

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

RIGHT TO INFORMATION

COMPILED DATA AS PER SECTION 4 AND SECTION 5

2024-2025.

Sept. 2024

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.

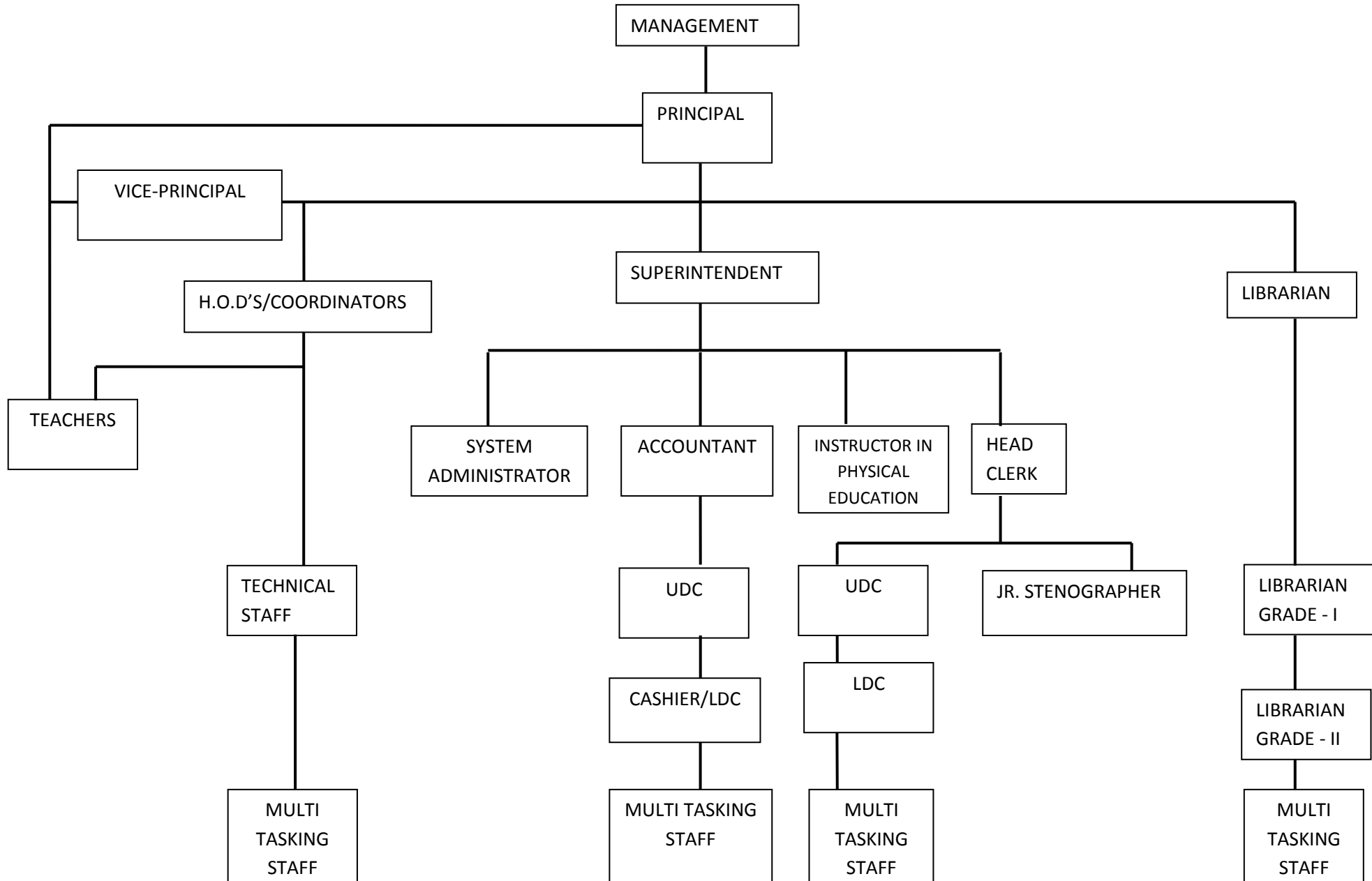
Dnyanprassarak Mandal, Mapusa, Goa, a charitable institute and dedicated to the cause of promoting social development through education. Dnyanprassarak Mandal's College and Research Centre is located on a spacious campus on the top of Assagao hills in Bardez taluka of Goa. It is well connected by road 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 academic year (2019-20), the college introduced Honours Program in History, Economics, Mathematics and Geology. 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.-112; B.B.A.-145; B.A.-105, B.Sc.-143 and B.Com.-131 by India Today in 2024. 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 (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/1229

Date: 07/10/2023.

OFFICE ORDER

The undersigned is pleased to constitute a 'Students' Grievance Redressal Committee (SGRC)' comprising of following teachers:

- | | |
|---|--------------------|
| 1. Prof. D. B. Arolkar | .. Chairperson |
| 2. Ms. Rashmi R. Redkar | .. Member |
| 3. Mr. Mangesh V. Varerkar | .. Member |
| 4. Ms. Yogita K. Karkhanis | .. Member |
| 5. Ms. Wilma A. Fernandes | .. Member |
| 6. General Secretary
(Students' Council) | .. Special Invitee |

The committee shall examine the grievances of the students, investigate the grievances as per University Grants Commission (Redressal of Grievances of Students) Regulations, 2023 and send its report with recommendations, if any, to the competent authority of the institution and a copy thereof to the aggrieved student, preferably within a period of 15 working days from the date of receipt of the complaint.

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

To
All the members



VVJ/-


(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



: dmscollege.ac.in



: info@dmscollege.ac.in



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

ATMANIRBHAR BHARAT
SWAYAMPURNA GOA

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/2023-2024/22-A-B/2659

Date: 15/03/2024.

OFFICE ORDER

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

1. Mr. Kiran H. Shirodkar - CHAIRMAN
(Chairman of the Dnyanprassarak Mandal)
2. Ms. Rashmi R. Redkar (Associate Professor, Dept. of Commerce) - Member
3. Mr. M. V. Varerkar (Associate Professor, Dept. of History) - Member
4. Mr. Shripad S. Merchant (Associate Professor, Dept. of Commerce) - Member
5. Ms. Varada V. Jog (Librarian Grade I & 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.



(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



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



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/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 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.: DMCRC/CC/2024-2025/22-A/419

Date: 18/07/2024.

OFFICE ORDER

The following Working Committees/Associations/Cells are constituted for the academic year 2024-2025 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
	Ms. Smita R. Kuncolienkar Member
	Dr. Rajesh M. Pednekar Member
	Mr. Paresh R. Sirsat Member
	Lt. 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 G. Abhyankar Convenor
	Mr. Chandru H. Govekar Jt. Convenor
	Ms. Rashmi R. Redkar Member
	Ms. Prashanti P. Talpankar Member
	Mr. Somnath P. Morajkar Member
	Mr. Mangesh V. Varerkar Member
	Mr. Paresh R. Sirsat Member
	Mr. Subhash Y. Kamalkar Member
	Ms. Yogita K. Karkhanis Member
	Ms. Chaitali P. Parker Member
	Mr. Jeevan G. Khedekar Member
	Mr. Mahendra S. Teli Member
	Dr. Prabhat B. Dessai Member
	Mr. Prasann S. Mayekar Member
3.	PURCHASE COMMITTEE
	Mr. Paresh R. Sirsat Convenor
	Mr. Jeevan G. Khedekar Jt. Convenor
	Ms. Rashmi R. Redkar Member
	Mr. Sunoj P. Raicar Member
	Dr. Rajesh M. Pednekar Member
	Dr. Prabhat B. Dessai Member
4.	PHOTOGRAPHY COMMITTEE
	Mr. Paresh R. Sirsat Convenor
	Mr. Subhash Y. Kamalkar Jt. Convenor
	Mr. Ashwin de Rosario Souza Member
	Ms. Monisha John Member

[Signature]



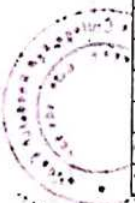
Anand R. Sirsat College of Arts.
 Sou. Sheela Premanand Vaidya College of Science.
 V.N.S Bandekar College of Commerce.
 Shrikrishna T. Pogle College of Management & Technology.
 Indira Narahari Narvekar Institute of Post Graduate Studies & Research Centre

5.	ADMISSION COMMITTEE	
	Mr. Shivdatt F. Shirodkar	Convenor
	Mr. Subhash Y. Kamalkar	Jt. Convenor
	Ms. Jaya G. Prabhu Parrikar	Member
	Ms. Prasanna M. Kothawale	Member
	Mr. Dinanath P. Volvoikar	Member
	Mr. Pratik D. Korkankar	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. Baptist J. Rebelo	Member
	Mr. Aviraj S. Velip	Member
	Mr. Namdev E. Tulaskar	Member
	Ms. Archana A. Pednekar	Member
	Mr. Tushar S. Karmalkar	Member
6.	TIME-TABLE COMMITTEE	
	Mr. Shivdatt F. Shirodkar	Convenor
	Mr. Subhash Y. Kamalkar	Jt. Convenor
	Mr. Pratik D. Korkankar	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
	Ms. Sailee C. Velip	Member
	Ms. Vassanti R. Morudkar	Member
	Ms. Archana A. Pednekar	Member
	Mr. Tushar S. Karmalkar	Member
7.	CAMPUS SAFETY AND SECURITY COMMITTEE	
	Dr. M. Shanthi	Advisor
	Lt. Dr. Sandesh J. Naik	Convenor
	Mr. Jayesh B. Mayekar	Jt. Convenor
	Prof. Vidya G. Desai	Member
	Ms. Smita R. Kuncolienkar	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. Sailee C. Velip	Member
	Mr. Prasad P. Kalangutkar	Member
	Ms. Anupa D. Naik	Member
	Mr. Nilkanth S. Karmalkar	Member
	Ms. Navami N. Parulekar	Member
	Mr. Suyog S. Sirsat	Member
	Mr. Pratik P. Gaundalkar	Member

