

**Prabodhan Education Society's  
Vidya Prabodhini College of Commerce,  
Education, Computer & Management**

**Vidyanagar, Parvari, Bardez, Goa- 403521**

Affiliated to Goa University, Approved by Govt. of Goa, Recognized  
by NCTE.

Recognized by UGC under Section 2(f) & 12B of the UGC Act 1956

**RIGHT TO INFORMATION ACT, 2005  
MANUAL u/s 4 (1) (B) OF ACT**

Prabodhan Education Society's  
Vidya Prabodhini College of Commerce, Education,  
Computer & Management

**Vidyanagar, Parvari, Bardez, Goa- 403 521**

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**UNDER RIGHT TO INFORMATION ACT, 2005 MANUAL  
U/S 4(1) (B) OF ACT**

**(2022-2023)**

**I. The Particulars of its Organisation, Functions and Duties**

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

1. Name of the Office : Prabodhan Education Society's, Vidya Prabodhini College  
of Commerce, Education, Computer & Management
  
2. Address: Vidyanagar, Parvari, Bardez, Goa- 403521
  
3. Head of the Office: The Principal, Prabodhan Education Society's, Vidya  
Prabodhini College of Commerce, Education, Computer  
& Management, is empowered to work as head of the  
Office and of the Institution
  
4. Government Dept.: The Directorate of Higher Education, Government of Goa
  
5. Affiliated to: Goa University.
  
- 6, Area: Rural
  
7. Type of institution: Co-education, Aided
  
8. Tel. No. : 0832 -2410500 / 2413600
  
9. E-mail : [vidyaprabodhinigoa@gmail.com](mailto:vidyaprabodhinigoa@gmail.com)
  
10. Website:<http://www.vidyaprabodhnicollege.edu.in>

**Aims and objectives of the public authority (Prabodhan Education Society's,  
Vidya Prabodhini College of Commerce, Education, Computer & Management)**

**Objectives:**

- To provide an opportunity for higher education to the rural population of the surrounding areas.
- To offers undergraduate education in commerce, education, languages & Social sciences in accordance with the Goa University.
- It aims for the holistic development of students, and their capacity building throughcarefully planned academic programs and extracurricular activities.
- To provide opportunity for quality education that is value based andcareer oriented.
- To inculcate among the students and staff a sense of patriotism for strengthening the unity, integrity and solidarity of our nation and to uphold the spirit of unity in diversity as well.
- To encourage the faculty in improving their academic qualifications, training and experience and in the pursuit of research, so that they are well versed with the latestdevelopment in their respective subjects.
- To create an atmosphere in which the best possible curricular, co-curricular and extra- curricular programmes are available to the students for their all – round development.
- To offer latest curriculum consistent to the requirements of industry and provide skillbased training as stipulated by the Goa University.
- Promotes Industry/ Employer -Institute interaction for training and ensuring betterplacements of its students.
- Cultivate the spirit of creativity & innovation among students and staff to always remain atthe cutting edge of technology and management practices.
- Offers training and short-term certificate courses to student's especially economically disadvantaged rural youth in various fields for the purpose of self-employment.
- Provides equal access and opportunities to the physically challenged persons and other socially disadvantaged groups of the society.
- Inculcate, cultivate and promote Research culture among staff and students. Promote co-curricular and extra- curricular activities among students for their all

round development.

- Encourages student to acquire attributes and pattern contributing towards self-development.
- Cultivate equity among students with transparency in administration.
- To cater to the needs of the community with dedicated team work and innovation in an effective way.
- To encourage and provide opportunities to staff for academic upgradation and professional development.
- To impart knowledge and skills in order to make students gainfully employable and courageously face the challenges of the future.

