



SARASWAT EDUCATION SOCIETY'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 14th JANUARY, 2026)

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 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.

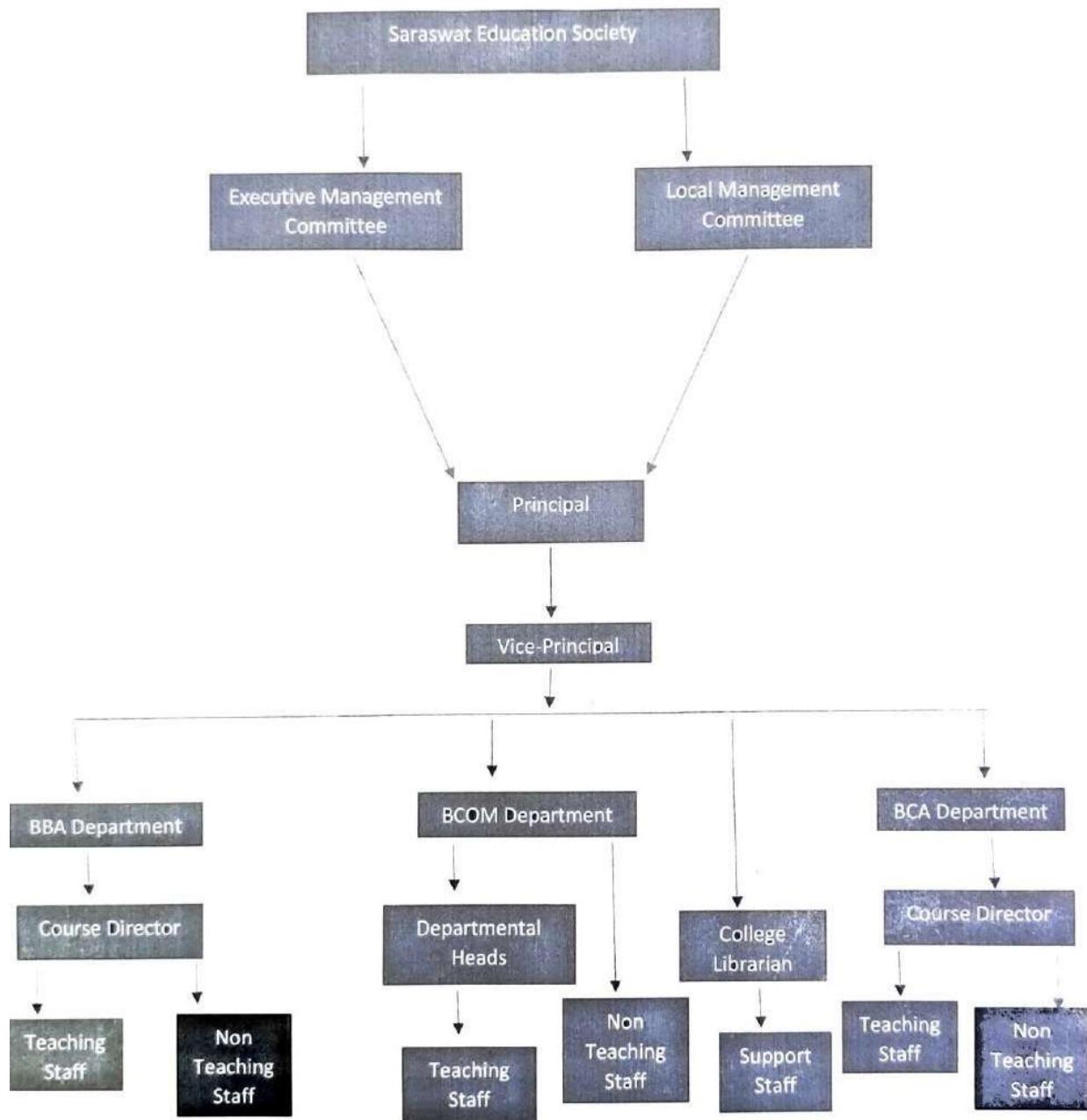
-----Postal Address-----

Saraswat 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 conductive 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
- 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.
- WRITING EMAILS/LETTERS TO SUBORDINATE STAFF FOR NONCOMPLIANCE OF DUTIES
- 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.
- STAFF RELATED WORK IN ABSENCE OF UDC HANDLING THE SAME SUCH AS INTERVIEW RELATED WORK, APPROVALS, APPOINTMENTS OF STAFF, ETC.
- MAINTAINING DISCIPLINE IN THE OFFICE
- INFORMATION/STATISTICS UNDER R.T.I. ACT. SUBMISSION OF ANNUAL RTI REPORTS TO DEPARTMENT.

ACCOUNTANT

Duties

ALL THE WORK RELATED TO THE ACCOUNTS OF THE ENTIRE COLLEGE

- CHECKING AND VERIFYING ALL MATTERS PREPARED BY MR SHUBHAM NAVELKAR CONCERNING SALARY – CLAIMS, SALARY DISBURSEMENT, DA ARREARS SENT TO DHE EVERY MONTH. AFTER CHECKING EACH AND EVERY DOCUMENT NEEDS TO BE SIGNED BY THE ACCOUNTANT BEFORE SENDING TO THE PRINCIPAL, MANAGEMENT, AND DHE.
- PAYMENT OF ALL BILLS OF ACCOUNTS OF THE INSTITUTION
- FINALISATION OF THE ACCOUNT AND SENT FOR AUDIT ON OR BEFORE 15TH MAY OF BCOM AND 1 5TH JUNE OF BCA.
- CONDUCTING THE AUDIT OF THE OTHER ACCOUNTS -- SEMINARS AND WORKSHOPS ACCOUNT, NSS, AND OTHER ACCOUNTS ASSOCIATED WITH THE BCOM PROGRAM
- FINALISATION OF ACCOUNTS OF RUSA, UGC & OTHER RELATED GOVERNMENT/NON-GOVERNMENT BODIES AND MAINTAINING THE OTHER ACCOUNTS RELATED TO COLLEGE
- TO PREPARE PERIODIC ACCOUNTS OF FUNDS AND FURNISH FIGURES OF EXPENDITURE TO PRINCIPAL BY EVERY QUARTER—JULY, OCTOBER, JANUARY
- PROVIDING INFORMATION PRINCIPAL ABOUT THE GRANTS RECEIVED/ NOT RECEIVED ABOUT THE NON-SALARY GRANTS
- 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 AND PRESENTATION OF BUDGET DURING THE LOCAL MANAGING COMMITTEE MEETING.
- STAFF PAY FIXATIONS AND ARREARS DUE TO MACP AND CAS
- MATTERS REGARDING INCOME TAX, FILING OF TDS WITH THE HELP OF A CA EVERY QUARTER
- ISSUE OF SALARY CERTIFICATES/SLIPS TO STAFF ON REQUEST.
- CORRESPONDENCES OF CHILDREN'S ALLOWANCES AND OTHER ALLOWANCES AND SENDING TO DHE AND REMITTING
- MAINTENANCE OF FIXED DEPOSIT REGISTER.
- STAFF PENSION CASES
- LEAVE TRAVEL CONCESSION AND PROCESSING THE CASES TO DHE WITHIN THE TIME FRAME
- TO MAKE CORRESPONDENCE TO BANK, INSURANCE, DHE AND OTHER GOVERNMENT ORGANISATION IN REGARDS TO FINANCIAL MATTERS
- TO DRAFT THE RESOLUTION FOR ACCOUNTS OPENING/CLOSING TO THE MANAGEMENT AND MAKING ALL FORMALITIES.
- INTERVIEW RELATED WORK (PAYING OF HONORARIUM TO EXPERTS AND TRAVEL ALLOWANCES) AND COLLECTING RECEIPTS.
- 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.