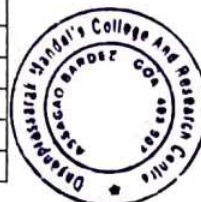
[Handwritten signature]



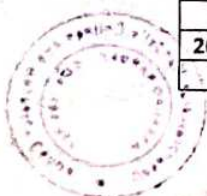
8.	LITERARY ASSOCIATION	
	Dr. M. Shanthi	Convenor
	Ms. Lizella Faria Gonsalves	Jt. Convenor
	Mr. S. D. Patil	Member
	Ms. Prashanti P. Talpalkar	Member
	Mr. Sameer M. Patil	Member
	Mr. Yogeshwar R. Bhosle	Member
	Mr. Dinanath P. Volvoikar	Member
	Mr. Subhash Y. Kamalkar	Member
	Mr. Sarvesh S. Gawas	Member
	Ms. Anupa D. Naik	Member
	Ms. Prachita Pramod Joshi	Member
	Ms. Durva Kishor Mandrekar	Member
9.	CULTURAL ASSOCIATION	
	Mr. Subhash Y. Kamalkar	Convenor
	Mr. Prasad P. Kalangutkar	Jt. Convenor
	Ms. Prashanti P. Talpalkar	Member
	Mr. Girish G. Abhyankar	Member
	Mr. Chandru H. Govekar	Member
	Ms. Wilma A. Fernandes	Member
	Ms. Vassanti R. Morudkar	Member
	Ms. Yogita K. Karkhanis	Member
	Dr. Sudarshana D. Mardolkar	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. Sonali A. Raikar	Member
	Ms. Shruti alias Nikita R. Dangui	Member
10.	CAREER GUIDANCE CELL	
	Lt. Dr. Sandesh J. Naik	Convenor
	Mr. Aviraj S. Velip	Jt. Convenor
	Mr. S. D. Patil	Member
	Dr. Suchita R. Golatkar	Member
	Dr. Umesh B. Gawas	Member
	Dr. Jayaprakash	Member
	Dr. Purushottam A. Verlekar	Member
	Mr. Namdev E. Tulaskar	Member
	Ms. Archana A. Pednekar	Member
	Dr. E. Vadivel	Member
	Mr. Ashwin De Rosario Souza	Member
	Mr. Tushar S. Karmalkar	Member
	Mr. Marlow A. Lawrence	Member
	Mr. Krishnarao P.M. Rane Sardesai	Member
	Dr. Rajeev H. Narvekar	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 G. Shirodkar	Member
	Mr. Sarvesh S. Gawas	Member
	Ms. Danica F. Menezes	Member
	Ms. Vassanti R. Morudkar	Member
	Ms. Chaitali P. Parker	Member
	Mr. Namdev E. Tulaskar	Member
	Dr. Prabhat B. 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



851



12.	COUNSELING CELL	
	Ms. Rashmi R. Redkar	Convenor
	Ms. Prashanti P. Talpalkar	Jt. Convenor
	Mr. Mangesh V. Varerkar	Member
	Ms. Sanjana S. Naik	Member
	Dr. Prabhat B. Dessai	Member
	Ms. Mavis L. Henriques	Member
13.	COMMERCE – ECONOMICS ASSOCIATION	
	Dr. Naresh G. Shirodkar	Convenor
	Ms. Tanvi P. Kurtikar	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
	Ms. Sailee C. Velip	Member
	Mr. Aviraj S. Velip	Member
	Mr. Marlow A. Lawrence	Member
	Mr. Tushar S. Karmalkar	Member
	Ms. Barkha B. Arlekar	Member
14.	WOMEN'S CELL	
	Ms. Prashanti P. Talpalkar	Convenor
	Ms. Danica F. Menezes	Jt. Convenor
	Dr. Suchita R. Golatkar	Member
	Ms. Anabelle M. Pires Lobo	Member
	Ms. Chaitali P. Parker	Member
	Ms. Sanjana S. Naik	Member
	Ms. Archana A. Pednekar	Member
	Dr. Karishma K. Mashelkar	Member
	Dr. Sinthiya J. Gawandi	Member
	Ms. Durva K. Mandrekar	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
	Mr. Shripad S. Merchant	Member
	Mr. Yogeshwar R. Bhosle	Member
	Ms. Sanjana S. Naik	Member
	Ms. Sailee C. Velip	Member
	Mr. Aviraj S. Velip	Member
	Mr. Marlow A. Lawrence	Member
	Mr. Tushar S. Karmalkar	Member
16.	PROJECT CO-ORDINATOR	
	Mr. Shivdatt F. Shirodkar	Co-ordinator
	Mr. Subhash Y. Kamalkar	Member
	Mr. Pratik D. Korkankar	Member
	Mr. Jayesh B. Mayekar	Member
17.	N.C.C. (ARMY)	
	Lt. Dr. Sandesh J. Naik	
18.	N.C.C. (NAVY)	
	Lt. Dr. Udaysingh V. Rane	
19.	VALUE EDUCATION CELL	
	Mr. Sunoj P. Raicar	Convenor
	Mr. S. D. Patil	Jt. Convenor
	Mr. Girish G. Abhyankar	Member
	Ms. Chaitali P. Parker	Member
	Mr. Baptist J. Rebelo	Member
	Ms. Archana A. Pednekar	Member
	Dr. Sudarshana D. Mardolkar	Member
	Ms. Mavis L. Henriques	Member
	Ms. Marika De Lima	Member
	Ms. Shanice Kacie Lourenco	Member
20.	PROSPECTUS (2024-2025)	
	Ms. Jaya G. Prabhu Parrikar	



Handwritten signature or initials.



21.	LIBRARY COMMITTEE
	Dr. Umesh B. Gawas Convenor
	Mr. Yogeshwar R. Bhosle Jt. Convenor
	Dr. Jayaprakash Secretary
	Prof. Vidya G. Desai Member
	Dr. Suchita R. Golatkar Member
	Dr. Dhaneesh Kumar T. K. Member
	Dr. Purushottam A. Verlekar Member
	Ms. Archana A. Pednekar Member
	Mr. Mahendra S. Teli Member
	Mr. Krishnarao P.M. Rane Sardesai Member
	Ms. Mavis L. Henriques Member
	Mr. Ritesh D. Vengurlekar Member
22.	GYMKHANA & SPORTS COMMITTEE
	Dr. Udaysingh V. Rane Convenor
	Ms. Vassanti R. Morudkar Jt. Convenor
	Dr. Sushant R. Haldankar Secretary
	Mr. Dinanath P. Volvoikar Member
	Ms. Sailee C. Velip Member
	Mr. Aviraj S. Velip Member
	Mr. Baptist J. Rebelo Member
	Mr. Namdev E. Tulaskar Member
	Dr. Ram U. Gawas Member
	Ms. Pranaya M. Naik Member
	Dr. Sinthiya J. Gawandi Member
	Dr. Sudesh M. Morajkar Member
23.	MAGAZINE COMMITTEE
	Ms. Lizella F. Gonsalves Convenor
	Dr. Purushottam A. Verlekar Jt. Convenor
	Mr. Dinanath P. Volvoikar Member
	Ms. Danica F. Menezes Member
	Mr. Namdev E. Tulaskar Member
	Ms. Archana A. Pednekar Member
	Ms. Pranaya M. Naik Member
	Ms. Sonali A. Raikar Member
	Ms. Monisha John Member
	Ms. Anuja R. Gawandalkar Member
	Ms. Prachita P. Joshi Member
	Ms. Durva K. Mandrekar Member
	Ms. Shruti alias Nikita R. Dangui Member
24.	N.S.S.
	Mr. Somnath P. Morajkar Advisor
	Dr. Dhaneesh Kumar T.K. Program Office & Convenor
	Mr. Jayesh B. Mayekar Program Office & Jt. Convenor
	Dr. Achut P. Pednekar Program Office & Member
	Ms. Jaya G. Prabhu Parrikar Program Office & Member
	Mr. Chandru H. Govekar Program Office & Member
	Ms. Tanvi P. Kurtikar Program Officer & Member
	Ms. Wilma A. Fernandes Program Office & Member
	Dr. Purushottam Anil Verlekar Program Office & Member
	Ms. Vassanti R. Morudkar Program Office & Member
	Mr. Aviraj S. Velip Program Office & Member
	Ms. Archana A. Pednekar Program Office & Member
25.	GARDENING & LANDSCAPE COMMITTEE
	Dr. Rajesh M. Pednekar Convenor
	Ms. Chaitali P. Parker Jt. Convenor
	Ms. Prasanna M. Kothawale Member
	Dr. Dhaneesh Kumar T.K. Member
	Dr. Ankeeta A. Amonkar Member
	Ms. Sanjana S. Naik Member
	Dr. Prabhat B. Dessai 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

