

## Disclosure under Section 4 of R.T.I Act 2005

- **MANUAL - 1**

### **Particulars of organization/ functions and duties**

#### **1. Aims and objectives of the Colleges**

##### **OBJECTIVES**

##### **CORE VALUES**

#### **2. Mission / Vision Statement of the College Authority:**

##### **Our Vision**

*"To make the institution a centre of excellence in education and research with focus on multifaceted development of the students and to empower them to become global citizens".*

##### **Our Mission**

*" To impart quality education to students to enable them to face the global challenges and mould them to be socially responsible citizens.".*

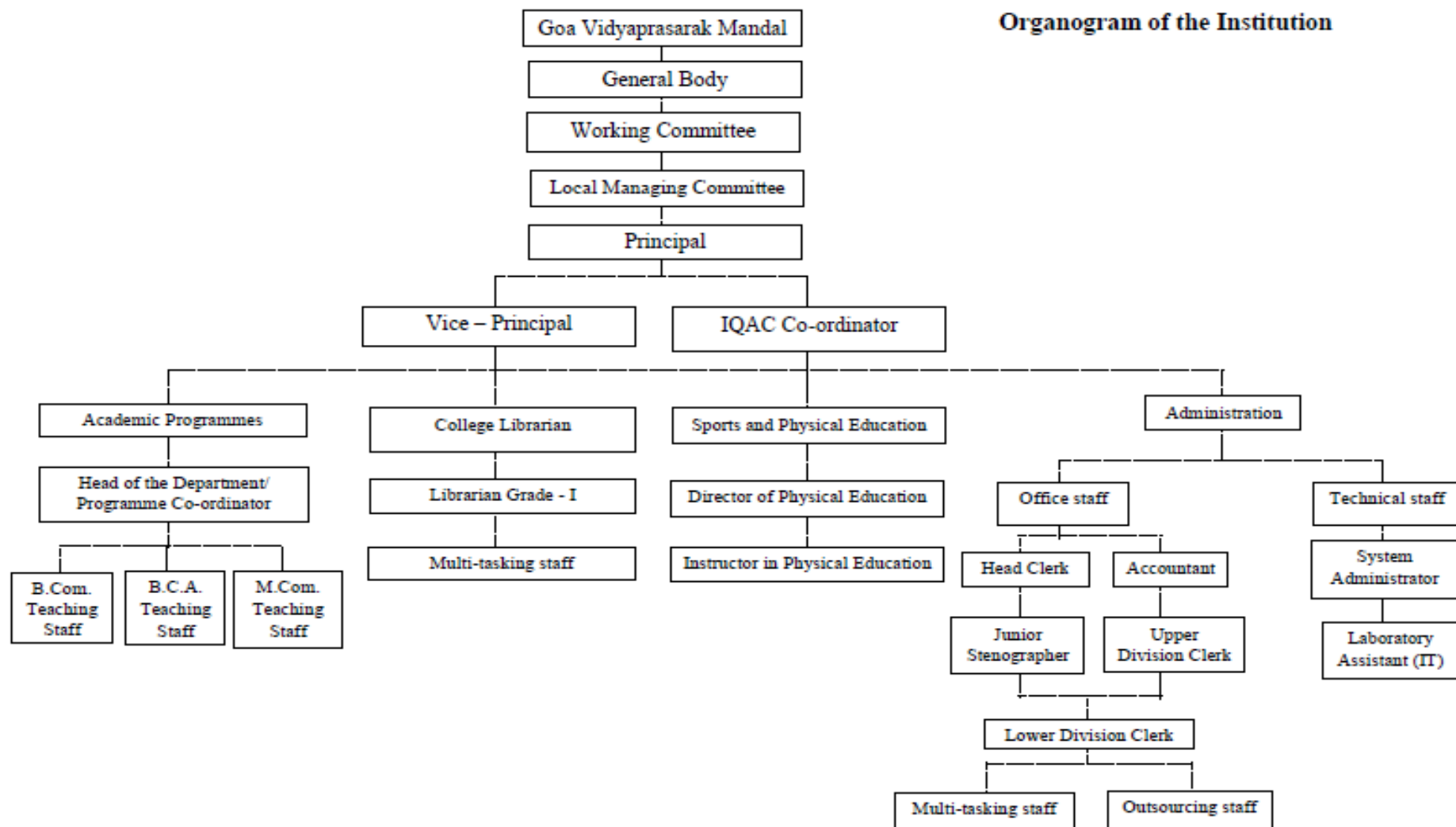
#### **3. Brief history and background of establishment of the College Authority:**

Goa Vidyaprasarak Mandal is one such educational institution which is committed to deliver education par excellence from K.G. to P.G. On the auspicious day 12 June 1986 (Saka 1908 Jyestha Sukla Paksha Panchami), Goa Vidyaprasarak Mandal's College of Commerce and Economics was established in Ponda. The college came to be officially renamed as Goa Vidyaprasarak Mandal's Gopal Govind Poy Raiturcar College of Commerce and Economics on 13 March 1994 (Saka 1915 Phalgun Shukla Paksha Pratipada).

