

## **OBLIGATIONS OF PUBLIC AUTHORITY ( Section 4- Proactive Disclosure)**

### **Government College of Arts, Science and Commerce, Sanquelim-Goa.**

- (1) **(b) Particulars of Organisation** : Government College of Arts, Science and Commerce,  
Sanquelim Goa

#### **FUNCTIONS/ DUTIES**

To impart teaching leading to the award of Graduate Degrees, Post-Graduate Degrees, Ph.D Degrees and Diplomas with affiliation to the Goa University.

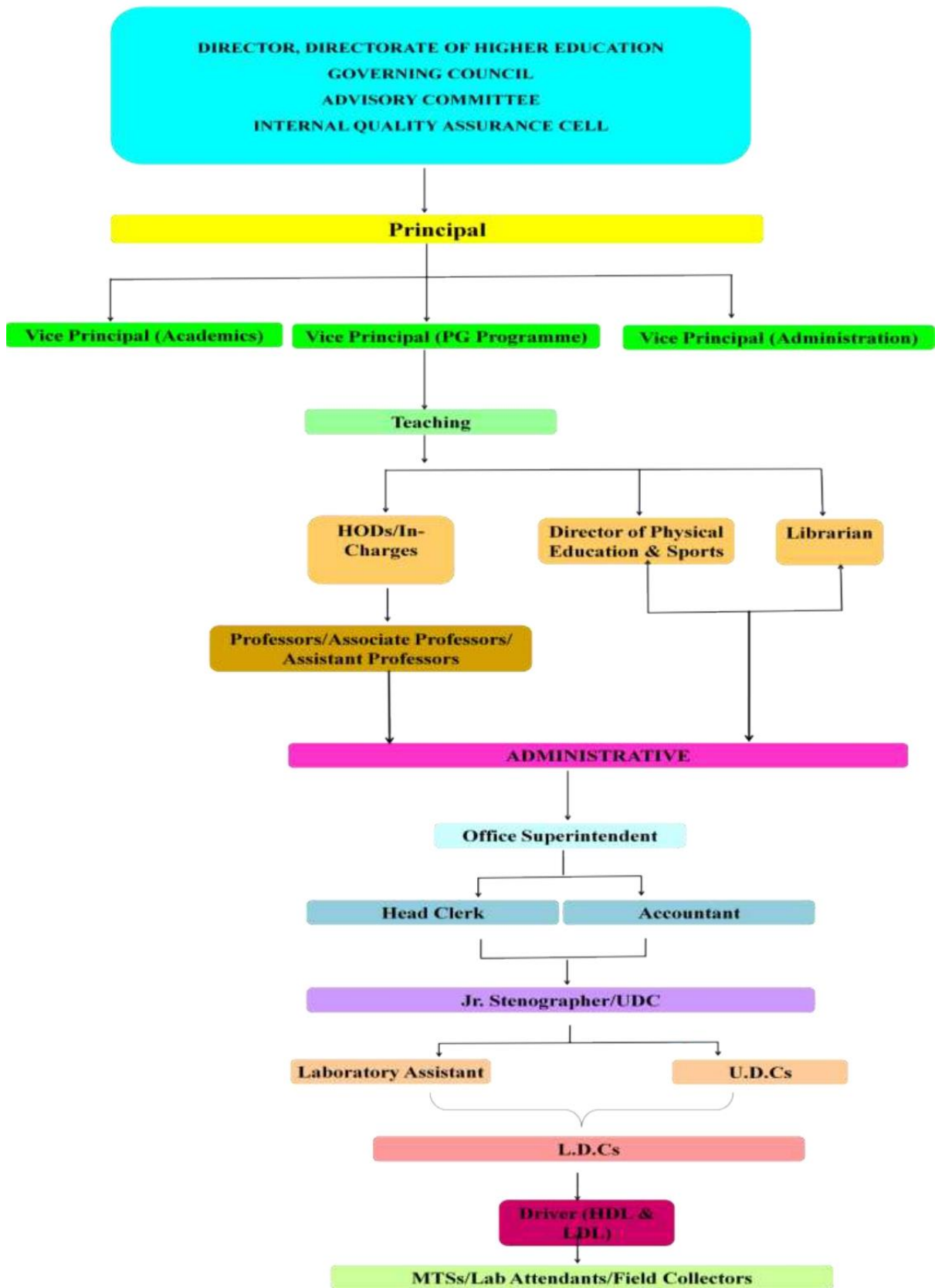
- **Objective/ Purpose: Educational Organisation**  
To cater to the higher education needs of students from rural areas especially those who are financially and socially disadvantaged.
- **Mission/Vision Statement:**  
**Mission:** To initiate positive social change through equal opportunity & diverse approaches, in a healthy, responsive & inclusive environment.

**Vision:** Empowerment for social transformation through holistic education with a humane approach.

- **Brief story:**  
Government College Sanquelim is the first college to be started by the Government of Goa. The avowed objective was to take the higher education in the hinterlands at the doorsteps of the students who otherwise would not afford higher education. Starting with around 200 students and three Under-graduate Programmes, today the college offers Honours and General Programmes besides 04 Post-graduate Programmes , 02 Ph.D Programmes and a Post Graduate Diploma in Applied Statistics.

- Organisation structure at state level: (ORGANOGRAM OF THE COLLEGE)

### ORGANISATIONAL CHART



- **Address of HQ and other offices:**  
Government College of Arts, Science and Commerce, Sanquelim, Goa  
Near Ravindra Bhavan, Sankhali, Goa 403505.
- **Office timings: 9.00 a.m to 4.00 p.m.**
- **List of services provided:** Detail information in the Prospectus  
Link of the College Prospectus: <https://gcasc.ac.in/wp-content/uploads/2022/06/Prospectus-2022-2023.pdf>  
Link of the College Working Committees: <https://gcasc.ac.in/wp-content/uploads/2023/02/Working-Committees.pdf>
- **Expectations from the public for enhancing its own effectiveness and efficiency:**
  1. Expectation to get all the required documents in a timely manner.
  2. To ensure that the college caters to all the diverse needs of its stakeholders.

## (2) POWERS AND DUTIES OF OFFICERS/ EMPLOYEES

<b>Name and Designation</b>	Prof. (Dr) Gervasio S.F.L. Mendes Professor in Economics Principal (Officiating)	
Powers	Administrative	1. All administrative powers pertaining to the smooth functioning of the College 2. Disciplinary authority.
	Financial	1. All Financial powers delegated by the Government of Goa through the controlling office i.e. the Directorate of Higher Education. 2. Utilisation of financial grants received from UGC/RUSA.
	Others	1. Additional charge of Additional Director , Directorate of Higher Goa 2. Nodal Officer SVEEP (North Goa District)
Duties	1. All the administrative duties as the Head of the Institution to carry out the policies and programmes conveyed and entrusted by the Government of Goa pertaining to higher education.	
<b>Name and Designation</b>	Prof. (Dr) Seema Rath Professor in Economics Vice- Principal and PG Co-ordinator	
Powers	Administrative	1. Vice Principal (PG Programmes) 2. Coordinator, Department of Economics (PG) 3. Coordinator, Research Centre in Economics 4. Coordinator, PGDAS
	Financial	1. Member of College Standing Accounts Committee 2. Powers entrusted by the Head of the Institution. 3. DDOs in her capacity as Group A Gazatted Officer.