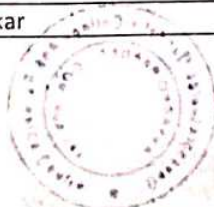


26.	PUBLIC RELATIONS & PUBLICITY COMMITTEE	
	Ms. Prashanti P. Talpalkar	Convenor
	Dr. Purushottam A. Verlekar	Jt. Convenor
	Mr. Shripad S. Merchant	Member
	Mr. Subhash Y. Kamalkar	Member
	Ms. Monisha John	Member
27.	SOCIAL MEDIA MANAGEMENT COMMITTEE	
	Mr. Subhash Y. Kamalkar	Convenor
	Dr. Purushottam 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 B. Gawas	Convenor
	Dr. Dimple V. Paul	Jt. Convenor
	Mr. Sanjay B. Karapurkar	Member
	Mr. Sunoj P. Raicar	Member
	Prof. Vidya G. Desai	Member
	Mr. Girish G. Abhyankar	Member
	Dr. Rajesh M. Pednekar	Member
	Dr. Suchita R. Golatkar	Member
	Dr. Manoj M. Kothawale	Member
	Ms. Prasanna M. Kothawale	Member
	Mr. Dinanath P. Volvoikar	Member
	Ms. Wilma A. Fernandes	Member
	Dr. Ankeeta A. Amonkar	Member
	Mr. Sarvesh S. Gawas	Member
	Dr. Prabhat B. Dessai	Member
	Dr. E. Vadivel	Member
	Dr. Ram U. Gawas	Member
	Dr. Vruta V. Kade	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. Monisha John	Member
	Ms. Diksha D. Karapurkar	Member
	Mr. Mayur S. Gaonkar	Member
29.	ATTENDANCE MONITORING CELL	
	Mr. Pratik D. Korkankar	Convenor
	Ms. Vassanti R. Morudkar	Jt. Convenor
	Mr. Dinanath P. Volvoikar	Member
	Ms. Wilma A. 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 J. Rebelo	Member
	Mr. Aviraj S. Velip	Member
	Mr. Namdev E. Tulaskar	Member
	Ms. Archana A. Pednekar	Member
	Mr. Tushar S. Karmalkar	Member
	Mr. Ritesh D. Vengurlekar	Member
	Dr. Sinthiya J. Gawandi	Member
	Dr. Sudesh M. Morajkar	Member
	Ms. Anuja R. Gawandalkar	Member
	Ms. Prachita P. Joshi	Member
	Mr. Mayur S. Gaonkar	Member
	Mr. Prasad P. Kalangutkar	Member
	Ms. Monisha John	Member
	Ms. Pranaya M. Naik	Member



30.	PLACEMENT CELL	
	Dr. Achut P. Pednekar	Convenor
	Ms. Wilma A. Fernandes	Jt. Convenor
	Prof. Vidya G. Desai	Member
	Ms. Smita R. Kuncolienkar	Member
	Dr. Naresh G. Shirodkar	Member
	Dr. Jayaprakash	Member
	Ms. Prasanna M. Kothawale	Member
	Mr. Jayesh B. Mayekar	Member
	Ms. Sailee C. Velip	Member
	Mr. Aviraj S. Velip	Member
	Mr. Ashwin de Rosario Souza	Member
	Ms. Sonali A. Raikar	Member
	Dr. Sudesh M. Morajkar	Member
	Dr. Abhijit D. Shetgaonkar	Member
	Dr. Ram U. Gawas	Member
	Dr. Rajeev H. Narvekar	Member
31.	STUDENT INTERNSHIP COMMITTEE	
	Dr. Amrut F. Naik	Convenor
	Mr. Yogeshwar R. Bhosle	Jt. Convenor
	Mr. Sameer M. Patil	Member
	Ms. Smita R. Kuncolienkar	Member
	Dr. Naresh G. Shirodkar	Member
	Mr. Pratik D. Korkankar	Member
	Dr. Ankeeta A. Amonkar	Member
	Mr. Namdev E. Tulaskar	Member
	Ms. Archana A. Pednekar	Member
	Mr. Prasann S. Mayekar	Member
	Dr. Prabhat B. Dessai	Member
	Dr. E. Vadivel	Member
	Mr. Mahendra S. Teli	Member
	Mr. Ashwin De Rosario Souza	Member
	Dr. Rajeev H. Narvekar	Member
	Dr. Vruta V. Kadekade	Member
	Dr. Sinthiya J. Gawandi	Member
	Mr. Ritesh D. Vengurlekar	Member
	Mr. Marlow A. Lawrence	Member
	Mr. Tushar S. Karmalkar	Member
	Ms. Durva K. Mandrekar	Member
	Ms. Shruti alias Nikita R. Dangui	Member
	Mr. Mayur S. Gaonkar	Member
32.	NATURE CLUB	
	Dr. Prabhat B. Dessai	Convenor
	Mr. Baptist J. Rebelo	Jt. Convenor
	Ms. Anabelle M. Pires Lobo	Member
	Dr. Dimple V. Paul	Member
	Mr. Yogeshwar R. Bhosle	Member
	Ms. Lizella F. Gonsalves	Member
	Mr. Dinanath P. Volvoikar	Member
	Dr. E. Vadivel	Member
	Mr. Krishnarao P.M. Rane Sardessai	Member
	Ms. Anupa D. Naik	Member
	Dr. Sudesh M. Morajkar	Member
	Ms. Barkha B. Arlekar	Member
	Dr. Vruta V. Kadekade	Member
	Dr. Sinthiya J. Gawandi	Member
	Dr. Sudarshana D. Mardolkar	Member
	Dr. Mavis L. Henriques	Member
	Dr. Rajeev H. Narvekar	Member
	Ms. Diksha D. Karapurkar	Member

[Handwritten signature]



33.	STAFF WELFARE COMMITTEE	
	Ms. Rashmi R. Redkar	Convenor
	Mr. Pares R. Sirsat	Jt. Convenor
	Mr. Somnath P. Morajkar	Member
	Dr. Udaysingh V. Rane	Member
	Mr. Chandru H. Govekar	Member
	Ms. Anupa D. Naik	Member
	Mr. Prasad P. Kalangutkar	Member
	Ms. Anuja R. Gawandalkar	Member
	Ms. Monisha John	Member
	Mr. Nilkanth S. Karmalkar	Member
	Ms. Varada V. Jog	Member
	Ms. Marika De Lima	Member
	Ms. Shanice K. Lourenco	Member
34.	STUDENT SKILL DEVELOPMENT COMMITTEE	
	Ms. Chaitali P. Parker	Convenor
	Mr. Namdev E. Tulaskar	Jt. Convenor
	Mr. Sarvesh S. Gawas	Member
	Ms. Sanjana S. Naik	Member
	Ms. Sailee C. Velip	Member
	Mr. Baptist J. Rebelo	Member
	Mr. Aviraj S. Velip	Member
	Mr. Krishnarao P.M. Rane Sardesai	Member
	Ms. Pranaya M. Naik	Member
	Mr. Tushar S. Karmalkar	Member
	Ms. Barkha B. Arlekar	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
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. Ritesh D. Vengurlekar	Member
	Ms. Sonali A. Raikar	Member
	Ms. Anuja R. Gawandalkar	Member
	Ms. Shruti alias Nikita R. Dangui	Member
37.	STUDENTS' MENTORING COMMITTEE	
	Mr. Yogeshwar R. Bhosle	Convenor
	Dr. Amrut F. Naik	Jt. Convenor
	Mr. Girish G. Abhyankar	Member
	Dr. Dimple V. Paul	Member
	Mr. Dinanath P. Volvoikar	Member
	Ms. Tanvi P. Kurtikar	Member
	Ms. Monisha John	Member
	Dr. Sudarshana D. Mardolkar	Member

To
All the Teachers

DBA/ksrk



(Prof. D. B. Arplkar).
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/2023-2024/10-B/2658

Date: 15/03/2024.

ORDER

The undersigned is pleased to constitute the '**Internal Committee**' under the Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal) Act, 2013 read with the 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. Rashmi R. Redkar
Associate Professor | .. Presiding Officer |
| 2. Ms. Prashanti P. Talpankar
Associate Professor | .. Member |
| 3. Mr. Shripad S. Merchant
Associate Professor | .. Member |
| 4. Ms. Varada V. Jog
Librarian Grade I & Superintendent | .. Member |
| 5. Ms. Sujata S. Vaigankar
Lower Division Clerk | .. Member |
| 6. Ms. Carol Colaco
Advocate & NGO, Bailancho Manch | .. Member |
| 7. Ms. Pranaya M. 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

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>
----	----------------	-----	-------	-------	---

3.	Non-Teaching Staff	Yes	-----	-----	<p><u>MR. 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.▪ 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.
----	--------------------	-----	-------	-------	---

				<ul style="list-style-type: none">▪ 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. <p><u>MR. SUMANT Y. MARIHAL – HEAD CLERK (Upto 31/08/2024).</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.▪ Maintenance of staff muster – writing the names of the staff every month on all the▪ Musters - (Teaching and Non-teaching 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).
--	--	--	--	--

				<ul style="list-style-type: none">▪ 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> <ol style="list-style-type: none">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
--	--	--	--	---

				<p>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 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
--	--	--	--	--

					<p>educational activities.</p> <ul style="list-style-type: none">▪ 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.▪ 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, UPPER DIVISION CLERK</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
--	--	--	--	--	--

				<div>declaration of results.</div> <div><ul style="list-style-type: none">▪ 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.</div> <div><u>MR. PRASHANT MANDREKAR, UPPER DIVISION CLERK:</u></div> <div><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</div>
--	--	--	--	---

					<p>accounts.</p> <ul style="list-style-type: none">▪ 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. <p><u>MR. CHAITNYANAND T. KARPE, UPPER DIVISION CLERK (w.e.f. 16/08/2024).:</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
--	--	--	--	--	---

					<p>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.</p> <ul style="list-style-type: none">▪ 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 every day 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 every day 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.
--	--	--	--	--	--

					<ul style="list-style-type: none">▪ 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. <p>Any other work assigned by the Principal.</p> <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.▪ 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.
--	--	--	--	--	--

				<ul style="list-style-type: none">▪ 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>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 coordinating with the Nodal Officer.▪ Academic statistics – enrolment of students, SC, ST, OBC, Minorities etc.▪ Typing work.▪ Checking GUMS portal.▪ Counter duties / attending to students and guide them accordingly.▪ Maintaining of Dead Stock and consumable registers.▪ Supervision over the issue and record of stationery / consumable items.
--	--	--	--	---

					<ul style="list-style-type: none">▪ Inviting tenders, quotations and placing orders for printing / purchases etc.▪ Repairs and Maintenance work of all the college buildings.▪ Outdoor work with various Government departments and the Goa University.▪ Any other work allotted by the Principal, Vice-Principal, the Superintendent and Head Clerk 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 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.
--	--	--	--	--	--

					<p><u>MRS. SAISHA S. NARVEKAR - LOWER DIVISION CLERK</u></p> <ul style="list-style-type: none">▪ Counter duties/ attending to students.▪ Maintaining of Inward Register of all correspondence of Aided courses.▪ Maintaining Leave records of Teaching and Non-teaching staff. Issue of orders for the same.▪ Entering Leave records on service books of all staff.▪ Maintenance of staff muster –entering the leave records, verification of muster, obtaining of leave etc. of Teaching and Non-teaching staff.▪ Fixing and removing notices from all notice boards.▪ Circulation of notices, circulars, office orders etc. to all the staff.▪ Filing and preparing files.▪ Updating Service Books records, entries of sanction of increments, MACP, CAS orders.▪ Typing, computer and related work.▪ Any other work allotted by the Principal, the Vice-Principal, the Superintendent and Head Clerk from time to time.
--	--	--	--	--	--

4.	Lab. Assistants	---	----	----	<ol style="list-style-type: none"> 1. To assist students and teachers in conducting practical's 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/In charge 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/In charge 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/In charge 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, dispatch 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 license. 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.
----	----------------------------------	--	--	--	--

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	a. Do's and Don'ts b. Activities requiring permission		
2.	Rules of the Goa Government	Government notifications / Circulars		
3.	Central Civil Service (CCS) Rules made applicable by Goa Government	a. Service conditions for staff		
	Statutes and Ordinances of Goa University	b. Rules for colleges regarding Appointment of staff, leave applicable, examinations, etc.		
4.	College Prospectus	Procedures for admissions, Subjects, Rules, etc.		

