



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](mailto:caculocollege@gmail.com)

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## **RIGHT TO INFORMATION MANUAL**

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

(UPDATED INFORMATION AS ON 28<sup>th</sup> September'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 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.

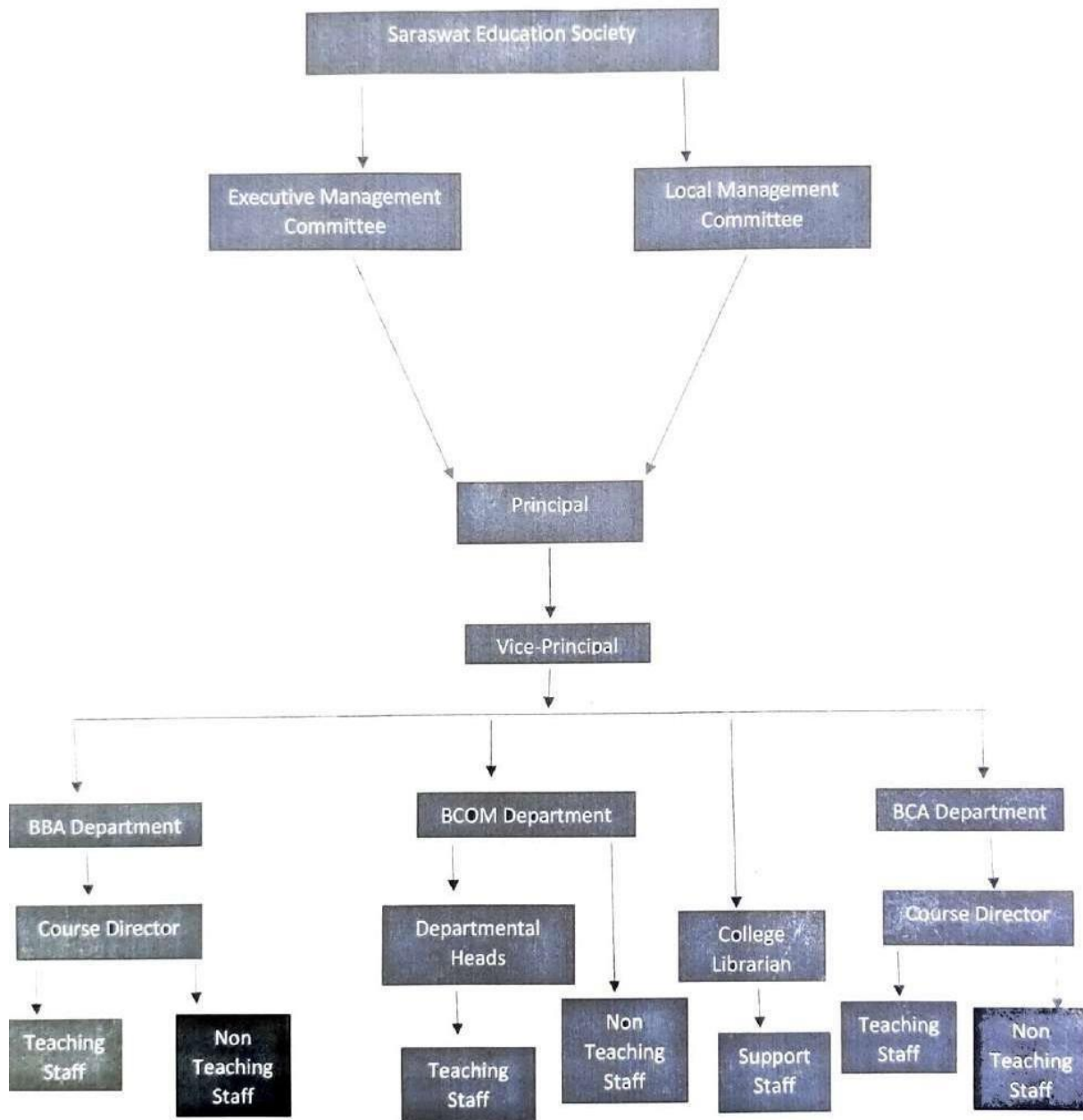
#### **-----Postal Address-----**

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
- 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 15<sup>TH</sup> MAY OF BCOM AND 15<sup>TH</sup> 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 PROCESSIONING 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 / 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**

- ALL STAFF MATTERS
- a) TIMELY UPDATING STAFF PERSONAL FILES/SERVICE BOOKS--- ENTREIS IN SERVICE BOOK-----BEFORE 30<sup>TH</sup> SEPTEMEBR AND 28<sup>TH</sup> 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 WITH IN 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 ACCOUNTNAT
  - PROVIDIG 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-C URRICULAR 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 IAIMS 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 CLASSES 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 INTIME 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 REGISTER 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 DEPARTMENT 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-CURRICULAR 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 KORGONKAR)
- 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.
- ASSISTING 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 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.