- DRAFTING AND 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 / UPDATES 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

➤ ALL STAFF MATTERS

- a) TIMELY UPDATING STAFF PERSONAL FILES/SERVICE BOOKS--- ENTREIS IN SERVICE BOOK ---- BEFORE 30TH SEPTEMBER AND 28TH FEBRUARY AFTER MAKING ENTRIE OF LEAVES
- b) PREPARING AND TYPING OF OFFER , APPOINTMENT, APPROVAL LETTERS AND RELATED MATTERS
- c) STATISTICS RELATED TO STAFF OF ENTIRE COLLEGE & INLINE WITH AISHE/NIRF/AQAR FORMATS
- d) MAINTAINING STAFF ATTENDANCE REGISTERS EXCEPT BBA
- e) MAINTAINING ALL TYPES OF LEAVE REGISTERS & TAKING OUT SANCTIONED ORDERS FOR THE SAME (EARNED LEAVE/HPL/CCL /EOL/STUDY LEAVE/MATERNITY/PATERNITY LEAVE ETC)
- f) ISSUE OF EXPERIENCE, CHARACTER CERTIFICATES,DUTY LEAVE, RELIEVING ORDER, DEPUTATION LETTERS ETC.
- g) ANY STAFF LEAVING/RESIGNING/RETIRING FROM THE INSTITUTION TO DO THE PROCEDURE OF DUES CLEARANCE FROM OTHER SECTIONS WHEREVER NEEDED BEFORE RELIEVING
 - MAINTAINING STAFF ROASTER REGISTER & OBTAINING APPROVAL FROM DSW & TW ON ROASTER REGISTER-- ONE MONTH AFTER THE APPROVAL OF DHE
 - INTERVIEW RELATED WORK SUCH AS SCRUTINISING APPLICATIONS, CHECKING OF SYNOPSIS OF CANDIDATES, SCORING SHEET ETC.
 - SENDING FOR THE APPROVAL ABOUT THE APPOINTMENT OF TEACHERS TO UNIVERSITY WITHIN ONE WEEK OF INTERVIEW AND TO DHE WITHIN FIFTEEN DAYS OF INTERVIEW
 - MONTHLY ANTI-RAGGING REPORTS TO DHE & GOA UNIVERSITY.
 - INCHARGE OF OFFICE/NON-TEACHING STAFF IN ABSENCE OF HEADCLERK AND ACCOUNTANT
 - PROVIDING DATA TO NODAL OFFICER FOR AISHE/NIRF/NEP
 - ASSISTING HEADCLERK IN PREPARING WORKLOAD OF TEACHING AND NON TEACHING STAFF
 - 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.
 - STATISTICS/INFORMATION RELATED TO R.T.I
 - WHENEVER DEPUTED FOR ANY WORK INCLUDING BLO DUTIES PROPER REPORTING SHOULD BE DONE TO THE PRINCIPAL AND INFORMING ABOUT THE PENDING WORK
 - WORK RELATED TO CO-CURRICULAR ACTIVITIES/WORKSHOP/ FUNCTIONS/NSS/ SPORTS ETC
 - WORK RELATED TO UNDERSTUDY SUPERVISOR (INCLUDING PREPARATION OF SUPERVISION BILLS)
 - WORK ASSIGNED TO SUDESH/KRANTI IN THEIR ABSENCE

U.D.C. -2

Duties

➤ 1. ALL STUDENTS MATTERS

- a. CHECKING OF ADMISSION FORMS AND RELATED MATTERS INCLUDING MATTERS ON IAEMS PORTAL/SAMARTH 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. COLLECTING QUOTATION FOR IDENTITY CARDS AND GETTING APPROVAL FROM PURCHASE COMMITTEE
- f. WORK RELATED TO UNIVERSITY REGISTRATION/ENROLMENT IN COORDINATION WITH EXAMINATION DEPARTMENT AS AND WHEN REQUIRED.
- g. MAINTAINING STATISTICS OF STUDENTS IN LINE WITH AISHE/NIRF/AQAR FORMATS
- h. ASSISTING TO PROSPECTUS COMMITTEE AND ADMISSION AND ATTENDANCE COMMITTEE IN PREPARATION OF MONTHLY ATTENDANCE
- i. SENDING EMAILS/LETTERS TO STUDENTS ABOUT THE LOW ATTENDANCE AS PER THE INSTRUCTION OF CLASS COUNSELLORS /ADMISSION COMMITTEE
- j. CONFIRMING THE STUDENTS NOTICES ARE SENT TO CLASSESS BY MTS

➤ MAINTAINING ROLL OF HONOUR REGISTER.

➤ SCRUTINISING APPLICATIONS AND ALL OTHER WORK RELATED TO THE 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.

➤ MAINTAINING OF STAFF GENERAL PROVIDENT FUND RECORD.

➤ UPLOADING OF AQAR AND OTHER NAAC RELATED MATTER AND DOCUMENTATION.

➤ MAINTAINING THE ATTENDANCE REGISTER OF GARDENER AND MONITORING THE WORK WITH HELP OF MR RAJEDNERA RAUT.

➤ MAINTAINING DEAD STOCK REGISTER.

➤ INFORMATION /STATISTICS RELATED TO R.T.I.