A group of imminent personalities, freedom fighters and social workers driven by the concern and zeal for providing education among the residents of Ponda taluka established Goa Vidyaprasarak Mandal, the parent body of the college, on the auspicious day, 2 October 1911, which marks the Gandhi Jayanti and Lal Bahadur Shastri Jayanti. Goa Vidyaprasarak Mandal has not left a single stone unturned in its journey for last 109 years in the delivery of education to the masses; may it be at Kindergarten, primary, secondary, higher secondary, graduation, post-graduation level or even in preparing students for IIT entrance exam through its Adarsh Higher Secondary School.

The college embarked upon its journey of imparting education with a handful of teaching and non-teaching staff members, three classrooms and approximately 300 pupils. Later on, the College was re-located to a spacious and green landscape at Farmagudi in the year 2000. In June 2024, the College has been reaccredited by National Assessment and Accreditation Council, Bangaluru, with 'B++' Grade CGPA of 2.99.

#### 4. Organization Chart:



**5. Main activities / functions of the Public Authority**

To impart instruction in Commerce and Economics B.Com., B.C.A, streams leading to Degree and M.Com.

**6. List of services being provided by the Public authority with a brief write-up on them**

- a) The teaching staff is involved in academic and extra-curricular work whereas the non teaching staffs are involved in administrative work. Principal, Vice-Principal, HOD, Teaching Staff, Head Clerk, Accountant, Non-Teaching Staff, M.T. Staff, Librarian.
- b) Provide academic information of passed out students of this college to industries/ business Firms, etc., for placement.
- c) Issue various certificates to staff and students.
- d) Library facilities are available for public use with prior permission of the Principal. The working hours of the Library: 8:30 a.m. to 5:00 p.m. on all working days (except on Saturdays (8:30 a.m. to 1:00 p.m.).

**7. Citizen interaction- Expectation of the Public authority from the public for enhancing its effectiveness and efficiency.**

**8. Postal address of the main office, attached/ subordinate office / field units, etc.**

Goa Vidyaprasarak Mandal's Gopal Govind Poy Raiturcar College of  
Commerce and Economics  
Post Box No.102, Farmagudi,  
Ponda - Goa, 403-401  
Phone: 8767916417

**9. Working hours both for office and public.**

**Office working hours:**

Monday - Friday  
08:30 a.m. to 1:30 p.m.  
02:30 p.m. to 5:00 p.m.

Saturday  
8:30 a.m. to 1:00 p.m.

- **MANUAL - 2**  
**Powers and Duties of officers and Employees**

**Provide details of the Powers and duties of officers and employees of the organisation**

Sr.No	Designation	Powers			Duties
		Administration	Financial	Others	
1	Principal				(i) To place before the Local Managing Committee: (a) the budgetary statement for the following financial year and (b) the statement of audited accounts for the previous financial year for consideration and approval. (ii) As the Principal is the 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.
2	Vice-Principal				The Vice-Principal shall perform such duties as may be assigned to him by the Principal from time to time.
3	Teaching Staff				Duties as may be assigned to him by the Principal from time to time

4	Non-teaching Staff	HEAD CLERK			<p>1. To exercise, check and to follow up the incoming letters received from the University Department /Centre/College/Student etc. 2. To point out mistake or mis-statements, if any, and draw attention wherever necessary, to the statutory or customary practice and point out rules wherever they are concerned. 3. To submit notes/drafts for approval of the officers through the Superintendent. 4. To scrutinise information/ documents submitted by the lower staff, write her/his own remarks/suggestions, if any, and submit the same to the superintendent/ Assistant Registrar, as the case may be. 5. To ensure the prompt dispatch of letters and communications. 6. To arrange filing of the papers and arrange files in order, year-wise and subject-wise. 7. To maintain calendar of periodical returns for incoming and outgoing matters, separately. 8. To open and maintain service book of all employees in duplicate</p>
		Accountant			<p>1. To prepare bank reconciliation statement, budget and final account of funds entrusted to him/her. 2. To prepare periodic accounts of funds entrusted to her/him and to assist the Assistant Accounts Officer in furnishing figures of</p>

					<p>expenditure to higher authorities. 3. To maintain books of accounts, payment register and funds entrusted to him/her. 4. To attend to all the matters pertaining to deduction of Income Tax, Professional Tax, LIC/GSLIC Premium, GPF/EPF Contribution from the salary of employees. 5. To prepare draft of due and drawn statement for payment of arrears to University employees. 6. To attend to routine correspondence with Banks and other Departments. 7. To supervise the work of the subordinate Clerks under her/him and to pass the bill for payment as per relevant rules.</p>
		<b>System Administrator</b>			<p>1. To look after technical work. 2. Duties as may be assigned to him by the Principal from time to time.</p>
		<b>Junior Stenographer</b>			<p>1. Drafting and typing official correspondence such as letters to staff, parents, notices of department, etc. 2. Assisting in the preparation, typing, formatting of academic annual reports, research proposals, other administrative work. 3. To do the work entrusted by the Head Clerk and Principal of the college from time to time 4. To maintain proper filing system for all incoming and outgoing letters.</p>