### **Duties**

## **Watchman**

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

## **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<br>10 DAYS |
| 7     | ATTESTATION OF DOCUMENTS                    | ADMINISTRATIVE SECTION | 1 DAY                                     |
| 8     | CORRECTION IN NAME AND SUCH OTHER DOCUMENTS | ADMINISTRATIVE SECTION | AFTER SUBMITTING ALL DOCUMENTS<br>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)<br>Price in case of priced publications                                                                           |
|---------|----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | Goa University Act                                                   |                                                                                                                   | Freely available on Goa University web site<br><a href="http://www.unigoa.ac.in">www.unigoa.ac.in</a>                                    |
| 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<br><a href="http://www.unigoa.ac.in">www.unigoa.ac.in</a>                                    |
| 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.<br><a href="http://www.caculoccollege.ac.in">www.caculoccollege.ac.in</a> |
| 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 PROFLIE ( 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 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   | <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 MINUTES                                  | 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 REGIONAL 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          | 195 | INSTITUTION'S INNOVATION COUNCIL                        | IIC             |
| 91    | IITM                             | IITM         | 196 | COLLEGE ROTARACT CLUB                                   | CRC             |
| 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 Complaint Committee (ICC)
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) ]**

**COMMITTEE LIST FOR AY 2026-27**

| Sr No | Name of Committee                                                          | Convenor                    | Names Of Members                                                                                                                                                                     |
|-------|----------------------------------------------------------------------------|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1     | <b>IQAC (Internal Quality Assurance Cell)</b>                              | <b>Dr. Henrique Dsouza</b>  | Dr. Perna Tamhankar,<br>Dr. Kavir Shirodkar,<br>Mr. Sahil Sawkar,<br>Mr. Sahil Nayak,<br>Ms. Prutha Kalangutkar,<br>Ms. Suchita Sawant,<br>Mr. Avdhut Gunaji,<br>Mr. Nandish Kenkare |
| 2     | <b>Training Internship &amp; Placement Cell</b>                            | <b>Dr. Riddhi Kholkar</b>   | Ms. Pooja Nagoji,<br>Dr. Apurva Bandodcar,<br>Ms. Padmashree Gawas,<br>Mr. Aniket Morajkar,<br>Ms. Ashwina Shet<br>Mr. Shubham Navelkar                                              |
| 3     | <b>Institutions innovation council / Innovation Cell / Incubation Cell</b> | <b>Dr. Amita Shanbhogue</b> | Prof. Sharmila Borkar<br>Ms. Sterol Godinho,<br>Mr. Satyajit Hirve,<br>Mr. Sahil Sawkar,<br>Mr. Sahil Nayak,<br>Ms. Ashwina Shet<br>Mr. Guruprasad Namshikar                         |
| 4     | <b>Research &amp; Development</b>                                          | <b>Dr. Shobha Karekar</b>   | Dr. Smita Shrivastava<br>Dr. Nisha Gangan,<br>Dr. Apurva Bandodcar                                                                                                                   |
| 5     | <b>Certificate based courses</b>                                           | <b>Dr. Kavir Shirodkar</b>  | Dr. Perna Tamhankar,<br>Ms. Disha Toraskar<br>Dr. Vikrant Mudliyar<br>Ms. Bhagyalaxmi Khedekar<br>Mr. Jayant Panvelkar<br>Ms. Delissa De Ataide                                      |
| 6     | <b>Feedback Committee</b>                                                  | <b>Ms. Poonam Navelkar</b>  | Dr. Smita Shrivastava<br>Mr. Pranav Samant,                                                                                                                                          |

|    |                                                       |                                                    |                                                                                                                                   |
|----|-------------------------------------------------------|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
|    | <b>(Student/Parent/Alumni feedback</b>                |                                                    | Ms. Lida Joao<br>Mr. Tejas Lotlikar                                                                                               |
| 7  | <b>Alumni Association / Alumni Committee</b>          | <b>Ms. Bhagyalaxmi Khedekar</b>                    | Dr. Nisha Gangan<br>Mr. Ashish Naik,<br>Mr. Sahil Nayak<br>Mr. Pranav Samant<br>Mr. Imran Khadri,<br>Ms. Ruta Kenkare             |
| 8  | <b>MOU</b>                                            | <b>Dr. Amita Shanbhogue</b>                        | Dr. Kavir Shirodkar,<br>Ms. Bhagyalaxmi Khedekar,<br>Mr. Imran Khadri,<br>Mr. Sahil Nayak<br>Mr. Shubham Navelkar,                |
| 9  | <b>Faculty Improvement Program</b>                    | <b>Dr. Kavir Shirodkar</b>                         | Dr. Prerna Tamhankar,<br>Dr. Nisha Gangan<br>Dr. Vikrant Mudliyar                                                                 |
| 10 | <b>Parent Teacher Association</b>                     | <b>Ms. Nita Nachinolkar and Mr. Satyajit Hirve</b> | Mr. Satyajit Hirve<br>Ms. Nita Nachinolkar<br>Ms. Sonali Gaonkar                                                                  |
| 11 | <b>Student council</b>                                | <b>Mr. Sahil Sawkar</b>                            | Dr. Smita Shrivastava<br>Dr. Henrique D'souza,<br>Ms. Ruta Kenkare,<br>Ms. Prutha Kalangutkar (BCA)<br>Mr. Jayant Panvelkar (BBA) |
| 12 | <b>Examination Committee</b>                          | <b>Mr. Prakash Tamhankar</b>                       | Ms. Sterol Godinho,<br>Mr. Pranav Samant<br>Ms. Pooja Nagoji<br>Ms. Padmashree Gawas                                              |
| 13 | <b>Extension &amp; / Community Outreach Committee</b> | <b>Prof. Sharmila Borkar</b>                       | Dr. Apurva Bandodcar<br>Ms. Disha Toraskar,<br>Ms. Pooja Nagoji                                                                   |
| 14 | <b>NSS</b>                                            | <b>Mr. Satyajit Hirve</b>                          | Mr. Pranav Samant,<br>Ms. Nita Nachinolkar,<br>Ms. Padmashree Gawas                                                               |
| 15 | <b>Purchase Committee</b>                             | <b>Mr. Sahil Sawkar</b>                            | Mr. Avdhut Gunaji,<br>Mr. Sudesh Chandelkar,<br>Ms. Prutha Kalangutkar-BCA<br>Mr. Sahil Nayak-BBA                                 |
| 16 | <b>Library Committee</b>                              | <b>Dr. Shobha Karekar</b>                          | Prof. Sharmila Borkar<br>Dr. Nisha Gangan<br>Ms. Nita Nachinolkar,                                                                |
| 17 | <b>Equal opportunity cell</b>                         | <b>Ms. Ruta Kenkare</b>                            | Ms. Usha Kutiyal                                                                                                                  |
| 18 | <b>ICT / Website Committee</b>                        | <b>Dr. Nisha Gangan</b>                            | Mr. Imran Khadri,<br>Ms. Bhagyalaxmi Khedekar,                                                                                    |

