KC
11 - B	DHE ( DHE - COLLEGE-)	DE(D/C)	108	ADD ON COURSES	AOC
11 - C	DHE (GENERAL)	DE(G)	109	CONSUMER PROTECTION & WEL.CELL	CPWC
12	MAINTENANCE GRANTS VOUCHER	MGV	110	EXECUTIVE COUNCIL MINUTES	ECM
13	MISCELLEANOUS	MISC.	111	STUDENTS RESULTS ANALYSES	SRA
14	ANNUAL SOCIAL GATHERING	ASG	112	ANNUAL PLANNER	AP

15	SALARY DISBURSEMENT	SD	113	SALARY CLAIM	SC
16	ELECTION	ELECT.	114	VARIOUS COMMITTEE	VC
17	LIBRARY	LIB	115	CAREER ORIENTATION COURSE	COC
18	SYLLABUS	SYLB	116	UGC GRANTS	UGC Grants
19	CASUAL LEAVE	CL	117	STUDENTS DISCIPLINE	STUD DISC
19-A	DUTY LEAVE	OD	118	SEXUAL HARASSEMENT	SH
19-B	Leave Status Order	LSD	119	REPORT/FEEDBACK ( SEMINAR/WORKSHOP)	REPORTS
19-C	Leave Intimation by Mail	LI	119-A	REPORT/FEEDBACK ( SEMINAR/WORKSHOP)	2018-19 onwards
20	BILLS	BILLS	120	RESOURCE PERSONS (BIO-DATA)	RES. PER.
21 A	QUOTATION	QUOT	121	COUNSELLING CELL	CC
21-B	PURCHASE REQUISITION FORM	Per req form	122	REQUISITION SLIP	REQ SLP
22	APPLICATIONS	APPL	123	UGC SCHEMES	UGC S
23	SCHOLARSHIPS	SCH	124	APPOINTMENT/ADMISSION/	APPT/ADMN
24 A	T.Y. EXAM. ( GENERAL)	TY EXAM (G)		RESERVATION/POLICIES	A/A/R/P
24 B	T.Y. EXAM. ( STUD. ATT. & SUP. REPORT)	TYEXAM	125	BACHELOR OF COMPUTER APPLICATION	BCA
25	BACHELOR OF BUS. ADMST.	BBA	126	LAPTOP 2009 SCHEME	LAPTOP
26 A	GENERAL PROVIDENT FUND	GPF	127	Ragging	RAGGING
26 B	NPS		128	Indoor Stadium (Gymkhana)	GYMKHANA
27	STUDENTS APPLICATION	SA	129	PICNIC	PIC
28	INTERVIEWS	INT	130	INDIVIDUAL PROFILIE ( NAAC)	NAAC-PROF
29	UNIVERSITY CORRESPONDENCE	UCORR	131	INFRASTRUCTURE LOAN SCHEME	INFR LOAN
30	RESULT - FY A - ISA	R-FY	132	GPSC	GPSC
	FY B - GENERAL		133	TEACHERS EVALUATION BY STUDENTS	TES
31	RESULT -SY A - ISA	R.SY	134	WORKSHOP/SEMINARS.TALKS - STDUENTS	W&S-STUD
	SY B - GENERAL		135	STUDENTS GRIEVANCE	SG
32	RESULT -TY A - ISA	R.TY	136	JUSTIFICATION FORMS a) TY	
	TY B - GENERAL			b) SY	

33	STUDENTS MEDICAL CERTIFICATE	SMC			C) FY
34	ADVISORY/LOCAL MANG.COMMITTEE	LMC	137	Bio Data	BIO
35	PRINCIPALS COMMITTEE	P.COMMT	138	Short Term Certiifcate course	STCC
36	FOREIGN STUDENTS CIRCULARS	FS	139	Employee Grievance	EG
37	INCOME TAX	IT	140	Appelate Authority	AA
38	STUDENTS AID FUND	SAF	141	Biometric	BIOMATRIC
39	BUDGET	BUD.	142	Good students/slow learners	GS-SL
40	STATUTES	STAU.	143	AISHE	AISHE
41	LIFE INSURANCE CORP.	LIC	144	RUSA HRD 2014	RUSA
42	TELEPHONE	TELEP.	145	INTERNAL QUALITY ASSURANCE CELL	IQAC
43	APPT. & APPROVAL-NON-TEACHING	APPT-NT	146	CURRICULUM ASPECT ANALYSIS	CAA
44	DE ORDER	DO	147	STUDENTS COUNCIL	STUD COUN
45	S.V.S.C.C.S.	SVSCCS	148	INSTITUTINAL EVALUATION BY STUDENTS	IES
46 A	STUDENTS ATTENDANCE	SA	149	CLASS COUNSELLOR	CLASS COUN
46 B	STUDENTS ATTENDANCE - ISA	SA-ISA	150	GOVT. AUDIT REPORT	GOVT AUDIT
47	EXAMINATION(GENERAL)	EXAM.	151	SILVER JUBLIEE	SJ
48	TIME TABLE	TT	152	PEON DAILY CLEANING	PDC
49	STATISITCS	STAT	153	WORKSHOP & SEMINAR ATTENDED BY STUDENT (CERTIFICATE)	W&S-STUD CERT
50	WORKLOAD	WL	154	TEACHER CERTIFICATE (WORKSHOP & SEMINAR)	TECH CERT
51-A	SALARY VOUCHER	SAL.VOU	155	WORLD CONFERENCE	W. CONF
51-B	NON-SALARY VOUCHER	NON.SAL.VOU.	156	FACULTY IMPROVEMENT PROGRAMME	FIP
52-A	EXAMINATION VOUCHER	EXAM.VOU.	157	DEPARTMENTAL COMMITTEE (MEETING & MINUTEES)	DEPT. MIN.
52-B	CAUTION MONEY DEPOSIT VOUCHER		158	RESEARCH	RESEARCH
53	MEETING	MEET.	159	DONARS, SPONSORES, CHIEF GUEST, RESOURCE PERSON	
54	NSS VOUCHER	NSS VOU.	160	CHOICE BASED CREDIT SYSTEM	CBCS
55	NSS SILVER JUBILEE CLEBRATION		161	SELF DEVELOPMENT PROGRAME (SJC)	SDP

