

**DNYANPRASSARAK MANDAL'S COLLEGE AND RESEARCH CENTRE,
ASSAGAO, BARDEZ-GOA 403 507.**

RIGHT TO INFORMATION

COMPILED DATA AS PER SECTION 4 AND SECTION 5

2023-2024.

Sept. 2023

MANUAL 1

Particulars of Organisation, Functions and Duties [Section 4(1) (b)(i)]

Dnyanprassarak Mandal's College and Research Centre, Assagao, Bardez – Goa.

1. Aims and objectives of the public authority.

- 1) To impart education and conduct undergraduate and post graduate courses like Bachelor of Arts, Science, Commerce, Business Administration, Computer Application Master in Commerce, Master in Science and Research.
- 2) To constantly strive to provide the best of everything to the students for their all-round development with one goal in mind – the welfare of the student community.

2. Mission/Vision Statement of the public authority.

Vision: **“Education for Social Transformation and Nation Building”**

Mission: **“To proactively contribute towards the creation of an intellectually dynamic society, which is committed to excellence, human dignity and the realization of human potential”**

3. Brief history and background of establishment of the public authority.

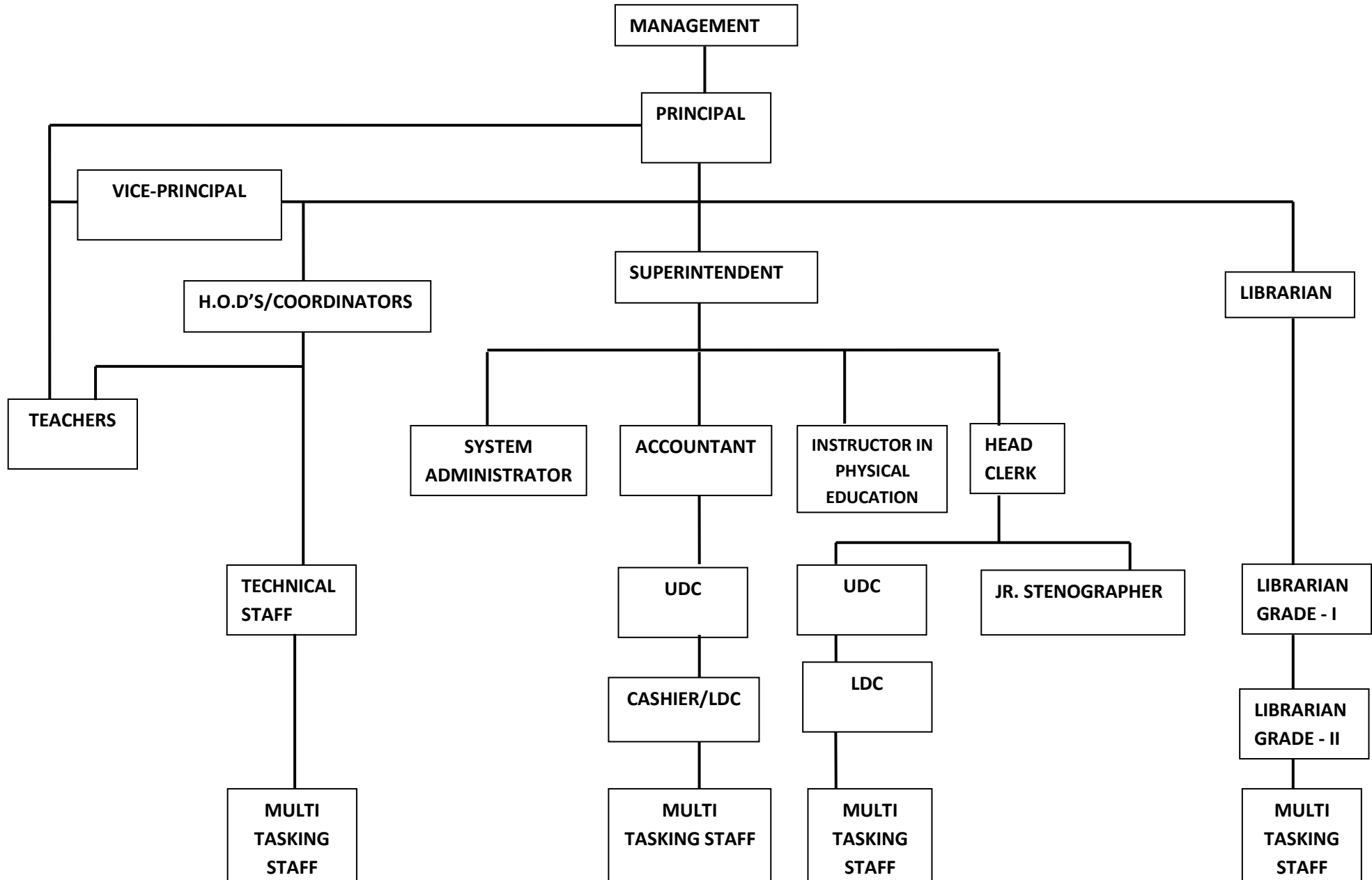
Dnyanprassarak Mandal, Mapusa, Goa, a charitable institute and dedicated to the cause of promoting social development through education. Dnyanprassarak Mandal's College and Research Centre is located on a spacious campus on the top of Assagao hills in Bardez taluka of Goa. It is well connected by road from Mapusa town as well as the coastal villages. In post liberation Goa, there were no facilities for higher education in Commerce in North Goa. This need was fulfilled in the year 1974 when Dnyanprassarak Mandal set up the first Commerce College on the northern side of river Mandovi to cater to the aspirations of people who wished to graduate in the field of Commerce. In order to adapt itself to the rapidly changing socio-economic global scenario, the college decided to diversify and introduce a wider range of courses. Thus, was introduced the Arts and Science faculties from the year 1996, B.B.A., B.C.A. and M.Com. in 2006, M.Sc. (Pharmaceutical Chemistry) in 2009, Ph.D. in Commerce (2012), and Ph.D. Chemistry (2014) and M.Sc. (Organic Chemistry) in 2017. From the last academic year (2019-20), the college has introduced Honours Program in History, Economics, Mathematics and Geology. Now the college introduced M.Sc. in Environmental Science in September 2021. This steady progress in the academic and infrastructure profile of the college has been made possible through the support and generosity of the Management i.e. Dnyanprassarak Mandal, Mapusa which was founded way back in 1908 and had unwaveringly moved ahead in the field of education right from K.G. (Primary Education) to P.G. (Higher Education) and Research. The college is accredited by NAAC with 'A' Grade in the 4th Cycle and has had the distinction of being ranked among the top 150 colleges of India in 2017 under the National Institutional Ranking Framework (N.I.R.F.) of the Ministry of Human Resource Development., Government of India. The college is ranked among the top 150 colleges of India– B.C.A.-114; B.A.-110, B.Sc.-135 and B.Com.-116 by India Today in 2022. The college was one among the 338 Higher Education Institutions of India selected by the Ministry of Human Resource Development, Government of India under the UNNAT BHARAT ABHIYAN. The college was awarded the “A” under the “Swatchatam Mahavidyalaya Scheme (cleanest college)” by Goa University. It was also awarded the “Lokmat Goan of the Year” Award under the Best Educational Institution Category” by the daily Lokmat in May, 2016.

4. Organization Chart: Attached (Annexure 1).

5. Main activities/functions of the public authority: Teaching & Research.
6. List of services being provided by the public authority with a brief write-up on them: -----
7. Citizens interaction - Expectation of the public authority from the public for enhancing its effectiveness and efficiency: Parent-Teachers Association
8. Postal address of the main office, attached/subordinate office/field units etc.:
Dnyanprassarak Mandal's College and Research Centre,
P.O. Box 20, Assagao, Bardez, Goa.
9. Working hours both for office and public:
9.00 a.m. to 1.30 p.m. and 2.30 p.m. to 4.30 p.m.
10. Grievance re-dressal mechanism:
Different committees viz., Students' Grievance Redressal Cell, Staff Grievance Redressal Committee, Anti Ragging Committee, Anti Ragging Squad, Women Cell and Internal Committee (Annexures 2 to 7 attached)

EXHIBIT
ORGANISATIONAL CHART

Annexure 1





Dnyanprassarak Mandal's

College and Research Centre

Assagao, Bardez - Goa 403 507

Inspiring, Igniting and Transforming to Excel

(Affiliated to Goa University and recognised by U.G.C. under sections 2f and 12B of the UGC Act of 1956)

Accredited by NAAC with 'A' Grade (3rd cycle)

☎ (O): (0832) 2268488

Fax : (0832) 2268683

Ref. No.: DMCRC/CC/2021-2022/10-b/829

Date: 09/10/2021.

OFFICE ORDER

The undersigned is pleased to constitute a '**Collegiate Student Grievance Redressal Committee**' comprising of following teachers:

- | | |
|-------------------------|--------------------|
| 1. Prof. D. B. Arolkar | .. Chairperson |
| 2. Dr. M. Shanthi | .. Member |
| 3. Mr. Mangesh Varerkar | .. Member |
| 4. Mr. Jeevan Khedekar | .. Member |
| 5. Ms. Wilma Fernandes | .. Member |
| 6. General Secretary | .. Special Invitee |


The committee shall examine the grievances of the students, investigate the grievances and send its report with recommendations, if any, to the Vice-Chancellor, Goa University and a copy thereof to the aggrieved student, within a period of 15 days of receipt of the complaint.

The term of the Committee shall be for a period of two years.

To

All the members




(Prof. D. B. Arolkar)
PROFESSOR & PRINCIPAL



Dnyanprassarak Mandal's **College and Research Centre**

Assagao, Bardez - Goa 403 507

Inspiring, Igniting and Transforming to Excel

(Affiliated to Goa University and recognised by U.G.C. under sections 2f and 12B of the UGC Act of 1956)

Accredited by NAAC with 'A' Grade (3rd cycle)

☎ (O): (0832) 2268488

Fax : (0832) 2268683

Ref. No.: DMCRC/CC/2021-2022/22-A-B/1294

Date: 17/12/2021.

OFFICE ORDER

The undersigned is pleased to constitute a **STAFF GRIEVANCE REDRESSAL COMMITTEE** for the college comprising of the following members:

1. Mr. Manish S. Pokle - CHAIRMAN
(Member of the Dnyanprassarak Mandal)
2. Mr. M. V. Varerkar (Associate Professor, Dept. of History) - Member
3. Mrs. Judas E. Mascarenhas (Superintendent) - Member

- a) The Committee shall examine the grievances forwarded by the Principal, investigate the grievances and make recommendations to the Principal for further necessary action.
- b) If the Grievance pertains to one of the members of the committee, then the Principal shall substitute that member by other member.
- c) The term of the committee shall be for a period of three years.

To

All the members




PROFESSOR & PRINCIPAL



Dnyanprassarak Mandal's
College and Research Centre (DMC)

Assagao, Bardez - Goa 403 507

Inspiring, Igniting and Transforming to Excel

Affiliated to Goa University and recognised by U.G.C. under sections 2(f) and 12(B) of the UGC Act of 1956

Accredited by NAAC with 'A' Grade (4th cycle) and CGPA of 3.15 / 4.00

ISO 9001:2015 & ISO 14001:2015 Certified

☎ (O):0832-2994488/(P):0832-2995683

☎ (O): 9420020522

Ref.No.: DMCRC/CC/2022-2023/10-B/166

Date: 20/06/2022

OFFICE ORDER

The undersigned is pleased to re-constitute the 'Anti-Ragging Committee' for the college comprising of the following members :

- | | |
|--|---------------------|
| 1. Principal | .. Chairperson |
| 2. Vice-Principal | .. Vice-Chairperson |
| 3. Mamlatdar, Bardez | .. Member |
| 4. Police Inspector,
Anjuna Police Station | .. Member |
| 5. Mr. Kashiram Mhambrey
Media Person | .. Member |
| 6. Mrs. Neetha Rodrigues
Member of NGO - COOJ | .. Member |
| 7. Convenor, Anti-Ragging Squad | .. Member |
| 8. Ms. Prashanti Talpankar
Representative of the faculty | .. Member |
| 9. Mr. Somnath Morajkar
Representative of the faculty | .. Member |
| 10. Office Superintendent
Representative of Non-Teaching Staff | .. Member |
| 11. President, Parent-Teacher Association
Representative of Parents | .. Member |
| 12. Senior Students' Representative | .. Member |
| 13. Fresh Students' Representative | .. Member |

The tenure of the members at serial nos. 11, 12 and 13 shall be for one academic year only and shall be replaced by the new members during every subsequent years. The tenure of the other members shall be for a period of three years.

The committee is constituted as per the directives of the Government of Goa circulated vide letter No. 9/182/2006/HE/MISC/2507 dated 13/08/2009 enclosing UGC regulations on curbing the menace of ragging in Higher Educational Institutions, 2009 and the Goa Prohibition of Ragging (Amendment) Bill 2010.

The committee shall perform the following duties:

1. Ensure compliance with the provisions of the UGC regulations and the provisions of the Goa Prohibition of Ragging (Amendment) Bill 2010 on curbing the menace of ragging in college.
2. Monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.
3. Take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
4. Any other related work.



(Signature)

(Prof. D. B. Arolkar).
PROFESSOR & PRINCIPAL

To
All the members

Anand R. Sirsat College of Arts.
Sou. Sheela Premanand Vaidya College of Science.
V.N.S Bandekar College of Commerce.
Shrikrishna T. Pokle College of Management & Technology.
Indira Narahari Narvekar Institute of Post Graduate Studies & Research Centre



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College and Research Centre (DMC)

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ISO 9001:2015 & ISO 14001:2015 Certified

☎ (O):0832-2994488/(P):0832-2995683

☎ (O): 9420020522

Ref.No.: DMCRC/CC/2023-2024/10-B/942

Date: 01/09/2023

OFFICE ORDER

Ref.No.: DMCRC/CC/2022-2023/10-B/166 dated 20/06/2022.

Mr. Nilkanth S. Karmalkar, Accountant, is inducted as 'Member' (Representative of Non-Teaching staff) of the 'Anti-Ragging Committee' of the college constituted vide Order No. DMCRC/CC/2022-2023/ 10-B/166 dated 20/06/2022 (copy enclosed) in place of the Office Superintendent.



[Signature]

(PROF. D. B. AROLKAR).
PROFESSOR & PRINCIPAL

To
Mr. Nilkanth S. Karmalkar,
Accountant,
Dnyanprassarak Mandal's College and Research Centre.

Received
Barmal
01/09/2023

Jem/aps

Copy to:

1. The Chairman, Dnyanprassarak Mandal.
2. Office Superintendent
3. IQAC file
4. Guard file.

Anand R. Sirsat College of Arts.
Sou. Sheela Premanand Vaidya College of Science.
V.N.S Bandekar College of Commerce.
Shrikrishna T. Pokle College of Management & Technology.
Indira Narahari Narvekar Institute of Post Graduate Studies & Research Centre



Dnyanprassarak Mandal's
College and Research Centre (DMC)
Assagao, Bardez - Goa 403 507

Inspiring, Igniting and Transforming to Excel

Affiliated to Goa University and recognised by U.G.C. under sections 2(f) and 12(B) of the UGC Act of 1956

Accredited by NAAC with 'A' Grade (4th cycle) and CGPA of 3.15 / 4.00

ISO 9001:2015 & ISO 14001:2015 Certified

(O):0832-2994488/(P):0832-2995683

(O): 9420020522

Ref.No. DMCRC/CC/2023-24/10-B/ 761

Date: 10/08/2023.

OFFICE ORDER

The undersigned is pleased to constitute an 'Anti Ragging Squad' for the college comprising of following members:

- | | |
|-----------------------------|------------------|
| 1. Mr. Pares R. Sirsat | - Convenor |
| 2. Mr. Chandru Govekar | - Joint Convenor |
| 3. Ms Smita R. Kuncolienkar | -Member |
| 4. Dr. Rajesh Pednekar | -Member |
| 5. Ms. Jaya Prabhu Parrikar | -Member |
| 6. Dr. Sandesh J. Naik | -Member |
| 7. Dr. Ankeeta Amonkar | - Member |
| 8. Mr. Jeevan Khedekar | -Member |
| 9. Mr. Mahendra Teli | - Member |
| 10. The Accountant | - Member |
| 11. The College Counsellors | - Members |

The tenure of the squad is for a period of two years.

The Squad shall perform the following duties:

- 1) To maintain vigil and oversight in the college.
- 2) To carry out patrolling functions.
- 3) To make surprise raids on hostels and other places vulnerable to incidents of and having the potential of ragging.
- 4) To conduct an On The Spot Inquiry into any incident of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be and submit the enquiry report alongwith recommendations.
- 5) Any other related work assigned by the Head of the Institution.

Date: 11/08/2023.

To
All the members

JEM/aps



(PROF. D. B. Aholkar).
PROFESSOR & PRINCIPAL

Dnyanprassarak Mandal's
College and Research Centre (DMC)
Assagao, Bardez- Goa 403507

Date: 10/07/2023.

Ref.: DMCRC/CC/2023-2024/22-A/355

OFFICE ORDER

The following Working Committees/Associations/Cells are constituted for the academic year 2023-2024 for the efficient and effective management of college matters and the conduct of various curricular and co-curricular activities in the college :

1.	DISCIPLINE COMMITTEE	
	Mr. Somnath P. Morajkar	Convenor
	Mr. Mangesh V. Varerkar	Jt. Convenor
	Ms. Rashmi R. Redkar	Member
	Dr. Rajesh M. Pednekar	Member
	Mr. Paresh R. Sirsat	Member
	Ms. Pooja Bidye	Member
	Dr. Sandesh J. Naik	Member
	Ms. Yogita K. Karkhanis	Member
	Ms. Vassanti R. Morudkar	Member
	Mr. Mahendra S. Teli	Member
	Mr. Jeevan G. Khedekar	Member
	Mr. Prasann S. Mayekar	Member
	Dr. Prabhat B. Dessai	Member
2.	STUDENTS' COUNCIL	
	Mr. Girish Abhyankar	Convenor
	Mr. Chandru Govekar	Jt. Convenor
	Ms. Rashmi R. Redkar	Member
	Ms. Prashanti Talpankar	Member
	Mr. Somnath Morajkar	Member
	Mr. Mangesh Varerkar	Member
	Mr. Paresh Sirsat.	Member
	Ms. Pooja S. Bidye	Member
	Mr. Subhash Kamalkar	Member
	Ms. Yogita Karkhanis	Member
	Ms. Chaitali P. Parker	Member
	Mr. Jeevan Khedekar	Member
	Mr. Mahendra Teli	Member
	Dr. Prabhat B. Dessai	Member
	Mr. Prasann Mayekar	Member
3.	ADMISSION COMMITTEE	
	Mr. Shivdatt F. Shirodkar	Convenor
	Ms. Jaya G. Prabhu Parrikar	Jt. Convenor – Comm
	Mr. Subhash Y. Kamalkar	Jt. Convenor – Arts
	Mr. Pratik D. Korkankar	Jt. Convenor – Sci
	Mr. Paresh R. Sirsat	Member
	Dr. Naresh G. Shirodkar	Member
	Ms. Prasanna M. Kothawale	Member
	Mr. Yogeshwar R. Bhosle	Member
	Dr. Sandesh J. Naik	Member
	Ms. Lizella F. Gonsalves	Member
	Mr. Dinanath P. Volvoikar	Member
	Mr. Jayesh B. Mayekar	Member
	Ms. Tanvi P. Kurtikar	Member
	Ms. Yogita K. Karkhanis	Member
	Ms. Wilma A. Fernandes	Member
	Mr. Sarvesh S. Gawas	Member
	Ms. Danica F. Menezes	Member
	Dr. Purushottam A. Verlekar	Member
	Ms. Sanjana S. Naik	Member
	Ms. Sailee C. Velip	Member
	Ms. Vassanti R. Morudkar	Member
	Ms. Chaitali P. Parker	Member
	Mr. Aviraj S. Velip	Member
	Mr. Baptist J. Rebelo	Member
	Mr. Sheshgiri S. Shettigar	Member



4.	PURCHASE COMMITTEE	
	Mr. Paresh Sirsat	Convenor
	Mr. Jeevan Khedekar	Jt. Convenor
	Ms. Rashmi R. Redkar	Member
	Mr. Sunoj Raicar	Member
	Dr. Rajesh Pednekar	Member
	Ms. Pooja S. Bidye	Member
	Ms. Kimberly Afonso	Member
5.	PHOTOGRAPHY COMMITTEE	
	Mr. Paresh Sirsat	Convenor
	Mr. Subhash Kamalkar	Jt. Convenor
	Mr. Ashwin de Rosario Souza	Member
	Ms. Monisha John	Member
6.	TIME-TABLE COMMITTEE	
	Mr. Shivdatt F. Shirodkar	Convenor
	Mr. Jayesh B. Mayekar	Jt. Convenor - Commerce
	Mr. Subhash Y. Kamalkar	Jt. Convenor - Arts
	Mr. Pratik D. Korkankar	Jt. Convenor - Science
	Ms. Tanvi P. Kurtlikar	Member
	Ms. Sanjana S. Naik	Member
	Ms. Wilma A. Fernandes	Member
	Ms. Danica F. Menezes	Member
	Ms. Yogita K. Karkhanis	Member
	Ms. Sailee C. Velip	Member
	Ms. Vassanti R. Morudkar	Member
	Mr. Baptist J. Rebelo	Member
	Mr. Sheshgiri S. Shettigar	Member
	Ms. Archana A. Pednekar	Member
7.	CAMPUS SAFETY AND SECURITY COMMITTEE	
	Dr. M. Shanthi	Advisor
	Dr. Sandesh J. Naik	Convenor
	Mr. Jayesh B. Mayekar	Jt. Convenor
	Prof. Vidya G. Desai	Member
	Mr. Sunoj P. Raicar	Member
	Mr. Somnath P. Morajkar	Member
	Mr. Paresh R. Sirsat	Member
	Dr. Jayaprakash	Member
	Dr. Amrut F. Naik	Member
	Mr. Chandru H. Govekar	Member
	Mr. Sarvesh S. Gawas	Member
	Ms. Sanjana S. Naik	Member
	Ms. Kimberly F. Afonso	Member
	Ms. Sailee C. Velip	Member
	Mr. Prasad P. Kalangutkar	Member
	Ms. Anupa D. Naik	Member
	Mr. Sumant Y. Marihal	Member
	Mr. Nilkant S. Karmalkar	Member
	Ms. Navami N. Parulekar	Member
	Mr. Suyog S. Sirsat	Member
	Mr. Pratik P. Gaundalkar	Member
8.	LITERARY ASSOCIATION	
	Dr. M. Shanthi	Convenor
	Ms. Lizella Faria Gonsalves	Jt. Convenor
	Mr. S. D. Patil	Member
	Ms. Prashanti Talpankar	Member
	Ms. Pooja S. Bidye	Member
	Mr. Yogeshwar R. Bhosle	Member
	Mr. Dinanath Volvoikar	Member
	Mr. Subhash Kamalkar	Member
	Mr. Sarvesh S. Gawas	Member
	Ms. Anupa D. Naik	Member
	Ms. Krutika Sanjiv Navelkar	Member
	Ms. Sarika Misra	Member

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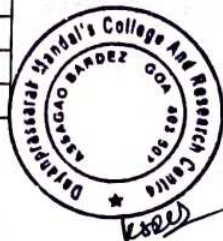
9.	CULTURAL ASSOCIATION	
	Mr. Subhash Kamalkar	Convenor
	Mr. Prasad P. Kalangutkar	Jt. Convenor
	Ms. Prashanti Talpankar	Member
	Mr. Girish Abhyankar	Member
	Mr. Chandru H. Govekar	Member
	Ms. Wilma A. Fernandes	Member
	Ms. Nikita G. Mangeshkar	Member
	Dr. Amrita R. Natekar	Member
	Dr. Sudarshana D. Mardolkar	Member
	Dr. Karishma K. Mashelkar	Member
	Dr. Abhijit D. Shetgaonkar	Member
	Dr. Vruta V. Kadkade	Member
	Dr. Ram U. Gawas	Member
	Dr. Sinthiya J. Gawandi	Member
	Ms. Pranaya M. Naik	Member
	Ms. Sushila R. Telgiri	Member
	Ms. Vrunda V. Dessai	Member
10.	CAREER GUIDANCE CELL	
	Dr. Sandesh J. Naik	Convenor
	Mr. Jayesh B. Mayekar	Jt. Convenor
	Mr. S. D. Patil	Member
	Dr. Suchita R. Golatkar	Member
	Dr. Umesh B. Gawas	Member
	Dr. Jayaprakash	Member
	Mr. Namdev E. Tulaskar	Member
	Ms. Archana A. Pednekar	Member
	Dr. E. Vadivel	Member
	Ms. Sushila R. Telgiri	Member
	Ms. Nikita G. Mangeshkar	Member
	Mr. Krishnarao P.M. Rane Sardessai	Member
	Mr. Tukaram Ulhas Rane	Member
11.	COMMUNITY & EXTENSION SERVICE CELL	
	Dr. Rajesh M. Pednekar	Convenor
	Dr. Jayaprakash	Jt. Convenor
	Dr. Suchita R. Golatkar	Member
	Dr. Achut P. Pednekar	Member
	Mr. Shripad S. Merchant	Member
	Dr. Dhaneesh Kumar T.K.	Member
	Dr. Naresh Shirodkar	Member
	Mr. Sarvesh Gawas	Member
	Ms. Danica Menezes	Member
	Ms. Vassanti R. Morudkar	Member
	Ms. Chaitali Parker	Member
	Mr. Namdev E. Tulaskar	Member
	Dr. Prabhat Dessai	Member
	Dr. Vruta V. Kadkade	Member
	Dr. Ram U. Gawas	Member
	Dr. Sinthiya J. Gawandi	Member
	Ms. Pranaya M. Naik	Member
	Dr. Sudarshana D. Mardolkar	Member
	Dr. Karishma K. Mashelkar	Member
	Dr. Sudesh Manohar Morajkar	Member
	Mr. Marlow A. Lawrence	Member
	Mr. Tushar S. Karmalkar	Member
12.	COUNSELING CELL	
	Ms. Rashmi R. Redkar	Convenor
	Ms. Prashanti P. Talpankar	Jt. Convenor
	Mr. Mangesh V. Varerkar	Member
	Ms. Sanjana S. Naik	Member
	Dr. Prabhat B. Dessai	Member
	Ms. Mavis Henriques	Member

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13.	COMMERCE – ECONOMICS ASSOCIATION
	Ms. Tanvi P. Kurtikar Convenor
	Ms. Vassanti R. Morudkar Jt. Convenor
	Mr. S. D. Patil Member
	Dr. Amrut F. Naik Member
	Dr. Naresh G. Shirodkar Member
	Dr. Dhaneesh Kumar T.K. Member
	Mr. Yogeshwar R. Bhonsle Member
	Ms. Sanjana S. Naik Member
	Mr. Aviraj S. Velip Member
	Mr. Marlow A. Lawrence Member
	Mr. Tushar S. Karmalkar Member
	Ms. Barkha B. Arlekar Member
	Ms. Veerani Vithal Naik Member
	Mr. Shivam Shegde Member
14.	WOMEN'S CELL
	Ms. Prashanti Talpankar Convenor
	Ms. Danica Menezes Jt. Convenor
	Dr. Ankeeta Amonkar Member
	Ms. Chaitali P. Parker Member
	Ms. Archana A. Pednekar Member
	Dr. Karishma K. Mashelkar Member
	Dr. Sinthiya J. Gawandi Member
	Ms. Judas Mascarenhas Member
	Ms. Prachi Kudaskar Member
15.	CONSUMER WELFARE CELL
	Ms. Jaya G. Prabhu Parrikar Convenor
	Mr. Namdev E. Tulaskar Jt. Convenor
	Mr. S. D. Patil Member
	Dr. Amrut F. Naik Member
	Mr. Shripad Merchant Member
	Ms. Sanjana Naik Member
	Ms. Sailee C. Velip Member
	Mr. Aviraj Velip Member
	Dr. Amrita R. Natekar Member
	Mr. Marlow A. Lawrence Member
	Mr. Tushar S. Karmalkar Member
	Mr. Veerani Vithal Naik Member
	Mr. Soham Ganoji Ashvekar Member
16.	PROJECT CO-ORDINATOR
	Mr. S. F. Shirodkar Co-ordinator
	Mr. Subhash Y. Kamalkar Member
	Mr. Pratik D. Korkankar Member
	Mr. Jayesh B. Mayekar Member
17.	N.C.C. (ARMY)
	Dr. Sandesh J. Naik /Mr. Sarvesh S. Gawas (Caretaker)
18.	N.C.C. (NAVY)
	Lt. Dr. Udaysing Rane
19.	VALUE EDUCATION CELL
	Mr. Sunoj Raicar Convenor
	Mr. S. D. Patil Jt. Convenor
	Mr. Girish Abhyankar Member
	Ms. Chaitali Parker Member
	Mr. Baptist Rebelo Member
	Ms. Archana A. Pednekar Member
	Dr. Prabhat B. Dessai Member
	Dr. Sudarshana D. Mardolkar Member
	Ms. Mavis Henriques Member
	Ms. Marika De Lima Member
	Ms. Tanvi Sirsat Member
20.	PROSPECTUS (2023-2024)
	Ms. Jaya G. Prabhu Parrikar

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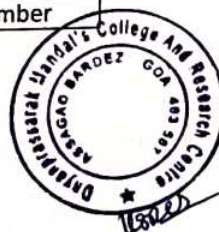
21.	LIBRARY COMMITTEE	
	Mr. Sunoj Ralcar	Convenor
	Mr. Yogeshwar R. Bhosle	Jt. Convenor
	Dr. Jayaprakash	Secretary
	Prof. Vidya G. Desai	Member
	Dr. Suchita Golatkar	Member
	Dr. Dhaneesh Kumar T. K.	Member
	Dr. Purushottam Verlekar	Member
	Ms. Archana A. Pednekar	Member
	Mr. Mahendra S. Teli	Member
	Mr. Krishnarao P.M. Rane Sardessal	Member
	Ms. Mavis Henriques	Member
	Dr. Amrita R. Natekar	Member
	Mr. Ritesh D. Vengurlekar	Member
22.	GYMKHANA & SPORTS COMMITTEE	
	Mr. Shivdatt F. Shirodkar	Convenor
	Ms. Kimberly Fiona Afonso	Jt. Convenor
	Dr. Sushant Haldankar	Secretary
	Mr. Dinanath Volvoikar	Member
	Ms. Sailee Velip	Member
	Mr. Aviraj S. Velip	Member
	Mr. Baptist Rebelo	Member
	Mr. Namdev E. Tulaskar	Member
	Dr. Amrita R. Natekar	Member
	Dr. Ram U. Gawas	Member
	Ms. Pranaya M. Naik	Member
	Dr. Sinthiya J. Gawandi	Member
	Dr. Sudesh M. Morajkar	Member
	Ms. Sushila R. Telgiri	Member
	Mr. Tukaram Ulhas Rane	Member
23.	MAGAZINE COMMITTEE	
	Ms. Lizella F. Gonsalves	Convenor
	Dr. Purushottam A. Verlekar	Jt. Convenor
	Mr. Dinanath P. Volvoikar	Member
	Ms. Danica Menezes	Member
	Mr. Namdev E. Tulaskar	Member
	Ms. Archana A. Pednekar	Member
	Ms. Pranaya M. Naik	Member
	Mr. Sandesh D. Tari	Member
	Ms. Sonali A. Raikar	Member
	Ms. Monisha John	Member
	Ms. Sushila R. Telgiri	Member
	Ms. Anuja R. Gawandalkar	Member
	Ms. Krutika S. Navelkar	Member
	Ms. Sarika Misra	Member
24.	N.S.S.	
	Mr. Somnath Morajkar	Advisor
	Dr. Dhaneesh Kumar T.K	Convenor
	Mr. Jayesh Mayekar	Jt. Convenor
	Dr. Achut Pednekar	Member
	Ms. Jaya G. Prabhu Parrikar	Member
	Mr. Chandru Govekar	Member
	Ms. Tanvi Kurtikar	Member
	Ms. Wilma Fernandes	Member
	Dr. Purushottam Anil Verlekar	Member
	Ms. Vassanti R. Morudkar	Member
	Mr. Aviraj S. Velip	Member
	Ms. Archana A. Pednekar	Member

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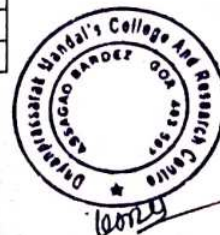
25.	GARDENING & LANDSCAPE COMMITTEE
	Dr. Rajesh Pednekar Convenor
	Ms. Chaitali P. Parker Jt. Convenor
	Ms. Prasanna Kothawale Member
	Dr. Dhaneesh Kumar T.K. Member
	Ms. Kimberly Afonso Member
	Dr. Ankeeta Amonkar Member
	Dr. E. Vadivel Member
	Ms. Sonali A. Raikar Member
	Dr. Vruta V. Kadkade Member
	Dr. Abhijit D. Shetgaonkar Member
	Dr. Sinthiya J. Gawandi Member
	Ms. Pooja D. Gadekar Member
26.	PUBLIC RELATIONS & PUBLICITY COMMITTEE
	Ms. Prashanti Talpankar Convenor
	Dr. Purushottam Anil Verlekar Jt. Convenor
	Mr. Shripad Merchant Member
	Mr. Subhash Y. Kamalkar Member
	Ms. Monisha John Member
27.	SOCIAL MEDIA MANAGEMENT COMMITTEE
	Mr. Subhash Kamalkar Convenor
	Dr. Purushottam A. Verlekar Jt. Convenor
	Ms. Vassanti R. Morudkar Member
	Ms. Chaitali P. Parker Member
	Ms. Monisha John Member
	Ms. Anuja R. Gawandalkar Member
28.	SCIENCE ASSOCIATION
	Dr. Umesh Gawas Convenor
	Ms. Pooja S. Bidye Jt. Convenor
	Mr. Sanjay B. Karapurkar Member
	Mr. Sunoj Raikar Member
	Prof. Vidya Desai Member
	Mr. Girish Abhyankar Member
	Dr. Rajesh M. Pednekar Member
	Dr. Suchita R. Golatkar Member
	Dr. Manoj Kothawale Member
	Ms. Prasanna Kothawale Member
	Mr. Dinanath Volvoikar Member
	Ms. Wilma Fernandes Member
	Ms. Kimberly Afonso Member
	Dr. Ankeeta Amonkar Member
	Mr. Sarvesh S. Gawas Member
	Dr. Prabhat B. Dessai Member
	Dr. E. Vadivel Member
	Ms. Nikita G. Mangeshkar Member
	Dr. Amrita R. Natekar Member
	Dr. Ram U. Gawas Member
	Dr. Vruta V. Kadkade Member
	Dr. Abhijit D. Shetgaonkar Member
	Dr. Sudarshana D. Mardolkar Member
	Dr. Karishma K. Mashelkar Member
	Ms. Pooja D. Gadekar Member
	Ms. Anupa D. Naik Member
	Dr. Sudesh M. Morajkar Member
	Ms. Manasi M. Pawaskar Member
	Ms. Fareeza Shaikh Member
	Ms. Diksha Karapurkar Member

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29.	ATTENDANCE MONITORING CELL	
	Mr. Pratik D. Korkankar	Convenor
	Ms. Vassanti R. Morudkar	Jt. Convenor
	Mr. Dinanath P. Volvoikar	Member
	Ms. Wilma Fernandes	Member
	Ms. Danica F. Menezes	Member
	Ms. Sailee C. Velip	Member
	Mr. Sarvesh S. Gawas	Member
	Mr. Jayesh B. Mayekar	Member
	Ms. Tanvi P. Kurtikar	Member
	Ms. Chaitali P. Parker	Member
	Mr. Baptist Rebelo	Member
	Mr. Aviraj S. Velip	Member
	Mr. Namdev E. Tulaskar	Member
	Ms. Archana A. Pednekar	Member
	Mr. Sheshgiri S. Shettiger	Member
	Ms. Monisha John	Member
	Dr. Sinthiya J. Gawandi	Member
	Ms. Pranaya M. Naik	Member
	Mr. Sandesh D. Tari	Member
	Ms. Shreya N. Desai	Member
30.	PLACEMENT CELL	
	Dr. Achut Pednekar	Convenor
	Mr. Aviraj S. Velip	Jt. Convenor
	Prof. Vidya G. Desai	Member
	Dr. Naresh G. Shirodkar	Member
	Dr. Sandesh J. Naik	Member
	Dr. Jayaprakash	Member
	Ms. Prasanna M. Kothawale	Member
	Mr. Jayesh B. Mayekar	Member
	Ms. Sailee Velip	Member
	Mr. Ashwin de Rosario Souza	Member
	Ms. Sonali A. Raikar	Member
	Ms. Sushila R. Telgiri	Member
	Mr. Sandesh D. Tari	Member
	Ms. Shreya N. Desai	Member
	Ms. Manasi M. Pawaskar	Member
	Ms. Fareeza Shaikh	Member
31.	STUDENT INTERNSHIP COMMITTEE	
	Dr. Amrut Naik	Convenor
	Mr. Yogeshwar R. Bhosle	Jt. Convenor
	Dr. Umesh Gawas	Member
	Dr. Naresh G. Shirodkar	Member
	Mr. Pratik D. Korkankar	Member
	Dr. Ankeeta A. Amonkar	Member
	Ms. Archana A. Pednekar	Member
	Mr. Prasann Mayekar	Member
	Dr. E. Vadivel	Member
	Mr. Mahendra S. Teli	Member
	Mr. Sandesh D. Tari	Member
	Dr. Vruta V. Kadkade	Member
	Dr. Sinthiya J. Gawandi	Member
	Ms. Shreya N. Desai	Member
	Ms. Manasi M. Pawaskar	Member
	Mr. Ritesh D. Vengurlekar	Member
	Mr. Marlow A. Lawrence	Member
	Mr. Tushar S. Karmalkar	Member
	Mr. Soham Ganoji Ashvekar	Member

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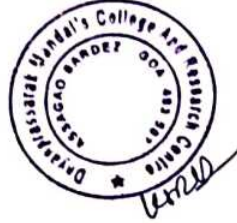


32.	NATURE CLUB	
	Dr. Prabhat Dessai	Convenor
	Mr. Baptist J. Rebelo	Jt. Convenor
	Dr. E. Vadivel	Member
	Mr. Sheshgiri S. Shettigar	Member
	Mr. Krishnarao P.M. Rane Sardessai	Member
	Ms. Anupa D. Naik	Member
	Dr. Sudesh M. Morajkar	Member
	Ms. Aditi A. Narvekar	Member
	Ms. Barkha B. Arlekar	Member
	Ms. Valbhavi Lamgaonkar	Member
	Ms. Shreya N. Desai	Member
	Ms. Manasi M. Pawaskar	Member
	Dr. Vruta V. Kade	Member
	Dr. Sinthiya J. Gawandi	Member
	Dr. Sudarshana D. Mardolkar	Member
	Mr. Dattaram D. Fale	Member
	Ms. Diksha Karapurkar	Member
	Ms. Shruti K. Sawant	Member
33.	STAFF WELFARE COMMITTEE	
	Ms. Rashmi Redkar	Convenor
	Mr. Paresh R. Sirsat	Jt. Convenor
	Mr. Somnath P. Morajkar	Member
	Dr. Udaysing Rane	Member
	Ms. Pooja S. Bidye	Member
	Mr. Chandru H. Govekar	Member
	Mr. Subhash Y. Kamalkar	Member
	Mr. Prasad P. Kalangutkar	Member
	Ms. Anuja R. Gawandalkar	Member
	Ms. Monisha John	Member
	Ms. Judas Mascarenhas	Member
	Mr. Nilkanth S. Karmalkar	Member
	Ms. Varada Jog	Member
	Ms. Marika De Lima	Member
	Ms. Tanvi Sirsat	Member
34.	STUDENT SKILL DEVELOPMENT COMMITTEE	
	Ms. Chaitali P. Parker	Convenor
	Mr. Baptist Rebelo	Jt. Convenor
	Ms. Kimberly F. Afonso	Member
	Mr. Aviraj S. Velip	Member
	Mr. Krishnarao P.M. Rane Sardessai	Member
	Dr. Amrita R. Natekar	Member
	Mr. Sandesh D. Tari	Member
	Ms. Sushila R. Telgiri	Member
	Ms. Pranaya M. Naik	Member
	Mr. Tushar S. Karmalkar	Member
	Ms. Barkha B. Arlekar	Member
	Mr. Dattaram D. Fale	Member
35.	EK BHARAT SHRESTHA BHARAT CELL	
	Dr. M. Shanthi	Convenor
	Mr. Dinanath P. Volvoikar	Jt. Convenor
	Dr. Naresh G. Shirodkar	Member
	Ms. Jaya G. P. Parrikar	Member
	Mr. Yogeshwar R. Bhosle	Member
	Ms. Tanvi P. Kurtikar	Member
	Ms. Chaitali P. Parker	Member
	Mr. Mahendra S. Teli	Member
	Ms. Pooja D. Gadekar	Member
	Mr. Marlow A. Lawrence	Member
	Mr. Tushar S. Karmalkar	Member
	Mr. Dattaram D. Fale	Member

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36.	PROGRAM COORDINATION COMMITTEE	
	Ms. Jaya G. Prabhu Parrikar	Convenor
	Ms. Vassanti R. Morudkar	Jt. Convenor
	Mr. Shripad S. Merchant	Member
	Dr. Ankeeta A. Amonkar	Member
	Mr. Sheshgiri S. Shettigar	Member
	Ms. Sonali A. Raikar	Member
	Ms. Anuja R. Gawandalkar	Member
	Mr. Sandesh D. Tarl	Member




 (Prof. D. B. Arolkar).
 PROFESSOR & PRINCIPAL

To
 All the Teachers

Copy to: 1. The Vice-Principal 2. The Superintendent 3. Accountant

- All the Committees shall start their work immediately.
- The Convenors of all the Committees shall submit a report of the activities at the end of each term.

