

**GOVERNMENT COLLEGE OF ARTS, SCIENCE AND COMMERCE,  
KHANDOLA – MARCELA – GOA 403107 (Estd: 1989)**



(Affiliated to Goa University)

UGC- NAAC Accredited 'A' Grade

**NIRF Rank Band 101 to 150**

**NIRF India Ranking 2019**

**NIRF India Ranking 2020**

Email: [gcasck@rediffmail.com](mailto:gcasck@rediffmail.com)

**RTI Act, 2005, Section 4 (1) (a) Refer to Website: [www.khandolacollege.edu.in](http://www.khandolacollege.edu.in)**

**RTI Act, 2005, Section 4 (1) (b) (i)**

**i) Particulars of the Organization, Functions and Duties**

Government College of Arts, Science and Commerce, Khandola – Marcela – Goa was established in the year 1989. The Institution has been accredited with 'A' Grade by National Assessment and Accreditation Council (NAAC) and has been ranked between 101 to 150 by National Institutional Ranking Framework (NIRF) for the ranking 2019 & 2020.

The college has been taking care of the educational needs of the students from rural areas, the economically and social weaker sections. There are scholarships for the SC/ST/OBC, including scholarship for minorities and disability awarded by various external agencies, Government of Goa and Government of India.

The college has embarked on a journey of higher learning and research. The college has introduced B.Voc. in Software Technology from 2020-21 for the Vocational students. The degree in B.Voc. will be obtained at the end of 6 semesters but the exit with a professional certificate is allowed at every semester. An MOU for a Cluster Research Centre in Microbiology has been executed from the academic year 2020-21 and the affiliation process from Goa University is underway.

The College has been offering CBCS (Choice based Credit System programmes for B.A, B.Sc and B.Com with General and Honours degree.

The college offers following courses for Bachelor of Science (B.Sc) programme:

- Honours in Chemistry
- Honours in Computer Science
- Honours in Microbiology
- Honours in Mathematics

Bachelor of Commerce (B.Com) programme:

- Honours in Advanced Accounting
- Honours in Cost and Management Accounting
- Honours in Business Management

Bachelor of Arts (B.A) programmes have both Honours and General Courses:

- Honours in Economics
- Honours in Geography
- Honours in Hindi

The B.A General programme is offered in Political Science, Psychology, English, Konkani and Marathi.

The college has four new postgraduate courses in Chemistry, Commerce, Geography and Microbiology and a Cluster Research Centre in Chemistry and Geography.

Our Institution is a recognized Centre for IGNOU (Indira Gandhi National Open University) and the classes for various courses have already commenced. Our college has well established Diploma/certificate course in Sanskrit language.

The college has a NSS unit. From 2019-20 onwards the college has also initiated NCC unit of army wing.

## **OUR VISION**

Centre for Excellence

## **OUR MISSION**

“To Dedicate Our Energy To Be Responsive To The Needs Of An Ever Changing Society By Promoting Excellence In Academics And Art.”

### **GOALS AND OBJECTIVES**

- To promote higher standards of education in an environment conducive to the needs of undergraduate students.
- To provide undergraduate education that will enable students to be responsive to the needs of an ever changing society.
- To promote the advancement of scholarly and artistic activities for students’ and faculty.
- To foster a culture that supports and reinforces ethical and pro-social values.
- To create an atmosphere in which students’ and faculty find support and encouragement in achieving life goals.

#### **Section 4 (1) (b) (ii)**

##### **ii) Powers and Duties of the Officers and Employees**

###### **▪ Principal**

As per Goa University Statute SC-3 (ii), Subject to the supervision, general control and direction of the Governing Body the Principal of the College as in administrative and academic Head of the College, shall be responsible for

(a) Academic growth of the College

(b) Participation of the teaching work, research and training programme of the College

(c) Planning and assisting in planning and implementation of academic programmes, such as orientation course, seminars, in service and other training programmes, organised by the University and/or University Department/College for the academic competence of the Faculty members

(d) Admission of students and maintenance of discipline of the College

(e) Receipts, expenditure and maintenance of accounts of the College and for causing other bodies, associations, societies, committees etc., to maintain, finalize and present their accounts

(f) Management of the College Libraries, Gymkhanas and Hostels

(g) Correspondence relating to the administration of the College

(h) Administration and supervision of curricular, extracurricular or extramural activities of the college and maintenance of records.