**Main activities/functions of the College include:**

1. Conducting teaching for students enrolled in various degree programmes approved by the University.
2. Providing co-curricular activities, namely, sports, NSS for boys as well as girls.
3. Providing opportunities for extra-curricular activities such as dramatics, debating, music, dance, quiz, arts, etc.
4. Instituting awards, endowment prizes and financial assistance under Student's aid fund to the students. Guiding for scholarships and fellowships under various schemes.
5. Conducting add on skill based short term courses for students, staff and community.
6. Providing opportunities and motivating faculty for academic and professional development, undertaking research projects, organizing and participating in institutional, state, national, international level seminars, conferences and workshops and publish research work.
7. Providing opportunities and motivating administrative staff for academic and professional development.
8. Providing internship opportunities to undergraduate students.
9. Providing opportunities and motivating student's participation in student's council, intra / inter collegiate activities to develop and shape democratic, leadership, organizational and managerial qualities.

10. Counselling and mentoring for students.

## **OUR VISION...**

**“Excellence Everywhere Everytime”**

## **MISSION STATEMENT....**

To create and develop a quality learning environment through the integration of conceptual knowledge, application of skills, basic human values and field realities, thereby nurturing competent, value based and resourceful citizens, who selflessly contribute to Nation Building by serving the nation above self.

## **A brief history of Prabodhan Education Society’s, Vidya Prabodhini College of Commerce, Education, Computer & Management**

Founded in June 1988, the Prabodhan Education Society firmly cherishes a vision to develop an educational philosophy in consonance with Bharatiya Culture and Bharatiya life-ideals, so that it may inspire workers dedicated to the noble cause of National Regeneration and help them to march with full selfconfidence in the competitive world.

The society also introduced National core curricula including moral and spiritual Education, Yoga Education, Physical Education, Sanskrit and Music for promoting National Integration and Cultural Development. The Society also caters to the public need of the surrounding area through various extension services cells such as Adult Education Centre for Women, Yoga Prabodhini, Kreedha Prabodhini (Sports), Lokakala Prabodhini (Folk Art), Nritya Prabodhini (Dance), Natya Prabodhini (Dramatics), Sangeet Prabodhini (Music), Sahitya Prabodhini (Literature), Vidnyan Prabodhini (Science), Darshan Prabodhini (Philosophy), Sanskrit Prabodhini, Saunskar Prabodhini (Value Education), Anusandhan Prabodhini (Research), Vyavasaya Margadarshan Prabodhini (Vocational Guidance), Bal-Vikas Prabodhini (Child’s allround Development), Gramvikas Prabodhini (Rural Development), and the Research and Consultancy Cell. The firm, determined and objective oriented journey of Prabodhan Education Society has gradually flourished into the following institutions, cherishing within its fold, a large family of educational institutions in a short span of 25 years:

- Vidya Prabodhini College of Commerce, Education, Computer and Management
- Vidya Prabodhini Higher Secondary School of Arts, Science & Commerce

- L.D. Samant Memorial High School
- Prabodhan Poorva Prathamik Vidyalaya, Parvari
- Prabodhan Prathamik Vidyalaya, Parvari
- Prabodhan Poorva Prathamik Vidyalaya, Pomburpha
- Prabodhan Prathamik Vidyalaya, Pomburpha
- Jan-Shikshan Saunsthan, Parvari (Sponsored by Central Government)
- Smt. Sunandabai Bandodkar High School, Salvador -De-Mundo
- Smt. Sunandabai Bandodkar Poorva Prathamik, Salvador-DeMundo
- Smt. Sunandabai Bandodkar Prathamik, Salvador-De-Mundo

The Society, with its beaming, enthusiastic, innovative, dedicated team of teachers and equally dynamic Heads of the institutions has already started its march with a spectrum of realities translated into practice such as:

- Excellent Result during the period of 25 years with Merit list.
- Dedicated and socially active staff with excellent Teamwork.
- Goal oriented and self-evaluator Training Program for staff and students through graded workshops.
- Active and comprehensively organized “Prabodhini Pariwar Palak Shikshak Sangha (PTA)”.
- Admission to any student without bar of percent-age of marks, yet achieving excellent results.
- Scoring of Prizes and Merits in sports and other competitions from Panchayat level right up to the University, National level, every year.
- Each organ of activity geared up to foster National pride, inculcate patriotism and preserve Bharatiya identity at all cost.