DBA/aps



Dnyanprassarak Mandal's **College and Research Centre**

Assagao, Bardez - Goa 403 507

Inspiring, Igniting and Transforming to Excel

(Affiliated to Goa University and recognised by U.G.C. under sections 2f and 12B of the UGC Act of 1956)

Accredited by NAAC with 'A' Grade (3rd cycle)

☎ (O): (0832) 2268488 / 2910286

Fax : (0832) 2268683

Ref. No.: DMCRC/CC/2021-22/10-B/832

Date: 09/10/2021.

ORDER

The undersigned is pleased to constitute the 'Internal Complaints Committee' under Section 4 of University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 comprising of following members:

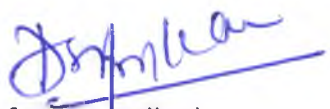
- | | |
|--|----------------------|
| 1. Ms. Prashanti Talpankar
Associate Professor | .. Presiding Officer |
| 2. Ms. Lizella Faria Gonsalves
Assistant Professor | .. Member |
| 3. Mr. Shripad Merchant
Assistant Professor | .. Member |
| 4. Ms. Judas Mascarenhas
Superintendent | .. Member |
| 5. Ms. Navami Parulekar
Laboratory Assistant | .. Member |
| 6. Ms. Carol Colaco
Advocate & NGO, Bailancho Manch | .. Member |
| 7. Ms. Pranaya Naik
Research Scholar | .. Member |
| 8. General Secretary
Students' Council | .. Member |
| 9. Ladies Representative
Students' Council | .. Member |

The term of the committee shall be for a period of three years except the members at Sr. No. 8 and 9 whose term shall be for one academic year only.

The committee shall perform the functions as laid down in the above-mentioned regulations.

To
All the Members




(Prof. D. B. Arolkar)
PROFESSOR & PRINCIPAL



Dnyanprassarak Mandal's
College and Research Centre (DMC)
Assagao, Bardez - Goa 403 507

Inspiring, Igniting and Transforming to Excel

Affiliated to Goa University and recognised by U.G.C. under sections 2(f) and 12(B) of the UGC Act of 1956

Accredited by NAAC with 'A' Grade (4th cycle) and CGPA of 3.15 / 4.00

ISO 9001:2015 & ISO 14001:2015 Certified

☎ (O):0832-2994488/(P):0832-2995683

☎ (O): 9420020522

Ref. No.: DMCRC/CC/2022-2023/10-B/1612

Date: 30/09/2022.

ORDER

The Internal Complaints Committee constituted vide Order No. DMCRC/CC/2021-22/10-B/832 dated 09/10/2021, under Section 4 of University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 is now renamed as 'Internal Committee' as per Repealing and Amending Act, 2016.

To: All the Members

1. Ms. Prashanti Talpankar
2. Ms. Lizella Faria Gonsalves
3. Mr. Shripad Merchant
4. Ms. Judas Mascarenhas
5. Ms. Navami Parulekar
6. Ms. Carol Colaco
7. Ms. Pranaya Naik
8. General Secretary
9. Ladies Representative




PROFESSOR & PRINCIPAL

Anand R. Sirsat College of Arts.
Sou. Sheela Premanand Vaidya College of Science.
V.N.S Bandekar College of Commerce.
Shrikrishna T. Pokle College of Management & Technology.
Indira Narahari Narvekar Institute of Post Graduate Studies & Research Centre



Dnyanprassarak Mandal's
College and Research Centre (DMC)
Assagao, Bardez - Goa 403 507

Inspiring, Igniting and Transforming to Excel

Affiliated to Goa University and recognised by U.G.C. under sections 2(f) and 12(B) of the UGC Act of 1956

Accredited by NAAC with 'A' Grade (4th cycle) and CGPA of 3.15 / 4.00

ISO 9001:2015 & ISO 14001:2015 Certified

☎ (O):0832-2994488/(P):0832-2995683

📠 (O): 9420020522

Ref.No.: DMCRC/CC/2023-2024/10-B/943

Date: 01/09/2023

ORDER

Ms. Varada V. Jog, Librarian Grade I, is inducted in the 'Internal Committee' constituted vide order Nos (1) DMCRC/CC/2021-22/10-B/832 dated 09/10/2021 and (2) DMCRC/CC/2022-2023/10-B/1612 dated 30/09/2022 (copies enclosed) in place of Mrs. Judas E. Mascarenhas, Office Superintendent.



[Signature]

(PROF. D. B. AROLKAR).
PROFESSOR & PRINCIPAL

To

Ms. Varada V. Jog,
Librarian Grade I,
Dnyanprassarak Mandal's College and Research Centre.

Copy to:

1. The Chairman, Dnyanprassarak Mandal, Mapusa, Goa
2. The Vice-Principal
3. The Chairperson (Internal Committee)
4. The Superintendent
5. Teaching Staff Notice Board
6. Non-Teaching Staff Notice Board
7. Students Notice Board
8. Concerned file

JEM/aps

Received

Anand R. Sirsat College of Arts.
Sou. Sheela Premanand Vaidya College of Science.
V.N.S Bandekar College of Commerce.
Shrikrishna T. Pogle College of Management & Technology.
Indira Narahari Narvekar Institute of Post Graduate Studies & Research Centre

🌐 : dmscollege.ac.in

✉ : info@dmscollege.ac.in

MANUAL 2
Powers and Duties of Officers and Employees
[Section 4(1) (b)(ii)]

Sr. No.	Designation	Powers			Duties
		Admini- strative	Financial	Others	
1.	Professor & Principal	Yes	Yes	----	<p>(a) To place before the Local Managing Committee: The budgetary statement for the following financial year and the statement of audited accounts for the previous financial year for consideration and approval.</p> <p>(b) As the Principal is secretary of the Local Managing committee, he/she shall convene regularly meetings of the Local Managing Committee, which shall not less than two meeting in a year. However, additional meetings may be called as and when necessary at the request of any two members.</p> <p>(c) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability;</p> <p>(d) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;</p> <p>(e) Act as steward of the College's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;</p> <p>(f) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;</p> <p>(g) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.</p> <p>(h) Adhere to a responsible pattern of conduct and demeanor expected of him/her by the community;</p> <p>(i) Manage his/her private affairs in a manner consistent with the dignity of the profession;</p> <p>(j) Discourage and not indulge in plagiarism and other unethical behaviour in teaching and research;</p> <p>(k) Participate in extension, co-curricular and extra-curricular activities, including community service.</p> <p>(l) Refrain from allowing considerations of caste, creed, religion, race or gender in his/her professional endeavour.</p>

2.	Teaching Staff	---	-----	-----	<p>(a) A teacher shall comply with the provisions of the Act, Statutes, Ordinances, Regulations, Rules and other directions or orders issued thereunder from time to time by the University and the Central and State Government.</p> <p>(b) A teacher shall engage classes regularly and punctually and impart such lessons and instructions, do such internal assessment/examination evaluation as the Head of Department/Principal shall allot to him/her from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.</p> <p>(c) A teacher shall help the Principal to enforce and maintain discipline amongst the students.</p> <p>(d) A teacher shall perform any other co-curricular and extra-curricular work related to the college as may be assigned to him from time to time by the Principal of the college.</p>
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3.	Non-Teaching Staff	Yes	-----	-----	<p><u>MRS. JUDAS E. MASCARENHAS-SUPERINTENDENT (Upto 31/08/2023):</u></p> <ul style="list-style-type: none"> ▪ Supervision over Administrative Staff. ▪ Custody of the Principal's signature seal. ▪ Affiliation : <ul style="list-style-type: none"> ○ Preparing /Typing Application for affiliation to Goa University, ○ Collecting and typing the data in the prescribed forms received from Library, concerned departments, account section, examination section to send to University alongwith the application for affiliation. ○ Arrangements for the visit of the Affiliation Committee. ○ Sending the compliance reports to Goa University. ○ Other related work. ▪ Selection and Appointment of Staff – All the work related to Appointment of staff- teaching and non-teaching staff (Regular, Contract basis, Leave vacancy, Maternity Leave, Child Care Leave and Lecture basis) : <ul style="list-style-type: none"> ○ Obtaining for NOC for posts from department. ○ Typing Advertisements ○ Publishing the advertisements in 2 local dailies and University News ○ Correspondence with University News – sending advertisement and Demand Draft for publishing etc. ○ Receiving applications, preparing synopsis, call letters, letters for experts, fixing interview dates, preparation for conduct of interviews. ○ Issue of Offer of Appointments ○ Issue of letters for Medical certificates and collection of required documents ○ Receiving Acceptance of Appointments letters, Joining reports, Medical certificate, documents and filing to the respective personal files. ○ Issue of Appointment letters ○ Obtaining names from employment exchange. ▪ Reporting appointments to the University for Approval of Goa University along with relevant document - form reporting appointments, copies of advertisements, synopsis, qualification certificates, NOC letter etc. ▪ Reporting appointments for Approval of Department of Higher Education. ▪ Matter relating to teaching staff under Faculty Development Programme of UGC – forwarding their cases to Goa University, UGC and other related work. ▪ Roster Maintenance – entering the names on the Roster and obtaining the approval of Director of Social Welfare on the Roster.
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				<ul style="list-style-type: none">▪ Obtaining Self Appraisal of teaching staff and filing.▪ Obtaining of ACR of non-teaching staff and filing the same.▪ Career Advancement – Forwarding cases to Goa University, preparing bio-data, selection reports, Service Certificates, Appraisal Certificates, etc. Reporting the cases screened to Goa University for approval.▪ DPC/Screening of administrative staff.▪ Supervision over the maintenance of Personal files of teaching and non-teaching staff by the dealing staff.▪ Workload of teaching staff and timetable. Preparing Workload – Actual and tentative to be sent to Goa University and DHE.▪ NAAC, IQAC etc.▪ Inviting tenders, quotations and placing orders for printing / purchases etc.▪ Maintaining of Dead Stock and consumable registers.▪ Supervision over the issue and record of stationery / consumable items.▪ Right to Information related work. Preparing and submitting the required information to the Public Information Officer and maintain the Registers of RTI.▪ Uploading of RTI information of the Government Website and maintaining a record of the same.▪ Preparing Statistics and sending information relating to the college to Goa University, Statistics department of UGC, Directorate of Higher Education, Social Welfare etc.▪ Drafting of letters in reply to letters received from Goa University, Directorate of Higher Education, Social Welfare etc seeking any information of college, staff etc.▪ Preparing of Certificates of staff – Experience certificate, NOC for Passports, Permission for further studies and residential certificate.▪ Attending to visitors at college, technicians, and suppliers.▪ Attending to all phone calls received regarding the purchases and other information pertaining to the college.▪ Making arrangements for meetings, screenings etc and for refreshments for staff meetings, screening committee meetings and other visitors to the college.▪ Any other work allotted by the Principal or the Vice-Principal from time to time. <p><u>SHRI NILKANTH S. KARMALKAR, ACCOUNTANT:</u></p> <ul style="list-style-type: none">▪ Checking and passing of all bills for payment - College, C.E.C., Self-Financing courses and other accounts.
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					<ul style="list-style-type: none">▪ Preparing bank/cheque receipts vouchers and filing of vouchers - College, C.E.C., Self-Financing courses and other accounts.▪ Preparing of Journal Vouchers for accounting/adjustments - College, C.E.C., Self-Financing courses and other accounts.▪ Tally - day-to-day data entries (cash/bank payments, receipts, journals, etc.) - College, C.E.C., Self-Financing courses and other accounts.▪ Updating of all Bank pass books regularly - College, C.E.C., Self-Financing courses and other accounts.▪ All cash (final), Bank and other A/c's reconciliations - College, C.E.C., Self-Financing courses and other accounts.▪ Maintaining of file indexing system, opening and closing of new files - College, C.E.C., Self-Financing courses and other accounts.▪ Arranging internal and final audits. Attending to auditors/bankers - College, C.E.C., Self-Financing courses and other accounts.▪ Maintaining of various Government Grants/UGC Grants - College, C.E.C., Self-Financing courses and other accounts.▪ Maintaining all Service books and entering periodical entries (teaching and non-teaching staff).▪ Handling Income Tax matters. Filing of income tax returns - College, C.E.C., Self-Financing courses and other accounts.▪ Other statutory matters and compliance relating to accounts - College, C.E.C., Self-Financing courses and other accounts.▪ Raising all Purchase Orders for purchases/expenses for Accounts section - College, C.E.C., Self-Financing courses and other accounts.▪ Handling petty cash payments during students admission/examination fees collections/in times of need - College, C.E.C., Self-Financing courses and other accounts.▪ Taking daily Tally back-up.▪ Filing of all related papers in the concerned files from time to time.▪ Typing of letters/statements whenever required.
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				<ul style="list-style-type: none">▪ To report about breakages/losses in the campus to the Principal.▪ To assist the Superiors in routine administrative matters and to ensure that facilities are not misused by any person.▪ To report to Principal about misbehaviour inside and outside the premises.▪ To ensure that all the cupboards, doors, windows and gates are properly closed.▪ To attend to such other duties as may be specially brought to the notice, with the approval of the Principal.▪ To attend to such other duties which are assigned by the Principal, Vice-Principal and Superintendent with the approval of the Principal.▪ To supervise the office administration in the absence of the Superintendent.▪ Any other work assigned by the Principal. <p><u>MR. SUMANT Y. MARIHAL – HEAD CLERK.</u></p> <ul style="list-style-type: none">▪ Counter duties/ attending to students.▪ Maintaining of Leave records of Teaching and Non-teaching staff. Issue of orders for the same.▪ Entering Leave records on service books of all staff.▪ Inward and issuing the same to concerned staff and filing to the respective files.▪ Fixing and removing notices from all notice boards.▪ Circulation of notices, circulars, office orders etc. to all the staff.▪ Filing and preparing files.▪ Ex-student matters.▪ Typing, computer and related work.▪ Maintenance of staff muster – writing the names of the staff every month on all the Musters - (Teaching and Non-teaching staff).▪ Any other work allotted by the Principal, the Vice-Principal and the Superintendent from time to time. <p><u>MR. LOWELL J. NAZARE – SYSTEM ADMINISTRATOR.</u></p> <p>1. Responsible for the installation, maintenance, and upgrading of the College’s computing systems by communicating with users and Computer Services staff to determine and resolve system problems,</p>
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					<p>maintaining software at the most current software version levels, assigning and maintaining user account resources, resetting passwords, loading applications on the system, monitoring system resources, working with the maintenance provider as and when necessary, and conducting the annual server component inventory.</p> <p>2. Integrate the server operating system into the campus network backbone by configuring the networking software components using TCP/IP. Specific components include Domain Name Services, SSH, SMTP, SNMP, FTP, and web services.</p> <p>3. Ensure the safety of user and system files by backing up all files on the system to facilitate recreating the system after a hardware crash of a system disk drive.</p> <p>4. Install, configure, and support enterprise-wide software applications.</p> <p>5. Assure coordination of Computer Services resources by communicating with the Computer Services Help Desk and User Support Services to inform them of problems and resolutions.</p> <p>6. Assure the security of the system by managing all network security in the College environment including passwords, files, and the operating system.</p> <p>7. Support Computer Services by preparing or assisting in writing bid specifications for equipment, interfacing with vendors during bid evaluations, and ensuring that maintenance contracts for designated equipment are secured and renewed in a timely manner.</p> <p>8. Help to ensure the availability of computer resources by assisting with disaster prevention and recovery efforts caused by events like power outages, hardware failures, etc.</p> <p>9. Contribute to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.</p> <p>10. Remain competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses as required by the Senior Enterprise Systems Administrator.</p> <p>11. Contribute to the overall success of Computer Services by performing all other essential duties as assigned.</p> <p>12. Install and maintain campus web, application, and authentication server(s); ensure backup copies of all files are routinely made and securely stored at a separate location; maintain system documentation.</p> <p>13. Ensure the integrity and security of enterprise data on host computers, multiple databases, and during data transfer in accordance to college needs and industry best-practices regarding privacy, security, and regulatory compliance.</p> <p>14. Manage user accounts, permissions, access rights, and storage allocations in accordance with best practices regarding privacy, security, and regulatory compliance.</p> <p>15. Provide second level technical support to users concerning application and database server</p>
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				<p>operations.</p> <p>16. Anticipate, mitigate, identify, troubleshoot, and resolve hardware and software problems on servers and storage devices.</p> <p>17. Conduct research on emerging products, services, protocols, and standards in support of systems software procurement and development efforts.</p> <p>18. Recommend, schedule, and perform software and hardware improvements, upgrades, patches, reconfigurations, and/or purchases.</p> <p>19. Serve as the primary technical contact between College and its Internet Service Provider (ISP).</p> <p>20. Install, configure, and maintain network routers and firewall(s).</p> <p>21. Install, configure and maintain application and storage servers for systems including library, LMS, document imaging, and ERP.</p> <p>22. Monitor all systems for performance and misuse; report misuse to appropriate authorities.</p> <p>23. Perform other related tasks as required.</p> <p>24. Provide technical support for both hardware and software issues the college users encounter.</p> <p>25. Monitor the system daily and respond immediately to security or usability concerns.</p> <p>26. Create and verify backups of data.</p> <p>27. Respond to and resolve help desk requests.</p> <p>28. Upgrade systems and processes as required for enhanced functionality and security issue resolution.</p> <p>29. Administrate infrastructure, including firewalls, databases, malware protection software and other processes.</p> <p>30. Install and test computer-related equipment.</p> <p>31. Any other work assigned by the college authorities.</p> <p><u>MR. ROHIT SURESH NAIK – INSTRUCTOR IN PHYSICAL EDUCATION</u></p> <ul style="list-style-type: none">▪ To assist the College Director of Physical Education to arrange and perform all physical educational activities.▪ To assist the College Director of Physical Education to prepare and record all physical educational activities.▪ To assist the College Director of Physical Education to analyze entire physical education activities.▪ To assist the College Director of Physical Education to plan practice opportunities that are structured for maximum participation.▪ To assist the College Director of Physical Education to organize College wide physical activity programmes.
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				<ul style="list-style-type: none">▪ To assist the College Director of Physical Education to plan College wide activities such as field day, fun runs, a walking program, learning and training camps for college students and staff members.▪ To assist the College Director of Physical Education to teach individual and team sports to students, utilizing knowledge of sports techniques and of physical capabilities of students.▪ To assist the College Director of Physical Education to organize, lead, instruct, and officiate indoor and outdoor games, such as volleyball, baseball, cricket, football and others.▪ To assist the College Director of Physical Education to demonstrate use of gymnastic and training apparatus, such as trampolines and weights.▪ To assist the College Director of Physical Education to select, order, issue, and maintain inventory of equipment, materials, and supplies used for physical education program.▪ To attend to such other duties as may be specially assigned, with the approval of the Principal/ College Director of Physical Education.▪ To attend to such other duties which are assigned by the Superintendent and Head Clerk with the approval of the Principal/College Director of Physical Education.▪ Any other work assigned by the Principal, Vice-Principal, College Director of Physical Education and Superintendent. <p><u>MR. GOVIND SHIRODKAR, U.D.C</u></p> <ul style="list-style-type: none">▪ Examinations – F.Y., S.Y., T.Y. – Supplementary & Preliminary – all matters pertaining to examinations▪ TY Projects and related work▪ To prepare and maintain Statistics of all Examinations (B.A., B.Sc., B.Com., B.C.A., M.Com., B.B.A., M.Sc.) and maintain proper records of the same and obtain signature of the Principal.▪ To backup all the records of the examination section daily on external hard-disk.▪ To prepare Remittance Statements of all Examinations.▪ To prepare examinations bills of every examination conducted within 15 days after the declaration of results.▪ To submit the bills to the Chairman of Examination Committee for Scrutiny and approval of Principal.▪ To prepare a consolidated single statement of all the examination bills and submit the consolidated statement to the Accountant for passing of payments to the respective staff.▪ To check Exam forms.▪ Attending to the students at counter as and when required
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				<ul style="list-style-type: none">▪ Typing work▪ Photocopying.▪ Enter exam results of data and to print the Statements of Marks.▪ To accept question papers of all examinations.▪ To maintain records of all stationeries purchased and used in the examination section.▪ To procure the required printing and other stationery for examinations as and when required by placing orders for the same.▪ To ensure the proper use of the photocopier. To call the technicians as and when required to service the same.▪ To arrange to prepare and issue the hall-tickets to the students.▪ To notify Examination time-table to students and teachers.▪ Any other work allotted by the Principal, Vice-Principal, Chairman, Examination Committee or the Superintendent from time to time. <p><u>SHRI. PRASHANT MANDREKAR, U.D.C.:</u></p> <ul style="list-style-type: none">▪ Handling all petty cash payments along with cash payment vouchers preparations and filing of vouchers (in order) in the respective files - College, C.E.C., Self-Financing courses and other accounts.▪ Writing and updating daily petty cash register and obtaining the signature of the Principal on daily basis - College, C.E.C., Self-Financing courses and other accounts.▪ Arrange for withdrawal of petty cash (as above) - College, C.E.C., Self-Financing courses and other accounts.▪ Maintaining of sufficient petty cash balance from time to time - College, C.E.C., Self-Financing courses and other accounts.▪ Retaining the original paid advance requisition applications for future settlement and cancellation - College, C.E.C., Self-Financing courses and other accounts.▪ All cash A/c's (preliminary) reconciliations - College, C.E.C., Self-Financing courses and other accounts.▪ Filing of all related papers in the concerned files from time to time.▪ Updating Bank Passbooks – weekly.▪ Assisting Accountant in Preparation of Annual Budgets.▪ Maintaining Revenue Stamps Account on daily basis.▪ Assisting Accountant in other letters/statements.▪ Passing Suspense Entries for unidentified entries for Bank Reconciliation and clearing the
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					<p>same with help of other staff/Bank.</p> <ul style="list-style-type: none">▪ Sending/Forwarding emails.▪ Bank Charges entries as and when arises.▪ Interest received entries as and when arises.▪ Flexi Fixed Deposit Entries – Tally as and when arises.▪ Assisting Accountant in Finalization of Accounts - College, C.E.C., Self-Financing courses and other accounts.▪ To report to the Accountant about the work completed and pending from time to time.▪ To prepare a list of advances taken by staff but not settled on month ending basis and forward the same to the Accountant and Principal for timely settlement/action on the same.▪ To report about breakages/losses in the campus to the Principal.▪ To assist the Superiors in routine administrative matters and to ensure that facilities are not misused by any person.▪ To report to Principal about misbehaviour inside and outside the premises.▪ To ensure that all the cupboards, doors, windows and gates are properly closed.▪ To outward accounts letters in the absence of the dealing clerks at the counter.▪ To attend to students, parents at the counter in the absence of the administrative staff.▪ To attend to such other duties as may be specially brought to the notice, with the approval of the Principal.▪ To attend to such other duties which are assigned by the Principal, Vice-Principal, Superintendent and Accountant with the approval of the Principal.▪ Any other work assigned by the Principal. <p><u>MRS. KAMALA SREENIVAS R. K. – JUNIOR STENOGRAPHER</u></p> <ul style="list-style-type: none">▪ Attending to the telephone calls, taking messages, and giving the message to the concerned person. Accepting payments for the personal calls and submitting to the accounts section.▪ Updating the telephone directory yearly of all the teaching and non-teaching staff and maintaining a record of the same .▪ Updating the address book yearly of all the teaching and non-teaching staff and maintaining records.▪ Maintaining records of dates of Principals meetings, conferences and informing principal about the same from time to time.▪ Maintaining and updating the notices, activities, and awards won etc on the College Signage Board from time to time. Maintaining a file of the notices, activities uploaded on the College Signage board.
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					<ul style="list-style-type: none">▪ To email notices to the teaching and non-teaching staff and taking a printout of the sent email and maintaining a record.▪ To download email messages, letters sent by the teaching and non-teaching staff and sending the same to the principal from time to time.▪ Typing of Minutes of all meetings and ensuring that the same are circulated and filed in the respective file by the dealing clerk.▪ Typing all articles for college magazines, newspaper publications, college bulletin etc. and maintaining records of the same.▪ Filing and Indexing of documents in the personal/service files of Principal and Non- teaching staff.▪ Typing notices, letters, reports of staff, statements, workload, orders etc.▪ Certification of documents and maintaining cash records and handing over the cash to the accounts section on day to day basis.▪ Preparation / typing of synopsis of teachers and non-teaching staff.▪ Typing of admission data of students and assisting the Admission Committee Convenor to download all required statistics.▪ Typing reports of N.C.C., N.S.S., Sports, Associations, Meetings, Seminars, Conferences and any other related matters.▪ Typing of Grace Marks lists.▪ Maintaining proper records of typing work assigned in proper folders and transferring the same to the respective departments via emails or networking.▪ Taking dictation from the Principal, Vice-Principal and Superintendent.▪ All typing work assigned by the Principal, Superintendent, Vice-Principal, H.o.D's, Co-ordinators, Convenors of various committees pertaining to student activities.▪ Any other work allotted by the Principal, Vice-Principal or the Superintendent from time to time. <p><u>Shri C.T. Karpe, L.D.C.:</u></p> <ul style="list-style-type: none">▪ Preparing/typing of monthly salary, salary arrears, other staff benefits bills and sending the same to the Government for financial assistance/grant. Monthly salary bills should be sent to the Directorate of Higher Education on or before 10th of the concerned month) - College and Self-Financing courses. The final salary bills should be prepared on or before 25th of the concerned month and to be forwarded to the Accountant for checking/verification purpose before final payment.▪ Preparing of salary, other staff benefits and statutory payments (salary deductions) cheques
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					<p>and payment vouchers - College and Self-Financing courses.</p> <ul style="list-style-type: none">▪ Writing and updating Cheque register of all cheques (as above) and obtaining the signature of the Principal on daily basis.▪ Disbursement of all cheques (as above) to the respective persons/parties and filing of vouchers (in order) in the respective files everyday without fail.▪ Preparing of pay fixation and salary arrears statements of all teaching and non-teaching staff - College and Self-Financing courses.▪ To deposit monthly government/statutory payments before due dates - College and Self-Financing courses.▪ Recoveries of any excess salaries paid from staff - College and Self-Financing courses.▪ Preparing and issuing monthly pay (salary) slips to all teaching and non-teaching staff and obtaining their respective signatures on the salary/pay bills from time to time - College and Self-Financing courses.▪ Preparing and issuing Form 16 to all teaching and non-teaching staff on or before 30th June after every financial year ending - College and Self-Financing courses.▪ Preparing and issuing of salary certificates - College and Self-Financing courses.▪ Follow up with Directorate of Higher Education and Directorate of Accounts with queries and settlement of salary and other staff benefits matters - College and Self-Financing courses.▪ Transfer of funds from UCO Bank S.B. A/c's to other related S.B. A/c's, whenever funds from other S.B. A/c's are utilized - College and Self-Financing courses (salary and salary deductions).▪ Filing of e-TDS quarterly returns (salaries) on or before the due dates - College and Self-Financing courses.▪ Filing of all related papers in the concerned files everyday without fail. Typing of letters/statements relating to salary matters.▪ Assisting Accountant in Finalization of Accounts - College, C.E.C., Self-Financing courses and other accounts.▪ To report to the Accountant about the work completed and pending from time to time.▪ To report about breakages/losses in the campus to the Principal. To assist the Superiors in routine administrative matters and to ensure that facilities are not misused by any person.▪ To report to Principal about misbehaviour inside and outside the premises.▪ To ensure that all the cupboards, doors, windows and gates are properly closed.▪ To outward account letters in the absence of the dealing clerks at the counter.▪ To attend to such other duties as may be specially brought to the notice, with the approval of the Principal.
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					<ul style="list-style-type: none">▪ To attend to such other duties which are assigned by the Principal, Vice-Principal, Superintendent and Accountant with the approval of the Principal. <p>Any other work assigned by the Principal.</p> <p><u>Mr. Suyog S. Sirsat - LOWER DIVISION CLERK</u></p> <ul style="list-style-type: none">▪ Admissions and all related matters.▪ Attendance and all related matters.▪ Writing /Maintaining students register▪ Matter pertaining to University Registration forms/Enrollment of students.▪ Receiving the Leaving Certificates /Transference Certificates of students admitted and filing, recording the same on the Students Register.▪ Maintenance of records of foreign students and issue of reports etc.▪ Filing and preparing students admission box files.▪ Issue of Leaving, Transference, Bonafide and other certificates and related matters.▪ Issue of Transcripts, copies of syllabus and related matters.▪ All types of scholarships – notifying the same on the notice boards, issuing the forms to students, accepting the same, scrutiny and sending to the respective departments.▪ Academic statistics – enrolment of students, SC,ST,OBC, Minorities etc.▪ Counter duties / attending to students.▪ Typing work.▪ Outdoor work with various Government departments and the Goa University.▪ Any other work allotted by the Principal, Vice-Principal or the Superintendent from time to time. <p><u>MRS. SUJATA S. VAIGANKAR – LOWER DIVISION CLERK</u></p> <p>To assist Superintendent in all work pertaining to:</p> <ul style="list-style-type: none">▪ Appointment of staff- teaching and non-teaching staff (Regular, Contract basis, Leave vacancy, Maternity Leave, Child Care Leave and Lecture basis) of Aided Courses:▪ Obtaining NOC for posts from department.▪ Typing Advertisements.▪ Publishing the advertisements in 2 local dailies and University News.▪ Correspondence with University News – sending advertisement and Demand Draft for publishing etc.▪ Receiving applications, preparing synopsis, call letters, letters for experts, fixing interview
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					<p>dates, preparation for conduct of interviews.</p> <ul style="list-style-type: none">▪ Issue of Offer of Appointments.▪ Issue of letters for Medical examination and collection of required documents.▪ Receiving acceptance of Appointments letters, Joining reports, Medical Certificates, documents and filing to the respective personal files.▪ Issue of Appointment letters▪ Obtaining names from employment exchange.▪ Matter relating to teaching staff under Faculty Development Programme of UGC – forwarding their cases to Goa University, UGC and other related work.▪ DPC/Screening of administrative staff.▪ Typing of Certificates of staff – Experience certificate, NOC for Passports, Permission for further studies and residential certificate.▪ GUMS.▪ Filing of documents to personal files/service files of teaching and Non-Teaching Staff.▪ Any other work allotted by the Principal, Vice-Principal, the Superintendent and the Head clerk from time to time. <p><u>MS. SAISHA S. NARVEKAR - LOWER DIVISION CLERK</u></p> <ul style="list-style-type: none">▪ To prepare/draw cheques, prepare computerized bank payment vouchers, prepare ECS/NEFT/RTGS payment statements and obtain the signatures of authorized signatories on the cheques, payment vouchers, ECS/NEFT/RTGS payment statements, etc. from time to time.▪ To submit concerned cheques, ECS/NEFT/RTGS payment statements to the bank for disbursement of payments by ECS/NEFT/RTGS mode only) to the concerned parties, staff and students from time to time.▪ Note: non-salary and other bills to be paid within eight (8) days from the date of receipt of bills for payments from the Dealing Hand - I. Monthly Salary (if not specifically informed by Directorate of Higher Education) & salary deduction/other statutory payments to be made on or before 30th of the concerned month (23rd in case of December/28th in case of February) and by 5th of the next month, respectively. Grant-in-aid-salary bills to be paid only after receipt of the salary grants from the Directorate of Higher Education.▪ To prepare payment forwarding/payment intimation letters for cheques/NEFT/RTGS payments (as applicable) and forward the same to the parties from time to time.▪ To prepare withdrawal cheques and prepare computerized contra vouchers for withdrawal of cash as informed by the Dealing Hand – IV at least two (2) days in advance from the date
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					<p>of requirement from time to time.</p> <ul style="list-style-type: none">▪ To transfer inter-divisions college funds from one s.b./current a/c's to other s.b./current a/c's as required from time to time.▪ To strictly verify a/c's balances in all concerned s.b./current a/c's before preparing & releasing/issuing payments from time to time.▪ To maintaining/update computerized cheques/bank registers from time to time.▪ To prepare & issue monthly salary (pay) slips to all teaching & non-teaching staff & obtaining their respective signatures on the salary/pay bills before submitting it to bank for payments from time to time.▪ To maintain sufficient cheque books account balance of all s.b./current a/c's. To maintain/update cheque books register. To send requisition for new cheque books of concerned s.b./current a/c's to concerned banks from time to time.▪ To Keep custody & take/accept responsibilities for all cheque books from time to time.▪ To maintain/update revenue stamp account and revenue stamp register and tally the same with tally balance on monthly basis from time to time.▪ To maintain/update security deposit register and tallying the same with tally before & after refunding the security deposits from time to time.▪ To clear all related suspense (unidentified) entries as informed by Dealing Hand – IV, at least of previous 1 month from time to time. <ul style="list-style-type: none">▪ To ensure to authorized all payment vouchers from Principal, before filing the same in respective files from time to time.▪ To file of all bank payment vouchers, contra vouchers, etc. & all related papers in the concerned files & not to store any loose papers in the concerned table drawers on daily basis without fail from time to time.▪ To paste the payment vouchers, contra vouchers, etc. & other related documents in the respective pasting folders on daily basis without fail from time to time.▪ To maintain/update printing & stationery/consumables (sanitary items) registers/stock/raising orders, etc. as informed from time to time.▪ To maintain/update all service books of teaching & non-teaching staff on regular basis of college-aided from time to time.▪ To destroy the old records with instructions from Accountant & permission from Principal from time to time.▪ To do scanning work of documents related to Accounts Section with instructions from Accountant from time to time.
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					<ul style="list-style-type: none">▪ To maintain/use & store files/folders/registers as per revised file indexing system of Accounts Section from time to time.▪ To attend NAAC related work, as instructed by Principal from time to time.▪ To complete the work within eight (8) days from the date of its receipt from time to time.▪ To attend auditors during internal & final audit and submitting compliances to the queries of the auditors immediately from time to time.▪ To raise all purchase orders for all purchases/expenses related to Accounts section from time to time.▪ To assist the Accountant during finalization of accounts from time to time.▪ To attend any other duties of Accounts Section on urgency/need basis, as informed by the Accountant from time to time.▪ To attend duties in the absence of Dealing Hand – I & or Dealing Hand – II & or Dealing Hand – III & or Dealing Hand - IV, on urgency/need basis only, as informed by the Accountant from time to time.▪ To assist the Dealing Hand – I & or Dealing Hand – II & or Dealing Hand – III & or Dealing Hand - IV, on urgency/need basis only, as informed by the Accountant from time to time.▪ To ensure that all the cupboards of Accounts Section (as per allotted days), individual drawers, computers, etc. are properly closed/switched off before leaving the work on daily basis from time to time.▪ Note: days allotted for closing the Accounts Section cupboards: Wednesday & Thursday.▪ To write summary of daily work done and obtain signature of Principal/Vice Principal, as informed on daily basis from time to time.▪ To report to the Accountant about the work completed and work pending from time to time.
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4.	Lab. Assistants	---	----	----	<ol style="list-style-type: none"> 1. To assist students and teachers in conducting practicals and experiments. 2. To maintain dead stock register and register of consumable materials and to undertake physical stock verification of Laboratory materials from time to time. 3. To assist the Head of the Department/Incharge of Laboratory to purchase and procure materials. 4. To supervise the work of laboratory attendant/s working in the laboratory. 5. To assist the Head of the Department/Incharge of the section in routine administrative matters and to ensure that the laboratory section facilities are not misused by any person. 6. To report about breakages/losses in laboratory section to your superiors. 7. To report to Head of the Department/Section Incharge about misbehaviour inside the laboratory. 8. To ensure that all the cupboards, doors, windows and gates are properly closed by the laboratory attendant/s. 9. To attend to such other duties as may be specially brought to the notice, with the approval of the Head of the Department/Principal. 10. To attend to such other duties which are assigned to him by the Head of the Department/Section Incharge, other teachers of the department, Laboratory staff and Head-clerk with the approval of the Head of the Department/Incharge of Laboratory /Principal. 11. Any other work assigned by the Head of the Institution
5.	Multi Tasking Staff	----	-----		<ol style="list-style-type: none"> 1. Physical Maintenance of records of the Section. 2. General Cleanliness & upkeep of the Section/Unit. 3. Carrying of files & other papers within the building. 4. Photocopying, sending FAX etc. 5. Other non-clerical work in the Section/Unit. 6. Assisting routine office work like diary, despatch etc., including on computer. 7. Delivering of dak (outside the building) 8. Watch & ward duties. 9. Opening & closing of rooms. 10. Cleaning of rooms. 11. Dusting of furniture etc. 12. Cleaning of building, fixtures, etc. 13. Work related to his ITI qualification if it exists. 14. Driving of vehicles, if in possession of valid driving licence. 15. Upkeep of parks, lawns, potted plants etc. 16. Any other work assigned by the superior authority.

6.	Librarian	-----	-----	-----	<ol style="list-style-type: none"> 1. Getting recommendations from the teaching staff and informing them at the time of arrival. 2. Acquisition and Classification of reading materials. 3. Reference and Referral Service to the students and staff. 4. Arranging display of New Arrivals to enable users to browse them. 5. Conducting book exhibition. 6. Current Awareness Service and Selective Dissemination of Information to the students and staff. 7. Generating Library Reports, Statistical Reports of the library. 8. Passing of Library Orders and Bills through Principal. 9. Overall supervision and Co – ordination of library work
7.	LIBRARIAN GRADE - I	-----	-----	-----	<ol style="list-style-type: none"> 1. Assist readers in finding relevant materials, in their IT related problems and reference questions and understanding the library rules and regulations. 2. Processing of all type of library materials. Provide reference services and documentation services to the faculty members, research scholars and students. 3. To attend correspondence relating to the Library. 4. Collection, compilation, maintenance and supply of all statistical information of the library and assisting Librarian in preparing various reports of the library. 5. Performing and supervising all professional work relating to classification, cataloging, preparing, and organizing library materials according to established policies. 6. Assisting in shelf reading the collection to ensure materials are able to be retrieved quickly. 7. Assisting in weeding of outdated and damaged materials from the collection. 8. Maintain the library in the absence of the Librarian. 9. Address administrative issues like collecting fines and managing reservations. 10. Train and supervise library staff in their duties. 11. Arrange to maintain library clean, safe and organized. 12. Assist Librarian in library promotional activities and prepare press releases and newsletters to attract more readers. 13. Manage and maintain the Library Database, Data entry, library software including library registers and files. 14. Organize book talks, tours, multimedia programs, exhibition and displays. 15. Perform the library work as assigned by the librarian from time to time. 16. Perform any other library duties assigned from time to time. 17. To assist the Librarian in routine administrative matters. 18. To ensure that the Departmental facilities are not misused by any person.