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

M A N U A L 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>	1. President (P) Mr. Devendra Arlekar 2. Vice President (P) Mr. Anand Pednekar 3. Secretary (T) Mr. Chandru Govekar 4. Jt. Secretary (T) Mr. Paresh Sirsat 5. Jt. Secretary (P) Mr. Manguesh Vaze 6. Treasurer (T) Mr. Yogeshwar Bhosle 7. Jt. Treasurer (T) Mr. Namdev Tulaskar 8. Member (P) Mr. Sudesh Kinlekar 9. Member (P) Ms. Prachana Phadte 10. Member (T) Mr. Jayesh Mayekar 11. Member (T) Ms. Sailee Velip 12. Member (P) Ms. Kanashri Munj 13. Member (T) Dr. Purushottam Verlekar 14. Management Representative Mr. Sandeep Falari 15. Management Representative Mr. Madhav Swar	1) PTA plays an important role in bringing about cooperation between the college and the community by participating actively in the various college programmes. 2) PTA serves as a link between teachers and community. 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. 4) The PTA plays an important role as a coordinating agency between the parents and the college concerning the scholastic progress of the students.	Once in two months

2.	<u>IQAC:</u>	<p>1. Prof. D. B. Arolkar Professor & Principal .. Chairman</p> <p>2. CA Nandan M. Sirsat Member, Managing Committee, Dnyanprassarak Mandal .. Member</p> <p>3. Dr. M. Shanthi Vice-Principal & Head, Department of English ..Member</p> <p>4. Ms. Rashmi R. Redkar Associate Professor, Department of Commerce .. Member</p> <p>5. Mr. Somnath P. Morajkar Associate Professor, Department of Commerce .. Member</p> <p>6. Mr. Paresh R. Sirsat Associate Professor, Department of Commerce .. Member</p> <p>7. Dr. Udaysing Vithalrao Rane Head, Department of Computer Science .. Member</p> <p>8. Mr. Shivdatt F. Shirodkar Associate Professor, Department of Commerce .. Member</p> <p>9. Dr. Rajesh M. Pednekar Head, Department of Chemistry .. Member</p> <p>10. Mr. Jeevan G. Khedekar Co-ordinator, Dept. of Business Management .. Member</p> <p>11. Mr. Subhash Y. Kamalkar Assistant Professor, Department of English .. Member</p> <p>12. Mr. Prasann S. Mayekar</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.
----	---------------------	---	---	--------------------

		<p>Head, Dept. of Computer Applications .. Member</p> <p>13. Mr. Nilkanth S. Karmalkar Accountant .. Member</p> <p>14. Ms. Varada Vaman Jog Librarian Grade – I & Superintendent .. Member</p> <p>15. Dr. Pradeep Sarmokadam Member Secretary, Goa Biodiversity Board, Pilerne, Goa. .. Member</p> <p>16. Dr. R.V. Gaonkar Former Principal, Chowgule College of Arts & Science, Margao-Goa .. Member</p> <p>17. Mr. Dhaval Patkar, Manager (QC), Colorcon Asia Pvt. Ltd Verna, Goa .. Member</p> <p>18. Mr. Ruben Fernandes Founder and Principal Consultantn A Lot of Things .. Member</p> <p>19. Ms. Riya Rajesh Paste Student (S.Y.B.Sc) .. Member (Student Representative)</p> <p>20. Mr. Shripad Merchant Associate Professor, Business Law .. Co-ordinator & Member Secretary</p>		
3.	<u>Anti-Ragging Committee:</u>	<p>1. Principal ..Chairperson</p> <p>2. Vice-Principal ..Vice-Chairperson</p> <p>3. Mamlatdar, Bardez .. Member</p> <p>4. Police Inspector, Anjuna Police Station .. Member</p> <p>5. Mr. Kashiram Mhambrey .. Member</p>	<p>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.</p> <p>2. Monitor and oversee the performance of the Anti-</p>	

		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	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. Rashmi R. Redkar .. Presiding Officer Associate Professor 2. Ms. Prashanti Talpankar .. Member Assistant Professor 3. Mr. Shripad Merchant .. Member Assistant Professor 4. Ms. Varada Jog .. Member Librarian Grade I & Superintendent 5. Ms. Sujata S. Vaigankar .. Member Lower Division Clerk 6. Ms. Carol Colaco .. Member Advocate & NGO, Bailancho Manch 7. Ms. Pranaya M. Naik .. Member Research Scholar 8. General Secretary .. Member Students’ Council 9. Ladies Representative .. Member Students’ Council		

MANUAL 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. Kiran H. Shirodkar 2. Shri. Ramnath D. Dangui 3. Shri. Milind T. Shirodkar (CA) 4. Shri. Kashinath S. Khalap 5. Shri. Rajiv M. Neogi 6. Shri. Manish S. Pokle 7. Shri. Ritesh R. Shirodkar 8. Shri Dnyaneshwar Pednekar 9. Dr. Ramesh V. Gaonkar 10. Dr. M. Shanthi 11. Ms. Rashmi R. Redkar 12. Mr. Paresch R. Sirsat 13. Mr. Shripad S. Merchant 14. Ms. Varada V. Jog 15. Mr. Nilkanth S. Karmalkar 16. 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.	18/03/2024	17/03/2027	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. Ms. Rashmi R. Redkar ..Member 3. Mr. Mangesh Varerkar ..Member 4. Ms. Yogita Karkhanis ..Member 5. Ms. Wilma Fernandes ..Member 6. General Secretary .. Special Invitee (Student's Council)	07/10/2023	06/10/2025	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. Kiran H. Shirodkar ..Chairman (Chairman of the Dnyanprassarak Mandal) 2. Ms. Rashmi R. Redkar .. Member (Associate Prof., Dept. of Commerce) 3. Mr. M. V. Varerkar .. Member (Associate Professor, Dept. of History) 4. Mr. Shripad S. Merchant .. Member (Associate Prof., Dept. of Commerce) 5. Ms. Varada V. Jog ..Member (Librarian Grade I & Superintendent)	15/03/2024	14/03/2027	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>	1. Preparation of Examination time-table. 2. Preparation of supervisor's 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 and issue the same to the candidates. 6. Co-ordination with the ISA Committee.	1. Mr. Somnath P. Morajkar Chairman 2. Mr. Sunoj Raicar Member 3. Mr. M. V. Varerkar Member 4. Mrs. Smita R. Kuncolienkar Member 5. Dr. Udaysingh Rane Member 6. Dr. Amrut Naik Member 7. Dr. Achut Pednekar Member 8. Dr. Dimple Paul Member 9. Ms. Jaya Prabhu Parrikar Member 10. Mr. Dinanath Volvoikar Member	03/07/2024	02/07/2027	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.	Prof. D. B. Arolkar Chairperson Ms. Rashmi R. Redkar Vice- Chairperson Dr. Rajesh M. Pednekar Nodal Officer	19/08/2022					

8.	<u>Innovation and Incubation Cell:</u>	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.	Prof. D. B. Arolkar Chairperson Mr. Ashwin De Rosario Souza Dr. Rajesh Pednekar Nodal Officer Dr. Achut Pednekar Member Mr. Sarvesh Gawas Member Ms. Sanjana Naik Member Mr. Prasad Kalangutkar Member Ms. Monisha John Member	19/01/2022					
9.	<u>Research and Development cell of the College:</u>	1. To develop research skills among the faculty and students. 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. 3. To promote Entrepreneurship and innovations among students and faculty members. 4. To link research and innovations to the emerging needs of Industry and Society. 5. To organise interactive sessions with entrepreneurs/industrialists to promote innovations and start-ups. 6. To identify potential Projects/Funding agencies for Research and Development. 7.To collaborate with other Universities, Research Centres and Industries for Research and Innovation. 8.To follow-up the progress and monitor on-going projects.	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	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						
-----	---	---	---	------------	--	--	--	--	--	--