Within the short span of 27 years, it runs several institutions imparting quality education right from pre-primary to college. Vidya Prabodhini College of Commerce, Education, Computer and Management is the latest addition to this family started in the year 2012, recognized by Govt. of Goa, affiliated to Goa university and approved by NCTE. The college presently runs two programmes viz, a three-year B.Com. and a four-year integrated B.A.B.Ed. This college takes the privilege of being first college in Goa to start B.A.B.Ed. programme from the Academic year 2015-16.

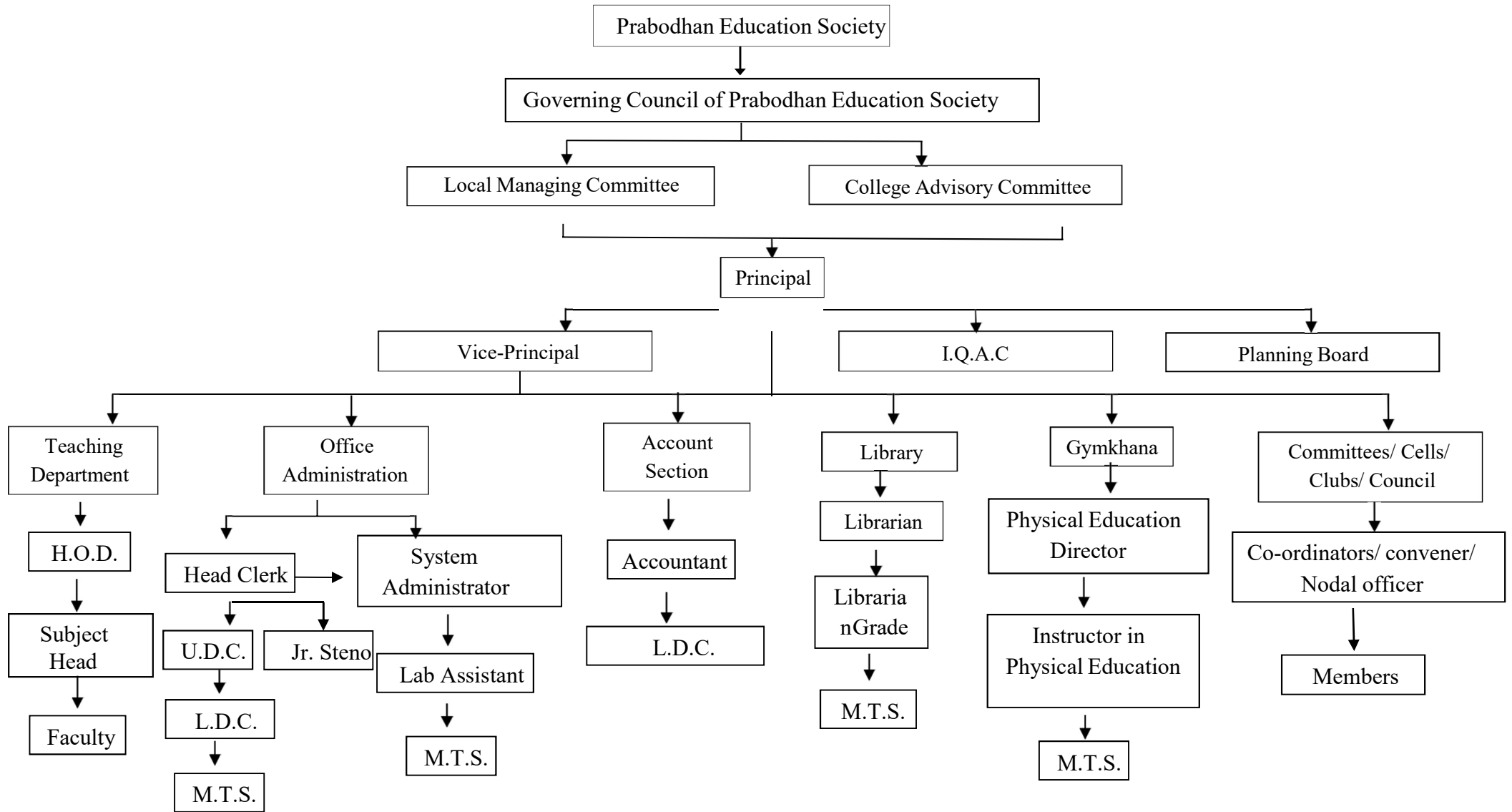
The college has well equipped class rooms with latest teaching aid like LCD Projectors, smart boards, ICT and modern two-seater tables with chairs. The college has highly qualified, competent, young and dedicated faculty members who have been constantly working for the all-round personality development of the students. More than 80% of the faculty members are actively engaged in research leading to doctoral degree. The students have been performing excellent in academics, sports and extra-curricular activities. Working beyond working hours, teaching beyond curriculum and innovations in inventions are some of the special features of this institution.

