

GOVERNMENT COLLEGE OF COMMERCE AND ECONOMICS, BORDA-MARGAO, GOA

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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.) Filipe Rodrigues e Melo, Principal.
Address	Behind ITI College, Borda, Margao- Goa 403602
Location/City	Salcette- Taluka, South District, Borda, Margao- Goa
Mobile No.	9028586776
E-mail ID	gcc.margao@gmail.com
Website	www.gccem.ac.in

The Government College of Commerce and Economics, Borda-Margao is the youngest college to be set up by the State Government in the higher education sector of Goa. The college was established in June 2010 for providing inclusive higher education for the students from the catchment region of Borda, Fatorda and surrounding areas. The college, which is affiliated to the Goa University, is a single programme Institution offering the Bachelor of Commerce Programme.

The college has completed seven years since its establishment and in this short period of time the college has witnessed tremendous quantitative growth and expansion in terms of number of students and teaching faculty. The strength of any institution lies in its workforce. The college has highly qualified faculty dedicated to the ever increasing academic needs of the students.

Besides the normal curriculum, the college offers its students a large number of facilities and amenities with the objective of making the teaching learning process more productive and fruitful:

- ICT enabled classroom

- Virtual Seminar Hall
- Smart classrooms
- Well-equipped digital library facilities
- Counselling facilities
- Sports facilities
- NSS/NCC
- Scholarships
- Compulsory Internship Programme
- Short Term Courses
- Book bank facilities
- PTA
- Alumni Association
- Participation in curricular and co-curricular activities etc.

The core endeavor of the college is to enhance the learning outcomes and provide for a more holistic approach to education.

OUR VISION

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

OUR MISSION

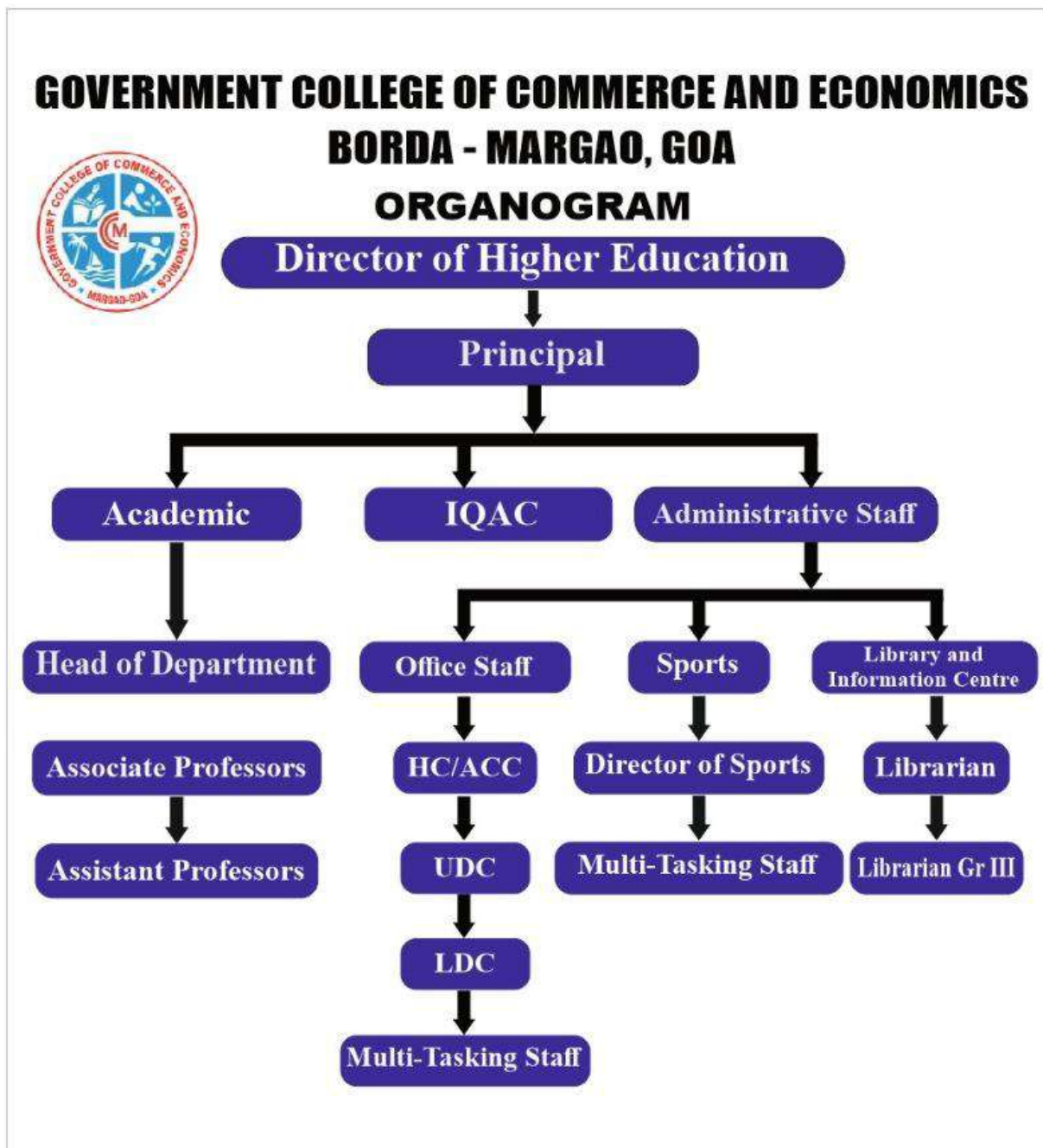
To offer holistic and interactive academic environment to the students from diverse backgrounds, enabling them to develop academic, interpersonal and technological skills and empower them to achieve their highest potential for adapting to the competitive global society.