- (i) Observance of the Act, Statutes, Ordinances, Regulations, Rules and other directions or order issued there under from time to time by the University and the orders issued by the Central and the State Governments
- (j) Supervision and conduct of College and University examinations including internal assessment and such other work pertaining to the examinations as assigned
- (k) Assessing reports of teachers and maintenance of service books of teacher and other employees of the College in the forms prescribed by the University and
- (l) Any other work relating to the College and the University as may be assigned to him/her by the University from time to time.

As per Goa University Statute SC-3 (iii), the duties of the Principal are as follows:

- (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.

▪ **Vice Principal**

- i) As per Goa University Statute SC-4, the Vice-Principal shall perform such duties as may be assigned to him by the Principal from time to time. These duties are:

Admissions

PIO for RTI

Examinations

Affiliation correspondence and requirements for Goa University

▪ **Teaching faculty**

As per Goa University Statute SC-5 (viii) the Duties of a teacher are as follows:

- (a) A teacher shall comply with the provisions of the Act, Statutes, Ordinances, Regulations, Rules and other directions or orders issued there under from time to time by the University and the Central and State Government.

(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 the Department/Principal shall allot to him/her from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.

(c) A teacher shall help the Principal to enforce and maintain discipline amongst the students.

(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.

Further as per the Goa University Statute SC-5 (xx) the Code of Conduct for Teachers states that:

(a) A teacher shall carry out the legitimate academic and administrative decisions taken by the authorities of the college/University pertaining to his/her sphere of responsibility/duties.

(b) A teacher shall not discriminate against a student on political grounds for reasons of race, religion, caste, language or sex or for other reason of an arbitrary or personal nature and shall not incite students/teachers against other students or other teachers, colleagues or administration/Governing body of the college.

(c) A teacher shall not remain absent from duty without proper sanction of leave in case of emergency.

(d) A teacher shall desist/refrain from indulging in unscientific publication which would prove to be detrimental to the reputation and the progress of the college/University.

(e) A teacher may be permitted to take up consultancy under terms and conditions as outlined in the ordinance O.7 as amended from time to time. However, he shall not conduct individually or participate in conducting jointly with others coaching classes directly or indirectly. He/she shall not give any private tuition.

(f) A teacher shall perform his/her academic duties and work related to examinations as assigned. No remuneration shall be payable to the teachers for internal assessment/home examinations conducted by the college.

(g) A teacher shall have freedom of thought and expressions. He/she shall not misuse the facilities or forum of the college/University.

(h) A teacher shall not make use of the resources and/or facilities of the Department/College/University/ Governing Body for personal, commercial, political or religious purposes.

(i) A teacher shall not be partial in assessment of a student or deliberately over mark, under mark or victimize a student on any grounds.

(j) A teacher shall not indulge in or resort to directly or indirectly any malpractice or unfair means in teaching/examination / administration.

▪ **Librarian**

1. The basic duty of the librarian shall be to provide information and information resources to the teachers and students.
2. The Librarian shall analyze user needs and provides appropriate information and services.
3. The Librarian shall acquire reading materials according to the syllabus in consultation with teachers, and the student's needs. He/she will then catalogues, classifies, this material making it available to the teachers and students.
4. The Librarian shall oversee the management, up keep of the Library and supervision of the library employees. The Librarian shall maintain records and submit reports as required.
5. The Librarian shall orient the users towards effective utilization of library resources and services.
6. The Librarian shall promote a library atmosphere conducive to study, reading and research.
7. The librarian shall look after the long term and short term needs for the library.
8. The librarian shall attend and participate in library related meetings, workshops/seminars/conference /orientation programmes and any other training programmes.
9. The librarian shall organise book talks, conduct activates, book exhibition display new arrivals in the Library for staff and students
10. The librarian shall maintain computerized database of books that will enable the user to obtain his or her information or resource.

▪ **College Director of Physical Education**

1. The College Director of Physical Education shall conduct orientation program for students for better understanding of sports facilities, University Sports Schemes, College Sports protocol and Sports programs of the college.

2. The College Director of Physical Education shall organize, supervise and administrative Intra-Mural and Extra-Mural Competitions.
3. The College Director of Physical Education shall motivate students to participate in various sports competitions.
4. The College Director of Physical Education shall keep the attendance record of the students.
5. The College Director of Physical Education shall submit the achievement report of the students to the magazine committee.
6. The College Director of Physical Education shall inform the attendance committee about the students participating in Extra-Mural competitions.