|    |                                                        |                                            |                                                                                                         |
|----|--------------------------------------------------------|--------------------------------------------|---------------------------------------------------------------------------------------------------------|
|    |                                                        |                                            | Mr. Guruprasad Namshikar,<br>Ms. Ruta Kenkare<br>Ms. Siddhi Govekar                                     |
| 19 | <b>Discipline Committee</b>                            | <b>Ms. Sterol Godinho</b>                  | Dr. Henrique Dsouza,<br>Dr. Riddhi Kholkar,<br>Ms. Nita Nachinolkar                                     |
| 20 | <b>Anti-Ragging Committee &amp; Anti-Ragging Squad</b> | <b>Dr. Kavir Shirodkar</b>                 | Dr. Henrique Dsouza,<br>Mr. Prakash Tamhankar                                                           |
| 21 | <b>Grievance Redressal Committee</b>                   | <b>Dr. Nisha Gangan</b>                    | Ms. Sterol Godinho,<br>Dr. Apurva Bandodcar                                                             |
| 22 | <b>Admission &amp; Attendance Committee</b>            | <b>Dr. Prerna Tamhankar</b>                | Dr. Kavir Shirodkar,<br>Mr. Ashish Naik<br>Ms. Disha Toraskar,<br>Ms. Ruta Kenkare,<br>Ms. Pooja Nagoji |
| 23 | <b>Internal Complaints Committee (ICC)</b>             | <b>Ms. Sterol Godinho</b>                  | Dr. Shobha Karekar<br>Ms. Ruta Kenkare,<br>Ms. Usha Kutiyal                                             |
| 24 | <b>SC/ST Committee / Cell</b>                          | <b>Dr. Kavir Shirodkar (Nodal Officer)</b> |                                                                                                         |
| 25 | <b>Scholarship / Student Welfare Committee</b>         | <b>Dr. Prerna Tamhankar</b>                | Mr. Ashish Naik<br>Dr. Apurva Bandodcar<br>Ms. Pragati Puranik,                                         |
| 26 | <b>Finance Committee / Audit Committee –</b>           | <b>N.A</b>                                 |                                                                                                         |
| 27 | <b>OBC Cell.</b>                                       | <b>N.A</b>                                 |                                                                                                         |
| 28 | <b>Remedial Coaching Classes Committee</b>             | <b>Mr. Pranav Samant</b>                   |                                                                                                         |
| 29 | <b>Mentoring Committee</b>                             | <b>Dr. Smita Srivastava</b>                | Dr. Amitha Shanbhogue<br>Ms. Neha Yadav                                                                 |
| 30 | <b>Sports committee</b>                                | <b>Mr. Pranav Samant</b>                   |                                                                                                         |
| 31 | <b>Time-Table Committee</b>                            | <b>Mr. Sahil Sawkar</b>                    | Ms. Disha Toraskar,<br>Mr. Nita Nachinolkar                                                             |
| 32 | <b>Wall paper and Magazine</b>                         | <b>Dr. Henrique Dsouza</b>                 | Ms. Mukta Sopte<br>Mr. Adwait Salgaonkar<br>Ms. Pritam Salgaonkar                                       |
| 33 | <b>Consumer Cell</b>                                   | <b>Ms. Ruta kenkare</b>                    | Ms. Sonali Gaonkar                                                                                      |
| 34 | <b>Staff secretary</b>                                 | <b>Ms. Disha Toraskar</b>                  |                                                                                                         |
| 35 | <b>Samarth Portal</b>                                  | <b>Ms.Poonam Navelkar (Mr.Tejas )</b>      | Mr. Guruprasad Namshikar                                                                                |
| 36 | <b>Examination Grievance</b>                           | <b>Dr. Riddhi Kholkar</b>                  | Dr. Prerna Tamhankar                                                                                    |