The college is accredited by NAAC with B+ Grade with a CGPA of 2.73.

### **Programmes Taught**

- i. Bachelor of Commerce
- ii. Bachelor of Arts & Bachelor of Education

# ORGANOGRAM OF THE INSTITUTION





## **II The Powers and Duties of Officers and Employees.**

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

### **i. Principal**

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–

- Academic growth of the College;
- Participation of the teaching work, research and training programme of the College;
- 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;
- Admission of students and maintenance of discipline of the College;
- 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;
- Management of the College Libraries, Gymkhanas and Hostels;
- Correspondence relating to the administration of the College;
- Administration and supervision of curricular, extracurricular or extramural activities of the college and maintenance of records.
- Observance of the Act, Statutes, Ordinances, Regulations, Rules and other directions or order issued there under from time to time by the University, UGC and the orders issued by the Central and the State Governments;
- Supervision and conduct of College and University examinations including internal assessment and such other work pertaining to the examinations as assigned,
- 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
- Any other work relating to the College and the University as may be assigned to him/her by the University or Governing council from time to time.

### **ii. Vice-Principal:**

The Vice-Principal shall perform such duties as may be assigned to him by the Principal from time to time.

### **iii. Teachers:**

- Teaching, mentoring, and counseling form the major duties of the faculty members. Apart from these, the faculty members also assist the students in their various co-curricular activities and thus help nurture the all-round development of the students.
- 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.
- 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.
- A teacher shall help the Principal to enforce and maintain discipline amongst the students.
- 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.
- 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.
- 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.
- A teacher shall abstain/refrain from indulging in unscientific publication which would prove to be detrimental to the reputation and the progress of the college/University.
- 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.
- A teacher shall not be partial in assessment of a student or deliberately overmark / undermark or victimize a student on any grounds. (j) A teacher shall not indulge in or resort to directly or indirectly any malpractice or unfair means in teaching / examination /administration.
- A teacher shall maintain cordial relation with colleagues and students
- A teacher shall be a mentor and guide to students.

## **ii. Non- Teaching Staff.**

### **Head clerk:**

Head Clerk is responsible for day-to-day administration work of the college and reports to the Principal.

- To look after Departmental correspondence, LAQ register, Leave records, Servicebooks records, Attendance/leave file/ Increment registers, pension cases etc.
- To coordinate all work related to the regular Contract and temporary staff.
- To deal with the correspondence with University, DHE and other Govt. departments, UGC, N C T E, PES Management, etc.
- Maintenance of Bio-metric attendance
- Any other duties/work assigned from time to time by Principal.

### **Accountant:**

- To look after all accounts matters pertaining to college
- Preparation of yearly Budget
- Preparation of bill including Salary bills. Purchase procedure and Scrutinising bills for approval /sanction by Principal.
- Supervision on Office staff in absence of Head clerk
- Any other duties assigned by superiors.

**UDCs and LDCs:** Work and responsibilities assigned by superiors and Principal

### **Jr Stenographer:**

Dictation, typing of letter/Computer work, Maintenance of meeting files and Preparation and Recording of Minutes in the register and any other work assigned by Superior.