#### **Administrative Staff**

##### **▪ Head Clerk**

- 1) Assisting Principal, Vice-Principal, and teaching staff in various administrative matters
- 2) Service book maintenance
- 3) Leave records maintenance
- 4) Statistics submission to DHE, GU and LA to DHE
- 5) Any other work allotted by Principal.

##### **▪ Accountant**

- 1) Assisting Principal and staff in various financial work.
- 2) Payments of various bills.
- 3) Submission of salary bills and other claims to the Department of Accounts, Government of Goa.
- 4) Budget estimates of the college and prepare budget for the financial year.
- 5) Maintenance of salary registers.
- 6) Preparation of pension calculations and other retirement benefits of the staff members.
- 7) Preparation and submission of G.P.F statements for advances, withdrawals, final payments on retirement etc.
- 8) Writing and maintenance of books and records on all matters related to finances and expenditure of the college.
- 9) Any other work related to accounts assigned by the Principal.

▪ **UDC**

1. Issue of Bonafide Certificate
2. Issue of Transference Certificate and Migration Certificate
3. Distribution of I Cards
4. Distribution of Mark Sheets
5. Issuing prospectus and admission forms
6. Issuing fee challans for the students
7. Any other duties assigned by Principal and Head Clerk

▪ **LDC**

1. Writing Outward Register
2. Writing Inward Register
3. Assisting the Accountant in maintaining accounts
4. Preparing bonafide, migration and transfer certificate
5. Checking college Emails
6. Any other work assigned by Principal and Head Clerk

▪ **Multi- tasking Staff**

1. Maintain general cleanliness of the college
2. Cleaning of all rooms of the college including sanitary rooms.
3. Lifting and Shifting of Equipment's, cupboards and other furniture.
4. Dusting & Cleaning of Office Furniture, benches, desks etc.
5. Upkeep of parks, lawns, potted plants etc.
6. Any other work assigned by the Superior Authority.

**Section 4 (1) (b) (iii)**

**iii) Procedure followed in the Decision Making Process including channels of supervision and accountability**

- The Principal, in consultation with the concerned departments/teachers/Students' representative/administrative staff/parents etc. makes decisions on matters related to academics, co-curricular activities and others of the college. All decisions pertaining to the day-to-day functioning of the college are taken by the Principal and if required in consultation with the Vice-Principal/ Heads of Departments (HODs)/Chairperson of



Committee. The Principal supervises the implementation of the plans of the institution and addresses the related issues.

- The Principal is assisted by the Vice Principal, IQAC coordinator, HODs, faculty, Head Clerk, Librarian and College Director of Physical Education.
- The Vice Principal assists the Principal in the day-to-day functioning of the college and performs duties assigned by the Principal from time to time. In the absence of the Principal, the Vice Principal looks after the smooth functioning of the College.
- The HODs take decisions pertaining to their Departments with the approval of the Principal. The Heads of Departments take responsibility of their respective departments and are accountable for the smooth functioning of the department. The HODs are appointed by rotation every three years.
- Teachers are appointed as Chairpersons of various committees which undertake co-curricular and extra-curricular activities. They are accountable for the efficient functioning of their respective committees.

The college functions on a democratic decision making process.

#### **Section 4 (1) (b) (iv)**

##### **iv) Norms Set by It for the Discharge of Its Functions**

Admissions and Examinations	Time frame declared by Goa University
Elections to Students Council	Dates given by Goa University
Conduct of lectures	Time table is prepared by the Committee
Co-curricular activities	Each Chairperson and HOD will provide the activities to be conducted
Academic activities	HODs will submit a report of activities to be held during at the beginning of the academic year