					<p>5. To maintain proper listing of files on the office computer. 6. Taking minutes of the meetings. 7. To answer telephone calls. 8. To maintain inward and outward registers. 9. Maintain calendar for follow up action. 10. Ordering stationery and other materials required for the office use.</p>
		UDC			<p>1. To ensure whether all facts open to check have been correctly stated. 2. To point out deficiency or incorrect statement related to the facts. 3. To draw attention, wherever necessary, to precedents or Rules and Regulations in the matter. 4. To maintain the guard file and supply other relevant facts and figures. 5. To prepare list of letters issued during a fortnight to which replies have not been received and for which reminders are required to be sent. 6. To send relevant extracts or any part of the matter, through Section Officer/ Assistant Registrar/ Superintendent to the Section concerned for remarks and necessary action. 7. To undertake copying work/rubber stamping and to attend to all types of administrative/clerical work. 8. To maintain different registers, forms etc. 9. To maintain notebook to monitor timely disposal of</p>

					<p>urgent papers. 10. To collect the relevant material required for taking action on a matter. 11. To supply other relevant facts and figures and papers pertaining to earlier policy decisions. 12. To draft routine letters and replies for approval. 13. To prepare monthly work report including the pending matters for submission to the Superintendent for perusal and guidance/instructions. 14. Wherever applicable, the UDC shall carry out the duties assigned by the Dean of the Faculty.</p>
		<b>Lower Division Clerk</b>			<p>1. To carry out work of routine nature. 2. To register Dak. 3. To maintain section diary, file register, file movement, indexing and recording. 4. To carry out typing, comparing and dispatch. 5. To prepare list of pending work. 6. Submission of routine and simple drafts etc. under the guidance and supervision of Superintendent/Sectional Officer. 7. To mark entry of the mail and letters and inter-departmental correspondence/files etc. 8. To acknowledge correspondence received. 9. To submit Dak to the Sectional Officer with acknowledgement. 10. To draft routine letters/replies for approval and if necessary issue reminders under the guidance and supervision of Sectional Officer. 11. To</p>

					<p>prepare monthly arrears report and submit it to the Superintendent for perusal and guidance/instructions.</p> <p>12. Wherever applicable, the LDC shall carry out the duties assigned by the Dean of the Faculty</p>
		<b>Laboratory Assistant</b>			<p>1. To assist students and teachers in conducting practicals and experiments by providing/arranging required laboratory equipments or preparing various laboratory reagents etc. as the case may be. 2. To maintain stock registers and register of consumable materials and to undertake physical stock verification of laboratory materials. 3. To assist in purchase and procurement of laboratory materials. 4. To supervise the work of laboratory attendants working under her/him. 5. To assist in routine administrative matters and to ensure that the laboratory facilities are not misused by any person. 6. To report about breakages/losses in laboratory, to her/his superiors. 7. To ensure that all the cupboards, and laboratories are properly closed by the laboratory attendants.</p>

		<b>Multi-Tasking Staff</b>			<p>Following categories of non-teaching employees designated as Multi-Tasking Staff and those which may be designated in future by the Government and Executive Council as Multi-Tasking staff shall perform general duties and responsibilities as specified below in addition to the specific duties defined for respective categories under the provisions of this statute. General Duties and responsibilities of the Multi-Tasking staff:</p> <ol style="list-style-type: none"> <li>1. Physical maintenance of records of the Section.</li> <li>2. General cleanliness and upkeep of the Section/Unit.</li> <li>3. Carrying of files and other papers within the University campus.</li> <li>4. Photocopying, sending of FAX, etc.</li> <li>5. Other non-clerical work in the Section/Unit.</li> <li>6. Assisting in routine office work like inward-outward, dispatch, etc., including on Computer.</li> <li>7. Delivering of dak (within and outside the Campus).</li> <li>8. Watch and ward duties.</li> <li>9. Opening and closing of rooms.</li> <li>10. Cleaning of rooms.</li> <li>11. Dusting of furniture, etc.</li> <li>12. Cleaning of building, fixtures, etc.</li> <li>13. Work related to her/his ITI qualifications, if it exists.</li> <li>14. Driving of vehicles, if in possession of valid driving licence.</li> <li>15. Upkeep of parks, lawns, potted plants, etc.</li> </ol> <p>Specific Categories of Multi-Tasking staff, their Duties</p>
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					<p>and Responsibilities 1) <b>Library Attendant</b> i. To help in the proper arrangement of the Library. ii. To help the Librarian in organising the various sections of the Library. iii. To help the users of the Library in getting the required information. iv. To see that proper surveillance is maintained to the valuables in the Library.</p>
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- **MANUAL - 4**

**Norms set by it for the discharge of its functions.**

**Please provide the details of the Norms/Standards set by the department for execution of various activities / programmes.**