	Others	<ol style="list-style-type: none"> <li>1. Member/V.C.'s Nominee – DRC</li> <li>2. BOS in Economics, Goa University</li> <li>3. Any other duty assigned by the higher authorities</li> </ol>
Duties	1. Teaching	
	2. Ph.D Guidance	
	3. Conduct of Examinations of MA Economics, PGDAS, Ph.D. Compulsory Courses	
	Paper setting, Supervision, Evaluation of answerbooks	
<b>Name and Designation</b>	Prof. (Dr) Soniya Sirsat Professor in Hindi Vice- Principal (Academics)	
Powers	Administrative	<ol style="list-style-type: none"> <li>1. Vice Principal (Academics)</li> <li>2. Director, IQAC</li> <li>3. Coordinator, NAAC</li> <li>4. Head, Department of Hindi (UG)</li> <li>5. Coordinator, Department of Hindi (PG)</li> <li>6. Coordinator, Research Centre in Hindi</li> </ol>
	Financial	<ol style="list-style-type: none"> <li>1. Powers entrusted by the Head of the Institution.</li> <li>2. DDOs in her capacity as Group A Gazatted Officer.</li> </ol>
	Others	<ol style="list-style-type: none"> <li>1. Vigilance Officer</li> <li>2. Member/V.C.'s Nominee – DRC</li> <li>3. Member/Subject Expert, BOS Hindi (Parvatibai Chowgule College, Margao</li> </ol>
Duties	<ol style="list-style-type: none"> <li>1. Teaching</li> <li>2. Project Guidance, Guidance in Ph.D Thesis</li> <li>3. Paper setting, Supervision, Evaluation of answerbooks</li> </ol>	
<b>Names and Designation</b>	(Mr. Deepak Bandiwadekar, Ms. Rosalina Pereira, Mr. Anil Karambelkar, Dr. Agnela Dias, Dr. Sneha Mahambre, Mr. Sharat Jamkhandi, Ms. Anita Jacob, Ms. Preethi Pednekar, Mr. Mahendra Pednekar, Dr. Vaibhav Chindarkar, Mr. Nilesh Natekar, Ms. Varsha Sail, Ms. Manda Parab, Ms. Shilpa Satoskar, Mr. Namdev Gawas, Mr. Aga D. A, Mr. Prashant Bhonsle, Ms. Shubha Kamat) Associate Professors	
Powers	Administrative	<ol style="list-style-type: none"> <li>1. Convenors/ Members of the various College Committees</li> <li>2. Chairpersons/ Members of BoS Goa University</li> <li>3. To assist in NAAC Work</li> </ol>
	Financial	<ol style="list-style-type: none"> <li>1. Powers entrusted by the Head of the Institution.</li> <li>2. DDOs in their capacity as Group A Gazatted Officers.</li> </ol>
	Others	

Duties	<ol style="list-style-type: none"> <li>1. Teaching</li> <li>2. Project Guidance</li> <li>3. Paper setting, Supervision, Evaluation of answerbooks</li> <li>4. Administrative Duties as assigned by the Head of the Institution/ Government of Goa.</li> </ol>	
<b>Names and Designation</b>	<p>(Mr. Brian D'Souza, Dr. Suphala Pujari, Dr. Suman Tari, Mr. Aaron Alphonso, Dr. Rajesh Parvatkar, Ms. Minoshka D'Souza, Dr. Guruprasad Naik, Ms. Arati Panshekar, Mr. Amar Naik, Mr. Evereth Fernandes, Mr. Khemraj alias Sangam Shet, Ms. Magnoila Miranda, Dr. Dattaprasad Narulkar, Dr. Sagar Patil, Ms. Pooja Naik, Ms. Judaline Torato, Ms. Delia Cardozo, Ms. Shahnaz Shaikh, Ms. Ramashanti Naik, Mr. Alphius Fernandes, Mr. Akhil Gawas, Mr. Mouvin Fernandes, Mr. Stephen Fernandes, Mr. Prajyot Patil, Ms. Anjali Mascareb=nhas, Mr. Conrad D'Souza, Ms. Ambika Kamat, Dr. Nisha Kevat, Ms. Brahmanand Sawant, Mr. Dattaraj Jawdekar, Ms. Urvashi Naik, Ms. Supriya Gaonkar, Dr. Jyosna Gawas)</p> <p>Assistant Professors</p>	
Powers	Administrative	<ol style="list-style-type: none"> <li>1. Convenors/ Members of the various College Committees</li> <li>2. To assist in NAAC Work</li> </ol>
	Financial	<ol style="list-style-type: none"> <li>1. Powers entrusted by the Head of the Institution.</li> <li>2. DDOs in their capacity as Group A Gazatted Officers.</li> </ol>
	Others	
Duties	<ol style="list-style-type: none"> <li>1. Teaching</li> <li>2. Project Guidance</li> <li>3. Paper setting, Supervision, Evaluation of answerbooks</li> <li>4. All other Duties as assigned by the Head of the Institution/ Government of Goa.</li> </ol>	
<b>Names and Designation</b>	<p>Mr. Samir Fatte (Librarian) Associate Professor</p>	
Powers	Administrative	<ol style="list-style-type: none"> <li>1. Overall incharge of the Library</li> <li>2. To assist in NAAC Work</li> </ol>
	Financial	<ol style="list-style-type: none"> <li>1. Powers entrusted by the Head of the Institution.</li> <li>2. DDO in his capacity as Group A Gazatted Officer.</li> </ol>
	Others	
Duties	<ol style="list-style-type: none"> <li>1. To maintain the records of book purchased</li> <li>2. To maintain discipline in the Library among the students</li> </ol>	
<b>Names and Designation</b>	<p>Mr. Saish Goltekar (College Director for Physical Education) Assistant Professor</p>	
Powers	Administrative	<ol style="list-style-type: none"> <li>1. Overall incharge of the Sports Gymkhana</li> <li>2. To assist in NAAC Work</li> </ol>
	Financial	<ol style="list-style-type: none"> <li>1. Powers entrusted by the Head of the Institution.</li> </ol>

		2. DDO in his capacity as Group A Gazatted Officer.
	Others	1. To conduct sports activities for Inter-collegiate and inter-class for student and staff
Duties	1. Maintinence of Sports equipments 2. Supervision of Examination duties 3. Conduct of Workshops/Training	
<b>Names and Designation</b>	Vaishali Kerka r (Contract basis), Maria Cipriano Edvigis Fernandes (Contract basis) Counsellors	
Powers	Administrative	1. To assist in NAAC Work
	Financial	1. Powers entrusted by the Head of the Institution.
	Others	
Duties		1. Counselling for students and teachers
		2. Workshops
		3. Medical services Cell

#### NON-TEACHING STAFF

<b>Names and Designation</b>	Neha Datye Office Superintendent (OS)	
Powers	Administrative	1. Supervision of the Administrative staff
		2. Supervision of the College property
		3. Supervision of the Security & Housekeeping
	Financial	
	Others	
Duties	1. Distribution of tapal marked by the Principal to the Staff	
	2. Forwarding letters to other Departments.	
	3. Preparation of Orders/ Note etc	
	4. Settlement of Pension / Pay fixation / etc	
<b>Names and Designation</b>	Karishma Naik Head Clerk	
Powers	Administrative	1. Supervision of the Administrative staff
		2. Supervision of the College property
	Financial	
	Others	
Duties	1. Looking after Store of the College and preparation of FVC bills	
	2. Forwarding letters to other Departments.	
	3. Preparation of Orders/ Note etc	
<b>Names and Designation</b>	Cynthia Fernandes, Radhika Gaonkar, Samir Gaonkar (Work arrangement to DHE) UDC	
Powers	Administrative	
	Financial	
	Others	