### **System administrator.**

- To look after installation, maintenance, and upgrading of the College's computing systems by communicating with users, suppliers and Computer Service provider.
- To look after Software installations, Software renewal, resolve system problems, maintaining software, 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.

- 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.
- Assure the security of the system by managing all network security in the College environment including passwords, files, and the operating system.
- Assure contracts for designated equipment are secured and renewed in a timely manner.
- Install and maintain campus web, application, and authentication server(s); ensure backup copies of all files are routinely made and securely stored at a separate location; maintain system documentation.
- Provide technical support to users concerning application and database server operations. Anticipate, mitigate, identify, troubleshoot, and resolve hardware and software problems on servers and storage devices. Serve as the primary technical contact between College and its Internet Service Provider (ISP). Install, configure, and maintain network routers and firewall(s).
- Provide technical support for both hardware and software issues the college users encounter. Respond to and resolve help requests.
- Install, configure and maintain application and storage servers for systems including library, LMS, document imaging, and ERP.
- To monitor all systems for performance and misuse; report misuse to appropriate authorities.
- To look after work related to GUMS portal and IAIMS portal and assist teachers to get queries, doubts and problems solved.
- To look after digital TV and CCTV network in college campus.
- Any other duties/work assigned from time to time by superiors.

### **Librarian:**

- General Administration of Library
- Planning and development of the Library
- Planning of Budget for purchase of books
- Selection and acquisition of Book
- Cataloguing and classification of books

- Orienting the users towards effective utilization of Library Service
- Supervising of cataloguing and indexing
- Allocating Book Bank Scheme and Centrally sponsored Scheme for deserving students
- Maintaining and up keep of digital library services and library website.
- Any other duties/work assigned from time to time by superiors.

### **Librarians Grade I.**

- Assist Librarian in general Administration of Library
- Entry of Journals, Magazines and Periodicals.
- Issuing and receiving books for staff and students
- Restoring books and Periodicals
- Arrangement of non-book materials.
- Assist the Library in charge in certain functions as and when required Typing works.
- Any other duties/work assigned from time to time

### **Laboratory Assistant**

- Coordinates daily laboratory schedules, services and staff (Lab. Attendant/ MTS).
- Assists teachers in conducting practical and demonstration component Troubleshoots and resolving laboratory-related problems and issues.
- Ensures appropriate maintenance and documentation of all student records, laboratory usage records, equipment service records, equipment purchases and other relevant documentation.
- Assists students with problems and demonstrates techniques and the use of specialized equipment.
- Advises students regarding use handling of laboratory equipment and usage
- Attends departmental and administrative meetings to coordinate laboratory services.
- Ensures security of laboratory and equipment; ensures availability of laboratory materials for students.
- Performs administrative duties as required.
- Supervises student and also Coordinate the activities of laboratory, instruct students,

identifies problems and recommend solutions; maintains accurate records.

- Typing works assigned by HOD and other faculty
- Prepares letters for inviting quotations , Scrutinize the quotations, prepares comparative statements. Prepare order letters after approval of the Principal.
- Perform administrative duties as required including conduct of examinations.
- To maintains departmental Stock and Dead stock register.
- To maintain the repair and maintenance register, and Petty Purchase register.
- Any other duties/work assigned from time to time by the superiors.

### **College Director of Physical Education:**

- To prepare sports calendar for each academic year on the basis of University calendar.
- To prepare budget for every academic year.
- To convene sports/ Gymkhana committee meetings.
- To evaluate essential fitness among students selected for different competitive sports, at the beginning of academic year.
- To conduct selections for students and form teams and participate in various Inter collegiate, University and State level Sports and Games competitions and facilitate training and coaching of selected students for various Inter-College, Inter-University games and sports competitions.
- To purchase sports goods as per the purchase policies of the college .
- Maintenance of sports equipment's and facilities.
- To conduct and assist inter-collegiate tournaments, Intra -collegiate sports competitions and annual athletic meet ,
- To assist University in conducting inter-collegiate and inter-university sports programs.
- To promote personality development and leadership qualities among students.
- To develop moral and ethical values among students.
- Attend Physical Education related meetings, workshops etc. as required.
- To maintain following Registers: Indent book, Meeting minutes book, Stock register, condemned items register, Issue register and records of students achievements and personal achievements.
- The detailed report of the Physical Education department to be submitted to the IQAC cell at the end of every year and also play a vital role during NAAC and any other peer team visits to college.
- To assist in organizing national festivals like Independence and Republic Days.