<b>Sr. No.</b>	<b>Activity</b>	<b>Time frame/Norm or its / Completion/ Disposal</b>	<b>Remarks</b>
1.	<b>Issue of I Card</b>	Every student will be issued I Card after seeking admission to college. I Cards will be issued within one month from the date of admission. It should be procured by student.	
2.	<b>Issue of Duplicate I Card</b>	If a student loses I Card, He / She must file FIR in Police Station and submit it to college for duplicate card. Duplicate I Card will be issued within 15 days of application.	
3.	<b>Issue of Transfer Certificate (TC)</b>	TC is issued to the student who applies for the same seeking admission to other colleges affiliated to Goa University.	
4.	<b>Issue of Character/Bonafide Certificate</b>	Character / Bonafide Certificates are issued to students who apply for the same within two days.	
5.	<b>Issue of Attempt Certificate</b>	Attempts Certificates are issued.	
6.	<b>Migration Certificate</b>	Students passing H.S.S.C Examination conducted by Board other than Goa Board have to obtain migration certificate from Goa University, to obtain Eligibility.	
7.	<b>Processing Application for scholarship/</b>		
8.	<b>Declaration of F.Y./ S.Y. Results</b>		
9.	<b>Issue of Mark sheets</b>		
10.	<b>Issue of Duplicate Mark sheets</b>		
11.	<b>Verification of marks of F.Y. and S.Y.</b>		
12.	<b>Admission</b>		
13.	<b>Examination</b>		

14.	College Council Election		
15.	NSS, NCC and Sports		
16.	Cultural & Co-cultural and Extracurricular activities		

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Rules, regulations, instruction manuals and records for discharging functions

Sr. No.	Name of the act rules regulations, etc.	Brief gist of the accounts	Reference No.	Price in case of Priced Publication
1.	Statutes & ordinances of Goa University	Rules for colleges regular Appointment of staff, leave applicable, etc.		
2.	Central Civil Service Rules made applicable by Goa Government	Service conditions for staff		
3.	Government Notification Circulars	-		
4.	College Handbook (2025-26)	B.COM: <a href="https://gvmcommercecollege.ac.in/wp-content/uploads/2025/04/Prospectus-Bcom-2025.pdf">https://gvmcommercecollege.ac.in/wp-content/uploads/2025/04/Prospectus-Bcom-2025.pdf</a> B.C.A: <a href="https://gvmcommercecollege.ac.in/wp-content/uploads/2025/04/BCA_Prospectus_final.pdf">https://gvmcommercecollege.ac.in/wp-content/uploads/2025/04/BCA_Prospectus_final.pdf</a> M.Com.: <a href="https://gvmcommercecollege.ac.in/wp-content/uploads/2025/10/M.Com_-Prospectus-2025-26.pdf">https://gvmcommercecollege.ac.in/wp-content/uploads/2025/10/M.Com_-Prospectus-2025-26.pdf</a>		
5.	College Prospectus (2025-26)	B.COM: <a href="https://gvmcommercecollege.ac.in/wp-content/uploads/2025/04/Prospectus-Bcom-2025.pdf">https://gvmcommercecollege.ac.in/wp-content/uploads/2025/04/Prospectus-Bcom-2025.pdf</a> B.C.A: <a href="https://gvmcommercecollege.ac.in/wp-content/uploads/2025/04/BCA_Prospectus_final.pdf">https://gvmcommercecollege.ac.in/wp-content/uploads/2025/04/BCA_Prospectus_final.pdf</a> M.Com.: <a href="https://gvmcommercecollege.ac.in/wp-content/uploads/2025/10/M.Com_-Prospectus-2025-26.pdf">https://gvmcommercecollege.ac.in/wp-content/uploads/2025/10/M.Com_-Prospectus-2025-26.pdf</a>		

- **MANUAL.7**

Particulars of any arrangements that exists for consultation with or representation by the members of the public in relation to the formulation of its policy of implementation.

Sr. No.	Name and address of the consultative Committee/ bodies	Constitution of the Committee/ body	Rules and Responsibility	Frequency of meetings
1.	<b>Parent Teacher's Association (P.T.A)</b>	<u><b>P.T.A Committee</b></u> <ol style="list-style-type: none"> <li>1. Prof. Teotone Vaz – Principal</li> <li>2. Dr. Meera R. Mayekar - Vice - Principal</li> <li>3. Mrs. Ana Falleiro - Convenor, P.T.A</li> <li>4. Shri. Subhash Wadikar – Chairman, P.T.A.</li> <li>5. Mrs. Reshma Volvoikar – Treasurer, P.T.A.</li> <li>6. Mrs. Snehal Adhav – Secretary, P.T.A.</li> <li>7. Shri. Sudesh Parodkar – Member</li> <li>8. Shri. Naguesh Naik – Member</li> <li>9. Shri. Rajesh Rane - Memeber</li> <li>10. Mrs. Anushree Bhandari – Teacher – Member</li> <li>11. Dr. Sulaxana R. Vernekar - Teacher - Member</li> <li>12. Mrs. Supriya Dessai – Teacher - Member</li> </ol>		
2.	<b>Local Managing Committee (L.M.C)</b>	<ol style="list-style-type: none"> <li>1. Shri. Krishna S. Shetye - Chairperson</li> <li>2. Prof. Teotone Vaz - Secretary</li> <li>3. Shri. Gajanan V. Wagle - Member</li> <li>4. Shri. Manoday S. Narvekar - Member</li> <li>5. Dr. Jojen Mathew - Member</li> <li>6. Dr. Meera R. Mayekar – Teachers’ Representative</li> <li>7. Mrs. Anushree S. Bhandari – Teachers’ Representative</li> <li>8. Shri. Ganeshprasad P. Bhat - Member</li> </ol>		