#### **Section 4 (1) (b) (v)**

##### **(v) Rules, Regulations, Instructions, Manuals and Records for discharging functions**

Follow the Statutes and Ordinances provided by Goa University from time to time

##### **General Rules of Conduct and Discipline:**

- i) All the students are responsible to the Principal, Vice Principal and staff members of the college for their general conduct both inside and outside the college.
- ii) Students conduct in the classes as well as on the campus should be such that it will not cause any disturbance to fellow students, staff members and the normal functioning of the college. If found guilty of misconduct, then he/she may be expelled or directed to leave the college immediately.
- iii) Every student should clearly display his/her valid identity card which he/she should instantly produce when asked for by the college officials. All teaching & non-teaching have authority to ask for ID card. **ID should be surrender to the college Cashier at the time of cancellation of admission.**
- iv) Use or display of mobile/cell phones and/or any other music instruments/gadgets in the class rooms and college premises is strictly prohibited and forbidden during instructional and Examination days. Even possession of any of these gadgets is forbidden in the examination halls. The gadget will be instantly confiscated and will be retained by the college till the end of semester VI which may be handed over to the Parent/Legal Guardian after the declaration of result of that Semester.
- v) Every student is expected to be in the class-room well in time.
- vi) Students during their free time should visit college library and should not disturb the other classes are in progress.
- vii) Students are not allowed to attend lecturers other than their own class-lecture except with the due permission from the teacher concerned.
- viii) Students will not be permitted to go outside the campus during interval time no college gate will remain close from 9.30 a.m. to 2.30 p.m. If the student wants to leave the premises for any personal reasons parents have to send a written note for the same.
- ix) Every student is expected to deal with the college property with due care and should help in keeping the premises neat and clean, considering the college as a continuation of his home. Any damage done to the college property is a breach of discipline and will be dealt with severely. Students suspected or found guilty are liable for paying the recovery and/or expulsion. Disfiguring of college property is punishable and students found guilty or suspected of this type of act will be expelled from the college.
- x) No student is allowed to smoke and spit within the building. If found guilty, will be punishable under the Governments Prohibition of smoking and spitting Act.
- xi) Possession and consumption of Drugs or intoxicants within the college campus is prohibited. No student is allowed to take liquor or any drugs. Even outside the college campus, he/she is expected to keep up to a very high moral and social behavior so as to uphold the name of the college.
- xii) No student shall collect any money as contribution for picnics, trip, get-together, charity, meeting or any other activity without the permission of the Principal. No society or Association or Union shall be formed in the College and no person shall be invited to address any meeting without the Principal's prior and proper permission.

- xiii) Complete silence should be maintained in library and premises around, and in the corridor's when classes are going on.
- xiv) Any student found guilty of ragging another student will be expelled from the college or punished as per the rulings of Central and State Government. Students should read the UGC Regulations on curbing the menace of Ragging in Higher Educational Institutions, 2009 printed in this prospectus and are required to give a declaration along with a declaration by the parent/guardian in the annexure provided regarding Anti-ragging.
- xv) One should not indulge in any act of sexual harassment. Any act of sexual harassment should be brought to the notice of the Principal, vice principal of the Committee for Prevention of Harassment of Women at Work Places of the college for taking due action in this regard.
- xvi) If for any reason, the continuance of a student in the college is detrimental to the best interests of the college, then the Principal can ask such a student to leave the college without assigning further reasons. In extreme cases, the student may be dismissed and/or rusticated from the college.
- xvii) Students should read the notices displayed from time to time on the college notice boards. However some urgent notices may be read out in the classrooms.
- xviii) Students are not allowed to meet any outsider or ex-student in the college premises without the permission of the Principal/Vice Principal. However, if any family member or relative comes to meet the students, they can make an entry in the Gate Register and meet them at the college guest lounge.
- xix) Any breach of the above rules will be dealt severely. Genuine difficulties of the students should be put forth in writing to the Principal/ Vice Principal and every effort will be made to solve the genuine difficulties with due consideration.
- xx) The Principal's and/or the Committee of teacher's decision in all matters of the college shall be final and binding on all.
- xxi) It is binding on all the students to come to the college after having breakfast at home and /or bring packed Breakfast or Lunch on all college days. If not, they should have some food from the canteen.
- xxii) Students are requested to be neatly and formally dressed. Male students are expected /requested to come with a descent hair cut.
- xxiii) Students are requested to keep washroom, toilets clean. Flush regularly after use. Assets of the washrooms should not be damaged. No sanitary pads should be flushed down the drain. Instead sanitary pads should be properly wrapped in the paper & put in dustbins provided.

**Section 4 (1) (b) (vi)**

**(vi) A statement of the categories of documents that are held by it or under its control**

Admissions Records	Available with Chairperson of Admission Committee
Examination Records	Available with Examination Section

Attendance of students	Available with Attendance Committee
Accession register of Library books	Librarian
Personal files	Available in the Office
Service Books	Available in the Office
Leave Records	Available in the Office
Files containing various Circulars from DHE, Goa University etc.	Available in the Office
Salary Register	Available with Accounts Section
Various Books pertaining to accounts and audited statement of account	Available with Accounts Section
Dead Stock Register	Available in the Office
Inward and Outward Register	Available in the Office
Register of consumables and stationery	Available in the Office
Parent-Teachers Association	Chairperson of PTA
Alumni Association	Chairperson of Alumni Association
Sports Records	Director of Physical Education
Records of Co-Curricular Activities	HODs and Chairpersons of various Committees
Internal Quality Assurance Cell (IQAC)	Chairperson of IQAC
Scholarships	Chairperson of Scholarship Committee