OBJECTIVES & GOALS

- To pursue knowledge through referencing research, innovative thinking, and multi disciplinary approach.
- To inculcate participation and work 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 fibre 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
8.30 a.m to 3.30 p.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 career 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. Administering 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 needs of 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 publishers 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 problems and 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.
4. Selection Grade/ MACP.
5. Confidential Matters and imparting advise and guidance to subordinate staff in disposal of work.
6. Pension/ Retirement/ VRS.
7. Increments / Pay fixation and implementation of Pay Commission Reports/ Scales.
8. Matters pertaining to Deputation of staff and other service matter.
9. Submission of the relevant information asked for by the Directorate of Higher Education/ Different Government Departments/ Agencies, etc.
10. Submission of urgent and time Bound information asked for Election/ Census work and deployment of staff as and when asked for.
11. Submission of requisition to GPSC / Directorate of Higher Education/ Government for filling up the posts on regular basis.
12. 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 thereto.

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 challan 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, Smartboards, 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, smartboards 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's. 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 students 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, smartboards, 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.

Multitasking

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 College offers a three year degree course. The College is affiliated to Goa University. The intake capacity is 60 students in each Division. There are three divisions in F.Y.B.Com. The application form alongwith the prospectus for the admission to the 3 year course in Bachelor of Commerce is available in the College. A candidate for being eligible for admission to the F.Y.B.Com. Examination must have passed the Higher Secondary School Certificate Examination in the Science, Arts, Commerce, Vocational Streams. The selection is made as per the first comes first serve basis.

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 today 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 thereof

[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. ADVISORY COMMITTEE
2. ANTI-RAGGING MONITORING COMMITTEE
3. NSS PROGRAMME ADVISORY COMMITTEE
4. THE INTER COMPLAINTS COMMITTEE
5. EXAMINATION COMMITTEE
6. UNFAIR MEANS INQUIRY COMMITTEE

Non-Statutory Committees:

1. PROSPECTUS, ADMISSION & ANNUAL PLAN COMMITTEE
2. ATTENDANCE COMMITTEE
3. PLACEMENT CELL COMMITTEE
4. COUNSELLING & HEALTHY PRACTICES COMMITTEE
5. COLLEGE INFRASTRUTURE MAINTENANCE & DEVELOPMENT COMMITTEE
6. DISCIPLINE COMMITTEE
7. FIRST AID AND HEALTH WATCH CLUB
10. FACULTY ASSESSMENT COMMITTEE
11. SC/ST Cell
12. INVENTORY COMMITTEE
13. LITERARY ASSOCATION
14. LIBRARY COMMITTEE
15. NEWS BULLETIN & MEDIA COMMUNICATION COMMITTEE
16. TIME-TABLE COMMITTEE
17. SPORTS COUNCIL
18. NAAC & UNIVERSITY AFFILIATON & UGC/RUSA
19. ALUMNI ASSOCIATION
20. RESEARCH AND EXTENSION SERVICES COMMITTEE
21. MAGAZINE COMMITTEE
22. NATURE CLUB
23. SCHOLARSHIP & TALENT SEARCH COMMITTEE
24. STAFF WELFARE COMMITTEE
26. CANTEEN COMMITTEE
28. TRANSPORT & STUDY VISITS COMMITTEE
29. STUDENTS' COUNCIL
30. STUDENTS GRIEVANCES COMMITTEE
31. NATIONAL DAYS CELEBRATION COMMITTEE
32. CAMPUS GARDENING

33. INTRA SEMESTER ASSESSMENT MONITORING COMMITTEE

35.PURCHASE& GRANTS UTILIZATION COMMITTEE

36.STUDENT AID FUND COMMITTEE

37.CONSUMER WELFARE CELL

MANUAL 9
A directory of Officers and Employees

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

Faculty Name	Designation	Qualification	Email -ID	Mobile No.
Prof (Dr.) Filipe Rodrigues e Melo	Principal	Ph.D	mariacarla98@gmail.com	9422061226
Dr. Maria Fatima De Souza	Associate Professor of commerce	M.Com; L.L.M(IPR); Ph.D(Management)	mariafatima0411@fmail.com	9421151795
Mr. Miguel A.B.P.C.Martins	Associate professor of Mathematics	M.Sc	mathemartins999@gmail.com	9922345792
Dr. Elizabeth JoeyHenriques	Associate professor of Economics	Ph.D, M.A, NET	henriquesliz@gmail.com	9822182230
Mr. Kissan Gauns Dessai	Assistant Professor of Computer Science	MCA, NET, SET	Kissangd@gmail.com	8459276874
Mr. Pravin Kamat	Librarian	MLIS, SET,B.Sc. (Chemistry.)	Kamat.pravin@gmail.com	9637722701
Mr. Aaron Pereira	College Director of Sports Education	M.PE	junioraaron11@gmail.com	9545073596
Ms. Vinita Kandolkar	Assistant Professor in Commerce	M.Com; B.Ed; SET; ICWAI (Group I)	vini32kandolkar@rediffmail.com	9049910901
Ms. Tanvi Keny	Assistant Professor in Commerce	M.Com	tanvishenoy27@gmail.com	9158932977
Ms. Rupali V. Sangodkar	Asst. Professor In Commerce	M.Com	rupalisangodkar2007@gmail.com	9405331449
Ms. Lily Endro	Assistant Professor in Commerce	M.Com, N ET	lilyendro@yahoo.com	9822589282
Ms. Muktali Milinda Sinai Cuncolienar	Assistant Professor in Commerce	M.Com	muktalikunkolienkar20@gmail.com	8805785917
Dr. Monica Patil	Assistant professor in English (C.B)	M.A, NET, Ph.D	monica.patil21@gmail.com	7875659934
Mr. Alroy Mascarenhas	Assistant Professor of Commerce (C.B)	M.Com, NET	mascarenhasalroy@gmail.com	7083849662
Mr. Jonlan Desa	Assistant Professor of Commerce (C.B)	M.COM/M.BA	jonsa8@yahoo.com	7028653910
Ms. Riva Ritinha Paes	Assistant Professor of Commerce (C.B)	M.Com	paesriva@yahoo.co.in	9764770643
Ms. Farah Mendonca	Assistant Professor of Commerce (C.B)	M.A	farahmendonsa@gmail.com	8888194358
Ms. Jovelle Furtado	Assistant Professor of Commerce (C.B)		jovelle0894@gmail.com	7798678197