3.	IQAC	<div> <div>1. Prof. Teotone Vaz</div> <div>- Chairperson</div> </div> <div> <div>2. Mrs. Ana Falleiro</div> <div>- IQAC Co-ordinator</div> </div> <div> <div>3. Dr. Smita S. Sanzgiri</div> <div>- NAAC Co-ordinator</div> </div> <div> <div>4. Dr. Prabhakar U. Rane</div> <div>- Member</div> </div> <div> <div>5. Dr. Vinaya Gad</div> <div>- Member</div> </div> <div> <div>6. Dr. Raina Pinto</div> <div>- Member</div> </div> <div> <div>7. Dr. Geetanajli C. Achrekar</div> <div>- Member</div> </div> <div> <div>8. Dr. Sulaxana R. Vernekar</div> <div>- Member</div> </div> <div> <div>9. Dr. Madanant J. Naik</div> <div>- Member</div> </div> <div> <div>10. Mrs. Supriya Dessai</div> <div>- Member</div> </div> <div> <div>11. Shri. Akshay B. Naik</div> <div>- Member</div> </div> <div> <div>12. Shri. Terence Rodrigues</div> <div>- Member</div> </div> <div> <div>13. Mrs. Anita Carvalho</div> <div>- Member</div> </div> <div> <div>14. Shri. Ganeshprasad Bhat</div> <div>- Member</div> </div> <div> <div>15. Shri. Deepak R. Vegurlekar</div> <div>- Member</div> </div> <div> <div>16. Shri Akshay Kapdi</div> <div>- Member</div> </div>		
4.	Planning Board: Plan			

• **MANUAL.8**

**A statement of boards, Council, Committees and other bodies constituted.**

Sr. No	Name and address of body	Main function of the body	Constitution of the body	Date of Constitution	Date up to which Valid	Whether meeting open to Public	Whether minutes accessible to the Public	Frequency of meeting
1.	College Committee for prevention of Sexual Harassment (PoSH) at the work place (2025-26)		1. Mrs. Ana Falleiro - Presiding Officer 2. Dr. Raina Pinto - Member 3. Mrs. Anita alias Sushanti Kavlekar - Member (President NAARI SHAKTI, Ponda) 4. Mrs. Anita Carvalho - Member (Head Clerk) 5. Shri. Satyawar Gaonkar - Member (L.D.C) 6. Ms. Diksha S. Adhav - U.G. Student. 7. Ms. Sidhi S. Kerwaikar - P.G. Student					
2.	Students/Public Grievance Redressal Committee (2025-26)		1. Prof. Teotone Vaz - Chairperson 2. Dr. Meera R. Mayekar - Secretary 3. Mrs. Ana Falleiro - Member 4. Dr. Deepali Naik - Member 5. Mrs. Supriya Dessai - Member 6. Mrs. Anita Carvalho - Member 7. Shri. Soham Vaidya - Member (General Secretary)					
3.	Anti-Ragging Committee/squad (2025-26)		1. Dr. Raina Pinto - Chairperson 2. Dr. P. N. Maske - Member 3. Ms. Madhumeeta Dhar - Member 4. Mrs. Anita Carvalho - Member (Head Clerk) 5. Ms. Saiksha Naik - Member (Counsellor) 6. Shri. Soham Vaidya - Member (General Secretary)					

4.	Attendance Committee/ Discipline Committee/ Uniform Committee (2025-26)		1. Dr. Prabhakar U. Rane - Chairperson 2. Dr. Smita S. Sanzgiri - Member 3. Mrs. Anushree Bhandari - Member 4. Dr. Sulaxana R. Vernekar - Member 5. Dr. Madanant J. Naik - Member 6. Mrs. Supriya Dessai - Member 7. Shri. Swapneel S. Naik - Member 8. Shri. Satyawar Gaonkar - Member					
5.	College Examination Committee (2025-26)		1. Dr. Prabhakar U. Rane - Chairperson 2. Mrs. Anushree Bhandari - Member 3. Dr. Raina Pinto - Member 4. Mrs. Vedita A. Keny Robolo - Member 5. Ms. Rose Ana Fernandes - Member 6. Ms. Gauri Shirodkar - Member 7. Mrs. Bhakti G. Naik - Member 8. Shri. Shivam R. Pednekar - Member 9. Mrs. Apurva S. Bandodkar - Member 10. Mr. Gustav Rodrigues - Member 11. Shri Deepak Vengurlekar - Member					
6.	College Unfair Means Inquiry Committee (2025-26)		1. Dr. Geetanjali C. Achrekar - Chairperson 2. Dr. Prabhakar U. Rane - Member 3. Dr. Raina Pinto - Member					
7.	Internal Committee (IC)/Internal Complaints Committee/Prevention of Sexual Harassment (PoSH) Committee (January 2023 to December 2025)		1. Mrs. Ana Falleiro - Presiding Officer 2. Dr. Raina Pinto - Member 3. Mrs. Anita alias Sushanti Kavlekar - Member (President NAARI SHAKTI, Ponda) 4. Mrs. Anita Carvalho - Member(Head Clerk) 5. Shri. Satyawar Gaonkar - Member (L.D.C) 6. Ms. Diksha S. Adhav - U.G. Student. 7. Ms. Sidhi S. Kerwaikar - P.G. Student					
8.	Social Media Champion (2024-25)		1. Shri. Chandan Borker 2. Shri. Gustav Rodrigues					