- To assist recognized state associations/organizations as a team coach, manager for National, International championships and officiating & organizing sports championships with prior permission of Principal.
- Accompanying College, University teams in different designations (or responsibilities) such as, coaching the university teams, accompanying as a team Coach/Manager/Observer/Trainer for Inter University Competitions, conducting and assisting inter collegiate and inter university championships which shall be treated as OOD 'On Official Duty' and the absence shall be certified by the university.
- The activities and achievements of the P.E. Department to be displayed in the college notice boards, college website, etc.
- To prepare and submit annual report at the end of every academic year.
- To assist the Principal in maintaining discipline and healthy atmosphere in the College.
- Any other duties/work assigned from time to time by superiors.

### **Instructor in Physical education:**

To Assist College director of Physical Education -

- In selections of students and form teams and participate in various games and sports competitions and facilitate training and coaching of selected students for various Inter-College, Inter-University games and sports competitions.
- To prepare budget for every academic year
- Maintenance of sports equipment's and facilities.
- To conduct and assist inter-collegiate tournaments, Intra -collegiate sports competitions and annual athletic meet,
- To assist University in conducting inter-collegiate and inter-university sports programs.
- To Accompany College teams,
- To assist in organizing national festivals like Independence and Republic Days
- The activities and achievements of the P.E. Department to be displayed in the college notice boards, college website, etc.
- To promote personality development and leadership qualities among students.
- To develop moral and ethical values among students.
- Attend Physical Education related meetings, workshops etc. as required.
- To maintain following Registers: Indent book, Meeting minutes book, Stock

register, condemned items register, Issue register and records of students achievements and personal achievements.

- To prepare and submit annual report at the end of every academic year.
- To assist the Principal in maintaining discipline and healthy atmosphere in the College.

#### **Attendants/ Peons/ MTS:**

- To maintain neatness and tidiness in the section/departments.
- To deliver the correspondence and files to the respective department and to collect similar correspondence.
- To arrange tables, Cupboards and such other items in order as per instructions of the Superiors. Cleaning and arranging in order all the equipment and furniture.
- To convey the messages to and fro as instructed by the Superiors.
- To carry out miscellaneous job such as display notices, filing, etc.
- To carry out routine tasks such as closing and opening of windows, locking and opening of gates, office/ laboratories, ringing bell as per the timetable, etc.
- To take photocopying work as per instructions of the Superiors.
- To assist in Examination related work as per instructions of the Superiors.
- Any other duties/work assigned from time to time by the Superiors.

### **III. The Procedure Followed in Decision-Making Process Including Channels of Supervision and Accountability**

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

#### Procedure followed in decision-making process:

The institution follows a transparent and participative system of governance.

All academic and administrative final decisions are taken by the Principal in consultation with the Vice- Principal, HoDs, convenors / coordinators of the committees and then forwarded for approval by the Governing council of PES as per requirements for smooth and effective working of the Institution. Some decisions are made or finalized in the Staff Meeting chaired by the Principal.

Once the proposal is received from the public/ applicant by the Principal, the Principal marks it to the concerned officer (vice principal/ HoD/ Teacher in charge/ Committee coordinator/ Head clerk/ Accountant). The concerned authority, on compliance returns the proposal to the Principal with suitable solution/ answer, approval, etc. for onward submission to the concerned applicant.



### Accountability:

The Principal is accountable to the UGC, University, the State Government, NCTE and the Governing council of the College. Vice-Principal, Teachers, Non-teaching staff are accountable to Principal.

### **IV. The Norms Set for The Discharge of Functions**

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

The norms set by the Goa University (Statutes and ordinances), UGC, State and Central Government for the discharge of functions of the Staff of the College are followed.