#### **Section 4 (1) (b) (vii)**

**(vii) 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**

1. Parent-Teachers Association
2. Alumni Association
3. Prevention of Sexual Harassment at the Workplace

#### **Section 4 (1) (b) (viii)**

**(viii) A statement of boards, council, committees and other bodies constituted**

##### **Chairpersons / Conveners of Committees**

1. Admission Committee - Dr. Pravina Kerkar
2. Attendance Committee - Ms. Anna Gracy Fernandes
3. Examination Committee - Prof. Seema Salgaonkar
4. Intra Semester Assessment - Mr. Sharmila Dessai
5. Project Monitoring Committee - Ms. Sujata Gaonkar/Ms. Manisha Phadte
6. Career Guidance and Placement Cell - Dr. Jivexa Bhattacharjee/Mr. Devanand Velingkar
7. Unfair means committee - Dr. Lucas Miranda
8. Students Grievances Committee - Dr. Radhamani Divakar
9. Scholarship Committee - Dr. Sushanta Sapte

10. Discipline and Anti-Ragging committee - Dr. Isabel Dennis
11. Prevention of Sexual Harassment Committee - Dr. Jivexa Bhattacharjee
12. University Affiliation Committee - Dr. Christina De Souza
13. Infrastructure Committee and College Website - Dr. Jaison Joseph
14. Right To Information Committee - Dr. Christina De Souza
15. Time table Committee - Dr. Pravina Kerkar/Ms. Varada Kalas
16. Sanskrit Language Committee- Ms. Varada Kalas
17. IQAD Convenor - Dr. Pravina Kerkar
18. NAAC Convenor - Mr. Prashant Chodankar
19. RUSA Institutional Coordinator - Dr. Pravina Kerkar
20. Students Exchange Programme - Dr. Prabir K. Rath
21. Students Mentoring Committee - Ms. Anita Raicar
22. Remedial Committee - Ms. Merel D'Silva
23. Students Council Committee - Dr. Asha Gahloth
24. Institutional-Industry Collaboration - Dr. Beena Vernekar
25. Canteen Committee - Dr. Sitaram Sukthankar
26. Magazine Committee - Ms. Rama Murkhunde
27. NSS Coordinator - Dr. Paresh Lingdakar
28. NCC Coordinator - Mr. Vishal Advaiakar
29. Parent Teacher Association and Alumni Association - Mr. Prashant Chodankar
30. IGNOU Coordinator - Mr. Mahesh Kerkar
31. AISHE and NIRF Committee - Ms. Varada Kalas
32. SHREYAS Committee - Dr. Rajashree Mordekar
33. Institutional and Academic Feedback Committee - Ms. Sujata Gaonkar/Ms. Roshna Gawas
34. Sports Council - Dr. T. S. Dey
35. Certificate/Add-On Courses - Ms. Ranjana Sawaikar
36. Equal Opportunities Cell - Mr. Devanand Velingkar
37. Green Audit/Initiatives - Dr. Daphne G. Faria
38. IT, Website, IIC - Ms. Anna Gracy Fernandes/Mr. Milton Pires
39. Red Ribbon Committee - Ms. Yanita Palkar
40. Extension Services - Mr. Devanand Velingkar
41. Department of Research & Innovation - Dr. Dilecta D'Costa
42. Gender Equality Cell - Dr. Sushama Dessai
43. Extra Mural Cell - Dr. Sharmila Dessai

#### **Section 4 (1) (b) (ix)**

#### **ix) Directory of Officers & Employees**

**Principal: Prof. Purnakala Samant 9326142001**

#### **Department Of English**

1. Dr. Isabel Dennis 9405412597

**Department Of Hindi**

1. Dr. Asha Gahloth 9420687160
2. Dr. Sapna Pelapkar 9420896161

**Department Of Konkani**

1. Prof. Prakash Vazrikar 9923245603
2. Mrs Rama Murkunde 9850468278

**Department Of Marathi**

1. Dr. Sunetra Calangutkar 9423060374

**Department of psychology**

1. Ms. Ridhima Shirodkar 9823711531
2. Ms. Vidya Balekai 8390198299

**Department Of Geography**

1. Dr. Prabir K. Rath 8668307829
2. Dr. Pravina Kerkar 9822385035
3. Mr. Vishal Advaiakar 7588474456
4. Ms. Merel D'Silva 9545007988