|    |                                                                 |                                        |                                                                                                                                                                                                                                                                                                       |
|----|-----------------------------------------------------------------|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                                                                 |                                        | Dr. Nisha Gangan                                                                                                                                                                                                                                                                                      |
| 37 | <b>Election – University and College</b>                        | <b>Dr Smita Srivastava</b>             | Ms. Prutha Kalangutkar ,<br>Mr. Aniket Morajkar ,<br>Ms. Lida Joao                                                                                                                                                                                                                                    |
| 38 | <b>Press and Report Compilation Committee</b>                   | <b>Ms. Nita Nasnodkar</b>              | Ms. Mukta Sopte<br>Mr. Adwait Salgaonkar                                                                                                                                                                                                                                                              |
| 39 | <b>Perspective Planning</b>                                     | <b>Ms. Sterol Godinho</b>              | Ms.Pooja Nagoji                                                                                                                                                                                                                                                                                       |
| 40 | <b>Canteen Committee</b>                                        | <b>Ms. Padmashree Gawas</b>            | Mr. Sahil Sawkar<br>Mr. Jayant Panvelkar<br>Ms. Delissa de Ataide                                                                                                                                                                                                                                     |
| 41 | <b>Employee Grievance Committee</b>                             | <b>Ms. Smruti Borkar</b>               | Dr. Amitha Shanbhogue,<br>Ms. Sterol Godinho                                                                                                                                                                                                                                                          |
| 42 | <b>Women’s Development Cell/ Gender Sensitization Committee</b> | <b>Ms. Disha Toraskar</b>              | Ms. Ashwina Shet<br>Ms. Usha Kutiyal                                                                                                                                                                                                                                                                  |
| 43 | <b>TY Project Coordinator</b>                                   | <b>Prof. Sharmila Borkar</b>           | Mr. Pramod Pal                                                                                                                                                                                                                                                                                        |
| 44 | <b>Swayam</b>                                                   | <b>Ms. Poonam Navelkar</b>             | Ms. Shalini Gunaji,<br>Mr. Aniket Morajkar<br>Mr. Tejas Lotlikar<br>Mr. Yashodhan Sawardekar                                                                                                                                                                                                          |
| 45 | <b>TLET</b>                                                     | <b>Mr. Prakash Tamhankar</b>           | Ms. Sterol Godinho<br>Dr. Riddhi Kholkar                                                                                                                                                                                                                                                              |
| 46 | <b>SOCIAL MEDIA</b>                                             | <b>Mr. Sahil Sawkar</b>                | Mr. Ashish Naik,<br>Ms. Shalini Gunaji<br>Ms. Bhagyalaxmi Khedekar                                                                                                                                                                                                                                    |
| 47 | <b>IGOT KARMAYOGI</b>                                           | <b>Mr. Pranav Samant</b>               | Ms. Sonali Gaonkar                                                                                                                                                                                                                                                                                    |
| 50 | <b>INDIAN KNOWLEDGE SYSTEM</b>                                  | <b>Dr. Prerna Tamhankar</b>            | Dr. Riddhi Kholkar<br>Dr. Kavir Shirodkar<br>Mr. Sahil Sawkar                                                                                                                                                                                                                                         |
| 51 | <b>LOCAL MANAGING COMMITTEE</b>                                 | <b>Shri. Rupesh Kamat<br/>Chairman</b> | Shri. Balkrishna Parulekar<br>Shri. Amogh Prabhu Parrikar<br>Shri. Pramod Joshi<br>Shri. Nandish Kenkare<br>Ms. Smruti Borkar<br>Dr. Kavir Shirodkar<br>Dr. Henrique D’Souza<br>Prof. Tushar Anvekar<br>Prof. Bhushan Bhawe<br>Dr. Shruti Kamat Dalal<br>Ms. Suchita Sawant<br>Prof. Santosh B.Patkar |

**Directory of Officers and**  
**Employees [ Sec 4 (1) (b) (ix)**

**1**

Teaching Staff (2026-2027)

| Sr.No. | Name of Teaching Staff    | Contact | E-Mail                                |
|--------|---------------------------|---------|---------------------------------------|
| 1      | Prof.Santosh B.Patkar     | 2254478 | santosh.patkar@caculocollege.ac.in    |
| 2      | Mrs. Smruti Borkar        | 2254478 | smruti.borkar@caculocollege.ac.in     |
| 3      | Prof.(Dr.)Sharmila Borkar | 2254478 | sharmila.borkar@caculocollege.ac.in   |
| 4      | Dr. Smita Shrivastava     | 2254478 | smita.shrivastava@caculocollege.ac.in |
| 5      | Mrs. Sterol Godinho       | 2254478 | sterol.godinho@caculocollege.ac.in    |
| 6      | Mr. Prakash N. Tamhankar  | 2254478 | prakash.tamhankar@caculocollege.ac.in |
| 7      | Mr. Satyajit Hirve        | 2254478 | satyajit.hirve@caculocollege.ac.in    |
| 8      | Dr. P.S. Devi             | 2254478 | devi.ps@caculocollege.ac.in           |
| 9      | Dr. Prerna Tamhankar      | 2254478 | prerana.tamhankar@caculocollege.ac.in |
| 10     | Dr. Henrique D'Souza      | 2254478 | henrique.dsouza@caculocollege.ac.in   |
| 11     | Dr. Nisha Gangan          | 2254478 | nisha.gangan@caculocollege.ac.in      |
| 12     | Dr. Riddhi Kholkar        | 2254478 | riddhi.kholkar@caculocollege.ac.in    |
| 13     | Dr. Shobha U. Karekar     | 2254478 | shobha.karekar@caculocollege.ac.in    |
| 14     | Mr. Sahil H. Sawkar       | 2254478 | sahil.sawkar@caculocollege.ac.in      |
| 15     | Dr. Kavir K. Shirodkar    | 2254478 | kavir.shirodkar@caculocollege.ac.in   |
| 16     | Dr.Amitha Shanbhogue      | 2254478 | amitha.shanbhogue@caculocollege.ac.in |
| 17     | Mrs. Poonam Navelker      | 2254478 | poonam.navelker@caculocollege.ac.in   |
| 18     | Mr. Ashish Naik           | 2254478 | ashish.naik@caculoocollege.ac.in      |
| 19     | Ms. Disha Toraskar        | 2254478 | disha.toraskar@caculocollege.ac.in    |
| 20     | Ms.Nita Nachinolkar       | 2254478 | nita.nachinolkar@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. Padmashree Gawas          | 2254478 | padmashree.gawas@caculocollege.ac.in     |
| 24 | Dr. Apurva Bandodkar          | 2254478 | apurva.bandodkar@caculocollege.ac.in     |
| 25 | Dr. Vikrant Mudliyar          | 2254478 | vikrant.mudliyar@caculocollege.ac.in     |
| 26 | Mrs. Ruta Kenkare             | 2254478 | ruta.kenkare@caculocollege.ac.in         |
| 27 | Ms. Neha Yadav                | 2254478 | neha.yadav@caculocollege.ac.in           |
| 28 | Ms. Sonali Gaonkar            | 2254478 | sonali.gaonkar@caculocollege.ac.in       |
| 29 | Mr. Adwait Salgaonkar         | 2254478 | adwait.salgaonkar@caculocollege.ac.in    |
| 30 | Ms. Mukta Sopte               | 2254478 | mukta.sopte@caculocollege.ac.in          |
| 31 | Ms. Lida Matilda Almeida Joao | 2254478 | lida.joao@caculocollege.ac.in            |
| 32 | Mr. Tejas Lotlikar            | 2254478 | tejas.lotlikar@caculocollege.ac.in       |
| 33 | Ms. Siddhi Govekar            | 2254478 | siddhi.govekar@caculocollege.ac.in       |
| 34 | Ms. Akshata Sawant            | 2254478 | akshata.Sawant@caculocollege.a.in        |
| 35 | Mr. Yeshodhan Sawardekar      | 2254478 | yashodhan.sawardekar@caculocollege.ac.in |
| 36 | Ms. Diksha Korgaonkar         | 2254478 | diksha.korgaonkar@caculocollege.ac.in    |
| 37 | Mr. Ramakant a/s Sahil Nayak  | 2254478 | sahil.nayak@caculocollege.ac.in          |
| 38 | Ms. Bhagyalaxmi Khedekar      | 2254478 | bhagyalaxmi.khedekar@caculocollege.ac.in |
| 39 | Mr. Aniket Morajkar           | 2254478 | aniket.morajkar@caculocollege.ac.in      |
| 40 | Mr. Jayant Panvelkar          | 2254478 | jayant.panvelkar@caculocollege.ac.in     |
| 41 | Ms. Gouri Nadgouda            | 2254478 | gouri.nadgouda@caculocollege.ac.in       |

