



Compliance under section 4(1)(b) of the Right to information Act, 2005

MANUAL 1

Section 4(1)(b) (i)

Particulars of the organization, functions and duties

Office-In-Charge	Prof. (Dr.) F.M. Nadaf, Officiating Principal.
Address	Behind ITI College, Borda, Margao-Goa 403602
Location/City	Salcete- Taluka, South District, Borda, Margao-Goa
Mobile No.	9028586776
E-mail ID	gcc.margao@gmail.com
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The Government College of Commerce and Economics was established by the Government of Goa in the year 2010. The College is permanently affiliated to the Goa University and Recognized by the University Grants Commission, New Delhi under section 2f and 12B of UGC Act 1956. The College basically caters to the First-Generation Learners. Located in and around Margao, the College imbibes the city culture and truly represents a microcosm of India- A blend of students of different religions, castes, and gender. Pursuit of excellence is the hall mark of the Institution.

In a span of just 13 years since its inception, this institution has demonstrated its exceptional quality by successfully undergoing assessment and accreditation by NAAC, achieving an 'A' Grade with a notable CGPA of 3.12 on a 4 Point Scale. This remarkable accomplishment stands as a testament to the institution's unwavering commitment to excellence in both education and infrastructure. Such a stellar achievement within its early stages is nothing short of a realization of a visionary aspiration for any college.

The college has implemented the NEP in the current academic year. It currently offers the Bachelor of Commerce Programme (Honors) with specialization in Accountancy, Costing and Management. The College is one among twelve Colleges in the State of Goa which are a part of the Research Cluster. One of the faculty of the College is a recognized Ph. D Guide of the by Goa University.

The College's growth is exemplified by its evolution from being housed in the premises of the Multipurpose High School with evening classes to moving into a new ICT enabled smart campus in 2017. The shift to its new premises witnessed a tangible increase in the strength of the College. From a beginning in 2010 with a total of 102 students, the College has a total of 323 students on its roll call in the academic year 2023-2024.

The autonomous status has paved the way for the introduction of several innovative programs that are unique to Government College, Borda Margao. These programs are designed to equip students with the skills and knowledge required to excel in their chosen fields and meet the demands of a rapidly evolving job market.

B.Sc. in Data Science: This cutting-edge program is a standout offering of the college, designed to prepare students for the fast-evolving field of data science. The curriculum is meticulously crafted to ensure that graduates are well-prepared for both academic and professional success. Key features of the program include industry collaboration, comprehensive course content, hands-on learning opportunities, and placement support. The industry integration option allows students to gain practical insights and experience, making them highly sought after in the job market.

M.Sc. in Geoinformatics: This advanced program aims to equip students with in-depth knowledge and skills in geographic information science (GIScience) and spatial data analysis. The two-year program combines rigorous coursework with practical training, preparing students for careers in geospatial technology, environmental management, urban planning, and disaster response. The program's key features include an advanced curriculum, interdisciplinary approach, hands-on training, cutting-edge research opportunities, industry collaboration, fieldwork, and internship placements.

B.Com. Industry Integration: This forward-thinking program bridges the gap between academic learning and industry practice. It integrates industry-specific training into the academic curriculum, allowing students to gain practical insights and experience. The program's key features include an industry-integrated curriculum, online learning mode, and real-world relevance, ensuring that graduates are well-prepared to meet the demands of the business world.

B.Com. in Accounting and Finance: This program places a strong emphasis on training students for a career in chartered accountancy. It offers a comprehensive curriculum designed to equip students with the necessary skills and knowledge to excel in the field of accounting and finance. The program's focus on practical training and industry relevance ensures that graduates are well-prepared for professional success. For instance, the B.Sc. in Data Science program benefits from direct industry collaboration, which ensures that the curriculum remains relevant and comprehensive. This collaboration extends to guest lectures, internships, and placement opportunities, providing students with invaluable industry experience. Similarly, the B.Com. Industry Integration program is designed in consultation with industry experts, ensuring that students are well-equipped with the skills needed to thrive in a dynamic business environment. The college's collaboration with leading research institutions enhances its M.Sc. in Geoinformatics program, providing students with opportunities to engage in cutting-edge research and innovative projects. These collaborations not only enrich the academic experience but also position the college as a hub of innovation and research excellence.

The College took the lead in introducing a compulsory Student Internship Programme for students which was unheard of in the domain of non-professional undergraduate campuses. Recognizing the significance of practical exposure, the college has established a robust internship programme, connecting students with real-world industry experiences that prepare them for the professional world.

Among the stakeholders, College promotes environmental consciousness. It is the first government educational institution in the State of Goa which has solar panel installations, a reflection of its endeavour to save energy and reduce the carbon footprint, Atmospheric Water Generator Systems and Smart Vertical Garden.

The College has inked MOU's with a number of institutions. These linkages have enabled the institution to conduct a number of extension programmes for the benefit of the students and the community at large.

Faculty of the College have been actively involved in the DISHTAVO Project (Digital Integrated System of Holistic Teaching and Virtual Orientations) of the Directorate of Higher Education with fifteen of the teachers inclusive of the visiting faculty, having created over a hundred e-modules. The College also publishes its own research journal QUEST- The Peer Reviewed Journal of Multidisciplinary Research with ISSN 2395-2768. The journal has progressed from being an in-house initiative to encapsulating research findings of academicians and researchers across different Colleges in the State.

The dynamic NSS Unit of our College is actively involved in a galaxy of extension activities making a difference to the societal fabric. The activities are aimed at instilling a good value system among the students and contributing to the larger goal of nation building.

The College has also introduced several smart initiatives. A robust and comprehensive QR Code based tagging system for all the plants in the campus has been implemented. Using this system students, faculties or visitors to the College can scan the QR Code on their smart phones and access accurate information regarding any plant - from its scientific name to its medicinal value without having to depend on any external source or reference books.