					<p>19. To report about breakages/losses to your superiors.</p> <p>20. To report to the Librarian about misbehaviour inside and outside the library.</p> <p>21. To ensure that all the cupboards, doors, windows and gates are properly closed by the Multi-Tasking Staff.</p> <p>22. To attend to such other duties as may be specially brought to the notice, with the approval of the Librarian/Principal.</p> <p>23. To attend to such other duties which are assigned to you by the Librarian, other teachers of the department, Superintendent with the approval of the Librarian/Principal.</p> <p>24. Any other work assigned by the Principal, Vice-Principal, Librarian, Superintendent and Head Clerk.</p>
8.	LIBRARIAN GRADE - II	-----	-----	-----	<p>1. Providing reference and referral services to users.</p> <p>2. Shelves reading of the library collection to ensure material is retrieved quickly. Shelving and rectification of library collection on day to day basis according to the library system.</p> <p>3. Registering new patrons and keeping patron's transaction files/activities up to date.</p> <p>4. To render professional assistance to the Librarian and Librarian Grade – I in administration and improvement of the Library Services and also in various library activities.</p> <p>5. Day to day operation and supervision of circulation section. Checking material out to patrons and ensuring that they are returned and discharged from the patron's card. Keeping the books, ready for circulation. Overall in charge of Circulation Section (issuing, receiving, reminding and getting back library learning material).</p> <p>6. To permit the users to use the computer and assist them in accessing the library software, e-resources and internet. Also assisting the users towards effective utilization of Library Sources and Services.</p> <p>7. Responsible for the library equipment, repairs and replacement.</p> <p>8. Helping in data feeding and maintaining the statistics of the library.</p> <p>9. Cataloguing and indexing of books and periodicals.</p> <p>10. Managing special assignments/tasks entrusted by the Librarian.</p> <p>11. Maintenance of the various library registers (Accession/Periodical) and other statistical records.</p> <p>12. Maintenance of electronic gadgets such as computers, printers and reprographic machines and their requirements in the library.</p> <p>13. Maintaining regularity in the subscription of journals and other databases, sending reminder letters to the journals and other related work.</p> <p>14. Responsible for the publicity of the library activities in the social networking sites.</p> <p>15. Maintenance and cleanliness of the library.</p> <p>16. Any other work allotted by the Principal, Vice-Principal, Librarian, and the Superintendent.</p>

9.	MULTI TASKING STAFF (LIBRARY)				<ol style="list-style-type: none">1. He has to maintain the cleanliness of the library materials like Table, Chairs, racks, cupboards and other materials in the library.2. Assist to librarian and library clerks in their work.3. Pasting of spine label and book pocket to the reading materials of the library.4. Shelving of the library materials.5. Getting Newspapers from the Mapusa.6. Getting tappals from office and library.7. Xerox copies for the library whenever needed. Any other works assigned by the librarian.
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M A N U A L 3

Procedure followed in Decision Making Process
[Section 4(1) (b)(iii)]

The procedure can be described both in narrative form and through Flow process Chart. In narrative form the stages through which a proposal passes, the levels at which it gets examined and the final authority to which it has to go for approval may be explained.

The procedure followed in the decision making process, including channels of supervision and accountability:

- Principal takes the decisions in consultation with the Management.
- **Channels of Supervision and accountability:**

Authority	Accountability
Principal	Management
Vice-Principal	Principal
Teaching staff	Principal
Non-teaching staff	Principal

M A N U A L 4

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

Sr.No.	Activity	Time frame/Norm for its completion/disposal	Remarks
1.		<p>The norms set by it for the discharge of its functions :</p> <p>Rules and regulations of the Management. Rules of the Goa Government and Goa University.</p> <p>v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions :</p> <ul style="list-style-type: none">▪ Rules of Goa Government, Goa University and Management.▪ Statutes and Ordinances of Goa University	

MANUAL 5

Rules, regulations, instructions, manuals and records for discharging functions.
[Section 4(1) (b)(v)]

Prepare a list of rules, regulations, instructions, manuals and records for discharging functions available with the public authority for the smooth discharge of its functions. This can be in the following format:

Sr. No.	Name of the act, rules, regulations etc.	Brief gist of the contents	Reference No. if any	Price in case of priced publications
1.	Rules and regulation of the management	Do's and Don'ts Activities requiring permission		
2.	Rules of the Goa Government	Government notifications / Circulars		
3.	Central Civil Service (CCS) Rules made applicable by Goa Government	Service conditions for staff		
3.	Statutes and Ordinances of Goa University	Rules for colleges reg. Appointment of staff, leave applicable, examinations, etc.		
4.	College Prospectus	Procedures for admissions, Subjects, Rules, etc.		

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ACTIVITIES REQUIRING PERMISSION / SANCTION

Prior permission/sanction of the competent authority is necessary –

1. To join educational institution or course of studies for University degree.
2. To join Civil Defence Service.
3. To enroll as member of St. John Ambulance Brigade.
4. To join Territorial Army.
5. To join Home Guards Organisation.
6. To join foreign language classes conducted by Indo-Foreign Cultural Organisation.
7. To own wholly or in part or conduct or participate in the editing or management of any newspaper or other periodical publication or electronic media.
8. To give evidence in connection with any enquiry conducted by any person, committee or authority.

Exception-

- (i) Giving evidence at an enquiry before an authority appointed by Government, Parliament or a State Legislature; or
 - (ii) Giving evidence in any judicial enquiry; or
 - (iii) Giving evidence at any departmental enquiry ordered by authorities subordinate to the Management.
9. To ask for or accept contributions to or otherwise associate himself in the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever.
 10. To accept gifts from near relatives and personal friends, when the value exceeds prescribed limits.
 11. To accept membership of Book Clubs run by Foreign Agencies.
 12. To receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his honour or in the honour of any other employee.

Exception-

- (i) To take part in informal farewell entertainment held on occasions like retirement or transfer.
- (ii) To attend and speak at functions and ceremonies performed by others in respect of purely non-political or cultural institutions.




13. To engage directly or indirectly in any trade or business, or hold an elective office, or canvass for a candidate for an elective office, in any body, or canvass in support of any business of insurance agency, commission agency, etc., owned or managed by any member of his family.
14. To accept fee for work done for any private or public body or person.
15. Acceptance of a part-time lectureship in an educational institution which is in the nature of a regular remunerative occupation.
16. To enroll himself as an Advocate with the Bar Association (subject to the condition that the employee does not engage himself in the legal profession so long as he continues in service).
17. To accept remuneration for services rendered regularly to co-operative societies.
18. To enter into negotiations with private firms to secure commercial employment even while in service.
19. To acquire or dispose of any immovable property either directly or through Power of Attorney by lease, mortgage, purchase, sale, gift or otherwise either in his own name or in the name of any member of his family, if the above transaction is with a person having official dealings with the college.
20. To enter into transactions in movable property, if its value exceeds prescribed limits and if the transaction is with a person having official dealings with the college.
21. (a) To acquire by purchase, mortgage, lease gift or otherwise, either in his own name or in the name of any member of his family any immovable property situated outside India.

(b) To dispose of, by sale, mortgage, gift or otherwise or grant any lease in respect of any immovable property situated outside India which was acquired or held by him either in his own name or in the name of any member of his family.

(c) To enter into any transaction with any foreigner, foreign Government, foreign organization or concern-
(i) For the acquisition, by purchase, mortgage, lease, gift or otherwise either in his own name, or in the name of any member of his family of any immovable property.

(ii) For the disposal of, by sale, mortgage, gift or otherwise, or the grant of any lease in respect of immovable property which was acquired or is held by him either in his own name or in the name of any member of his family.
22. To have recourse to any Court or to the press for the vindication of any official act which has been the subject-matter of adverse criticism or an attack of a defamatory character.
23. To stay with Foreign Diplomats and foreign nationals abroad.
24. To be members of or actively participate in the activities of Indo-Foreign Cultural Organisation.




 CHAIRMAN
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SC-5 (xx) Code of Conduct

- (a) A teacher shall carry out the legitimate academic and administrative decisions taken by the authorities of the college/University pertaining to his/her sphere of responsibility/duties.
- (b) A teacher shall not discriminate against a student on political grounds for reasons of race, religion, caste, language or sex or for other reason of an arbitrary or personal nature and shall not incite students/teachers against other students or other teachers, colleagues or administration/Governing body of the college.
- (c) A teacher shall not remain absent from duty without proper sanction of leave in case of emergency.
- (d) A teacher shall desist/refrain from indulging in unscientific publication which would prove to be detrimental to the reputation and the progress of the college/University.
- (e) A teacher may be permitted to take up consultancy under terms and conditions as outlined in ordinance O.7 as amended from time to time. However, he shall not conduct individually or participate in conducting jointly with others coaching classes directly or indirectly. He/she shall not give any private tuitions.
- (f) A teacher shall perform his/her academic duties and work related to examinations as assigned. No remuneration shall be payable to the teachers for internal assessment/home examinations conducted by the college.
- (g) A teacher shall not make use of the resources and/or facilities of the Department/College/University/Governing Body for personal, commercial, political or religious purposes.
- (i) A teacher shall not be partial in assessment of a student or deliberately overmark, undermark or victimize a student on any grounds.
- (j) A teacher shall not indulge in or resort to directly or indirectly any malpractice or unfair means in teaching/examination / administration.



Boule
CHAIRMAN

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Do's and Don'ts --- for you.

Do's :-

1. Maintain absolute integrity at all times.
2. Maintain absolute devotion to duty at all times.
3. Those holding responsible posts – maintain independence and impartiality in the discharge of your duties.
4. Maintain a responsible and decent standard of conduct in private life.
5. Render prompt and courteous service to the public.
6. Observe proper decorum during lunch break.
7. Report to superiors the fact of your arrest or conviction in a Criminal Court and the circumstances connected therewith, as soon as it is possible to do so.
8. Keep away from demonstrations organized by political parties in the vicinity/neighbourhood of Government offices.
9. Maintain political neutrality.
10. Manage private affairs in such a way as to avoid habitual indebtedness or insolvency.
11. If any legal proceedings are instituted for the recovery of any debt due from you or for adjudging you as an insolvent, report the full facts of such proceedings to the Competent Authority.
12. Act in accordance with Government policies.
13. Observe courtesy and consideration to Members of Parliament and State Legislatures.

Don'ts :-

1. Do not make joint representations in matters of common interest.
2. Do not indulge in acts unbecoming of a Government servant.
3. Do not be discourteous, dishonest and partial.
4. Do not adopt dilatory tactics in your dealings with the public.
5. Do not convey oral instructions to subordinates. (If done for unavoidable reasons, confirm them in writing as soon as possible.)
6. Do not practice untouchability.
7. Do not associate yourself with any banned organization.
8. Do not join any association or demonstration whose objects or activities are prejudicial to the interest of the sovereignty and integrity of India, public order or morality.
9. Do not give expression to views on Indian or foreign affairs, while visiting foreign countries.
10. Do not get involved in unauthorized communication of any official document or information.



11. Do not join or support any illegal strike.
12. Do not enter into any private correspondence with Foreign Embassies or Missions / High Commissions.
13. Do not accept lavish or frequent hospitality from any individual, industrial or commercial firms, organizations, etc., having official dealings with you.
14. Do not accept any offer of the cost of passage to foreign countries or hospitality by way of free board and lodging there, if such offers are from foreign firms contracting with Government.
15. Do not accept invitations to you and members of your family for free inaugural flights offered by Air India, Indian Airlines Corporation or Foreign Airliners.
16. Do not give or take or abet giving or taking of dowry or demand any dowry directly or indirectly from the parent or guardian of a bride or bridegroom
17. Do not accept any gift from any foreign firm which is having official dealings.
18. Do not engage yourself in canvassing business of Life Insurance Agency, Commission Agency or Advertising Agency owned or managed by the members of your family.
19. Do not lend money to or borrow money from or deposit money as a member or agent, with any person, firm or private company with whom you are likely to have official dealings. Do not otherwise place yourself under pecuniary obligation with such person, firm or private company.
20. Do not approach your subordinates for standing surety for loans taken from private sources either by you/your relations/friends.
21. Do not undertake private consultancy work.
22. Do not speculate in any stock, share or other investment.
23. Do not purchase shares out of the quota reserved for friends and associates of Directors of Companies.
24. Do not bid at any auction of property where such auction is arranged by your own officers.
25. Do not stay as guest with Foreign Diplomats or foreign nationals in India.
26. Do not invite any Foreign Diplomat to stay with you as your guest in India.
27. Do not accept or permit your wife or dependants to accept passage money or free air transport from a Foreign Mission/Government or Organisation.
28. Do not bring any political influence in matters pertaining to your service.
29. Do not consume any intoxicating drinks or drugs while on duty.
30. Do not appear in public place in a state of intoxication.
31. Do not indulge in any act of sexual harassment of any woman at her workplace.
32. Do not employ children below 14 years of age.
33. Do not accept award of monetary benefits instituted by Private Trusts / Foundations, etc.



[Signature]
CHAIRMAN

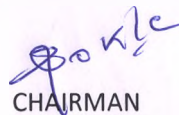
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**RULES AND REGULATIONS FOR THE POST OF ASSISTANT PROFESSOR OF
DNYANPRASSARAK MANDAL'S COLLEGE AND RESEARCH CENTRE, FRAMED BY GOVERNING
BODY OF DNYANPRASSARAK MANDAL, MAPUSA-GOA**

1. A teacher shall comply with the provisions of the Act, Statutes, Ordinances, Regulations, Rules and other directions or orders issued there under from time to time by the Principal, University and the Central and State Government.
2. A teacher shall engage classes regularly and punctually and impart such lessons and instructions, do such internal assessment/examination evaluation as the Head of the Department / Principal shall allot to him/her from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave. No remuneration shall be payable to the teacher for internal assessment/home examinations conducted by the college.
3. A teacher shall help the Principal to enforce and maintain discipline amongst the students.
4. A teacher shall perform any other co-curricular and extra-curricular work related to the college as may be assigned to him from time to time by the Principal of the College.
5. A teacher shall carry out the legitimate academic and administrative decisions taken by the authorities of the college/University/pertaining to his/her sphere of responsibility/duties.
6. A teacher shall not discriminate against a student on political grounds for reasons of race, religion, caste, language or sex or for other reason of an arbitrary or personal nature and shall not incite students/teachers against other students or other teachers, colleagues or administration/Governing body of the college.
7. A teacher shall desist/refrain from indulging in unscientific publication which would prove to be detrimental to the reputation and the progress of the college/university.
8. A teacher shall have freedom of thought and expressions. He/She shall not misuse the facilities or forum of the college/university.
9. A teacher shall not make use of the resources and/or facilities of the Department/College/University/ Governing Body for personal, commercial, political or religious purposes.
10. A teacher shall not be partial in assessment of a student or deliberately over mark, under mark or victimize a student on any grounds.
11. A teacher shall not indulge in or resort to directly or indirectly any malpractice or unfair means in teaching/examination/administration.




CHAIRMAN

DNYANPRASSARAK MANDAL

MANUAL 6

A statement of the categories of documents that are held by it or under its control.
[Section 4(1) (b)(vi)]

Details of the records available may be made in a statement form, wing wise, unit wise, branch wise and it may be got tabulated, indexed and catalogued 9An illustrative list is given below

A statement of the categories of documents held:

Sr. No.	Nature of record	Details of information available	Unit/Section where available	Retention period, where available
1.	Career/General Register	Information of students registered in this college	College Office	Record room
2.	Result Data	Result of all the examinations conducted in the college	Exam section	Record room
3.	Service Record of staff	Record of leave, yearly increment, promotion's, etc	College Office	Record room
4.	Salary Statement Register	Monthly disbursement of Salary to staff	College Office	Record room
5.	Provident Fund Register	Details of PF deducted monthly	College Office	Record room
6.	Dead Stock Register	Details of Equipment, furniture, etc., purchased by the college	College Office	Record room

MANUAL 7

Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy of implementation.
[Section 4(1) (b)(vii)]

Details of the consultative committee and other bodies with which consultations are held.

Sr. No.	Name and address of the consultative Committee/bodies	Constitution of the committee/body	Role and responsibility	Frequency of meetings.
1.	<u>PTA:</u>	<div><div>1. President (P)</div><div>Mrs. Veda Thali</div><div>2. Vice President (P)</div><div>Mr. Anand Pednekar</div><div>3. Secretary (T)</div><div>Mr. Chandru Govekar</div><div>4. Jt. Secretary (T)</div><div>Mr. Paresh Sirsat</div><div>5. Jt. Secretary (P)</div><div>Mr. Vinayak Divkar</div><div>6. Treasurer (T)</div><div>Mr. Yogeshwar Bhosle</div><div>7. Jt. Treasurer (T)</div><div>Ms. Vassanti Morudkar</div><div>8. Member (P)</div><div>Mr. Devendra Arlekar</div><div>9. Member (P)</div><div>Ms. Prachana Phadte</div><div>10. Member (P)</div><div>Ms. Gayatri Mayekar</div><div>11. Member (T)</div><div>Ms. Sailee Velip</div><div>12. Member (T)</div><div>Dr. Purushottam Verlekar</div><div>13. Member (T)</div><div>Mr. Namdev Tulaskar</div></div>	<div><div>1) PTA plays an important role in bringing about cooperation between the college and the community by participating actively in the various college programmes.</div><div>2) PTA serves as a link between teachers and community.</div><div>3) PTA helps in establishing a healthy rapport between teachers, college and parents to create better educational environment, which ultimately results in better academic and co-curricular achievements by the students.</div><div>4) The PTA plays an important role as a coordinating agency between the parents and the college concerning the scholastic progress of the students.</div></div>	Once in two months

2.	<u>IQAC:</u>	<p>1. Prof. D.B. Arolkar Professor & Principal .. Chairman</p> <p>2. Mr. Manish S. Pokle President, General Body, Dnyanprassarak Mandal .. Member</p> <p>3.Ms. Rashmi R. Redkar Vice-Principal ..Member</p> <p>4.Mr. Somnath P. Morajkar Associate Professor, Department of Commerce .. Member</p> <p>5.Mr. Paresh R. Sirsat Associate Professor, Department of Commerce .. Member</p> <p>6. Dr. Udaysing Vithalrao Rane Head, Department of Computer Science .. Member</p> <p>7. Dr. M. Shanthi Head, Department of English .. Member</p> <p>8. Mr. Shivdatt F. Shirodkar Associate Professor, Department of Commerce .. Member</p> <p>9. Prof. Vidya G. Desai Professor, Dept. of Chemistry & Co-ordinator, P.G. Dept. of Chemistry .. Member</p> <p>10. Dr. Rajesh M. Pednekar Head, Department of Chemistry .. Member</p> <p>11. Mr. Jeevan G. Khedekar Co-ordinator, Dept. of Business Management .. Member</p>	<p>1. Development and application of quality benchmarks/parameters in various activities of the institution.</p> <p>2. Dissemination of information on quality aspects.</p> <p>3. Organization of discussions, workshops, seminars and promotion of quality circles.</p> <p>4. Recording and monitoring quality measures of the institution.</p> <p>5. Acting as a nodal agency of the institution for quality-related activities.</p> <p>6. Preparation of the Annual Quality Assurance Report and such other reports as may be decided from time to time.</p>	Four times a year.
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		<p>12. Dr. Sushant R. Haldankar College Director of Physical Education .. Member</p> <p>13. Mr. Subhash Y. Kamalkar Assistant Professor, Department of English .. Member</p> <p>14. Mr. Prasann S. Mayekar Head, Dept. of Computer Applications .. Member</p> <p>15. Mr. Nilkanth S. Karmalkar Accountant .. Member</p> <p>16. Ms. Varada Vaman Jog Librarian Grade – II .. Member</p> <p>17. Dr. Pradeep Sarmokadam Member Secretary, Goa Biodiversity Board, Pilerne, Goa. .. Member</p> <p>18. Dr. R.V. Gaonkar Former Principal, Chowgule College of Arts & Science, Margao-Goa .. Member</p> <p>19. Mr. Pawan Agni Managing Director, BuySpex, Porvorim, Goa .. Member</p> <p>20. Ms. Shruti Shridatta Naik Student (M.Sc. – II (Env. Sci.)) (Student Representative) .. Member</p> <p>21. Mr. Shripad Merchant Assistant Professor, Business Law .. Co-ordinator & Member Secretary</p>		
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3.	<u>Anti-Ragging Committee:</u>	1.Principal ..Chairperson 2. Vice-Principal ..Vice-Chairperson 3. Mamlatdar, Bardez .. Member 4. Police Inspector, Anjuna Police Station .. Member 5. Mr. Kashiram Mhambrey .. Member Media Person 6. Mrs. Neetha Rodrigues .. Member Member of NGO – COOJ 7.Convenor, Anti-Ragging Squad .. Member 8.Ms. Prashanti Talpankar .. Member Representative of the faculty 9.Mr. Somnath Morajkar .. Member Representative of the faculty 10. Accountant .. Member Representative of Non- Teaching Staff 11.President, Parent-Teacher Association Representative of Parents ..Member 12.Senior Students’ Representative .. Member 13.Fresh Students’ Representative .. Member	1. Ensure compliance with the provisions of the UGC regulations and the provisions of the Goa Prohibition of Ragging (Amendment) Bill 2010 on curbing the menace of ragging in college. 2. Monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution. 3. Take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.	
4.	<u>Internal Committee:</u>	1.Ms. Prashanti Talpankar .. Presiding Officer Associate Professor 2. Ms. Lizella Faria Gonsalves .. Member Assistant Professor 3. Mr. Shripad Merchant .. Member Assistant Professor 4. Ms. Varada Jog .. Member Librarian Grade I 5. Ms. Navami Parulekar .. Member Laboratory Assistant 6. Ms. Carol Colaco .. Member Advocate & NGO, Bailancho Manch		

		7. Ms. Pranaya Naik Research Scholar	.. Member		
		8. General Secretary Students' Council	.. Member		
		9. Ladies Representative Students' Council	.. Member		

M A N U A L 8

A statement of boards, council, committees and other bodies constituted.
[Section 4(1) (b)(viii)]

Sr No	Name and address of the body	Main functions of the body	Constitution of the body	Date of constitution	Date up to which valid	Whether meeting open to public	Whether minutes accessible to public	Frequency of meetings	Remark/s
1.	<u>Local Managing Committee:</u> 1. Shri. Shrikrishna T. Pokle 2. Shri. Ramnath D. Dangui 3. Shri. Milind T. Shirodkar 4. Shri. Kiran H. Shirodkar 5. Shri. Gurudas B. Natekar 6. Shri. Haresh Melwani 7. Shri. Manish S. Pokle 8. Dr. Anil Dinge 9. Dr. Ramesh V. Gaonkar 10. Mrs. Rashmi R. Redkar 11. Mr. Paresh R. Sirsat 12. Mr. Shripad S. Merchant 13. Mrs. Judas E. Mascarenhas 14. Shri. Nilkanth S. Karmalkar 15. Prof. Dilip B. Arolkar	- Setting the strategic direction to guide and direct the activities of the college. - Ensuring the effective management of the college and its activities; and - Monitoring the activities of the college to ensure they are in keeping with the founding principles, objects and values. -Approving budget and audited statements.	- Seven Members of the Management. -Two Members external experts on Quality Management / Industry / Local Community. -Three Representatives of Teaching Staff. -Two Representatives of Non-Teaching Staff. -Principal and Ex-Officio Secretary.	01/04/2023	31/03/2026	No	No	---	---

2.	<u>Collegiate Student Grievance Redressal Committee:</u>	To Examine the grievances of the students, investigate the grievances and send its report with recommendations, if any, to the Vice-Chancellor, Goa University and a copy thereof to the aggrieved student, within a period of 15 days of receipt of the complaint.	1. Prof. D. B. Arolkar ..Chairperson 2. Dr. M. Shanthi ..Member 3. Mr. Mangesh Vererkar .. Member 4.Mr. Jeevan Khedekar ..Member 5. Ms. Wilma Fernandes .. Member 6. General Secretary .. Special Invitee	09/10/2021	08/10/2023	No	No	---	---
3.	<u>Staff Grievance Redressal Committee:</u>	1.The Committee shall examine the grievances forwarded by the Principal, investigate the grievances and make recommendations to the Principal for further necessary action. 2.If the Grievance pertains to one of the members of the committee, then the Principal shall substitute that member by other member.	1.Mr. Manish S. Pokle ..Chairman (Member of the Dnyanprassarak Mandal) 2.Mr. M. V. Varerkar .. Member (Associate Professor, Dept. of History) 3.Mrs. Judas E. Mascarenhas..Member (Superintendent)	17/12/2021	16/12/2024	No	No	---	---
4.	<u>Anti Ragging Squad:</u>	1.To maintain vigil and oversight in the college. 2.To carry out patrolling functions. 3.To make surprise raids on hostels and other places vulnerable to incidents of and having the potential of ragging. 4.To conduct an 'On The Spot Inquiry' into any incident of ragging referred to it by the Head of the Institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be and submit the enquiry report along with recommendations.	1. Mr. Paresh Sirsat ..Convenor 2.Mr. Chandru Govekar ..Jt Convenor 3.Ms. Smita R. Kuncolienkar.. Member 4.Dr. Rajesh Pednekar .. Member 5. Ms. Jaya Prabhu Parrikar ..Member 6. Dr. Sandesh J. Naik ..Member 7. Dr. Ankeeta Amonkar .. Member 8. Mr. Jeevan Khedekar ..Member 9. Mr. Mahendra Teli ..Member 10. Accountant .. Member 11.The College Counsellors ..Members	10/08/2023	09/08/2025	No	No	---	----

5.	<u>College Examination Committee:</u>	<p>1.Preparation of Examination time-table.</p> <p>2.Preparation of supervisors time-table.</p> <p>3.Arrange to get the printed question paper sets from the paper setters and answer books assessed in a timely manner from the examiners.</p> <p>4.Arrange to get the results prepared, settled and declared as per the schedule.</p> <p>5.Arrange to get the individual statement of marks prepared and issue the same to the candidates.</p> <p>6.Co-ordination with the ISA Committee.</p>	<p>1. Mr. Sunoj Raicar Chairperson</p> <p>2. Mr. M. V. Varerkar Member</p> <p>3. Dr. Udaysing Rane Member</p> <p>4. Dr. Amrut Naik Member</p> <p>5. Dr. Achut Pednekar Member</p> <p>6. Ms. Pooja Bidye Member</p> <p>7. Ms. Jaya Prabhu Parrikar Member</p> <p>8. Mr. Dinanath Volvoikar Member</p>	01/07/2023	30/06/2024	No	No	---	---
6.	<u>Public Grievance Officer:</u>	To ensure timely and effective redressal of Public Grievances.	Mr. Mangesh Varerkar	23/09/2020					
7.	<u>Unnat Bharat Abhiyan Scheme:</u>	To implement the 'Unnat Bharat Abhiyan' Scheme of Government of India in the college.	Dr. Rajesh M. Pednekar Nodal Officer	19/05/2018					

8.	<u>Innovation and Incubation Cell:</u>	<p>1. Identify and select promising incubates/start-ups.</p> <p>2. Identify new funding opportunities under incubation and start-up policy.</p> <p>3. Promote Government Schemes on Incubation and Innovation.</p> <p>4. Submit data on IPR, Innovation and Start-ups for ranking at State, National and International level.</p> <p>5. Organize and conduct programs.</p>	<p>Prof. D. B. Arolkar Chairperson</p> <p>Mr. Ashwin De Rosario Souza Nodal Officer</p> <p>Dr. Rajesh Pednekar Member</p> <p>Dr. Achut Pednekar Member</p> <p>Mr. Sarvesh Gawas Member</p> <p>Ms. Sanjana Naik Member</p> <p>Mr. Prasad Kalangutkar Member</p> <p>Ms. Monisha John Member</p>	19/01/2022					
9.	<u>Research and Development cell of the College:</u>	<p>1. To develop research skills among the faculty and students.</p> <p>2. To promote and to encourage the students and faculty members to carry out research in emerging areas of Science, Technology, Environment, Social Sciences, Languages and Humanity.</p> <p>3. To promote Entrepreneurship and innovations among students and faculty members.</p> <p>4. To link research and innovations to the emerging needs of Industry and Society.</p> <p>5. To organise interactive sessions with entrepreneurs/industrialists to promote innovations and start-ups.</p> <p>6. To identify potential Projects/Funding agencies for Research and Development.</p> <p>7. To collaborate with other Universities, Research Centres and Industries for Research and Innovation.</p> <p>8. To follow-up the progress and monitor on-going projects.</p>	<p>1. Dr. Rajesh Pednekar Convenor</p> <p>2. Dr. Achut Pednekar Jt. Convenor</p> <p>3. Dr. M. Shanthi Member</p> <p>4. Dr. Dhaneesh Kumar T.K. Member</p> <p>5. Dr. Jayaprakash Member</p> <p>6. Mr. Ashwin De Rosario Souza Member</p>	09/12/2021					

10.	<u>Swachhta Action Plan Committee:</u>	<p>1.Activities to be conducted on Sanitation and Hygiene in Campus and Community/ Adopted Villages and submit the report of the activities.</p> <p>2.Maintain Greenery in Campus and Community/Adopted Villages and submit the report of the activities.</p> <p>3.Activities to be conducted on Water Management in Campus and Community/Adopted Villages and submit the report of the activities.</p> <p>4.Activities to be conducted on Waste Management in Campus and Community/Adopted Villages and submit the report of the activities.</p> <p>5. Activities to be conducted on Energy Management in Campus and Community/Adopted Villages and submit the report of the activities.</p>	<p>Dr. Suchita Golatcar Co-ordinator</p> <p>Dr. Jayaprakash G. Hugar Member</p> <p>Mr. Jayesh Mayekar Member</p> <p>Ms. Tanvi Kurtikar Member</p> <p>Ms. Wilma Fernandes Member</p> <p>Mr. Sarvesh Gawas Member</p>	23/12/2021						
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11.	<u>Campus Safety and Security Committee:</u>	1.Supervise and monitor the working of the security personnel appointed in the college. 2.Supervise and monitor the CCTV camera footage regularly. 3.Divide the campus among themselves for better supervision and monitoring of the security. 4.Frame and implement guidelines for the safety and security of the students, staff and property of the college. 5.Co-ordinate with Police/Discipline Committee whenever necessary. 6.Take regular rounds in the college campus.	Dr. Sandesh J. Naik Convenor Dr. M. Shanthi Jt. Convenor Prof. Vidya Desai Member Mr. Sunoj P. Raicar Member Mr. Somnath P. Morajkar Member Mr. Paresh R. Sirsat Member Dr. Jayaprakash Member Mr. Jayesh B. Mayekar Member Mr. Sarvesh S. Gawas Member Ms. Sanjana S. Naik Member Ms. Kimberly F. Afonso Member Ms. Sailee C. Velip Member Mr. Prasad P. Kalangutkar Member Ms. Anupa D. Naik Member Mr. Sumant Y. Marihal Member Mr. Nilkant S. Karmalkar Member Ms. Navami N. Parulekar Member Mr. Pratik P. Gaundalkar Member	27/09/2022						
12.	<u>College Unfair Means Inquiry Committee:</u>	Investigate into the CASES OF UNFAIR MEANS AND MALPRACTICES reported in the manner prescribed as per the Ordinance OC. 45.4.15.2, OC-66.7.3 (CBCS) and OA-38.16.2 and shall recommend to the Principal a course of action as prescribed in the Ordinance OA-5.14.19.	Mrs. Rashmi Redkar Chairperson Shri. Mangesh V. Varerkar Member Dr. Achut Pednekar Member	01/07/2023	30/06/2026					

13.	<u>College Grievance Committee:</u>	Investigate into the written complaints from the students referred to them by the Principal in the conduct of the Examinations and recommend a course of action to the Principal as prescribed in the Ordinance OC-45.4.15.3 , OC-66.7.3 (CBCS) and OA-38.16.3.	Dr. Udaysing Rane Mr. Girish Abhyankar Dr. Umesh Gawas	Chairperson Member Member	01/07/2023	30/06/2026				
14.	<u>Teaching, Learning and Educational Technology Cell:</u>	1.Review the technical requirements/infrastructure for the effective teaching-learning process. 2.Give suggestions for creating the additional infrastructure /technical requirement. 3.Prepare SOP/Manual for effective curriculum delivery through the teaching-learning and evaluation process. 4. Monitor/supervise the implementation of process /procedures defined in SOP. 5.Organize training programs wherever required for the teachers. 6.Feedback from the teachers on the implementation of the process.	Dr. Udaysing Rane Dr. Umesh Gawas Mr. Prasann Mayekar Ms. Pooja S. Bidye Dr. Dimple V. Paul Ms. Prasanna M. Kothawale Mr. Pratik Korkankar Ms. Anupa Naik Ms. Monisha John Ms. Shruti R. Dangui Mr. Krishnarao Rane Sardessai Mr. Pares R. Sirsat	Convenor Jt. Convenor Jt. Convenor Member Member Member Member Member Member Member Member Advisor	06/04/2022					

15.	<u>Working Committees / Associations / Cells:</u>			10/07/2023	Till the end of the academic year 2023-2024.	No	No	---	---
	(1) <u>Discipline Committee:</u>		Mr. Somnath P. Morajkar Convenor Mr. Mangesh V. Varerkar Jt. Convenor Ms. Rashmi R. Redkar Member Dr. Rajesh M. Pednekar Member Mr. Paresh R. Sirsat Member Ms. Pooja Bidye Member Dr. Sandesh J. Naik Member Ms. Yogita K. Karkhanis Member Ms. Vassanti R. Morudkar Member Mr. Mahendra S. Teli Member Mr. Jeevan G. Khedekar Member Mr. Prasann S. Mayekar Member Dr. Prabhat B. Dessai Member						
	(2) <u>Students' Council:</u>		Mr. Girish Abhyankar Convenor Mr. Chandru Govekar Jt. Convenor Ms. Rashmi R. Redkar Member Ms. Prashanti Talpankar Member Mr. Somnath Morajkar Member Mr. Mangesh Varerkar Member Mr. Paresh Sirsat Member Ms. Pooja S. Bidye Member Mr. Subhash Kamalkar Member Ms. Yogita Kharkanis Member Ms. Chaitali P. Parker Member Mr. Jeevan Khedekar Member Mr. Mahendra Teli Member Dr. Prabhat B. Desai Member Mr. Prasann Mayekar Member						

	<u>(3) Admission Committee:</u>		<div>Mr. Shivdatt F. Shirodkar Convenor</div> <div>Ms. Jaya G. Prabhu Parrikar Jt. Convenor- Comm</div> <div>Mr. Subhash Y. Kamalkar Jt. Convenor - Arts</div> <div>Mr. Pratik D. Korkankar Jt. Convenor – Sci</div> <div>Mr. Paresh R. Sirsat Member</div> <div>Dr. Naresh G. Shirodkar Member</div> <div>Ms. Prasanna M. Kothwale Member</div> <div>Mr. Yogeshwar R. Bhosle Member</div> <div>Dr. Sandesh J. Naik Member</div> <div>Ms. Lizella F. Gonsalves Member</div> <div>Mr. Dinanath P. Volvoikar Member</div> <div>Mr. Jayesh B. Mayekar Member</div> <div>Ms. Tanvi P. Kurtikar Member</div> <div>Ms. Yogita K. Karkhanis Member</div> <div>Ms. Wilma A. Fernandes Member</div> <div>Mr. Sarvesh S. Gawas Member</div> <div>Ms. Danica F. Menezes Member</div> <div>Dr. Purushottam A. Verlekar Member</div> <div>Ms. Sanjana S. Naik Member</div> <div>Ms. Sailee C. Velip Member</div> <div>Ms. Vassanti R. Morudkar Member</div> <div>Ms. Chaitali P. Parker Member</div> <div>Mr. Aviraj S. Velip Member</div> <div>Mr. Baptist J. Rebelo Member</div> <div>Mr. Sheshgiri S. Shettigar Member</div>						
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	<u>(4) Purchase Committee:</u>		Mr. Paresh Sirsat	Convenor						
			Mr. Jeevan Khedekar	Jt. Convenor						
			Ms. Rashmi R. Redkar	Member						
			Mr. Sunoj Raicar	Member						
			Dr. Rajesh Pednekar	Member						
			Ms. Pooja S. Bidye	Member						
			Ms. Kimberly Afonso	Member						
	<u>(5) Photography Committee:</u>		Mr. Paresh Sirsat	Convenor						
			Mr. Subhash Kamalkar	Jt. Convenor						
			Mr. Ashwin de Rosario souza	Member						
	<u>(6) TIME-TABLE COMMITTEE:</u>		Ms. Monisha John	Member						
			Mr. Shivdatt F. Shirodkar	Convenor						
			Mr. Jayesh B. Mayekar	Jt. Convenor						
				Commerce						
			Mr. Subhash Y. Kamalkar	Jt. Convenor						
				Arts						
			Mr. Pratik D. Korkankar	Jt. Convenor						
				Science						
			Ms. Tanvi P. Kurtikar	Member						
			Ms. Sanjana S. Naik	Member						
			Ms. Wilma A. Fernades	Member						
			Ms. Danica F. Menezes	Member						
			Ms. Yogita K. Karkhanis	Member						
			Ms. Sailee C. Velip	Member						
			Ms. Vassanti R. Morudkar	Member						
			Mr. Baptist J. Rebelo	Member						
			Mr. Sheshgiri S. Shettigar	Member						
			Ms. Archana A. Pednekar	Member						

	<u>(7) CAMPUS SAFETY & SECURITY COMMITTEE</u>		Dr. M. Shanthi	Advisor						
			Dr. Sandesh J. Naik	Convenor						
			Mr. Jayesh B. Mayekar	Jt. Convenor						
			Prof. Vidya Desai	Member						
			Mr. Sunoj P. Raicar	Member						
			Mr. Somnath P. Morajkar	Member						
			Mr. Paresh R. Sirsat	Member						
			Dr. Jayaprakash	Member						
			Dr. Amrut F. Naik	Member						
			Mr. Chandru H. Govekar	Member						
			Mr. Sarvesh S. Gawas	Member						
			Ms. Sanjana S. Naik	Member						
			Ms. Kimberly F. Afonso	Member						
			Ms. Sailee C. Velip	Member						
			Mr. Prasad P. Kalangutkar	Member						
			Ms. Anupa D. Naik	Member						
			Mr. Sumant Y. Marihal	Member						
			Mr. Nilkanth S. Karmalkar	Member						
			Ms. Navami N. Parulekar	Member						
			Mr. Suyog S. Sirsat	Member						
			Mr. Pratik P. Gaundalkar	Member						

	<u>(8) Literary Association:</u>		Dr. M. Shanthi Ms. Lizella F. Gonsalves Mr. S. D. Patil Ms. Prashanti Talpankar Ms. Pooja S. Bidye Mr. Yogeshwar R. Bhosle Mr. Dinanath Volvoikar Mr. Subhash Kamalkar Mr. Sarvesh S. Gawas Ms. Anupa D. Naik Ms. Krutika S. Navelkar Ms. Sarika Misra	Convenor Jt. Convenor Member Member Member Member Member Member Member Member Member Member						
	<u>(9) Cultural Association:</u>		Mr. Subhash Kamalkar Mr. Prasad Kalangutkar Ms. Prashanti Talpankar Mr. Girish Abhyankar Mr. Chandru H. Govekar Ms. Wilma A. Fernandes Ms. Nikita G. Mangeshkar Dr. Amrita Natekar Dr. Sudarshana D. Mardolkar Dr. Karishma K. Mashelkar Dr. Abhijit D. Shetgaonkar Dr. Vruta V. Kadkade Dr. Ram U. Gawas Dr. Sinthiya J. Gawandi Ms. Pranaya M. Naik Ms. Sushila R. Telgiri Ms. Vrunda V. Dessai	Convenor Jt Convenor Member Member Member Member Member Member Member Member Member Member Member Member Member Member Member						