Cynthia Fernandes Duties	1. Looking after admission of the students of the College	
	2. Maintenance of Admission Records and Examination records.	
	3. Issue of Bonafide, Leaving Certificates to students and other related Certificates.	
	4. Forwarding letters to regarding students, staff and other Official letter to other Departments	
Radhika Gaonkar Duties	1. Preparation of Salary bills, LTC bills and other bills related to all the staff.	
	2. Forwarding of letter to other department	
	3. Maintenance of all types of Registers	
<b>Names and Designation</b>	Aishwarya Parab, Accountant	
Powers	Administrative	
	Financial	
	Others	
Duties	1. Preparation of Budget. Finalization of Tenders.	
	2. Checking of Gazetted/ Non-Gazetted Salary bills, GPF, Arrears, LTC, etc.	
	3. Condemnation and Disposal. Finalization of Tenders	
<b>Names and Designation</b>	Tushar Gaonkar, Shradha Sakhalkar(Contract- basis) , Sushmita Sulkar (Contract- basis) LDC	
Powers	Administrative	
	Financial	
	Others	
Tushar Gaonkar, LDC Duties (Cashier)	1. Collect students fees of admission, examination , other misc. fees online	
	2. Issue of receipts for the students, staff and others	
	3. writing of Cash book, ledger, registers related to Cash	
Shradha Sakhalkar & Sushmita Sulkar Duties	1. Examination Duties, Distribution of Marksheets	
	2. To assist the Examination work	
	3. Typing of letter, Notice, etc regarding Examination	
<b>Names and Designation</b>	Dipaswi Naik (Contract- basis) Data Entry Operator	
Powers	Administrative	
	Financial	
	Others	
Duties	1. Computer typing work allotted by the Principal, Vice Principals, O.S., HC, Accountant & UDC's	
	2. To assist in the work of Admission and Examination	
	3. Writing of Registers of Enrolment, etc	

<b>Names and Designation</b>	Gauraksha Harijan, Babaji Shetye, Ramesh Naik, Kashinath Gawas, Ramesh Maulingkar, Prakash Gurav, Sunder Gawas, Pankaj Naik (Contract- basis) MTS 1	
Powers	Administrative	
	Financial	
	Others	
Gauraksha Harijan Duties	1. To carry files and other official papers	
	2. To assist in Clerical works	
	3. To ring the bell for commencement and competition of lectures	
	4. Operating Xerox Machine	
Babaji Shetye	1. To assist the teachers, students and lab. Assistant in the work during practicals.	
	2. To keep the Lab clean and running in good condition	
	3. To keep on the watch on the Lab. and facilities	
Ramesh Naik	1. Issuing and receiving books to students in Library	
	2. Arranging books as per classification	
	3. Keeping the watch over the Library	
	4. Operating photo copy machine	
	5. Opening and Closing Library	
Ramesh Maulingkar	1. Issuing and receiving books to students in Library	
	2. Arranging books as per classification	
	3. Keeping the watch over the Library	
	4. Operating photo copy machine	
	5. Opening and Closing Library	
Kashinath Gawas	1. To assist the teachers, students and lab. Assistant in the work during practicals.	
	2. To keep the Lab clean and running in good condition	
	3. To keep on the watch on the Lab. and facilities	
Prakash Gurav	1. To assist the teachers, students and lab. Assistant in the work during practicals.	
	2. To keep the Lab clean and running in good condition	
	3. To keep on the watch on the Lab. and facilities	
Sunder Gawas	1. To assist the teachers, students and lab. Assistant in the work during practicals.	
	2. To keep the Lab clean and running in good condition	
	3. To keep on the watch on the Lab. and facilities	
Pankaj Naik	1. To carry files and other official papers from Exam Room	
	2. To assist in Clerical works	
	3. To assist in Examination Attendance, ISA work	
	4. Operating Xerox Machine	
<b>Names and Designation</b>	Mahadev Parab, Rudresh Sawant, Sonali Usapkar, Siddhi Paste, Pooja Parab, Ketan Naik, Sudhir Paryekar, Shradhya Mayekar (Laboratory Assistants)	
Powers	Administrative	
	Financial	
	Others	
Duties	1.To assist during the conduct of practicals.	
	2.To issue and receive materials / equipment to the students/staff.	



	3.To maintain the stock register.
	4. To keep on the watch on the Lab. and facilities
Names and Designation	(Drivers : MTS -Umesh Gaonkar, Rajesh Sulebhavikar (Contract- basis)
Powers	Administrative
	Financial
	Others
Duties	1. To drive light vehicle car to pickup and drop the Principal
Umesh Gaonkar	2. To take the staff to Official work
Duties	1. To drive Bus for Field trip, Sports activities to different places in Goa
Rajesh Sulebhavikar	2. To take the staff to Official work
Names and Designation	Prakash Gawas FPC (Field and Plant Collector)
Powers	Administrative
	Financial
	Others
Duties	<ol style="list-style-type: none"> <li>1. To assist during the conduct of practicals.</li> <li>2. To issue and receive materials / equipment to the students/staff.</li> <li>3. To maintain the stock register.</li> <li>4. All the duties of the Field Plant Collector.</li> </ol>
Names and Designation	Pramod P Shinde, Geeetanjali Naik, Pravin Padwal Laboratory Attendant
Powers	Administrative
	Financial
	Others
Duties Pramod P Shinde	<ol style="list-style-type: none"> <li>1. All the duties assigned to MTS</li> <li>2. To carry files and other official papers</li> <li>3. To assist in Clerical works</li> <li>4. To ring the bell for commencement and competition of lectures</li> <li>5. Operating Xerox Machine</li> <li>6. Delivering correspondence to various Departments</li> <li>7. Attending Principal and Vice Principals Cabin</li> </ol>

### 3. PROCEDURE IN DECISION MAKING

- **Office procedure manual** : As laid down by the Circulars recived from the Government of Goa.
- **Listing of documented procedures, defined criteria and rules which aid in arriving at decisions for important matters related to public** : The office Superintendent puts up the matters before the Principal/ Vice-Principals.
- **Different levels through which the :**
- **Final authority that takes the decision:** Principal

- **Where to appeal** : Office of the Director, Directorate of Higher Education, Government of Goa.

**Decision making process** in graphic form (one Page) could be as follows

<b>Initiating the</b>	<b>Channels</b>	<b>Decision</b>
<b>file- Dealing</b>	→ <b>officers handling the file at</b>	→ <b>Making</b>
<b>Staff and Section</b>	<b>each level</b>	<b>Authority</b>

On receipt of application, the dealing hand puts up to the Office Superintendent who in turn puts up to the Principal/ Vice Principal.

#### 4) NORMS SET FOR DISCHARGE OF FUNCTIONS

- Details of standards set by the department for execution of various schemes/programs :
- Levels and kinds of inspection and examination before arriving at decisions :
- Use of IT in decision making process :
- Instructions / orders from superior office for executing programs :
- How is accountability of decision maker measured? :
- Norms set for ensuring citizen centric approach in decision making : Stakeholder are consulted to elicit their views through the Council Meetings/ Staff Meetings/ PTA meetings/ IQAC Meetings.
- Time norms of the activities decided by the Organisation (May be the citizen's Charter if any) :
- Quality norms, if decided by the organisation like ISO 9000 etc. for service. Other examples- Work manual defining the quality of construction :

#### 5) RULES/ OBLIGATIONS FOR DISCHARGING FUNCTIONS

- Acts : The College being an affiliated college is guided by the Ordinances/ Statues of the Goa University.
- Rules : Acts/ Rules and Regulations of the Government of India/ Government of Goa.