The College has also introduced a smart and robust navigation system/Digital campus tour augmented with virtual reality. This smart navigation system enables the users in finding paths to specific locations on campus and offer them a 360 degree view of the campus environment via augmented reality.

Through its engagements both academic and otherwise, the College thus endeavours to take the institution ahead fueling both staff and students with 'wings of fire' with an objective of active realization of the College Mission and Vision.

Our Mission:

"To offer holistic and interactive academic environment to the students from diverse backgrounds, enabling them to develop academic, interpersonal and technological skills and empower them to achieve their highest potential for adapting to the competitive global society."

Our Vision:

“We intend to be a leading Institution in providing quality education and equal opportunities to heterogeneous student community from diverse backgrounds.”

The Journey of Government College of Commerce and Economics, Borda has been nothing short of remarkable. Through its dedicated staff, advanced technological infrastructure, commitment to holistic development and a steadfast focus on its vision and mission, the college continues to light the path of education for those who need it the most.

OBJECTIVES AND GOALS

- ❖ To pursue knowledge through references research, innovative thinking, and multi-disciplinary approach.

- ❖ To inculcate participation as a team, while thinking independently and negotiating differential opinions.

- ❖ To enhance the communicative abilities, honing problem-solving skills, facilitating creative thinking and training the mind to critique.

- ❖ To aim, aspire and live a life grounded in values.

- ❖ To employ their intellectual intent and moral fiber to further the quest for universal values.

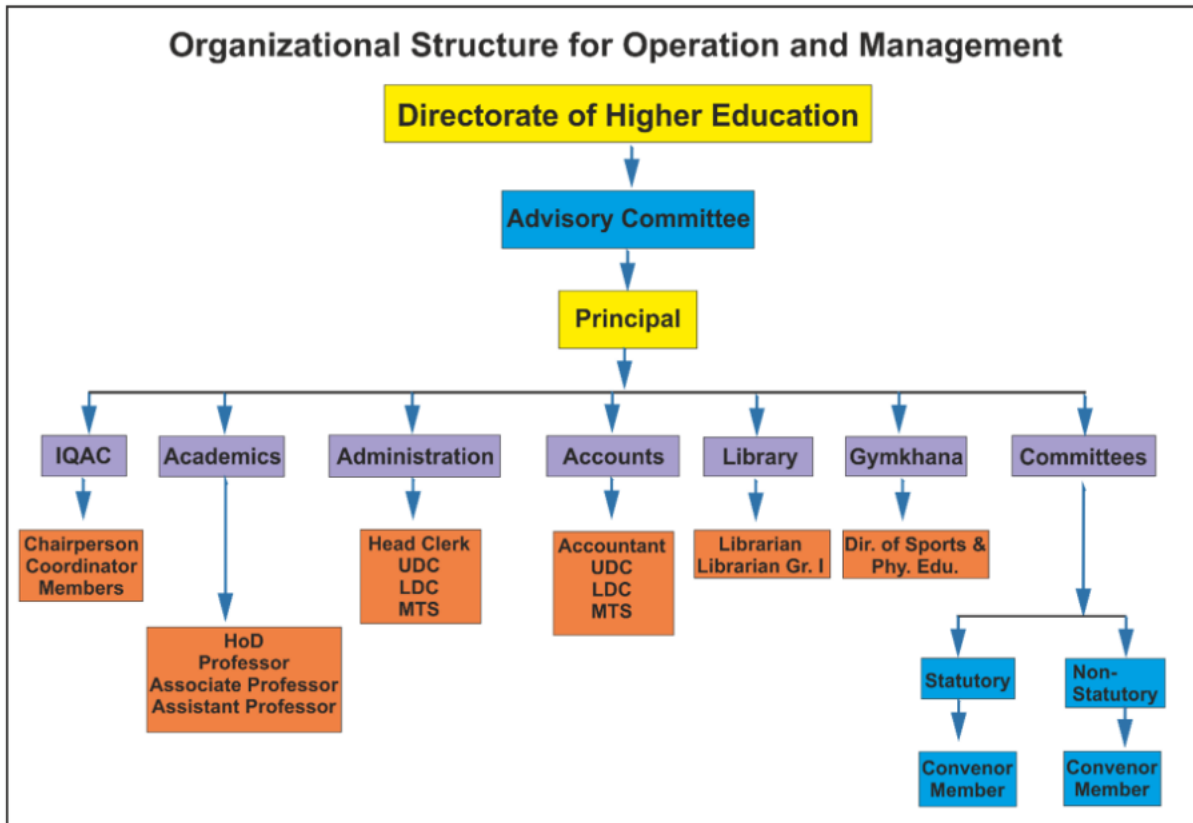
- ❖ To secure, advance and uphold the values privileged by the community and society at large.

- ❖ To foster the critical faculties through rigorous emphasis on ethics and rational temperament.

- ❖ To strengthen the intellectual, emotional, psychological, spiritual and social aptitudes to be sensible and sensitive individuals capable of being aware and resisting exploitation.

- ❖ To ensure students make for responsive and responsible citizenry.