9.	Collegiate Grievance Committee (Examination (2025-26)		1. Dr. Meera R. Mayekar 2. Mrs. Ana Falleiro 3. Dr. Smita S. Sanzgiri					
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- **MANUAL.9**

**Directory of officers and Employees**

**TEACHING FACULTY (2025 - 2026)**

**PRINCIPAL:** Prof. Teotone Vaz

**VICE - PRINCIPAL:** Dr. Meera R. Mayekar

**DEPARTMENT OF COMMERCE**

1. Shri. Prabhuling G. Dandin, Associate Professor, M. Com., M.S.W.
2. Dr. (Mrs) Meera R. Mayekar, Associate Professor, M.Phil., Ph.D., NET
3. Dr. (Mrs) Smita S. Sanzgiri, Associate Professor, M. Com., M. Phil., Ph.D.
4. Mrs. Anushree S. Bhandari, Associate Professor, M. Com., M. Phil.
5. Dr. Prabhakar U. Rane, Associate Professor, M. Com., M. Phil., Ph.D.
6. Dr. (Ms.) Raina Pinto, Associate Professor, M. Com., M. Phil., Ph.D., NET
7. Mrs. Vedita A. Keny, Assistant Professor, M. Com., NET, SET
8. Mrs. Sarvesha A. Dhaimodkar, Associate Professor, M. Com., SET
9. Dr. (Ms.) Deepali G. Naik, Assistant Professor, M. Com., Ph.D., NET, SET
10. Dr. Madanant J. Naik, Assistant Professor, M.Com., Ph.D. ,SET

**DEPARTMENT OF ECONOMICS**

1. Dr. (Mrs.) Geetanjali Achrekar, Associate Professor, M. A., NET & SET, Ph.D., P.G.D.B.M.

**DEPARTMENT OF ENGLISH**

1. Shri. Laxmikant C. Mhalagi, Assistant Professor, M. A., B.Ed., NET & SET, M. Phil.

**DEPARTMENT OF MATHEMATICS**

1. Mrs. Ana Falleiro, Associate Professor, M. Sc., M. Phil.

## **DEPARTMENT OF COMPUTER SCIENCE**

1. Dr. (Mrs) Vinaya R. Gad, Associate Professor, M. Sc., M. Phil., Ph.D.
2. Dr. (Mrs) Sulaxana R. Vernekar, Associate Professor, M. Sc., Ph.D.

## **DEPARTMENT OF BUSINESS ENVIRONMENT**

1. Dr. Pradip N. Maske, Associate Professor, M. A., SET, Ph.D., M.Sc. (Yoga).

## **DIRECTOR OF PHYSICAL EDUCATION**

1. Mrs. Betty D'Silva, Associate Professor, B. Com., M.P. Ed.
2. Shri. Prashant P. Fadte, Instructor in Physical Education, B.Com., M.P.Ed.

## **LABORATORY ASSISTANT**

1. Shri. Akshay S. S. Kapdi

## **LIBRARIAN**

1. Shri. Terence F. B. Rodrigues (On lien), M.L.I.Sc., PGDLAN, NET, SET, M. Phil.
2. Ms. Priyanka P. Dessai, (Grade - I) M.A., M.L.I.Sc.

## **SYSTEM ADMINISTRATOR**

1. Shri. Chandan A. Borker, B.E. Information Technology.

## **NON-TEACHING FACULTY**

1. Mrs. Anita B. Carvalho, Head Clerk
2. Shri. Ganeshprasad Bhat, Accountant
3. Mrs. Sonali V. Naik, Jr. Stenographer
4. Mrs. Reema R. Keny, UDC
5. Mrs. Sharad R. Samant, UDC
6. Shri. Satyawar C. Gaonkar, LDC
7. Mrs. Nakshatra P. Parsekar, LDC
8. Shri. Gustav F. Rodrigues, LDC
9. Mrs. Anagha V. Juwarkar, LDC
10. Shri. Thanu P. Gaude, Multi-tasking Staff
11. Shri. Hanumant R. Naik, Multi-tasking Staff
12. Shri. Ratnakar K. Gaude, Multi-tasking Staff
13. Shri. Paresh B. Shirodkar, Multi-tasking Staff
14. Shri. Zulkas R. Beig, Multi-tasking Staff
15. Shri. Sachin N. Sawant, Multi-tasking Staff
16. Shri. Santosh S. Naik, Multi-tasking Staff
17. Mrs. Vrunda S. Gaude, Multi-tasking Staff

- **MANUAL.10**

The Monthly remuneration received by each of its officers and Employees, including the system of compensation as provided in Regulations.