➤ ANY TYPING WORK ASSIGNED BY PRINCIPAL/VICE PRINCIPAL/HEADCLERK

➤ WORK ASSIGNED TO ABHAY/KRANTI/PRAMOD/PRAGATI IN THEIR ABSENCE

➤ WORK RELATED TO UNDERSTUDY SUPERVISOR (INCLUDING PREPARATION OF SUPERVISION BILLS)

➤ WORK RELATED TO CO-CURRICULAR ACTIVITIES/WORKSHOPS/FUNCTIONS/NSS/SPORTS/ETC

JR. STENOGRAPHER

Duties

- ALL TYPING WORK ASSIGNED BY THE PRINCIPAL.
- CANTEEN-RELATED WORK SUCH AS ISSUE OF TENDERS, WORK ORDERS AND CORRESPONDENCE ETC.
- DOCUMENTATION TO BE MAINTAINED FOR NAAC.
- RECEIVING MONTHLY REPORTS FROM ALL COMMITTEES/DEPARTMENTS, PREPARING MONTHLY ACTIVITY REPORT, AND SUBMITTING TO THE PRINCIPAL.
- WRITING ON WHITE BOARD IN PRINCIPAL'S CABIN WEEKLY SCHEDULE OF ACTIVITIES/PROGRAMMES WHICH WILL BE HELD DURING THE WEEK. ALSO REMINDING PRINCIPAL ABOUT THE ACTIVITY /PROGRAMME OF THE DAY.
- CORRESPONDENCE WITH MANAGEMENT AND ALSO CHECKING DOCUMENTS BEFORE SENDING TO MANAGEMENT, SUCH AS CHEQUES, AND OTHER DOCUMENTS ARE ENCLOSED (FINANCIAL MATTERS)
- REMINDING PRINCIPAL ABOUT ANY WORK RELATING TO MANAGEMENT AND ALSO REPORTING ABOUT THE MATTER SENT TO MANAGEMENT AND THEIR CONFIRMATION RECEIVED OR NOT.
- ARRANGEMENT OF MEETINGS CALLED BY PRINCIPAL, MAKING CALLS AND INFORMING AND MAINTAINING MINUTES OF THE MEETINGS.
- SORTING OUT AND CHECKING OF COLLEGE MAIL DAILY AND ISSUING OF PRINTOUTS & FORWARD TO RESPECTIVE PERSON.
- INTERVIEW RELATED WORK –SENDING 15 DAYS IN ADVANCE CALL LETTERS, INFORMING MEMBERS OF THE INTERVIEW PANEL, REMINDING THEM, PREPARATION FOR THE CONDUCT OF INTERVIEW.
- MAKING ARRANGEMENTS OF TEA, SNACKS DURING THE INTERVIEW WITH HELP OF MTS AND SUBMITTING BILLS IN TIME TO ACCOUNTANT
- SEEING TO THE ARRANGEMENT OF CROCKERY, 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 WITH HELP OF MTS.
- LOOKING AFTER THE BOOKING OF ANAND KENI HALL.
- KEEPING THE RECORD OF THE REGISTER OF THE ITEMS PURCHASED FOR THE KENI HALL.
- BIOMETRIC OF NON TEACHING STAFF.
- SUPERVISION OF THE SWEEPERS WORK ON THE GROUND FLOOR(OFFICE FLOOR)
- TO EMAIL NOTICES TO TEACHING AND NON TEACHING STAFF, AND TAKING A PRINTOUT OF THE SENT EMAIL AND MAINTAINING A RECORD
- TO DOWNLOAD EMAILS, LETTERS SENT BY THE TEACHING AND NON TEACHING STAFF AND SEND SAME TO THE PRINCIPAL FROM TIME TO TIME
- WORK RELATED TO CO-CURRICULAR ACTIVITIES/ WORKSHOPS/FUNCTIONS /NSS/SPORTS/ETC.
- TYPING MINUTES OF THE LOCAL MANAGING COMMITTEE AND OTHER MINUTES AS PER THE DIRECTION OF THE PRINCIPAL.
- ASSISTING THE ADMISSION COMMITTEE DURING THE ADMISSION PROCESS.
- DOWNLOADING AND TYPING (IF REQUIRED) REPORTS OF THE VARIOUS COMMITTEES AND SENDING TO PRESS AND PUBLICATION COMMITTEES FOR WRITING PRESS NOTES
- SENDING PRESS NOTES TO NEWSPAPERS FROM TIME TO TIME, RECEIVED FROM THE PRESS AND PUBLICATION COMMITTEES.

- INFORMATION /STATISTICS RELATED TO R.T.I.

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 A REGISTER.
- CONFIRMING THAT THE NOTICES OF STAFF AND STUDENTS ARE SENT TO CLASSES
- 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 A REGISTER FOR THE SAME.
- INTERVIEW RELATED WORK.
- SUPERVISION ON THE CLEANLINESS OF THE ENTRANCE AND PARKING AREA
- ANY TYPING WORK
- WORK ASSIGNED TO OTHER LDC'S IN THEIR ABSENCE.
- ASSISTING EXAMINATION CLERK AS AND WHEN REQUIRED
- ASSISTING IQAC CO-ORDINATOR AS AND WHEN REQUIRED
- **WORK RELATED TO UNDERSTUDY SUPERVISOR (INCLUDING PREPARATION OF SUPERVISION BILLS)**
- **WORK RELATED TO CO-CURRICULAR ACTIVITIES/WORKSHOP/FUNCTIONS/NSS/ SPORTS ETC**
- **STATISTICS/INFORMATION RELATED TO R.T.I**

LDC-2

Duties

- MAINTAINING OF STUDENTS GENERAL REGISTER (ALL)
- TO LOOK AFTER THE STUDENTS MATTERS –COMPLAINTS, ATTENDANCE, MEDICAL CERTIFICATES ETC.
- ISSUE OF L.C., T.C., MIGRATION CERTIFICATES AND PROCESS WITHIN THREE DAYS OF THE RECEIPT OF APPLICATION
- NPS - ENROLMENT OF NEW EMPLOYEES.
- MAINTAINING OF SALARY REGISTER.----- CONFIRMING THAT THE STAFF SIGNS ON THE SALARY REGISTR BY EVERY QUARTER
- THIRD YEAR PROJECT WORK.-
- ASSISTING TO ADMISSION AND ATTENDANCE COMMITTEE IN PREPARATION OF MONTHLY ATTENDANCE
- SENDING EMAILS/LETTERS TO STUDENTS ABOUT THE LOW ATTENDANCE AS PER THE INSTRUCTION OF CLASS COUNSELLORS / ADMISSION COMMITTEE
- STUDENTS VERIFICATION AND REPLY WITHIN THREE DAYS OF THE REQUEST
- ASSISTING ALUMNI ADVISORS COMMITTEE FOR ALL MATTERS RELATED TO EX STUDENTS
- INTERVIEW RELATED WORK
- WORK RELATED TO PTA, STUDENTS' EVENTS
- ASSISTING SPORTS DEPARTEMENT FOR TYPING AND PRINTING WORK.
- KEEPING RECORD OF STUDENTS' ATTENDANCE CERTIFICATE /PARTICIPATION CERTIFICATE REPRESENTING INTERCOLLEGIATE/NATIONAL AND INTERNATIONAL EVENTS (SPORTS ,CULTURAL AND OTHER EVENTS)
- COLLECTION OF REPORTS WITH PHOTOGRAPHS OF VARIOUS ACTIVITIES AND FORWARDING COPY TO RESPECTIVE COMMITTEES IF NEEDED.
- ASSISTING NODAL OFFICER AND CO-ORDINATOR FOR RUSA/ IIC RELATED WORK
- MAINTAINING ATTENDANCE REGISTER, COMPLAINT REGISTER AND INFORMING THE CONTRACTOR OF HOUSE KEEPING ABOUT COMPLAINTS IN WRITING AS AND WHEN REQUIRED
- PREPARING THE LIST OF STAFF MEMBERS WITH EMAIL ID,PHONE NUMBER (SOFT AND HARD COPY)
- PREPARING THE LIST OF THE FEES DEFAULTERS AND DISPLAYING ON NOTICE BOARD
- ANY TYPING WORK ASSIGNED BY PRINCIPAL/VICE PRINCIPAL/ HEADCLERK
- **WORK RELATED TO UNDERSTUDY SUPERVISOR (Including preparation of supervision Bills)**
- **WORK RELATED TO CO-C URRICULAR ACTIVITIES/WORKSHOP/FUNCTIONS/NSS/ SPORTS ETC**
- **STATISTICS/INFORMATION RELATED TO R.T.I**