56	SARASWAT EDUCATION SOCIETY	SES	162	MENTORING	MENTOR
57	EDU.QUALIFICATION	EDU.QUAL.	162 A	FY	
58	UNIVERSITY GRANTS COMMISSION	UGC	162 B	SY	
59	EXAMINATION CIRCULAR	EC	162 C	TY	
60	<b>SUPPLEMENTARY RESULTS</b>	SUPPL.R.	163	Canteen	CANTEEN
61	EXTRA COPY FILE	ECF	164	SYLLABUS COMPLETE REPORT	SCR
62	CHARTERED ACCOUNTING EXAM	CAE	165	REMEDIAL	REMEDIAL
65	AUTONOMOUS COLLEGES	AUT.COLLEGE	166	DUTY LEAVE - FOR RESEARCH 2017	DUTY LEAVE
66 A	STAFF NOTICE (ISSUED BY PRINCIPAL)	STAFF NB(P)	167	NATIONAL INSTITUTE RANKING FRAMWORK	NIRF
66 B	STAFF NOTICE (GENERAL)	STAFF NB(G)	168	ANAND GIRI KENI HALL (18-19)	AGKH
66 C	STAFF NOTICE(MEETINGS/MINUTES)	STAFF NB(M)	169	ACADEMIC ADMINISTRATIVE AUDIT	AAA
66 D	STAFF NOTICE(STAFF ACADEMY)	STAFF NB(SA)	170	MIS PORTAL DATA	MIS
67	<b>IGNOU</b>	IGNOU	171	GREEN AUDIT	GREEN A.
68	REPEATERS EXAM	REPE.EXAM	172	OUTSOURCING - HOUSEKEEPING / SECURITY/ GARDENING	OUTSOURCE
69	APPLICATION FOR ADVANCE	APP.ADVA.	173	LITERARY CLUB	LITERARY
70	COLLEGE MAGAZINE	COLL.MAGZ.	174	REPORT - CULTURAL / SPORTS / SEMINAR ETC	REPORT .
71	VOCATIONAL EDUCATION	VOC.EDU.	175	PERSPECTIVE PLAN	PERS PLAN
72	MEDICAL BILLS REIMBURSEMENT	MBR	176	ONLINE TEACHING	ONL TECH
73	WORKSHOP & SEMINARS	WS	177	ECONOMIC REVIVAL PLAN	ECO REV
74	F.Y. MARKSHEETS	FY M.	178	OFFICE CLIP BOARD	OFFICE CP
75	S.Y. MARKSHEETS	SY.M	179	MONTHLY MINUTTES	w.e.f 2022-23
76 A	T.Y. MARKSHEETS	TY.M	180	COLLEGE ACHIEVEMENTS	COL. ACHV.
76 B	TYBBA	TYBBA -M	181	COMMUNITY OUTREACH PROGRAMME	COP
77	NSS REGIOANL CENTRE	NSS R.C.	182	FOUNDATION DAY	FOUND
78	NATURE CLUB	NC	183	JEEVAN ANAND SANSTHA	JAS
79	LEAVE TRAVEL CONCESSION	LTC	184	INSTITUTIONAL DEVELOPMENT PLAN	IDP



80	BBA PAYMENT VOUCHER	BBA PAY VOU.	185	ATAL RANKING OF INSTITUTIONS ON INNOVATION ACHIEVEMENTS	ARIIA
81	RECURRING DEPOSIT	RD	186	ISO CERTIFICATION	ISO
82	GROUP INSURANCE SCHEME	GIS	187	RESEARCH CENTRE IN COMMERCE	RCC
83	NCC	NCC	188	INCINERATOR / DISPENSER REGISTER (GIRLS WASHROOM)	DR w.e.f 2023-2024
84	NON-TEACHING STAFF ASSOCIATION	NTSA	189	coaching classes for Sanskrit	sanskrit
85	ACADEMIC COUNCIL MEETING/MINUTES	ACM	190	Policy Documents and activity of Various Committee	
86	TY PROJECT	TY PROJ.			
87	STUDENTS SAFETY INSURANCE	SSI			
88	EX-STUDENTS ASSOCIATION	EX-STUD.ASS			
89	BOARD BASED COMMITTEE	BBC			
90	COLLEGE DEVELOPMENT COUNCIL	CDC			
91	IITM	IITM			
92	LEAVE SANCTIONED ORDERS	LSO			
93	NAAC	NAAC			
94	PTA	PTA			
95	LECTURE PLAN	LP			
	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 2024-25 ARE AS FOLLOWS: -

#### **STUDENT COUNCIL**

- Dr. Nisha Gangan CONVENOR
- Ms. Sterol Godinho
- Ms. Ruta Kenkare
- Ms. Mona Mangaonkar
- Ms. Padmashree Gawas

#### **NSS**

- Mr. Sahil Sawkar CONVENOR
- Ms. Nita Nachinolkar
- Ms. Mona Mangaonker
- Mr. Shivam Shegde

#### **SPORTS COUNCIL**

- Mr. Kavir Shirodkar VICE PRESIDENT
- Mr. Ashish Naik
- Mr. Tejas Nagvenkar
- MTS

#### **PROJECT COORDINATOR**

- Mr. Prakash Tamhankar CONVENOR
- Mr. Pramod Pal

#### **PARENT- TEACHER ASSOCIATION**

- Mr. Kavir Shirodkar TREASURER
- Prof. Sharmila Borkar SECRETARY

### **STAFF SECRETARY**

- Ms. Disha Toraskar

### **MAGAZINE AND WALL PAPER**

- Mr. Prakash Tamhankar CONVENOR
- Dr. Nisha Gangan
- Ms. Gouri Nadgouda BBA
- Ms. Reshma Inchalkar BCA

### **ELECTION UNIVERSITY-**

- Dr. Henrique D'Souza CONVENOR
- Mr. Ramakant a/s Sahil Nayak BBA
- Ms. Prutha Kalangutkar BCA
- Assisted by -**
- Mr. Abhay Hajare