ORGANISATIONAL STRUCTURE



TIMINGS OF THE COLLEGE
8.30a.m to 3.30p.m

MANUAL 2

Powers and duties of officers and employees [Section 4(1) (b) (ii)]

PRINCIPAL

1. Planning for the academic growth of the college.
2. Planning and participation in the teaching, research and training programme of the college.
3. Providing assistance for implementation of academic programme, workshop, seminars and carrier oriented programmes.
4. Maintaining and monitoring the discipline in the college.
5. Safeguarding of the rules and regulations issued from time to time by the university, state and central government.
6. Looking after assessment and confidential report of the teaching staff.
7. Delegation of work to the subordinates, in order to facilitate easy and quick completion of task assigned.
8. Discussion with the parents of the students to know their feedback and valuable suggestions for the welfare of the students.
9. Looking into the working of the administrative staff for the smooth and systematic completion of task assigned.
10. Encouraging teaching staff to conduct seminars/workshops, conferences on various important topics.
11. Attending to grievances/difficulties of students/staff/parents and provide appropriate solutions to it.
12. Monitoring campus cleanliness and to make necessary suggestions for improving quality of campus cleanliness.
13. Periodically holding meetings of teaching and administrative staff.
14. Conducting and overall supervising college and university examination including Intra Semester Assessment (ISA).
15. Convening meeting with IQAC and Advisory Committee of the college and recording the minutes of the same.
16. Administrating and monitoring the facilities and assets of the college so as to take measures to keep them in good condition.
17. Attending to Visitors and providing them necessary information.
18. Correspondence with UGC, DHE, NCTE, Goa university, Government of Goa and other statutory bodies and introducing necessary changes from time to time.

19 Answerable to the Directorate of Higher Education in the performance of duties.

Teaching Faculty: He / She

1. Shall perform his/her academic duties well and work sincerely towards his/her profession.
2. Should give activity/application based work /assignment beyond the book with guidance to use of various resources and keep a record of the work given to the students.
3. Should evaluate the students from time to time.
4. Should use combination of different teaching methods and techniques of teaching.
5. Shall teach the entire prescribed syllabus for the course during the prescribed teaching days.
6. Shall be fair, objective, impartial while assessing students and shall not deliberately over mark, under mark or victimize students on any of these grounds.
7. Shall work to perform extra-curricular and co-curricular activities related to the College and as assigned by the principal of the college from time to time.
8. Shall comply with the provisions of the act, statues, ordinances, directions, order rules and regulations, issued from time to time by the university.
9. Shall engage lectures regularly and maintain punctuality in the work assigned.
10. Shall motivate the students to come forward and take part in extra – curricular activities.

Librarian

1. Librarian as the in-charge of the library should, on a continuous basis update the library resources in-order to meet the various learning need so the teaching faculty and students.
2. The librarian shall on a regular basis conduct orientation so as to inform the teaching faculty and the students about the latest developments in learning as well as library resources.
3. He/she should encourage the habit of good reading among the students as well as teaching faculty.
4. He/she should monitor on daily basis the cleanliness of the library and be responsible for the maintenance of computers, LCD TV, Wi-Fi connection, books and other resources available in the library.

5. He/she has a duty to place the orders for books, journals and periodicals after consulting the teaching faculty and taking the approval of the head of the institution.
6. The librarian shall address the problems faced by the students and the teaching faculty and solve the problems as soon as possible.
7. He/she shall maintain and supervise the register for the library users.
8. He/she shall ensure that the latest technologies are introduced in the library.
9. The librarian and his/her assistant should always fulfill the needs of the students as well as teaching faculty.
10. He/she shall organize exhibition in collaboration with reputed publisher's in order to give the students and teaching faculty to choose books from a wide range of books.
11. He/she needs to update his/her knowledge in managing library so as to meet the changing environment.
12. He/she shall undertake any task in relation to the library and its users.

Assistant Librarian

1. Assist Librarian in checking-in, checking-out and circulation of library materials.
2. Process new books, maintain circulation records and make reserves on requested books.
3. Manage library data and reports utilizing library software systems.
4. Maintain library materials including bibliographic and other library files. Train and supervise library clerks and assistants in their job duties.
5. Assist staff in collecting, cataloguing, preparing, and organizing library materials according to established policies.
6. Assist readers in finding books and help students and faculties in research problem sand reference questions.
7. Maintain the library in the absence of the Director or Head Librarian.
8. Address administrative issues like collecting fines and managing reservations.
9. Conduct library promotional activities and prepare press releases and newsletters to attract more readers.
10. Organize book talks, tours, multimedia programs, exhibits and displays.
11. Edit bibliography to add or remove items according to current library stock.

12. Perform routine maintenances of library equipment including computers, audio-visual devices, printers, and photocopiers.
13. Manage library inventory, perform stock checks, and prepare item list for removal, relocation and binding.
14. Manage serial collection and acquisition of new library materials.

Sports Director

1. The Sports Director shall organize sports events at College Level, Inter-collegiate, University, State Level and National Level for the Academic year by seeking prior permission of the Head of the Institution.
2. He/she shall encourage the students, teachers and alumni to participate in various sports activities.
3. He/she shall strictly follow all the rules and regulations of the College, Goa University, Sports Authorities and other relevant bodies in relation to various sports events.
4. He/she shall create awareness for the students with respect to the importance of sports in their career.
5. He/she procure sports equipment as per the requirements and the budget ensuring prior approval of the head of the institution.
6. He/she shall ensure the maintenance of the sports equipment in the Gymkhana on a regular basis.
7. He/she shall maintain a stock register with complete details of the various equipments purchased for the college.
8. He/she shall arrange the services of a coach for training the sports persons by taking prior approval of the head of the institution.
9. He/she shall make arrangements to purchase medals, trophies and certificates for different sports events with the prior approval of the head of the institution.
10. He/she shall always be present and take practice sessions of the students.
11. He/she shall monitor and supervise the discipline and dress code of students Participating in sports.
12. He/she has to organize functions to appreciate and felicitate students for their achievements.
13. He/she needs to update his knowledge with respect to the latest development in the field of sports.
14. He/she shall prepare budget for the sports activities in the academic year.
15. He/she shall undertake any task in relation to sports department in the college.