**SALARY DETAILS OF TEACHING STAFF MEMBERS**

<b>Sr.No.</b>	<b>Names of the Staff Members</b>	<b>Designation</b>	<b>Gross Salary</b>
1.	Prof. Teotone Vaz	Principal	3,71,370.00
2.	Mrs. Ana Falleiro	Associate Professor	3,63,795.00
3.	Dr. Pradip N. Maske	Associate Professor	3,63,795.00
4.	Mrs. Betty D'Silva	Director of Physical Education	3,63,795.00
5.	Mrs. Meera Mayekar	Associate Professor	3,60,505.00
6.	Dr. Smita S. Sanzgiri	Associate Professor	3,43,335.00
7.	Mrs. Anushree S. Bhandari	Associate Professor	3,14,625.00
8.	Dr. Prabhakar U. Rane	Associate Professor	3,03,355.00
9.	Dr. Vinaya Gad	Associate Professor	3,18,285.00
10.	Dr. Raina Pinto	Associate Professor	3,23,155.00
11.	Dr. Geetanjali Achrekar	Associate Professor	2,81,175.00
12.	Mrs. Vedita A. Keny Robolo	Assistant Professor	1,91,805.00
13.	Mrs. Sarvesha Dhaimodkar	Associate Professor	2,10,080.00
14.	Dr. Sulaxana Vernekar	Associate Professor	2,64,465.00
15.	Dr. Deepali G. Naik	Assistant Professor	1,44,823.00
16.	Shri. Laxmikant C. Mhalagi	Assistant Professor	1,23,612.00
17.	Dr. Madanant J. Naik	Assistant Professor	1,25,524.00
18.	Shri. Francis Terence De Braganza Rodrigues	Librarian	1,29,920.00

### SALARY DETAILS OF NON-TEACHING STAFF MEMBERS

Sr. No.	Names of the Staff Members	Designation	Gross Salary
1.	Mrs. Anita Carvalho	Head Clerk	1,18,965.00
2.	Shri. Ganeshprasad Bhat	Accountant	62,762.00
3.	Mrs. Sonali V. Naik	Junior Stenographer	47,290.00
4.	Mrs. Reema Keny	UDC (MACP)	90,365.00
5.	Mrs. Sharad R. Samant	UDC (MACP)	84,840.00
6.	Shri. Satyawar C. Gaonkar	LDC (P.H)	52,313.00
7.	Mrs. Nakshatra H. Shirshat / Parsekar (on EOL)	LDC	0
8.	Shri. Gustav Rodrigues	LDC	36,006.00
9.	Mrs. Anagha V. Juwarkar	LDC	35,049.00
10.	Shri. Hanumant Naik	Multi-Tasking Staff	73,915.00
11.	Shri. Thanu Gaude	Multi-Tasking Staff	68,915.00
12.	Shri. Ratnakar Gaude	Multi-Tasking Staff	98,915.00
13.	Shri. Paresh B. Shirodkar	Multi-Tasking Staff	35,687.00
14.	Shri. Zulkas R. Beig	Multi-Tasking Staff (P.H)	37,780.00
15.	Shri. Sachin Sawant	Multi-Tasking Staff	33,773.00
16.	Shri. Santosh Naik	Multi-Tasking Staff	32,816.00
17.	Mrs. Vrunda S. Gaude	Multi-Tasking Staff	31,859.00
18.	Shri. Chandan A. Borker	System Administrator	66,430.00
19.	Shri. Akshay S. S. Kapdi	Laboratory Assistant	48,566.00
20.	Shri. Prashant P. Fadte	Instructor in Physical Education	83,337.00
21.	Ms. Priyanka Dessai	Librarian Grade - I	53,670.00

• **MANUAL.11**

**The Budget Allocated to each Agency (Particulars of all plans, proposed Expenditures and reports on disbursement made)**  
**Goa Vidyaprasarak Mandal's Gopal Govind Poy Raiturcar College of Commerce and Economics**  
**Ponda Goa**