- Regulations:
- Manuals :
- GRs :
- Guidelines :
- Circulars :

**6) CATEGORIES OF DOCUMENTS HELD BY IT:**

- Description of all classes of records separately for each government department/ Office/ Institution :
- Categories could include
  - Acts, Rules & Regulations:
  - Manuals:
  - Files & Records: All the correspondence
  - Maps, Drawings, diagrams: Of the college
  - Electronic Documents: All electronic records of correspondence
  - Register: Muster Roll and other Registers

**A statement of the categories of documents held**

<b>Sr. No</b>	<b>Category of the documents</b>	<b>Name of the document held by and its introduction (One line)</b>

**7. PARTICULARS of ARRANGEMENT FOR CONSULTATION WITH CITIZENS:**

- **Formulation of Policy**

<b>Sr. No</b>	<b>Subject /Topic</b>	<b>Is it mandatory to ensure Public Participation (Yes/ No)</b>	<b>Arrangements for seeking Public Participation</b>
1.	Issues pertaining to PTA	Yes	PTA

2.	Issues pertaining to Alumni	Yes	Alumni Association
3.	Accreditation Process	Yes	IQAC

- **Implementation of Policy**

Sr. No	Subject /Topic	Is it mandatory to ensure Public Participation (Yes/ No)	Arrangements for seeking Public Participation
1	Accreditation Issues	Yes	IQAC

**This includes**

1. **Structure of Consultative Committee in which public representatives are members :**
2. **Name of the Committee :** The College has various Working Committes with Faculty members as the Convenors/ Co-convenors/ Members.
3. **Name of the Members:**
4. **Functions:**
5. **Accessibility of minutes for the public, if available, then copy :**
6. **For example Committees of members of legislative assembly at state level :**
7. **Committees formed by the departments, Vigilance Committees for implementing R D Programs :**

**8) STATEMENT OF BOARDS, COUNCIL, COMMITTEES AND OTHER BODIES**

- **Name and address of the affiliated Body :**
- **Type of Affiliated Body (Boards, Council, Committees, Other bodies ) :**
- **Brief Introduction of the Affiliated Body:** Goa University was setup by the Government of Goa and oversees the imparting of Higher Education in the state.
- **Role of the Affiliated Body ( Advisory/ Managing/ Execution/ Others):**

- **Structure & Member Composition :**
- **Head of the Body :** Chancellor, Goa University
- **Address of main office & its Branches:** Goa University, Taleigao Plateau Goa
- **Frequency of Meetings:**
- **Can public participate in the meetings?:** No
- **Are minutes of the meetings prepared/ exhibited... how:** Yes. As records of the Goa University.

**9) DIRECTORY OF OFFICERS & EMPLOYEES**

S/N	Name of the Teaching Staff	Designation	STD Code	Phone No	Fax	Email	Address
1	Prof. Gervasio S. F. L. Mendes	Professor & Principal	0832	9421094271		<a href="mailto:gervasiomendes@rediffmail.com">gervasiomendes@rediffmail.com</a>	DIVINE JOY H.No 2267 Plot No. 264 Housing Board Colony Sanquelim Goa
2	Prof. Seema Rath	Professor	--do--	9423835213		<a href="mailto:seemapr@yahoo.com">seemapr@yahoo.com</a>	H.No.251, Ganeshnagar- Khandola, Marcela - Goa
3	Prof. Soniya Sirsat	Professor	--do--	9423316038		<a href="mailto:dr.soniyasirsat@gmail.com">dr.soniyasirsat@gmail.com</a>	House Number : 615/5, Sirsat Road, Salis Wado, Parra, Bardez, Goa 403510
4	Mr. D. G. Bandiwadekar	Associate Professor	--do--	9158554533		<a href="mailto:Deepaktara.96@gmail.com">Deepaktara.96@gmail.com</a>	F-1, BLOCK-1, VAGERI COMMERCE CENTER, VITHALAPUR, SANKHALI, GOA.
5	Mr. Anil Karambelkar	Associate Professor	--do--	9422443911		<a href="mailto:apkarambelkar@gmail.com">apkarambelkar@gmail.com</a>	Flat C Om Sairam Housing Co-op Society Ltd. Lamgao Bicholim Goa
6	Ms. Rosalina Desilva	Associate Professor	--do--	9923189889		<a href="mailto:Rosalina.desilva@gmail.com">Rosalina.desilva@gmail.com</a>	5B/UG-5, Model's Millenium Vistas, Caranzalem, Goa. 403002
7	Dr. Agnela Dias	Associate Professor	--do--	9423060917		<a href="mailto:Agneladias@yahoo.in">Agneladias@yahoo.in</a>	H.no.525, Near the Mercedes Church,Mestabhat,Merces-Goa.403005
8	Dr. Sneha Mahambre	Associate Professor	--do--	9881352661		<a href="mailto:Mahambresneha.sm@gmail.com">Mahambresneha.sm@gmail.com</a>	Sarvajit, 179/40, Alto Bella Vista, Sangolda, Bardez, Goa. Pin 403511
9	Mr. Sharat Jamkahndi	Associate Professor	--do--	9673846913		<a href="mailto:sharatnj@gmail.com">sharatnj@gmail.com</a>	Banashree, H.No. 2306, Taranagar, Sanquelim, Goa. 403505
10	Ms. Anita Jacob	Associate Professor	--do--	8308829388		<a href="mailto:jacobanita.s@gmail.com">jacobanita.s@gmail.com</a>	SF 48 Wing D ,Fernando puram housing society, Corte real waddo, Santa Cruz, 403002 Goa
11	Ms. Preethi Pednekar	Associate Professor	--do--	9657961220		<a href="mailto:preethipednekar@yahoo.co.in">preethipednekar@yahoo.co.in</a>	House number:2253,plot number:287, Housing board colony, Harvalem, Sanquelim , Goa
12	Mr. Mahendra Pednekar	Associate Professor	--do--	9270890843		<a href="mailto:Mahendra-pednekar@yahoo.co.in">Mahendra-pednekar@yahoo.co.in</a>	Plot no 287 housing board colony harvalem Sanquelim Goa
13	Dr. Vaibhav Chindarkar	Associate Professor	--do--	9422443545		<a href="mailto:vaibhavchindarkar@rediffmail.com">vaibhavchindarkar@rediffmail.com</a>	H.No 1293/B, Behind Auxilium Convent, Deverem, Carona 403523
14	Mr. Nilesh Natekar	Associate Professor	--do--	9423061799		<a href="mailto:nilnat@yahoo.com">nilnat@yahoo.com</a>	Saterinagar Verla Bardez Goa 403510
15	Ms. Varsha K. Sail	Associate Professor	--do--	9527856537		<a href="mailto:varshk64@gmail.com">varshk64@gmail.com</a>	HNo.2075, Vasant nagar, Harvalem, sanquelim Goa
16	Ms. Manda Parab	Associate Professor	--do--	9422387753		<a href="mailto:tanisha171@gmail.com">tanisha171@gmail.com</a>	House no. 1994, Rudreshwar Colony, Harvalem, Sanquelim, Goa
17	Ms. Shilpa Satoskar	Associate Professor	--do--	9823045071		<a href="mailto:satoskarshilpa1@gmail.com">satoskarshilpa1@gmail.com</a>	Ella Cidade B- 105 , kadamba road,Old Goa , Goa
18	Dr. Namdev Gawas	Associate Professor	--do--	9422389262		<a href="mailto:ngawas33@gmail.com">ngawas33@gmail.com</a>	Flat no. K 17, Feira Alta Apts, Alcon,Gaunsawaddo, Mapusa, Goa 403507