### **CAREER GUIDANCE / PLACEMENT AND INTERNSHIP CELL**

- Ms. Sterol Godinho CONVENOR
- Ms. Bandana Yadav
- Mr. Kavir Shirodkar
- Mr. Pranav Samant
- Ms. Pooja Nagoji
- Ms. Bhagyalaxmi Khedekar
- Ms. Neha Rane Sardessai
- Mr. Damodar Desai

### **MENTORING COMMITTEE**

- Dr. Amitha Shanbhogue CONVENOR
- Ms. Manalee Sinari
- Mr. Shivam Shegde
- Assisted by**
- Ms. Pragati Puranik (Mentoring)

### **FEEDBACK RECEIVING COMMITTEE**

(Students, Parents, Teachers and Alumni)

- Ms. Manalee Sinari CONVENOR
- Mr. Kavir Shirodkar
- Ms. Mona Mangaonkar
- Assisted by**

- Mr. Shubham Navelkar

### **TIME TABLE COMMITTEE**

- Ms. Pragati Bhonsle CONVENOR
- Dr. Riddhi Kholkar
- Ms. Prerna Tamhankar
- Ms. Rutha Kenkare
- Ms. Nita Nachinolkar

### **PRESS PUBLICITY AND REPORT COMPILATION COMMITTEE**

- Ms. Nisha Gangan CONVENOR
- Ms. Manalee Sinari
- Ms. Kranti Korgaonkar

### **FACULTY REPRESENTATIVES ON ANTI-RAGGING COMMITTEE**

- Mr. Satyajit Hirve CONVENOR
- Ms. Prutha Kalangutkar
- Mr. Ramakant a/s Sahil Nayak
- Ms. Pragati Puranik

### **ANTI RAGGING SQUAD**

- Dr. Henrique D'souza
- Mr. Akshay Ramnathkar
- Ms. Reshma Inchalkar

### **WOMEN CELL**

- Ms. Rutha Kenkre CONVENOR
- Ms. Disha Toraskar
- Ms. Reshma Inchalkar
- Ms. Usha Kutiyal

### **GRIEVANCE COMMITTEE(EXAMINATION)**

- Ms. Nisha Gangan CONVENOR
- Mr. Satyajit Hirve
- Mr. Kavir Shirodkar

### **INTERNAL COMMITTEE**

- Dr. Smita Shrivastava CONVENOR

- Ms. Ruta Kenkare
  - Mr. Satyajit Hirve
  - Ms. Suchita Sawant
  - Ms. Suchita Joshi
  - Ms. Alpana Parulekar
  - One Student From UG ( L.R)
- (Committee as per the DHE norms and sent to DHE)

### **LIBRARY ADVISORY COMMITTEE**

- Dr. Shobha Karekar
  - Dr. Henrique D'souza
  - Dr. Amita Shanbhogue
  - Ms. Pooja Nagoji
  - Mr. Gouri Nadgouda
  - Ms. Shalini Gunaji
- MEMBER SECRETARY

### **EMPLOYEE GRIEVANCE COMMITTEE**

- Mr. Satyajit Hirve
  - Ms. Bhagyalaxmi Khedekar
  - Ms. Ruta Kenkare
  - Ms. Soniya Govekar
  - Mr. Abhay Hajare
- CONVENOR

### **ALUMNI ADVISORS**

- Mr. Prakash Tamhankar
  - Ms. Nisha Gangan
  - Mr. Satyajit Hirve
  - Mr. Shivam Shegde
- CONVENOR

### **STUDENT GRIEVANCE COMMITTEE (OTHER THAN EXAMINATION MATTER)**

- Dr. Amitha Shanbhogue
  - Mr. Ashish Naik
  - Ms. Nita Nachinolkar
  - Ms. Gouri Nadgouda
  - Ms. Neha Rane Sardessai
  - Mr. Shubham Navelkar
- CONVENOR

### **REMEDIAL COACHING CLASSES**

- Ms. Mona Mangaonkar CONVENOR
- Mr. Shivam Shegde
- Ms. Pooja Nagoji

#### **GENDER SENSITISATION CELL**

- Prof. Sharmila Borkar CONVENOR
- Dr Shobha Karekar
- Ms. Soniya Govekar
- Ms. Gouri Nadgouda

#### **IAIMS Portal/ committee**

- Ms. Sterol Godinho CO-ORDINATOR
- Mr. Guruprasad Namshikar ASST. COORDINATOR
- Ms. Poonam Navelkar
- Ms. Padmashree Gawas
- Mr. Ramakant a/s Sahil Nayak
- Mr. Sudesh Chandelkar

#### **SWAYAM**

- Ms. Poonam Navelkar -CONVENOR
- Mr. Sahil Sawkar
- Ms. Soniya Govekar
- Mr. Guruprasad Namshikar

#### **PERSPECTIVE PLANNING COMMITTEE**

- Ms. Ruta Kenkare CONVENOR
- Ms. Disha Toraskar
- Ms.Kranti Korgaonkar

#### **FACULTY IMPROVEMENT PROGRAM**

- Dr. Henrique D'souza CONVENOR
- Ms. Pooja Nagoji
- Ms. Bandana Yadav
- Ms. Suchita Sawant

#### **TRAINING PROGRAMME FOR NON-TEACHING STAFF**

- Dr. Shobha Karekar CONVENOR
- Ms. Suchita Sawant
- Ms. Kranti Korgaonkar

- Mr. Shubham Navelkar

### **MOU/Industry Academic Linkage Committee**

- Dr. Amita Shanbhogue CONVENOR
- Mr. Kavir shirodkar
- Mr. Ramakant a/s Sahil Nayak
- Ms. Sonia Govekar
- Mr. Vivek Borkar

### **COMMUNITY OUTREACH PROGRAMME**

- Ms. Nita Nachinolkar CONVENOR
- Mr. Sahil Sawkar
- Ms. Mona Mangaonkar
- Mr Tejas Nagvenkar
- Mr. Damodar Desai

### **FREESHIPS AND SCHOLARSHIPS**

- Ms. Pragati Bhonsle CONVENOR
- Ms. Nita Nachinolkar
- Ms. Pragati Puranik

### **CERTIFICATE AND SKILLED BASED COURSES**

- Dr. Smita Srivastava CONVENOR
- Ms. Nita Nachinolkar
- Ms. Padmashree Gawas
- Ms. Poonam Navelker
- Ms. Shalini Gunaji
- Mr. Abhay Hajare