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.
- ASSISTING TO ADMISSION AND ATTENDANCE COMMITTEE IN PREPARATION OF MONTHLY ATTENDANCE REPORT

- SENDING EMAILS/LETTERS TO STUDENTS ABOUT THE LOW ATTENDANCE AS PER THE INSTRUCTION OF CLASS COUNSELLORS / ADMISSION COMMITTEE
- COORDINATION WITH EXAMINATION CLERK FOR CORRESPONDENCE TO UNIVERSITY ABOUT THE EXAMINATION-
- 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 EQUIPMENT 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.
- ASISTING MENTORING COMMITTEE IN PREPARING LIST AND OTHER CORRESPONDENCES
- WORK ASSIGNED TO OTHER L.D. C's & EXAMINATION CLERK IN THEIR ABSENCE
- ANY TYPING WORK ASSIGNED BY PRINCIPAL/VICE PRINCIPAL/ HEADCLERK.
- **WORK RELATED TO UNDERSTUDY SUPERVISOR (INCLUDING PREPARATION OF SUPERVISION BILLS)**
 - WORK RELATED TO CO-CURRICULAR ACTIVITIES/WORKSHOPS/FUNCTIONS/ NSS/SPORTS/ETC.
 - CONFIRMING WITH THE HOUSEKEEPING STAFF ABOUT THE SEGREGATION OF GARBAGE INTO WET AND
 - INFORMATION /STATISTICS RELATED TO R.T.I.

LDC-4

Duties

- WORK CONCERNING COLLEGE MATTERS SUCH AS COMPUTER PRINTOUT, DESIGNS, BROUCHERS, CERTIFICATES, 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 (IN ABSENCE OF SUDESH)
- 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.
- ASSISTING TIP COMMITTEE COORDINATOR FOR INTERNSHIP
- COLLECTION OF CERTIFICATES FROM FACULTIES & TO BE ENTERED ON REGISTER
- MAINTAINING CASUAL LEAVE REGISTER OF BBA
- BIOMETRIC OF TEACHING STAFF
- MAINTENANCE OF STUDENTS' PLACEMENT DATA IN THE OFFICE AND ASSISTING THE PLACEMENT COMMITTEE DURING THE CAREER RECRUITMENT
- STUDENTS ELECTION WORK –ACCEPTING FORMS, ASSISTING WITH SCRUTINISING FORMS, PREPARATION AND DISPLAYING LIST AND MAKING ALL ARRANGEMENTS OF THE ELECTION
- SUPERVISING THE SWEEPERS WORK AT THE LIBRARY FLOOR
- PREPARATION OF THE SALARY CLAIM AND OTHER FINANCIAL MATTERS AND SUBMITTING TO THE ACCOUNTANT FOR CHECKING AND THEN TO DHE
- **TO LOOK AFTER THE MAINTENANCE WORK OF KENI HALL**
- **WORK RELATED TO UNDERSTUDY SUPERVISOR (INCLUDING PREPARATION OF SUPERVISION BILLS). TYPING OF QUESTION PAPERS IN ABSENCE OF EXAMINATION CLERK WHENEVER REQUIRED.**
- **WORK RELATED TO CO-CURRICULAR ACTIVITIES/WORKSHOPS/FUNCTIONS/NSS/SPORTS/ETC.**
- **INFORMATION /STATISTICS RELATED TO R.T.I.**

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 GRADING
- 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)]

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.caculocollage.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)]

FILE LIST					
		F.NO.	FILE NAMES		
1	MASTER FILE		96	UGC CURRICULUM	UGC C.
2	UNIVERSITY AFFILIATION	UA	97	PLACEMENT CELL/CARRIER 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		B CIRCULAR	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	MISCELLANEOUS	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 PROFLE (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	STATSITCS	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 PROGRAMME (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	SUPPLEMENTARY RESULTS	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 FRAMEWORK	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	IGNOU	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)	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.	191	All India Council for Technical Education	AICTE
87	STUDENTS SAFETY INSURANCE	SSI	192	College Growth Plan	CGP
88	EX-STUDENTS ASSOCIATION	EX-STUD.ASS	193	Internship for students	Inter.Stud.
89	BOARD BASED COMMITTEE	BBC	194	Lecture schedule(Lecture basis staff)	LS
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- FUTURE 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 2025-26 ARE AS FOLLOWS: -

STUDENT COUNCIL

- Dr. Kavir Shirodkar Vice President
- Dr. Nisha Gangan
- Ms. Bandana Yadav
- Ms. Padmashree Gawas

NSS

- Mr. Sahil Sawkar, Convenor
- Ms. Nita Nachinolkar
- Ms. Mona Mangaonker

SPORTS COUNCIL

- Ms. Sterol Godinho, Vice President
- Mr. Ashish Naik
- Mr. Tejas Nagvenkar

PROJECT CO-ORDINATOR

- Ms. Prerna Tamhankar, Convenor
- Assisted by -----Mr. Pramod Pal

PARENT- TEACHER ASSOCIATION

- Dr. Kavir Shirodkar Treasurer
- Prof. Sharmila Borkar Secretary

STAFF SECRETARY

Ms. Pooja Nagoji

MAGAZINE AND WALL PAPER

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

ELECTION UNIVERSITY-

- Dr. Amita Shanbhogue Convenor
- Mr. Sahil Nayak BBA
- Ms. Prutha Kalangutkar BCA