Head Clerk

The Head Clerk has to executives the duties assigned to him/her in respect of:

1. Assistant PIO of the college.
2. Supervision and Control of Group 'C' & 'D' staff and allotment of duties.
3. Maintenance of Attendance Registers, Movement Register and Chronology of Events
4. Proposal for creation/filling up of post, continuation and conversion of posts. Selection Grade/MACP.
4. Confidential Matters and imparting advice and guidance to subordinate staff in disposal of work.
5. Pension/Retirement/VRS.
6. Increments/ Pay fixation and implementation of Pay Commission Reports/Scales.
7. Matters pertaining to Deputation of staff and other service matter.
8. Submission of the relevant information asked for by the Directorate of Higher Education/Different Government Departments/Agencies, etc.
9. Submission of urgent and time Bound information asked for Election/Census work and deployment of staff as and when asked for.
10. Submission of requisition to GPSC/Directorate of Higher Education / Government for filling up the posts on regular basis.
11. Maintenance of Service Books, Leave Accounts and personal files.
13. Co-ordinating the work between Administration & Accounts Section.
14. Issue of Confidential Reports forms and submission of the same.
15. Submission/Information of statistics, reports of Monthly/Quarterly/Half yearly, etc.
16. Reservation Roaster.
17. Matters pertaining to Administrative Report/ Official Language /Right to Information.
18. Sanction of Leave/ including C.L.,R.H.,S.H. etc. and maintenance of its Register.
19. Issue of Monthly Attendance Sheet for payment of monthly Salary.
20. Reservation of Government accommodation to Staff, etc.
21. College Building Matters.
22. Physical Verification of stock.
23. Weeding of Records and Record Management.
24. Orientation/Refresher Courses/Training/Seminars.

25. Academic Terms & Vacations, Public Holidays , Notices there to.

26. Any other work assigned by the Principal from time to time.

Accountant:

1. Preparation of Annual Budget Estimates, Revised Estimate and matters related thereto.
2. Audit Report/Inspection Report including the Directorate of Accounts.
3. Preparation of Annual Plan and Five year Plan of the Institute as per the Planning Department.
4. Checking of cash book and other subsidiary Registers of the Accounts section.
5. Checking of Cash, G.F.R.8 Register and reconciliation of Accounts from time to time.
6. All type of statistical Returns.
7. Purchase (All Types of purchases required for the Institute) including office purchase/ furniture/Appliance, stationary marking etc.
8. Scrutinizing of Pay Bills, TA/DA bills/ GPF/ Medical Bills/ LTC/ Contingent bills including all type of advance bills.
9. Delegation of Finance Power Rules.
10. All other works of financial returns including Miscellaneous work pertaining to Accounts section.
11. Pay Commission's implementation/ Income tax etc.
12. Maintenance of College Vehicle & Log Book/ Xerox machine /Computer/ IT
13. Advise in Financial/Accounts matter to the Principal.
14. Repairs & maintenance of office Appliances including furniture of the Institute.
15. Cleaning, Repairs & maintenance of campus premises including Canteen.
16. Indexing/ weeding of Records and Record Management.
17. All Financial & Accounts matters pertaining to examination, student's council, extra-curricular, sports matters, Schemes, Projects, etc.
18. New College Building matters.
19. Matters pertaining to the Advisory Committee of this College.
20. Any other work assigned by the Principal from time to time.

U.D.C: ACCOUNT SECTION

1. Preparation of Pay Bills, FVC Bills including Time Bound Claim Bills of Telephone, Electricity and water etc. all other types of bills like LTC, TA/DA, permanent advance and all types of advances for the staff including GPF etc.
2. Maintenance of all relevant registers pertaining to all the bills.

3. Issue vouchers of consumable and non-consumables.
4. Maintenance of Permanent Advance Register of the Institution.
5. Indexing of Non Consumable items.
6. Writing off articles/losses.
7. Accounts matters in absence of Accountant.
8. Maintenance of Permanent Advance Register of the Institution.
9. Maintenance of relevant registers including hall an etc.
10. Maintaining stores.
11. Assisting Accountant in Account matters as directed.
12. Any other work assigned by the Principal.

U.D.C. : ACADEMIC SECTION

1. Academic/ University matters including Board of Studies, Affiliation, Academic Council, etc.
2. Scholarships, Student Council.
3. Maintenance of postal stamps accounts and relevant registers.
4. Examination work.
5. Admission, Enrolment & Examination Results of the students.
6. Attendance of students.
7. Assistance in academic/University matters.
8. NSS & Sports matters.
9. Indexing, weeding of Records and Record Management
10. Assisting Head Clerk in establishment matters as directed.
11. Miscellaneous, Administrative matters as and when directed

LABORATORY ASSISTANT

1. Be acquainted with the available IT infrastructure (Computers, Laptops, Smart boards, LAN, CCTV, examination software and other e-resources and stay updated with campus technology changes and technical issues.
2. Be present and available to students requiring technical assistance during entire length of practical sessions and during conduct of practical examinations and during every Programme/ Event.
3. Oversee the working/operation of the computers/laptops, LAN, internet, smart boards and all the other e-equipments and Identify and resolve any technical issues in a timely manner.
4. Maintain Log containing details about any e-equipment malfunctions/failure queries and document resolution of issues.