### **NIRF & AISHE**

- Mr. Prakash Tamhankar (AISHE NODAL OFFICER)
- Prof. Sharmila Borkar NIRF CO-ORDINATOR
- Mr. Guruprasad Namshikar
- Mr. Rudresh Kamat

### **RESEARCH & CONSULTANCY CELL**

- Dr. Amita Shanbhogue CONVENOR
- Dr. Nisha Gangan



- Dr. Shobha Karekar
- Ms. Pooja Nagoji

### **DISCIPLINARY COMMITTEE**

- Dr. Henrique D'souza
- Mr. Ashish Naik
- Mr. Satyajit Hirve
- Ms. Pragati Bhonsle
- Ms. Nisha Gangan
- Ms. Nita Nachinolkar
- Ms. Prutha Kalangutkar
- Mr. Ramakant a/s Sahil Nayak
- Prof. Santosh Patkar
- Ms. Smruti Borkar

CONVENOR

PRINCIPAL

VICE PRINCIPAL

### **CANTEEN MONITORING COMMITTEE**

- Prof. Santosh Patkar
- Dr. Henrique D'Souza
- Mr. Prakash Tamhankar
- Ms. Bandana Yadav
- Ms. Neha Rane Sardessai
- Mr. Avdhut Gunaji

CHAIRMAN

CONVENOR

### **NSS ADVISORY COMMITTEE**

- Prof. Santosh Patkar
- Mr. Sahil Sawkar
- Ms. Nita Nachinolkar
- Ms. Poonam Burye
- Adv. Eshan Usapkar
- Mrs. Hemashri Gadekar

CHAIRMAN

MEMBER SECRETARY

### **PARKING COMMITTEE**

- Mr. Sahil Sawkar -Convenor
- Ms. Ruta Kenkare
- Ms. Prutha Kalangutkar
- Mr. Ramakant a/s Sahil Nayak
- Mr. Ashish Naik

- Mr.Pramod Pal

### **IQAC COMMITTEE**

- Prof.Santosh Patkar
- Dr. Smita Shrivastava
- Ms. Pragati Bhonsle
- Dr. Shobha Karekar
- Mr. Satyajit Hirve
- Dr. Henrique D'Souza
- Ms. Nisha Gangan
- Mr. Pranav Samant
- Mr. Kavir Shirodkar
- Mr. Avdhut Gunaji
- Ms. Suchita Sawant
- Mr. Sudesh Chandelkar
- Mr. Guruprasad Namshikar
- Adv. Sachin Desai
- Mr. Sujit Parulekar
- Student representative 1
- Student representative 2

CHAIRMAN  
CO-ORDINATOR

### **IIC COMMITTEE**

- President
- Vice-President
- Convenor
- Start-up activity coordinator
- Innovation Ambassadors
- 
- 
- 
- ARIIA Co-Ordinator
- NISP Co-Ordinator
- Non-Teaching Staff
- 
- 
- Ex-Students
- 

Prof. Santosh B. Patkar  
Dr. Smita Shrivastava  
Ms. Pragati Bhonsle  
Mr. Ramakant alias Sahil Nayak  
Ms. Shalini Gunaji  
Mr. Sahil Sawkar  
Dr. Amitha Shanbhogue  
Ms. Bhagyalaxmi Khedekar  
Ms. Gouri Nadgouda  
Mr. Prakash Tamhankar  
Mr. Guruprasad Namshikar  
Mr. Rudresh Kamat  
Mr. Abhay Hajare  
Mr. Yogesh Shetgaonkar  
Mr. Sanket Shendure

- Present Students
  - 
  - 
  - External Experts
  - 
  -
- Mr. Rajeev Singh Rajpurohit  
Ms. Gayatri Nidasosi  
Mr. Dilip Purohit  
Mr. Amey Karmali  
Dr. Dattesh Parulekar  
Mr. Mayur Gaitonde

### **EXAMINATION COMMITTEE (including ISA)**

- Prof. Sharmila Borkar
  - Dr. Amita Shanbhogue
  - Ms. Poonam Navelkar
  - Ms. Disha Toraskar
  - Mr. Pranav Samant
  - Mr. Rohish Pednekar
  - Ms. Poonam Navelkar
  - Dr. Henrique D'Souza
  - Ms. Nisha Gangan
- CONVENOR
- T.Y.  
S.Y.  
F.Y.

### **PROSPECTUS COMMITTEE**

- Ms. Prerna Tamhankar
  - Ms. Poonam Navelkar
  - Ms. Nisha Gangan
  - Mr. Pramod Pal
  - Mr. Shubham Navelkar
- CONVENOR

### **ADVERTISING COMMITTEE ON SOCIAL MEDIA**

- Mr. Sahil Sawkar
- Mr. Ashish Naik
- Ms. Ruta Kenkare

### **TIME TABLE COMMITTEE**

- Ms. Pragati Bhonsle
- Ms. Prerna Tamhankar
- Dr. Riddhi Kholkar
- Dr. Nisha Gangan
- Ms. Ruta Kenkare
- Ms. Nita Nachinolkar

### **COLLEGE UNIFORM DESIGN AND SELECTION COMMITTEE**

- Mr. Satyajit Hirve CONVENOR
- Mr. Ramakant alias Sahil Nayak
- Mr. Abhijeet Chodankar
- Ms. Ruta Kenkare
- Ms. Bhagyalaxmi Khedekar
- Ms. Prutha Kalangutkar

### **ADMISSION AND ATTENDANCE COMMITTEE**

- Mr. Prakash Tamhankar CONVENOR
- Mr. Satyajit Hirve
- Dr. Henrique D'Souza
- Ms. Poonam Navelker
- Mr. Sudesh Chandelkar
- Mr. Pramod Pal
- Mr. Guruprasad Namshikar

### **PRATIBHA LIBRARY SERVICES COMMITTEE**

- Ms. Riddhi Raikar
- Mr. Pranav Samant
- Ms. Mona Mangaonkar

### **COLLEGE UNFAIR MEANS INQUIRY COMMITTEE**

- Mr. Prakash Tamhankar
- Ms. Poonam Navelker
- Mr. Ashish Naik

### **PURCHASE COMMITTEE**

- Shri Anup Prabhu Verlekar CHAIRMAN
- Ms. Smruti Borkar CONVENOR
- Mr. Sahil Sawkar MEMBER
- Mr. Guruprasad Namshikar MEMBER
- Mr. Sudesh Chandelkar MEMBER
- 