11.	<u>Campus Safety and Security Committee:</u>	<p>1. Supervise and monitor the working of the security personnel appointed in the college.</p> <p>2. Supervise and monitor the CCTV camera footage regularly.</p> <p>3. Divide the campus among themselves for better supervision and monitoring of the security.</p> <p>4. Frame and implement guidelines for the safety and security of the students, staff and property of the college.</p> <p>5. Co-ordinate with Police/Discipline Committee whenever necessary.</p> <p>6. Take regular rounds in the college campus.</p>	<p>Dr. Sandesh J. Naik Convenor</p> <p>Dr. M. Shanthi Jt. Convenor</p> <p>Prof. Vidya Desai Member</p> <p>Mr. Sunoj P. Raicar Member</p> <p>Mr. Somnath P. Morajkar Member</p> <p>Mr. Paresh R. Sirsat Member</p> <p>Dr. Jayaprakash Member</p> <p>Mr. Jayesh B. Mayekar Member</p> <p>Mr. Sarvesh S. Gawas Member</p> <p>Ms. Sanjana S. Naik Member</p> <p>Ms. Kimberly F. Afonso Member</p> <p>Ms. Sailee C. Velip Member</p> <p>Mr. Prasad P. Kalangutkar Member</p> <p>Ms. Anupa D. Naik Member</p> <p>Mr. Sumant Y. Marihal Member</p> <p>Mr. Nilkant S. Karmalkar Member</p> <p>Ms. Navami N. Parulekar Member</p> <p>Mr. Pratik P. Gaundalkar Member</p>	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.	<p>Mrs. Rashmi Redkar Chairperson</p> <p>Shri. Mangesh V. Varerkar Member</p> <p>Dr. Achut Pednekar Member</p>	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>	<p>1. Review the technical requirements/infrastructure for the effective teaching-learning process.</p> <p>2. Give suggestions for creating the additional infrastructure /technical requirement.</p> <p>3. Prepare SOP/Manual for effective curriculum delivery through the teaching-learning and evaluation process.</p> <p>4. Monitor/supervise the implementation of process /procedures defined in SOP.</p> <p>5. Organize training programs wherever required for the teachers.</p> <p>6. Feedback from the teachers on the implementation of the process.</p>	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. Paresh R. Sirsat	Convenor Jt. Convenor Jt. Convenor Member Member Member Member Member Member Member Member Member Member Advisor	06/04/2022					

15.	<u>Working Committees / Associations / Cells:</u>			18/07/2024	Till the end of the academic year 2024-2025.	No	No	---	---
	(1) <u>Discipline Committee:</u>		Mr. Somnath P. Morajkar Convenor Mr. Mangesh V. Varerkar Jt. Convenor Ms. Rashmi R. Redkar Member Ms. Smita R. Kuncolienkar Member Dr. Rajesh M. Pednekar Member Mr. Pares R. Sirsat 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. Pares Sirsat 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						
	(3) <u>Purchase Committee:</u>		Mr. Pares Sirsat Convenor Mr. Jeevan Khedekar Jt. Convenor Ms. Rashmi R. Redkar Member Mr. Sunoj Raicar Member Dr. Rajesh Pednekar Member Dr. Prahat B. Desai Member						

	<u>(4) Photography Committee:</u>		Mr. Paresh Sirsat Convenor Mr. Subhash Kamalkar Jt. Convenor Mr. Ashwin de Rosario souza Member Ms. Monisha John Member						
	<u>(5) Admission Committee:</u>		Mr. Shivdatt F. Shirodkar Convenor Mr. Subhash Y. Kamalkar Jt. Convenor Ms. Jaya G. Prabhu Parrikar Member Ms. Prasanna M. Kothawale Member Mr. Dinanath P. Volvoikar Member Mr. Pratik D. Korkankar Member Mr. Jayesh B. Mayekar Member Ms. Tanvi P. Kurtikar Member Ms. Yogita Kharkanis 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. Baptist J. Rebelo Member Mr. Aviraj S. Velip Member Mr. Namdev E. Tulaskar Member Ms. Archana A. Pednekar Member Mr. Tushar S. Karmalkar Member						
	<u>(6) TIME-TABLE COMMITTEE:</u>		Mr. Shivdatt F. Shirodkar Convenor Mr. Subhash Y. Kamalkar Jt. Convenor Mr. Pratik D. Korkankar Member Mr. Jayesh B. Mayekar Member Ms. Tanvi P. Kurtikar Member Ms. Yogita K. Karkhanis Member Ms. Wilma A. Fernades Member Mr. Sarvesh S. Gawas Member Ms. Danica F. Menezes Member Ms. Sailee C. Velip Member Ms. Vassanti R. Morudkar Member Ms. Archana A. Pednekar Member Mr. Tushar S. Karmalkar 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						
			Ms. Smita R. kuncolienkar	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. Sailee C. Velip	Member						
			Mr. Prasad P. Kalangutkar	Member						
			Ms. Anupa D. Naik	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 Convenor Ms. Lizella F. Gonsalves Jt. Convenor Mr. S. D. Patil Member Ms. Prashanti Talpankar Member Mr. Sameer M. Patil 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. Prachita P. Joshi Member Ms. Durva K. Mandrekar Member						
	<u>(9) Cultural Association:</u>		Mr. Subhash Kamalkar Convenor Mr. Prasad Kalangutkar Jt Convenor Ms. Prashanti Talpankar Member Mr. Girish Abhyankar Member Mr. Chandru H. Govekar Member Ms. Wilma A. Fernandes Member Ms. Vassanti R. Morudkar Member Ms. Yogita K. Karkhanis Member Dr. Sudarshana D. Mardolkar Member Dr. Abhijit D. Shetgaonkar Member Dr. Vruta V. Kadekade Member Dr. Ram U. Gawas Member Dr. Sinthiya J. Gawandi Member Ms. Pranaya M. Naik Member Ms. Sonali A. Raikar Member Ms. Shruti alias Nikita R. Dangui Member						

	<u>10) Career Guidance Cell:</u>		Dr. Sandesh J. Naik Convenor Mr. Aviraj S. Velip Jt. Convenor Mr. S. D. Patil Member Dr. Suchita R. Golatkar Member Dr. Umesh B. Gawas Member Dr. Jayaprakash Member Dr. Purushottam A. Verlekar Member Mr. Namdev E. Tulaskar Member Ms. Archana A. Pednekar Member Dr. E. Vadivel Member Mr. Ashwin de Rosario souza Member Mr. Tushar S. Karmalkar Member Mr. Marlow A. Lawrence Member Mr. Krishnarao P. M. Rane Sardessai Member Dr. Rajeev H. Narvekar 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. Kade 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 Convenor Ms. Prashanti Talpankar Jt. Convenor Mr. Mangesh V. Varerkar Member Ms. Sanjana S. Naik Member Dr. Prabhat B. Dessai Member Ms. Mavis Henriques Member						
	<u>(13) Commerce – Economics Association:</u>		Dr. Naresh G. Shirodkar Convenor Ms. Tanvi P. Kurtikar Jt. Convenor Mr. S. D. Patil Member Dr. Amrut F. Naik Member Dr. Dhaneesh Kumar T. K. Member Mr. Yogeshwar R. Bhonsle Member Ms. Sanjana S. Naik Member Ms. Sailee C Velip Member Mr. Aviraj S. Velip Member Mr. Marlow A. Lawrence Member Mr. Tushar S. Karmalkar Member Ms. Barkha B. Arlekar Member						
	<u>(14) Women’s Cell:</u>		Ms. Prashanti Talpankar Convenor Ms. Danica Menezes Jt. Convenor Dr. Suchita R. Golatkar Member Ms. Anabelle M. Pires Lobo Member Ms. Chaitali P. Parker Member Ms. Sanjana S. Naik Member Ms. Archana A. Pednekar Member Dr. Karishma K. Mashelkar Member Dr. Sinthiya J. Gawandi Member Ms. Durva K. Mandrekar Member Ms. Prachi Kudaskar Member						

	<u>(15) Consumer Welfare Cell:</u>		Ms. Jaya G. Prabhu Parrikar Convenor Mr. Namdev E. Tulaskar Jt. Convenor Mr. S. D. Patil Member Mr. Shripad Merchant Member Mr. Yogeshwar R. Bhosle Member Ms. Sanjana Naik Member Ms. Sailee C. Velip Member Mr. Aviraj Velip Member Mr. Marlow Lawrence Member Mr. Tushar S. Karmalkar 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						
	<u>(18) N.C.C. (NAVY):</u>		Lt. Dr. Udaysingh 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. Sudharshana D. Mardolkar Member Dr. Mavis L. Henriques Member Ms. Marika De Lima Member Ms. Shanice Kacie Lourenco Member						