The Institute discharge its function in accordance with provisions contained in the Rules and Regulations, Bye Laws and the existing administrative and financial norms prescribed by the University, UGC, State and Central Government and of PES Governing council in the course of carrying out its various duties and realizing its vision and mission.

Details of the Norms/Standards set by the college for execution of various activities /programmes:

<b>Sr. No.</b>	<b>Name of Public Service</b>	<b>Designated Officers</b>	<b>Time Schedule in working days</b>
1	Experience certificate	Administrative section	Two days
2	Character certificate	Administrative section	One/ Two days
3	Bonafide certificate	Administrative section	One/ Two days
4	Duplicate ID card	Administrative section	15 days
5	Migration Certificate	Administrative section	One Month
6	Transfer certificate	Administrative section	One Month
7	NOC to join another institute	Administrative section	Two days
8	Attestation of documents	Administrative section	One day
9	Duplicate Mark sheets	Administrative section (Examinations)	10 days
10	Correction in name and such other documents	Administrative section (Examinations)	15 days

11	Verification of marks	Administrative section (Examinations)	10 days
12	Refund of deposit	Accounts section	15 days from the date of the receipt of complete documents
13	Refund of fees	Accounts section	15 days from the date of the receipt of complete documents
14	Salary certificate	Accounts section	Two days

**V. The Rules, Regulations, Instructions, Manuals and Records, Held by It or Under Its Control or Used by Its Employees for Discharging Its Functions**

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

list of rules, regulations, instructions, manuals and records for discharging functions available with the public authority for the smooth discharge of its functions.

<b>Sr. No.</b>	<b>Name of the act, rules, regulations, etc.</b>	<b>Brief gist of the contents</b>	<b>Reference No. (if any)</b>  <b>Price in case of priced publications</b>	<b>Price in case of priced publications</b>
1	Goa University Act		Free available on Goa University Web site <a href="http://www.unigoa.ac.in">www.unigoa.ac.in</a>	
2	Statutes & Ordinances of Goa University	Rules for colleges reg. Appointment of staff, leave applicable, Conduct of	Free available on Goa University Web site	

		exams, CAS, etc.		
3	Central Civil Service (CCS) Rules made applicable by Goa Government.	Service conditions for staff.	Available on central Government website	
4	Government notifications / Circulars	Service conditions for staff, Instructions regarding admissions, DISHTAVO, etc	Available on Goa Government website	
5	College Hand book /Prospectus	College information, College rules, Examination rules, List of programmes and courses, details regarding fees, etc.	College Hand book /Prospectus is available on college website. <a href="http://www.vidyaprabodhini.college.edu.in">www.vidyaprabodhini college.edu.in</a>	
6	MHRD/ UGC notifications	Information about implementation of VI <sup>th</sup> Pay/ VII <sup>th</sup> pay commission, CAS rules, etc.	MHRD/ UGC websites	
7	University calendar	Information about Academic	Available on Goa University Web site	

		terms, Breaks/ vacations, etc		
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**VI. Statement of the Categories of Documents That Are Held by The Authorities and/or Under Their Control**

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

Sr. No.	Nature of record	Details of information available	Unit/Section where available	Retention period, where available
1	General Admission Register and enrolment	Information of students registered in this college	Administrative section of the College Office	College office Record room
2	Service Record and Personal Files of staff.	Service books and Personal Record of leave, yearly increment, promotion's, etc	Administrative section of the College Office	College office Record room
3	Dead Stock Register College	Details of Equipment, furniture, etc., purchased by the college	Administrative section of the College Office	College office Record room
4	Dead Stock Register of the department	Details of Equipment, furniture, etc., purchased by the college	Department's office	Department's office
5	Salary Statement Register	Monthly disbursement of Salary to staff	Accounts section of the College office	College office Record room
6	Provident Fund Register	Details of PF deducted monthly	Accounts section of the College office	College office Record room
7	Teaching and Non-teaching staff Roster	Teaching and Non-teaching staff	Administrative section of the College Office	College office Record room