5. Extend assistance towards computers, printer, scanner and photocopying support.
6. Maintain all IT and Commerce Lab records such as students attendance, issuing of e-equipment's, IT and Commerce Lab stock, IT and Commerce Lab maintenance.
7. Maintain records of activities undertaken under the head of Information Technology which includes tracking the number of students utilizing the Lab, Attendance, Certificates, Reports, Feedback, Alumni Records etc.
8. Troubleshoot and diagnose basic problems with e-equipment. Perform minor maintenance and repair on equipment, as necessary. Periodically review and handle minor equipment maintenance (such as installation of software's, antivirus update, virus scanning, installation of OS etc.) to assure its operational condition.
9. Typing of notices, reports, lab requirements, Data Entry and generation of reports of student's admissions, readmissions and examinations results.
10. Generation and distribution of examination related data, reports and analysis.
11. Periodically get lab equipment's cleaned (system box, keyboards, monitors, smart boards, etc.) along with IT lab infrastructure (chairs, tables, cupboards, etc).
12. Maintain the arrangement of computer towers/systems, Monitors, Keyboards, mice and chairs in order at all times of the day in two halls and class rooms.
13. Supervising the cleaning work of laboratories daily, Safety measures and hygiene in laboratories.
14. Maintenance of relevant registers etc.
15. Inviting quotation & purchase of laboratory equipments, etc.
16. Work related to NAAC assigned by the NAAC Co-ordinator.
17. Any other work assigned by the Principal and Superiors time to time.

LDC

1. Inward/Outward entry of correspondence & distribution.
2. Handling of Cash and Maintenance of Cash Book etc.
3. Maintenance of postal stamps accounts and relevant registers.
4. Examination work
5. Enrolment & Examination Results.
6. Attendance of students.
7. Indexing, weeding of Records and Record Management.
8. Assisting Head Clerk in establishment matters as directed.
9. Miscellaneous, Administrative matters as and when directed.

10. Typewriting work.

10. Any other work entrusted by the Principal/ head Clerk/ Accountant/ Superiors.

Multi tasking

1. Inward and Outward, distribution of Correspondence.
2. Typewriting work.
3. Delivering of correspondence.
4. Library assistance.
5. Attending to the Principal/Office/Library/Teaching Staff.
6. Keep vigil over premises and visitors to the College and reporting discrepancies.
7. Any other duties/work assigned by the superiors and attending them.

MANUAL 3

The Procedure followed in the decision making process, including channels of supervision and accountability.

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

The Principal is the Head of Office under the Directorate of Higher Education which is the Cadre Controlling Authority for teaching and non-teaching staff of this Institute. The Directorate of Higher Education releases the maintenance as well as salary grants to this College. The Correspondence received from the Government/University/Students/Private Agencies, etc, is entered in the inward register by the Inward Clerk and in the forenoon the said Correspondence is sent to the Principal at the dak stage. After scrutinizing the dak the Principal sends the said dak back to the Inward Clerk. The Inward Clerk distributes the correspondence marked to the concerned dealing hand for taking necessary action. In case the approval of the Head of Department/Government is required in certain cases, those cases are sent to the Directorate of Higher Education for consideration/Approval. Normally in order to check the volume of work done by each dealing hand and the pending work if any with them, the weekly arrears statement is to be maintained by the Office. However, although the system is not followed right now in the Office, the action will be taken shortly to introduce weekly arrears statement, so that the staff will work with responsibility and accountability.

THE PROCEDURE FOR ADMISSION:

The Goa State Higher Education Admission Portal - 2024-25 is being introduced for admission into all programmes in State Universities for academic session 2024-25 under the Department of Higher Education Goa. The Goa State Higher Education Admission Portal will provide a common platform and equal opportunities to candidates across the state, especially those from rural and other remote areas and help establish better connect with the Universities. A single portal will enable the Candidates to cover a wide outreach and be part of the admissions process to State Universities..

PROCEDURE FOR CONDUCT OF CURRICULAR AND CO-CURRICULAR ACTIVITIES:

With respect to implementation of curriculum, various committees/statutory and non – statutory are constituted at the start of each academic year. The committees are required to plan out activities, discuss the same with the head of the institution and after approval implement the same. Reports of activities need to be submitted at the end of the academic year.

MANUAL 4

The norms set by it for the discharge of the functions [Section 4(1) (b) (iv)]

The functioning of the day to day activities of the college is discharged through the following mechanisms:

- Academic calendars
- Statutory and non-statutory Committees
- Code of conduct specified for staff

MANUAL 5

The rules, regulation MANUALs and records held by the college under its control or used by the employees for discharging its functions

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

- Records as specified by the Government rules in force and as per the Goa University norms and rules.
- Statutes and Ordinances of Goa University, Goa
- Manual of code of conducts applicable to faculty and students
- Constitution of PTA/Alumni Association

MANUAL 6
Statement of the Categories of documents that are held under its control
[Section 4 (1) (b) (vi)]

The documentation in the custody of the college is classified into the following three categories:

1. Administrative/Establishment section
2. Academic section
3. Accounts section

1. Administrative/Establishment section-Records maintained:

- Service books and personal files of all administrative staff
- Directorate of Higher Education/Goa University Circulars and notifications
- Orders/Notices/Committees of the College

2. Academic section-Records maintained:

- Admission of the students
- Records of the students like Result/ leaving certificate/ Transfer certificate/ Bonafide Certificate
- Examinations
- Workshops/Seminars
- Projects
- Scholarships
- NSS
- Student Council
- Placement

4. Accounts section-Records maintained:

- Bill like Salary of Administrative staff/FVC/Recoupment
- Budget
- Student council Statement
- NSS statement
- Other activities conducted by the College from time to time

MANUAL 7

The particulars of the arrangement that exist for consultation with or representation by members of the public in relation to the formulation of its policy or implementation there of

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

In the formulation of various policies related to the college and implementation of the same, the college consults, seeks advice and feedback from:

- The college Advisory Committee constituted by the Directorate of Higher Education.
- The Parent Teachers Association and
- The Alumni Association

MANUAL 8

A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils committees and other bodies are open to the public or the minutes of such meetings are accessible for public;

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

Statutory Committees:

1. INTERNAL QUALITY ASSURANCE CELL (IQAC)
2. NAAC COMMITTEE
3. EXAMINATION COMMITTEE
4. ISA COMMITTEE
5. PROJECT FACILITATION
6. INTERNAL COMMITTEE
7. ANTI-RAGGING COMMITTEE
8. ANTI-RAGGING SQUAD
9. UNFAIR MEANS INQUIRY COMMITTEE

Non- Statutory Committees:

1. RTI PUBLIC RELATIONS AND GRIEVANCE COMMITTEE
2. PUBLIC GRIEVANCE OFFICER
3. STUDENT COUNCIL
4. COLLEGE STUDENT GRIEVANCE REDRESSAL COMMITTEE (GENERAL)
5. COLLEGE STUDENT GRIEVANCE REDRESSAL COMMITTEE (EXAMINATIONS)
6. NSS COLLEGE ADVISORY COMMITTEE
7. PURCHASE COMMITTEE
10. GENDER CHAMPIONS
11. DISASTER MANAGEMENT COMMITTEE
12. CODE OF CONDUCT COMMITTEE
13. PROSPECTUS AND ADMISSION COMMITTEE FOR AY 2024-25
14. DEPARTMEN OF TEACHING, LEARNING AND EDUCATION TECHNOLOGY
15. DEPARTMENT OF RESEARCH, DEVELOPMENT AND INNOVATION
16. DEPARTMENT OF FOREIGN STUDENTS
17. TIME TABLE COMMITTEE
18. PARENT TEACHER ASSOCIATION
19. INVENTORY AND STANDING COMMITTEE
20. IN-CHARGE OF NETWORK, IN-HOUSE DEVELOPMENT AND COLLEGE WEBSITE
21. ALUMNI ASSOCIATION
22. DISCIPLINE COMMITTEE
23. SCHOLARSHIP COMMITTEE
24. EQUAL OPPORTUNITY CELL
25. WOMEN CELL
26. CAREER GUIDANCE AND PLACEMENT CELL
27. FRIENDS OF NATURE

28. MAINTENANCE COMMITTEE
29. LIBRARY COMMITTEE
30. CANTEEN COMMITTEE
31. COLLEGE AFFILIATION COMMITTEE
32. STARTUP/INNOVATION AND IPR CELL
33. ATTENDANCE COMMITTEE
34. SPORTS COUNCIL
35. NSS
36. CONSUMER WELFARECELL
37. COLLEGE PUBLICATIONS COMMITTEE
38. INTERNSHIP COMMITTEE
39. SHORT TERM CERTIFICATE COURSE CO-ORDINATION COMMITTEE
40. ELECTORAL LITERACY CLUB
41. EXTENSION ACTIVITY CO-ORDINATIONCELL
42. YUVA TOURISM CLUB
43. MENTORING COMMITTEE
44. STAFF WELFARE COMMITTEE
45. EARN WHILE YOU LEARN COMMITTEE
46. MOUs CO-ORDINATION COMMITTEE
47. NODAL OFFICERS/CO-ORDINATORS
48. STAFF SECRETARY FOR MEETINGS (TEACHING)
49. STAFF SECRETARY FOR MEETINGS (NON-TEACHING)
50. NODAL OFFICER SCHOLARSHIP PORTAL NSP FOR VERIFICATION OF ONLINE APPLICATION UNDER CENTRALLY APPOINTED SCHEME
51. NODAL OFFICER TO UPDATE THE CONTENT OF THE STATE PORTAL PERTAINING-STATE PORTAL CO-ORDINATOR
52. NODAL OFFICERSC/ST CELL
53. NODAL OFFICER ABHA / ABDM (AYUSHMAN BHARAT HEALTH ACCOUNT)
54. NODAL OFFICER TO DEAL WITH COMPASSIONATE CLAIMS UNDER GOA GOVERNMENT
55. NODAL OFFICER FOR PREVENTION CORRUPTION ACT 1988 u/s17A

MANUAL 9
A directory of Officers and Employees

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

Faculty Name	Designation	Qualification	Email-ID	Mobile No.
Prof. (Dr.) F. M. Nadaf	Principal	Ph.D	fmnadaf@gmail.com	9765459914
Dr. Maria Fatima De Souza	Associate Professor of commerce	M.Com; L.L.M (IPR); Ph.D (Management)	mariafatima0411@fmail.com	9421151795
Dr. Elizabeth Joey Henriques	Associate Professor of Economics	Ph.D, M.A,NET	henriquesliz@gmail.com	9822182230
Shri. Onkar Ainapur	Associate Professor of Computer Science	M.Sc.(Applied Electronics)	ainapur@gmail.com	9422437693
Dr. Pravin Kamat	Librarian	B. Sc., MLIS	Kamat.pravin@gmail.com	9637722701
Mrs.Vinita Bhandari	Assistant Professor in Commerce	M.Com; B.Ed; SET; ICWAI (Group I)	vini32kandolkar@rediffmail.com	9049910901
Mrs. Tanvi Keny	Assistant Professor in Commerce	M.Com, SET	tanvishenoy27@gmail.com	9158932977
Mrs. Rupali V. Sangodkar	Asst. Professor In Commerce	M.Com.	rupalisangodkar2007@gmail.com	9405331449
Mrs. Lily Endro	Assistant Professor in Commerce	M.Com, N ET	lilyendro@yahoo.com	9822589282
Ms. Naziya Shaikh	Assistant Professor in Computer Science	ME, NET, SET, Tally NET	naziya.gcq@gmail.com	9765729734
Mr. Aaron Pereira	College Director of Sports Education	M.ED,(PhyEdu) NET, SET	Junioraaron11@gmail.com	9545073596
Ms. Stally Pereira	Professor in Commerce	M.Com, NET	stallyp@gmail.com	9545164443
Mrs.. Muktali Naik	Assistant Professor in Commerce	M.Com, N ET	muktalikunkolienkar@20gmail.com	8805785917
Ms. Pooja Dalvi	Assistant Professor in Computer Science	ME in CSE, SET, GATE Pursuing Ph.D NIT Goa	poojadalvi1993@gmail.com	9765464899
Ms. Jasmine Kalangutkar	Assistant Professor in Mathematics	M.Sc, Mathematics, NET, SET, GATE Pursuing Ph. D of Bits Pilani Goa	jkalangutkar18@gmail.com	9765646018
Ms. Vembly Colaco	Assistant Professor in Economics	MA, SET	megnacolaco@gmail.com	7057154623