	<u>10) Career Guidance Cell:</u>		Dr. Sandesh J. Naik Convenor Mr. Jayesh B. Mayekar Jt. Convenor Mr. S. D. Patil Member Dr. Suchita R. Golatkar Member Dr. Umesh B. Gawas Member Dr. Jayaprakash Member Mr. Namdev E. Tulaskar Member Ms. Archana A. Pednekar Member Dr. E. Vadivel Member Ms. Sushila R. Telgiri Member Ms. Nikita G. Mangeshkar Member Mr. Krishnarao P. M. Rane Sardesai Member Mr. Tukaram Ulhas Rane Member						
	<u>(11) Community & Extension Service Cell:</u>		Dr. Rajesh M. Pednekar Convenor Dr. Jayaprakash Jt. Convenor Dr. Suchita Golatkar Member Dr. Achut P. Pednekar Member Mr. Shripad S. Merchant Member Dr. Dhaneesh Kumar T.K. Member Dr. Naresh Shirodkar Member Mr. Sarvesh Gawas Member Ms. Danica Menezes Member Ms. Vassanti R. Morudkar Member Ms. Chaitali Parker Member Mr. Namdev E. Tulaskar Member Dr. Prabhat Dessai Member Dr. Vruta V. Kadekade Member Dr. Ram U. Gawas Member Dr. Sinthiya J. Gawandi Member Ms. Pranaya M. Naik Member Dr. Sudarshana D. Mardolkar Member Dr. Karishma K. Mashelkar Member Dr. Sudesh M. Morajkar Member Mr. Marlow A. Lawrence Member Mr. Tushar S. Karmalkar Member						

	<u>(12) Counselling Cell:</u>	Ms. Rashmi R. Redkar Ms. Prashanti P. Talpankar Mr. Mangesh V. Varerkar Ms. Sanjana S. Naik Dr. Prabhat B. Dessai Ms. Mavis Henriques	Convenor Jt. Convenor Member Member Member Member						
	<u>(13) Commerce – Economics Association:</u>	Ms. Tanvi P. Kurtikar Ms. Vassanti R. Morudkar Mr. S. D. Patil Dr. Amrut F. Naik Dr. Naresh G. Shirodkar Dr. Dhaneesh Kumar T. K. Mr. Yogeshwar R. Bhonsle Ms. Sanjana S. Naik Mr. Aviraj S. Velip Mr. Marlow A. Lawrence Mr. Tushar S. Karmalkar Ms. Barkha B. Arlekar Ms. Veerani Vithal Naik Mr. Shivam Shegde	Convenor Jt. Convenor Member Member Member Member Member Member Member Member Member Member Member Member						
	<u>(14) Women’s Cell:</u>	Ms. Prashanti Talpankar Ms. Danica Menezes Dr. Ankeeta Amonkar Ms. Chaitali P. Parker Ms. Archana A. Pednekar Dr. Karishma K. Mashelkar Dr. Sinthiya J. Gawandi Ms. Judas Mascarenhas Ms. Prachi Kudaskar	Convenor Jt. Convenor Member Member Member Member Member Member Member						

	<u>(15) Consumer Welfare Cell:</u>		Ms. Jaya G. Prabhu Parrikar Convenor Mr. Namdev E. Tulaskar Jt. Convenor Mr. S. D. Patil Member Dr. Amrut Naik Member Mr. Shripad Merchant Member Ms. Sanjana Naik Member Ms. Sailee C. Velip Member Mr. Aviraj Velip Member Dr. Amrita R. Natekar Member Mr. Marlow Lawrence Member Mr. Tushar S. Karmalkar Member Ms. Veerani V. Naik Member Mr. Soham G. Ashvekar Member						
	<u>(16) Project Co-ordinator:</u>		Mr. S. F. Shirodkar Co-ordinator Mr. Subhash Y. Kamalkar Member Mr. Pratik D. Korkankar Member Mr. Jayesh B. Mayekar Member						
	<u>(17) N.C.C. (ARMY):</u>		Dr. Sandesh J. Naik /Mr. Sarvesh S. Gawas (Caretaker)						
	<u>(18) N.C.C. (NAVY):</u>		Lt. Dr. Udaysing Rane						
	<u>(19) Value Education Cell:</u>		Mr. Sunoj Raicar Convenor Mr. S. D. Patil Jt. Convenor Mr. Girish Abhyankar Member Ms. Chaitali Parker Member Mr. Baptist Rebelo Member Ms. Archana A. Pednekar Member Dr. Prabhat Dessai Member Dr. Sudharshana D. Mardolkar Member Ms. Mavis Henriques Member Ms. Marika De Lima Member Ms. Tanvi Sirsat Member						

	<u>(20 Prospectus (2023-2024):</u>		Ms. Jaya G. Prabhu Parrikar						
	<u>(21) Library Committee:</u>		Mr. Sunoj Raicar Convenor Mr. Yogeshwar R. Bhosle Jt. Convenor Dr. Jayaprakash Secretary Prof. Vidya G. Desai Member Dr. Suchita Golatcar Member Dr. Dhaneesh Kumar T. K. Member Dr. Purushottam Verlekar Member Ms. Archana Pednekar Member Mr. Mahendra S. Teli Member Mr. Krishnarao P. M. Rane Sardesai Member Ms. Mavis Henriques Member Dr. Amrita R. Natekar Member Mr. Ritesh D. Vengurlekar Member						
	<u>(22) Gymkhana & Sports Committee:</u>		Mr. Shivdatt F. Shirodkar Convenor Ms. Kimberly Fiona Afonso Jt. Convenor Dr. Sushant Haldankar Secretary Mr. Dinanath Volvoikar Member Ms. Sailee Velip Member Mr. Aviraj S. Velip Member Mr. Baptist J. Rebelo Member Mr. Namdev E. Tulaskar Member Dr. Amrita R. Natekar Member Dr. Ram U. Gawas Member Ms. Pranaya M. Naik Member Dr. Sinthiya J. Gawandi Member Dr. Sudesh M. Morajkar Member Ms. Sushila R. Telgiri Member Mr. Tukaram U. Rane Member						

	<u>(23) Magazine Committee:</u>		Ms. Lizella F. Gonsalves Convenor Dr. Purushottam A. Verlekar Jt. Convenor Mr. Dinanath P. Volvoikar Member Ms. Danica Menezes Member Mr. Namdev E. Tulaskar Member Ms. Archana A. Pednekar Member Ms. Pranaya M. Naik Member Mr. Sandesh D. Tari Member Ms. Sonali A. Raikar Member Ms. Monisha John Member Ms. Sushila Telgiri Member Ms. Anuja R. Gawandalkar Member Ms. Krutika S. Navelkar Member Ms. Sarika Misra Member						
	<u>(24) N.S.S.:</u>		Mr. Somnath Morajkar Advisor Dr. Dhaneesh Kumar T.K Convenor Mr. Jayesh Mayekar Jt. Convenor Dr. Achut Pednekar Member Ms. Jaya G. Prabhu Parrikar Member Mr. Chandru Govekar Member Ms. Tanvi Kurtikar Member Ms. Wilma Fernandes Member Dr. Purushottam Anil Verlekar Member Ms. Vassanti R. Morudkar Member Mr. Aviraj S. Velip Member Ms. Archana A. Pednekar Member						

	<u>(25) Gardening & Landscape Committee:</u>		Dr. Rajesh Pednekar Convenor Ms. Chaitali P. Parker Jt. Convenor Ms. Prasanna Kothawale Member Dr. Dhaneesh Kumar T.K. Member Ms. Kimberly Afonso Member Dr. Ankeeta Amonkar Member Dr. E. Vadivel Member Ms. Sonali A. Raikar Member Dr. Vruta V. Kadkade Member Dr. Abhijit D. Shetgaonkar Member Dr. Sinthiya J. Gawandi Member Ms. Pooja D. Gadekar Member						
	<u>(26) Public Relations & Publicity Committee:</u>		Ms. Prashanti Talpankar Convenor Dr. Purushottam Anil Verlekar Jt. Convenor Mr. Shripad Merchant Member Mr. Subhash Y. Kamalkar Member Ms. Monisha John Member						
	<u>(27) Social Media Management Committee:</u>		Mr. Subhash Kamalkar Convenor Dr. Purushottam A. Verlekar Jt. Convenor Ms. Vassanti R. Morudkar Member Ms. Chaitali P. Parker Member Ms. Monisha John Member Ms. Anuja R. Gawandalkar Member						

	<u>(28) Science Association:</u>		Dr. Umesh Gawas	Convenor						
			Ms. Pooja S. Bidye	Jt. Convenor						
			Shri. Sanjay B. Karapurkar	Member						
			Mr. Sunoj Raicar	Member						
			Prof. Vidya Desai	Member						
			Mr. Girish Abhyankar	Member						
			Dr. Rajesh M. Pednekar	Member						
			Dr. Suchita R. Golatkar	Member						
			Dr. Manoj Kothawale	Member						
			Ms. Prasanna Kothawale	Member						
			Mr. Dinanath Volvoikar	Member						
			Ms. Wilma Fernandes	Member						
			Ms. Kimberly Afonso	Member						
			Dr. Ankeeta Amonkar	Member						
			Mr. Sarvesh S. Gawas	Member						
			Dr. Prabhat B. Desai	Member						
			Dr. E. Vadivel	Member						
			Ms. Nikita Mangeshkar	Member						
			Dr. Amrita Natekar	Member						
			Dr. Ram U. Gawas	Member						
			Dr. Vruta V. Kadekar	Member						
			Dr. Abhijit D. Shetgaonkar	Member						
			Dr. Sudarshana D. Mardolkar	Member						
			Dr. Karishma K. Mashelkar	Member						
			Ms. Pooja D. Gaddekar	Member						
			Ms. Anupa D. Naik	Member						
			Dr. Sudesh M. Morajkar	Member						
			Ms. Manasi M. Pawaskar	Member						
			Ms. Fareeza Sheikh	Member						
			Ms. Diksha Karapurkar	Member						

	<u>29) Attendance Monitoring Cell:</u>		Mr. Pratik D. Korkankar Convenor Ms. Vassanti R. Morudkar Jt. Convenor Mr. Dinanath P. Volvoikar Member Ms. Wilma Fernandes Member Ms. Danica F. Menezes Member Ms. Sailee C. Velip Member Mr. Sarvesh S. Gawas Member Mr. Jayesh B. Mayekar Member Ms. Tanvi P. Kurtikar Member Ms. Chaitali P. Parker Member Mr. Baptist Rebelo Member Mr. Aviraj S. Velip Member Mr. Namdev E. Tulaskar Member Ms. Archana A. Pednekar Member Mr. Sheshgiri S. Shettigar Member Ms. Monisha John Member Dr. Sinthiya J. Gawandi Member Ms. Pranaya M. Naik Member Mr. Sandesh D. Tari Member Ms. Shreya N. Desai Member						
	<u>(30) Placement Cell:</u>		Dr. Achut Pednekar Convenor Mr. Aviraj S. Velip Jt. Convenor Prof. Vidya G. Desai Member Dr. Naresh G. Shirodkar Member Dr. Sandesh J. Naik Member Dr. Jayaprakash Member Ms. Prasanna M. Kothawale Member Mr. Jayesh B. Mayekar Member Ms. Sailee Velip Member Mr. Ashwin de Rosario souza Member Ms. Sonali A. Raikar Member Ms. Sushila R. Telgiri Member Mr. Sandesh D. Tari Member Ms. Shreya N. Desai Member Ms. Manasi M. Pawaskar Member Ms. Fareeza Sheikh Member						

	<u>(31) Student Internship Committee:</u>		Dr. Amrut Naik Convenor Mr. Yogeshwar R. Bhosle Jt. Convenor Dr. Umesh Gawas Member Dr. Naresh G. Shirodkar Member Mr. Pratik D. Korkankar Member Dr. Ankeeta A. Amonkar Member Ms. Archana A. Pednekar Member Mr. Prasann Mayekar Member Dr. E. Vadivel Member Mr. Mahendra S. Teli Member Mr. Sandesh D. Tari Member Dr. Vruta V. Kadekade Member Dr. Sinthiya J. Gawandi Member Ms. Shreya N. Desai Member Ms. Manasi M. Pawaskar Member Mr. Ritesh D. Vengurlekar Member Mr. Marlow A. Lawrence Member Mr. Tushar S. Karmalkar Member Mr. Soham G. Ashvekar Member						
	<u>(32) Nature Club:</u>		Dr. Prabhat Desai Convenor Mr. Baptist J. Rebelo Jt. Convenor Dr. E. Vadivel Member Mr. Sheshgiri S. Shettigar Member Mr. Krishnarao P. M. Rane Sardesai Member Ms. Anupa Naik Member Dr. Sudesh M. Morajkar Member Ms. Aditi Narvekar Member Ms. Barkha B. Arlekar Member Ms. Vaibhavi N. Lamgaonkar Member Ms. Shreya N. Desai Member Ms. Manasi M. Pawaskar Member Dr. Vruta V. Kadekade Member Dr. Sinthiya J. Gawandi Member Dr. Sudarshana D. Mardolkar Member Mr. Dattaram D. Fale Member Ms. Diksha Karapurkar Member Ms. Shruti K. Sawant Member						

	<u>(33) Staff Welfare Committee:</u>		Ms. Rashmi Redkar Convenor Mr. Paresh R. Sirsat Jt. Convenor Mr. Somnath P. Morajkar Member Dr. Udaysing Rane Member Ms. Pooja S. Bidye Member Mr. Chandru H. Govekar Member Mr. Subhash Y. Kamalkar Member Mr. Prasad P. Kalangutkar Member Ms. Anuja R. Gawandalkar Member Ms. Monisha John Member Ms. Judas Mascarenhas Member Mr. Nilkanth S. Karmalkar Member Ms. Varada Jog Member Ms. Marika De Lima Member Ms. Tanvi Sirsat Member						
	<u>(34) Student Skill Development Committee:</u>		Ms. Chaitali P. Parker Convenor Mr. Baptist Rebelo Jt. Convenor Ms. Kimberly F. Afonso Member Mr. Aviraj S. Velip Member Mr. Krishnarao P. M. Rane Sardesai Member Dr. Amrita R. Natekar Member Mr. Sandesh D. Tari Member Ms. Sushila R. Telgiri Member Ms. Pranaya M. Naik Member Mr. Tushar S. Karmalkar Member Ms. Barkha B. Arlekar Member Mr. Dattaram D. Fale Member						

	<p><u>(35) Ek Bharat Shrestha Bharat Cell:</u></p>	<p>Dr. M. Shanthi Convenor Mr. Dinanath P. Volvoikar Jt. Convenor Dr. Naresh G. Shiroadkar Member Ms. Jaya G. P. Parrikar Member Mr. Yogeshwar R. Bhosle Member Ms. Tanvi P. Kurtikar Member Ms. Chaitali P. Parker Member Mr. Mahendra S. Teli Member Ms. Pooja D. Gadekar Member Mr. Marlow A. Lawrence Member Mr. Tushar S. Karmalkar Member Mr. Dattaram D. Fale Member</p>						
	<p><u>(36) Program Coordination Committee:</u></p>	<p>Ms. Jaya G. Prabhu Parrikar Convenor Ms. Vassanti R. Morudkar Jt. Convenor Mr. Shripad S. Merchant Member Dr. Ankeeta A. Amonkar Member Mr. Sheshgiri S. Shettigar Member Ms. Sonali A. Raikar Member Ms. Anuja R. Gawandalkar Member Mr. Sandesh D. Tari Member</p>						



Dnyanprassarak Mandal's
College and Research Centre (DMC)

Assagao, Bardez - Goa 403 507

Inspiring, Igniting and Transforming to Excel

Affiliated to Goa University and recognised by U.G.C. under sections 2(f) and 12(B) of the UGC Act of 1956

Accredited by NAAC with 'A' Grade (4th cycle) and CGPA of 3.15 / 4.00

ISO 9001:2015 & ISO 14001:2015 Certified

☎ (O):0832-2994488/(P):0832-2995683

📠 (O): 9420020522

DMCRC/CC/2023-24/EXAM/ 294

Date: 01/07/2023.

OFFICE ORDER


The Principal is pleased to constitute the COLLEGE EXAMINATION COMMITTEE comprising of the following teachers for a period of one year :

- | | |
|-----------------------------|-------------|
| 1. Shri Sunoj Raicar | .. Chairman |
| 2. Shri M.V. Varerkar | .. Member |
| 3. Dr. Udaysing Rane | .. Member |
| 4. Dr. Amrut Naik | .. Member |
| 5. Dr. Achut Pednekar | .. Member |
| 6. Ms. Pooja Bidye | .. Member |
| 7. Ms. Jaya Prabhu Parrikar | .. Member |
| 8. Mr. Dinanath Volvoikar | .. Member |

This committee shall be incharge of all matters pertaining to F.Y., S.Y. and T.Y. B.A. / B.A. / B.Sc./ B.Com. / B.C.A. Examinations (Regular/Supplementary).

The committee shall perform the following duties:

1. Preparation of Examination time-table.
2. Preparation of supervisors time-table.
3. Arrange to get the printed question paper sets from the paper setters and answer books assessed in a timely manner from the examiners.
4. Arrange to get the results prepared, settled and declared as per the schedule.
5. Arrange to get the individual statement of marks prepared, printed and issue the same to the candidates.
6. Co-ordination with the ISA Committee.
7. All other matters pertaining to F.Y., S.Y. and T.Y. B.A./B.Sc./B.Com./B.C.A. Examinations as specified in OC-45, OC-66 and OA-38.


(Prof. D. B. Arolkar)
PROFESSOR & PRINCIPAL

To

1. Shri Sunoj Raicar
2. Shri M.V. Varerkar
3. Dr. Udaysing Rane
4. Dr. Amrut Naik
5. Dr. Achut Pednekar
6. Ms. Pooja Bidye
7. Ms. Jaya Prabhu Parrikar
8. Mr. Dinanath Volvoikar



Anand R. Sirsat College of Arts.
Sou. Sheela Premanand Vaidya College of Science.
V.N.S Bandekar College of Commerce.

Shrikrishna T. Pokle College of Management & Technology.
Indira Narahari Narvekar Institute of Post Graduate Studies & Research Centre



Dnyanprassarak Mandal's **College and Research Centre**

Assagao, Bardez - Goa 403 507

Inspiring, Igniting and Transforming to Excel

(Affiliated to Goa University and recognised by U.G.C. under sections 2f and 12B of the UGC Act of 1956)

Accredited by NAAC with 'A' Grade (3rd cycle)

☎ (O): (0832) 2268488

Fax : (0832) 2268683

Ref. No.: DMCRC/CC/2020-2021/37/679

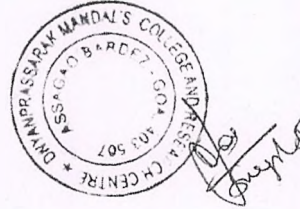
Date: 23/09/2020.

ORDER

Mr. Mangesh V. Varerkar, Associate Professor and Head, Department of History, is appointed as the Public Grievance Officer of this college to ensure timely and effective redressal of Public Grievances.

(Prof. D. B. Arolkar)
PROFESSOR & PRINCIPAL

To
Mr. Mangesh V. Varerkar,
Associate Professor,
Department of History,
Dnyanprassarak Mandal's College & Research Centre,
Assagao, Bardez – Goa.



JEM/ssk

Anand R. Sirsat College of Arts
Sou. Sheela Premchand Vaidya College of Science
V.N.S. Bandekar College of Commerce
Shrikrishna T. Pokle College of Management Studies and Technology
Indira Narahari Narvekar Institute of Post Graduate Studies & Research Centre

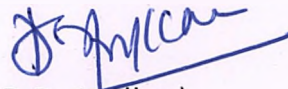
D298
S. P. A. R. D. E. Z.
21

Ref.No.: DMCRC/CC/2017-2018/ 27/2115

Date: 19/5/2018

ORDER

Dr. Rajesh M. Pednekar, Associate Professor, Department of Chemistry, is appointed as the Nodal Officer w.e.f. 21/5/2018 to implement the 'Unnat Bharat Abhiyan' Scheme of Government of India in the college.


(Dr. D.B. Arolkar)
PRINCIPAL

To
Dr. Rajesh M. Pednekar,
Associate Professor,
Department of Chemistry,
Dnyanprassarak Mandal's College &
Research Centre,
Assagao – Goa.



Copy to:

1. The Chairman, Dnyanprassarak Mandal, Mapusa, Goa.
2. Vice-Principal
3. NSS Program Officer
4. Superintendent
5. Accountant
6. File





Dnyanprassarak Mandal's

College and Research Centre

Assagao, Bardez - Goa 403 507

Inspiring, Igniting and Transforming to Excel

(Affiliated to Goa University and recognised by U.G.C. under sections 2f and 12B of the UGC Act of 1956)

Accredited by NAAC with 'A' Grade (3rd cycle)

☎ (O): (0832) 2268488

Fax : (0832) 2268683

Ref.No.: DMCRC/CC/2021-2022/27/1500

Date: 19/01/2022

OFFICE – ORDER

The undersigned is pleased to set up an 'Innovation and Incubation Centre' for the college w.e.f. 20/01/2022. A Committee comprising of the following teachers is constituted to conduct the activities of the centre:

1. Prof. D. B. Arolkar	Chairperson
2. Mr. Ashwin De Rosario Souza	Nodal Officer
3. Dr. Rajesh Pednekar	Member
4. Dr. Achut Pednekar	Member
5. Mr. Sarvesh Gawas	Member
6. Ms. Sanjana Naik	Member
7. Mr. Prasad Kalangutkar	Member
8. Ms. Monisha John	Member

The Centre will function under the overall supervision and control of the Nodal Officer.

All the members shall perform the following duties:

1. Identify and select promising incubates/start-ups.
2. Identify new funding opportunities under incubation and start-up policy.
3. Promote Government Schemes on Incubation and Innovation.
4. Submit data on IPR, Innovation and Start-ups for ranking at State, National and International level.
5. Organize and conduct programs.
6. Any other related work.



(Prof. D.B. Arolkar)

PROFESSOR & PRINCIPAL

To: All the Members

Copy to:

1. The Chairman, Dnyanprassarak Mandal
2. The Vice-Principal
3. All the Heads of the Departments and Co-ordinators and Teachers
4. Superintendent
5. Accountant
6. File

RP/ssk



Dnyanprassarak Mandal's College and Research Centre

Assagao, Bardez - Goa 403 507

Inspiring, Igniting and Transforming to Excel

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Accredited by NAAC with 'A' Grade (3rd cycle)

☎ (O): (0832) 2268488 / 2910286

Fax : (0832) 2268683

Ref.No.: DMCRC/CC/2021-2022/IQAC/27/j228

Date: 09/12/2021

OFFICE ORDER

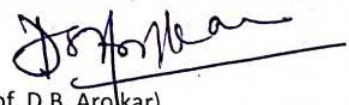
The undersigned is pleased to constitute a Research, Development and Innovation Cell for the college comprising of following teachers:

- | | |
|--------------------------------|----------------|
| 1. Dr. Rajesh Pednekar | (Convenor) |
| 2. Dr. Achut Pednekar | (Jt. Convenor) |
| 3. Dr. M. Shanthi | (Member) |
| 4. Dr. Dhaneesh Kumar T.K. | (Member) |
| 5. Dr. Jayaprakash | (Member) |
| 6. Mr. Ashwin De Rosario Souza | (Member) |

The broad functions of the cell are as follows:

- To develop research skills among the faculty and students.
- To promote and to encourage the students and faculty members to carry out research in emerging areas of Science, Technology, Environment, Social Sciences, Languages and Humanity.
- To promote entrepreneurship and innovations among students and faculty members.
- To link research and innovations to the emerging needs of Industry and Society.
- To organise interactive sessions with entrepreneurs/industrialists to promote innovations and start-ups.
- To identify potential Projects/Funding agencies for Research and Development.
- To collaborate with other Universities, Research Centres and Industries for Research and Innovation.
- To follow-up the progress and monitor on-going projects:
- Other related functions.




(Prof. D.B. Arokar)
PROFESSOR & PRINCIPAL

To
All the Members

Copy to:

- | | |
|-----------------------|-------------------|
| 1. Chairman | 5. Accountant |
| 2. Vice-Principal | 6. IQAC File |
| 3. Coordinator – IQAC | 7. Concerned file |
| 4. Superintendent | 8. Guard file |

Anand R. Sirsat College of Arts
Sou. Sheela Premanand Vaidya College of Science
V.N.S. Bandekar College of Commerce
Shrikrishna T. Pokle College of Management Studies and Technology
Indira Narahari Narvekar Institute of Post Graduate Studies & Research Centre



Dnyanprassarak Mandal's
College and Research Centre (DMC)
Assagao, Bardez - Goa 403 507

Inspiring, Igniting and Transforming to Excel

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Accredited by NAAC with 'A' Grade (4th cycle) and CGPA of 3.15 / 4.00

ISO 9001:2015 & ISO 14001:2015 Certified

☎ (O):0832-2994488/(P):0832-2995683

☎ (O): 9420020522

Ref. No.: DMCRC/CC/2022-2023/IQAC/27/ 217-6

Date: 9 /12/2022.

ORDER

The Research, Development and Innovation Cell of the college constituted vide Order No. DMCRC/CC/2021-2022/IQAC/27/1228 dated 09/12/2021, is now renamed as 'Research and Development Cell' as per UGC Guidelines circulated vide Directorate of Higher Education Circular No.Res-Dev-Inn/NEP-implement/43/2022/20843 dated 06/12/2022.



[Signature]
PROFESSOR & PRINCIPAL

To: All the Members

1. Dr. Rajesh Pednekar
2. Dr. Achut Pednekar
3. Dr. M. Shanthi
4. Dr. Dhaneesh Kumar T.K.
5. Dr. Jayaprakash
6. Mr. Ashwin De Rosario Souza

JEM/ssk

Anand R. Sirsat College of Arts.
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www : dmscollege.ac.in

✉ : info@dmscollege.ac.in



Dnyanprassarak Mandal's College and Research Centre

Assagao, Bardez - Goa 403 507

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Accredited by NAAC with 'A' Grade (3rd cycle)

☎ (O): (0832) 2268488

Fax : (0832) 2268683

Ref.No.: DMCRC/CC/2021-2022/37/1345

Date:23/12/2021

OFFICE O R D E R

The undersigned is pleased to constitute 'Swachhta Action Plan Committee' for college comprising of following teachers:

1.Dr. Suchita Golatcar	Co-ordinator	
2.Dr. Jayaprakash G. Hugar	Member	Activities to be conducted on Sanitation and Hygiene in Campus and Community/ Adopted Villages and submit the report of the activities.
3.Mr. Jayesh Mayekar	Member	Maintain Greenery in Campus and Community/Adopted Villages and submit the report of the activities.
4.Ms. Tanvi Kurtikar	Member	Activities to be conducted on Water Management in Campus and Community/Adopted Villages and submit the report of the activities.
5.Ms. Wilma Fernandes	Member	Activities to be conducted on Waste Management in Campus and Community/Adopted Villages and submit the report of the activities.
6.Mr. Sarvesh Gawas	Member	Activities to be conducted on Energy Management in Campus and Community/Adopted Villages and submit the report of the activities.



(Prof. D.B. Arolkar)
PROFESSOR & PRINCIPAL

To
All the Members

Anand R. Sirsat College of Arts
Sou. Sheela Premanand Vaidya College of Science
V.N.S. Bandekar College of Commerce
Shrikrishna T. Pogle College of Management Studies and Technology
Indira Narahari Narvekar Institute of Post Graduate Studies & Research Centre



Dnyanprassarak Mandal's
College and Research Centre (DMC)

Assagao, Bardez - Goa 403 507

Inspiring, Igniting and Transforming to Excel

Affiliated to Goa University and recognised by U.G.C. under sections 2(f) and 12(B) of the UGC Act of 1956

Accredited by NAAC with 'A' Grade (4th cycle) and CGPA of 3.15 / 4.00

ISO 9001:2015 & ISO 14001:2015 Certified



(O):0832-2994488/(P):0832-2995683



(O): 9420020522

Ref.No.: DMCRC/CC/2022-2023/ 31/1571

Date: 27/09/2022

ORDER

A Campus Safety and Security Committee is hereby constituted for the college comprising of following staff members :

- | | |
|-------------------------------|-----------------|
| 1. Dr. Sandesh J. Naik | .. Convenor |
| 2. Dr. M. Shanthi | .. Jt. Convenor |
| 3. Prof. Vidya Desai | .. Member |
| 4. Mr. Sunoj P. Raicar | .. Member |
| 5. Mr. Somnath P. Morajkar | .. Member |
| 6. Mr. Paresh R. Sirsat | .. Member |
| 7. Dr. Jayaprakash | .. Member |
| 8. Mr. Jayesh B. Mayekar | .. Member |
| 9. Mr. Sarvesh S. Gawas | .. Member |
| 10. Ms. Sanjana S. Naik | .. Member |
| 11. Ms. Kimberly F. Afonso | .. Member |
| 12. Ms. Sailee C. Velip | .. Member |
| 13. Mr. Prasad P. Kalangutkar | .. Member |
| 14. Ms. Anupa D. Naik | .. Member |
| 15. Mr. Sumant Y. Marihal | .. Member |
| 16. Mr. Nilkant S. Karmalkar | .. Member |
| 17. Ms. Navami N. Parulekar | .. Member |
| 18. Mr. Pratik P. Gaundalkar | .. Member |

The committee shall perform the following duties :

1. Supervise and monitor the working of the security personnel appointed in the college.
2. Supervise and monitor the CCTV camera footage regularly.
3. Divide the campus among themselves for better supervision and monitoring of the security.
4. Frame and implement guidelines for the safety and security of the students, staff and property of the college.
5. Co-ordinate with Police/Discipline Committee whenever necessary.
6. Take regular rounds in the college campus.
7. Any other related matter.

To
All the Members




(Prof. D.B. Arolkar).
PROFESSOR & PRINCIPAL

COPY TO:

1. The Chairman, Dny. Mandal, Mapusa-Goa.
2. Vice-Principal
3. Superintendent
4. Accountant

DBA/ksrk

Anand R. Sirsat College of Arts.
Sou. Sheela Premanand Vaidya College of Science.
V.N.S Bandekar College of Commerce.
Shrikrishna T. Pokle College of Management & Technology.
Indira Narahari Narvekar Institute of Post Graduate Studies & Research Centre



Dnyanprassarak Mandal's
College and Research Centre (DMC)

Assagao, Bardez - Goa 403 507

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ISO 9001:2015 & ISO 14001:2015 Certified

☎ (O):0832-2994488/(P):0832-2995683

☎ (O): 9420020522

DMCRC/CC/2023-24/EXAM/296


Date: 01/07/2023.

OFFICE – ORDER

The Principal is pleased to constitute the COLLEGE UNFAIR MEANS INQUIRY COMMITTEE comprising of the following Teachers for a period of three years.

- | | |
|------------------------------|---------------|
| 1) Mrs. Rashmi Redkar | - Chairperson |
| 2) Shri. Mangesh V. Varerkar | - Member |
| 3) Dr. Achut Pednekar | -Member |

This committee shall investigate into the CASES OF UNFAIR MEANS AND MALPRACTICES reported in the manner prescribed as per the Ordinance OC. 45.4.15.2, OC-66.7.3 (CBCS) and OA-38.16.2 and shall recommend to the Principal a course of action as prescribed in the Ordinance OA-5.14.19 .


(Prof. D. B. Arolkar)
PROFESSOR & PRINCIPAL

To,

1. Mrs. Rashmi Redkar
2. Shri. Mangesh V. Varerkar
3. Dr. Achut Pednekar

Copy to:

- Superintendent
- Accountant
- Exam Section
- Personal File
- Staff Notice Board
- Concerned File
- Guard File



Anand R. Sirsat College of Arts.
Sou. Sheela Premanand Vaidya College of Science.
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Shrikrishna T. Pokle College of Management & Technology.
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www : dmscollege.ac.in

@ : info@dmscollege.ac.in



Dnyanprassarak Mandal's
College and Research Centre (DMC)

Assagao, Bardez - Goa 403 507

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ISO 9001:2015 & ISO 14001:2015 Certified

☎ (O):0832-2994488/(P):0832-2995683

☎ (O): 9420020522

DMCRC/CC/2023-24/EXAM/ 295

Date: 01 / 07 / 2023.

OFFICE – ORDER

The Principal is pleased to constitute the COLLEGE GRIEVANCE COMMITTEE comprising of the following Teachers for a period of three years.'

Dr. Udaysing Rane
Shri. Girish Abhyankar
Dr. Umesh Gawas

- Chairperson
- Member
- Member

This committee shall investigate into the written complaints from the students referred to them by the Principal in the conduct of the Examinations and recommend a course of action to the Principal as prescribed in the Ordinance OC-45.4.15.3, OC-66.7.3 (CBCS) and OA -38. 16.3.

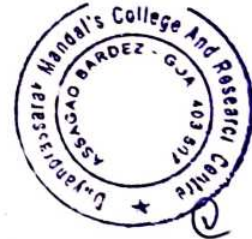

(Prof. D. B. Arolkar)
PROFESSOR & PRINCIPAL

To,

- 1) Dr. Udaysing Rane
- 2) Shri. Girish Abhyankar
- 3) Dr. Umesh Gawas

Copy to:

Vice – Principal
Superintendent
Accountant
Exam Section
Personal File
Staff Notice Board
Concerned File
Guard File



Anand R. Sirsat College of Arts.
Sou. Sheela Premanand Vaidya College of Science.
V.N.S Bandekar College of Commerce.
Shrikrishna T. Pokle College of Management & Technology.
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Dnyanprassarak Mandal's
College and Research Centre (DMC)
Assagao, Bardez - Goa 403 507

Inspiring, Igniting and Transforming to Excel

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Accredited by NAAC with 'A' Grade (4th cycle) and CGPA of 3.15 / 4.00

ISO 9001:2015 & ISO 14001:2015 Certified



(O):0832-2994488/(P):0832-2995683



(O): 9420020522

Ref. No.: DMCRC/CC/2021-2022/27/1953

Date: 06/04/2022.

OFFICE ORDER

The undersigned is pleased to constitute Teaching, Learning and Educational Technology Cell comprising of the following teachers:

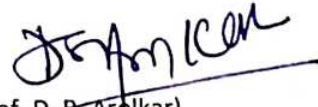
- | | |
|-----------------------------------|-----------------|
| 1. Dr. Udaysingh Rane | .. Convenor |
| 2. Dr. Umesh Gawas | .. Jt. Convenor |
| 3. Mr. Prasann Mayekar | .. Jt. Convenor |
| 4. Ms. Pooja S. Bidye | .. Member |
| 5. Dr. Dimple V. Paul | .. Member |
| 6. Ms. Prasanna M. Kothawale | .. Member |
| 7. Mr. Pratik Korkankar | .. Member |
| 8. Ms. Anupa Naik | .. Member |
| 9. Ms. Monisha John | .. Member |
| 10. Ms. Shruti R. Dangui | .. Member |
| 11. Mr. Krishnarao Rane Sardessai | .. Member |
| 12. Mr. Paresh R. Sirsat | .. Advisor |

The committee shall perform the following duties:

1. Review the technical requirements/infrastructure for the effective teaching-learning process.
2. Give suggestions for creating the additional infrastructure/technical requirement.
3. Prepare SOP/Manual for effective curriculum delivery through the teaching-learning and evaluation process.
4. Monitor/supervise the implementation of process/procedures defined in SOP.
5. Organize training programs wherever required for the teachers.
6. Feedback from the teachers on the implementation of the process.
7. Any other related work.

To
All the above teachers




(Prof. D. B. Arolkar)
PROFESSOR & PRINCIPAL

Anand R. Sirsat College of Arts.
Sou. Sheela Premanand Vaidya College of Science.
V.N.S Bandekar College of Commerce.
Shrikrishna T. Pokle College of Management & Technology.
Indira Narahari Narvekar Institute of Post Graduate Studies & Research Centre





Dnyanprassarak Mandal's **College and Research Centre**

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Accredited by NAAC with 'A' Grade (3rd cycle)

☎ (O): (0832) 2268488

Fax : (0832) 2268683

Ref. No.: DMCRC/CC/2021-2022/IQAC/27/1295

Date: 17/12/2021

OFFICE ORDER

The undersigned is pleased to reconstitute the Internal Quality Assurance Cell (IQAC) of the college under his chairmanship comprising of the following members:

- | | | |
|--------------------------------|--|-------------|
| 1. Prof. D.B. Arolkar | Professor & Principal | .. Chairman |
| 2. Mr. Manish S. Pokle | President, General Body, Dnyanprassarak Mandal | .. Member |
| 3. Ms. Rashmi R. Redkar | Vice-Principal & Head Department of Commerce | ..Member |
| 4. Prof. M. R. Patil | Professor, Department of Commerce | ..Member |
| 5. Mr. Somnath P. Morajkar | Associate Professor, Department of Commerce | .. Member |
| 6. Mr. Paresh R. Sirsat | Associate Professor, Department of Commerce | .. Member |
| 7. Dr. Udaysing Vithalrao Rane | Head, Department of Computer Science | .. Member |
| 8. Dr. M. Shanthi | Head, Department of English | .. Member |
| 9. Mr. Shivdatt F. Shirodkar | Associate Professor, Department of Commerce | .. Member |
| 10. Prof. Vidya G. Desai | Professor, Dept. of Chemistry &
Co-ordinator, P.G. Dept. of Chemistry | .. Member |
| 11. Dr. Rajesh M. Pednekar | Head, Department of Chemistry | .. Member |
| 12. Mr. Jeevan G. Khedekar | Co-ordinator, Dept. of Business Management | .. Member |
| 13. Dr. Sushant R. Haldankar | College Director of Physical Education | .. Member |
| 14. Mr. Subhash Y. Kamalkar | Assistant Professor, Department of English | .. Member |
| 15. Mr. Prasann S. Mayekar | Head, Dept. of Computer Applications | .. Member |



- | | |
|--|------------------------------------|
| 16. Ms. Judas E. Mascarenhas
Superintendent | .. Member |
| 17. Mr. Suraj Gaonkar
Accountant | .. Member |
| 18. Ms. Varada Vaman Jdg
Librarian Grade – I | .. Member |
| 19. Dr. Pradeep Sarmokadam
Member Secretary, Goa Biodiversity Board,
Pilerne, Goa. | .. Member |
| 20. Dr. R.V. Gaonkar
Former Principal,
Chowgule College of Arts & Science, Margao-Goa. | .. Member |
| 21. Mr. Pawan Agni
Managing Director, BuySpex, Porvorim, Goa | .. Member |
| 22. Ms. Pradnya P. Lotlikar
Student (M.Com. – II) | .. Member (Student Representative) |
| 23. Mr. Shripad Merchant
Assistant Professor, Business Law | .. Co-ordinator & Member Secretary |

The tenure of the committee shall be for a period of two years except member at Sr. No. 22 whose term will be for one academic year only.

Some of the functions of IQAC are:

1. Development and application of quality benchmarks/parameters in various activities of the institution.
2. Dissemination of information on quality aspects.
3. Organization of discussions, workshops, seminars and promotion of quality circles.
4. Recording and monitoring quality measures of the institution.
5. Acting as a nodal agency of the institution for quality-related activities.
6. Preparation of the Annual Quality Assurance Report and such other reports as may be decided from time to time.
7. Any other related matter assigned by the Principal.