Assisted by - Mr. Abhay Hajare

Training, Internship and Placement cell

- Dr. Riddhi Kholkar Convenor
- Mr. Pranav Samant
- Ms. Mona Mangaonker
- Ms. Pooja Nagoji
- Mr. Jayant Panvelkar
- Ms. Neha Rane Sardesai
- Mr. Shubham Navelkar

MENTORING COMMITTEE

- Ms. Manalee Sinari – Convenor
- Assisted by - Ms. Pragati Puranik (Mentoring)

FEEDBACK RECEIVING COMMITTEE

(Students, Parents, Teachers, and Alumni)

- Ms. Manalee Sinari, Convenor
- Assisted by - Mr. Shubham Navelkar

EXAMINATION COMMITTEE INCLUDING ISA

- Prof. Sharmila Borkar Convenor
- Dr. Amita Shanbhogue
- Ms. Poonam Navelker
- Ms. Disha Toraskar
- Mr. Pranav Samant
- Ms. Mona Mangonkar
- Ms. Pooja Nagoji

Assisted by

- Mr. Rohish Pednekar
- Ms. Pragati Puranik

PRESS PUBLICITY AND REPORT COMPILATION COMMITTEE

- Ms. Manalee Sinari Convenor
- Ms. Poonam Navelker
- Ms. Sneha Morajkar
- Assisted by ----Ms. Kranti Korgaonkar

FACULTY REPRESENTATIVES ON ANTI-RAGGING COMMITTEE

- Mr. Satyajit Hirve Convenor
- Ms. Bhagyalaxmi Khedekar
- Ms. Prutha Kalangutkar

➤ Mr. Abhay Hajare

ANTI RAGGING SQUAD

- Dr. Henrique D'souza
- Mr. Sahil Nayak
- Ms. Reshma Ichalkar

EQUAL OPPORTUNITY CELL

GRIEVANCE COMMITTEE(EXAMINATION)

➤ Dr. Nisha Gangan, Convenor
➤ Mr. Satyajit Hirve
➤ Dr. Kavir Shirodkar

INTERNAL COMMITTEE

- Ms. Sterol Godinho - Convenor
- Mr. Satyajit Hirve
- Ms. Ruta Kenkare
- Ms. Suchita Sawant
- Ms. Suchita Joshi
- Mrs. Hemashri Gadekar
- Ms.Khushi Naik

LIBRARY ADVISORY COMMITTEE

- Dr. Shobha Karekar
- Dr. Henrique D'souza
- Dr. Amita Shanbhogue
- Ms. Gouri Nadgouda
- Ms. Shalini Gunaji

Member Secretary

EMPLOYEE GRIEVANCE COMMITTEE

- Mr. Satyajit Hirve
- Dr. Riddhi Kholkar
- Ms. Ruta Kenkare
- Mr. Aydhut Gunaji

Convenor

ALUMNI ADVISORS

➤ Mr. Prakash Tamhankar	Convenor
➤ Dr. Nisha Gangan	
➤ Mr. Satyajit Hirve	

- Mr. Aniket Morajkar
- Ms. Shalini Gunaji

STUDENT GRIEVANCE COMMITTEE (OTHER THAN EXAMINATION MATTER)

- Dr. Amitha Shanbhogue Convenor
- Mr. Ashish Naik
- Dr. Riddhi Kholkar
- Mr. Avdhut Gunaji

REMEDIAL COACHING CLASSES

➤ Ms. Manalee SInari	Convenor
➤ Mr. Pranav Samant	

GENDER SENSITISATION CELL

- Ms. Usha Kutiyal , Convenor
- Ms. Reshma Ichalkar
- Ms. Gouri Nadgouda

SAMARTH PORTAL/ COMMITTEE

➤ Dr. Henrique D'Souza	Co-Ordinator
➤ Mr. Guruprasad Namshikar	Asst. coordinator
➤ Ms. Padmashree Gawas	
➤ Mr. Abhay Hajare (Staff)	
➤ Mr. Sudesh Chandelkar (Students)	

SWAYAM

- Ms. Poonam Navelker
- Ms. Neha Rane Sardesai
- Mr. Guruprasad Namshikar

PERSPECTIVE PLANNING COMMITTEE

➤ Ms. Ruta Kenkare Convenor
➤ Ms. Pooja Nagoji
Assisted by - Ms. Kranti Korgaonkar

FACULTY IMPROVEMENT PROGRAM

- Dr. Henrique Dsouza Convenor
- Dr. Nisha Gangan
- Ms. Suchita Sawant

TRAINING PROGRAM FOR NON-TEACHING STAFF

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

MOU/Industry Academic Linkage Committee

- Ms. Poonam Navelker Convenor
- Dr. Amitha Shanbhogue
- Mr. Imran Khadri
- Mr. Sahil Nayak
- Mr. Shubham Navelkar

COMMUNITY OUTREACH PROGRAM

- Mr. Sahil Sawkar Convenor
- Ms. Nita Nachinolkar
- Ms. Bhagyalaxmi Khedekar
- Mr. Ashish Naik
- Mr. Tejas Nagvekar
- Mr. Damodar Desai

FREE SHIPS AND SCHOLARSHIPS

- Ms. Prerna Tamhankar Convenor
- Ms. Nita Nachinolkar

Assisted by ----Ms. Pragati Puranik

CERTIFICATE AND SKILL-BASED COURSES

- Dr. Kavir Shirodkar Convenor
- Ms. Disha Toraskar
- Mr. Pranav Samant
- Ms. Padmashree Gawas
- Mr. Damodar Desai

NIRF

- Mr. Sahil Sawkar (Co-ordinator Nodal Officer)
- Ms. Bandana Yadav
- Ms. Pooja Nagoji

AISHE

- Mr. Prakash Tamhankar

Assisted by—Mr. Rudresh Kamat

TLET

- Mr. Prakash Tamhankar
- Ms. Sterol Godinho
- Ms. Bandana Yadav

- Mr. Pranav Samant
- Ms. Nita Nachinolkar

RESEARCH & CONSULTANCY CELL

- Dr. Shobha Karekar Convenor
- Dr. Nisha Gangan
- Ms. Pooja Nagoji

DISCIPLINARY COMMITTEE

- Dr. Henriques Dsouza Convenor
- Mr. Ashish Naik
- Mr. Satyajit Hirve
- Dr. Nisha Gangan
- Ms. Nita Nachinolkar
- Mr. Sahil Nayak
- Ms. Prutha Kalangutkar
- Ms. Smruti Borkar Vice-Principal
- Prof. Santosh Patkar Principal

