

CHAPTER 17

**Proactive Disclosure under Section 4 (1)
(b)(i) of the Right to Information Act, 2005**

**OTHER INFORMATION AS MY BE PRESCRIBED
SUO MOTU DISCLOSURE BEYOND SECTION 4- EXPANDING HORIZON**

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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)

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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:

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 2026.