To
All the members



(Prof. D.B. Arolkar)
PRINCIPAL & CHAIRMAN (IQAC)

MANUAL 9
OFFICERS AND EMPLOYEES

SECTION 4 1 (b) (ix) (NON-TEACHING STAFF) (2023-2024)

Sr. No.	Name and Address	Designation	Office Tel. No.	Email
1	MRS. JUDAS E. MASCARENHAS (upto 31/08/2023)	SUPERINTENDENT	2994488	judasmascarenhas@yahoo.com
2	MR. NILKANTH S. KARMALKAR	ACCOUNTANT	2994488	nilkanth1985@gmail.com
3	MR SUMANT Y MARIHAL	HEAD CLERK	2994488	sumantmarihal@gmail.com
4	MR. LOWELL J. NAZARE	SYSTEM ADMINISTRATOR	2994488	lowell@dmscollege.ac.in
5	MR. ROHIT SURESH NAIK	INSTRUCTOR IN PHYSICAL EDUCATION	2994488	naikrohit296@gmail.com
6	MS. VARADA VAMAN JOG	LIBRARIAN GRADE - I	2994488	varadajog@ymail.com
7	MR. UTTAM B. PARAB	UPPER DIVISION CLERK	2994488	uttam.parab1@gmail.com
8	MR. GOVIND P. SHIRODKAR	UPPER DIVISION CLERK	2994488	govind7745@gmail.com
9	MR. PRASHANT G. MANDREKAR	UPPER DIVISION CLERK	2994488	prashantom_999@yahoo.in
10	MRS. KAMALA SREENIVAS R.K.	JUNIOR STENOGRAPHER	2994488	kamalrk123@gmail.com
11	MS JULIET PINTO	LAB. ASSISTANT	2994488	pinto.juliet@rediffmail.com
12	MS PADMAJA N. NAIK	LAB. ASSISTANT	2994488	pnai4257@gmail.com
13	MR. SURAJ GUNAJI SAWANT	STOREKEEPER	2994488	fly2suraj@yahoo.com
14	MR. S. ANDREW KAROFF	LAB. TECHNICIAN	2994488	andrewkarof2127@gmail.com
15	MS. NAVAMI N. PARULEKAR	LAB. ASSISTANT	2994488	navami.paru24@gmail.com
16	MS. PRASIDHI RAHUL KENI	LAB. ASSISTANT	2994488	prasidhiken3211@gmail.com
17	MR. PRATIK PRAKASH GAUNDALKAR	LAB. ASSISTANT	2994488	pratikgaundalkar@gmail.com
18	MS. PRACHI PRADEEP KUDASKAR	LIBRARIAN GRADE - II	2994488	prachi24kudaskar@gmail.com
19	MS. PRACHI BHARAT SALGAONKAR	LAB. ASSISTANT	2994488	prachibs06@gmail.com
20	MR. RAHUL RAMDAS GAWAS	LAB. ASSISTANT	2994488	rahulgawas07@gmail.com
21	MR. CHAITNYANAND T. KARPE	L.D.C.	2994488	chetantkarpe109@gmail.com
22	MR. SUYOG S. SIRSAT	L.D.C	2994488	suyogsirsat6666@gmail.com
23	MRS. SUJATA SACHIN VAIGANKAR	L.D.C	2994488	sujatakavlekar01@gmail.com
24	MS. SAISHA SULESH NARVEKAR	L.D.C.	2994488	saishanarvekar@rediffmail.com
25	MR. SANJAY P. VAIGANKAR	MULTI-TASKING STAFF	2994488	sanjayvaigankar7@gmail.com
26	MR. GEORGE DIAS	MULTI-TASKING STAFF	2994488	
27	MR. SHRIKRISHNA P. KENI	MULTI-TASKING STAFF	2994488	kenishrikrishna@gmail.com
28	MR. DIGAMBAR D. GOVEKAR	MULTI-TASKING STAFF	2994488	digambargovekar@gmail.com
29	MR. DEEPAK D. KENI	MULTI-TASKING STAFF	2994488	deepakdkeni@gmail.com
30	MR. VINAY KAVLEKAR	LABORATORY ATTENDANT	2994488	ABSENT FROM DUTY
31	MR. ANAND MAYEKAR	MULTI-TASKING STAFF	2994488	anandmayekar28@gmail.com
32	MR. ANAND DIVKAR	MULTI-TASKING STAFF	2994488	ananddivkar72@gmail.com
33	MR. LAXMIKANT G. PARKAR	MULTI-TASKING STAFF	2994488	parkarlaxmikant88@gmail.com
34	MR. DATTARAM B. KALANGUTKAR	MULTI-TASKING STAFF	2994488	dbks318@gmail.com
35	MR. PRALHAD D. KAVLEKAR	MULTI-TASKING STAFF	2994488	pralhadkavlekar@gmail.com
36	MR. VIJENDRA B. MANGAONKAR	MULTI-TASKING STAFF	2994488	vijendramangaonkar@gmail.com
37	MR. MOHAN S. KALSANAWAR	MULTI-TASKING STAFF	2994488	mohankalsanawar88@gmail.com
38	MR. NITEEN P. LOKAPURE	MULTI-TASKING STAFF	2994488	nitinlokature255@gmail.com
39	MR. ATRI S. NAIK	MULTI-TASKING STAFF	2994488	atrinaik@gmail.com
40	MS. RIDDHI RAKESH FATARPEKAR	MULTI-TASKING STAFF	2994488	sumitagaude21@gmail.com
41	MR. SUMEDH G KITLEKAR	MULTI-TASKING STAFF	2994488	sgkitlekar@gmail.com
42	MR. RAM PARYEKAR	MULTI-TASKING STAFF	2994488	rama.paryekar733@gmail.com
43	MS. MARIKA DE LIMA	COUNSELLOR (CONTRACT BASIS)	2994488	marikadelima@gmail.com
44	MS. TANVI SIRSAT	COUNSELLOR (CONTRACT BASIS)	2994488	tanvisirsat98@gmail.com
45	MRS. RICHA VARUN MURKUMBI	LOWER DIVISION CLERK (CONTRACT BASIS)	2994488	richagvndlkr@gmail.com
46	MR. ANEESH SHIRODKAR	LOWER DIVISION CLERK (CONTRACT BASIS)	2994488	Aneesh675@gmail.com
47	MR. RAGHUNATH LAVU GAD	MULTI TASKING STAFF (CONTRACT BASIS)	2994488	raghunathgad06@gmail.com

MANUAL 9
OFFICERS AND EMPLOYEES

SECTION 4 1 (b) (ix) (TEACHING STAFF) (2023-2024)

Sr. No.	Name and Address	Designation	Office Tel.No.	Email	REMARKS
1	PROF. D. B. AROLKAR	PROFESSOR & PRINCIPAL	2994488	dbarolkar@rediffmail.com	
2	DR. M. SHANTHI	VICE PRINCIPAL & ASSOCIATE PROFESSOR	2994488	shanthimuninathan@gmail.com	
3	MR. S. D. PATIL	ASSOCIATE PROFESSOR	2994488	SDPATIL@dmscollege.ac.in	
4	MR. S. B. KARAPURKAR	ASSOCIATE PROFESSOR	2994488	SANJAY@dmscollege.ac.in	
5	MRS. RASHMI REDKAR	ASSOCIATE PROFESSOR	2994488	RASHMI@dmscollege.ac.in	
6	MRS. P. TALPANKAR	ASSOCIATE PROFESSOR	2994488	prashantitalpalkar@gmail.com	
7	MR. SUNOJ P. RAICAR	ASSOCIATE PROFESSOR	2994488	SUNOJ@dmscollege.ac.in	
8	PROF. V. G. DESAI	PROFESSOR	2994488	VIDYA@dmscollege.ac.in	
9	MR. S. M. PATIL (SABBATICAL LEAVE)	ASSOCIATE PROFESSOR	2994488	SAMEER@dmscollege.ac.in	
10	MRS. S. R. KUNCOLIENKAR (CCL)	ASSOCIATE PROFESSOR	2994488	SMITA@dmscollege.ac.in	
11	MR. S. P. MORAJKAR	ASSOCIATE PROFESSOR	2994488	somnath_morajkar@yahoo.com	
12	DR. SHAIKH MOHAMMAD PARVEZ AL-USMANI (ON LIEN)	ASSOCIATE PROFESSOR	2994488	parvez.goa@yahoo.com	
13	DR. R. M. PEDNEKAR	ASSOCIATE PROFESSOR	2994488	RAJESHPEDNEKAR@dmscollege.ac.in	
14	MR. M.V. VARERKAR	ASSOCIATE PROFESSOR	2994488	MANGESH@dmscollege.ac.in	
15	MR. S. F. SHIRODKAR	ASSOCIATE PROFESSOR	2994488	SHIVDATT@dmscollege.ac.in	
16	MR. P. R. SIRSAT	ASSOCIATE PROFESSOR	2994488	PARESH@dmscollege.ac.in	
17	DR. UDAYSINGH RANE	ASSOCIATE PROFESSOR	2994488	URANE@dmscollege.ac.in	
18	MR. G. G. ABHYANKAR	ASSOCIATE PROFESSOR	2994488	GIRISH@dmscollege.ac.in	
19	DR. SUCHITA GOLATKAR	ASSOCIATE PROFESSOR	2994488	SUCHITA@dmscollege.ac.in	
20	DR. MANOJ KOTHAWALE	ASSISTANT PROFESSOR	2994488	MANOJ@dmscollege.ac.in	
21	MS. ANABELLE PIRES LOBO (ON STUDY LEAVE)	ASSISTANT PROFESSOR	2994488	ANABELLE@dmscollege.ac.in	
22	DR UMESH GAWAS	ASSOCIATE PROFESSOR	2994488	UMESH@dmscollege.ac.in	
23	DR AMRUT FATI NAIK	ASSOCIATE PROFESSOR	2994488	AMRUT@dmscollege.ac.in	
24	DR. ACHUT PEDNEKAR	ASSOCIATE PROFESSOR	2994488	ACHUT@dmscollege.ac.in	
25	MS. POOJA BIDYE	ASSISTANT PROFESSOR	2994488	PBIDYE@dmscollege.ac.in	
26	DR. DIMPLE PAUL (CCL)	ASSISTANT PROFESSOR	2994488	DIMPLE@dmscollege.ac.in	
27	DR. NARESH ALIAS PUNDALIK GANASHYAM SHIRODKAR	ASSOCIATE PROFESSOR	2994488	NARESH@dmscollege.ac.in	
28	MS. JAYA GAURAV PRABHU PARRIKAR	ASSISTANT PROFESSOR	2994488	JAYA@dmscollege.ac.in	
29	DR. SUSHANT R. HALDANKAR	COLLEGE DIRECTOR OF PHYSICAL EDUCATION & SPORTS	2994488	SUSHANT@dmscollege.ac.in	
30	MS PRASANNA M. KOTHAWALE	ASSISTANT PROFESSOR	2994488	PRASANNA@dmscollege.ac.in	
31	MR. S. MERCHANT	ASSOCIATE PROFESSOR	2994488	SHRIPAD@dmscollege.ac.in	
32	MR. CHANDRU GOVEKAR	ASSISTANT PROFESSOR	2994488	CHANDRU@dmscollege.ac.in	
33	MR. YOGESHWAR R. BHOSLE	ASSISTANT PROFESSOR	2994488	YOGESHWAR@dmscollege.ac.in	
34	DR. DHANESH KUMAR T.K.	ASSISTANT PROFESSOR	2994488	DHANEESH@dmscollege.ac.in	
35	DR. SANDESH J. NAIK	ASSISTANT PROFESSOR	2994488	SANDESH@dmscollege.ac.in	
36	MS. LIZELLA FARIA GONSALVES	ASSISTANT PROFESSOR	2994488	LIZELLA@dmscollege.ac.in	

37	MR. DINANATH P. VOLVOIKAR	ASSISTANT PROFESSOR	2994488	DINANATH@dmscollege.ac.in	
38	MR. SUBHASH Y. KAMALKAR	ASSISTANT PROFESSOR	2994488	SKAMALKAR@dmscollege.ac.in	
39	DR. JAYAPRAKASH G. HUGAR	LIBRARIAN	2994488	JAYPRAKASH@dmscollege.ac.in	
40	MR. PRATIK KORKANKAR	ASSISTANT PROFESSOR	2994488	PKORKANKAR@dmscollege.ac.in	
41	SHRI JAYESH B. MAYEKAR	ASSISTANT PROFESSOR	2994488	Jayesh@dmscollege.ac.in	
42	MS. TANVI KURTIKER	ASSISTANT PROFESSOR	2994488	Tanvi@dmscollege.ac.in	
43	MS. YOGITA K. KARKHANIS	ASSISTANT PROFESSOR	2994488	YOGITA@dmscollege.ac.in	
44	MS. WILMA FERNANDES	ASSISTANT PROFESSOR	2994488	Wilma@dmscollege.ac.in	
45	MR. SARVESH GAWAS	ASSISTANT PROFESSOR	2994488	sarvesh@dmscollege.ac.in	
46	MS. DANICA F. MENEZES	ASSISTANT PROFESSOR	2994488	Danica@dmscollege.ac.in	
47	DR. PURUSHOTTAM ANIL VERLEKAR	ASSISTANT PROFESSOR	2994488	Purushottam@dmscollege.ac.in	
48	MS. SANJANA S. NAIK	ASSISTANT PROFESSOR	2994488	Sanjana@dmscollege.ac.in	
49	MS. KIMBERLY AFONSO	ASSISTANT PROFESSOR	2994488	Kimberly@dmscollege.ac.in	
50	DR. ANKEETA A. AMONKAR	ASSISTANT PROFESSOR	2994488	Ankeeta@dmscollege.ac.in	
51	MS. SAILEE C. VELIP	ASSISTANT PROFESSOR	2994488	Sailee@dmscollege.ac.in	
52	MS. VASSANTI R. MORUDKAR	ASSISTANT PROFESSOR	2994488	VASSANTI@dmscollege.ac.in	
53	MS. CHAITALI PRARAJ PARKER	ASSISTANT PROFESSOR	2994488	CHAITALI@dmscollege.ac.in	
54	MR. BAPTIST JOAQUIM REBELO	ASSISTANT PROFESSOR	2994488	Baptist@dmscollege.ac.in	
55	MR. AVIRAJ SRIKANT VELIP	ASSISTANT PROFESSOR	2994488	Aviraj@dmscollege.ac.in	
56	MR. NAMDEV E TULASKAR	ASSISTANT PROFESSOR	2994488	Namdev@dmscollege.ac.in	W.E.F. 19/06/2023
57	MS. ARCHANA ASHOK PEDNEKAR	ASSISTANT PROFESSOR	2994488	Archana@dmscollege.ac.in	W.E.F. 27/06/2023
58	MS. VEERANI VITHAL NAIK	CONTRACT BASIS ASSISTANT PROFESSOR	2994488	Veerani@dmscollege.ac.in	W.E.F. 30/06/2023
59	MR. TUSHAR S. KARMALKAR	CONTRACT BASIS ASSISTANT PROFESSOR	2994488	Tushar@dmscollege.ac.in	W.E.F. 30/06/2023
60	MR. MARLOW AGNELO LAWRENCE	CONTRACT BASIS ASSISTANT PROFESSOR	2994488	Marlow@dmscollege.ac.in	W.E.F. 28/06/2023
61	MS. PRANAYA M. NAIK	CONTRACT BASIS ASSISTANT PROFESSOR	2994488	PRANAYA@dmscollege.ac.in	W.E.F. 30/06/2023
62	DR. SINTHIYA J. GAWANDI	CONTRACT BASIS ASSISTANT PROFESSOR	2994488	Sinthiya@dmscollege.ac.in	W.E.F. 30/06/2023
63	DR. SUDESH MANOHAR MORAJKAR	CONTRACT BASIS ASSISTANT PROFESSOR	2994488	Sudesh@dmscollege.ac.in	W.E.F. 30/06/2023
64	MS. KRUTIKA SANJIV NAVEKAR	CONTRACT BASIS ASSISTANT PROFESSOR	2994488	Krutika@dmscollege.ac.in	W.E.F. 30/06/2023
65	MR. TUKARAM U. RANE	CONTRACT BASIS ASSISTANT PROFESSOR	2994488	Tukaram@dmscollege.ac.in	W.E.F. 10/07/2023
66	MS. SHREYA N. DESAI	CONTRACT BASIS ASSISTANT PROFESSOR	2994488	shreya@dmscollege.ac.in	W.E.F. 28/06/2023
67	MR. DATTARAM D. FALE	LECTURE BASIS ASSISTANT PROFESSOR	2994488	Dattaram@dmscollege.ac.in	W.E.F. 30/06/2023
68	MS. ADITI ANANT NARVEKAR	LECTURE BASIS ASSISTANT PROFESSOR	2994488	Aditi@dmscollege.ac.in	W.E.F. 28/06/2023
69	MS. SARIKA MISRA	LECTURE BASIS ASSISTANT PROFESSOR	2994488	sarika@dmscollege.ac.in	W.E.F. 04/07/2023
70	MS. VAIBHAVI N. LAMGAONKAR	LECTURE BASIS ASSISTANT PROFESSOR	2994488	VaibhaviLamgaonkar@dmscollege.ac.in	W.E.F. 04/07/2023

71	MS. PRIYANKA ASHOK PATRE	LECTURE BASIS ASSISTANT PROFESSOR	2994488	PriyankaPatre@dmscollege.ac.in	W.E.F. 11/07/2023
72	MS. VRUNDA V. DESSAI	LECTURE BASIS ASSISTANT PROFESSOR	2994488	vrunda@dmscollege.ac.in	W.E.F. 08/07/2023
73	MS. SUTAPA KANAI DAS	LECTURE BASIS ASSISTANT PROFESSOR	2994488	sutapa@dmscollege.ac.in	W.E.F. 11/07/2023
74	MS. NIDHI GAWANDI AROLKAR	LECTURE BASIS ASSISTANT PROFESSOR	2994488	Nidhi@dmscollege.ac.in	W.E.F. 01/08/2023
75	SHESHGIRI SHETTIGAR (substitute for LIEN (SMP))	CONTRACT BASIS ASSISTANT PROFESSOR	2994488	sheshgiri@dmscollege.ac.in	W.E.F. 27/06/2023
76	MR. RITESH D. VENGURLEKAR (substitute for AL)	CONTRACT BASIS ASSISTANT PROFESSOR	2994488	Ritesh@dmscollege.ac.in	W.E.F. 28/06/2023
77	MS. ANUJA RAJENDRA GAWANDALKAR (substitute for DP)	CONTRACT BASIS ASSISTANT PROFESSOR	2994488	anuja.gawandalkar@dmscollege.ac.in	W.E.F. 30/06/2023
78	MR. SOHAM G. ASHVEKAR (substitute for SRK)	CONTRACT BASIS ASSISTANT PROFESSOR	2994488	Soham@dmscollege.ac.in	W.E.F. 28/06/2023 to 25/01/2024
79	MR. SHIVAM SHEGDE (w.e.f. 30/06/2023 to 09/09/2023) (substitute for SJN)	LECTURE BASIS ASSISTANT PROFESSOR	2994488	Shivam@dmscollege.ac.in	W.E.F. 30/06/2023 to 09/09/2023
80	MS. SHRUTI K. SAWANT (w.e.f. 07/07/2023 upto 14/07/2023) (substitute for SMP)	CONTRACT BASIS ASSISTANT PROFESSOR	2994488	ShrutiSawant@dmscollege.ac.in	W.E.F. 07/07/2023 upto 14/07/2023
	MR. VINAY SAVANT (w.e.f. 20/07/2023 to 31/12/2023) (substitute for SMP)	CONTRACT BASIS ASSISTANT PROFESSOR	2994488	VinaySavant@dmscollege.ac.in	W.E.F. 20/07/2023 to 31/12/2023
81	MS. DIKSHA KARAPURKAR (substitute for KA)	CONTRACT BASIS ASSISTANT PROFESSOR	2994488	DikshaKarapurkar@dmscollege.ac.in	W.E.F. 29/07/2023
		LECTURE BASIS ASSISTANT PROFESSOR			w.e.f. 12/07/2023 To 27/07/2023

MANUAL 10

The monthly remuneration received by each of its officer and employees including the system of computerization as provided in Regulations [Section 4(1) (b) (x)] (2023-2024)

SR. NO.	NAME	DESIGNATION	PAY SCALE	MONTHLY GROSS SALARY
1	MRS. JUDAS E. MASCARENHAS (upto 31/08/2023)	SUPERINTENDENT	Level 8	Rs. 124956/-
2	MR. NILKANTH S. KARMALKAR	ACCOUNTANT	Level 6	Rs. 68212/-
3	MR. SUMANT Y. MARIHAL	HEAD CLERK	Level 6	Rs. 85756/-
4	MR. LOWELL NAZARE	SYSTEM ADMINISTRATOR	Level 6	Rs. 70191/-
5	MR. ROHIT SURESH NAIK	INSTRUCTOR IN PHYSICAL EDUCATION	Level 7	Rs. 88179/-
6	MS. VARADA VAMAN JOG	LIBRARIAN GRADE - I	Level 5	Rs. 59938/-
7	MR. UTTAM B. PARAB	UPPER DIVISION CLERK	Level 6	Rs. 88316/-
8	MR. GOVIND P. SHIRODKAR	UPPER DIVISION CLERK	Level 5	Rs. 81916/-
9	MR. PRASHANT MANDREKAR	UPPER DIVISION CLERK	Level 4	Rs. 54182/-
10	MRS. KAMALA S.R.K.	JUNIOR STENOGRAPHER	Level 6	Rs. 108156/-
11	MS. JULIET PINTO	LAB. ASSISTANT	Level 6	Rs. 93596/-
12	MRS. PADMAJA N. NAIK	LAB. ASSISTANT	Level 6	Rs. 90876/-
13	MR. SURAJ G. SAWANT	STOREKEEPER	Level 5	Rs. 81883/-
14	MR. S. ANDREW KAROFF	LAB. TECHNICIAN	Level 4	Rs. 69112/-
15	MRS. NAVAMI PARULEKAR	LAB. ASSISTANT	Level 6	Rs. 114556/-
16	MS. PRASIDHI RAHUL KENI	LAB. ASSISTANT	Level 4	Rs. 52743/-
17	MR. PRATIK PRAKASH GAUNDALKAR	LAB. ASSISTANT	Level 4	Rs. 52743/-
18	MS. PRACHI PRADEEP KUDASKAR	LIBRARIAN GRADE - II	Level 4	Rs. 51303/-
19	MS. PRACHI BHARAT SALGAONKAR	LAB. ASSISTANT	Level 4	Rs. 49864/-
20	MR. RAHUL RAMDAS GAWAS	LAB. ASSISTANT	Level 4	Rs. 49864/-
21	MR. CHAITNYANAND T. KARPE	LOWER Division Clerk	Level 3	Rs. 63836/-
22	MR. SUYOG SANDESH SIRSAT	LOWER Division Clerk	Level 2	Rs. 40312/-
23	MS. SUJATA SACHIN VAIGANKAR (Maternity Leave)	LOWER Division Clerk	Level 2	Rs. 39034/-
24	MS. SAISHA SULESH NARVEKAR	LOWER Division Clerk	Level 2	Rs. 40312/-
25	MR. SANJAY P. VAIGANKAR	MULTI-TASKING STAFF	Level 3	Rs. 67516/-
26	MR. GEORGE DIAS	MULTI-TASKING STAFF	Level 4	Rs. 68156/-
27	MR. SHRIKRISHNA P. KENI	MULTI-TASKING STAFF	Level 3	Rs. 63836/-
28	MR. DIGAMBER GOVEKAR	MULTI-TASKING STAFF	Level 3	Rs. 63836/-
29	MR. DEEPAK KENI	MULTI-TASKING STAFF	Level 2	Rs. 58499/-
30	MR. VINAY KAVLEKAR	LABORATORY ATTENDANT	ABSENT FROM DUTY	
31	MR. ANAND MAYEKAR	MULTI-TASKING STAFF	Level 2	Rs. 56880/-
32	MR. ANAND DIVKAR	MULTI-TASKING STAFF	Level 2	Rs. 55261/-
33	MR. LAXMIKANT G. PARKAR	MULTI-TASKING STAFF	Level 2	Rs. 49325/-
34	MR. DATTARAM KALANGUTKAR	MULTI-TASKING STAFF	Level 2	Rs. 47886/-

35	MR. PRALHAD D. KAVLEKAR	MULTI-TASKING STAFF	Level 2	Rs. 49325/-
36	MR. VIJENDRA B. MANGAONKAR	MULTI-TASKING STAFF	Level 2	Rs. 47886/-
37	MR. MOHAN S. KALSANAWAR	MULTI-TASKING STAFF	Level 2	Rs. 49325/-
38	MR. NITEEN P. LOKAPURE	MULTI-TASKING STAFF	Level 1	Rs. 47346/-
39	MR. ATRI SURYA NAIK	MULTI-TASKING STAFF	Level 1	Rs. 44809/-
40	MS. RIDDHI RAKESH FATERPEKAR	MULTI-TASKING STAFF	Level 1	Rs. 36768/-
41	MR. SUMEDH GURUDAS KITLEKAR	MULTI-TASKING STAFF	Level 1	Rs. 36768/-
42	MR. RAM F. PARYEKAR	MULTI-TASKING STAFF	Level 1	Rs. 36768/-
CONTRACT BASIS (AIDED):				
43	MS. MARIKA DE LIMA	COUNSELLOR (CONTRACT BASIS)	Consolidated Salary	Rs. 40,000/- w.e.f. 27/06/2023
44	MS. TANVI SIRSAT	COUNSELLOR (CONTRACT BASIS)	Consolidated Salary	Rs. 40,000/- w.e.f. 01/07/2023
45	MRS. RICHA VARUN MURKUMBI	LOWER DIVISION CLERK (CONTRACT BASIS)	Consolidated Salary	Rs. 22,200/-
46	MR. ANEESH SHIRODKAR	LOWER DIVISION CLERK (CONTRACT BASIS)	Consolidated Salary	Rs. 21,500/-
47	MR. RAGHUNATH LAVU GAD	MULTI TASKING STAFF (CONTRACT BASIS)	Consolidated Salary	Rs. 21,800/-

MANUAL 10

The monthly remuneration received by each of its officer and employees including the system of computerisation as provided in Regulations [Section 4(1) (b) (x)] (2023-2024)

SR. NO.	NAME	DESIGNATION	PAY SCALE	MONTHLY REMUNERATION AS ON JULY, 2023
1	Prof. D.B. Arolkar	PROFESSOR & PRINCIPAL	Level 14	358732/-
2	Dr. M. Shanthi	VICE-PRINCIPAL	Level 13A	313752/-
3	Mr. Subhash D. Patil	ASSOCIATE PROFESSOR	Level 13A	332632/-
4	Shri Sanjay B. Karapurkar	ASSOCIATE PROFESSOR	Level 13A	332632/-
5	Mrs. Rashmi R. Redkar	ASSOCIATE PROFESSOR	Level 13A	287512/-
6	Mrs. Prashanti Talpankar	ASSOCIATE PROFESSOR	Level 13A	295992/-
7	Shri Sunoj P. Raicar	ASSOCIATE PROFESSOR	Level 13A	287512/-
8	Prof. Vidya G. Desai	PROFESSOR	Level 14	324472/-
9	Shri Sameer M. Patil (Sabbatical Leave)	ASSOCIATE PROFESSOR	Level 13A	279352/-
10	Mrs. Smita R. Kuncolienkar (Child care leave)	ASSOCIATE PROFESSOR	Level 13A	245628/-
11	Shri Somnath P. Morajkar	ASSOCIATE PROFESSOR	Level 13A	279352/-
12	Dr. Shaikh Mohd. Parvez Al-Usmani	ASSOCIATE PROFESSOR	-----	ON LIEN
13	Dr. Rajesh M. Pednekar	ASSOCIATE PROFESSOR	Level 13A	287512/-
14	Shri Mangesh V. Varerkar	ASSOCIATE PROFESSOR	Level 13A	271352/-
15	Shri Shivdatt F. Shirodkar	ASSOCIATE PROFESSOR	Level 13A	279352/-
16	Shri Paresh R. Sirsat	ASSOCIATE PROFESSOR	Level 13A	271352/-
17	Dr. Udaysing Rane	ASSOCIATE PROFESSOR	Level 13A	295992/-
18	Shri Girish G. Abhyankar	ASSOCIATE PROFESSOR	Level 13A	271352/-
19	Dr. Suchita R. Golatcar	ASSOCIATE PROFESSOR	Level 13A	287512/-
20	Dr. Manoj M. Kothawale	ASSISTANT PROFESSOR	Level 12	198072/-
21	Ms. Anabelle Pires Lobo (Study Leave)	ASSISTANT PROFESSOR	Level 11	161920/-
22	Dr. Umesh B. Gawas	ASSOCIATE PROFESSOR	Level 13A	248792/-
23	Dr. Amrut F. Naik	ASSOCIATE PROFESSOR	Level 13A	263420/-
24	Dr. Achut P. Pednekar	ASSOCIATE PROFESSOR	Level 13A	271155/-
25	Mrs. Pooja S. Bidye	ASSISTANT PROFESSOR	Level 11	166569/-
26	Dr. Dimple V. Paul (Child care leave)	ASSISTANT PROFESSOR	Level 12	158870/-
27	Dr. Naresh G. Shirodkar	ASSOCIATE PROFESSOR	Level 13A	268532/-
28	Ms. Jaya G. Prabhu Parrikar	ASSISTANT PROFESSOR	Level 11	166824/-
29	Dr. Sushant R. Haldankar	COLLEGE DIRECTOR OF PHYSICAL EDUCATION	Level 13A	255865/-

30	Ms. Prasanna M. Kothawale	ASSISTANT PROFESSOR	Level 11	166824/-
31	Mr. Shripad S. Merchant	ASSOCIATE PROFESSOR	Level 13A	263420/-
32	Mr. Chandru H. Govekar	ASSISTANT PROFESSOR	Level 11	153153/-
33	Mr. Yogeshwar R. Bhosle	ASSISTANT PROFESSOR	Level 11	148836/-
34	Dr. Dhaneesh Kumar T. K.	ASSISTANT PROFESSOR	Level 11	153153/-
35	Dr. Sandesh J. Naik	ASSISTANT PROFESSOR	Level 11	148836/-
36	Ms. Lizella Faria Gonsalves	ASSISTANT PROFESSOR	Level 11	140562/-
37	Mr. Dinanath P. Volvoikar	ASSISTANT PROFESSOR	Level 11	140562/-
38	Mr. Subhash Y. Kamalkar	ASSISTANT PROFESSOR	Level 10	136424/-
39	Dr. Jayaprakash	LIBRARIAN	Level 12	197943/-
40	Mr. Pratik Korkankar	ASSISTANT PROFESSOR	Level 10	125272/-
41	Mr. Jayesh B. Mayekar	ASSISTANT PROFESSOR	Level 10	121854/-
42	Ms. Tanvi Kurtiker	ASSISTANT PROFESSOR	Level 10	121854/-
43	Ms. Yogita K. Karkhanis	ASSISTANT PROFESSOR	Level 10	115199/-
44	Ms. Wilma Fernandes	ASSISTANT PROFESSOR	Level 10	115199/-
45	Mr. Sarvesh S. Gawas	ASSISTANT PROFESSOR	Level 10	Rs. 115199/-
46	Ms. Danica F. Menezes	ASSISTANT PROFESSOR	Level 10	Rs. 115199/-
47	Dr. Purushottam A. Verlekar	ASSISTANT PROFESSOR	Level 10	Rs. 115199/-
48	Ms. Sanjana S. Naik	ASSISTANT PROFESSOR	Level 10	Rs. 115199/-
49	Ms. Kimberly Fiona Afonso (Extra-ordinary Leave)	ASSISTANT PROFESSOR	Level 10	Rs. 115199/-
50	Dr. Ankeeta A. Amonkar	ASSISTANT PROFESSOR	Level 10	Rs. 115199/-
51	Ms. Sailee C. Velip	ASSISTANT PROFESSOR	Level 10	Rs. 115199/-
52	Ms. Vassanti R. Morudkar	ASSISTANT PROFESSOR	Level 10	Rs. 111961/-
53	Ms. Chaitali Praraj Parker	ASSISTANT PROFESSOR	Level 10	Rs. 111961/-
54	Mr. Baptist Joaquim Rebelo	ASSISTANT PROFESSOR	Level 10	Rs. 111961/-
55	Mr. Aviraj Srikant Velip	ASSISTANT PROFESSOR	Level 10	Rs. 111961/-
56	Mr. Namdev E Tulaskar	ASSISTANT PROFESSOR	Level 10	Rs. 108903/- w.e.f. 19/06/2023
57	Ms. Archana Ashok Pednekar	ASSISTANT PROFESSOR	Level 10	Rs. 108903/- w.e.f. 27/06/2023

58	Ms. Veerani Vithal Naik	CONTRACT BASIS ASSISTANT PROFESSOR	Consolidated Salary for SET candidates	Rs. 55,000/- p.m. w.e.f. 30/06/2023
59	Mr. Tushar S. Karmalkar	CONTRACT BASIS ASSISTANT PROFESSOR	Consolidated Salary for NET/SET candidates	Rs. 65,000/- p.m. w.e.f. 30/06/2023
60	Mr. Marlow Agnelo Lawrence	CONTRACT BASIS ASSISTANT PROFESSOR	Consolidated Salary for SET candidates	Rs. 65,000/- p.m. w.e.f. 28/06/2023
61	Ms. Pranaya M. Naik	CONTRACT BASIS ASSISTANT PROFESSOR	Consolidated Salary for NET candidates	Rs. 65,000/- p.m. w.e.f. 30/06/2023
62	Dr. Sinthiya J. Gawandi	CONTRACT BASIS ASSISTANT PROFESSOR	Consolidated Salary for SET/Ph.D. candidates	Rs. 55,000/- p.m. w.e.f. 30/06/2023
63	Dr. Sudesh Manohar Morajkar	CONTRACT BASIS ASSISTANT PROFESSOR	Consolidated Salary for Ph.D. candidates	Rs. 55,000/- p.m. w.e.f. 30/06/2023
64	Ms. Krutika Sanjiv Navelkar	CONTRACT BASIS ASSISTANT PROFESSOR	Consolidated Salary for SET candidates	Rs. 50,000/- p.m. w.e.f. 30/06/2023
65	Mr. Tukaram U. Rane	CONTRACT BASIS ASSISTANT PROFESSOR	Consolidated Salary	Rs. 40,000/- p.m. w.e.f. 10/07/2023
66	Ms. Shreya N. Desai	CONTRACT BASIS ASSISTANT PROFESSOR	Consolidated Salary	Rs. 40,000/- p.m. w.e.f. 28/06/2023
67	Mr. Dattaram D. Fale	LECTURE BASIS ASSISTANT PROFESSOR	-----	Rs. 750/- per lect. w.e.f. 30/06/2023
68	Ms. Aditi Anant Narvekar	LECTURE BASIS ASSISTANT PROFESSOR	-----	Rs. 750/- per lect. w.e.f. 28/06/2023
69	Ms. Sarika Misra	LECTURE BASIS ASSISTANT PROFESSOR	-----	Rs. 750/- per lect. w.e.f. 04/07/2023
70	Ms. Vaibhavi N. Lamgaonkar	LECTURE BASIS ASSISTANT PROFESSOR	-----	Rs. 750/- per lect. w.e.f. 04/07/2023
71	Ms. Priyanka Ashok Patre	LECTURE BASIS ASSISTANT PROFESSOR	-----	Rs. 750/- per lect. w.e.f. 11/07/2023
72	Ms. Vrunda V. Dessai	LECTURE BASIS ASSISTANT PROFESSOR	-----	Rs. 750/- per lect. w.e.f. 08/07/2023
73	Ms. Sutapa Kanai Das	LECTURE BASIS ASSISTANT PROFESSOR	-----	Rs. 750/- per lect. w.e.f. 11/07/2023
74	Ms. Nidhi Gawandi Arolkar	LECTURE BASIS ASSISTANT PROFESSOR	-----	Rs. 750/- per lect. w.e.f. 01/08/2023
75	Mr. Sheshgiri Shettigar (substitute for LIEN (SMP))	CONTRACT BASIS ASSISTANT PROFESSOR	Consolidated salary	Rs. 40,000/- p.m. w.e.f. 27/06/2023
76	Mr. Ritesh D. Vengurlekar (substitute for AL)	CONTRACT BASIS ASSISTANT PROFESSOR	Consolidated Salary for NET candidates	Rs. 60,000/- p.m. w.e.f. 28/06/2023
77	Ms. Anuja Rajendra Gawandalkar (substitute for DP)	CONTRACT BASIS ASSISTANT PROFESSOR	Consolidated salary	Rs. 40,000/- p.m. w.e.f. 30/06/2023

78	Mr. Soham G. Ashvekar (substitute for SRK)	CONTRACT BASIS ASSISTANT PROFESSOR	Consolidated salary	Rs. 40,000/- p.m. w.e.f. 28/06/2023 to 25/01/2024
79	Mr. Shivam Shegde (w.e.f. 30/06/2023 to 09/09/2023) (substitute for SJN)	LECTURE BASIS ASSISTANT PROFESSOR	-----	Rs. 750/- per lect. w.e.f. 30/06/2023 to 09/09/2023
80	Ms. Shruti K. Sawant (w.e.f. 07/07/2023 upto 14/07/2023) (substitute for SMP)	CONTRACT BASIS ASSISTANT PROFESSOR	Consolidated salary	Rs. 40,000/- p.m. w.e.f. 07/07/2023 upto 14/07/2023
	Mr. Vinay Savant (w.e.f. 20/07/2023 to 31/12/2023) (substitute for SMP)	CONTRACT BASIS ASSISTANT PROFESSOR	Consolidated salary	Rs. 40,000/- p.m. w.e.f. 20/07/2023 to 31/12/2023
81	Ms. Diksha Karapurkar (substitute for KA)	CONTRACT BASIS ASSISTANT PROFESSOR	Consolidated Salary for NET candidates	Rs. 55,000/- p.m. w.e.f. 29/07/2023

MANUAL 12

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

List of institutions given subsidy

Sr.No.	Name and address of the institution	Purpose for which subsidy provided	No. of beneficiaries	Amount of subsidy	Previous years utilization progress	Previous years achievements
		NOT APPLICABLE				

List of individuals given subsidy

Sr.No.	Name and address of the beneficiary	Purpose for which subsidy provided	Amount of subsidy	Scheme and Criterion for selection	No of time subsidy given in past with purpose
	NOT APPLICABLE				

M A N U A L 13

Particulars of Recipients of Concessions, permits or authorization
granted by it
[Section 4(1) (b)(xiii)]

Sr.No.	Name & address of the Beneficiary	Nature of concession/permit /authorization provided	Purpose for which granted	Scheme and Criteria for Selection	No of similar concession given in past with purpose
	NOT APPLICABLE				

M A N U A L 14

Particulars of Recipients of Concessions, permits or authorization granted by it
[Section 4(1) (b)(xiv)]

Information available in an electronic form

15.1 Please provide the details of the information related to the various schemes which are available in the electronic format.

Sr.No.	Activities for which electronic data available	Nature of information available	Can it be shared with public	Is it available or is being use as back end data base.
	NOT APPLICABLE			

M A N U A L 15

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

Facilities available for obtaining information:

Sr.No.	Facility available	Nature of information	Working Hours
Information Counter	Facilities available to citizens for obtaining information:		9.00a.m. to 1.30p.m. 2.30p.m. to 4.30p.m. Lunch break: 1.30p.m. to 2.30p.m.
Web site	www.dmscollege.ac.in		24 x 7
Library	YES		9.00a.m. to 4.30p.m.
Notice Board	YES		9.00a.m. to 4.30p.m.

MANUAL 16

Name & designation and other particulars of Public Information Officers [Section 4(1) (b)(xvi)]

List of Public Information Officers

Sr. No.	Designation of the officer designated as PIO	Postal address	Telephone No	E-mail address	Demarcation of area/activities, if more than one PIO is there
1.	MRS. RASHMI R. REDKAR Vice-Principal Upto 02/05/2023	Dnyanprassarak Mandal's College and Research Centre, Assagao, Goa.	2994488	rashmiredkar28@gmail.com rashmi@dmscollege.ac.in	-----
	DR. M. SHANTHI Vice-Principal w.e.f. 03/05/2023	Dnyanprassarak Mandal's College and Research Centre, Assagao, Goa.	2994488	shanthimuninathan@gmail.com mshanthi@dmscollege.ac.in	-----

List of Assistant Public Information Officers

Sr. No.	Designation of the officer designated as APIO	Postal address	Telephone No	E-mail address	Demarcation of area/activities, if more than one APIO is there
1.	MRS. JUDAS E. MASCARENHAS, SUPERINTENDENT Upto 31/07/2023	Dnyanprassarak Mandal's College and Research Centre, Assagao – Goa.	2994488	judasmascarenhas@yahoo.com	-----
	MR. NILKANTH S. KARMALKAR, w.e.f. 01/08/2023	Dnyanprassarak Mandal's College and Research Centre, Assagao – Goa.	2994488	nilkanth1985@gmail.com	-----

First Appellate Authority within the department

S. No.	Designation of the officer designated as First Appellate Authority	Postal address	Telephone No	E-mail address
1.	Prof. D. B. AROLKAR Professor & Principal	Dnyanprassarak Mandal's College and Research Centre, Assagao – Goa.	2995683	dbarolkar@rediffmail.com

PUBLIC INFORMATION OFFICERS

DESIGNATED UNDER RIGHT TO INFORMATION ACT, 2005

Appellate Authority : **Prof. Dilip B. Arolkar,**
Professor & Principal

Public Information Officer : **Dr. M. Shanthi**
Vice-Principal

Assistant Public Information Officer : **Mr. Nilkanth S. Karmalkar**
Accountant

Address: **Assagao, Bardez-Goa, 403 507.**

Tel.No.: **0832 2994488**

M A N U A L 17

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

Other information as may be prescribed

All other information held by the department which is not provided in the previous manuals shall be collated, tabulated, compiled, collected and provided in the form of manual from time to time.