### **ABC CELL**

- Dr.Amitha Shanbhogue BCOM
- Ms.Gouri Nadgouda BBA
- Ms.Reshma Inchalkar BCA
- Mr.Guruprasad Namshikar
- Mr.Rohish Pednekar

### **NODAL OFFICERS & CONVENERS**

- |  |                       |
|--|-----------------------|
| ➤ NEP  | DR. SMITA SHRIVASTAVA |
| ➤ FREESHIP &SCHOLARSHIP-                           | MS. PRAGATI BHONSLE   |
| ➤ IAIMS PORTAL                                     | MS. STEROL GODINHO    |
| ➤ AISHE  | MR. PRAKASH TAMHANKAR |
| ➤ NIRF   | PROF SHARMILA BORKAR  |
| ➤ APPRENTICE                                       | MR. PRANAV SAMANT     |
| ➤ DISABILITY                                       | DR. NISHA GANGAN      |
| ➤ ST CATEGORY                                      | MR. KAVIR SHIRODKAR   |
| ➤ OBC CATEGORY                                     | MR. PRAKASH TAMHANKAR |
| ➤ TLT CONVENOR                                     | DR. HENRIQUE D'SOUZA  |
| ➤ EXAMINATION                                      | PROF. SHARMILA BORKAR |
| ➤ UNIVERSITY ELECTION                              | DR. HENRIQUE D'SOUZA  |
| ➤ CAREER GUIDANCE/PLACEMENT<br>AND INTERNSHIP CELL | MS. STEROL GODINHO    |
| ➤ SWAYAM   | MS. POONAM NAVELKER   |
| ➤ PURCHASE COMMITTEE                               | MS. SMRUTI BORKAR     |
| ➤ MOU  | DR. AMITA SHANBHOGUE  |
| ➤ ANTI RAGGING COMMITTEE                           | DR. HENRIQUE D'SOUZA  |
| ➤ ADMISSION & ATTENDANCE COMMITTEE-                | MR. PRAKASH TAMHANKAR |
| ➤ IQAC   | DR. SMITA SHRIVASTAVA |
| ➤ NSS PROGRAMME OFFICER                            | MR. SAHIL SAWKAR      |
| ➤ PREVENTION OF INTERNAL<br>COMMITTEE (POSH)       | DR. SMITA SHRIVASTAVA |
| ➤ PM USHA  | MR.SATYAJIT HIRVE     |

### **CO-ORDINATOR**

- |  |                     |
|--|---------------------|
| ➤ TRAINING, INTERNSHIP &PLACEMENT(TIP) | MR. KAVIR SHIRODKAR |
| ➤ NAAC CO-ORDINATOR                    | MR. SAHIL SAWKAR    |

## Directory of Officers and Employees

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

Teaching Staff (2024-2025)

Sr.No.	Name of Teaching Staff	Contact	E-Mail
1	Prof.Santosh B.Patkar	2254478	santosh.patkar@caculocollege.ac.in
2	Prof.(Dr.)Sharmila Borkar	2254478	sharmila.borkar@caculocollege.ac.in
3	Dr.Smita Shrivastava	2254478	smita.shrivastava@caculocollege.ac.in
4	Mrs. Sterol Godinho	2254478	sterol.godinho@caculocollege.ac.in
5	Mrs. Smruti Borkar	2254478	smruti.borkar@caculocollege.ac.in
6	Mr. Prakash N. Tamhankar	2254478	prakash.tamhankar@caculocollege.ac.in
7	Mrs. Pragati Bhonsle	2254478	pragati.bhonsle@caculocollege.ac.in
8	Mr. Satyajit Hirve	2254478	satyajit.hirve@caculocollege.ac.in
9	Dr. P.S. Devi	2254478	devi.ps@caculocollege.ac.in
10	Mrs. Prerna Tamhankar	2254478	prerana.tamhankar@caculocollege.ac.in
11	Dr. Henrique D'Souza	2254478	henrique.dsouza@caculocollege.ac.in
12	Dr. Nisha Gangan	2254478	nisha.gangan@caculocollege.ac.in
13	Dr. Riddhi Kholkar	2254478	riddhi.kholkar@caculocollege.ac.in
14	Dr. Shobha U. Karekar	2254478	shobha.karekar@caculocollege.ac.in
15	Mr. Sahil H. Sawkar	2254478	sahil.sawkar@caculocollege.ac.in
16	Mr. Kavir K. Shirodkar	2254478	kavir.shirodkar@caculocollege.ac.in
17	Dr.Amitha Shanbhogue	2254478	amitha.shanbhogue@caculocollege.ac.in
18	Mrs. Poonam Navelker	2254478	poonam.navelker@caculocollege.ac.in
19	Mr. Ashish Naik	2254478	ashish.naik@caculoocollege.ac.in
20	Ms. Mona Mangaonker	2254478	mona.mangaonker@caculocollege.ac.in
21	Ms.Pooja Nagoji	2254478	pooja.nagoji@caculocollege.ac.in