CANTEEN MONITORING COMMITTEE

- Ms. Ruta Kenkre Convenor
- Ms. Bandana Yadav
- Ms. Prutha Kalangutkar
- Mr. Pramod Pal
- Mr. Aniket Morajkar

IIC COMMITTEE

- Ms. Sterol Godinho President
- Mr. Satyajit Hirve Vice President
- Dr. Amita Shanbhogue Convenor
- Mr. Prakash Tamhankar
- Mr. Sahil Sawkar
- Ms. Bandana Yadav
- Ms. Shalini Gunaji
- Ms. Disha Toraskar
- Ms. Gouri Nadgouda
- Mr. Aniket Morajkar
- Mr. Guruprasad Namshikar
- Mr. Rudresh Kamat
- Mr. Sanjay Mulvi
- Mr. Rohidas Shanbhag
- Mr. Anson Cardozo
- Mr. Shansheel Mascarenhas

CONSUMER CELL

- Ms. Ruta Kenkare
- Ms. Disha Toraskar
- Ms. Mona Mangaonker

ADVERTISING COMMITTEE ON SOCIAL MEDIA

- Mr. Sahil Sawkar
- Mr. Sahil Nayak
- Mr. Imran Khadri

ADMISSION AND ATTENDANCE COMMITTEE

➤ Mr. Satyajit Hirve	-	Convenor
➤ Ms. Sterol Godinho		
➤ Dr. Riddhi Kholkar		
➤ Dr. Henrique D'Souza		
➤ Ms. Poonam Navelker		

Assisted by

Mr. Sudesh Chandelkar	FY
Mr. Pramod Pal	SY
Ms. Pragati Puranik	TY
Mr. Guruprasad Namshikar	

TIMETABLE COMMITTEE

➤ Dr. Riddhi Kholkar	Convenor
➤ Ms. Ruta Kenkre	
➤ Ms. Nita Nachinolkar	
➤ Mr. Damodar Desai	

WEBSITE AND DIGITAL CONTENT COMMITTEE

➤ Dr. Nisha Gangan	Convenor
➤ Ms. Poonam Navelkar	
➤ Ms. Bhagyalaxmi Khedekar	
➤ Mr. Imran khadri	
➤ Mr. Guruprasad Namshikar	

PURCHASE COMMITTEE

➤ Prof. Santosh Patkar	Chairman
➤ Mr. Sahil Sawkar	Convenor

- Ms. Smruti Borkar
- Dr. Kavir Shirodkar
- Mr. Sahil Nayak
- Ms. Prutha Kalangutkar
- Mr. Sudesh Chandelkar

IQAC

➤ Prof.Santosh Patkar	Chairman
➤ Dr. Henrique Dsouza	Co-ordinator
➤ Dr. Shobha Karekar	
➤ Mr. Satyajit Hirve	
➤ Dr. Kavir Shirodkar	
➤ Dr. Nisha Gangan	
➤ Mr. Sahil Sawkar	
➤ Ms. Ruta Kenkare	
➤ Mr. Sahil Nayak	
➤ Mr. Imran Khadri	
➤ Mr. Prutha Kalangutkar	
➤ Mr. Avdhut Gunaji	
➤ Ms. Suchita Sawant	
➤ <i>Ms. Sannidhi Dhuval</i>	<i>Student representative 1</i>
➤ Ms. Shreya Mirajkar	Student representative 2

Management representatives

Mr. Nandish Kenkare

Academician from other colleges :

- Dr. Bipin Bandekar
- Mr. Shripad Merchant

Assisted by—Mr.Damodar Dessai

Directory of Officers and

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

1

Teaching Staff (2025-2026)

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

20	Mr. Pranav Samant	2254478	pranav.samant@caculoccollege.ac.in
21	Ms. Bandana Yadav	2254478	bandana.yadav@caculoccollege.ac.in
22	Ms. Nita Nachinolkar	2254478	nita.nachinolkar@caculoccollege.ac.in
23	Ms. Padmashree Gawas	2254478	padmashree.gawas@caculoccollege.ac.in
24	Mrs. Ruta Kenkare	2254478	ruta.kenkare@caculoccollege.ac.in
25	Ms. Disha Toraskar	2254478	disha.toraskar@caculoccollege.ac.in
26	Ms. Manalee Sinari	2254478	manalee.sinari@caculoccollege.ac.in
27	Mr. Harshvardhan Naik	2254478	harshvardhan.naik@caculoccollege.ac.in
28	Ms. Sneha Morajkar	2254478	sneha.morajkar@caculoccollege.ac.in
29	Ms. Lida Matilda Almeida Joao	2254478	lida.joao@caculoccollege.ac.in
30	Mr. Tejas Lotlikar	2254478	tejas.lotlikar@caculoccollege.ac.in
31	Mr. Ramakant a/s Sahil Nayak	2254478	sahil.nayak@caculoccollege.ac.in
32	Ms. Bhagyalaxmi Khedekar	2254478	bhagyalaxmi.khedekar@caculoccollege.ac.in
33	Mr. Aniket Morajkar	2254478	aniket.morajkar@caculoccollege.ac.in
34	Mr. Jayant Panvelkar	2254478	jayant.panvelkar@caculoccollege.ac.in
35	Ms. Prutha Kalangutkar	2254478	prutha.kalangutkar@caculoccollege.ac.in
36	Ms. Gouri Nadgouda	2254478	gouri.nadgouda@caculoccollege.ac.in
37	Ms. Shalini Gunaji	2254478	shalini.gunaji@caculoccollege.ac.in
38	Ms Neha Ranesardesai	2254478	neha.ranesardessai@caculoccollege.ac.in
39	Mr. Imran Khadri	2254478	imran.khadri@caculoccollege.ac.in
40	Mr. Sidhant Naik	2254478	sidhant.naik@caculoccollege.ac.in
41	Ms. Priyanka Pandit	2254478	priyanka.pandit@caculoccollege.ac.in

42	Ms. Vaibhavi Volvoikar	2254478	vaibhavi.volvoikar@caculocollege.ac.in
43	Mr. Stephen Paul Abreu	2254478	stephen.abreu@caculocollege.ac.in
44	Ms. Pallavi Hegde	2254478	pallavi.hegde@caculocollege.ac.in

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

Non- Teaching Staff (2025-2026)

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. Anand V. Shetkar	2254478	anand.shetkar@caculocollege.ac.in
15	Mr. Mohamed Amin Khan	2254478	amin.khan@caculocollege.ac.in
16	Mr. Rajendra Raut	2254478	rajendra.raut@caculocollege.ac.in
17	Mr. Mahesh Parwar	2254478	mahesh.parwar@caculocollege.ac.in
18	Mr. Sarvesh U. Chari	2254478	sarvesh.chari@caculocollege.ac.in
19	Mr. Laximikant Tuyekar	2254478	laximikant.tuyekar@caculocollege.ac.in
20	Mr. Ravaji Malik	2254478	ravaji.malik@caculocollege.ac.in