----- **"NIL"** -----

4. b.

i) The particulars of its organization, functions and duties: (Refer Manual 1).

- Dnyanprassarak Mandal's College and Research Centre, Assagao, Bardez – Goa 403 507.
- To impart education and conducting courses like Bachelor of Arts, Science, Commerce, Business Administration, Computer Applications, Post Graduate Course in Commerce and Science, Ph.D. in Commerce and Science. Duties are to teach the students.

ii) The powers and duties of its officers and employees:

- Duties of the Principal of the College are: (Refer Manual 2).
- Duties of the teaching staff of the college are: (Refer Manual 2).
- Duties of Non-Teaching Staff : (Enclosed Annexure – II A).
- Duties of Peons : (Enclosed Annexure II B).

iii) The procedure followed in the decision making process, including channels of supervision and accountability: (Refer Manual 3).

- Principal takes the decisions in consultation with the Management .
- Channels of Supervision and accountability:

Authority	Accountability
Principal	Management
Vice-Principal	Principal
Teaching staff	Principal
Non-teaching staff	Principal

iv) The norms set by it for the discharge of its functions: (Refer Manual 4).

Rules and regulations of the Management. Rules of the Goa Government and Goa University.

v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions: (Refer Manual 5).

- Rules of Goa Government, Goa University and Management.
- Statutes and Ordinances of Goa University.

vi) A statement of the categories of documents that are held by it or under its control: (Refer Manual 6).

vii) The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof: (Refer Manual 7).

viii) 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: (Refer Manual 8).

- Governing body is constituted. Minutes of the meeting are not accessible to the public.

ix) A directory of its officers and employees: Teaching and Non-teaching staff (Refer Manual 9).

x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations: (Teaching and Non-teaching staff - Refer Manual 10).

xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made: (Refer Manual 11)

xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:

- NOT APPLICABLE

xiii) Particulars of recipients of concessions, permits or authorizations granted by it:

- NOT APPLICABLE

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

- NOT APPLICABLE

xv) 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: (Refer Manual 15).

xvi) The names, designations and other particulars of the Public Information Officers :

PUBLIC INFORMATION OFFICER: DR. M. SHANTHI

Designation : Vice-Principal

xvii) Such other information as may be prescribed: NIL

PRINCIPAL

**DNYANPRASSARAK MANDAL'S COLLEGE AND RESEARCH CENTRE,
ASSAGAO, BARDEZ-GOA.**

Allocation of duties of the Administrative and Examination section staff:

MRS. JUDAS E. MASCARENHAS, SUPERINTENDENT

- Supervision over Administrative Staff.
- Custody of the Principal's signature seal.
- Affiliation:
 - Preparing /Typing Application for affiliation to Goa University,
 - Collecting and getting typed the data in the prescribed forms received from Library, concerned departments, account section, examination section to send to University alongwith the application for affiliation.
 - Arrangements for the visit of the Affiliation Committee.
 - Sending the compliance reports to Goa University.
 - Other related work.
- Selection and Appointment of Staff – All the work related to Appointment of staff- teaching and non-teaching staff (Regular, Contract basis, Leave vacancy, Maternity Leave, Child Care Leave and Lecture basis):
 - Obtaining for NOC for posts from department.
 - Typing Advertisements
 - Publishing the advertisements in 2 local dailies and University News
 - Correspondence with University News – sending advertisement and Demand Draft for publishing etc.
 - Receiving applications, preparing synopsis, call letters, letters for experts, fixing interview dates, preparation for conduct of interviews.
 - Issue of Offer of Appointments
 - Issue of letters for Medical certificates and collection of required documents
 - Receiving Acceptance of Appointments letters, Joining reports, Medical certificate, documents and getting it filed to the respective personal files.
 - Issue of Appointment letters
 - Obtaining names from employment exchange.
- Reporting appointments to the University for Approval of Goa University along with relevant document - form reporting appointments, copies of advertisements, synopsis, qualification certificates, NOC letter etc.
- Reporting appointments for Approval of Department of Higher Education.
- Matter relating to teaching staff under Faculty Development Programme of UGC – forwarding their cases to Goa University, UGC and other related work.
- Roster Maintenance – entering the names on the Roster and obtaining the approval of Director of Social Welfare on the Roster.
- Obtaining Self Appraisal of teaching staff and filing.
- Obtaining of ACR of non-teaching staff and filing the same.
- Career Advancement – Forwarding cases to Goa University, preparing bio-data, selection reports, Service Certificates, Appraisal Certificates, etc. Reporting the cases screened to Goa University for approval.
- DPC/Screening of administrative staff.
- Supervision over the maintenance of Personal files of teaching and non-teaching staff by the dealing staff.
- Workload of teaching staff and timetable. Preparing Workload – Actual and tentative to be sent to Goa University and DHE.
- NAAC, IQAC etc.
- Inviting tenders, quotations and placing orders for printing / purchases etc.

- Maintaining of Dead Stock and consumable registers.
- Supervision over the issue and record of stationery / consumable items.
- Right to Information related work. Preparing and submitting the required information to the Public Information Officer and maintain the Registers of RTI.
- Uploading of RTI information of the Government Website and maintaining a record of the same.
- Preparing Statistics and sending information relating to the college to Goa University, Statistics department of UGC, Directorate of Higher Education, Social Welfare etc.
- Drafting of letters in reply to letters received from Goa University, Directorate of Higher Education, Social Welfare etc seeking any information of college, staff etc.
- Preparing of Certificates of staff – Experience certificate, NOC for Passports, Permission for further studies and residential certificate.
- Attending to visitors at college, technicians, and suppliers.
- Attending to all phone calls received regarding the purchases and other information pertaining to the college.
- Making arrangements for meetings, screenings etc and for refreshments for staff meetings, screening committee meetings and other visitors to the college.
- Any other work allotted by the Principal or the Vice-Principal from time to time.

MR. SUMANT Y. MARIHAL - HEAD CLERK

- Counter duties/ attending to students.
- Maintaining of Leave records of Teaching and Non-teaching staff. Issue of orders for the same.
- Entering Leave records on service books of all staff.
- Inward and issuing the same to concerned staff and filing to the respective files.
- Fixing and removing notices from all notice boards.
- Circulation of notices, circulars, office orders etc. to all the staff.
- Filing and preparing files.
- Ex-student matters.
- Typing, computer and related work.
- Maintenance of staff muster – writing the names of the staff every month on all the Musters - (Teaching and Non-teaching staff).
- Any other work allotted by the Principal, the Vice-Principal and the Superintendent from time to time.

MR. UTTAM B. PARAB – U.D.C.

1. Responsible for Library Circulation work such as membership, Issue and Return of library reading materials, reminders to students and staffs, collecting fines etc.
2. Responsible for managing and maintaining stack and reading area which includes organising and managing the collection and other related work.
3. Assist Librarian in creating and delivering system based information services.
4. Assist in collection development, generation of library reports.
5. Preparation of list of library books / journals for binding purpose.
6. Dispatch work of the library related orders and others.
7. Journal subscription, registration, reminders to publisher and other work.
8. And any other work assigned by the higher authorities.

MR. GOVIND SHIRODAR, U.D.C

- Examinations – F.Y., S.Y., T.Y. – Supplementary & Preliminary – all matters pertaining to examinations
- TY Projects and related work
- To prepare and maintain Statistics of all Examinations (B.A., B.Sc., B.Com., B.C.A., M.Com., B.B.A., M.Sc.) and maintain proper records of the same and obtain signature of the Principal.
- To back up all the records of the examination section daily on external hard-disk.
- To prepare Remittance Statements of all Examinations.
- To prepare examinations bills of every examination conducted within 15 days after the declaration of results.
- To submit the bills to the Chairman of Examination Committee for Scrutiny and approval of Principal.
- To prepare a consolidated single statement of all the examination bills and submit the consolidated statement to the Accountant for passing of payments to the respective staff.
- To check Exam forms.
- Attending to the students at counter as and when required
- Typing work.
- Photocopying.
- Enter exam results of data and to print the Statements of Marks.
- To accept question papers of all examinations.
- To maintain records of all stationeries purchased and used in the examination section.
- To procure the required printing and other stationery for examinations as and when required by placing orders for the same.
- To ensure the proper use of the photocopier. To call the technicians as and when required to service the same.
- To arrange to prepare and issue the hall-tickets to the students.
- To notify Examination time-table to students and teachers.
- Any other work allotted by the Principal, Vice-Principal, Chairman, Examination Committee or the Superintendent from time to time

SHRI PRASHANT MANDREKAR, U.D.C.:

- Handling all petty cash payments along with cash payment vouchers preparations and filing of vouchers (in order) in the respective files - College, C.E.C., Self-Financing courses and other accounts.
- Writing and updating daily petty cash register and obtaining the signature of the Principal on daily basis - College, C.E.C., Self-Financing courses and other accounts.
- Arrange for withdrawal of petty cash (as above) - College, C.E.C., Self-Financing courses and other accounts.
- Maintaining of sufficient petty cash balance from time to time - College, C.E.C., Self-Financing courses and other accounts.
- Retaining the original paid advance requisition applications for future settlement and cancellation - College, C.E.C., Self-Financing courses and other accounts.
- All cash A/c's (preliminary) reconciliations - College, C.E.C., Self-Financing courses and other accounts.
- Filing of all related papers in the concerned files from time to time.
- Updating Bank Passbooks – weekly.
- Assisting Accountant in Preparation of Annual Budgets.
- Maintaining Revenue Stamps Account on daily basis.
- Assisting Accountant in other letters/statements.
- Passing Suspense Entries for unidentified entries for Bank Reconciliation and clearing the same with help of other staff/Bank.
- Sending/Forwarding emails.
- Bank Charges entries as and when arises.
- Interest received entries as and when arises.
- Flexi Fixed Deposit Entries – Tally as and when arises.

- Assisting Accountant in Finalization of Accounts - College, C.E.C., Self-Financing courses and other accounts.
- To report to the Accountant about the work completed and pending from time to time.
- To prepare a list of advances taken by staff but not settled on month ending basis and forward the same to the Accountant and Principal for timely settlement/action on the same.
- To report about breakages/losses in the campus to the Principal.
- To assist the Superiors in routine administrative matters and to ensure that facilities are not misused by any person.
- To report to Principal about misbehaviour inside and outside the premises.
- To ensure that all the cupboards, doors, windows and gates are properly closed.
- To outward accounts letters in the absence of the dealing clerks at the counter.
- To attend to students, parents at the counter in the absence of the administrative staff.
- To attend to such other duties as may be specially brought to the notice, with the approval of the Principal.
- To attend to such other duties which are assigned by the Principal, Vice-Principal, Superintendent and Accountant with the approval of the Principal.
- Any other work assigned by the Principal.

MRS. KAMALA SREENIVAS R. K. – JUNIOR STENOGRAPHER

- Attending to the telephone calls, taking messages, and giving the message to the concerned person. Accepting payments for the personal calls and submitting to the accounts section.
- Updating the telephone directory yearly of all the teaching and non-teaching staff and maintaining a record of the same.
- Updating the address book yearly of all the teaching and non-teaching staff and maintaining records.
- Maintaining records of dates of Principals meetings, conferences and informing principal about the same from time to time.
- Maintaining and updating the notices, activities, and awards won etc on the College Signage Board from time to time. Maintaining a file of the notices, activities uploaded on the College Signage board.
- To email notices to the teaching and non-teaching staff and taking a printout of the sent email and maintaining a record.
- To download email messages, letters sent by the teaching and non-teaching staff and sending the same to the principal from time to time.
- Typing of Minutes of all meetings and ensuring that the same are circulated and filed in the respective file by the dealing clerk.
- Typing all articles for college magazines, newspaper publications, college bulletin etc. and maintaining records of the same.
- Filing and Indexing of documents in the personal/service files of Principal and Non- teaching staff.
- Typing notices, letters, reports of staff, statements, workload, orders etc.
- Certification of documents and maintaining cash records and handing over the cash to the accounts section on day to day basis.
- Preparation / typing of synopsis of teachers and non-teaching staff.
- Typing of admission data of students and assisting the Admission Committee Convenor to download all required statistics.
- Typing reports of N.C.C., N.S.S., Sports, Associations, Meetings, Seminars, Conferences and any other related matters.
- Typing of Grace Marks lists.
- Maintaining proper records of typing work assigned in proper folders and transferring the same to the respective departments via emails or networking.
- Taking dictation from the Principal, Vice-Principal and Superintendent.
- All typing work assigned by the Principal, Superintendent, Vice-Principal, H.o.D's, Co-ordinators, Convenors of various committees pertaining to student activities.
- Any other work allotted by the Principal, Vice-Principal or the Superintendent from time to time.

Mr. Suyog S. Sirsat - LOWER DIVISION CLERK

- Admissions and all related matters.
- Attendance and all related matters.
- Writing /Maintaining students register
- Matter pertaining to University Registration forms/Enrollment of students.
- Receiving the Leaving Certificates /Transference Certificates of students admitted and filing, recording the same on the Students Register.
- Maintenance of records of foreign students and issue of reports etc.
- Filing and preparing students admission box files.
- Issue of Leaving, Transference, Bonafide and other certificates and related matters.
- Issue of Transcripts, copies of syllabus and related matters.
- All types of scholarships – notifying the same on the notice boards, issuing the forms to students, accepting the same, scrutiny and sending to the respective departments.
- Academic statistics – enrolment of students, SC, ST, OBC, Minorities etc.
- Counter duties / attending to students.
- Typing work.
- Outdoor work with various Government departments and the Goa University.
- Any other work allotted by the Principal, Vice-Principal or the Superintendent from time to time.

MRS. SUJATA S. VAIGANKAR – LOWER DIVISION CLERK

To assist Superintendent in all work pertaining to:

- Appointment of staff- teaching and non-teaching staff (Regular, Contract basis, Leave vacancy, Maternity Leave, Child Care Leave and Lecture basis) of Aided Courses:
- Obtaining NOC for posts from department.
- Typing Advertisements.
- Publishing the advertisements in 2 local dailies and University News.
- Correspondence with University News – sending advertisement and Demand Draft for publishing etc.
- Receiving applications, preparing synopsis, call letters, letters for experts, fixing interview dates, preparation for conduct of interviews.
- Issue of Offer of Appointments.
- Issue of letters for Medical examination and collection of required documents.
- Receiving acceptance of Appointments letters, Joining reports, Medical Certificates, documents and filing to the respective personal files.
- Issue of Appointment letters
- Obtaining names from employment exchange.
- Matter relating to teaching staff under Faculty Development Programme of UGC – forwarding their cases to Goa University, UGC and other related work.
- DPC/Screening of administrative staff.
- Typing of Certificates of staff – Experience certificate, NOC for Passports, Permission for further studies and residential certificate.
- GUMS.
- Filing of documents to personal files/service files of teaching and Non-Teaching Staff.
- Any other work allotted by the Principal, Vice-Principal, the Superintendent and the Head clerk from time to time.

MS. SAISHA S. NARVEKAR - LOWER DIVISION CLERK

- To prepare/draw cheques, prepare computerized bank payment vouchers, prepare ECS/NEFT/RTGS payment statements and obtain the signatures of authorized signatories on the cheques, payment vouchers, ECS/NEFT/RTGS payment statements, etc. from time to time.
- To submit concerned cheques, ECS/NEFT/RTGS payment statements to the bank for disbursement of payments by ECS/NEFT/RTGS mode only) to the concerned parties, staff and students from time to time.
- Note: non-salary and other bills to be paid within eight (8) days from the date of receipt of bills for payments from the Dealing Hand - I. Monthly Salary (if not specifically informed by Directorate of Higher Education) & salary deduction/other statutory payments to be made on or before 30th of the concerned month (23rd in case of December/28th in case of February) and by 5th of the next month, respectively. Grant-in-aid-salary bills to be paid only after receipt of the salary grants from the Directorate of Higher Education.
- To prepare payment forwarding/payment intimation letters for cheques/NEFT/RTGS payments (as applicable) and forward the same to the parties from time to time.
- To prepare withdrawal cheques and prepare computerized contra vouchers for withdrawal of cash as informed by the Dealing Hand – IV at least two (2) days in advance from the date of requirement from time to time.
- To transfer inter-divisions college funds from one s.b./current a/c's to other s.b./current a/c's as required from time to time.
- To strictly verify a/c's balances in all concerned s.b./current a/c's before preparing & releasing/issuing payments from time to time.
- To maintaining/update computerized cheques/bank registers from time to time.
- To prepare & issue monthly salary (pay) slips to all teaching & non-teaching staff & obtaining their respective signatures on the salary/pay bills before submitting it to bank for payments from time to time.
- To maintain sufficient cheque books account balance of all s.b./current a/c's. To maintain/update cheque books register. To send requisition for new cheque books of concerned s.b./current a/c's to concerned banks from time to time.
- To Keep custody & take/accept responsibilities for all cheque books from time to time.
- To maintain/update revenue stamp account and revenue stamp register and tally the same with tally balance on monthly basis from time to time.
- To maintain/update security deposit register and tallying the same with tally before & after refunding the security deposits from time to time.
- To clear all related suspense (unidentified) entries as informed by Dealing Hand – IV, at least of previous 1 month from time to time.
- To ensure to authorized all payment vouchers from Principal, before filing the same in respective files from time to time.
- To file of all bank payment vouchers, contra vouchers, etc. & all related papers in the concerned files & not to store any loose papers in the concerned table drawers on daily basis without fail from time to time.
- To paste the payment vouchers, contra vouchers, etc. & other related documents in the respective pasting folders on daily basis without fail from time to time.
- To maintain/update printing & stationery/consumables (sanitary items) registers/stock/raising orders, etc. as informed from time to time.
- To maintain/update all service books of teaching & non-teaching staff on regular basis of college-aided from time to time.
- To destroy the old records with instructions from Accountant & permission from Principal from time to time.
- To do scanning work of documents related to Accounts Section with instructions from Accountant from time to time.
- To maintain/use & store files/folders/registers as per revised file indexing system of Accounts Section from time to time.
- To attend NAAC related work, as instructed by Principal from time to time.
- To complete the work within eight (8) days from the date of its receipt from time to time.
- To attend auditors during internal & final audit and submitting compliances to the

- queries of the auditors immediately from time to time.
- To raise all purchase orders for all purchases/expenses related to Accounts section from time to time.
- To assist the Accountant during finalization of accounts from time to time.
- To attend any other duties of Accounts Section on urgency/need basis, as informed by the Accountant from time to time.
- To attend duties in the absence of Dealing Hand – I & or Dealing Hand – II & or Dealing Hand – III & or Dealing Hand - IV, on urgency/need basis only, as informed by the Accountant from time to time.
- To assist the Dealing Hand – I & or Dealing Hand – II & or Dealing Hand – III & or Dealing Hand - IV, on urgency/need basis only, as informed by the Accountant from time to time.
- To ensure that all the cupboards of Accounts Section (as per allotted days), individual drawers, computers, etc. are properly closed/switched off before leaving the work on daily basis from time to time.
- Note: days allotted for closing the Accounts Section cupboards: Wednesday & Thursday.
- To write summary of daily work done and obtain signature of Principal/Vice Principal, as informed on daily basis from time to time.
- To report to the Accountant about the work completed and work pending from time to time.

Shri. Nilkanth S. Karmalkar, Accountant:

- Checking and passing of all bills for payment - College, C.E.C., Self-Financing courses and other accounts.
 - Preparing bank/cheque receipts vouchers and filing of vouchers - College, C.E.C., Self-Financing courses and other accounts.
 - Preparing of Journal Vouchers for accounting/adjustments - College, C.E.C., Self-Financing courses and other accounts.
 - Tally - day-to-day data entries (cash/bank payments, receipts, journals, etc.) - College, C.E.C., Self-Financing courses and other accounts.
 - Updating of all Bank pass books regularly - College, C.E.C., Self-Financing courses and other accounts.
 - All cash (final), Bank and other A/c's reconciliations - College, C.E.C., Self-Financing courses and other accounts.
 - Maintaining of file indexing system, opening and closing of new files - College, C.E.C., Self-Financing courses and other accounts.
 - Arranging internal and final audits. Attending to auditors/bankers - College, C.E.C., Self-Financing courses and other accounts.
 - Maintaining of various Government Grants/UGC Grants - College, C.E.C., Self-Financing courses and other accounts.
 - Maintaining all Service books and entering periodical entries (teaching and non-teaching staff).
 - Handling Income Tax matters. Filing of income tax returns - College, C.E.C., Self-Financing courses and other accounts.
 - Other statutory matters and compliance relating to accounts - College, C.E.C., Self-Financing courses and other accounts.
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- Raising all Purchase Orders for purchases/expenses for Accounts section - College, C.E.C., Self-Financing courses and other accounts.
 - Handling petty cash payments during students admission/examination fees collections/in times of need - College, C.E.C., Self-Financing courses and other accounts.
 - Taking daily Tally back-up.
 - Filing of all related papers in the concerned files from time to time.
 - Typing of letters/statements whenever required.
 - To report about breakages/losses in the campus to the Principal.

- To assist the Superiors in routine administrative matters and to ensure that facilities are not misused by any person.
- To report to Principal about misbehaviour inside and outside the premises.
- To ensure that all the cupboards, doors, windows and gates are properly closed.
- To attend to such other duties as may be specially brought to the notice, with the approval of the Principal.
- To attend to such other duties which are assigned by the Principal, Vice-Principal and Superintendent with the approval of the Principal.
- To supervise the office administration in the absence of the Superintendent.
- Any other work assigned by the Principal.

Shri C.T. Karpe, L.D.C.:

- Preparing/typing of monthly salary, salary arrears, other staff benefits bills and sending the same to the Government for financial assistance/grant. Monthly salary bills should be sent to the Directorate of Higher Education on or before 10th of the concerned month) - College and Self-Financing courses. The final salary bills should be prepared on or before 25th of the concerned month and to be forwarded to the Accountant for checking/verification purpose before final payment.
- Preparing of salary, other staff benefits and statutory payments (salary deductions) cheques and payment vouchers - College and Self-Financing courses.
- Writing and updating Cheque register of all cheques (as above) and obtaining the signature of the Principal on daily basis.
- Disbursement of all cheques (as above) to the respective persons/parties and filing of vouchers (in order) in the respective files everyday without fail.
- Preparing of pay fixation and salary arrears statements of all teaching and non-teaching staff - College and Self-Financing courses.
- To deposit monthly government/statutory payments before due dates - College and Self-Financing courses.
- Recoveries of any excess salaries paid from staff - College and Self-Financing courses.
- Preparing and issuing monthly pay (salary) slips to all teaching and non-teaching staff and obtaining their respective signatures on the salary/pay bills from time to time - College and Self-Financing courses.
- Preparing and issuing Form 16 to all teaching and non-teaching staff on or before 30th June after every financial year ending - College and Self-Financing courses.
- Preparing and issuing of salary certificates - College and Self-Financing courses.
- Follow up with Directorate of Higher Education and Directorate of Accounts with queries and settlement of salary and other staff benefits matters - College and Self-Financing courses.
- Transfer of funds from UCO Bank S.B. A/c's to other related S.B. A/c's, whenever funds from other S.B. A/c's are utilized - College and Self-Financing courses (salary and salary deductions).
- Filing of e-TDS quarterly returns (salaries) on or before the due dates - College and Self-Financing courses.
- Filing of all related papers in the concerned files everyday without fail.
- Typing of letters/statements relating to salary matters.
- Assisting Accountant in Finalization of Accounts - College, C.E.C., Self-Financing courses and other accounts.
- To report to the Accountant about the work completed and pending from time to time.
- To report about breakages/losses in the campus to the Principal.
- To assist the Superiors in routine administrative matters and to ensure that facilities are not misused by any person.

- To report to Principal about misbehaviour inside and outside the premises.
- To ensure that all the cupboards, doors, windows and gates are properly closed.
- To outward account letters in the absence of the dealing clerks at the counter.
- To attend to such other duties as may be specially brought to the notice, with the approval of the Principal.
- To attend to such other duties which are assigned by the Principal, Vice-Principal, Superintendent and Accountant with the approval of the Principal.
- Any other work assigned by the Principal.

DUTIES OF L.D.C. -Contract Basis (Examination Section)

- All typing work pertaining to Examination Section.
- To prepare and maintain Statistics of all Examinations (B.A., B.Sc., B.Com., B.C.A., M.Com., B.B.A., M.Sc.)
- Photocopying.
- To enter data on Goa University and DHE Website.
- To assist in routine administrative matters and to ensure that facilities are not misused by any person.
- To assist during Exam Verification and Grievance.

- To work during Examinations as per the instructions of Chairman of College Examination Committee.
- All the work pertaining to Examination assigned by Principal/Vice-Principal/Chairman (Examination Committee)/Superintendent.
- To attend to such other duties which are assigned by the Chairman, Examination Committee/Superintendent with the approval of the Principal.
- Any other work allotted by the Principal, Vice-Principal, Chairman, Examination
 - Committee or the Superintendent from time to time.

SYSTEM ADMINISTRATOR.

1. Responsible for the installation, maintenance, and upgrading of the College's computing systems by communicating with users and Computer Services staff to determine and resolve system problems, maintaining software at the most current software version levels, assigning and maintaining user account resources, resetting passwords, loading applications on the system, monitoring system resources, working with the maintenance provider as and when necessary, and conducting the annual server component inventory.
2. Integrate the server operating system into the campus network backbone by configuring the networking software components using TCP/IP. Specific components include Domain Name Services, SSH, SMTP, SNMP, FTP, and web services.
3. Ensure the safety of user and system files by backing up all files on the system to facilitate recreating the system after a hardware crash of a system disk drive.
4. Install, configure, and support enterprise-wide software applications.
5. Assure coordination of Computer Services resources by communicating with the Computer Services Help Desk and User Support Services to inform them of problems and resolutions.
6. Assure the security of the system by managing all network security in the College environment including passwords, files, and the operating system.
7. Support Computer Services by preparing or assisting in writing bid specifications for equipment, interfacing with vendors during bid evaluations, and ensuring that maintenance contracts for designated equipment are secured and renewed in a timely manner.
8. Help to ensure the availability of computer resources by assisting with disaster prevention and recovery efforts caused by events like power outages, hardware failures, etc.
9. Contribute to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
10. Remain competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses as required by the Senior Enterprise Systems Administrator.
11. Contribute to the overall success of Computer Services by performing all other essential duties as assigned.
12. Install and maintain campus web, application, and authentication server(s); ensure backup copies of all files are routinely made and securely stored at a separate location; maintain system documentation.
13. Ensure the integrity and security of enterprise data on host computers, multiple databases, and during data transfer in accordance to college needs and industry best-practices regarding privacy, security, and regulatory compliance.
14. Manage user accounts, permissions, access rights, and storage allocations in accordance with best practices regarding privacy, security, and regulatory compliance.
15. Provide second level technical support to users concerning application and database server operations.
16. Anticipate, mitigate, identify, troubleshoot, and resolve hardware and software problems on servers and storage devices.
17. Conduct research on emerging products, services, protocols, and standards in support of systems software procurement and development efforts.
18. Recommend, schedule, and perform software and hardware improvements, upgrades, patches, reconfigurations, and/or purchases.
19. Serve as the primary technical contact between College and its Internet Service Provider (ISP).
20. Install, configure, and maintain network routers and firewall(s).
21. Install, configure and maintain application and storage servers for systems including library, LMS, document imaging, and ERP.
22. Monitor all systems for performance and misuse; report misuse to appropriate authorities.
23. Perform other related tasks as required.
24. Provide technical support for both hardware and software issues the college users encounter.
25. Monitor the system daily and respond immediately to security or usability concerns.
26. Create and verify backups of data.
27. Respond to and resolve help desk requests.

28. Upgrade systems and processes as required for enhanced functionality and security issue resolution.
29. Administrate infrastructure, including firewalls, databases, malware protection software and other processes.
30. Install and test computer-related equipment.
31. Any other work assigned by the college authorities.

INSTRUCTOR IN PHYSICAL EDUCATION

1. To assist the College Director of Physical Education to arrange and perform all physical educational activities.
2. To assist the College Director of Physical Education to prepare and record all physical educational activities.
3. To assist the College Director of Physical Education to analyze entire physical education activities.
4. To assist the College Director of Physical Education to plan practice opportunities that are structured for maximum participation.
5. To assist the College Director of Physical Education to organize College wide physical activity programmes.
6. To assist the College Director of Physical Education to plan College wide activities such as field day, fun runs, a walking program, learning and training camps for college students and staff members.
7. To assist the College Director of Physical Education to teach individual and team sports to students, utilizing knowledge of sports techniques and of physical capabilities of students.
8. To assist the College Director of Physical Education to organize, lead, instruct, and officiate indoor and outdoor games, such as volleyball, baseball, cricket, football and others.
9. To assist the College Director of Physical Education to demonstrate use of gymnastic and training apparatus, such as trampolines and weights.
10. To assist the College Director of Physical Education to select, order, issue, and maintain inventory of equipment, materials, and supplies used for physical education program.
11. To attend to such other duties as may be specially assigned, with the approval of the Principal/ College Director of Physical Education.
12. To attend to such other duties which are assigned by the Superintendent and Head Clerk with the approval of the Principal/College Director of Physical Education.
13. Any other work assigned by the Principal, Vice-Principal, College Director of Physical Education and Superintendent.

Librarian Work: -

1. Obtaining recommendations for purchase of books from the teaching staff.
2. Acquisition and Classification of Reading materials.
3. Reference and Referral Service to the students and staff.
4. Arranging display of New Arrivals to enable users to browse them.
5. Conducting Book Exhibition.
6. Current Awareness Service and Selective Dissemination of Information to the students and staff.
7. Generating Library Reports, Statistical Reports of the library.
8. Passing of Library Orders and Bills through Principal.
9. Overall supervision and coordination of library work.

Librarian Grade – I

1. Assist readers in finding relevant materials, in their IT related problems and reference questions and understanding the library rules and regulations.
2. Processing of all type of library materials. Provide reference services and documentation services to the faculty members, research scholars and students.
3. To attend correspondence relating to the Library.

4. Collection, compilation, maintenance and supply of all statistical information of the library and assisting Librarian in preparing various reports of the library.
5. Performing and supervising all professional work relating to classification, cataloging, preparing, and organizing library materials according to established policies.
6. Assisting in shelf reading the collection to ensure materials are able to be retrieved quickly.
7. Assisting in weeding of outdated and damaged materials from the collection.
8. Maintain the library in the absence of the Librarian.
9. Address administrative issues like collecting fines and managing reservations.
10. Train and supervise library staff in their duties.
11. Arrange to maintain library clean, safe and organized.
12. Assist Librarian in library promotional activities and prepare press releases and newsletters to attract more readers.
13. Manage and maintain the Library Database, Data entry, library software including library registers and files.
14. Organize book talks, tours, multimedia programs, exhibition and displays.
15. Perform the library work as assigned by the librarian from time to time.
16. Perform any other library duties assigned from time to time.
17. To assist the Librarian in routine administrative matters.
18. To ensure that the Departmental facilities are not misused by any person.
19. To report about breakages/losses to your superiors.
20. To report to the Librarian about misbehaviour inside and outside the library.
21. To ensure that all the cupboards, doors, windows and gates are properly closed by the Multi-Tasking Staff.
22. To attend to such other duties as may be specially brought to the notice, with the approval of the Librarian/Principal.
23. To attend to such other duties which are assigned to you by the Librarian, other teachers of the department, Superintendent with the approval of the Librarian/Principal.
24. Any other work assigned by the Principal, Vice-Principal, Librarian, Superintendent and Head Clerk.

Library Clerk Work:

1. Responsible for Library Circulation work such as membership, Issue and Return of library reading materials, reminders to students and staffs, collecting fines etc.
2. Responsible for managing and maintaining stack and reading area which includes organising and managing the collection and other related work.
3. Assist Librarian in creating and delivering system based information services.
4. Assist in collection development, generation of library reports.
5. Preparation of list of library books / journals for binding purpose.
6. Dispatch work of the library related orders and others.
7. Journal subscription, registration, reminders to publisher and other work.
8. And any other work assigned by the higher authorities.

Librarian Grade - II:

1. Providing reference and referral services to users.
2. Shelves reading the collection to ensure materials are able to be retrieved quickly.
3. Registering new patrons and keeping patron files transaction activities up to date.
4. To render professional assistance to Librarian Grade – I in various library activities.
5. Day to day operation and supervision of issue & return of books at the circulation counter. Checking materials out to patrons and ensuring that they are returned and discharged from the patron's card. Keep the books, ready for circulation. Circulation (Issuing and receiving) of books and other learning materials.
6. To permit the users to use the computer and assist them in accessing library software, e-resources and Internet. Assist the users towards effective utilization of Library sources and services.

7. Responsible for the library equipments, repairs and replacement.
8. To type in & input the primary data provided by the supervisor & to maintain, printing data.
9. Cataloguing and indexing of books and periodicals.
10. Assist the Librarian in supervision and administration of Library.
11. Managing special assignments/tasks as entrusted by the Librarian.
12. Maintenance of the various library registers (Accession/periodical) and other statistical records.
13. Shelving and rectification of library collection on day to day basis according to the library system.
14. Any other library work allotted by the Librarian.

Multi-tasking Staff:

1. Maintain the cleanliness of the library materials like tables, chairs, racks, cupboards and other materials in the library.
2. Pasting of spine label and book pocket to the reading materials of the library.
3. Shelving of the library materials.
4. Getting Newspapers from Mapusa.
5. Collecting mail from office.
6. Xerox copies for the library whenever needed.
7. Any other works assigned by the librarian.

Annexure II B (a)

The Group 'D' staff designated as Multi-tasking staff (Group 'C') will perform the following duties in addition to the duties already assigned to them as per order No. DMCRC/CC/2015-2016/22-B/1027 dated 10/12/2015.

1. Physical Maintenance of records of the Section.
2. General Cleanliness & upkeep of the Section/Unit.
3. Carrying of files & other papers within the building.
4. Photocopying, sending FAX etc.
5. Other non-clerical work in the Section/Unit.
6. Assisting routine office work like diary, despatch etc., including on computer.
7. Delivering of dak (outside the building)
8. Watch & ward duties.
9. Opening & closing of rooms.
10. Cleaning of rooms.
11. Dusting of furniture etc.
12. Cleaning of building, fixtures, etc.
13. Work related to his ITI qualification if it exists.
14. Driving of vehicles, if in possession of valid driving licence.
15. Upkeep of parks, lawns, potted plants etc.
16. Any other work assigned by the superior authority.

Sr. No.	Name	New designation	Signature
1	Mr. Sanjay P. Vaigankar	Multi Tasking Staff	
2	Mr. George Dias	Multi Tasking Staff	
3	Mr. Shrikrishna P. Keni	Multi Tasking Staff	
4	Mr. Digambar Govekar	Multi Tasking Staff	
5	Mr. Deepak Keni	Multi Tasking Staff	
6	Mr. Vinay Kavlekar (Absent from Duty)	Multi Tasking Staff	
7	Mr. Anand Mayekar	Multi Tasking Staff	
8	Mr. Anand Divkar	Multi Tasking Staff	
9	Mr. Laxmikant Parkar	Multi Tasking Staff	
10	Mr. Dattaram Kalangutkar	Multi Tasking Staff	
11	Mr. Pralhad Kavlekar	Multi Tasking Staff	
12	Mr. Vijendra Mangaonkar	Multi Tasking Staff	
13	Mr. Mohan Kalsanawar	Multi Tasking Staff	
14	Mr. Niteen Lokapure	Multi Tasking Staff	
15	Mr. Atri Surya Naik	Multi Tasking Staff	
16	Ms. Riddhi R. Faterpekar	Multi Tasking Staff	
17	Mr. Sumedh G. Kitlekar	Multi Tasking Staff	
18	Mr. Ram F. Paryekar	Multi Tasking Staff	
19	Mr. Raghunath L. Gad	Multi Tasking Staff (Contract Basis)	

Dnyanprassarak Mandal’s College and Research Centre,
Assagao, Bardez-Goa.

The re-allocation of duties for the Multi-Tasking Staff shall be as follows:

DUTIES TO BE PERFORMED FROM 8.00 a.m. to 8.30 a.m. on all days.

Mr. Vijendra Mangaonkar/ Mr. Ram Paryekar	<ul style="list-style-type: none">• Opening of all the Classrooms and windows on first floor.• Wiping all the Tables and chairs in the Staffrooms on first floor• Switching on electrical switches on the three distribution boxes and in all classrooms.
Mr. Anand Divkar	<ul style="list-style-type: none">• Opening of all the Classrooms and windows on ground floor.• Wiping all the Tables and chairs in the Staffroom, Examination room on ground floor.• Switching on electrical switches on the three distribution boxes and in all class-rooms.• Switching ON & OFF of Water Pump at 11.00 a.m.
Mr. Shrikrishna P. Keni	<ul style="list-style-type: none">• Cleaning the Principal’s cabin.• Cleaning the Vice-Principal’s Cabin• Cleaning Visitor’s Room• Wiping Tables, Chairs and all other furniture.• Switching on the Display Signage Board.
Mr. Dattaram Kalangutkar	<ul style="list-style-type: none">• Switching ON & OFF of Water Pump.
Note: <ol style="list-style-type: none">1. Incase Mr. Mangaonkar is on leave, Mr. Divkar in addition to his routine duties will also open the first-floor classrooms and vice-versa.2. Incase Mr. Kalangutkar is on leave, Mr. Keni in addition to his routine duties will switch on the water pump and vice-versa.3. Incase Mr. Mangaonkar and Mr. Divkar are on leave Mr. Kalangutkar in addition to his routine duties will open the classrooms and Mr. Keni will switch on the pump.4. After completing the above referred work, all the Peons/Attendants should report to their respective offices/Departments/Sections.	

REGULAR DUTIES TO BE PERFORMED

1. Mr. Shrikrishna P. Keni	<ul style="list-style-type: none">➤ Attending to visitors, students, ex-students, suppliers and staff visiting the Principal, the Vice-principal, the teaching faculty, the Superintendent or the Accountant.➤ Refreshments to the visitor’s and guests if any.➤ Ringing the College Bell.➤ Filing of documents of Administrative and Account section during the afternoon session.➤ Photocopying of documents during the afternoon session.➤ Switching on and off of the Generator in case of power failure.➤ Other office Work.
2. Mr. Vijendra Mangaonkar	<ul style="list-style-type: none">➤ Outdoor duty – delivering letters, bank, post work etc.➤ Photocopying of documents.