22	Mr. Pranav Samant	2254478	pranav.samant@caculocollege.ac.in
23	Ms. Bandana Yadav	2254478	bandana.yadav@caculocollege.ac.in
24	Ms. Nita Nachinolkar	2254478	nita.nachinolkar@caculocollege.ac.in
25	Ms. Padmashree Gawas	2254478	padmashree.gawas@caculocollege.ac.in
26	Mrs. Ruta Kenkare	2254478	ruta.kenkare@caculocollege.ac.in
27	Mr. Shivam Shegde	2254478	shivam.shegde@caculocollege.ac.in
28	Ms. Disha Toraskar	2254478	disha.toraskar@caculocollege.ac.in
29	Ms. Manalee Sinari	2254478	manalee.sinari@caculocollege.ac.in
30	Ms. Vishweta Mandrekar	2254478	vishweta.mandrekar@caculocollege.ac.in
31	Ms. Sneha Morajkar	2254478	sneha.morajkar@caculocollege.ac.in
32	Mr. Adwait Salgaonkar	2254478	adwait.salgaonkar@caculocollege.ac.in
33	Ms. Lida Matilda Almeida Joao		lida.joao@caculocollege.ac.in
34	Mr. Ramakant a/s Sahil Nayak	2254478	sahil.nayak@caculocollege.ac.in
35	Ms. Bhagyalaxmi Khedekar	2254478	bhagyalaxmi.khedekar@caculocollege.ac.in
36	Mr. Akshay Ramnathkar	2254478	akshay.ramnathker@caculocollege.ac.in
37	Ms. Gouri Nadgouda	2254478	gouri.nadgouda@caculocollege.ac.in
38	Ms. Prutha Kalangutkar	2254478	prutha.kalangutkar@caculocollege.ac.in
39	Ms. Soniya Govekar	2254478	soniya.govekar@caculocollege.ac.in
40	Ms. Reshma Inchalkar	2254478	reshma.inchalkar@caculocollege.ac.in
41	Ms. Shalini Gunaji	2254478	shalini.gunaji@caculocollege.ac.in
42	Ms. Neha Ran Sardesai	2254478	neha.ranesardesai@caculocollege.ac.in
43	Ms. Dhiveta Sawant	2254478	dhweta.sawant@caculocollege.ac.in
44	Ms. Eden Fernandes	2254478	eden.fernandes@caculocollege.ac.in
45	Ms. Roma Kerkar	2254478	roma.kerkar@caculocollege.ac.in

46	Mr. Dattaraj Kamalkar	2254478	dattaraj.kamalkar@caculocollege.ac.in
47	Mr.Stephen Paul Abreu	2254478	stephen.abreu@caculocollege.ac.in
48	Ms. Pallavi Hegde	2254478	pallavi.hegde@caculocollege.ac.in

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

Non- Teaching Staff (2024-2025)

Sr.No.	Name of Teaching Staff	Contact	E-Mail
1	Mrs. Suchita Sawant	2254478	suchita.sawant@caculocollege.ac.in
2	Mr. Avdhut Gunaji	2254478	avdhut.gunaji@caculocollege.ac.in
3	Mr. Abhay Hajare	2254478	abhay.hajare@caculocollege.ac.in
4	Mr. Sudesh Chandelkar	2254478	sudesh.chandelkar@caculocollege.ac.in
5	Mrs. Kranti Korgaonkar	2254478	kranti.korgaonkar@caculocollege.ac.in
6	Mrs. Pragati Puranik	2254478	pragati.puranik@caculocollege.ac.in
7	Mr. Damodar Dessai	2254478	damodar.prabhudesai@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. Rudresh Kamat	2254478	rudresh.kamat@caculocollege.ac.in
12	Mr.Tejas Nagvenkar	2254478	tejas.nagvenkar@caculocollege.ac.in
13	Mr. Shubham Navelkar	2254478	shubham.navelkar@caculocollege.ac.in
14	Mr. Ramkrishna N. Sawant	2254478	ramkrishna.sawant@caculocollege.ac.in
15	Mr. Anand V. Shetkar	2254478	anand.shetkar@caculocollege.ac.in
16	Mr. Mohamed Amin Khan	2254478	amin.khan@caculocollege.ac.in
17	Mr. Rajendra Raut	2254478	rajendra.raut@caculocollege.ac.in
18	Mr. Mahesh Parwar	2254478	mahesh.parwar@caculocollege.ac.in
19	Mr. Sarvesh U. Chari	2254478	sarvesh.chari@caculocollege.ac.in
20	Mr. Laximikant Tuyekar	2254478	laximikant.tuyekar@caculocollege.ac.in
21	Mr. Ravaji Malik	2254478	ravaji.malik@caculocollege.ac.in
22	Ms. Usha Kutiyal		usha.kutiyal@caculocollege.ac.in



23	Mr. Rohish Pednekar	2254478	rohish.pednekar@caculocollege.ac.in
24	Mr. Rupam Kandolkar	2254478	rupam.kandolkar@caculocollege.ac.in
25	Mr. Vivek Borkar	2254478	vivek.borkar@caculocollege.ac.in
26	Ms. Suchita Joshi	2254478	suchita.joshi@caculocollege.ac.in
27	Mr Abhijeet Chodankar	2254478	abhijeet.chodankar@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 (2023-2024)

Sr. No.	Name	Designation	Level No.	Gross Salary
1	2	3	8	14
1	PROF. SANTOSH PATKAR	Principal	14	376476
2	MS. SMRUTI BORKAR	Vice Principal	13A	303920
3	PROF.SHARMILA BORKAR	Associate Professor	14	371976
4	DR. SMITA SRIVASTAVA	Associate Professor	13A	359544
5	MS.PRAGATI BHONSLE	Associate Professor	13A	284952
6	MS.STEROL GODINHO	Associate Professor	13A	314664
7	SHRI.SATYAJIT HIRVE	Associate Professor	13A	284952
8	SHRI.PRAKASH TAMHANKAR	Associate Professor	13A	284952
9	DR.P.S.DEVI	Assistant Professor	12	0
10	MS. PRERNA TAMHANKAR	Assistant Professor	12	185496
11	DR. HENRIQUE D'SOUZA	Assistant Professor	12	214056
12	DR. NISHA GANGAN	Assistant Professor	10	165483
13	DR. RIDDHI KHOLKAR	Assistant Professor	11	165672
14	MR. KAVIR SHIRODKAR	Assistant Professor	10	130032
15	MR. SAHIL SAWKAR	Assistant Professor	10	128061
16	MS. POONAM NAVELKER	Assistant Professor	10	117666

17	DR.AMITHA SHANBHOGUE	Assistant Professor	10	135432
18	DR.SHOBHA KAREKAR	College Librarian	13 A	310824
19	MR.RAMAKANT a/s SAHIL NAYAK	Assistant Professor	--	55000
20	MR.PRANAV SAMANT	Assistant Professor	--	55000
21	MS.POOJA NAGOJI	Assistant Professor	--	55000
22	MS.RUTA KENKARE	Assistant Professor	--	40000
23	MS.PADMASHREE GAWAS	Assistant Professor	--	50000
24	MS.BHAGYALAXMI KHEDEKAR	Assistant Professor	--	50000
25	MS.NITA NACHINOLKAR	Assistant Professor	--	60000
26	MS.BANDANA R.YADAV	Assistant Professor	--	55000