21	Mr. Shreyash Mashelkar	2254478	shreyash.mashelkar@caculoccollege.ac.in
22	Ms. Usha Kutiyal		usha.kutiyal@caculoccollege.ac.in
23	Mr. Rohish Pednekar	2254478	rohish.pednekar@caculoccollege.ac.in
24	Mr. Rupam Kandolkar	2254478	rupam.kandolkar@caculoccollege.ac.in
25	Mr. Vivek Borkar	2254478	vivek.borkar@caculoccollege.ac.in
26	Ms. Suchita Joshi	2254478	suchita.joshi@caculoccollege.ac.in
27	Mr Abhijeet Chodankar	2254478	abhijeet.chodankar@caculoccollege.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 (2024-2025)

Sr. No.	Name	Designation	Level No.	Gross Salary
1	2	3	8	14
1	PROF. SANTOSH PATKAR	Principal	14	387494
2	MS. SMRUTI BORKAR	Vice Principal	13A	322022
3	DR. SMITA SRIVASTAVA	Associate Professor	13A	381091
4	MS. PRAGATI BHONSLE	Assistant Professor	13A	302030
5	MS. STEROL GODINHO	Associate Professor	13A	282225
6	PROF. SHARMILA BORKAR	Associate Professor	14	382994
7	SHRI. SATYAJIT HIRVE	Associate Professor	13A	302030
8	SHRI. PRAKASH TAMHANKAR	Associate Professor	13A	302030
9	MS. P. S. DEVI	Assistant Professor	12	0
10	MS. PRERNA TAMHANKAR	Assistant Professor	12	152794
11	MR. HENRIQUE D'SOUZA	Assistant Professor	13A	338744
12	MS. NISHA GANGAN	Assistant Professor	10	180097
13	DR. RIDDHI KHOLKAR	Assistant Professor	12	139671
14	MR. KAVIR SHIRODKAR	Assistant Professor	10	151712
15	MR. SAHIL SAWKAR	Assistant Professor	10	135381
16	MS. POONAM NAVELKER	Assistant Professor	10	124493
17	DR. AMITHA SHANBHOGUE	Assistant Professor	10	143352
18	MR. ASHISH NAIK	COLL. DIR. OF PE & SPORTS	10	120993
19	DR. SHOBHA KAREKAR	College Librarian	13 A	329537
20	MR. PRANAV SAMANT	Assistant Professor	--	60000
21	MR. SHIVAM SHEGDE	Assistant Professor	--	50000

22	MS. NITA NACHINOLKAR	Assistant Professor	--	60000
23	MS. POOJA NAGOJI	Assistant Professor	--	55000
24	MS. BANDANA YADAV	Assistant Professor	--	60000
25	MS. MONA MANGAONKER	Assistant Professor	--	55000
26	MS. DISHA TORASKAR	Assistant Professor	--	65000
27	MS. RUTA KENKARE	Assistant Professor	--	40000
28	MS. MANALEE SINARI	Assistant Professor	--	50000
29	MS. PADMASHREE GAWAS	Assistant Professor	--	55000

Non-Teaching Staff (2024-25)

Sr. No.	Name	Designation	Level No.	gross salary
1	2	3	4	5
1	MS. SUCHITA SAWANT	HEAD CLERK	6	101191
2	MR. ABHAY HAJARE	U.D.C.	5	83718
3	MR. DAMODAR DESAI	L.D.C.	3	69013
4	MR. RAMKRISHNA SAWANT	MTS	4	75760
5	MR. ANAND SHETKAR	MTS	4	73684
6	MR. RAJENDRA RAUT	MTS LAB (IT)	3	69013
7	MR. MAHESH PARWAR	MTS	3	67110
8	MR. TEJAS V. NAGVENKAR	INSTRUCTOR IN PHYSICAL EDUCATION	7	100936
9	MR. AVDHUT A. GUNAJI	ACCOUNTANT	7	103852
10	MR. GURUPRASAD NAMSHIKAR	SYSTEM ADMINISTRATOR	6	82661
11	MS. RIDDHI RAIKAR	LIBRARIAN GRADE - I	5	68662
12	MS. KRANTI KORGAONKAR	JR. STENOGRAPHER	4	60302
13	MR. RUDRESH D. KAMAT	LAB. ASSISTANT (IT)	4	58553
14	MR. SUDESH CHANDELKAR	U.D.C.	4	61307
15	MR. PRAMOD PAL	L.D.C.	2	46288
16	MS. PRAGATI PURANIK	L.D.C.	2	46288
17	MR. SHUBHAM NAVELKAR	L.D.C	2	41233
18	MR. MOHAMMED AMIN KHAN	MTS	3	64968
19	MR. SARVESH U. CHARI	MTS	1	43177
20	MR. RAVAJI MALIK	MTS	1	36373
21	MR. LAXIMIKANT TUYEKAR	MTS	1	36373

22	MR. ROHISH PEDNEKAR	LDC(EXAM)	--	22452
23	MR. RUPAM KANDOLKAR	MTS(EXAM)	--	22171
24	MS. USHA KUTIYAL	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 2025-2026

RECEIPT	Budget 2024-2025	Actual (Unaudited) 2024-2025	Budget 2025-2026	PAYMENT	Budget 2024-2025	Actual (Unaudited) 2024-2025	Budget 2025-2026
Fees				Office Expenses			
Gymkhana Fees	340000.00	319500.00	320000.00	Binding Charges	300.00	3500.00	4000.00
I Tech Fees	550000.00	518865.00	520000.00	Postage Expenses	5000.00	2718.00	3000.00
Laboratory Fees	65000.00	55750.00	60000.00	Printing Charges	75000.00	50290.00	50000.00
Library Fees	340000.00	320500.00	320000.00	Stationery Charges	70000.00	115418.00	120000.00
Other Fees	335000.00	320500.00	320000.00	Travelling & Conveyance Exp.	8000.00	9500.00	10000.00
Placement Brochure Fees	340000.00	319000.00	320000.00				
				Co-curricular Activities Exp.			
Non Salary Grant	3000000.00	0.00	3000000.00	Annual Social Gathering	35000.00	86294.00	90000.00
				College Functions	20000.00	1500.00	3000.00
Other Receipts				Competitions & Events	80000.00	229910.00	230000.00
College Administrative Fees	6000.00	21483.00	20000.00	Prizes & Awards - Competition	20000.00	5374.00	6000.00
Bank Interest - SB	25000.00	29740.00	30000.00	Student Activities & Functions	30000.00	57725.00	60000.00
Fines Library & Office	7000.00	2754.00	3000.00	-			
RTI fees	100.00	34.00	100.00	Computer Lab Expenses			
Tender Fees	0.00	10300.00	10000.00	Annual Maint. Charges	30000.00	0.00	0.00
TC/LC Fees	5000.00	4150.00	5000.00	Computer Consumables	35000.00	19468.00	20000.00
Sale of Raddi	10000.00	0.00	0.00	Computer Software	60000.00	0.00	0.00
Sale of Scrap	2000.00	800.00	1000.00	Internet Charges	250000.00	250000.00	250000.00
Identity Card Fees	90000.00	63154.00	65000.00	Rep & Maint - Computers	10000.00	13850.00	14000.00
Short Term Courses - Income	15000.00	19810.00	0.00	-			
Workshop & Seminar - Income	10000.00	38663.00	0.00	By Gymkhana Expenses			
CA Examinatiion - Income	0.00	29890.00	0.00	Annual Sports Meet	50000.00	57910.00	60000.00
				Rep & Maint - Gymkhana	0.00	14828.00	15000.00
Advance Received - Exam	0.00	3075000.00	0.00	Sports Affiliation Fees	100000.00	110979.00	100000.00
				Sports Consumables	35000.00	6850.00	7000.00