|    |                        |         |                                        |
|----|------------------------|---------|----------------------------------------|
| 42 | Ms. Prutha Kalangutkar | 2254478 | prutha.kalangutkar@caculocollege.ac.in |
| 43 | Ms. Ashwina Shet       | 2254478 | ashwina.shet@caculocollege.ac.in       |
| 44 | Ms. Shalini Gunaji     | 2254478 | shalini.gunaji@caculocollege.ac.in     |
| 45 | Mr. Imran Khadri       | 2254478 | imran.khadri@caculocollege.ac.in       |
| 46 | Ms. Delissa De Ataide  | 2254478 | delissa.ataide@caculocollege.ac.in     |
| 47 | Ms. Annisha Polshet    | 2254478 | annisha.polshet@caculocollege.ac.in    |
| 48 | Ms. Priyanka Pandit    | 2254478 | priyanka.pandit@caculocollege.ac.in    |
| 49 | Mr. Sudip Naik         | 2254478 | sudip.naik@caculocollege.ac.in         |
| 50 | Ms. Sneha Morajkar     | 2254478 | sneha.morajkar@caculocollege.ac.in     |
| 51 | Ms. Smeeta Kerkar      | 2254478 | smeeta.kerkar@caculocollege.ac.in      |
| 52 | Ms. Prajakta Parab     | 2254478 | Prajakta.parab@caculocollege.ac.in     |
| 53 | Ms. Ashwini Gurav      | 2254478 | ashwini.gurav@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. Mohammad 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@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 (2025-2026)

| Sr. No. | Name                    | Designation               | Level No. | Gross Salary |
|---------|-------------------------|---------------------------|-----------|--------------|
| 1       | 2                       | 3                         | 8         | 14           |
| 1       | PROF. SANTOSH PATKAR    | Principal                 | 14        | 398584       |
| 2       | MS. SMRUTI BORKAR       | Vice Principal            | 13A       | 341082       |
| 4       | MS. STEROL GODINHO      | Associate Professor       | 13A       | 359370       |
| 5       | PROF. SHARMILA BORKAR   | Associate Professor       | 14        | 394084       |
| 6       | SHRI. SATYAJIT HIRVE    | Associate Professor       | 13A       | 319858       |
| 7       | SHRI. PRAKASH TAMHANKAR | Associate Professor       | 13A       | 319858       |
| 8       | MS. P. S. DEVI          | Assistant Professor       | 12        | 0            |
| 9       | DR. PRERNA TAMHANKAR    | Associate Professor       | 12        | 208074       |
| 10      | DR. HENRIQUE D'SOUZA    | Associate Professor       | 13A       | 358900       |
| 11      | DR. NISHA GANGAN        | Assistant Professor       | 10        | 190799       |
| 12      | DR. RIDDHI KHOLKAR      | Assistant Professor       | 12        | 196402       |
| 13      | DR. KAVIR SHIRODKAR     | Associate Professor       | 10        | 175190       |
| 14      | MR. SAHIL SAWKAR        | Assistant Professor       | 10        | 143371       |
| 15      | MS. POONAM NAVELKER     | Assistant Professor       | 10        | 126076       |
| 16      | DR. AMITHA SHANBHOGUE   | Assistant Professor       | 10        | 151776       |
| 17      | MR. ASHISH NAIK         | COLL. DIR. OF PE & SPORTS | 10        | 128161       |
| 18      | DR. SHOBHA KAREKAR      | College Librarian         | 13 A      | 349050       |
| 19      | MR PRANAV SAMANT        | Assistant Professor       | --        | 60000        |
| 20      | MS. NITA NACHINOLKAR    | Assistant Professor       | --        | 65000        |
| 21      | MS. POOJA NAGOJI        | Assistant Professor       | --        | 60000        |
| 22      | MS. BANDANA YADAV       | Assistant Professor       | --        | 60000        |
| 23      | MS. DISHA TORASKAR      | Assistant Professor       | --        | 65000        |
| 24      | MS. RUTA KENKARE        | Assistant Professor       | --        | 40000        |