Non-Teaching Staff (2023-24)

Sr. No.	Name	Designation	Level No.	gross salary
1	2	3	4	5
2	MS. SUCHITA SAWANT	HEADCLERK	6	95436
3	MR. ABHAY HAJARE	U.D.C.	5	78972
4	MR. DAMODAR DESAI	L.D.C.	3	65196
5	MR. RAMKRISHNA SAWANT	MTS	4	71580
6	MR. ANAND SHETKAR	MTS	3	67044
7	MR. RAJENDRA RAUT	MTS LAB (IT)	3	65196
8	MR. MAHESH PARWAR	MTS	3	63348
9	MR. VILAS AMANEKAR	MTS	4	75780
10	MR. TEJAS V. NAGVENKAR	INSTRUCTOR IN PHYSICAL EDUCATION	7	95310
11	MR. AVDHUT A. GUNAJI	ACCOUNTANT	7	98145
12	MR. GURUPRASAD NAMSHIKAR	SYSTEM ADMINISTRATOR	6	78111
13	MS. RIDDHI RAIKAR	LIBRARIAN GRADE - I	5	64881
14	MS. KRANTI KORGAONKAR	JR. STENOGRAPHER	4	56943
15	MR. RUDRESH D. KAMAT	LAB. ASSISTANT (IT)	4	55431

16	MR. SUDESH CHANDELKAR	U.D.C.	2	54540
17	MR. PRAMOD PAL	L.D.C.	2	43686
18	MS. PRAGATI PURANIK	L.D.C.	2	43686
19	MR. MOHAMMED AMIN KHAN	MTS	3	61479
21	MR. SARVESH U. CHARI	MTS	1	40851
22	MR. ROHISH PEDNEKAR	LDC(EXAM)	--	22700
23	MR.RUPAM KANDOLKAR	MTS(EXAM)	--	22400
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) ]**

SES's Sridora Caculo College of Commerce & Management Studies, Mapusa - Goa

BACHELOR OF COMMERCE

BUDGET FOR THE YEAR 2024-2025

RECEIPT	Budget 2023-2024	Actual (Unaudited ) 2023-2024	Budget 2024-2025	PAYMENT	Budget 2022-2023	Actual (Unaudited ) 2023-2024	Budget 2023-2024
<b>Fees</b>				<b>Office Expenses</b>			
Gymkhana Fees	290000.00	335420.00	340000.00	Binding Charges	500.00	240.00	300.00
I Tech Fees	545000.00	546120.00	550000.00	Postage Expenses	5000.00	5055.00	5000.00
Laboratory Fees	65000.00	61000.00	65000.00	Printing Charges	45000.00	73934.00	75000.00
Library Fees	320000.00	335440.00	340000.00	Stationery Charges	60000.00	69556.00	70000.00
Other Fees	285000.00	333420.00	335000.00	Travelling & Conveyance Exp.	15000.00	7570.00	8000.00
Placement Brochure Fees	335000.00	331910.00	340000.00				
				<b>Co-curricular Activities Exp.</b>			
<b>Non Salary Grant</b>	4000000.00	1653011.00	3000000.00	Annual Social Gathering	30000.00	33389.00	35000.00
				College Functions	30000.00	17564.00	20000.00
<b>Other Receipts</b>				Competitions & Events	90000.00	77417.00	80000.00
College Administrative Fees	1000.00	6124.00	6000.00	Prizes & Awards - Competition	10000.00	18603.00	20000.00
Bank Interest - SB	30000.00	24624.00	25000.00	Student Activities & Functions	35000.00	25734.00	30000.00
Fines Library & Office	7000.00	7514.00	7000.00				
Other Receipts		2.00	0.00	<b>Computer Lab Expenses</b>			
RTI fees	500.00	54.00	100.00	Annual Maint. Charges	70000.00	20000.00	30000.00
Tender Fees	0.00	4500.00	0.00	Computer Consumables	40000.00	31823.00	35000.00
TC/LC Fees	5000.00	5200.00	5000.00	Computer Software	60000.00	61020.00	60000.00
Sale of Raddi	2000.00	444.00	10000.00	Internet Charges	140000.00	250000.00	250000.00
Sale of Scrap	0.00	1670.00	2000.00	Rep & Maint - Computers	10000.00	6000.00	10000.00
Sales Material	0.00	14516.00	0.00				
Identity Card Fees	80000.00	123081.00	90000.00	<b>By Gymkhana Expenses</b>			
Short Term Courses - Income	0.00	12150.00	15000.00	Annual Sports Meet	65000.00	0.00	50000.00
Workshop & Seminar - Income	0.00	5500.00	10000.00	Sports Affiliation Fees	80000.00	100500.00	100000.00
				Sports Consumables	35000.00	30680.00	35000.00
Advance Received - Others	0.00	1020000.00	0.00	Sports Contingences	30000.00	7803.00	10000.00
				Sports Medical Expenses	1000.00	0.00	0.00
Advance Received - Exam	0.00	2500000.00	0.00	Sports Practice Allowance	60000.00	73000.00	75000.00