Mr. Alroy Mascarenhas	Assistant Professor in Commerce (C.B)	M. Com,NET	mascarenhasalroy@gmail.com	7083849662
Mr. Jonlen Desa	Assistant Professor in Commerce (C.B)	M.Com/M.BA	jondsa8@yahoo.com	7028653910
Ms. Riva Ritinha Paes	Assistant Professor in Commerce (C.B)	M.Com	paesriva@yahoo.co.in	9764770643
Ms. Nikita Costa	Assistant Professor in Commerce (C.B.)	M.Com	nikitacosta700@gmail.com	8007904124
Dr. Sudesh Shetkar	Assistant Professor in Commerce (C.B.)	M.Com, Ph. D	shetkarsudesh@gmail.com	9421157062
Mr. Shubham Gude	Assistant Professor in Geoinformatics	M.Sc in Geoinformatics	shubham.gude@gmail.com	9764364364
Mr. Venkatesh G. Prabhugaonkar	Assistant Professor in Geoinformatics	M.Sc in Geoinformatics	rahulprabhugaonkar1994@gmail.com	9921686061
Ms. Pressy Pereira	Assistant Professor in IT	B.Sc in Computer Science ,M.SC in IT	pereirapressy.einteraction@gmail.com	7264010415
Ms. Prajakta Lodayekar	Assistant Professor of Law (L.B.)	LLM	redkarprajakta1985@gmail.com	9421155880
Mr. Ojas Mahale	Assistant Professor of EVS (L.B)	M.Sc in Geoinformatics	ojasmahale49@gmail.com	8329831106
Ms. Nisha Rekdo	Assistant Professor of Hindi(LB)	M.A	nisharekdo31@gmail.com	7378926581
Ms. Shruti Ekwade	Assistant Professor of Economics(LB)	M.A	shrutiekawade@gmail.com	8308463813
Dr. Monica Patil	Assistant Professor of English (L.B.)	Ph. D	monica.patil21@gmail.com	7875659934
Ms. Lakhshada Matonkar	Assistant Professor of Konkani(LB)	M.A	lakshatamatonkar525@gmail.com	8698687306
Ms. Blazel Cardoso	Assistant Professor of Commerce (L.B)	M.Com	cardosoblazel@gmail.com	7264098890
Ms. Anisha D'Souza	Assistant Professor of Commerce (LB)	M.Com	dsouzaanisha.74@gmail.com	8975343775

Administrative staff

Faculty Name	Designation	Qualification	Email-ID	Mobile No.
Ms.Nayana shanbhag	Head clerk	B.SC.	shanbhagn11@gmail.com	7588444456
Ms. Priya Shanbhag	Accountant	B.COM		8390052652
Mr. Sachin S. Parsekar	Instructor in physical education	M.ED, (PHY, EDU) NET,SET	Parsekarsachin@gmail.com	9673868297
Ms. Nerita V. Coutinho E Fernandes	U.D.C.	B.COM.	fernandesnerita@gmail.com	9518720648
Mr. Rupesh Chopdekar	U.D.C	BA.	roopesh1479@gmail.com	9823391002
Ms. Bindiya Mahableshwar Naik	Librarian gr. I	BA ,MLIS	bindiyanaik21@gmail.com	9049186928
Mrs. Anagha Panshikar	Laboratory assistant	B.SC	Anagha @idealhomesgoa	7038066879
Mrs. Arya Prabhugaonkar	Laboratory assistant	M.SC	Aryarprabhugaonkar@gmail.com	8975566955
Mrs. Joshna S. Manzarenkar	Laboratory assistant	B.SC	Joshna.twinklingstar28@gmail.com	9049688436
Mr. Amrush R. Naik	Librarian gr ii	B.E.(MECH),PGDCA, BLIS	Amrushnaik@yahoo.com	9822161644
Ms. Ayesha Ashok Velip	Lower division clerk	B.A	Ayeshavelip@gmail.com	8275697311
Ms. Diksha Devanand Lone	Lower division clerk	B.COM	Lonediksha@gmail.com	9881523956
Mr. Ashish Shetkar	Driver (l.m.v.)	VIII PASS	ashshet23@gmail.com	8007450807
Ms.Kavita kerkar	Multi tasking Staff	X	kavitakerkar5@gmail.com	7083143787
Mrs. Ashu Gaonkar	Multi tasking Staff	VII	ashugaonkar20@gmail.com	9356247544
Mr. Dulo Y. Naik	Multi tasking Staff	X	Duleshnaik33@gmail.com	7972561354
Mr. Deepak K. Gaonkar	Multi tasking Staff	B.COM, DIPLOMA IN LIBRARY SCIENCE	Deepakgaonkar141@gmail.com	8329623409
Mr. Pritesh P. Parkar	Multi tasking Staff	B.COM.	Priteshparkar66@gmail.com	8552031880
Mr. Sandesh J. Velip	Multi tasking Staff	B.COM.	Velipsandeshb@gmail.com	8208663779
Mrs.AnkitaNaik	Data entry operator	XII	Naikankita345@gmail.com	9689141289
Ms.Pooja Prabhudessai	Counsellor	M.A COUNSELING, B.ED	Ppparab91@gmail.com	7499450793

The monthly remuneration received by each of officers and employees, including the system of compensation as provided in its regulations.