	<ul style="list-style-type: none"> ➤ Filing of documents of Administrative and Account section. ➤ Taking notices to students, staff etc. ➤ Switching on and off of the Generator in case of power failure. ➤ Other office Work.
3. Mr. Anand Mayekar /Ms. Riddhi R. Fatarpekar	<ul style="list-style-type: none"> ➤ Photocopying of documents. ➤ Filing of documents of Administrative and Account section. ➤ Pasting work of Accounts section in the afternoons. ➤ Maintenance of LCD's, electrical fittings, tube-lights, fans, etc. If needed to call the Electrician and do the necessary repairs in consultation with the Superintendent/ Convenor of Purchase Committee. ➤ Switching on and off of the Generator in case of power failure. ➤ Outdoor duty – delivering letters to Govt. offices, Goa University etc. ➤ Switching on and off the Generator in case of power failure. ➤ Other office Work.
4. Mr. A. Divkar	<ul style="list-style-type: none"> ➤ Outdoor duty – delivering letters, bank, post work etc. ➤ Photocopying of documents. ➤ Filing of documents of Examination section. ➤ Taking notices to students, staff etc. ➤ Switching on and off the Generator in case of power failure. ➤ Other office/Examination Work.
5. Mr. Dattaram Kalangutkar	<ul style="list-style-type: none"> ➤ Computer Lab. work. ➤ Switching on and off the Generator in case of power failure.
6. Mr. Deepak Keni/Mr. Raghunath L. Gad	<ul style="list-style-type: none"> ➤ B.B.A./B.C.A./M.Com./Research Centre in Commerce, department office Work. ➤ Switching on and off the Generator in case of power failure. ➤ Outdoor duty – delivering letters, magazines etc. to Management, govt. offices, etc.
7. Mr. Niteen Lokapure	<ul style="list-style-type: none"> ➤ Chemistry Laboratory work
8. Mr. George Dias	<ul style="list-style-type: none"> ➤ Gymkhana ➤ Outdoor duty – delivering letters, magazines etc. to Police station, govt. offices, etc.
9. Mr. Sumedh Kitlekar	<ul style="list-style-type: none"> ➤ Electronics Laboratory work
10. Mr. L. Parkar	<ul style="list-style-type: none"> ➤ Physics Laboratory work
11. Mr. P. Kavlekar	<ul style="list-style-type: none"> ➤ Chemistry Laboratory work
12. Mr. D. Govekar	<ul style="list-style-type: none"> ➤ Chemistry Laboratory work
13. Mr. S. P. Vaigankar	<ul style="list-style-type: none"> ➤ Library department work
14. Mr. Atri S. Naik	<ul style="list-style-type: none"> ➤ Library department work
15. Mr. Mohan Kalsanawar	<ul style="list-style-type: none"> ➤ Geology department work
16. Mr. Ram F. Paryekar	<ul style="list-style-type: none"> ➤ Filing of documents ➤ Photocopying of documents ➤ Taking notices to students, staff etc. ➤ Switching on and off the Generator in case of power failure. ➤ Other office Work

DUTIES TO BE PERFORMED FROM 3.45 p.m. TO 4.20 p.m.

1. Mr. S. P. Keni/ Ms. Riddhi R. Fatarpekar	<ul style="list-style-type: none"> ➤ Cleaning all the Office Tables, chairs and counter, Wiping, Dusting of all the Glass Partitions and Window Glass Panes of the College Office. ❖ Cleaning cobwebs in the Principal's, Vice-Principal's Cabins and Office and in front of the office near notice board area and the entrance of the college on every Friday. If Friday is a holiday or if on leave, then cleaning should be done on the preceding day or succeeding day.
2. Mr. Vijendra Mangaonkar/ Mr. Ram Paryekar	<p><u>F-1 To F-6 and Staffroom 2:</u></p> <ul style="list-style-type: none"> ➤ To clean the Blackboards, Close windows, close classrooms, put off all the lights, fans, clean tables chairs on the first floor. ➤ To check if all the classrooms, all rooms in the premises are locked, Toilets locked, Water Cooler, Generator and Water Pump is put off. Locking all the gates and handing over keys to the watchman. To put off the electrical switches on the four distribution boxes. ❖ Cleaning cobwebs in the rooms and corridors on the first floor and staircase from first floor to ground floor of above classrooms on every Friday. If Friday is a holiday or if on leave, then cleaning should be done on the preceding day or succeeding day.
3. Mr. Anand Mayekar	<p><u>F-7 to F-10, English Laboratory and Staffroom 3:</u></p> <ul style="list-style-type: none"> ➤ To clean the Blackboards, Close windows, close classrooms, put off all the lights, fans, clean tables chairs on the first floor. ❖ Cleaning cobwebs in the above classrooms and corridors on the first floor and Staircase from first floor to ground floor of above classrooms on every Friday. If Friday is a holiday or if on leave, then cleaning should be done on the preceding day or succeeding day.
4. Mr. A. Divkar	<p><u>G-1 to G4, Storeroom and Examination Section.</u></p> <ul style="list-style-type: none"> ➤ To clean all the Blackboards, Close windows, close classrooms, put off all the lights, fans, clean tables chairs on the ground floor. <p>Cleaning cobwebs in all the rooms, Storeroom, Examination room, toilets and corridors from G-1 to Examination Room and near Electricity Mainboard and toilet area on the Ground floor and Staff room -1 on every Friday. If Friday is a holiday or if on leave, then cleaning should be done on the preceding day or succeeding day.</p>
5. Mr. Dattaram Kalangutkar	<p><u>G-6 to G-10, Counseling Room and Computer Rooms and Conference Hall:</u></p> <ul style="list-style-type: none"> ➤ To clean the Blackboards, Close windows, close classrooms, put off all the lights, fans, clean tables chairs on the ground floor of G-6 TO G-10. ❖ Cleaning cobwebs in G-6 to G-9 Classrooms, Counseling Room and corridors from NCC Army Room to Conference Hall on the Ground floor on every Friday. If Friday is a holiday or if on leave, then cleaning should be done on the preceding day or succeeding day or as per the instructions of the H.o.D.

6. Mr. Deepak Keni/Mr. Raghunath L. Gad	<p><u>Cleanliness of Management building Ground floor and first floor:</u></p> <ul style="list-style-type: none"> ➤ To clean the Blackboards, Close windows, close classrooms, put off all the lights, fans, clean tables chairs. ❖ Cleaning cobwebs in Management building Ground floor and first floor on every Friday. If Friday is a holiday or if on leave, then cleaning should be done on the preceding day or succeeding day or as per the instructions of the Co-ordinators.
7. Mr. Sumedh Kitlekar	<p><u>Cleanliness of Electronics department and upper ground floor of Sc. Bld. Classrooms, corridors, etc.</u></p> <ul style="list-style-type: none"> ➤ To clean the Blackboards, Close windows, close classrooms, put off all the lights, fans, clean tables, chairs. ❖ Cleaning cobwebs in Electronics department and upper ground floor of Sc. Bld. Classrooms, corridors, toilet area on every Friday. If Friday is a holiday or if on leave, then cleaning should be done on the preceding day or succeeding day or as per the instructions of the H.o.D.
8. Mr. Laxmikant Parkar and Mr. Mohan Kalsanawar	<p><u>Cleanliness of Physics dept and B floor of Science building:</u></p> <ul style="list-style-type: none"> ➤ To clean the Blackboards, Close windows, close classroom, laboratory, put off all the lights, fans, clean tables, chairs. ❖ Cleaning cobwebs in Physics department and ground floor of Sc. Bld. Classroom, laboratories, corridors on every Friday. If Friday is a holiday or if on leave, then cleaning should be done on the preceding day or succeeding day or as per the instructions of the H.o.D.
9. Mr. Pralhad Kavlekar/ Mr. Niteen Lokapure	<p><u>Cleanliness of Chemistry dept and laboratories:</u></p> <ul style="list-style-type: none"> ❖ To clean the Blackboards, Close windows, close classroom, laboratory, put off all the lights, fans, clean tables, chairs. ❖ Cleaning cobwebs in Chemistry department, Classroom, and laboratories on every Friday. If Friday is a holiday or if on leave, then cleaning should be done on the preceding day or succeeding day or as per the instructions of the H.o.D.
10. Mr. Digambar Govekar	<p><u>Cleanliness of Chemistry dept and the classrooms and labs of the Bsc. Dept.:</u></p> <ul style="list-style-type: none"> ❖ To clean the Blackboards, Close windows, close classroom, laboratory, put off all the lights, fans, clean tables, chairs. ❖ Cleaning cobwebs in Staff room, Chemistry-Computer Laboratory, Instrumentation Rooms and corridors on every Friday. If Friday is a holiday or if on leave, then cleaning should be done on the preceding day or succeeding day or as per the instructions of the H.o.D.
11. Mr. George Dias	<p><u>Cleanliness of College Gymkhana and all adjoining rooms:</u></p> <ul style="list-style-type: none"> ❖ To clean the tables, chairs etc. in gymkhana. ❖ To clean cobwebs in Gymkhana Hall, Store-room, office and all rooms on every Friday. If Friday is a holiday or if on leave, then cleaning should be done on the preceding day or succeeding day or as per the instructions of the College Director of Physical Education.
12. Mr. Sanjay P. Vaigankar	<p><u>Cleanliness of Library Office, Book bank area:</u></p> <ul style="list-style-type: none"> ❖ To clean all the tables and chairs in the library as per the duties allotted by the Librarian. ❖ To clean cobwebs on every Friday. If Friday is a holiday or if on leave, then cleaning should be done on the preceding day or succeeding day or as per the instructions of the Librarian.

13. Mr. Atri S. Naik	<u>Cleanliness of Library Office Reading Hall:</u> <ul style="list-style-type: none"> ❖ To clean all the tables and chairs in the library as per the duties allotted by the Librarian. ❖ To clean cobwebs on every Friday. If Friday is a holiday or if on leave, then cleaning should be done on the preceding day or succeeding day or as per the instructions of the Librarian.
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Note: Cleaning of Black boards:

1. In case Mr. Vijendra is on leave, Mr. Mayekar will clean the boards on the first floor and vice-versa.
2. In case Mr. Divkar is on leave, Mr. Kalangutkar will clean the boards on the ground floor and vice-versa.
3. Mr. Keni will replace in case if the first floor or ground floor, if both the assigned peons are on leave.

Overall duties of the Peons pertaining to cleanliness of the College Buildings:

1. Mr. S. P. Vaigankar	❖ Cleanliness of Stairs and Entrance to Library including area outside conference room.
2. Mr. Atri Naik	➤ Cleanliness of College Library Reading Hall, Book bank etc.
3. Mr. Dattaram Kalangutkar	➤ Cleanliness of the entrance to Computer Lab. Cleanliness of Conference Room, Students Consumer Co-op. Room. G-6 to G-9 Classrooms, Counseling Room and corridors from NCC Army Room to Conference Hall on the Ground floor.
4. Mr. S. P. Keni / Ms. Riddhi R. Fatarpekar	➤ Cleanliness of College Office, Principal Cabin, Vice-Principal's Cabin, Corridor in-front of the College Office and entrance of the college office including the stairs.
5. Mr. A. Divkar	➤ Cleanliness of Corridor from College Office to G-1 and Cleanliness of Classrooms G-1, G-2, G-3, G-4, G-5, Examination room and near Electricity Board and staircase next to office going to first floor.
6. Mr. V. Mangaonkar	➤ Cleanliness of the Classrooms F-1, F-2, F-3, F-4, F-5, Staff Room No 2, Corridors from F-1 to F-5 and staircase.
7. Mr. Anand Mayekar/ Mr. Ram F. Paryekar	➤ Cleanliness of the classrooms F-6, F-7, F-8, F-9, F-10 and Staff-room No.3 and corridor from F-6 to F-10.
8. Mr. Deepak Keni/ Mr. Raghunath L. Gad	➤ Cleanliness of Management building Ground floor.
9. Mr. Mohan Kalsanawar	➤ Cleanliness of RUSA building.
10. Mr. Digambar Govekar	➤ Cleanliness of the Chemistry Lab. and entrance of the Chemistry Laboratory.
11. Mr. Pralhad Kavlekar/ Mr. Niteen Lokapure	➤ Cleanliness of Chemistry Classroom and Computer Laboratory, staff room and Instrumentation room.
12. Mr. George Dias	➤ Cleanliness of College Gymkhana inside and outside.
13. Mr. Sumedh Kitlekar	➤ Cleanliness of Electronics department and upper ground floor of Sc. Bld. Classrooms, corridors, etc.
14. Mr. Laxmikant Parkar	➤ Cleanliness of Physics dept. and basement of Science building, classroom etc.

ANNEXURE III

STATEMENT OF DOCUMENTS HELD BY THE COLLEGE

1. STATUTES
2. ORDINANCES
3. PROSPECTUS
4. U.G.C. CORRESPONDENCE
5. AFFILIATION
6. ENROLMENT
7. ELIGIBILITY
8. APPOINTMENTS
9. ACADEMIC PARTICIPATION
10. WORKLOAD
11. WORKSHOPS/COURSES CONDUCTED BY THE COLLEGE
12. STUDENTS DATA
13. ADVERTISEMENTS
14. COLLEGE DEPARTMENTS
15. RESULTS
16. DE-RESERVATION OF POSTS
17. STOCK – TENDER, PURCHASES
18. ADMISSIONS
19. PERSONAL FILES
20. LEAVE RECORDS
21. CAREER ADVANCEMENTS
22. APPROVALS OF TEACHING STAFF
23. N.O.C. FROM GOVERNMENT
24. SCREENING COMMITTEE REPORTS
25. N.A.A.C
26. SCHOLARSHIP AND PRIZES
27. STUDENTS AID FUND
28. SALARY GRANTS
29. NON-SALARY GRANTS
30. BUDGET
31. COLLEGE COMMITTEES
32. CERTIFICATES TO STUDENTS - LEAVING, TRANSFERENCE, BONIFIDE, N.O.C.

4. (b) (ix) DIRECTORY OF NON-TEACHING STAFF - ANNEXURE IV (2023-2024)			
Sr.	Name and Address	Designation	Office
No.			
1	MRS. JUDAS E. MASCARENHAS (upto 31/08/2023)	SUPERINTENDENT	2994488
	D-2 CAETAN-PAUL RESIDENCY,		
	BEHIND KAMLESHWAR GARAGE,		
	KHORLIM MAPUSA GOA 403 507		
2	MR.NILKANTH S. KARMALKAR	ACCOUNTANT	2994488
	H.NO. 400, SIM VADDO,		
	NEAR CHOURANGINATH TEMPLE,		
	ARPORA, BARDEZ, GOA.		
3	MR SUMANT Y MARIHAL	HEAD CLERK	2994488
	OPP. ELECTRICITY DEPARTMENT		
	ANSABHAT, MAPUSA GOA		
4	MR. LOWELL NAZARE	SYSTEM ADMINISTRATOR	2994488
	145, BAIRO ALTO, ASSAGAO, BARDEZ, GOA.		
5	MR. ROHIT SURESH NAIK,	INSTRUCTOR IN PHYSICAL EDUCATION	2994488
	H. NO. 25, PATNEM, GAUNEM,		
	BANDORA, PONDA- GOA		
6	MS. VARADA VAMAN JOG	LIBRARIAN GRADE - I	2994488
	H. NO. 76/1, BOUTA VADDO,		
	ASSAGAO, BARDEZ, GOA – 403507		
7	MR. UTTAM B. PARAB	UPPER DIVISION	2994488
	OPP ELECTRICITY DEPARTMENT	CLERK	
	FLAT NO.13, NEAR GANESH MANDIR,		
	ANSABHAT, MAPUSA GOA		
8	MR. GOVIND P. SHIRODKAR	UPPER DIVISION	2994488
	HNO 15, WARD NO.8	CLERK	
	KENY WADA (FEIRA BAIXA)		
	MAPUSA GOA 403 507		
9	MR. PRASHANT G. MANDREKAR	UPPER DIVISION	2994488
	H.NO. 329, ANANDI NIWAS, CARREM,	CLERK	
	SOCORRO, PORVORIM, BARDEZ, GOA - 403 501.		
10	MRS. KAMALA SREENIVAS R.K.	JUNIOR	2994488
	BLOCK BF-3, PARRIKAR HILL RESIDENCY,	STENOGRAPHER	
	KHORLIM, MAPUSA, GOA - 403 507.		
11	MS JULIET PINTO	LAB. ASSISTANT	2994488
	BELLA VISTA VADDO		
	ASSAGAO BARDEZ GOA		
12	MS PADMAJA N. NAIK	LAB. ASSISTANT	2994488
	OMKAR BUILDING 170/1, Nr. BETIM FOOTBALL		
	GROUND, ALTO BETIM BARDEZ GOA		
13	MR. SURAJ GUNAJI SAWANT	STOREKEEPER	2994488
	ASHVE MANDRE, PERNEM GOA		
14	MR. S. ANDREW KAROFF	LAB. TECHNICIAN	2994488
	H.NO. 66/9, DATTAWADI, NEAR IDGAH MASJID,		
	MAPUSA, GOA - 403 507.		
15	MS. NAVAMI N. PARULEKAR	LAB. ASSISTANT	2994488
	GUDEM, SIOLIM, BARDEZ, GOA.		
16	MRS. PRASIDHI RAHUL KENI	LAB. ASSISTANT	2994488
	H. NO. 81/1, MUSHIRWADO,		
	COLVALE HOUSING BOARD, BARDEZ GOA- 403513		
17	MR. PRATIK PRAKASH GAUNDALKAR	LAB. ASSISTANT	2994488
	H.NO.248, ANGOD WADA,		
	MAPUSA, GOA- 403507		
18	MS. PRACHI PRADEEP KUDASKAR,	LIBRARIAN GRADE - II	2994488
	H. NO. 201, TIRTHABAG,		
	MAYEM, GOA-403504.		

19	MS. PRACHI BHARAT SALGAONKAR	LAB. ASSISTANT	2994488
	H. NO. 128, KHORLIM- SIM,		
	MAPUSA-GOA		
20	MR. RAHUL RAMDAS GAWAS	LAB. ASSISTANT	2994488
	H. NO. 413, AIVAO,		
	DONA-PAULA, GOA.		
21	MR. CHAITNYANAND T. KARPE	LOWER DIVISION	2994488
	L10, TARA GARDEN BLDG., VIDYANAGAR,	CLERK	
	KHORLIM, MAPUSA, GOA - 403 507.		
22	MR. SUYOG S. SIRSAT	LOWER DIVISION	2994488
	R/O. H. NO. M/8-77,	CLERK	
	FEIRA BAIXA, MAPUSA		
	BARDEZ, GOA 403 507.		
23	MRS. SUJATA SACHIN VAIGANKAR	LOWER DIVISION	2994488
	H. NO. 303, MADHALAWADA,	CLERK	
	ARAMBOL, PERNEM, GOA 403527		
24	MRS. SAISHA S. NARVEKAR,	LOWER DIVISION	2994488
	H. NO. 413, BAMAN BHAT,	CLERK	
	MERCES, TISWADI GOA		
25	MR. SANJAY P. VAIGANKAR	MULTI-TASKING STAFF	2994488
	OXEL, H.NO. 133,		
	SIOLIM BARDEZ GOA 403 517		
26	MR. GEORGE DIAS	MULTI-TASKING STAFF	2994488
	C/O B.F.X. DIAS		
	ASSAGAO TEMAR VADDO		
	ASSAGAO, BARDEZ GOA		
27	MR. SHRIKRISHNA P. KENI	MULTI-TASKING STAFF	2994488
	KENI WADA		
	MAPUSA GOA		
28	MR. DIGAMBAR D. GOVEKAR	MULTI-TASKING STAFF	2994488
	SOCCOL VADDO HNO 277		
	ASSAGAO BARDEZ GOA		
29	MR. DEEPAK D. KENI	MULTI-TASKING STAFF	2994488
	KENI WADA, MAPUSA GOA		
30	MR VINAY KAVLEKAR (ABSENT FROM DUTY)	MULTI-TASKING STAFF	2994488
	KENI WADA, MAPUSA-GOA		
31	MR. ANAND MAYEKAR	MULTI-TASKING STAFF	2994488
	PARASTE,		
	PERNEM-GOA.		
32	MR. ANAND DIVKAR	MULTI-TASKING STAFF	2994488
	H.NO. 217, ANGOD WADA, MAPUSA-GOA		
33	MR. LAXMIKANT G. PARKAR	MULTI-TASKING STAFF	2994488
	H.NO. 96, HALULEM KIRLEPAL, DABAL,		
	SANGUEM, GOA.		
34	MR. DATTARAM B. KALANGUTKAR	MULTI-TASKING STAFF	2994488
	THORBE BAG, KERI, PERNEM, GOA - 403 524.		
35	MR. PRALHAD D. KAVLEKAR	MULTI-TASKING STAFF	2994488
	H.NO. 175, BEHIND MARUTI TEMPLE,		
	KENY WADO, MAPUSA, GOA.		
36	MR. VIJENDRA B. MANGAONKAR	MULTI-TASKING STAFF	2994488
	F.NO. 12/29/B8, ST. SEBASTIAN APTS.,		
	BLOCK D, KHORLIM, MAPUSA, GOA - 403 507.		

37	MR. MOHAN S. KALSANAWAR	MULTI-TASKING STAFF	2994488
	NEAR REAL SODA FACTORY,		
	TONCA, CARANZALEM, PANAJI, GOA.		
38	MR. NITEEN P. LOKAPURE	MULTI-TASKING STAFF	2994488
	H.NO. 290/C, OITYANT, TALEIGAO, GOA.		
39	MR. ATRI S. NAIK	MULTI-TASKING STAFF	2994488
	H. NO. 363/D, KHALAP WADA,		
	CANCA-PARRA, BARDEZ, GOA.		
40	MRS. RIDDHI RAKESH FATERPEKAR	MULTI-TASKING STAFF	2994488
	H. NO. 420, VOILEM BHAT, MERCES,		
	SANTA CRUZ, TISWADI, GOA.		
41	MR. SUMEDH GURUDAS KITLEKAR	MULTI-TASKING STAFF	2994488
	SIDDHANT TOWER,		
	2 ND FLOOR, OPP. CORPORATION BANK TALIWADDO,		
	MAPUSA, BARDEZ, GOA.		
42	MR. RAM F. PARYEKAR	MULTI-TASKING STAFF	2994488
	H.NO.18, SATODE,		
	VALPOI, SATTARI-GOA.		
43	MS. MARIKA DE LIMA,	COUNSELLOR	2994488
	SALVADOR DO MUNDO, UMBRA,	(CONTRACT BASIS)	
	P.O. BETIM, BARDEZ-GOA.		
44	MS. TANVI SIRSAT	COUNSELLOR	2994488
	H. No: 449, SOKOIL WADO,	(CONTRACT BASIS)	
	ASSAGAO BARDEZ, GOA.		
45	MRS. RICHA VARUN MURKUMBI,	LOWER DIVISION CLERK	2994488
	FLAT NO.2, PRESTIGE MANOHAR,	(CONTRACT BASIS)	
	ABOVE DOMINOS PIZZA, PORTA WADDO,		
	SIOLIM, BARDEZ-GOA		
46	MR. ANEESH PRAKASH SHIRODKAR,	LOWER DIVISION CLERK	2994488
	G-4, BLOCK-3, GALAXY APARTMENT,	(CONTRACT BASIS)	
	KHORLIM, MAPUSA-GOA		
47	MR. RAGHUNATH LAVU GAD,	MULTI-TASKING STAFF	2994488
	H.NO.07, GADACHAWADA KERI,	(CONTRACT BASIS)	
	PERNEM-GOA		

4. (b) (ix) DIRECTORY OF TEACHING STAFF - 2023-2024

ANNEXURE IV

Sr. No.	Name and Address	Designation	Office	Residence	Subject
1	PROF. D. B. AROLKAR 11-T-4, KAMAT CLASSIC PHASE IV CARANZALEM, GOA	PROFESSOR & PRINCIPAL	2994488	2463586	Geology
2	DR. M. SHANTHI 404/2 PHASE II, LA OCEANA COLONY DONA PAULA, OPP TO TELEPHONE EXCHANGE, GOA	VICE-PRINCIPAL AND ASSOCIATE PROFESSOR	2994488	2456513	English
3	MR. S. D. PATIL A-103, RAJ BRAGANZA RESIDENCY, EKTA NAGAR, BOARD , MAPUSA, BARDEZ. GOA.	ASSOCIATE PROFESSOR	2994488	2256992	Commerce
4	MR. S. B. KARAPURKAR BEHIND MAHALAXMI TEMPLE H.NO. C-82, PANAJI GOA 403 01	ASSOCIATE PROFESSOR	2994488	2230030	Computer Science
5	MRS. RASHMI REDKAR HNO 94/25, MANDAL DHAM, GREEN VIEW COLONY, PONXEM, MADEL, TIVIM, BARDEZ GOA 403 502.	ASSOCIATE PROFESSOR	2994488	6920697	Commerce
6	MRS. P. TALPANKAR S-104, IIIRD FLOOR, BLOCK B. RESIDENCIA ESMERALDA, SHANKARWADI, TALEIGAO, GOA.	ASSOCIATE PROFESSOR	2994488	2425222	Commerce
7	MR. SUNOJ P. RAICAR OPP GANESH TEMPLE, VAIGUINVADDO NACHINOLA, P.O. ALDONA, BARDEZ GOA	ASSOCIATE PROFESSOR	2994488		Electronics
8	PROF. V. G. DESAI HHF-45 NEAR SANJAY SCHOOL PUNDALIK NAGAR, ALTO PORVORIM BARDEZ - GOA 403 521	PROFESSOR	2994488		Chemistry
9	MR. SAMEER M. PATIL BEHIND PRIMARY SCHOOL HNO 15, PILYAM DHARGANDORA GOA 403 406	ASSOCIATE PROFESSOR	2994488		Electronics
10	MRS. S. R. KUNCOLIENKAR (CCL) BOCA-DE-VACA, SHARDA BLDG, PANJIM-GOA	ASSOCIATE PROFESSOR	2994488	2421755	Mathematics ON CCL
11	MR. S. P. MORAJKAR NEAR UCCASSAIM VILLAGE PANCHAYAT, PUNOLA, UCCASSAIM, BARDEZ GOA	ASSOCIATE PROFESSOR	2994488	2264555	Accountancy
12	DR. SHAIKH MOHAMMAD PARVEZ AL-USMANI (On lien) C/O SHAIKH ISAAC, RETD. TEACHER AASHIYANA, IST FLOOR, BEHIND PRATHANA LODGE, NEXT TO SAKHARDANDE HOUSE, GOKULWADI SANQUELIM GOA 403 505	ASSOCIATE PROFESSOR	2994488	2365802	Physics On lien
13	DR. R. M. PEDNEKAR 1ST FLOOR PANDURANG NIWAS KHORLIM MAPUSA GOA	ASSOCIATE PROFESSOR	2994488		Chemistry
14	MR. M.V. VARERKAR FLAT NO. F-11 EVERGREEN II, CO-OP HSG. SCTY, NEAR SATERI TEMPLE, KHORLIM, MAPUSA-GOA.	ASSOCIATE PROFESSOR	2994488	2255087	History
15	MR. S. F. SHIRODKAR HNO 273 WNO.2, NAGARGAO ROAD	ASSOCIATE PROFESSOR	2994488	2255116	Commerce
16	MR. P. R. SIRSAT H.NO. 8, DURGA SMRUTI, VALEM, ASSAGAO, BARDEZ-GOA.	ASSOCIATE PROFESSOR	2994488	2268192	Accountancy
17	DR. UDAYSINGH RANE HNO 496 DEUL WADA DHARGAL PERNEM GOA 403 513	ASSOCIATE PROFESSOR	2994488	2240184	Computer Science
18	MR. G. G. ABHYANKAR GIRISH SADAN, HNO. 63 E, VIDYANAGAR KHORLIM MAPUSA GOA 403 507	ASSOCIATE PROFESSOR	2994488	2255153	Electronics
19	DR. SUCHITA GOLATKAR HNO M 34B/12 KHORLIM MAPUSA GOA 403 507.	ASSOCIATE PROFESSOR	2994488	2253731	Mathematics
20	DR. MANOJ KOTHAWALE C/O MUKUND KOTHAWALE NEAR D.B.B. OFFICE VANDAMOL VELGUEM GOA	ASSISTANT PROFESSOR	2994488	2353007	Physics

21	MS. ANABELLE PIRES LOBO (On Study Leave)	ASSISTANT PROFESSOR	2994488	2276139	History
	C/O MR. AGNEL LOBO				On Study Leave
	PORBA VADDO, CALANGUTE, BARDEZ - GOA				
22	DR. UMESH GAWAS	ASSISTANT PROFESSOR	2994488		Chemistry
	HNO 53 BAGWADA MORLEM SATTARI				
	SANQUELIM GOA 403 505				
23	DR AMRUT FATI NAIK	ASSISTANT PROFESSOR	2994488	2389357	Accountancy
	H.NO. 39, AT DHUMASEM, MENKUREM,				
	GOA 403 513.				
24	DR. ACHUT PEDNEKAR	ASSISTANT PROFESSOR	2994488	2281259	Commerce
	HNO 2/167(789) POST CALANGUTE				
	NAIKA VADDO, BARDEZ GOA 43-516				
25	MS POOJA BIDYE (CCL)	ASSISTANT PROFESSOR	2994488	2251897	Computer
	VASANT, FEIRE ALTO				Science
	MAPUSA GOA				ON CCL
26	DR. DIMPLE PAUL	ASSISTANT PROFESSOR	2994488	2751784	Computer
	H.NO. 627/1, GAULI WADDO, PENHA DE FRANCA,				Science
	BETIM, BARDEZ, GOA - 403 101.				
27	DR. NARESH ALIAS PUNDALIK G. SHIRODKAR	ASSISTANT PROFESSOR	2994488	3260870	Economics
	H.NO.181-F, MARNA, SIOLIM,				
	BARDEZ-GOA.				
28	MS. JAYA G. PRABHU PARRIKAR	ASSISTANT PROFESSOR	2994488	2413018	Commerce
	“AARYA”, PDA COLONY,				
	PORVORIM – GOA 403 521.				
29	DR. SUSHANT R. HALDANKAR	DIRECTOR OF	2994488		College Director of
	H.No.M-II-27, Housing Board Colony,	PHYSICAL			Physical
	Bordem, Bicholim	EDUCATION			Education and Sports
	Goa 403 504.				
30	MS PRASANNA M. KOTHAWALE (FEIP)	ASSISTANT PROFESSOR	2994488	2464624	Computer
	924/8, NIO COLONY, NR. KADAMBA DEPOT,				Science
	PORVORIM, GOA.				
31	MR. S. MERCHANT	ASSISTANT PROFESSOR	2994488	2421841	Business
	HNO 136 BOCA-DE-VACA, PANAJI GOA				Law
32	MR. CHANDRU GOVEKAR	ASSISTANT PROFESSOR	2994488	2268504	Accountancy
	H.NO. 410, NEAR PANCHAYAT,				
	ASSAGAO, BARDEZ-GOA.				
33	MR. YOGESHWAR R. BHOSLE	ASSISTANT PROFESSOR	2994488		Commerce
	FNO. K4, TARA GARDEN,				
	NEAR SARASWAT SCHOOL, KHORLIM,				
	MAPUSA, GOA.				
34	DR. DHANEESH KUMAR T. K.	ASSISTANT PROFESSOR	2994488		Economics
	F-3, DESAI APARTMENTS, ALTO-PORVORIM,				
	GOA 403 526				
35	DR. SANDESH J. NAIK		2994488	6535849	Commerce
	H.NO. 63/A, BEHIND ASHOK LIBRARY, WADACHA	ASSISTANT PROFESSOR			
	WADA, BORDEM, BICHOLIM, GOA.				
36	MS. LIZELLA FARIA GONSALVES	ASSISTANT PROFESSOR	2994488		English
	NEAR NEURA CHURCH, P.O. NEURA, ILHAS GOA				
37	MR. DINANATH P. VOLVOIKAR	ASSISTANT PROFESSOR	2994488	2295443	Mathematics
	H.NO.32, POMBURPA, BARDEZ-GOA 403 523.				
38	MR. SUBHASH Y. KAMALKAR	ASSISTANT PROFESSOR	2994488		English
	HNO245, TALEWADA, DHARGAL, PERNEM				
	GOA 403 513.				
39	DR. JAYAPRAKASH	LIBRARIAN	2994488		
	L-1, GR. FLOOR, TARA GARDENS,				
	KHORLIM, MAPUSA-GOA.				
40	MR. PRATIK D. KORKANKAR	ASSISTANT PROFESSOR	2994488		Computer Science
	H. NO. 330/H-2,				
	PHULAMOL, SAO JOSE DE AREAL,				
	CURTORIM - GOA.				

41	MR. JAYESH MAYEKAR	ASSISTANT PROFESSOR	2994488		Commerce
	H.NO.1/39, PARASTE,				
	PERNEM, GOA 403 512.				
42	MS. TANVI KURTIKER	ASSISTANT PROFESSOR	2994488		Economics
	H.NO. 128, NEAR GOVERNMENT PRIMARY				
	SCHOOL, ST. PEDRO, RIBANDAR-GOA.				
43	MS. YOGITA K KARKHANIS	ASSISTANT PROFESSOR	2994488		Geology
	401, ATLANTIS I, ABOVE SBI,				
	KERANT, CARANZALEM.				
44	WILMA FERNANDES	ASSISTANT PROFESSOR	2994488		Physical Chemistry
	H.NO. 470, CHINCHAWADA AMBAULIM,				
	QUEPEM-GOA				
45	MR. SARVESH SUSHANT GAWAS,	ASSISTANT PROFESSOR	2994488		Mathematics
	H.NO. 214A/10 NEAR GOVT. PRIMARY				
	SCHOOL, KHORLIM, MAPUSA, GOA 403507				
46	MS. MENEZES DANICA FILOMENA,	ASSISTANT PROFESSOR	2994488		Economics
	H.NO. 121 NEAR IDA HOUSE,				
	ALTO COMBA MARGAO GOA				
47	DR. PURUSHOTTAM ANIL VERLEKAR,	ASSISTANT PROFESSOR	2994488		Geology
	H.NO 245, NEW MARKET, PIMPALKATTA,				
	MARGAO GOA 403601				
48	MS. SANJANA SUJIT NAIK	ASSISTANT PROFESSOR	2994488		Economics
	HOUSE NO. 369, BHATPAL SHRISTHAL,				
	CANACONA				
49	MS. KIMBERLY FIONA AFONSO,	ASSISTANT PROFESSOR	2994488		Geology
	H.NO 725, MURIDA FATORDA,				
	SALCETE GOA.				
50	DR. ANKEETA ASHOK AMONKAR	ASSISTANT PROFESSOR	2994488		Geology
	HOUSE NO. 41 B-10(12),				
	DANDI-II, AGASSAIM,				
	TISWADI-NORTH GOA,403204, GOA.				
51	MS. SAILEE CHANDRAKANT VELIP	ASSISTANT PROFESSOR	2994488		Commerce
	H. NO. 1838/F-2, SHRI SAINATH				
	COOPERATIVE HOUSING SOCIETY,				
	HALIWADA, BRITONA, BARDEZ GOA -				
	403521				
52	MS. VASSANTI R. MORUDKAR	ASSISTANT PROFESSOR	2994488		Commerce
	H. NO. 264, MALPE VIRNODA,				
	PERNEM, GOA.				
53	MS. CHAITALI PARKER	ASSISTANT PROFESSOR	2994488		Commerce
	H.NO.6A/10, KAMALA SMURTHI, NEAR GOVT.				
	HIGH SCHOOL, KHORLIM, MAPUSA, GOA				
	403 507.				
54	MR. BAPTIST JOAQUIM REBELO,	ASSISTANT PROFESSOR	2994488		Geography
	H.NO: 483, CHINCHAWADA,				
	AMBAULIM, QUEPEM, GOA.				
55	MR. AVIRAJ SHRIKANT VELIP	ASSISTANT PROFESSOR	2994488		Economics
	H. NO. 82/3, KAZUR,				
	PIRLA, QUEPEM, GOA				
56	MR. NAMDEV EKNATH TULASKAR	ASSISTANT PROFESSOR	2994488		Commerce
	H. NO. 50/5, TULASKARWADI NEWADA NAGZAR,				w.e.f. 19/06/2023
	PERNEM, GOA				
57	MS. ARCHANA ASHOK PEDNEKAR	ASSISTANT PROFESSOR	2994488		History
	H.NO.64/3 KARASWADA,				w.e.f. 27/06/2023
	BAMANWADA MAPUSA GOA.				

58	MS. VEERANI V. NAIK	CONTRACT BASIS	2994488		Economics
	H. NO. 123/1, NAIKWADA, AGARWADA,	ASSISTANT PROFESSOR			w.e.f. 30/06/2023
	PERNEM, GOA				
59	MR. TUSHAR S. KARMALKAR	CONTRACT BASIS	2994488		Commerce
	H. NO: 400, NEAR CHOURANGINATH	ASSISTANT PROFESSOR			w.e.f. 30/06/2023
	TEMPLE, SIM VADDO, ARPORA, BARDEZ,				
	GOA.				
60	MR. MARLOW LAWRENCE,	CONTRACT BASIS	2994488		Commerce
	H.NO 482, COTTARBHAT, ALDONA, BARDEZ,	ASSISTANT PROFESSOR			w.e.f. 28/06/2023
	GOA 403508.				
61	MS. PRANAYA M. NAIK,	CONTRACT BASIS	2994488		Organic Chemistry
	H.NO. 79/3, VARCHAWADA, MENCUREM,	ASSISTANT PROFESSOR			w.e.f. 30/06/2023
	BICHOLIM, GOA.				
62	DR. SINTHIYA JAYWANT GAWANDI	CONTRACT BASIS	2994488		Physical Chemistry
	H. NO: 6/47, MAUS-WADA, PERNEM - GOA	ASSISTANT PROFESSOR			w.e.f. 30/06/2023
63	DR. SUDESH MANOHAR MORAJKAR,	CONTRACT BASIS	2994488		Inorganic Chemistry
	H.NO. 211, AMAIWADA, VIRNODA,	ASSISTANT PROFESSOR			w.e.f. 30/06/2023
	PERNEM-GOA.				
64	MS. KRUTIKA NAVELKAR,	CONTRACT BASIS	2994488		English
	B-1, BLDG NO-5, KENKRE ESTATE,	ASSISTANT PROFESSOR			w.e.f. 30/06/2023
	SANTACRUZ, TISWADI-GOA.				
65	MR. TUKARAM U. RANE	CONTRACT BASIS	2994488		Electronics
	H.NO.2/63-B, KHOTTA WADO,	ASSISTANT PROFESSOR			w.e.f. 10/07/2023
	SALIGAO,BARDEZ, GOA.				
66	MS. SHREYA NARAYAN DESAI,	CONTRACT BASIS	2994488		Mathematics
	Desai wada, Advoi, Sattari, Goa	ASSISTANT PROFESSOR			w.e.f. 28/06/2023
	PIN: 403530.				
67	MR. DATTARAM D. FALE	LECTURE BASIS	2994488		History
	FLAT NO. 13, SESA APARTMENTS,	ASSISTANT PROFESSOR			w.e.f. 30/06/2023
	JOEFILNAGAR, PONDA, GOA				
68	MS. ADITI A. NARVEKAR,	LECTURE BASIS	2994488		Business Law
	H.NO. 274, COMBA, MARGAO,GOA 403601.	ASSISTANT PROFESSOR			w.e.f. 28/06/2023
69	MS.SARIKA MISRA	LECTURE BASIS	2994488		English
	ROW HOUSE NO.6, RAJ BRAGANCA	ASSISTANT PROFESSOR			w.e.f. 04/07/2023
	RESIDENCY, EKTA NAGAR, MAPUSA- GOA.				
70	MS. VAIBHAVI NARAYAN LAMGAONKAR,	LECTURE BASIS	2994488		Computer Science
	H.NO. 38, GOANKARWADA, BICHOLIM-GOA.	ASSISTANT PROFESSOR			w.e.f. 04/07/2023
71	MS. PRIYANKA ASHOK PATRE,	LECTURE BASIS	2994488		Electronics
	H.NO. 294/2, SODIEM, SIOLIM, BARDEZ-GOA.	ASSISTANT PROFESSOR			w.e.f. 11/07/2023
72	MS. VRUNDA V. DESSAI	LECTURE BASIS	2994488		Organic Chemistry
	H. NO. 4/245 PRABHUWADDO,	ASSISTANT PROFESSOR			w.e.f. 08/07/2023
	CALANGUTE BARDEZ GOA.				
73	MS. SUTAPA K. DAS,	LECTURE BASIS	2994488		Physics
	H.NO. 216/A, AUCHIT WADDO, VERLA,	ASSISTANT PROFESSOR			w.e.f. 23/08/2022
	CANCA, BARDEZ, GOA.				
74	MS. DIKSHA KARAPURKAR	LECTURE BASIS	2994488		Geology
	H. NO. 03, KOTHI WADA,	ASSISTANT PROFESSOR			w.e.f. 12/07/2023
	NR. SHANTADURGA TEMPLE,				upto 27/07/2023
	KARAPUR, SANKHALI, GOA, 403505				
75	MS. NIDHI R. GAWANDI AROLKAR,	LECTURE BASIS	2994488		Geology
	PLOT NO 86, PDA COLONY,	ASSISTANT PROFESSOR			w.e.f. 01/08/2023
	PORVORIM, BARDEZ-GOA.				
76	MR. SHESHGIRI SHETTIGAR (substitute for LIEN (SMP))	CONTRACT BASIS	2994488		Physics (substitute for LIEN (SMP))
	H.NO. 147/F, BOA VISTA,	ASSISTANT PROFESSOR			w.e.f. 27/06/2023
	BASTORA, BARDEZ,				
	GOA, 403507				
77	MR. RITESH VENGURLEKAR, (substitute for (AL))	CONTRACT BASIS	2994488		History (substitute for (AL))
		ASSISTANT PROFESSOR			w.e.f. 28/06/2023
78	MS. ANUJA RAJENDRA GAWANDALKAR (substitute for (DVP))	CONTRACT BASIS	2994488		Computer Science (substitute for (DVP))
	H.NO.31/A, HOUSING BOARD COLONY,	ASSISTANT PROFESSOR			w.e.f. 30/06/2023
	GANESHPURI, MAPUSA, GOA 403 507.				
79	MR. SOHAM G. ASHVEKAR, (substitute for (SRK))	CONTRACT BASIS	2994488		Mathematics (substitute for (SRK))
	H.NO. 44 , ASHVEWADA, MANDREM,	ASSISTANT PROFESSOR			w.e.f. 28/06/2023 to
	PERNEM, GOA – 403 527.				25/01/2024
80	MR. SHIVAM SHEGDE	LECTURE BASIS	2994488		Commerce
	H. NO. 208/2-12, NEAR LING TEMPLE,	ASSISTANT PROFESSOR			w.e.f. 30/06/2023 to
	GANGANAGAR, KHORLIM,				9/9/2023
	MAPUSA, BARDEZ GOA 403507				

81	MS. SHRUTI K. SAWANT (substitute for (SMP))	CONTRACT BASIS	2994488		Electronics (substitute for (SMP))
	H.NO. 923/38,	ASSISTANT PROFESSOR			w.e.f. 07/07/2023 to
	NR. 20 POINT PROGRAMME, SOCORRO,				15/07/2023
	PORVORIM,BARDEZ GOA 403501.				
82	MR. VINAY SAVANT (substitute for (SMP))	CONTRACT BASIS	2994488		Electronics (substitute for (SMP))
		ASSISTANT PROFESSOR			w.e.f. 20/07/2023 to
					upto 31/12/2023
83	MS. DIKSHA KARAPURKAR (substitute for (KA))	CONTRACT BASIS	2994488		Geology
	H. NO. 03, KOTHI WADA,	ASSISTANT PROFESSOR			w.e.f. 29/07/2023
	NR. SHANTADURGA TEMPLE,				
	KARAPUR, SANKHALI, GOA, 403505				



C E R T I F I E D C O P Y

It is hereby certified that the file No.75 existing in the records of this Office relating to the registration of the Society "DNYANPRASSARAK MANDAL" contains an Order dated 24-7-1965, which is as follows:-

No.RS/DCA/65/9798

Office of the Registrar of Societies
and Director of Civil Administration
Palace, Panjim. 24th July 1965

O R D E R

In exercise of the powers vested in Director of Civil Administration, Goa, Daman and Diu, under Government Notification dated 6th June 1964, published in the Government Gazette No.24, Series II, dated 11th June 1964, the society viz. "DNYANPRASSARAK MANDAL" Mapsa is registered today at Serial No.75 of 1965 under the Societies Registration Act, 1860.