19	Mr. Aga D. A.	Associate Professor	0832	9428002478		<a href="mailto:Shakeelg112@gmail.com">Shakeelg112@gmail.com</a>	House no 2772, Muslim Wada Bicholim
20	Mr. Prashant Bhonsle	Associate Professor	--do--	9823805051		<a href="mailto:prashantvbhonsle@gmail.com">prashantvbhonsle@gmail.com</a>	Sat Krupa H.No.2448, Harvalem Housing Board, Sanquelim, North Goa.
21	Ms. Shubha Kamat	Associate Professor	--do--	7387136494		<a href="mailto:Shubha_kamat@yahoo.com">Shubha_kamat@yahoo.com</a>	H.No 2292, Vasant Nagar , Sanquelim Goa
22	Mr. Brian D,Souza	Assistant Professor	--do--	9923065454		<a href="mailto:brianmathgoa@gmail.com">brianmathgoa@gmail.com</a>	1462 Gaumvaddi Anjuna Bardez Goa
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28	Shubha Kauthankar	Assistant Professor	--do--	9168396594	<a href="mailto:Shubhakautankar1@gmail.com">Shubhakautankar1@gmail.com</a>	Bicholim Goa
29	Sneha Gaonkar	Assistant Professor	--do--	7875190364	<a href="mailto:Gaonkarsneha1@gmail.com">Gaonkarsneha1@gmail.com</a>	h.no.4/B, Gawandi Wada, Karapur Sanquelim Goa
30	Rashmita Satodkar	Assistant Professor	--do--	7038539332	<a href="mailto:rashmisatodkar21@gmail.com">rashmisatodkar21@gmail.com</a>	H.No. 90 Surla Bicholim
31	Ms. Sunayana Haldankar	Assistant Professor	--do--	9637487346	<a href="mailto:sunayanahaldankar@gmail.com">sunayanahaldankar@gmail.com</a>	<b>Marshel Ponda Goa</b>
32	Mr. Sachin Govekar	Assistant Professor	--do--	8007709218	<a href="mailto:sachingovekar1@gmail.com">sachingovekar1@gmail.com</a>	H.No. 88/1 , Nanoda Bicholim
33	Shaila Shetkar	Assistant Professor	--do--	7776963483	<a href="mailto:shetkarshaila@gmail.com">shetkarshaila@gmail.com</a>	Tisk Usagao Goa
34	Josma Pereira	Assistant Professor	--do--	7350518124	<a href="mailto:Josmapereira05@gmail.com">Josmapereira05@gmail.com</a>	Flat. No B5/G1 Vijay Nagar Co. op. HSG Corlim Mollar Old Goa

35	Irfan Khwaja	Assistant Professor	--do--	9765737201		<a href="mailto:irfkhw@gmail.com">irfkhw@gmail.com</a>	H.No. 38/A, Konadi, Korgao Pernem Goa
36	Adisha Narvekar	Assistant Professor	--do--	9545406402		<a href="mailto:adishanarvekar337@gmail.com">adishanarvekar337@gmail.com</a>	Taligao Tiswadi

S/N	Name of the Non Teaching Staff	Designation	STD Code	Phone No	Fax	Email	Address
1	Mrs. Neha N. Datye	Office Superintendent	0832	9503083303		datyeneha@gmail.com	Vasantnagar Sanquelim Goa
2	Mrs. Aishwarya M. Parab	Accountant	--do--	9168344115		<a href="mailto:ashwaryanaikgaonkar@gmail.com">ashwaryanaikgaonkar@gmail.com</a>	Sal Bicholim Goa
3	Ms. Cynthia Fernandes	UDC	--do--	9922765712		cynthianeilmatthew@gmail.com	Sanquelim Goa
4	Ms. Radhika Gaonkar	UDC	--do--	7875691643		<a href="mailto:radhikagaonker76@gmail.com">radhikagaonker76@gmail.com</a>	Panchayatwada Mauxi sattari Goa
5	Mr. Sameer Gaonkar	UDC	--do--	9359739695			Panaji Goa
6	Mr. Mahadev Parab	Lab. Assistant	--do--	7768905069		<a href="mailto:mahadevparab1@gmail.com">mahadevparab1@gmail.com</a>	Saleli Sattari Goa
7	Ms. Sonali Usapkar	Lab. Assistant	--do--	9673221419		<a href="mailto:sonaliusapkar@gmail.com">sonaliusapkar@gmail.com</a>	Housing board Sanquelim Goa
8	Mr. Rudresh Sawant	Lab. Assistant	--do--	8793010207		rudra.123sawant@gmail.com	Mapusa Goa
9	Ms. Pooja Parab	Lab. Assistant	--do--	8669122567			Sal Bicholim Goa
10	Ms. Siddhi Paste	Lab. Assistant	--do--	8265080412		<a href="mailto:siddhipaste1981@gmail.com">siddhipaste1981@gmail.com</a>	Morlem Sattari Goa
11	Mr. Shraddhey Mayekar	Lab. Assistant	--do--	9823283459		<a href="mailto:shraddheysm@gmail.com">shraddheysm@gmail.com</a>	Mayem Bicholim Goa
12	Mr. Ketan Naik	Lab. Assistant	--do--	9765056267		<a href="mailto:Ketannaik2442@gmail.com">Ketannaik2442@gmail.com</a>	Dhakulmaina Navelim Sanquelim Bicholim Goa
13	Mr. Sudhir Paryekar	Lab. Assistant	--do--	7057270156		<a href="mailto:sudhirparyekar6037@gmail.com">sudhirparyekar6037@gmail.com</a>	Shiroli Keri Sattari Goa
14	Mr. Tushar Gaunker	L.D.C.	--do--	9923959876		<a href="mailto:gaunkertush@gmail.com">gaunkertush@gmail.com</a>	Ponda Goa
15	Mr. Umesh Gaonkar	L.V.D	--do--	9423318025		<a href="mailto:umeshgaonkar16@gmail.com">umeshgaonkar16@gmail.com</a>	Thane Sattari Goa
16	Mr. Prakash Gawas	F.P.C	--do--			<a href="mailto:prakashgawas@gmail.com">prakashgawas@gmail.com</a>	Shiroli Keri Sattari Goa