**Department Of Political Science**

1. Prof. Seema P. Salgaonkar 9822981328

**Department Of Economics**

1. Dr. Christina De Souza 9822124032
2. Dr. Sharmila Dessai 9404758741
3. Ms. Manisha Phadte 8554803732

**Department Of Physical Education**

1. Dr. Tara Shankar Dey 9823758804

**Department Of Chemistry**

1. Dr. Purnakala Samant 9326142001
2. Dr. Jivexa Bhattacharjee 9422440970
3. Dr. Beena Verenkar 9169531269
4. Dr. Rajashree Mordekar 9158371456

**Department of Microbiology**

1. Dr. Dilecta D'Costa 9822828998
2. Mrs. Marina Albuquerque 9226599540
3. Dr. Sushanta Sapte 9420687566

### **Department Of Mathematics**

1. Dr. Lucas Miranda 9890555725
2. Mrs. Varada Kalas 9657955092
- 3.

### **Department Of Computer Science**

1. Mrs. Sujata Gaonkar 9404142444
2. Mrs. Anita Raicar 9011370514
3. Mrs. Anna Gracy Fernandes 8805714495
4. Mr. Milton Pires 9823874436

### **Department Of Physics**

1. Dr. Jaison Joseph 9423311932
2. Mr. Prashant Chodankar 9420818996

### **Department Of Commerce**

1. Dr. Sitaram Sukhthankar 9403174623
2. Dr. Radhamani Divkar 9011178504
3. Ms. Yanita Palkar 7507328030
4. Mr. Devanand Velingkar 9637891724
5. Ms. Ranjana Sawaikar 8888454991.
6. Dr. Paresh Lingadkar 8329739488
7. Mr. Mahesh Kerkar 7385442535

### **Librarian**

1. Mr. Anandan Mastan 8830573421

### **Non-Teaching Staff**

Shri. Subray G. Gaude Office Superintendent 7875246568

Ms. Pushpa P. Tari Head Clerk 9763586855

Shri Santosh Mandrekar Accountant (CB) 9423060735

Smt. Angela Nunes U.D.C & Cashier 9422449043

Smt. Kunda Parab U.D.C 9823216289

Smt. Shilpa Divkar U.D.C 9921044228

Shri. Mario Gonsalves Comp. Programmer 9850318631

Shri. Navnath Gawas Driver (HV) 9762026789

Shri. Sangam Velip Multi Tasking Staff 9420164495

**Section 4 (1) (b) (x)****x) The Monthly Remuneration Received by Each of its Officers and Employees, Including the System of Compensation as Provided in Regulations**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Monthly Remuneration</b>
1	Prof. Purnakala Samant	Principal	235238
2	Dr. Lucas Miranda	Associate Professor in Mathematics	268483
3	Dr. Prabirkumar Rath	Associate Professor in Geography	260769
4	Dr. Jivexa J. Bhattacharjee	Associate Professor in Chemistry	230769
5	Dr. Christina De Souza	Associate Professor in Economics	276463
6	Dr. Tara Sankar Dey	Director of Physical Education	260769
7	Dr. Jaison Joseph	Associate Professor in Physics	276463
8	Prof. Prakash R. Vazrikar	Professor in Konkani	268483
9	Ms. Asha B. Gahloth	Associate Professor in Hindi	253321
10	Mr. Prashant V. Chodankar	Associate Professor in Physics	253321
11	Dr. Sitaram V. Sukthankar	Associate Professor in Commerce	268483
12	Dr. Dilecta D'Costa	Associate Professor in Microbiology	268483
13	Dr. Isabel Dennis	Associate Professor in English	238957
14	Dr. Pravina Kerkar	Associate Professor in Geography	253321
15	Ms. Marina Fatima Albuquerque	Associate Professor in Microbiology	221312
16	Ms. Sunetra S. Calangutkar	Assistant Professor in Marathi	151044
17	Ms. Anita S. Raicar	Associate Professor in Computer Science	219140
18	Ms. Anna B. Gracy Fernandes	Associate Professor in Computer Science	219140
19	Ms. Varada A. Kalas	Associate Professor in Mathematics	225524
20	Ms. Sujata R. Gaonkar	Associate Professor in Computer Science	216918
21	Prof. Seema Salgaonkar	Professor in Political Science	253321
22	Dr. Radhamani Divakar	Associate Professor in Commerce	238957
23	Dr. Rajashri Mordekar	Assistant Professor in Chemistry	104228
24	Dr. Beena Vernekar	Associate Professor in Chemistry	238957
25	Ms. Yanita Palkar	Assistant Professor in Commerce	98509
26	Dr. Sushanta Sapte	Assistant Professor in Microbiology	104228
27	Ms. Ranjana Sawaikar	Assistant Professor in Commerce	93056
28	Mr. Devanand Velingkar	Assistant Professor in Commerce	104228
29	Dr. Paresh Lingadkar	Assistant Professor in Commerce	93056
30	Mr. Mahesh Kerkar	Assistant Professor in Commerce	93056