			Sports Awards & Prizes	12000.00	0.00	0.00
			Sports Registration & Entry Fees	10000.00	4700.00	5000.00
			Sports Tournament, Event & Fun.	30000.00	-650.00	10000.00
			Sports Travelling & Refreshment	170000.00	144800.00	150000.00
			-			
			<b><u>Library Expenses</u></b>			
			Annual Maint. Charges	15000.00	0.00	15000.00
			Contigencies	500.00	3000.00	3000.00
			Newspaper & Magazine Expenses	200000.00	194777.00	200000.00
			-			
			<b><u>Outsourcing Expenses</u></b>			
			Gardening Expenses	170000.00	168000.00	130000.00
			Housekeeping Expenses	900000.00	860044.00	890000.00
			Security Charges	400000.00	414174.00	480000.00
			-			
			<b><u>Repairs &amp; Maintainance Expenses</u></b>			
			Rep & Maint - Electrical	50000.00	50024.00	50000.00
			Rep & Maint - Equipment	95000.00	46630.00	50000.00
			Rep & Maint - Furniture	50000.00	18240.00	20000.00
			Rep & Maint - Others	80000.00	143272.00	150000.00
			-			
			<b><u>Other Expenses</u></b>			
			Advertisements	100000.00	112144.00	120000.00
			Affiliation Fees - University	40000.00	40000.00	40000.00
			Annual Maintainance Charges	10000.00	14160.00	15000.00
			Audit Fees	17000.00	17000.00	17000.00
			Bank Charges	3000.00	1835.82	2000.00
			Casual Hire Charges - Labour	5000.00	2900.00	3000.00
			Casual Hire Charges - Vehicle	15000.00	16600.00	17000.00
			Contigencies - Principal	25000.00	25007.00	25000.00
			Contigencies - Others	40000.00	59312.00	60000.00
			Electricity Charges	300000.00	549327.00	550000.00
			Fidelity Insurance Premium	2500.00	2437.00	2500.00
			Honorarium & TA	55000.00	82750.00	85000.00
			Mobile Charges	2000.00	2491.00	2500.00
			Refilling Charges - Fire Extinguishers	2500.00	0.00	2500.00
			Refreshment to Guest	15000.00	15082.00	15000.00
			Telephone Charges	25000.00	21896.00	25000.00
			Water Charges	30000.00	86488.00	90000.00
			Workshop Seminar Reg. Fees	21000.00	16250.00	20000.00
			I Card Expenses	25000.00	31305.00	35000.00
			Medical Expenses	1000.00	0.00	1000.00
			Travelling Allowance	10000.00	0.00	5000.00

				<b>College Equipments</b>			
				Airconditioner	400000.00	0.00	0.00
				Bio Metric Machine	0.00	18548.00	0.00
				Computers & Equipments	300000.00	155574.00	200000.00
				Electrical Equipments	10000.00	0.00	10000.00
				EPBAX System	0.00	0.00	0.00
				Furniture & Fixtures	120000.00	439950.00	100000.00
				Library Books	160000.00	180241.00	200000.00
				Teaching Aids	80000.00	152700.00	100000.00
				Sports Equipments	100000.00	0.00	50000.00
				Office Equipments	0.00	0.00	0.00
				UPS	0.00	75680.00	0.00
				Water Purifier	0.00	40800.00	0.00
				Advance Refund - Mgt	0.00	500000.00	0.00
				<b>Surplus / Deficit</b>	957500.00	1704323.18	196300.00
<b>TOTAL</b>	<b>5965500.00</b>	<b>7321700.00</b>	<b>5140100.00</b>	<b>TOTAL</b>	<b>5965500.00</b>	<b>7321700.00</b>	<b>5140100.00</b>

## 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 2 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 2023-24

**SES's SRIDORA CACULO COLLEGE OF COMMERCE & MANG. STUDIES**  
**KHORLIM,MAPUSA-GOA**  
**STUDENTS AID FUND(2023-24)**

<b>SR.NO</b>	<b>STUDENTS NAME</b>	<b>CLASS</b>
1	Ms.Kanisha K.Korgaonkar	FYBCOM
2	Ms.Shrutika U.Naik	SYBCOM
3	Ms.Mohini P.Lad	SYBCOM
4	Ms.Jyosna U.Bhagat	TYBCOM
5	Ms.Tanvi D.Govekar	TYBCOM
6	Mr.Aniket A. Dhargalkar	TYBCOM
7	Mr.Santosh S.Mesta	TYBCOM
8	Ms.Mayuri S.Lad	TYBCOM
9	Ms.Khajabi I. Basarikatti	TYBCOM
10	Ms.Tanisha P.Desai	TYBCOM
11	Mr.Narayan S.Sawal	TYBCOM
12	Ms.Shruti B.Naik	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 2023-24

**SES's SRIDORA CACULO COLLEGE OF COMMERCE & MANG. STUDIES**  
**KHORLIM,MAPUSA-GOA**  
**2023-24**  
**HIGHER EDUCATION LEARNINGPLAN(HELP)**

SR.NO	NAME	CLASS
1	MS.SONAL S PRABHULKAR	FYBCOM
2	MS.SANJANA S.KAISUKAR	FYBCOM
3	MS.JENNESSA FERNANDES	FYBCOM
4	MR.PANDURANG R.HALANKAR	SYBCOM
5	MS.SANJANA D.GUDGEWAR	SYBCOM
6	MS.GAURI M.HAJARE	SYBCOM
7	MS.ROSHNI S.PADWAL	SYBCOM
8	MR.ANIL M.KUMAWAT	TYBCOM

9	MS.UTIKA R.CHODANKAR	TYBCOM
10	MR.NIKHIL N.PATEKAR	TYBCOM
11	MR.AUDHUT A.CHANDELKAR	TYBCOM
12	MR.VIDHYADHAR S.KAISUKAR	TYBCOM
13	MR.MITHIL M. MAYEKAR	TYBCOM
14	MR.KAUSHIK BHANUKANT KAVTHANKAR	TYBCOM

**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.caculcollege.ac.in](http://www.caculcollege.ac.in)

**Particulars of the facilities available to citizens for obtaining information**  
**[Section 4(1) (b)(xv)]**

Facilities available for obtaining Information;

Office/Administration : 8.15 a.m. to 5.00 p.m.

Working hours of a library or reading room : 9.00 a.m. to 6.00 p.m.

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

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

<b>Sr.No</b>	<b>Name &amp; Designation</b>	<b>Postal Address</b>	<b>Contact Details</b>	<b>E-mail</b>
1	Prof. Santosh B. Patkar (Principal) <u>First Appellate Authority</u>	SES's Sridora Caculo College of Commerce and management studies, Telang Nagar Mapusa-Goa	08322250042	caculocollege@gmail.com
2	Assoc. Prof. Smruti Borkar (Vice-Principal) <u>Public information officer</u>	SES's Sridora Caculo College of Commerce and management studies, Telang Nagar Mapusa-Goa	08322254478	caculocollege@gmail.com
3	Ms. Suchita Sawant (Head clerk) <u>Assistant Public information officer</u>	SES'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)]**

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