	<u>(20) Prospectus (2024-2025):</u>		Ms. Jaya G. Prabhu Parrikar						
	<u>(21) Library Committee:</u>		Dr. Umesh B. Gawas Convenor Mr. Yogeshwar R. Bhosle Jt. Convenor Dr. Jayaprakash Secretary Prof. Vidya G. Desai Member Dr. Suchita R. Golatkar Member Dr. Dhaneesh Kumar T. K. Member Dr. Purushottam A. Verlekar Member Ms. Archana A. Pednekar Member Mr. Mahendra S. Teli Member Mr. Krishnarao P. M. Rane Sardessai Member Dr. Mavis L. Henriques Member Mr. Ritesh D. Vengurlekar Member						
	<u>(22) Gymkhana & Sports Committee:</u>		Dr. Udaysingh V. Rane Convenor Ms. Vassanti R. Morudkar Jt. Convenor Dr. Sushant R. Haldankar Secretary Mr. Dinanath P. Volvoikar Member Ms. Sailee Velip Member Mr. Aviraj S. Velip Member Mr. Baptist J. Rebelo Member Mr. Namdev E. Tulaskar Member Dr. Ram U. Gawas Member Ms. Pranaya M. Naik Member Dr. Sinthiya J. Gawandi Member Dr. Sudesh M. Morajkar 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 Ms. Sonali A. Raikar Member Ms. Monisha John Member Ms. Anuja R. Gawandalkar Member Ms. Prachita P. Joshi Member Ms. Durva K. Mandrekar Member Ms. Shruti alias Nikita R. Dangui Member						
	<u>(24) N.S.S.:</u>		Mr. Somnath P. 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 M. Pednekar Convenor Ms. Chaitali P. Parker Jt. Convenor Ms. Prasanna M. Kothawale Member Dr. Dhaneesh Kumar T.K. Member Dr. Ankeeta A. Amonkar Member Ms. Sanjana S. Naik Member Dr. Prabhat B. Dessai 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 P. Talpankar Convenor Dr. Purushottam Verlekar Jt. Convenor Mr. Shripad S. Merchant Member Mr. Subhash Y. Kamalkar Member Ms. Monisha John Member						
	<u>(27) Social Media Management Committee:</u>		Mr. Subhash Y. 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 B. Gawas	Convenor						
			Dr. Dimple V. Paul	Jt. Convenor						
			Mr. Sanjay B. Karapurkar	Member						
			Mr. Sunoj P. Raicar	Member						
			Prof. Vidya Desai	Member						
			Mr. Girish G. Abhyankar	Member						
			Dr. Rajesh M. Pednekar	Member						
			Dr. Suchita R. Golatkar	Member						
			Dr. Manoj M. Kothawale	Member						
			Ms. Prasanna M. Kothawale	Member						
			Mr. Dinanath P. Volvoikar	Member						
			Ms. Wilma A. Fernandes	Member						
			Dr. Ankeeta Amonkar	Member						
			Mr. Sarvesh S. Gawas	Member						
			Dr. Prabhat B. Dessai	Member						
			Dr. E. Vadivel	Member						
			Dr. Ram U. Gawas	Member						
			Dr. Vruta V. Kade	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. Monisha John	Member						
			Ms. Diksha D. Karapurkar	Member						
			Mr. Mayur S. Gaonkar	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. Tushar S. Karmalkar Member Mr. Ritesh D. Vengurlekar Member Dr. Sinthiya J. Gawandi Member Dr. Sudesh M. Morajkar Member Ms. Anuja R. Gawandalkar Member Ms. Prachita P. Joshi Member Mr. Mayur S. GAonkar Member Mr. Prasad P. Kalangutkar Member Ms. Monisha John Member Ms. Pranaya M. Naik Member						
	<u>(30) Placement Cell:</u>		Dr. Achut Pednekar Convenor Ms. Wilma A. Fernandes Jt. Convenor Prof. Vidya G. Desai Member Mrs. Smita R. KUncolienkar Member Dr. Naresh G. Shirodkar Member Dr. Jayaprakash Member Ms. Prasanna M. Kothawale Member Mr. Jayesh B. Mayekar Member Ms. Sailee Velip Member Mr. Aviraj S. Velip Member Mr. Ashwin de Rosario souza Member Ms. Sonali A. Raikar Member Dr. Sudesh M. Morajkar Member Dr. Abhijit D. Shetgaonkar Member Dr. Ram U. Gawas Member Dr. Rajeev H. Narvekar Member						

	<u>(31) Student Internship Committee:</u>		Dr. Amrut F. Naik Convenor Mr. Yogeshwar R. Bhosle Jt. Convenor Mr. Sameer M. Patil Member Ms. Smita R. Kuncolienkar Member Dr. Naresh G. Shirodkar Member Mr. Pratik D. Korkankar Member Dr. Ankeeta A. Amonkar Member Mr. Namdev E. Tulaskar Member Ms. Archana A. Pednekar Member Mr. Prasann Mayekar Member Dr. Prabhat B. Dessai Member Dr. E. Vadivel Member Mr. Mahendra S. Teli Member Mr. Ashwin De Rosario Souza Member Dr. Rajeev H. Narvekar Member Dr. Vruta V. Kadmade Member Dr. Sinthiya J. Gawandi Member Mr. Ritesh D. Vengurlekar Member Mr. Marlow A. Lawrence Member Mr. Tushar S. Karmalkar Member Ms. Durva K. Mandrekar Member Ms. Shruti alias Nikita R. Dangui Member Mr. Mayur S. Gaonkar Member						
	<u>(32) Nature Club:</u>		Dr. Prabhat B. Desai Convenor Mr. Baptist J. Rebelo Jt. Convenor Ms. Anabelle M. Pires Lobo Member Ms. Dimple V. Paul Member Mr. Yogeshwar R. Bhosle Member Ms. Lizella F. Gonsalves Member Mr. Dinanath P. Volvoikar Member Dr. E. Vadivel Member Mr. Krishnarao P. M. Rane Sardesai Member Ms. Anupa Naik Member Dr. Sudesh M. Morajkar Member Ms. Barkha B. Arlekar Member Dr. Vruta V. Kadmade Member Dr. Sinthiya J. Gawandi Member Dr. Sudarshana D. Mardolkar Member Dr. Mavis L. Henriques Member Dr. Rajeev H. Narvekar Member Ms. Diksha D. Karapurkar 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 Mr. Chandru H. Govekar Member Ms. Anupa D. Naik Member Mr. Prasad P. Kalangutkar Member Ms. Anuja R. Gawandalkar Member Ms. Monisha John Member Mr. Nilkanth S. Karmalkar Member Ms. Varada Jog Member Ms. Marika De Lima Member Ms. Shanice K. Lourenco Member						
	<u>(34) Student Skill Development Committee:</u>		Ms. Chaitali P. Parker Convenor Mr. Namdev E. Tulaskar Jt. Convenor Mr. Sarvesh S. Gawas Member Ms. Sanjana S. Naik Member Ms. Sailee C. Velip Member Mr. Baptist J. Rebelo Member Mr. Aviraj S. Velip Member Mr. Krishnarao P. M. Rane Sardesai Member Ms. Pranaya M. Naik Member Mr. Tushar S. Karmalkar Member Ms. Barkha B. Arlekar Member						

	<u>(35) Ek Bharat Shrestha Bharat Cell:</u>		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						
	<u>(36) Program Coordination Committee:</u>		Ms. Jaya G. Prabhu Parrikar Convenor Ms. Vassanti R. Morudkar Jt. Convenor Mr. Shripad S. Merchant Member Dr. Ankeeta A. Amonkar Member Mr. Ritesh D. Vengurlekar Member Ms. Sonali A. Raikar Member Ms. Anuja R. Gawandalkar Member Ms. Shruti alias Nikita R. Dangui Member						
	<u>(37) Students Mentoring Committee</u>		Mr. Yogeshwar R. Bhosle Convenor Dr. Amrut F. Naik Jt. Convenor Mr. Girish G. Abhyankar Member Dr. Dimple V. Paul Member Mr. Dinanath P. Volvoikar Member Ms. Tanvi P. Kurtikar Member Ms. Monisha John Member Dr. Sudarshana D. Mardolkar Member						

MANUAL 9
OFFICERS AND EMPLOYEES

SECTION 4 1 (b) (ix) (NON-TEACHING STAFF) (2024-2025)

Sr. No.	Name and Address	Designation	Office Tel. No.	Email
1	MR. NILKANTH S. KARMALKAR	ACCOUNTANT	2994488	nilkanth1985@gmail.com
2	MR SUMANT Y MARIHAL (upto 31/8/2024)	HEAD CLERK	2994488	sumantmarihal@gmail.com
3	MR. LOWELL J. NAZARE	SYSTEM ADMINISTRATOR	2994488	lowell@dmscollege.ac.in
4	MR. ROHIT SURESH NAIK	INSTRUCTOR IN PHYSICAL	2994488	naikrohit296@gmail.com
5	MS. VARADA VAMAN JOG	LIBRARIAN GRADE - I	2994488	varadajog@ymail.com
6	MR. UTTAM B. PARAB (upto 31/01/2024)	UPPER DIVISION CLERK	2994488	uttam.parab1@gmail.com
7	MR. GOVIND P. SHIRODKAR	UPPER DIVISION CLERK	2994488	govind7745@gmail.com
8	MR. PRASHANT G. MANDREKAR	UPPER DIVISION CLERK	2994488	prashantom_999@yahoo.in
9	MR. CHAITNYANAND T. KARPE (w.e.f. 16/08/2024)	UPPER DIVISION CLERK	2994488	chetantkarpe109@gmail.com
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	pnaik4257@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. SUYOG S. SIRSAT	LOWER DIVISION CLERK	2994488	suyogsirsat6666@gmail.com
22	MRS. SUJATA SACHIN VAIGANKAR (On	LOWER DIVISION CLERK	2994488	suajakavlekar01@gmail.com
23	MS. SAISHA SULESH NARVEKAR	LOWER DIVISION CLERK	2994488	saishanarvekar@rediffmail.com
24	MR. SANJAY P. VAIGANKAR	MULTI-TASKING STAFF	2994488	sanjayvaigankar7@gmail.com
25	MR. GEORGE DIAS (upto 30/06/2024)	MULTI-TASKING STAFF	2994488	
26	MR. SHRIKRISHNA P. KENI	MULTI-TASKING STAFF	2994488	kenishrikrishna@gmail.com
27	MR. DIGAMBAR D. GOVEKAR	MULTI-TASKING STAFF	2994488	digambargovekar@gmail.com
28	MR. DEEPAK D. KENI	MULTI-TASKING STAFF	2994488	deepakdkeni@gmail.com
29	MR. VINAY KAVLEKAR (ABSENT FROM DUTY)	LABORATORY ATTENDANT	2994488	ABSENT FROM DUTY
30	MR. ANAND MAYEKAR	MULTI-TASKING STAFF	2994488	anandmayekar28@gmail.com
31	MR. ANAND DIVKAR	MULTI-TASKING STAFF	2994488	ananddivkar72@gmail.com
32	MR. LAXMIKANT G. PARKAR	MULTI-TASKING STAFF	2994488	parkarlaxmikant88@gmail.com
33	MR. DATTARAM B. KALANGUTKAR	MULTI-TASKING STAFF	2994488	dbks318@gmail.com
34	MR. PRALHAD D. KAVLEKAR	MULTI-TASKING STAFF	2994488	pralhadkavlekar@gmail.com
35	MR. VIJENDRA B. MANGAONKAR	MULTI-TASKING STAFF	2994488	vijendramangaonkar@gmail.com
36	MR. MOHAN S. KALSANAWAR	MULTI-TASKING STAFF	2994488	mohankalsanawar88@gmail.com
37	MR. NITEEN P. LOKAPURE	MULTI-TASKING STAFF	2994488	nitinlokasure255@gmail.com
38	MR. ATRI S. NAIK	MULTI-TASKING STAFF	2994488	atrinaik@gmail.com
39	MS. RIDDHI RAKESH FATARPEKAR	MULTI-TASKING STAFF	2994488	sumitagaude21@gmail.com
40	MR. SUMEDH G KITLEKAR	MULTI-TASKING STAFF	2994488	sgkitlekar@gmail.com
41	MR. RAM PARYEKAR	MULTI-TASKING STAFF	2994488	rama.paryekar733@gmail.com
42	MS. MARIKA DE LIMA	COUNSELLOR (CONTRACT BASIS)	2994488	marikadelima@gmail.com
43	MS. SHANICE KACIE LOURENCO	COUNSELLOR (CONTRACT BASIS)	2994488	tanvisirsat98@gmail.com
44	MRS. RICHA VARUN MURKUMBI	LOWER DIVISION CLERK (CONTRACT BASIS)	2994488	richagvndlkr@gmail.com
45	MR. ANEESH SHIRODKAR	LOWER DIVISION CLERK (CONTRACT BASIS)	2994488	Aneesh675@gmail.com
46	MR. RAGHUNATH LAVU GAD	MULTI TASKING STAFF (CONTRACT BASIS)	2994488	raghunathgad06@gmail.com