31	Dr. Sharmila Dessai	Assistant Professor in Economics	95716
32	Dr. Sapana V. Pelapkar	Assistant Professor in Hindi	95716
33	Ms. Manisha M. Phadte	Assistant Professor in Economics	83241
34	Mr. Vishal V. Advaitkar	Assistant Professor in Geography	83241
35	Ms. Merel S. Dsilva	Assistant Professor in Geography	83241
36	Mr. Milton Pires	Assistant Professor in Computer Science	83241
37	Ms. Rama D. Murkunde	Assistant Professor in Konkani	83241
38	Shri. Anandan Mastan	College Librarian	142665

### Administrative Staff

Ms.Diliksha D. Gaonkar	34,632
Mr. Gaurav C. Loliengar	32,643
Ms.Resha R. Naik	30,771
Mr. Suraj D. Jalmi	30771
Ms. Shradha S. Kadekar	30771
Mrs.Angela B.Verodiana Nunes	31707
Smt. Anuja A. Volvoikar	29952
Shri Sudhir M. Gaonkar	25857
Ms. Kishori R. VolVoikar	21645
Mrs. Shilpa K. Divkar	38419

### Section 4 (1) (b) (xi)

**xi) The Budget Allocated to each Agency indicating the particulars of all plans, proposed expenditures and reports on disbursement made**

Sr. No.	Budget Head Demand No. 35	Expenditure incurred for F.Y. 2019-20 (in Lakhs)
1	2202-Gen. Education 03 University and Higher Education 103 Govt. College & Institutes 01-Govt. College (Plan)	892.34
2	03- Govt. College (Non-Plan)	358.58
3	800-Other Expenditure	7.86

	03- Scheme to Financial Support to NGO's for conducting and attending Conferences/Workshop and Seminars	
	Total	1258.78

**Section 4 (1) (b) (xii)**

**xii) Manner of execution of subsidy programmes, including the amount allocated and the details of beneficiaries of such programmes**

Some financial assistance will be available to eligible and deserving students under various schemes like:

**Central and State Government Scholarships**

- 1) E.B.C Scholarship
- 2) Freedom Fighters Scholarship
- 3) Post-Matric Scholarship for Disabled
- 4) Post-Matric Scholarship to SC / O.B.C students
- 5) Post-Matric Scholarship to ST
- 6) Post-Matric Minority Scheme
- 7) Central Sector Scheme
- 8) Gagan Bharari ShikshaYogna for Students belonging to Dhargar Community
- 9) Bursary Scheme
- 10) Scholarship Benefit under "Scheme for Promotion of Science Education".
- 11) Hindi Scholarship for Non-Hindi Speaking Students.
- 12) Students Aid Fund ( Inhouse Scholarship)
- 13) Dayanand Bandodkar for Orphans- Full Fee Wavier ( refer to circular no 3/2/2018 - 19/Bud/DhE/ Plan/Scheme/93 dated 05/04/2018)
- 14) Full Fee Waiver SC/ST
- 15) Merit Based SSC / HSSC for ST Students

Scholarships from Sr.No 3 to 8 are Fee Waiver scholarships based on Merit and income ceiling. Fee waiver for Orphan students

**Other scholarships** as announced by the Directorate of Higher Education, Directorate of Social Welfare and College. Information on these will be displayed on the college notice board from time to time.

**Documents required for benefit of various scholarship schemes**

- 1) Passport size photographs
- 2) Attested copies of certificate of educational qualification
- 3) Proof of permanent residence/ copy of ration card
- 4) Birth certificate
- 5) Income certificate issued by competent authority
- 6) Schedule tribe certificate issued by competent authority
- 7) Fees payment receipts
- 8) Photo copy of pass book from the nationalized bank account.