17	Ms. Geetanjali Naik	M.T.S	--do--	9422609601		<a href="mailto:geetanjalinai@gmail.com">geetanjalinai@gmail.com</a>	Guleli Sattari Goa
18	Mr. Pramod Shinde	M.T.S	--do--	9850465063		<a href="mailto:Pramodshinde995@gmail.com">Pramodshinde995@gmail.com</a>	Mulgao Bicholim Goa
19	Mr. Pravin Padwal	M.T.S	--do--	9767507350		<a href="mailto:pravinpadwal8917@gmail.com">pravinpadwal8917@gmail.com</a>	Sal Varcha wada Bicholim Goa
20	Mr. Babaji Shetye	M.T.S	--do--	9420202377		<a href="mailto:babajishetye@gmail.com">babajishetye@gmail.com</a>	Sal Bicholim Goa
21	Mr. Ramesh Naik	M.T.S	--do--			<a href="mailto:naikramesh@gmail.com">naikramesh@gmail.com</a>	Sal Bicholim Goa
22	Mr. Kashinath Gawas	M.T.S	--do--	9325905251		<a href="mailto:kashinathgawas@gmail.com">kashinathgawas@gmail.com</a>	Chravane Thane Sattari Goa
23	Mr. Ramesh Maulingkar	M.T.S	--do--			<a href="mailto:rameshmaulingkar@gmail.com">rameshmaulingkar@gmail.com</a>	Maulinguem Bicholim Goa
24	Mr. Prakash Gurav	M.T.S	--do--			<a href="mailto:prakashgurav@gmail.com">prakashgurav@gmail.com</a>	Parye Sattari Goa
25	Mr. Sundar Gawas	M.T.S	--do--				Keri Sattari Goa
26	Ms. Gauraksha Harijan	M.T.S	--do--	7768046172			Khadaki Sattari Goa
27	Mrs. Dipaswi Naik	Data Operator ( Contract)	--do--	9545884173		<a href="mailto:dips.73@rediffmail.com">dips.73@rediffmail.com</a>	H.no 86 Mathwada ,Parye ,Sattari Goa.
28	Mrs. Shraddha Sakhalkar	L.D.C. ( Contract)	--do--	8010781734			Sanquelim Goa
29	Mrs. Sushmita Sulkar	L.D.C. ( Contract)	--do--	7709807434		<a href="mailto:parabpriya78@gmail.com">parabpriya78@gmail.com</a>	Marscel Goa
30	Mr. Pankaj Naik	Peon ( Contract)	--do--				Guleli Sattari Goa
31	Mr. Rajesh Sulebhaikar	Driver (contract)	--do--	8080083277			Pale Bicholim Goa

**10) MONTHLY REMUNERATION OF OFFICERS AND EMPLOYEES**

S/N	Name of the Teaching Staff	Designation	Remuneration as in February, 2023	The procedure to determine the remuneration as given in the regulation
1	Prof. Gervasio S. F. L. Mendes	Professor & Principal	309296	
2	Prof. Seema Rath	Professor	345360	
3	Prof. Soniya Sirsat	Professor	291980	
4	Mr. D. G. Bandiwadekar	Associate Professor	306848	
5	Mr. Anil Karambelkar	Associate Professor	306848	
6	Ms. Rosalina Desilva	Associate Professor	272352	
7	Dr. Agnela Dias	Associate Professor	306848	
8	Dr. Sneha Mahambre	Associate Professor	306848	
9	Mr. Sharat Jamkahndi	Associate Professor	306848	
10	Ms. Anita Jacob	Associate Professor	280308	
11	Ms. Preethi Pednekar	Associate Professor	280308	
12	Mr. Mahendra Pednekar	Associate Professor	272352	
13	Dr. Vaibhav Chindarkar	Associate Professor	297156	
14	Mr. Nilesh Natekar	Associate Professor	272352	
15	Ms. Varsha K. Sail	Associate Professor	272352	
16	Ms. Manda Parab	Associate Professor	272352	
17	Ms. Shilpa Satoskar	Associate Professor	272352	
18	Dr. Namdev Gawas	Associate Professor	257064	
19	Mr. Aga D. A.	Associate Professor	257064	
20	Mr. Prashant Bhonsle	Associate Professor	257064	
21	Ms. Shubha Kamat	Associate Professor	288576	
22	Mr. Brian D,Souza	Assistant Professor	306848	
23	Dr. Suphala Pujari	Assistant Professor	129456	
24	Dr. Suman Tari	Assistant Professor	129456	
25	Mr. Aaron Alphonso	Assistant Professor	101536	
26	Dr. Rajesh Parvatkar	Assistant Professor	129456	
27	Ms. Minoshka Maria D'Souza	Assistant Professor	112296	
28	Dr. Guruprasad Naik	Assistant Professor	106212	
29	Ms. Arati Panshekar	Assistant Professor	83376	
30	Mr. Amar Naik	Assistant Professor	109176	
31	Mr. Evereth Fernandes	Assistant Professor	137258	
32	Mr. Khemraj alias Sangam Shet	Assistant Professor	115572	
33	Ms. Magnolia Aurea Miranda	Assistant Professor	98280	
34	Dr. Dattaprasad Narulkar	Assistant Professor	100440	
35	Dr. Sagar Narayan Patil	Assistant Professor	115572	
36	Ms. Pooja Tukaram Dalvi	Assistant Professor	100440	
37	Ms. Judaline Torcato	Assistant Professor	100440	
38	Ms. Delia Cardozo	Assistant Professor	100440	
39	Ms. Shahnaz Dadasab Shaikh	Assistant Professor	100440	
40	Ms. Ramashanti Anand Naik	Assistant Professor	100440	
41	Mr. Alphius David Fernandes	Assistant Professor	100440	
42	Mr. Akhil Janardan Gawas	Assistant Professor	100440	
43	Mr. Mouvin Francisco Fernandes	Assistant Professor	100440	
44	Mr. Stephen Fernandes	Assistant Professor	100440	
45	Mr. Prajyot Patil	Assistant Professor	100440	
46	Ms. Anjali Mascarenhas	Assistant Professor	97632	

47	Mr. Conrad D'souza	Assistant Professor	97632	
48	Ms. Ambika Kamat	Assistant Professor	97632	
49	Dr. Nisha Kevat	Assistant Professor	97632	
50	Ms. Golda D'Costa	Assistant Professor	97632	
51	Mr. Brahmanand Sawant	Assistant Professor	97632	
52	Mr. Dattaraj Jawdekar	Assistant Professor	97632	
53	Mr. Samir Fatte	Librarian	112296	
54	Mr. Saish Goltekar	Director of Phy. Edu.	97632	

S/N	Name of the Teaching Staff	Designation	Remuneration as in February, 2023	The procedure to determine the remuneration as given in the regulation
1	Ms. Sujata Gaonkar	Assistant professor	60000/-	
2	Ms. Ankita Vernekar	Assistant professor	65000/-	
3	Shradha Piligaonkar	Assistant professor	55000/-	
4	Ms. Nisha Rekdo	Assistant professor	50000/-	
5	Shrutesh Mhapsekar	Assistant professor	60000/-	
6	Ms. Tanuja Gaunkar	Assistant professor	60000/-	
7	Ms. Pritam Naik	Assistant professor	65000/-	
8	Ms. Pranali Bhagat	Assistant professor	55000/-	
9	Krutika Naik	Assistant professor	55000/-	
10	Joshua Fernandes	Assistant professor	60000/-	
11	Darryl Pereira	Assistant professor	40000/-	
12	Risha Dhargalkar	Assistant professor	50000/-	
13	Dr. Rahul Kerkar	Assistant professor	55000/-	
14	Arusa Bhandare	Assistant professor	40000/-	
15	Vishakha Bhonsale	Assistant professor	40000/-	
16	Ms. Sampada Dessai	Assistant professor	65000/-	
17	Medha Barve	Assistant professor	40000/-	
18	Ruchi Fulari	Assistant professor	40000/-	
19	Elroy Anthony Savio Rebello	Assistant professor	50000/	
20	Ajit Ghadi	Assistant professor	40000/-	
21	Ms. Rowena Almeida	Assistant professor	50000/	
22	Diksha Karapurkar	Assistant professor	50000/	
23	Diksha Datta Gaonker	Assistant professor	40000/-	
24	Sheela Pandey	Assistant professor	55000/-	
25	Dr. Samata Shetgaonkar	Assistant professor	50000/	
26	Rohit Redkar	Assistant professor	50000/	
27	Vrushali Mhamal	Assistant professor	55000/-	
28	Shraddha Dhond	Assistant professor	55000/-	
29	Susha Hondkar	Assistant professor	50000/-	
30	Pruthavi Naik	Assistant professor	55000/-	
31	Siddhi Gawas	Assistant professor	55000/-	
32	Vishal Gaonkar	Assistant professor	55000/-	
33	Anika Gaonkar	Assistant professor	55000/-	