Sd/-

(S. S. Tinaikar)
Registrar of Societies and
Director of Civil Administration.

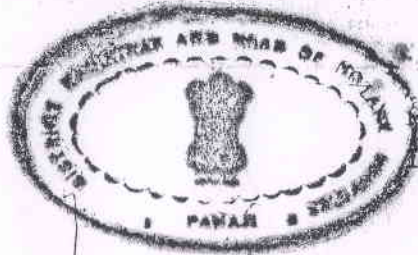
Copy to

1. Venkatesh P. Savant,
Secretary, Dnyanprassarak Mandal,
Dnyanprassarak Vidyalaya, Mapsa, Bardez.
2. The Administrator, Government Printing Press

C E R T I F I C A T E

In view of the Affidavit filed by the President of the Society ' DNYANPRASARAK MANDAL ' for the purpose of 3(B) (4) of the Societies Registration (Goa Amendment) Act, 1998, it is hereby certified that the registration of the said Society, registered under the Societies Registration Act, 1860 under No. 75 of 1965, is hereby renewed for a further period of five years w.e.f. 11-6-2000.

Dated:- 7th July, 2000.



V. S. Sardesai
V. S. Sardesai)
Inspector General
By Order

Registration renewed till 11-6-2010
Dated 21-7-2005
District Registrar (North Goa)

[Signature]
Inspector General
District Registrar (North Goa)
By Order



Registration renewed till 11-06-2015
Dated 11/03/2011

[Signature]
P. S. S. Bodke
Inspector General of Societies/
District Registrar (North Goa)
By Order



Registration renewed till 11/06/2020
Dated 12/07/2016

[Signature]
Inspector General of Societies/
District Registrar (North Goa)
By Order



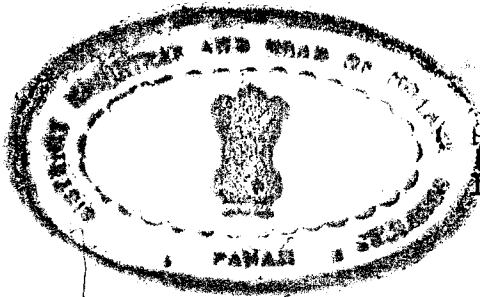
Registration renewed till 11/06/2025
Dated 24/09/2020

[Signature]
Inspector General of Societies/
District Registrar (North Goa)



In view of the Affidavit filed by the President of the Society ' DNYANPRASARAK MANDAL ' for the purpose of 3(B) (4) of the Societies Registration (Goa Amendment) Act, 1998, it is hereby certified that the registration of the said Society, registered under the Societies Registration Act, 1860 under No.75 of 1965, is hereby renewed for a further period of five years w.e.f. 11-6-2000.

Dated:- 7th July, 2000.



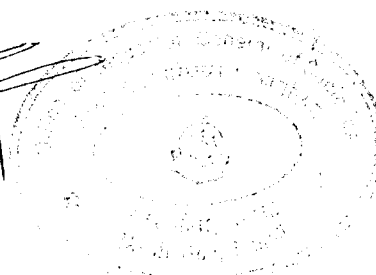
P. V. S. Sardesai
(P. V. S. Sardesai)
Inspector General
By Order

Registration renewed till 11-6-2010
Dated 21-7-2005

[Signature]
District Registrar (North Goa) Societies

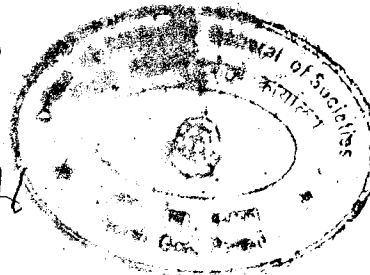
Registration renewed till 11-06-2015
Dated 11/03/2011

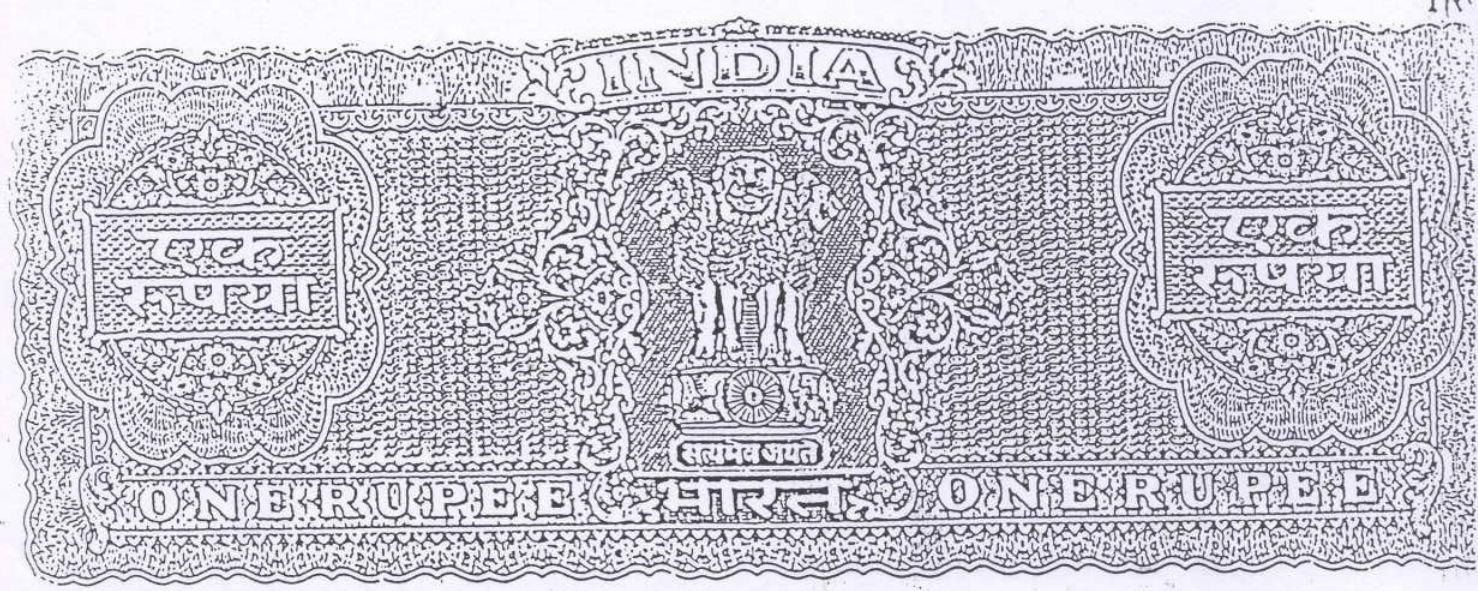
[Signature]
(P. S. S. Bodke)
Inspector General of Societies/
District Registrar (North Goa)
By Order/HK



Registration renewed till 11/06/2020
Dated 12/07/2016

[Signature]
Inspector General of Societies/
District Registrar (North Goa)
By Order





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It is hereby certified that the file No. 75 of 196
existing in the records of this Office relating to the

Contd....



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D.M.'s Arts, Science & Commerce College
Assagao, Goa

D.M.'s Arts, Science & Commerce College
Assagao, Goa

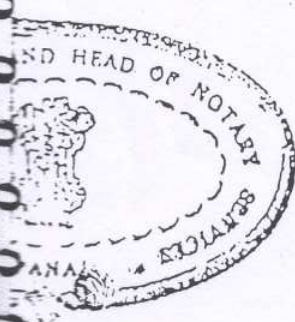
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registration of the Society 'DNYANPRASSARAK MANDAL' Maps contains a letter dated 15-12-1988 alongwith its enclosu which is as follows:-



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D.M.'s Arts, Science and Commerce College
Assagao - Goa

Principal

Principal

D.M.'s Arts, Science and Commerce College
Assagao - Goa

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Dnyanprassarak Mandal

Estd. 18-6-1908

MAPUSA, GOA.

Ref. No.

Date 15th December, 1988

To,
The District Registrar &
Head of the Notary Services,
Government of Goa,
Pana, 1-Goa.

Sub: Amendment of The Memorandum
of Association and The Rules
and Regulations.

Sir,

With reference to your letter bearing No. DM/128/
86-87/33 dtd. 7.4.86, we are sending herewith the copies
in duplicate, of the Memorandum and Rules and Regulations
amended, for your approval.

The necessary notice dtd. 5.6.1985 of the
General Body Meeting held on 23.6.1985, was published on
10.6.1985 in the local Newspaper 'Daily Gomantak'. The
meeting was adjourned for want of quorum and the same was
held after half an hour at the same place.

The copy of the resolution of the meeting is
already submitted to your office.

Kindly do the needful and oblige.

Yours faithfully,

(J.V. MANERKAR)
Chairman

Enclosed as above.

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15.12.1988

12/12/88

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D.m's Arts Science & Commerce College
ASS. GOA. COA



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MINUTES OF THE ANNUAL MEETING AND RESOLUTIONS
OF "DNYANPRASARA MANDAL, MAPUSA-GOA."

3. AIMS AND OBJECTS

- e) To start and conduct Educational Magazines and Periodicals and issue pamphlets to carry on educational propaganda and further the aims and objects of the Society by means of lectures and various other means.

AMENDED AS:

- e) To start and conduct Educational Magazines and periodicals and issue pamphlets to carry on educational propaganda and to further the aims and objects of the Society by means of lectures and various other means.

- i) To solicit, obtain or accept subscriptions, donations, grants, gifts, devices, bequests and trusts from any persons, firm, company, corporation or institution.

AMENDED AS:

- i) To solicit, obtain or accept subscriptions, donations, grants, gifts, devices, bequests and trusts from any persons, firm, company, corporation or Institution for the furtherance of all or any of the objects of the Society.

- j) To acquire, by gifts, purchase, exchange, lease, or hire or otherwise, howsoever any lands, buildings, easements rights, of common playground, parks and any property movable and/or immovable and for any estate or interest for the furtherance of all or any of the objects of the Society.

AMENDED AS:

- j) To acquire by gifts, purchase, exchange, lease, or hire or otherwise, any lands, buildings, easements rights of common playground, parks and any property movable and/or immovable and any estate or interest therein for the furtherance of all or any of the objects of the Society.

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VICE PRINCIPAL

O.M.'s Arts, Science and Commerce College

Assagao-Goa

P.T.O.....2/-



3. AIMS AND OBJECTS

- 1) To build, construct and maintain houses or other buildings and alter, extend, improve, repair, enlarge or modify the same including any existing buildings and to provide and equip the same with light, water, drains, furniture, fittings, instruments, apparatus and appliances and all other necessities for the use to which each building is to be put up or held.

AMENDED AS:

- 1) To build, construct and maintain houses or other buildings and alter, extend, improve, repair, enlarge or modify the same including any existing buildings and to provide and equip the same with light, water, drains, furniture, fittings, instruments, apparatus and appliances and all other necessities for the use to which each building is to be put up or held for the furtherance of all or any of the objects of the Society.

- n) To sell, let, lease, manage, transfer, exchange, mortgage, dispose of or otherwise deal with any property whatever belonging to the Society.

AMENDED AS:

- n) To sell, let, lease, manage, transfer, exchange, mortgage, dispose of or otherwise deal with any property whatever belonging to the Society for the furtherance of all or any of the objects of the Society.

- o) To borrow and raise moneys with or without security or on the security of a Mortgage, charge or Hypothecation or pledge over all or any of the immovable or movable properties belonging to the Society or in any other manner whatever.

AMENDED AS:

- o) To borrow and raise moneys with or without security or on the security of a Mortgage, charge or Hypothecation or pledge over all or any of the immovable or movable properties belonging to the Society or in any other manner whatever for the furtherance of all or any of the objects of the Society.

P.T.O.....3/-

CERTIFIED TRUE COPY

Principal

O.m's Arts, Science and Commerce

Assagao-Goa



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4. The income and property of the Society wheresoever derived shall be applied solely towards the promotion of the aims and objects of the Society as set forth in this Memorandum of Association. No portion of the income and property of the Society shall be paid or transferred directly or indirectly by way of dividend, bonus, or otherwise howsoever by way of profit to the members of the Society, provided that nothing herein shall prevent the payment of reasonable and proper remuneration to any officer or servant of the Society or the Managing Committee in return for any services actually rendered to the Society nor prevent the payment of interest at the rate not exceeding 6% per annum on moneys lent or reasonable and proper rent for premises let by any member of the Society or the Managing Committee.

AMENDED AS:

4. The income and property of the Society whatsoever derived shall be applied solely towards the promotion of the aims and objects of the Society as set forth in this Memorandum of Association. No portion of the income and property of the Society shall be paid or transferred directly or indirectly by way of dividend, bonus, or otherwise howsoever by way of profit to the members of the Society, provided that nothing herein shall prevent the payment of reasonable and proper remuneration to any officer or servant of the Society or the Managing Committee in return for any services actually rendered to the Society, not prevent the payment of interest at rate not exceeding 12% per annum on moneys lent or ~~reasonable~~ reasonable and proper rent for premises let by any member of the Society or the Managing Committee.

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P.T.O.....4/-

VICE PRINCIPAL

S.M.'s Arts, Science and Commerce College



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RULES AND REGULATIONS OF "DNYANPRASSARAK MANDAL"

INTERPRETATION

Definition: 1. In the interpretation of these rules the following shall have the following meaning unless contrary or inconsistent with the subject or context:-

"The Society" means DNYANPRASSARAK MANDAL

"The Rules" means and include rules and regulations of the Society from time to time in force.

"Property" means the movable and immovable property from time to time belonging to or vested in or under the control or the management of the Society or which may from time to time be vested in any person or persons in trust for the Society.

"The Member" means a member of the Society in accordance with the Rules.

"The President" means the President for the time being of the Society.

"The Managing Committee" means the Managing Committee constituted in accordance with Rules.

"The Secretary" means the Secretary from time to time of the Society and any temporary substitutes or substitute for them.

"The Treasurer" means the treasurer from time to time of the Society and any temporary substitutes or substitute for them.

"Board of Trustees" shall mean the trustees for the time being under the Rules.

"Year" means from the 1st April to the 31st March, both days inclusive.

"Persons" shall include any company or association or body of individuals whether incorporated or not. Words importing the singular number only include plural number and vice versa. Words importing the masculine gender only include feminine gender also.

AMENDED AS:

Definition:

1. In the interpretation of these rules the following shall have the following meaning unless contrary or inconsistent with the subject or context:-

"The Society" means DNYANPRASSARAK MANDAL.

"The Rules" means and include rules and regulations of the society from time to time in force.

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P.T.O.....5/-



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"Property" means the movable and immovable property from time to time belonging to or vested in or under the control or the management of the Society or which may from time to time be vested in any person or persons in trust for the society.

"The Member" means a member of the Society in accordance with the Rules.

"The President" means the President for the time being of the society.

"The Managing Committee" means the Managing Committee constituted in accordance with the Rules.

"The Chairman" means Chairman of the Managing Committee so elected by it.

"The Secretary" means the Secretary from time to time of the Society and any temporary substitutes or substitute for them.

"The Treasurer" means the Treasurer from time to time of the Society and any temporary substitutes or substitute for them.

"Year" means from 1st April to the 31st March, both days inclusive.

"Persons" shall include any company or association or body of individuals whether incorporated or not. Words importing the singular number only include plural number and vice versa. Words importing the masculine gender only include feminine gender also.

MEMBERS

The Vaishya Mandal, Mapusa, founded in the year 1924 with the sole aim and object to help this Mandal and which has contributed a great deal towards the activities of this Mandal for all these years have been enrolled as special "Trustee" and will enjoy equal rights as enjoyed by any other Trustee, subject to the condition that their nominee will always represent on the Managing Committee of this Mandal and in that capacity, will enjoy equal rights as enjoyed by any other Member of the Managing Committee.

2. The Society shall consist of the following classes of members:-

- a) TRUSTEES - All persons who donate Rupees 1.00.000/- in cash to the funds of the Society.
- b) DONORS - All persons who donate Rupees 25.000/- in cash to the funds of the Society.

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P.T.O.....6/-



- c) PATRONS - All persons who donate Rupees 10.000/- in cash to the funds of the Society.
- d) BENEFACTORS - All persons who donate Rupees 5.000/- in cash to the funds of the Society.
- e) LIFE MEMBERS - All persons who donate Rupees 1.000/- in cash to the funds of the Society.
- f) SYMPATHISERS - All persons who donate Rupees 500/- in cash to the funds of the Society.
- g) MEMBERS - All persons who donate Rupees 125/- initially and Rupees 10/- per annum in subsequent years.
- h) HONORARY MEMBERS - Managing Committee may enroll any persons as honorary members of the Society for such period as they may think fit. Such members may participate in the General Body Meetings but shall have no right to vote.

AMENDED AS: MEMBERSHIP (CATEGORIES)

1. a) The "VAISHYA MANDAL, MAPUSA" founded in the year 1924 with the sole aim and objects of helping the Dnyanprassarak Mandal, has contributed a great deal towards its activities all the time, is the "SPECIAL MEMBER".
- b) SPECIAL DONOR MEMBER :- All persons who donate Rupees 1.00.000/- or more in cash to the funds of the society.
- c) DONOR MEMBER :- All persons who donate Rupees 25.000/- or more in cash to the funds of the society.
- d) PATRON MEMBER :- All the persons who donate Rs. 10.000/- or more in cash to the funds of the society.
- e) BENEFACTOR MEMBER :- All persons who donate Rs. 5.000/- or more in cash to the funds of the society.
- f) LIFE MEMBER :- All persons who donate a minimum of Rs. 1000/- in cash to the funds of the society.
- g) SYMPATHISER MEMBER :- All persons who donate Rs. 500 in cash to the funds of the society.
- h) ORDINARY MEMBER :- All persons who donate Rs. 125/- initially and Rupees 10/- per annum in subsequent years.
- i) HONORARY MEMBER :- Managing Committee may enroll any person as Honorary Member of the Society for such period as they may think fit. Such members may participate in the General Body Meetings but shall have no right to vote.

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3. In case of donations in any of the above classes are received from collective organizations like business concerns, corporations, trusts, Societies or joint families such donor organisations will be entitled to only one seat on the General Body in the respective class to which the prospective donor will belong according to the amount donated, in terms of Rule 2 above.

AMENDED AS:

2. In case of donations in any of the above classes are received from collective organizations like business concerns, corporations, trusts, Societies or joint families, such donor organizations will be entitled to only one seat on the General Body in the respective class to which the prospective donor will belong according to the amount donated, in terms of Rule 1 above.

4. All donations should be paid in cash, either by lumpsum or a minimum of 40% (Forty per centum) of the total sum at the time of enrolment of the respective Member and the balance 60 (Sixty per centum) within a maximum period of twenty four calendar months (2 years) from the date of enrolment.

AMENDED AS:

3. All donations should ordinarily be paid in cash, demand draft or cheque either by lumpsum or a minimum of 40% (Forty percent) of the total sum at the time of enrolment of the respective Member and the balance 60% (Sixty percent) within a maximum period of twenty four calendar months (2 years) from the date of enrolment.

5. Each Member of the Society shall be entitled to one vote and shall be entitled to stand for election as a Member of the Managing Committee.

AMENDED AS:

5. Each Member of the Society shall be entitled to one vote.

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P.T.O.....8/-



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FILED TRUE
VINT 8/1/1961

Vice President,
San Jose State College
San Jose, California



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AMENDED AS:

5. a) A Member shall cease to be a Member of the Society:-
- i) On his death, or if a Member is a Company or an Association or body of individuals, whether incorporated or not, on its liquidation or dissolution.
 - ii) On submitting his resignation in writing to the Secretary.
 - iii) On failure to pay the balance amount within the specified time limit as per Rule 3 above.
 - iv) On failure, by the member under Rule 1(h) to pay the Annual Subscription, within a period of one month from the last due date.
 - v) If he is adjudged an insolvent, provided, however, that when the debtor ought not to have been adjudged an insolvent where debts are paid in full, the Managing Committee shall be entitled to and may re-instate such a Member as Member of the Society on his producing satisfactory proof of the ground on which the Adjudication order was annulled.
 - vi) On expulsion from the Society under Sub-rule (c) hereof.
 - vii) A Special Donor Member who has made a subscription of Rs. 100,000 or more to the Society may be his or her representative in the Society during his or her lifetime or after his or her death provided that the Special Donor Member may revoke such a nomination and re-appoint himself or herself or any nominee either during his or her lifetime or on the death of the nominee and always provided that on the resignation or death of a Special Donor Member, the nominee nominated by him shall represent him or her on the Managing Committee of the Society and that only three such successive nominee shall be entitled to all the privileges of a Special donor member including the right of nominating their successors and fourth of such nominee being the last to represent the Special donor Member on the Committee of the Society and the fourth of such a nominee by such special donor member or his or her nominee, the members of the Society at a General Meeting shall in its sole discretion select a person related to such a trustee as a nominee for and on behalf of such a special donor member.

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P.T.O. 10/-



- 1) On his death, or if a Member is a Company or an Association or body of individuals, whether incorporated or not, on its liquidation or dissolution.

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6. b) In case a member ceases to be a member under (a) (iii) he will be entitled to continue his membership provided he pays the balance amount within three months after the date on which he ceases to be a member.

Provided that a Member unable to pay the balance amount as per the Rule 4 above, may in writing within three months after he ceases to be a member apply to the Secretary of the Managing Committee to place himself in the suitable categories according to the amount already paid by him.

AMENDED AS:

5. b) In case a member ceases to be a member under 5(a) (iii) he will be entitled to continue his membership provided he pays the balance amount within three months from the date on which he ceases to be a member.

Provided that a Member unable to pay the balance amount as per the Rule 3 above, may in writing within three months after he ceases to be a member apply to the Secretary of the Managing Committee to place himself in the suitable categories according to the amount already paid by him.

6. c) If any member shall refuse or neglect to comply with any provisions of the Memorandum of Association or the Rules, or shall be guilty of misconduct such as the Managing Committee consider likely to endanger the harmony or affect the character or stability or interests of the Society, such Member shall be liable to expulsion by a resolution of the Managing Committee, provided that not less than two thirds of the number of members of the Managing Committee shall have voted in favour of the same and provided also that at least 14 days before the meeting at which such resolution is passed, such Member shall have had notice thereof and of the intended resolution for his expulsion and that he shall at such meeting and before the passing of such resolution have had an opportunity of giving oral or in writing any explanation or defence he may think fit. The resolution of the Managing Committee expelling a Member shall be final and binding on the Member. The Managing Committee shall have power to exclude such Member from the Society till such resolution has either been passed or rejected. The Managing Committee shall forward to him a copy of the said resolution. On passing of such resolution the Member shall forthwith cease to be a member of the Society or the Managing Committee and any amount or any part thereof already paid by him by way of subscription, contribution or donation shall NOT be refunded.

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P.T.O. 11/-



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AMENDED AS:

5. c) If any member shall refuse or neglect to comply with any provisions of the Memorandum of Association or the Rules, or shall be guilty of misconduct such as the Managing Committee consider likely to endanger the harmony or affect the character or stability or interests of the Society, such Member shall be liable to expulsion by a resolution of the Managing Committee, provided that no less than two third of the number of members of the Managing Committee shall have voted in favour of the same and provided also that ~~at~~ at least 14 days before the meeting at which such resolution is passed, such member shall have had notice thereof and of the intended resolution for his expulsion and that he shall at such meeting and before the passing of such resolution have had an opportunity of giving oral or in writing any explanation or defence he may think fit. The resolution of the Managing Committee expelling a Member shall be final and binding on the Member. The Managing Committee shall have power to exclude such Member from the Society till such resolution has either been passed or rejected. The Managing Committee shall forward to him a copy of the said resolution. On passing of such resolution the Member shall forthwith cease to be a member of the Society or the Managing Committee and any amount or any part thereof already paid by him by way of Subscription, contribution or donation shall NOT be refunded.

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P.T. OK..... 12/-



7. AUTHORITIES OF THE SOCIETY

Following will be the authorities of the Society:-

- 1) GENERAL BODY
- 2) MANAGING COMMITTEE
- 3) GOVERNING COUNCIL
- 4) BOARD OF TRUSTEES

AMENDED AS:

6. AUTHORITIES OF THE SOCIETY

- 1) GENERAL BODY
- 2) MANAGING COMMITTEE

The following clause is added in the Rules and Regulations of the Mandal.

7. COMPOSITION OF AUTHORITIES

- 1) THE GENERAL BODY: All the members of the Society constitute the General Body of the Society.
- 2) THE MANAGING COMMITTEE: will consist of 11 members as follows:
 - a) The Special Donor Member (Vaishya Mandal) will have the permanent right to nominate 6 persons on the Managing Committee, who will have all the rights of the other members of the Managing Committee.
 - b) The Honorary Secretary of the Society.
 - c) The Treasurer of the Society.
 - d) Five other members of the Society elected by the General Body.

8. OFFICE BEARERS OF THE SOCIETY

The following will be office bearers of the Society.

- 1) President.
- 2) Two Vice-Presidents.
- 3) Hon. Secretary.
- 4) Treasurer.

A. They will be elected by the Managing Committee in their first meeting from among the members of the Managing Committee.

AMENDED AS:

8. OFFICE BEARERS OF THE SOCIETY

The following will be Office bearers of the Society.

- 1) President - Should be elected by the General Body.
- 2) Vice President - Should be elected by the General Body.
- 3) Hon. Secretary - Should be elected by the Managing Committee.
- 4) Hon. Treasurer - Should be elected by the Managing Committee.

CERTIFICATE COPY



9. MANAGING COMMITTEE

The composition of the Managing Committee will be as follows:

- i) Three Members, one being nominated by "VAISHYA MANDAL" and other two being elected by other Trustees from among themselves.
- ii) Three Members elected by the Donors from among themselves.
- iii) Three Members elected by the Patrons from among themselves.
- iv) Three Members elected by the Benefactors from among themselves.
- v) Three Members elected by the Life Members from among themselves.
- vi) Three Members elected by the sympathisers from among themselves.
- vii) Three Members elected by the Members from among themselves.
- viii) The Managing Committee will hold office for two years till the next General Election.
- ix) The Managing Committee shall have Power to Act notwithstanding any vacancy which may exist in its membership.
- x) The quorum of the Managing Committee will be NINE Members. If the meeting is adjourned for want of quorum, the adjourned meeting will be held after half an hour at the same place with the same agenda and the Members of the Managing Committee then present shall be a quorum.

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AMENDMENT:

9. The Clause is deleted and replaced by adding clause no. 7 as mentioned above.

10. POWERS OF THE GENERAL BODY:-

The General Body shall

- i) Adopt General Report from the Managing Committee.
- ii) Adopt Account and consider Auditor's Report.
- iii) Appoint Auditors.
- iv) Consider resolutions and recommendations made by the Managing Committee, including the amendments to the Constitution if found necessary.
- v) Consider any other matter of which at least 14 days notice has been received.
- vi) Consider any other business with the permission of the Chairman.
- vii) The Quorum of the General Body will be 35 members of the Society. If the meeting is adjourned for want of quorum the adjourned meeting will be held after an hour at the same place with the same agenda and the members then present shall be the quorum.

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P.T.O.....14



AMENDED AS :

10. POWERS AND FUNCTIONS OF THE GENERAL BODY:

- 1) The General Body is the supreme authority of the Society. As such it has all the powers. However it will act only through the Managing Committee which is the supreme executive Authority.
- 2) A meeting of the General Body will be held within six months of the end of each Financial year annually. Every meeting of the General Body will require a notice of 14 days.
- 3) In particular the Annual General Body meeting of the Society will,
 - a) Adopt reports of the Managing Committee.
 - b) Adopt Accounts and consider the Auditor's report.
 - c) Appoint Auditors.
 - d) Accept or reject amendments of the Constitution, rules and regulations of the Society proposed by the Managing Committee or members.
- 4) The General Body shall elect 5 members of the Managing Committee once in 3 years including Hon. Secretary and Hon. Treasurer.
- 5) The General Body shall elect the President, Vice-President once in 3 years.
- 6) Consider, accept or reject any resolutions, proposals or any other matter or business brought before it by the Managing Committee.
- 7) All business to be transacted in the General Body meeting shall be proposed by the Managing Committee only.
- 8) Members' proposal for consideration by the General Body shall be submitted to the Managing Committee atleast 30 days before the meeting of the General Body.
- 9) Quorum for the meeting will be of 35 members. If a meeting is adjourned for want of Quorum it will be held after an hour at the same place with the same AGENDA and the members then present shall be the quorum.

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VICE PRINCIPAL

Atm, Science and Commerce
Assagao-Goa



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11. POWERS OF THE MANAGING COMMITTEE

Subject to the provisions of any law for the time being in force and the Rules, the Managing Committee shall be entitled to exercise all such powers and to do all such acts and things as the Society is authorised to exercise and do.

Provided that the Managing Committee shall not exercise any power or do any act or thing which is directed or required whether by any law or by the Memorandum of Association of the Society or the Rules or otherwise to be exercised or done by the Society in General Meeting.

And Provided further that in exercising any such power or doing any such act or thing the Managing Committee shall be subject to the provisions contained in that behalf in any law for the time being in force or in the Memorandum of Association of the Society or in the rules not inconsistent therewith duly made and thereunder including Rules made by the Society in General Meeting.

AMENDED AS:

11. POWERS AND FUNCTIONS OF THE MANAGING COMMITTEE.

The Managing Committee is the chief executive Agency of the Society. As such it will exercise all powers required to carry on the day to day activities of the Society. Viz:-

- 1) Control and manage the conduct of the educational and charitable Institutions of the Society.
- 2) Manage the estates and properties of the Society by seeing to their repairs and maintenance, collections, rents and other revenues, payments of taxes and rates, maintain proper records of titles of properties, and stock registers of movable properties and all steps in all matters ancillary to and emerging therefrom.
- 3) (a) The Managing Committee will have the power to borrow monies, and accept deposits, with or without interest.
(b) Maintain accounts and get them audited in due time and submit all returns to the Government as required by law.
- 4) Enter into Contracts and agreements necessary for the Society's day to day activities.
- 5) Call the meetings of General Body and submit to the meetings, resolutions, reports and accounts and all matters relevant.
- 6) Propose the names for the posts of office bearers of Society: Viz:- One Vice-President.
- 7) Open and maintain Bank Accounts of Mandal and its Institutions.
- 8) Invest surplus and endowment funds in securities, Bank Deposits and properties.

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Principal

P. T. O.



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- 9) The Managing Committee will not transfer, sell, give on long lease any immovable properties, investment and endowment funds of the Society without the consent of the President and the Vice-President.
- 10) Be responsible for and make all appointments of servants of the Society and executive Officers of the Institutions.
- 11) The Managing Committee will elect one amongst them as the Chairman of the Managing Committee.
- 12) The Managing Committee will meet atleast once a month.
- 13) The Chairman, the Hon. Secretary and the Treasurer will be the Chief Executive Officers of the Managing Committee and therefore of the Society.
- 14) The Managing Committee may co-opt technical experts and heads of the Institutions as ex-officio members but they will not have the power to vote.

12) POWERS AND DUTIES OF THE PRESIDENT
The President shall

- i) Preside over the Meetings of General Body, Managing Committee and the Governing Council.
- ii) Convene the Extraordinary General Meetings whenever necessary.
- iii) Convene a requisition meeting within 30 days from the date of the receipt of the requisition in writing signed by not less than five members of the Managing Committee or Ten Members of the Society. Such requisition shall specify the object of the meeting and shall be delivered at the Office of the Society.

Fourteen days clear notice of the meeting shall be given to all the Members of the Society. Such notice shall specify the time and place, where such meetings shall be held and the general nature of the business to be transacted.

The accidental omissions to give any such notices aforesaid to any of the members or the Non-receipts thereof shall not invalidate any resolution passed at any such meetings.

- iv) Exercise overall supervision on the working of the Society and its Institutions.

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P.T.O. 17/-

VICE PRINCIPAL
D.M.'s Arts, Science and Commerce
Assagao-Goa



AMENDED AS:

11. POWERS AND DUTIES OF THE PRESIDENT:

The President shall have right to preside in all meetings of the General Body and also of the Managing Committee.

The President shall have power to advise the Managing Committee and call for any information regarding the affairs of the Society. Recommendations and suggestions if any made by the President will be placed before the General Body in its Annual General Meeting.

13. Clause No. 13 is changed as Clause No. 12

14. POWERS AND DUTIES OF THE SECRETARY
The Secretary shall

- i) Look after the affairs of the Society under the direction of the Managing Committee and shall convene whenever necessary the meetings of the Society and of any committee or sub-committee and any other meeting which may be necessary to be called in consultation with the President.
- ii) Keep proper minutes of the proceedings of the General Meetings and the Managing Committee Meetings and he will do everything to give effect to the resolution adopted in the meetings.
- iii) Supervise the working of Management of the Institutions of the Society and carry on all correspondence and keep proper records and prepare and place before the Managing Committee all the necessary information and such material as may be necessary or as may be required by the Managing Committee.
- iv) Be at liberty to expend for the purpose of the Society any sum not more than Rs. 100/- without the previous sanction of the Managing Committee.
- v) Keep all records of the Society at a place to be determined by the Managing Committee.
- vi) Subject to these rules the Secretary shall plan and conduct the Organisation and further development of the Society, supervise the working of the Society, attend to the legal affairs of the Society, cause to record the minutes of all the meetings of the Managing Committee and other committees, conduct, correspondence and prepare jointly with the Treasurer, the budget of the Society.

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P.T.O.....18/-

Principal
D.M.'s Arts, Science and Commerce College
Assagao - Goa



AMENDED AS:

13. POWERS AND DUTIES OF THE SECRETARY

The Secretary shall:

- ii) Keep proper minutes of proceeding of the General Body Meetings and the Managing Committee Meetings and he will do everything to give effect to the resolutions adopted in the meetings.
- iii) Supervise the working of Management of the Institution of the Society and carry on all correspondence and keep proper record and prepare and place before the Managing Committee all the necessary information and such material as may be required by the Managing Committee.
- iv) Be at liberty to spend for the purpose of the Society any sum not more than Rs. 1000/- without the previous sanction of the Managing Committee.

15. POWERS AND DUTIES OF THE TREASURER

The Treasurer shall

- ii) Any amount exceeding Rs. 100/- which is not required for immediate use; shall be paid into such Bank or Banks, as may be approved of by the Managing Committee.
- iv) The banking account of the Society shall be kept in the name of the Society and shall be operated upon jointly by any two of the following Office bearers:-

The President, Treasurer and Secretaries.

- v) The Treasurer shall:
 - a) Maintain regularly the books of the accounts of the Society.

AMENDED AS:

14. POWERS AND DUTIES OF THE TREASURER

The Treasurer shall

- ii) Any amount exceeding Rs. 1000/- which is not required for immediate use, shall be paid into such Bank or Banks, as may be approved of by the Managing Committee.
- iv) The banking account of the Society shall be kept in the name of the Society and shall be operated upon jointly by any two of the following office bearers:-

The Chairman Managing Committee, Treasurer and Secretaries.

- v) The Treasurer shall:
 - a) Maintain or/and caused to be maintained regularly the books of the accounts of the Society.

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The following Clauses to be added:

INVESTMENT OF FUNDS

The funds of the Mandal shall be invested in the modes specified under the provisions of section 13(1) (d) read with section 11(5) of the Income Tax Act, 1961, as amended from time to time.

ACCOUNTS CLAUSE

There shall be maintained all accounts of the Society regularley. The accounts shall be audited by a Chartered Accountant every year. Accounts will be closed by 31st March.

The benefits of the Society shall be open to all irrespective of Caste, Creed or religion.

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VINE PRINCIPAL

Am's Arts, Science and Commerce Coll

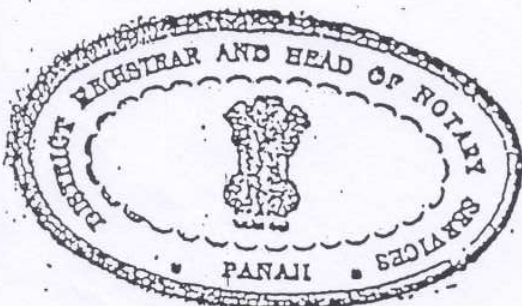
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It is certified that this is a true xerox copy of the above letter dated 15-12-1988 alongwith its enclosure.

Office of the District Registrar and Head of Notary Services, Panaji, dated 15th February, 1989.



Domingos A.C. Moraes
(Domingos A.C. Moraes)
DISTRICT REGISTRAR
AND
HEAD OF NOTARY SERVICES.

Read by: *Schindler*

Compared by: *Moraes*

Certified True Copy
[Signature]
Principal
VNS Bandekar College

CERTIFIED TRUE COPY

PRINCIPAL
Don's Arts Science and Commerce College
Assagao-Goa
10/10/89
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10/10/89

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VICE PRINCIPAL
Don's Arts, Science and Commerce College
Assagao-Goa