Mr Rahul Raikar	Assistant Professor of Commerce	M.Com	raikarahul3@gmail.com	8999720056
Ms. Bhakti Gawas	Assistant Professor of Commerce	M.Computer Engineering	bhaktigawas.g@gmail.com	8975590961
Ms. Yougali Parap	Assistant Professor of Commerce	M.Computer Application	yugaliparab@gmail.com	8446206651
Ms. Prajakta Lolayekar	Assistant Professor of Business Law (L.B)	LLM	redkarprajakta1985@gmail.com	9421155880
Ms. Blazel Cardoso	Assistant Professor of Business Law (L.B)	M.Com	cardosoblazel@gmail.com	7264098890
Ms Kanvisha Parsekar	Assistant Professor of Business Law (L.B)	M.Sc in environmental Sci	kanvishaparsekar@gmail.com	8554048468

Administrative staff

Faculty Name	Designation	Qualification	Email -ID	Mobile No.
Ms. NayanaShanbhag	Head Clerk	B.Sc.	shanbhagn11@gmail.com	7588444456
MR.SHRIKANT VELIP	Accountant	XII Pass	sgv2320@gmail.com	9423417304
MR. DEVENDRA PATIL	ASSISTANT TECHNICAL OFFICER	Diploma in Automobile engineering	dearch_mas@yahoo.com	8983337383
Ms. Nerita V.Coutinho e Fernandes	U.D.C.	B.COM.	fernandesnerita@gmail.com	9518720648
Mr. Rupesh Chopdekar	L.D.C	BA	roopesh1479@gmail.com	9823391002
MRS. ARYA PRABHUGAONKAR	LABORTORY ASSISTANT	B.Sc	aryaprabhugaonkar@gmail.com	8975566955
MRS. ANAGHA PANSHIKAR	LABORTORY ASSISTANT	B.Sc	anagha@idealhomesgoa	7038066879
MS. BINDIYA MAHABLESHWAR NAIK	Librarian Gr. III	BA, MLIS	bindiyanaik21@gmail.com	9049186928
Mr. Ashish Shetkar	DRIVER (L.M.V.)	8 TH Pass	ashshet23@gmail.com	9850047133
Ms. Binciya Figueredo	MULT TASKING STAFF	XII Pass	Binciya1987@gmail.com	9923636128
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Ms.Ashu Gaonkar	MULT TASKING STAFF	7 th	Ashugaonkar20@gmail.com	9527421625
Mrs. Ankita Naik	Data Entry Operator	12 th Pass	Ankita345@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)]

FacultyName	Designation	Monthly remuneration
Prof (Dr.) Filipe Rodrigues e Melo	Professor and Principal	Level- 13
Dr. Maria Fatima De Souza	Associate Professor of commerce	Level- 13
Mr. Miguel A.B.P.C. Martins	Associate professor of Mathematics	Level- 13
Dr. Elizabeth Joey Henriques	Associate professor of Economics	Level -13
Mr. Kissan Gauns Dessai	Assistant Professor of Computer Science	Level -10
Ms. Vinita Kandolkar	Assistant Professor in Commerce	Level -10
Ms. Tanvi Keny	Assistant Professor in Commerce	Level-10
Ms. Rupali V. Sangodkar	Asst. Professor In Commerce	Level -10
Ms. Lily Endro	Assistant Professor in Commerce	Level -10
Ms. Muktali Milinda Sinai Cuncoliencar	Assistant Professor in Commerce	Level -10
Mr. Aaron Pereira	College Director of Phy.Edu	Level -10
Mr. Pravin Kamat	Librarian	Level -10