34	Cassie Mascarenhas	Assistant professor	50000/-	
35	Rhugveda Desai	Assistant professor	40000/-	
36	Gargi Prabhu	Assistant professor	40000/-	
37	Vandana sawant	Assistant professor	40000/-	
38	Akshay Salkar	Assistant professor	40000/-	
39	Ms. Daneca E.Da Cruz	Assistant professor	40000/-	
40	Ms. Sanchita Rane	Assistant professor	40000/-	
41	Priti Gosavi	Assistant professor	60000/-	
42	Ms. Priya Rauth	Assistant professor	40000/-	
43	Vrushab Mhapsekar	Assistant professor	40000/-	
44	Fabiola Rocha	Assistant professor	40000/-	
45	Ms. Vaishali Kerkar	Counsellor	40000/-	
46	Ms. Cipriano Fernandes	Counsellor	40000/-	

S/N	Name of the Teaching Staff	Designation	Remuneration as in February, 2023	The procedure to determine the remuneration as given in the regulation
1	Irfan Khawaja	Assistant professor	14250	
2	Shilpa Tate	Assistant professor	30750	
3	Sneha Gaonkar	Assistant professor	33750	
4	Chaya Velip	Assistant professor	23250	
5	Pritam Salgaonkar	Assistant professor	23250	
6	Siddhi Mhalshekar	Assistant professor	10500	
7	Ajit Gunaji Gawas	Assistant professor	24000	
8	Ms. Shaila Shetkar	Assistant professor	29250	
9	Anthia Dias	Assistant professor	25500	
10	Sunayana Haldankar	Assistant professor	20250	
11	Sarita Chowdary	Assistant professor	24750	
12	Sapna Paryekar	Assistant professor	24000	
13	Priyanka Chawan	Assistant professor	27750	
14	Ms. Emma Fernandes	Assistant professor	25500	
15	Shubha Kauthankar	Assistant professor	27000	
16	Madhavi Shete	Assistant professor	12000	
17	Vinita Baykar	Assistant professor	29250	
18	Shital Doifode	Assistant professor	24750	
19	Ms. Pragati Kerkar	Assistant professor	39750	
20	Mr. Arjun Morajkar	Assistant professor	34500	
21	Mr. Aditya Vaze	Assistant professor	25500	
22	Taniya Mapari	Assistant professor	12000	
23	Sairaj R. Bhat	Assistant professor	33000	
24	Aashita Naik	Assistant professor	14250	
25	Reshma Badiger	Assistant professor	27750	
26	Sheetal Mandrekar	Assistant professor	39750	
27	Ranjita Mhamal	Assistant professor	20250	
28	Ms. Pratiksha Dabolkar	Assistant professor	10500	
29	Siya Padwal	Assistant professor	22500	



30	Preetam Kudalkar	Assistant professor	21750	
31	Josma Pereira	Assistant professor	21750	

S/N	Name of the Non Teaching Staff	Designation	Remuneration as in February, 2023	The procedure to determine the remuneration as given in the regulation
1	Mrs. Neha N. Datye	Office Superintendent	99516/-	
2	Mrs. Aishwarya M. Parab	Accountant	57708/-	
3	Ms. Cynthia Fernandes	UDC	57552/-	
4	Ms. Radhika Gaonkar	UDC	47256/-	
5	Mr. Sameer Gaonkar	UDC	44316/-	
6	Mr. Mahadev Parab	Lab. Assistant	69252/-	
7	Ms. Sonali Usapkar	Lab. Assistant	48660/-	
8	Mr. Rudresh Sawant	Lab. Assistant	46008/-	
9	Ms. Pooja Parab	Lab. Assistant	43524/-	
10	Ms. Siddhi Paste	Lab. Assistant	46008/-	
11	Mr. Shraddhey Mayekar	Lab. Assistant	46008/-	
12	Mr. Ketan Naik	Lab. Assistant	46008/-	
13	Mr. Sudhir Paryekar	Lab. Assistant	48492/-	
14	Mr. Tushar Gaunker	L.D.C.	35094/-	
15	Mr. Umesh Gaonkar	L.V.D	58800/-	
16	Mr. Prakash Gawas	F.P.C	69720/-	
17	Ms. Geetanjali Naik	M.T.S	52404/-	
18	Mr. Pramod Shinde	M.T.S	43044/-	
19	Mr. Pravin Padwal	M.T.S	49596/-	
20	Mr. Babaji Shetye	M.T.S	34782/-	
21	Mr. Ramesh Naik	M.T.S	34782/-	
22	Mr. Kashinath Gawas	M.T.S	68316/-	
23	Mr. Ramesh Maulingkar	M.T.S	68316/-	
24	Mr. Prakash Gurav	M.T.S	66444/-	
25	Mr. Sundar Gawas	M.T.S	43044/-	
26	Ms. Gauraksha Harijan	M.T.S	32028/-	
27	Mrs. Dipaswi Naik	Data Operator ( Contract)	23324/-	

28	Mrs. Shraddha Sakhalkar	L.D.C. ( Contract)	21513/-	
29	Mrs. Sushmita Sulkar	L.D.C. ( Contract)	21513/-	
30	Mr. Pankaj Naik	Peon ( Contract)	21210/-	
31	Mr. Rajesh Sulebhaikar	Driver	14000/-	

Monthly remuneration and Compensation (to be linked with treasury Data Bank) and Overtime, Hardship allowances etc. to be shown differently

Sr. No	Name	Designation	Compensation	Remuneration

#### 11) BUDGET ALLOCATED TO EACH AGENCY

For Public Authorities responsible for developmental, Construction, technical works

<b>Sr. No</b>		} NOT APPLICABLE
<b>Name of the Scheme/ Head</b>		
<b>Activity</b>		
<b>Starting date of the activity</b>		
<b>Planned end date of the activity</b>		
<b>Amount Proposed</b>		
<b>Amount Sanctioned</b>		
<b>Amount released/disbursed( No of instalments)</b>		
<b>Actual expenditure for the last year</b>		
<b>Responsible officer for the quality , monitoring and complete execution of the work.</b>		

#### BUDGET ALLOCATED TO EACH AGENCY

Sr. No	Head	Proposed Budget	Sanctioned Budget	Amount released/ disbursed ( no of instalments)	Total Amount
1	2202031030101		200000000		
2	2202031030102		100000		
3	2202031030111		200000		

4	2202031030113		4333000		
5	2202031030121		786880		
6	2202031030126		20000		
7	2202031030128		2000000		
8	2202031030134		100000		
9	2202031030150		6483000		
10	2202038000350		1061000		
11	2202038002950		1200000		
12	2071011170101		56600000		

## 12) THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES

Please provide the information as per the following format :

- **Name of Program/ Scheme :**
- **Duration of Programme/ Scheme:**
- **Objectives of Programme:**
- **Physical & Financial targets of the Programme:**
- **Beneficiary's Eligibility:**
- **Benefit Pre-requisites:**
- **Programme benefits availing procedure :**
- **Eligibility Criteri:**
- **Details of benefits:**
- **Subsidy distribution procedure:**
- **Where to apply :**
- **Application Fee:**
- **Other Fees:**
- **Application Format:**

- **List of attachments:**
- **Format of Attachments:**
- **Where to contact in case of process related complaints:** Office of the Principal
- **Available fund details :**
- **List of beneficiaries in format given below :**

Sr. No Code	Beneficiary Name	Amount of subsidy	Parent/ Guardians	Criteria of selection	Address			
					District	City	Town / Village	House no.