Cash & Bank Balances	0.00	1775178.89	28000.00	Sports Contigences	10000.00	10435.00	10000.00
				Sports Practice Allowance	75000.00	64800.00	70000.00
				Sports Registration & Entry Fees	5000.00	7026.00	5000.00
				Sports Tournament, Event & Fun.	10000.00	52723.00	60000.00
				Sports Travelling & Refreshment	150000.00	108900.00	110000.00
				-			
				<u>Library Expenses</u>			
				Annual Maint. Charges	15000.00	0.00	0.00
				Contigencies - Library	3000.00	380.00	500.00
				Newspaper & Magazine Expenses	200000.00	182297.00	190000.00
				-			
				<u>Outsourcing Expenses</u>			
				Gardening Expenses	130000.00	156367.00	90000.00
				Housekeeping Expenses	890000.00	856590.00	1225000.00
				Security Charges	480000.00	479760.00	410000.00
				-			
				<u>Repairs & Maintainance Expenses</u>			
				Rep & Maint - Electrical	50000.00	47366.00	50000.00
				Rep & Maint - Equipment	50000.00	85576.00	90000.00
				Rep & Maint - Furniture	20000.00	97340.00	100000.00
				Rep & Maint - Others	150000.00	134591.00	150000.00
				-			
				<u>Other Expenses</u>			
				Advertisements	120000.00	89766.00	100000.00
				Affiliation Fees - University	40000.00	47200.00	40000.00
				Annual Maintainance Charges	15000.00	14160.00	15000.00
				Audit Fees	17000.00	36060.00	40000.00
				Bank Charges	2000.00	403.08	500.00
				Casual Hire Charges - Labour	3000.00	1800.00	0.00
				Casual Hire Charges - Vehicle	17000.00	0.00	5000.00
				Contigencies - Principal	25000.00	24675.00	30000.00
				Contigencies - Others	60000.00	53706.00	0.00
				Electricity Charges	550000.00	599748.00	600000.00
				Fidelity Insurance Premium	2500.00	2437.00	2500.00
				Honorarium & TA	85000.00	122000.00	125000.00
				Membership & Subscription	0.00	4720.00	5000.00
				Mobile Charges	2500.00	702.00	1000.00

				Refilling Charges - Fire Extinguishers	2500.00	2124.00	2500.00
				Refreshment to Guest	15000.00	8675.00	25000.00
				Telephone Charges	25000.00	21936.00	25000.00
				Travelling Allowance	5000.00	21477.00	10000.00
				Water Charges	90000.00	93341.00	95000.00
				Workshop Seminar Reg. Fees	20000.00	34920.00	35000.00
				I Card Expenses	35000.00	0.00	0.00
				Medical Expenses	1000.00	0.00	1000.00
				-			
				College Equipments			
				Airconditioner	0.00	0.00	0.00
				Bio Metric Machine	0.00	0.00	0.00
				Computers & Equipments	200000.00	2148308.00	0.00
				Electrical Equipments	10000.00	0.00	10000.00
				Furniture & Fixtures	100000.00	65740.00	0.00
				Library Books	200000.00	184740.00	200000.00
				Teaching Aids	100000.00	0.00	0.00
				Sports Equipments	50000.00	0.00	0.00
				Balance Surplus / Deficit	196300.00	26168.81	52100.00
TOTAL	5140100.0	0	6925071.89	5022100.0	TOTAL	5140100.0	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 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 2024-25

SES's SRIDORA CACULO COLLEGE OF COMMERCE & MANG. STUDIES
KHORLIM,MAPUSA-GOA
STUDENTS AID FUND(2024-25)

SR.NO	STUDENTS NAME	CLASS
1	Ms.Nezlin Lucy Fernandes	FYBCOM
2	Ms.Sameena Abdul Shikapur	FYBCOM
3	Ms.Utkarsha R. Salgaonkar	SYBCOM
4	Ms.Saisha K.Gurav Sakhalkar	SYBCOM
5	Ms.Payal P. Korgaonkar	SYBCOM
6	Mr.Vansh D.Kalekar	TYBCOM
7	Ms.Shrutika U.Naik	TYBCOM
8	Ms.Rasika R.Dhumale	TYBCOM
9	Mr.Yeshwant U.Korgaonkar	TYBCOM
10	Ms.Sanjana D.Gudgewar	TYBCOM
11	Ms.Saloni S.Kauthankar	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.

**SES's SRIDORA CACULO COLLEGE OF COMMERCE & MANG. STUDIES
KHORLIM,MAPUSA-GOA
2024-25**

HIGHER EDUCATION LEARNINGPLAN(HELP)

SR.NO	NAME	CLASS
1	Mr.Ronak M.Yende	FYBCOM
2	Ms.Prajakta G.Naik	FYBCOM
3	Mr.Sohail M.Panigatti	FYBCOM
4	Ms.Bhumi T. Shetye	FYBCOM
5	Ms.Kirti D.Gudgewar	SYBCOM
6	Ms.Sanjana S.Kaisukar	SYBCOM

7	Ms.Sanjana S.Mhamal	TYBCOM
8	Mr.Mujeeab Naseer Taddewadi	TYBCOM
9	Ms.Rani Kumari Jha	TYBCOM
10	Ms.Sanisha S.Morajkar	TYBCOM
11	Ms.Gauri M.Hajare	TYBCOM
12	Mr.Omkar S. Kanolkar	TYBCOM
13	Mr.Kunal Kumar Sah	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.caculocollege.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 : 8.30 a.m. to 3.30 p.m.

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>	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)]