MANUAL 10

The monthly remuneration received by each of its officer and employees including the system of computerization as provided in Regulation [Section 4(1) (b) (x)] (2024-2025)

SR. NO.	NAME	DESIGNATION	PAY SCALE	MONTHLY GROSS SALARY
1	MR. NILKANTH S. KARMALKAR	ACCOUNTANT	Level 6	Rs. 73764/-
2	MR. SUMANT Y. MARIHAL (upto 31/08/2025)	HEAD CLERK	Level 6	Rs. 92748/-
3	MR. LOWELL NAZARE	SYSTEM ADMINISTRATOR	Level 6	Rs. 75843/-
4	MR. ROHIT SURESH NAIK	INSTRUCTOR IN PHYSICAL EDUCATION	Level 7	Rs. 95310/-
5	MS. VARADA VAMAN JOG	LIBRARIAN GRADE - I	Level 5	Rs. 64881/-
6	MR. UTTAM B. PARAB (upto 31/01/2024)	UPPER DIVISION CLERK	Level 6	Rs. 90532/-
7	MR. GOVIND P. SHIRODKAR	UPPER DIVISION CLERK	Level 5	Rs. 91068/-
8	MR. PRASHANT MANDREKAR	UPPER DIVISION CLERK	Level 4	Rs. 58644/-
9	MRS. KAMALA S.R.K.	JUNIOR STENOGRAPHER	Level 6	Rs. 116940/-
10	MS. JULIET PINTO	LAB. ASSISTANT	Level 6	Rs. 101148/-
11	MRS. PADMAJA N. NAIK	LAB. ASSISTANT	Level 6	Rs. 98292/-
12	MR. SURAJ G. SAWANT	STOREKEEPER	Level 5	Rs. 88506/-
13	MR. S. ANDREW KAROFF	LAB. TECHNICIAN	Level 4	Rs. 74709/-
14	MRS. NAVAMI PARULEKAR	LAB. ASSISTANT	Level 6	Rs. 123828/-
15	MS. PRASIDHI RAHUL KENI	LAB. ASSISTANT	Level 4	Rs. 56943/-
16	MR. PRATIK PRAKASH GAUNDALKAR	LAB. ASSISTANT	Level 4	Rs. 56943/-
17	MS. PRACHI PRADEEP KUDASKAR	LIBRARIAN GRADE - II	Level 4	Rs. 55431/-
18	MS. PRACHI BHARAT SALGAONKAR	LAB. ASSISTANT	Level 4	Rs. 53919/-
19	MR. RAHUL RAMDAS GAWAS	LAB. ASSISTANT	Level 4	Rs. 53919/-
20	MR. CHAITNYANAND T. KARPE	LOWER Division Clerk	Level 3	Rs. 68892/-
21	MR. SUYOG SANDESH SIRSAT	LOWER Division Clerk	Level 2	Rs. 43686/-
22	MS. SUJATA SACHIN VAIGANKAR	LOWER Division Clerk	Level 2	Rs. 45711/-
23	MS. SAISHA SULESH NARVEKAR	LOWER Division Clerk	Level 2	Rs. 43686/-
24	MR. SANJAY P. VAIGANKAR	MULTI-TASKING STAFF	Level 3	Rs. 72924/-
25	MR. GEORGE DIAS (upto 30/06/2024)	MULTI-TASKING STAFF	Level 4	Rs. 71580/-
26	MR. SHRIKRISHNA P. KENI	MULTI-TASKING STAFF	Level 3	Rs. 68892/-
27	MR. DIGAMBER GOVEKAR	MULTI-TASKING STAFF	Level 3	Rs. 68892/-
28	MR. DEEPAK KENI	MULTI-TASKING STAFF	Level 2	Rs. 63180/-
29	MR. VINAY KAVLEKAR	LABORATORY ATTENDANT	ABSENT FROM DUTY	
30	MR. ANAND MAYEKAR	MULTI-TASKING STAFF	Level 2	Rs. 61479/-
31	MR. ANAND DIVKAR	MULTI-TASKING STAFF	Level 2	Rs. 59778/-
32	MR. LAXMIKANT G. PARKAR	MULTI-TASKING STAFF	Level 2	Rs. 53352/-

33	MR. DATTARAM KALANGUTKAR	MULTI-TASKING STAFF	Level 2	Rs. 51840/-
34	MR. PRALHAD D. KAVLEKAR	MULTI-TASKING STAFF	Level 2	Rs. 53352/-
35	MR. VIJENDRA B. MANGAONKAR	MULTI-TASKING STAFF	Level 2	Rs. 51840/-
36	MR. MOHAN S. KALSANAWAR	MULTI-TASKING STAFF	Level 2	Rs. 53352/-
37	MR. NITEEN P. LOKAPURE	MULTI-TASKING STAFF	Level 1	Rs. 51084/-
38	MR. ATRI SURYA NAIK	MULTI-TASKING STAFF	Level 1	Rs. 49761/-
39	MS. RIDDHI RAKESH FATERPEKAR	MULTI-TASKING STAFF	Level 1	Rs. 39717/-
40	MR. SUMEDH GURUDAS KITLEKAR	MULTI-TASKING STAFF	Level 1	Rs. 39717/-
41	MR. RAM F. PARYEKAR	MULTI-TASKING STAFF	Level 1	Rs. 39717/-
CONTRACT BASIS (AIDED):				
42	MS. MARIKA DE LIMA	COUNSELLOR (CONTRACT BASIS)	Consolidated Salary	Rs. 40,000/- w.e.f. 06/07/2024
43	MS. TANVI SIRSAT	COUNSELLOR (CONTRACT BASIS)	Consolidated Salary	Rs. 40,000/- w.e.f. 13/07/2024
44	MRS. RICHA VARUN MURKUMBI	LOWER DIVISION CLERK (CONTRACT BASIS)	Consolidated Salary	Rs. 23,400/-
45	MR. ANEESH SHIRODKAR	LOWER DIVISION CLERK (CONTRACT BASIS)	Consolidated Salary	Rs. 23,400/-
46	MR. RAGHUNATH LAVU GAD	MULTI TASKING STAFF (CONTRACT BASIS)	Consolidated Salary	Rs. 23,100/-

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)] (2024-2025)

SR. NO.	NAME	DESIGNATION	PAY SCALE	MONTHLY REMUNERATION AS ON JULY, 2024
1	Prof. D. B. Arolkar	PROFESSOR & PRINCIPAL	Level 14	Rs. 376476/-
2	Dr. M. Shanthi	VICE-PRINCIPAL	Level 13A	Rs. 341216/-
3	Mr. Subhash D. Patil	ASSOCIATE PROFESSOR	Level 13A	Rs. 359544/-
4	Mr. Sanjay B. Karapurkar	ASSOCIATE PROFESSOR	Level 13A	Rs. 359544/-
5	Mrs. Rashmi R. Redkar	ASSOCIATE PROFESSOR	Level 13A	Rs. 310824/-
6	Mrs. Prashanti Talpankar	ASSOCIATE PROFESSOR	Level 13A	Rs. 320064/-
7	Mr. Sunoj P. Raicar	ASSOCIATE PROFESSOR	Level 13A	Rs. 310824/-
8	Prof. Vidya G. Desai	PROFESSOR	Level 14	Rs. 350808/-
9	Mr. Sameer M. Patil	ASSOCIATE PROFESSOR	Level 13A	ON LIEN
10	Mrs. Smita R. Kuncolienkar	ASSOCIATE PROFESSOR	Level 13A	Rs. 301920 /-
11	Mr. Somnath P. Morajkar	ASSOCIATE PROFESSOR	Level 13A	Rs. 301920 /-
12	Prof. Shaikh Mohd. Parvez Al-Usmani	ASSOCIATE PROFESSOR	-----	ON LIEN
13	Dr. Rajesh M. Pednekar	ASSOCIATE PROFESSOR	Level 13A	Rs.310824 /-
14	Mr. Mangesh V. Varerkar	ASSOCIATE PROFESSOR	Level 13A	Rs. 293352 /-
15	Mr. Shivdatt F. Shirodkar	ASSOCIATE PROFESSOR	Level 13A	Rs. 301920 /-
16	Mr. Paresh R. Sirsat	ASSOCIATE PROFESSOR	Level 13A	Rs. 293352 /-
17	Dr. Udaysingh V. Rane	ASSOCIATE PROFESSOR	Level 13A	Rs. 320064 /-
18	Mr. Girish G. Abhyankar	ASSOCIATE PROFESSOR	Level 13A	Rs. 293352 /-
19	Dr. Suchita R. Golasar	ASSOCIATE PROFESSOR	Level 13A	Rs. 310824 /-
20	Dr. Manoj M. Kothawale	ASSISTANT PROFESSOR	Level 12	Rs. 214056 /-
21	Ms. Anabelle Pires Lobo	ASSISTANT PROFESSOR	Level 11	Rs. 180456 /-
22	Dr. Umesh B. Gawas	ASSOCIATE PROFESSOR	Level 13A	Rs. 268992 /-
23	Dr. Amrut F. Naik	ASSOCIATE PROFESSOR	Level 13A	Rs. 284931 /-
24	Dr. Achut P. Pednekar	ASSOCIATE PROFESSOR	Level 13A	Rs. 293247 /-
25	Mrs. Pooja S. Bidye (Child care leave)	ASSISTANT PROFESSOR	Level 11	Rs. 144245 /-
26	Dr. Dimple V. Paul	ASSISTANT PROFESSOR	Level 12	Rs. 220293/-
27	Dr. Naresh G. Shirodkar	ASSOCIATE PROFESSOR	Level 13A	Rs. 290331/-
28	Ms. Jaya G. Prabhu Parrikar	ASSISTANT PROFESSOR	Level 11	Rs. 180414/-
29	Dr. Sushant R. Haldankar	COLLEGE DIRECTOR OF PHYSICAL EDUCATION	Level 13A	Rs. 276804/-