**13) PARTICULARS OF CONCESSIONS, PERMITS OR AUTHORIZATION GRANTED BY IT.**

Please provide the information as per the following format :

- Name of Program:
- Type (Concession/ Permits/ Authorization):
- Objection :
- Targets Set :
- Eligibility :
- Criteria for the eligibility ;
- Pre-requisites :
- Procedure to avail the benefits :
- Time-limit for concession/ Permits/ Authorizations :
- Application Fee (Wherever applicable) :
- Lit of attachments :
- Format of Attachments :

**NOT APPLICABLE**

**14) INFORMATION HELD IN ELECTRONIC FORM**

- Category of information:
- Whether information available on website / CD Format/E- Mail/ DVDs, etc. :
- Whether applicant requires soft or hard copy :
- Fee for Soft copy :
- Fee for Hard copy :

**15 ) FACILITIES AVAILABLE TO CITIZENS FOR ACCESS TO INFORMATION**

- Library : Yes
- Electronic & print media : Yes
- Exhibitions : Yes
- Notice Boards : Yes
- Inspection of Records : Yes
- Printed Manuals: Yes
- Websites: Yes
- Issuing attested copies, etc : Yes

**16 ) NAMES, DESIGNATIONS AND OTHER PARTICULARS OF PIOS**

Sr. No	Name	Designation	Phone No	E- Mail	Address
1	Dr. Agnela Angelina Domitilia Dias	Associate Professor and HOD, Economics	9423060917	diasagnela@gmail.com	Government College of Arts, Science and Commerce, Sanquelim- Goa.

**17) SUO MOTU DISCLOSURE BEYOND SECTION 4- EXPANDING HORIZON**

- Information relating to procurement :
- Public Private Partnership :
- Transfer Policy and Transfer Orders :
- RTI Applications :

Sr. No	RTI Applications Received	Replied within the time period
2021	06	06
2022	01	01

- CAG and PAC :
- Citizen's Charter :

Government of Goa  
**Government College of Arts, Science and  
Commerce,**

Sanquelim-Goa-403 505

Affiliated to Goa University (Est.: 1988)

Accredited by NAAC with Grade 'A' (CGPA 3.17)

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

email: [gcascs@gmail.com](mailto:gcascs@gmail.com)

Phone & Fax:



(0832) 2364271

# CITIZEN'S CHARTER

## Introduction:

Government College of Arts, Science and Commerce, Sanquelim was established in 1988 with the aim of bringing quality higher education to the youth of the hinterlands of Goa. The college has grown from strength to strength. As the college continues to move forward with confidence and enthusiasm, it strives to create an atmosphere conducive to growth in academics, character building, development of leadership and holistic education.

**Vision:**

Empowerment for social transformation through holistic education with a humane approach

**Mission:**

To initiate positive social change through equal opportunity and diverse approaches in a healthy, responsive and inclusive environment.

**Important information: (Links)**

1. Controlling Authority: Directorate of Higher Education, Government of Goa
2. Affiliating Authority: Goa University
3. Accreditation Status: UGC 2(f) 12(b) recognised
4. Accredited by NAAC with Grade 'A' (CGPA 3.17)
5. College contact information
6. Courses offered
7. Fee structure
8. Scholarships and financial assistance
9. Grievance redressal
10. Right to Information (RTI)

**Objectives of the Citizen's Charter**

Government College of Arts, Science and Commerce, Sanquelim, strives for excellence. Efficiency and transparency are the pillars for achieving this dream of excellence. This document strives to let all stakeholders know the expectations of the college and the services provided, the procedure involved in availing these services, the required documentation and other service-related expectations. This Citizen's Charter represents the commitment of the college towards providing high quality and timely delivery of services with the highest levels of accountability. Thus, the objectives of this Citizen's Charter are:

- To facilitate good governance by making administration accountable and citizen friendly.
- To enhance the performance level of the institute.
- To empower citizens with correct information that is easily accessible.
- To enhance the reputation of the college by increasing transparency and accountability.

**Grievance Redressal:** If the maximum processing time mentioned in the Citizen's Charter is exceeded, the service provider the stakeholder can register their grievance with the Grievance Redressal Officer. The grievance should be submitted to the Grievance Redressal Officer in written form. These grievances will be settled in 7 working days, failing which the matter will be reported to the Principal.

Grievance Redressal Officer contact details

**Reasonability Clause:** The maximum processing time for the office for the services mentioned in this Charter are applicable under normal conditions. These prescribed processing periods may reasonably increase during the period when there is abnormal pressure on the office.

In view of better service delivery, the following pages spell out the expectations from various stakeholders of the college and services provided to with procedures to be followed, information/documentation needed, person responsible and maximum processing time.

### **1. STUDENTS**

The college expects that students will:

- a. Strive hard for the name and fame of the college
- b. Follow College rules and regulations
- c. Provide honest feedback about the system and express their expectations.
- d. Participate actively in various curricular, co-curricular and extra-curricular activities organised for the all-round development of students
- e. Visit the college website regularly
- f. Remain updated by regularly reading the notice board

### **2. PARENTS OF STUDENTS OF THE COLLEGE**

The college expects that parents of students in the college will:

- a. Respond to letters/telephonic messages/emails received from the college and take the necessary action
- b. Obtain regular updates from their wards

### **3. SUPPLIERS AND SERVICE PROVIDERS**

The college expects that suppliers and service providers will:

- a. Supply goods as per purchase order within the stipulated time
- b. Provide proper service after sales
- c. Keep themselves away from corrupt practices

### **4. INDUSTRY/ORGANISATIONS EMPLOYING THE STUDENTS**

The college expects that Industries/Organisations employing the students of the institute will:

- a. Help make the students employable by expressing their expectations from the students
- b. Provide industrial exposure to students by giving opportunities for training and visits
- c. Provide proper response to the college to improve college-industry interaction
- d. Co-operate with the college for collaborative activities



## 5. DHE/GU/UGC/GOVERNMENT

The college expects that DHE/GU/UGC/Government will:

- a. Provide sufficient human resource at all levels
- b. Provide sufficient infrastructural facilities

## 6. CITIZENS CONCERNED WITH THE COLLEGE

Citizens with grievances against the college are expected to

- a. Inquire only about information that is related to them or to the general public.

## 7. STAFF (TEACHING AND NON-TEACHING)

The college expects that the staff (teaching and non-teaching) will:

- a. Execute their duties as per the college calendar and schedule
- b. Follow protocol, institutional discipline, rules and regulation
- c. Provide appropriate feedback about the system
- d. Actively participate in various activities organised by the college
- e. Undergo continuous knowledge updating by participating in seminars, conferences, workshops and training programmes.

- **Discretionary and Non- discretionary grants :**
- **Foreign Tours of PM / Ministers and senior officers : NA**

Type of Information in RTI Act	
Section- 4	Information to be disclosed proactively by Public Authority
Section 6 & 7	Information to be provided on application and on payment of fees
Section 8 & 9	Exempted Information for which there is no legal obligation to provide

**The above data is updated as of February 2023.**

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