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

Faculty Name	Designation	Monthly remuneration
Prof (Dr.) F .M. Nadaf	Officiating Principal	Level-14
Dr. Maria Fatima De Souza	Associate Professor of commerce	Level-13
Dr. Elizabeth Joey Henriques	Associate professor of Economics	Level -13
Shri . Onkar Ainapur	Associate Professor of Computer Science	Level-13
Dr. .Pravin Kamat	Librarian	Level-11
Mrs.Vinita Bhandari	Assistant Professor in Commerce	Level-10
Mrs. Tanvi Keny	Assistant Professor in Commerce	Level-10
Ms. RupaliV. Sangodkar	Asst. Professor In Commerce	Level-10
Ms. Lily Endro	Assistant Professor in Commerce	Level-10
Ms. Naziya Shaikh	Assistant Professor in Computer Science	Level-10
Mr. Aaron Pereira	College Director of Phy.Edu	Level-10
Ms. Stally Pereira	Professor in Commerce	Level-10
Ms. Muktali M. Naik	Assistant Professor in Commerce	Level-10
Ms. Pooja Dalvi	Assistant Professor in Computer Science	Level-10
Ms. Jasmine Kalangutkar	Assistant Professor in Mathematics	Level-10
Ms. Vembly Colaco	Assistant Professor in Economics	Level-10

Administrative Staff

Faculty Name	Designation	Monthly remuneration
Ms. Nayana Shanbhag	HeadClerk	Level-6
Mr. Shrikant Velip	Accountant	Level-6
Ms. Priya Shanbhag	Accountant	Level-6
Dr. Sachin S. Parsekar	Instructor in Physical Education	Level-7
Ms.BindiyaNaik	LibrarianGr.III	Level-5

Ms.NeritaV.Countinho e Fernandes	U.D.C.	Level-4
Mr. Rupesh Chopdekar	U.D.C	Level-4
Mrs. Anagha Panshikar	Lab. Assistant	Level-4
Mrs. Arya Prabhugaonkar	Lab. Assistant	Level-4
Ms. Joshna S. Manzarenkar	Lab. Assistant	Level-4
Mr. Amrush R. Naik	Librarian Gr II	Level-4
Mr. Ashish Shetkar	Driver	Level-2
Ms. Ayesha Ashok Velip	Lower Division Clerk	Level-2
Ms. Diksha Devanand Lone	Lower Division Clerk	Level-2
Ms.Kavita Kerkar	Multi Tasking Staff	Level-1
Mrs.Ashu Gaonkar	Multi Tasking Staff	Level-1
Mr. Dulo Y. Naik	Multi Tasking Staff	Level-1
Mr. Deepak K. Gaonkar	Multi Tasking Staff	Level-1
Mr. Pritesh Parkar	Multi Tasking Staff	Level-1
Mr. Sandesh J. Velip	Multi Tasking Staff	Level-1
Mrs. Rudrakshi Toraskar	Multi Tasking Staff	Level-1

MANUAL11

The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on d disbursements made;

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

BCR Summary					
Is it Contingent Expenditure Major Head					
Head of Act Code	Plan / Non-Plan	Charged / Voted	Total Allocation (Rs.)	Total Expenditure (Rs.)	Balance (Rs.)
2202031030101	Non-Plan	Voted	44185000	25455556	18729444
2202031030102	Non-Plan	Voted	200000	0	200000
2202031030107	Non-Plan	Voted	1802000	1028351	773649
2202031030108	Non-Plan	Voted	350000	16520	333480
2202031030109	Non-Plan	Voted	738000	724820	13180
2202031030110	Non-Plan	Voted	50000	1479	48521
2202031030111	Non-Plan	Voted	0	0	0
2202031030113	Non-Plan	Voted	528000	356100	171900
2202031030117	Non-Plan	Voted	13000	6800	6200
2202031030118	Non-Plan	Voted	7000	0	7000
2202031030119	Non-Plan	Voted	236000	152753	83247
2202031030121	Non-Plan	Voted	952000	78587	873413
2202031030126	Non-Plan	Voted	4177	4177	0
2202031030128	Non-Plan	Voted	131000	21250	109750
2202031030129	Non-Plan	Voted	188000	0	188000
2202031030136	Non-Plan	Voted	188000	0	188000
2202031030137	Non-Plan	Voted	12500	0	12500
2202031030138	Non-Plan	Voted	330990	0	330990
2202031030139	Non-Plan	Voted	1000000	647492	352508
2202031030140	Non-Plan	Voted	210000	22035	187965
2202031030150	Non-Plan	Voted	7771000	4172812	3598188
2202038000350	Non-Plan	Voted	233000	46600	186400

MANUAL12

The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes;

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

Nil

MANUAL 13

**Particulars of recipients of concessions. Permits of
authorizations granted by it:**

[Section4(1)(b)(xiii)]

Nil

MANUAL14

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

[Section4(1)(b)(xiv)]

Biometric

MANUAL15

The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.

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

- The College website
- College Notice Board
- Video display in library
- Sign ages
- Library

Working hours of library: 9.00a.m.to 3.30p.m.

MANUAL16

The names, designation and other particulars of the Public Information Officers;

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

Appellate Authority	Dr. F.M. Nadaf, Officiating Principal
Public Information Officer	Dr. Elizabeth Joey Henriques, Associate Professor of Economics
Address	Borda, Margao-Goa
Location/City	Salcete, Margao-Goa.
Mobile No	9028586776
Mobile No.	PIO-9822182230
E-mail ID	gcc.margao@gmail.com

MANUAL 17

Such other information as may be prescribed.

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

Nil