**Post-Matric Scholarships for ST**

<b>Sr. No.</b>	<b>Name of students</b>	<b>Class</b>	<b>Amount allocated</b>
1	Diksha Honu Gaunekar	TYBA	7500
2	Sweedha Mahadev Gaunekar	TYBA	7500
3	Rohan Rupo maujekar	FYBCom	7500
4	Mohit Tiku Gaude	FYBCom	7500
5	Omkar Ramdas Kunkalika	SYBSc	7500
6	Rohan Pandurang Gawde	SYBSc	8110
7	Rohan Rauji Gaude	SYBSc	7500
8	Resha Ramakant Gaude	SYBSc	8110
9	Rudresh Vishwanath Gaude	SYBSc	7500
10	Shubham Surendra Gaude	SYBSc	7500
11	Shailee Shyam Mangeshkar	FYBSc	7500
12	Aparna Krishna Kavlekar	FYBA	7500
13	Anuja Madhu Salelkar	FYBA	7500
14	Navita Gurudas Sonshikar	FYBA	7500
15	Disha Harischandra Kankonkar	SYBA	7500
16	Teja Tulshidas Velingkar	SYBA	7500
17	Neha Madhu Bhomkar	FYBA	7500
18	Shubhada Bhavesh Gawde	FYBCom	7500
19	Vikrant Vishnu Gaude	TYBCom	7500
20	Prashant Saju Bhomkar	SYBCom	7500
21	Deepti Surya Madkaikar	SYBCom	7500
22	Nagama Lavu Agastikar	SYBCom	7500
23	Soyru Laxman Jalmi	FYBCom	7500
24	Chaitanya Shanu Gaude	TYBA	7500

**Renewal Post-Matric Scholarships for ST**

<b>Sr. No.</b>	<b>Name of students</b>	<b>Class</b>	<b>Amount allocated</b>
1	Natasha Namdev Gaude	TYBA	7500
2	Dikshita Govind Gaonkar	SYBCom	7500
3	Dikshita Dattaram Navelkar	SYBSc	7500
4	Tanvi Rajesh Jalmi	SYBSc	7500
5	Yogit Gurudas Kowlekar	TYBSc	7500
6	Gauravi Nehru khandeparkar	SYBSc	7500
7	Harshada Jana Kankonkar	SYBSc	7500
8	Utkarsha Kushali Kuttikar	SYBA	7500
9	Monika Mohan Kavlekar	TYBA	7500
10	Anju Krishna Kavlekar	TYBA	7500
11	Prajyoti Narayan Gaude	TYBA	7500
12	Deepti Jairam Gaude	TYBA	7500
13	Kalpita Raghu Gaonkar	TYBA	7500
14	Pranita Krishna Ghadi	TYBA	7500
15	Manisha Ratnakar Gaonkar	SYBA	7500

16	Lajilee Prakash Kurtikar	TYBA	7500
17	Prachi Anand Gawde	SYBSc	7500
18	Manjeeta Mahadev Navelcar	TYBCom	7500
19	Aarti Bharat Gaude	SYBCom	7500
20	Apurva Babuli Jalmi	TYBCom	7500
21	Manisha Meghashyam kunkalekar	TYBCom	7500
22	Tanvi Umakant Gaude	TYBCom	7500
23	Anjali Chandrahas Kundaikar	TYBCom	7500
24	Savita Vinay Bhomkar	FYBA	7500
25	Sachin Chandrakant Gaonkar	MA Part II	7500
26	Saisha Satyawani Gaude	FYBA	7500

**Section 4 (1) (b) (xiii) Particulars of recipients of concessions, permits or authorizations granted by it.**

xiii) Financial assistance to students as above

**Section 4 (1) (b) (xiv) Details in respect of information available or to be held by it, reduced in an electronic form**

xiv) Available on college website [www.khandolacollege.edu.in](http://www.khandolacollege.edu.in)

**Section 4 (1) (b) (xv) Particulars of the facilities available to citizens for obtaining information including the working hours of a library or reading room**

xv) Office and Library Timings: 9:15 A.M. To 4:30 P.M. (Monday To Saturday)

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

xvi)

FAA	Prof. Purnakala Samant Principal	9326142001
PIO	Dr Christina De Souza Vice-Principal & HOD of Economics	9822124032
APIO	Mrs. Pushpa Tari	9763586855

**Section 4 (1) (b) (xvii) Such other information as may be prescribed**