SR. NO.	NAME	DESIGNATION	PAY SCALE	MONTHLY REMUNERATION AS ON JULY, 2024
30	Ms. Prasanna M. Kothawale	ASSISTANT PROFESSOR	Level 11	Rs. 180414/-
31	Mr. Shripad S. Merchant	ASSOCIATE PROFESSOR	Level 13A	Rs. 284931/-
32	Mr. Chandru H. Govekar	ASSISTANT PROFESSOR	Level 11	Rs. 165672/-
33	Mr. Yogeshwar R. Bhosle	ASSISTANT PROFESSOR	Level 11	Rs. 160947/-
34	Dr. Dhaneesh Kumar T. K.	ASSISTANT PROFESSOR	Level 11	Rs. 165672/-
35	Dr. Sandesh J. Naik	ASSISTANT PROFESSOR	Level 11	Rs. 160947/-
36	Ms. Lizella Faria Gonsalves	ASSISTANT PROFESSOR	Level 11	Rs. 152064/-
37	Mr. Dinanath P. Volvoikar	ASSISTANT PROFESSOR	Level 11	Rs. 152064/-
38	Mr. Subhash Y. Kamalkar	ASSISTANT PROFESSOR	Level 10	Rs. 147528/-
39	Dr. Jayaprakash	LIBRARIAN	Level 12	Rs. 214056/-
40	Mr. Pratik Korkankar	ASSISTANT PROFESSOR	Level 10	Rs. 135432/-
41	Mr. Jayesh B. Mayekar	ASSISTANT PROFESSOR	Level 10	Rs. 131652/-
42	Ms. Tanvi Kurtiker	ASSISTANT PROFESSOR	Level 10	Rs. 131652/-
43	Ms. Yogita K. Karkhanis	ASSISTANT PROFESSOR	Level 10	Rs. 124470/-
44	Ms. Wilma Fernandes	ASSISTANT PROFESSOR	Level 10	Rs. 124470/-
45	Mr. Sarvesh S. Gawas	ASSISTANT PROFESSOR	Level 10	Rs. 124470/-
46	Ms. Danica F. Menezes	ASSISTANT PROFESSOR	Level 10	Rs. 124470/-
47	Dr. Purushottam A. Verlekar	ASSISTANT PROFESSOR	Level 10	Rs. 124470/-
48	Ms. Sanjana S. Naik	ASSISTANT PROFESSOR	Level 10	Rs. 124470/-
49	Ms. Kimberly Fiona Afonso (Child Care Leave)	ASSISTANT PROFESSOR	Level 10	Rs. 115668/-
50	Dr. Ankeeta A. Amonkar	ASSISTANT PROFESSOR	Level 10	Rs. 124470/-
51	Ms. Sailee C. Velip	ASSISTANT PROFESSOR	Level 10	Rs. 124470/-
52	Ms. Vassanti R. Morudkar	ASSISTANT PROFESSOR	Level 10	Rs. 121068/-
53	Ms. Chaitali Praraj Parker	ASSISTANT PROFESSOR	Level 10	Rs. 121068/-
54	Mr. Baptist Joaquim Rebelo	ASSISTANT PROFESSOR	Level 10	Rs. 121068/-
55	Mr. Aviraj Srikant Velip	ASSISTANT PROFESSOR	Level 10	Rs. 121068/-
56	Mr. Namdev E Tulaskar	ASSISTANT PROFESSOR	Level 10	Rs. 117666/-
57	Ms. Archana Ashok Pednekar	ASSISTANT PROFESSOR	Level 10	Rs. 117666/-

SR. NO.	NAME	DESIGNATION	PAY SCALE	MONTHLY REMUNERATION AS ON JULY, 2024
58	Ms. Pranaya M. Naik	CONTRACT BASIS ASSISTANT PROFESSOR	Consolidated Salary for NET candidates	Rs. 65,000/- p.m. w.e.f. 02/07/2024
59	Dr. Sinthiya J. Gawandi	CONTRACT BASIS ASSISTANT PROFESSOR	Consolidated Salary for SET/Ph.D. candidates	Rs. 60,000/- p.m. w.e.f. 02/07/2024
60	Dr. Sudesh Manohar Morajkar	CONTRACT BASIS ASSISTANT PROFESSOR	Consolidated Salary for Ph.D. candidates	Rs. 60,000/- p.m. w.e.f. 02/07/2024
61	Mr. Ritesh D. Vengurlekar	CONTRACT BASIS ASSISTANT PROFESSOR	Consolidated Salary for NET candidates	Rs. 55,000/- p.m. w.e.f. 02/07/2024
62	Ms. Prachita Pramod Joshi	CONTRACT BASIS ASSISTANT PROFESSOR	Consolidated Salary	Rs. 40,000/- p.m. w.e.f. 06/07/2024
63	Ms. Durva Kishor Mandrekar	CONTRACT BASIS ASSISTANT PROFESSOR	Consolidated Salary	Rs. 40,000/- p.m. w.e.f. 06/07/2024
64	Ms. Anuja Rajendra Gawandalkar	CONTRACT BASIS ASSISTANT PROFESSOR	Consolidated salary	Rs. 40,000/- p.m. w.e.f. 06/07/2024
65	Mr. Tushar S. Karmalkar	CONTRACT BASIS ASSISTANT PROFESSOR	Consolidated Salary for NET/SET candidates	Rs. 65,000/- p.m. w.e.f. 09/07/2024
66	Mr. Marlow Agnelo Lawrence	CONTRACT BASIS ASSISTANT PROFESSOR	Consolidated Salary for SET candidates	Rs. 65,000/- p.m. w.e.f. 09/07/2024
67	Mr. Mayur Sanjay Gaonkar	CONTRACT BASIS ASSISTANT PROFESSOR	Consolidated salary	Rs. 40,000/- p.m. w.e.f. 09/07/2024
68	Ms. Mrunali Mahesh Sakhalkar	LECTURE BASIS ASSISTANT PROFESSOR	-----	Rs. 750/- per lect. w.e.f. 06/07/2024
69	Mr. Navso Vishram Parab	LECTURE BASIS ASSISTANT PROFESSOR	-----	Rs. 750/- per lect. w.e.f. 06/07/2024
70	Mr. Soham Ganoji Ashvekar	LECTURE BASIS ASSISTANT PROFESSOR	-----	Rs. 750/- per lect. w.e.f. 09/07/2024
71	Mr. Dattaraj Arjun Kamalkar	LECTURE BASIS ASSISTANT PROFESSOR	-----	Rs. 750/- per lect. w.e.f. 09/07/2024
72	Ms. Barkha Bharat Arlekar	LECTURE BASIS ASSISTANT PROFESSOR	-----	Rs. 750/- per lect. w.e.f. 09/07/2024
73	Ms. Nidhi Gawandi Arolkar	LECTURE BASIS ASSISTANT PROFESSOR	-----	Rs. 750/- per lect. w.e.f. 10/07/2024
74	Mr. Tukaram Ulhas Rane	LECTURE BASIS ASSISTANT PROFESSOR	-----	Rs. 750/- per lect. w.e.f. 10/07/2024 to 06/08/2024
75	Ms. Chinmayee Gopal Sawant	LECTURE BASIS ASSISTANT PROFESSOR	-----	Rs. 750/- per lect. w.e.f. 13/07/2024
76	Mrs. Suchita Shailendra Kubal	LECTURE BASIS ASSISTANT PROFESSOR	-----	Rs. 750/- per lect. w.e.f. 15/07/2024

SR. NO.	NAME	DESIGNATION	PAY SCALE	MONTHLY REMUNERATION AS ON JULY, 2024
77	Ms. Gauri Ashish Porob	LECTURE BASIS ASSISTANT PROFESSOR	-----	Rs. 750/- per lect. w.e.f. 07/08/2024
78	Ms. Shruti alias Nikita Ramnath Dangui (Subst. for Ms. Pooja S. Bidye)	LECTURE BASIS ASSISTANT PROFESSOR	-----	Rs. 50,000/- p.m. w.e.f. 06/07/2024
79	Mr. Tukaram U. Rane (Substitute for Sameer Patil)	CONTRACT BASIS ASSISTANT PROFESSOR	Consolidated Salary	Rs. 40,000/- p.m. w.e.f. 10/07/2024
80	Ms. Diksha Karapurkar (substitute for KA)	CONTRACT BASIS ASSISTANT PROFESSOR	Consolidated Salary for NET candidates	Rs. 55,000/- p.m. w.e.f. 02/07/2024 to 29/07/2024
81	Ms. Simran Khan (substitute for KA)	CONTRACT BASIS ASSISTANT PROFESSOR	Consolidated Salary	Rs. 40,000/- p.m. w.e.f. 06/08/2024

M A N U A L 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.	DR. M. SHANTHI Vice-Principal	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	MR. NILKANTH S. KARMALKAR, ACCOUNTANT 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"** -----