Administrative Staff

FacultyName	Designation	Monthly remuneration
Ms. Nayana Shanbhag	Head Clerk	Level- 6
Mr.Shrikant Velip	Accountant	Level-6
Mr. Devendra Patil	Assistant Technical Officer	Level -4
Ms. Nerita V.Countinho e Fernandes	U.D.C.	Level-4
Mr. Rupesh Chopdekar	U.D.C	Level-4
Mrs. Arya Prabhugaonkar	Lab. Assistant	Level-4
Mrs. Anagha Panshikar	Lab. Assistant	Level-4
Ms. BindiyaNaik	Librarian Gr. III	Level-3
Mr. Ashish Shetkar	DRIVER	Level -2

Ms. BinciyaFigueredo	MULTI TASKING STAFF	Level- 2
Ms. Kavita Kerkar	MULTI TASKING STAFF	Level-1
Ms. Ashu Gaonkar	MULTI TASKING STAFF	Level-1

MANUAL 11

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

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

Govt. College of Commerce
 Entry No.: 73
 Date: 20/04/2017 AAO, Dte. Of Higher Education,
 Panaji
ORDER NO.58684/138 Date 05/04/2017
 Order Type: Allotment

The following funds are placed at the disposal of the 251 - **PRINCIPAL GOVT. COLLEGE OF COMMERCE, BORDA, MARGAO** out of the Budget provision for the current financial year 2017-2018 as under.

Sr.No	Demand Number:		Previous Allotments (Rs.)	New Allotment (Rs.)	Total Allotment (Rs.)
	35	HIGHER EDUCATION			
	2202	General Education			
	03	University and Higher Education			
	103	Government Colleges and Institutes			
	01				
	01	SALARY (NP) (VT)	0.00	1000000.00	1000000.00
	2202	General Education			
	03	University and Higher Education			
	103	Government Colleges and Institutes			
	01				
	02	WAGES (NP) (VT)	0.00	100000.00	100000.00
	2202	General Education			
	03	University and Higher Education			
	103	Government Colleges and Institutes			
	01				
	13	OFFICE EXPENSES (NP) (VT)	0.00	100000.00	100000.00
	2202	General Education			
	03	University and Higher Education			
	103	Government Colleges and Institutes			
	01				
	21	SUPPLIES AND MATERIALS (NP) (VT)	0.00	100000.00	100000.00
	2202	General Education			
	03	University and Higher Education			
	103	Government Colleges and Institutes			
	01				
	26	ADVERTISING AND PUBLICITY (NP) (VT)	0.00	50000.00	50000.00
	2202	General Education			
	03	University and Higher Education			
	103	Government Colleges and Institutes			
	01				
	28	PROFESSIONAL SERVICES (NP) (VT)	0.00	50000.00	50000.00
	2202	General Education			
	03	University and Higher Education			
	103	Government Colleges and Institutes			
	03	Government Colleges (N.P)			
	01	SALARY (NP) (VT)	0.00	1000000.00	1000000.00
	2202	General Education			
	03	University and Higher Education			
	103	Government Colleges and Institutes			
	03	Government Colleges (N.P)			
	02	WAGES (NP) (VT)	0.00	50000.00	50000.00

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 Nayan/Heads Section
 20/04/2017

MANUAL 12

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:**

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

Nil

MANUAL 14

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

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

Bio metric

MANUAL 15

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
- Signages
- SMS Service used to intimate parents/guardians w.r.t attendance, examinations, public holidays etc.
- Library

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

MANUAL 16
The names, designation and other particulars of the Public Information Officers;

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

Appellate Authority	Dr. Filipe Rodrigues e Melo, Principal
Public Information Officer	Mr. Miguel A.B.P.C. Martins, Associate Professor in Maths & Statistics
Address	Borda, Margao- Goa
Location/City	Salcette, Magao – Goa.
Mobile No	9028586776
Mobile No.	PIO -9922345792
E-mail ID	gcc.margao@gmail.com

MANUAL 17

Such other information as may be prescribed.

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

Nil