### Non-Teaching Staff (2025-26)

| Sr. No. | Name                     | Designation                      | Level No. | gross salary |
|---------|--------------------------|----------------------------------|-----------|--------------|
| 1       | 2                        | 3                                | 4         | 5            |
| 2       | MS. SUCHITA SAWANT       | HEAD CLERK                       | 6         | 107152       |
| 3       | MR. ABHAY HAJARE         | U.D.C.                           | 5         | 88640        |
| 4       | MR. DAMODAR DESAI        | L.D.C.                           | 3         | 72976        |
| 5       | MR. ANAND SHETKAR        | MTS                              | 4         | 77960        |
| 6       | MR. RAJENDRA RAUT        | MTS LAB (IT)                     | 3         | 72976        |
| 7       | MR. MAHESH PARWAR        | MTS                              | 3         | 71018        |
| 8       | MR. TEJAS V. NAGVENKAR   | INSTRUCTOR IN PHYSICAL EDUCATION | 7         | 106906       |
| 9       | MR. AVDHUT A. GUNAJI     | ACCOUNTANT                       | 7         | 110108       |
| 10      | MR. GURUPRASAD NAMSHIKAR | SYSTEM ADMINISTRATOR             | 6         | 87495        |
| 11      | MS. RIDDHI RAIKAR        | LIBRARIAN GRADE - I              | 5         | 72686        |
| 12      | MS. KRANTI KORGONKAR     | JR. STENOGRAPHER                 | 4         | 63881        |
| 13      | MR. RUDRESH D. KAMAT     | LAB. ASSISTANT (IT)              | 4         | 62080        |
| 14      | MR. SUDESH CHANDELKAR    | U.D.C.                           | 4         | 64924        |
| 15      | MR. PRAMOD PAL           | L.D.C.                           | 2         | 49051        |
| 16      | MS. PRAGATI PURANIK      | L.D.C.                           | 2         | 49051        |
| 17      | MR. SHUBHAM NAVELKAR     | L.D.C                            | 2         | 43647        |
| 18      | MR. MOHAMMAD AMIN KHAN   | MTS                              | 3         | 68884        |
| 19      | MR. SARVESH U. CHARI     | MTS                              | 1         | 45649        |
| 20      | MR. RAVAJI MALIK         | MTS                              | 1         | 38444        |
| 21      | MR. LAXIMIKANT TUYEKAR   | MTS                              | 1         | 38444        |
| 22      | MR. SHREYASH MASHELKAR   | MTS                              | 1         | 37444        |
| 23      | MR. ROHISH PEDNEKAR      | LDC(EXAM)                        | --        | 22513        |
| 24      | MR. RUPAM KANDOLKAR      | MTS(EXAM)                        | --        | 22223        |
| 25      | 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 2026-2027**

| RECEIPT                        | Budget<br>2025-2026 | Actual<br>(Unaudited ) 2025-<br>2026 | Budget<br>2026-2027 | PAYMENT                                         | Budget<br>2025-2026 | Actual<br>(Unaudited)<br>2025-<br>2026 | Budget 2026-<br>2027 |
|--------------------------------|---------------------|--------------------------------------|---------------------|-------------------------------------------------|---------------------|----------------------------------------|----------------------|
| <b><u>Fees</u></b>             |                     |                                      |                     | <b><u>Office Expenses</u></b>                   |                     |                                        |                      |
| Gymkhana Fees                  | 320000.00           | 316500.00                            | 320000.00           | Binding Charges                                 | 4000.00             | 1260.00                                | 2000.00              |
| I Tech Fees                    | 520000.00           | 518240.00                            | 520000.00           | Postage Expenses                                | 3000.00             | 3575.00                                | 4000.00              |
| Laboratory Fees                | 60000.00            | 72500.00                             | 75000.00            | Printing Charges                                | 50000.00            | 39463.00                               | 40000.00             |
| Library Fees                   | 320000.00           | 315500.00                            | 320000.00           | Stationery Charges                              | 120000.00           | 100820.00                              | 100000.00            |
| Other Fees                     | 320000.00           | 316500.00                            | 320000.00           | Travelling & Conveyance<br>Exp.                 | 10000.00            | 7610.00                                | 10000.00             |
| Placement Brochure Fees        | 320000.00           | 310500.00                            | 320000.00           |                                                 |                     |                                        |                      |
|                                |                     |                                      |                     | <b><u>Co-curricular Activities<br/>Exp.</u></b> |                     |                                        |                      |
| <b><u>Non Salary Grant</u></b> | 3000000.00          | 3954886.00                           | 5000000.00          | Annual Social Gathering                         | 90000.00            | 86779.00                               | 90000.00             |
|                                |                     |                                      |                     | College Functions                               | 3000.00             | 17574.00                               | 20000.00             |
| <b><u>Other Receipts</u></b>   |                     |                                      |                     | Competitions & Events                           | 230000.00           | 133708.00                              | 150000.00            |
| College Administrative<br>Fees | 20000.00            | 13000.00                             | 15000.00            | Prizes & Awards -<br>Competition                | 6000.00             | 0.00                                   | 0.00                 |
| Bank Interest - SB             | 30000.00            | 28436.00                             | 30000.00            | Student Activities &<br>Functions               | 60000.00            | 58718.00                               | 65000.00             |
| Fines Library & Office         | 3000.00             | 5385.00                              | 6000.00             | -                                               |                     |                                        |                      |
| RTI fees                       | 100.00              | 0.00                                 | 0.00                | <b><u>Computer Lab Expenses</u></b>             |                     |                                        |                      |
| Tender Fees                    | 10000.00            | 2000.00                              | 5000.00             | Computer Consumables<br>/Repairs                | 20000.00            | 44337.00                               | 50000.00             |
| TC/LC Fees                     | 5000.00             | 2700.00                              | 3000.00             | Computer Software                               | 0.00                | 3677.00                                | 0.00                 |
| Sale of Raddi                  | 0.00                | 4360.00                              | 5000.00             | Internet Charges                                | 250000.00           | 250000.00                              | 250000.00            |
| Sale of Scrap                  | 1000.00             | 0.00                                 | 1000.00             | Rep & Maint - Computer<br>Lab                   | 14000.00            | 6900.00                                | 10000.00             |
| Identity Card Fees             | 65000.00            | 61646.00                             | 65000.00            | -                                               |                     |                                        |                      |
| Converge 3.0 Prog. -<br>Income | 0.00                | -160.00                              | 0.00                | <b><u>By Gymkhana Expenses</u></b>              |                     |                                        |                      |
| Workshop & Seminar -<br>Income | 0.00                | -355.00                              | 0.00                | Annual Sports Meet                              | 60000.00            | 44860.00                               | 50000.00             |
|                                |                     |                                      |                     | Rep & Maint - Gymkhana                          | 15000.00            | 43230.00                               | 50000.00             |