**BUDGET ESTIMATE FOR 2025-26**

<b>I N C O M E</b>	<b>A m o u n t</b>	<b>E X P E N D I T U R E</b>	<b>A m o u n t</b>
<b>A) Revenue (Recurring)</b>	₹	<b>A) Revenue (Recurring)</b>	₹
I) Fees		Staff Salaries & Wages	9,10,50,000.00
Tuition Fees	₹ 12,00,000.00	Tuition Fee	12,00,000.00
Library Fees	₹ 3,00,000.00	Furniture, Fittings, Equipment's	7,80,000.00
Other Fees	₹ 3,00,000.00	Library Books	2,85,000.00
Computer Lab Fee	₹ 1,50,000.00	Binding Charges	5,000.00
Information Technology Charges	₹ 5,16,000.00	Office Equipment's	0.00
Students Aid Fund	₹ 78,000.00	Computer Lab Expenses	45,000.00
Academic Restructure & Dev. Fee	₹ 9,00,000.00	Information Technology Charges	5,67,000.00
<b>II) Grants</b>		Students Aid Fund	75,000.00
Salary Grant	₹ 9,10,50,000.00	<b>Office Contingencies</b>	
Non Salary Grant	₹ 22,25,000.00	Printing & Stationary	70,000.00
Bank Interest (Non-Salary)	₹ 15,000.00	Audit Fees	49,000.00
Managements Contribution (Non Sal)	₹ 0.00	Advertisements Expenses	1,50,000.00

College Maintenance Grant	₹ 3,00,000.00	Postage & Courier	5,000.00
RUSA Grant (Balance)	₹ 0.00	Electricity & Gas	6,00,000.00
III) Miscellaneous		Water Charges	28,000.00
Bank Interest	₹ 3,75,000.00	Telephone Charges	24,000.00
Miscellaneous Receipts	₹ 15,000.00	Travelling & Conveyance	25,000.00
<b>Total : Revenue</b>	<b>9,74,24,000.00</b>	Affiliation Fee	90,000.00
B) Non - Revenue		Extra-Curricular Activities	3,00,000.00
Examination Fee	₹ 18,50,000.00	Magazine Expenses	0.00
Gymkhana Fee	₹ 3,00,000.00	<b>Visiting Faculty</b>	
Total : Non-Revenue	<b>21,50,000.00</b>	Subscription/Registration Fees	10,000.00
		Refreshment Expenditure	15,000.00
Excess Of Expenditure Over Income	0.00	Generator Expenses (Fuel)	80,000.00
		Annual Maintenance Charges	1,00,000.00
		College Maintenance(Outsourcing	12,50,000.00
		Fidelity Insurance	500.00
		Software Charges	0.00
		<b>Total : Revenue</b>	<b>9,69,01,500.00</b>
		<b>B) NON-REVENUE</b>	
		Loan From Management	0.00
		Examination Expenses	16,00,000.00
		Gymkhana & Sports Expenses	3,00,000.00
		Infrast. Loan Repayment To Govt.	

		College Development Fund A/C	
		College Maintenance A/C (Bldg)	7,60,000.00
		Rusa Expenditure	0.00
		Total : Non-Revenue	26,60,000.00
		Total Expenditure	9,95,61,500.00
		Excess Of Income Over Expenditure	12,500.00
<b>Grand Total</b>	<b>9,95,74,000.00</b>	Grand Total	<b>9,95,74,000.00</b>

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**Particulars of the facilities available to citizens for obtaining information.**

<b>Sr. No.</b>	<b>Facility available</b>	<b>Nature of Information</b>	<b>Working Hours</b>
<b>Information Counter</b>	Counter Service	All information related to staff and students	8.30 a.m. to 5.00 p.m.
<b>Web site</b>	Wi-Fi & Internet Connection	College Prospectus College Handbook On-line Admission Procedure, Student attendance, All notices concerned to students and stakeholders are available on the College website. Library, accounts and administrative work are totally computerized.	
<b>Library</b>	Counter service On-line information, Reference section, Reading room	Information on books	8.30 a.m. to 5.00 p.m.
<b>Notice Boards</b>	Displayed notices	All notices concerned to students and stakeholders	

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**Name & designation and other particulars of public Information Office.**

Sr.No.	Designation of the Office designated as PIO	Name	Designation	Postal address	Telephone No.	Email Id	Demarcation of areas/ activities, if more than one PIO is there
1.	<b>1<sup>st</sup> Appellate Authority</b>	Prof. Teotone Vaz	Principal	Goa Vidyaprasarak Mandal's Gopal Govind Poy Raiturcar College of Commerce & Economics, Farmagudi, Ponda - Goa.	0832-2335868	<a href="mailto:Teovaz18@gmail.com">Teovaz18@gmail.com</a>	As prescribed by the RTI Act
2.	<b>Public Information Officer</b>	Mrs. Ana Falleiro	Associate Professor	Goa Vidyaprasarak Mandal's Gopal Govind Poy Raiturcar College of Commerce & Economics, Farmagudi, Ponda - Goa, 403-401	0832-2335875	<a href="mailto:anafalleiro@gvmcommercecollege.ac.in">anafalleiro@gvmcommercecollege.ac.in</a>	As prescribed by the RTI Act
3.	<b>Assistant Public Information Officer</b>	Mrs. Anita Carvalho	Head Clerk	Goa Vidyaprasarak Mandal's Gopal Govind Poy Raiturcar College of Commerce & Economics, Farmagudi, Ponda - Goa, 403-401	8767916417	<a href="mailto:anitacarvalho0016@gmail.com">anitacarvalho0016@gmail.com</a>	As prescribed by the RTI Act