|                              |      |            |      |                                                   |            |            |            |
|------------------------------|------|------------|------|---------------------------------------------------|------------|------------|------------|
| Advance Received - Exam      | 0.00 | 1326500.00 | 0.00 | Sports Affiliation Fees                           | 100000.00  | 94950.00   | 100000.00  |
|                              |      |            |      | Sports Consumables                                | 7000.00    | 14830.00   | 15000.00   |
| Advance Received - Society   | 0.00 | 420198.00  | 0.00 | Sports Contingences                               | 10000.00   | 15818.00   | 20000.00   |
|                              |      |            |      | Sports Medical Expences                           | 0.00       | 1381.00    | 2000.00    |
| Opening Cash & Bank Balances |      | 27743.22   |      | Sports Practice Allowance                         | 70000.00   | 32680.00   | 40000.00   |
|                              |      |            |      | Sports Registration & Entry Fees                  | 5000.00    | 8600.00    | 10000.00   |
|                              |      |            |      | Sports Tournament, Event & Fun.                   | 60000.00   | 63813.00   | 65000.00   |
|                              |      |            |      | Sports Travelling & Refreshment                   | 110000.00  | 71610.00   | 75000.00   |
|                              |      |            |      | -                                                 |            |            |            |
|                              |      |            |      | <b><u>Library Expenses</u></b>                    |            |            |            |
|                              |      |            |      | Contingencies - Library                           | 500.00     | 775.00     | 1000.00    |
|                              |      |            |      | Newspaper & Magazine Expenses                     | 190000.00  | 155213.00  | 160000.00  |
|                              |      |            |      | -                                                 |            |            |            |
|                              |      |            |      | <b><u>Outsourcing Expenses</u></b>                |            |            |            |
|                              |      |            |      | Gardening Expenses                                | 90000.00   | 127200.00  | 150000.00  |
|                              |      |            |      | Housekeeping Expenses                             | 1225000.00 | 1204316.00 | 1200000.00 |
|                              |      |            |      | Security Charges                                  | 410000.00  | 407404.00  | 400000.00  |
|                              |      |            |      |                                                   |            |            |            |
|                              |      |            |      | <b><u>Repairs &amp; Maintainance Expenses</u></b> |            |            |            |
|                              |      |            |      | Rep & Maint - Amplifier & Speaker                 | 0.00       | 3150.00    | 4000.00    |
|                              |      |            |      | Rep & Maint - Electrical                          | 50000.00   | 53411.00   | 65000.00   |
|                              |      |            |      | Rep & Maint - Equipment                           | 90000.00   | 73775.00   | 75000.00   |
|                              |      |            |      | Rep & Maint - Furniture                           | 100000.00  | 49467.00   | 50000.00   |
|                              |      |            |      | Rep & Maint - Others                              | 150000.00  | 0.00       | 0.00       |
|                              |      |            |      | -                                                 |            |            |            |
|                              |      |            |      | <b><u>Other Expenses</u></b>                      |            |            |            |
|                              |      |            |      | Advertisements                                    | 100000.00  | 111740.00  | 120000.00  |
|                              |      |            |      | Affiliation Fees - University                     | 40000.00   | 40000.00   | 40000.00   |
|                              |      |            |      | Annual Maintainance Charges                       | 15000.00   | 250000.00  | 100000.00  |
|                              |      |            |      | Audit Fees                                        | 40000.00   | 25370.00   | 30000.00   |
|                              |      |            |      | Bank Charges                                      | 500.00     | 55.96      | 100.00     |
|                              |      |            |      | Casual Hire Charges - Labour                      | 0.00       | 0.00       | 5000.00    |
|                              |      |            |      | Casual Hire Charges - Vehicle                     | 5000.00    | 22197.00   | 5000.00    |

|  |  |  |  |                                        |           |           |              |
|--|--|--|--|----------------------------------------|-----------|-----------|--------------|
|  |  |  |  | Contingencies - Principal              | 30000.00  | 29975.00  | 30000.00     |
|  |  |  |  | Electricity Charges                    | 600000.00 | 691111.00 | 700000.00    |
|  |  |  |  | Fidelity Insurance Premium             | 2500.00   | 2437.00   | 2500.00      |
|  |  |  |  | Honorarium & TA                        | 125000.00 | 86000.00  | 100000.00    |
|  |  |  |  | Membership & Subscription              | 5000.00   | 0.00      | 0.00         |
|  |  |  |  | Mobile Charges                         | 1000.00   | 1786.00   | 2000.00      |
|  |  |  |  | Refilling Charges - Fire Extinguishers | 2500.00   | 2124.00   | 2500.00      |
|  |  |  |  | Refreshment to Guest                   | 25000.00  | 14514.00  | 15000.00     |
|  |  |  |  | Telephone Charges                      | 25000.00  | 22628.00  | 25000.00     |
|  |  |  |  | Travelling & Daily Allowance           | 10000.00  | 21032.00  | 25000.00     |
|  |  |  |  | Water Charges                          | 95000.00  | 82932.00  | 85000.00     |
|  |  |  |  | Workshop Seminar Reg. Fees             | 35000.00  | 45330.00  | 50000.00     |
|  |  |  |  | Medical Expenses                       | 1000.00   | 0.00      | 0.00         |
|  |  |  |  | -                                      |           |           |              |
|  |  |  |  | <b><u>College Equipments</u></b>       |           |           |              |
|  |  |  |  | Audio Mixer                            | 0.00      | 11000.00  | 0.00         |
|  |  |  |  | CCTV Camera                            | 0.00      | 364438.00 | 0.00         |
|  |  |  |  | Computers & Equipments                 | 0.00      | 485958.00 | 0.00         |
|  |  |  |  | Digital Camera                         | 0.00      | 376500.00 | 0.00         |
|  |  |  |  | Electrical Equipments                  | 10000.00  | 0.00      | 0.00         |
|  |  |  |  | Furniture & Fixtures                   | 0.00      | 34515.00  | 0.00         |
|  |  |  |  | LED TV/Display Screen                  |           | 109200.00 | 0.00         |
|  |  |  |  | Library Books                          | 200000.00 | 117778.00 | 150000.00    |
|  |  |  |  | Sports Equipments                      | 0.00      | 131134.00 | 0.00         |
|  |  |  |  | Teaching Aids                          | 0.00      | 9990.00   | 0.00         |
|  |  |  |  | Water Pump                             | 0.00      | 11130.00  | 0.00         |
|  |  |  |  |                                        |           |           |              |
|  |  |  |  | <b><u>Proposed Purchases 26-27</u></b> |           |           |              |
|  |  |  |  | Furniture & Repairs (Details enclosed) |           |           | 961600.00    |
|  |  |  |  | Electronics & ICT (Details enclosed)   |           |           | 4305640.00   |
|  |  |  |  | Generator (Details enclosed)           |           |           | 1500000.00   |
|  |  |  |  |                                        |           |           |              |
|  |  |  |  | Closing Cash & Bank Balances           |           | 583500.22 |              |
|  |  |  |  |                                        |           |           |              |
|  |  |  |  | <b>Balance Surplus / Deficit</b>       | 24100.00  | 790800.04 | (4572340.00) |

|       |                |            |                |       |            |                |            |
|-------|----------------|------------|----------------|-------|------------|----------------|------------|
| TOTAL | 4994100.0<br>0 | 7696079.22 | 7005000.0<br>0 | TOTAL | 4994100.00 | 7696079.2<br>2 | 7005000.00 |
|-------|----------------|------------|----------------|-------|------------|----------------|------------|

## **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: -**

Advise 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 2025-26

| <b>SES's SRIDORA CACULO COLLEGE OF COMMERCE &amp; MANG. STUDIES</b> |                             |              |
|---------------------------------------------------------------------|-----------------------------|--------------|
| <b>KHORLIM,MAPUSA-GOA</b>                                           |                             |              |
| <b>STUDENTS AID FUND(2025-26)</b>                                   |                             |              |
| <b>SR.NO</b>                                                        | <b>STUDENTS NAME</b>        | <b>CLASS</b> |
| <b>1</b>                                                            | Ms.Anusha P.Chari           | FYBCOM       |
| <b>2</b>                                                            | Ms.Arya Ankush Kole         | SYBCOM       |
| <b>3</b>                                                            | Ms.Bhumi Tulsidas Shetye    | SYBCOM       |
| <b>4</b>                                                            | Ms.Siya S.Vaigankar         | SYBCOM       |
| <b>5</b>                                                            | Mr.Sohail M.Panigatti       | SYBCOM       |
| <b>6</b>                                                            | Ms.Neharika P.Sawant        | SYBCOM       |
| <b>7</b>                                                            | Mr.Atmaram A.Lohar          | SYBCOM       |
| <b>8</b>                                                            | Ms.Payal Pradeep Korgaonkar | TYBCOM       |
| <b>9</b>                                                            | Mr.Shivam S.Kubal           | TYBCOM       |
| <b>10</b>                                                           | Ms.Saisha K.Gurav Sakhalkar | 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**  
**2025-26**

**HIGHER EDUCATION LEARNING PLAN(HELP)**

| SR.NO | NAME                   | CLASS  |
|-------|------------------------|--------|
| 1     | Ms.Disha Ajit Gawas    | FYBCOM |
| 2     | Ms.Manali M. Nasnodkar | FYBCOM |
| 3     | Mr.Nikhil M.Khot       | FYBCOM |
| 4     | Mr.Yash S.Ghadi        | FYBCOM |
| 5     | Ms.Deepali D.Pednekar  | FYBCOM |
| 6     | Mr.Ronak M.Yende       | SYBCOM |
| 7     | Ms.Akshata A. Gavandi  | TYBCOM |
| 8     | Ms.Neha S.Arabekar     | TYBCOM |
| 9     | Ms.Disha Panjekar      | SYBCOM |
| 10    | Ms.Meenaz Bepari       | SYBCOM |

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

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

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

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

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

College website : [www.caculoccollege.ac.in](http://www.caculoccollege.ac.in)

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

Facilities available for obtaining Information;

Office/Administration : 8.15 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)]**

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

### **Any other information as may be prescribed [Section 4(1) (b)(xvii)]**

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