8	Examination Result Data	Result of all the examinations conducted in the college.	Examination section College office	College office Record room
9	U.G.C. Correspondence	Correspondence with and from UGC	Administrative and account sections of the College Office	College office Record room
10	Affiliation	Correspondence regarding affiliation	Administrative section of the College Office	College office Record room
11	Appointments	Appointment letters to teaching and non-teaching staff	Administrative section of the College Office	College office Record room
12	N.O.C. From Government	N.O.C. for teaching and non-teaching posts from Government	Administrative section of the College Office	College office Record room
13	Workload	Teaching Workload of Department	Administrative section of the College Office	College office Record room
14	Workshops/Courses	Workshops/Courses Conducted By The College	Administrative and account sections of the College Office	College office Record room
15	Tender, quotations Purchases	Equipment, furniture, etc., purchased by the college	Account sections of the College Office	College office Record room
16	Career Advancements	Documents regarding CAS of teaching and non-teaching staff	Administrative and account sections of the College Office	College office Record room
17	Approvals Of Staff appointments	Approvals Of Teaching and Non-teaching Staff	Administrative section of the College Office	College office Record room
18	N.A.A.C	IIQA, SSR, Accreditation Certificate and other correspondence with and from NAAC	Administrative and account sections of the College Office	College office Record room

19	NIRF	correspondence with and from NIRF	Administrative section of the College Office	College office Record room
20	AISHE	correspondence with and from AISHE	Administrative section of the College Office	College office Record room
21	Scholarship, Prizes and Students Aid Fund	Scholarship, Prizes and Students Aid Fund	Administrative and account sections of the College Office	College office Record room
22	Grants	Salary Grants, Non-Salary Grants, Research grants	Account sections of the College Office	College office Record room
23	Budget	Annual budget	Account sections of the College Office	College office Record room
24	College Committees	College statutory and non-statutory committees	Administrative section of the College Office	College office Record room
25	Certificates To Students	Certificates To Students - Leaving, Transference, Bonifide, N.O.C.s, etc.	Administrative section of the College Office	College office Record room
26	Department correspondence	Correspondence with and from college departments	Administrative section of the College Office	College office Record room
27	Goa university, DHE, Social welfare Department	Correspondence with and from Goa university, DHE, Social welfare Department	Administrative and account sections of the College Office	College office Record room
28	NCTE – National Council for Teacher Education	Correspondence with and from NCTE	Administrative and account sections of the College Office	College office Record room

**VII. The Particulars of Any Arrangement That Exists for Consultation With, or Representation by The Members of The Public in Relation to The Formulation of Its Policy or Implementation Thereof**

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

There is no consultation committee as such appointed/constituted at the College. However the some of the committees have representatives in the form of members from Alumni, Industries, etc. as given below.

1. IQAC has representatives from Alumni, Industries, Educationists, etc.
2. Internal complaints committee under the provisions of The Harassment Of Women at Workplace (Prevention, Prohibition AndRedressal) Act, 2013 has representatives of NGOs.
3. ALUMNI Association
4. Parent Teachers Association
5. PES Institution Innovation Council Committee has one external expert and twoAlumnus.
6. Committee for Prevention of Ragging has one Representative of Civil Administration Member, Police Inspector, Ponda Police, Station Member, Onelegal practitioner, one alumnus.

#### **Statement of Boards, Councils, Committees and Other Bodies**

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

#### **COMMITTEES FOR THE ACADEMIC YEAR 2022-2023**

The following Revised working committees/Clubs/Cells for the academic years 2022-23 for the effective implementation of various curricular and co-curricular activities in the college.

<b>Sr.No.</b>	<b>NAME OF THE COMMITTEE</b>				
<b>1</b>	<b>HAND BOOK (PROSPECTUS) COMMITTEE</b>				
	1	Dr. Pinkesh D. Dhabolkar	<b>Convenor</b>		
	2	Dr. Sangeeta R. Dessai	Member		
	3	Dr. Shailesh G. Chodankar	Member		
	4	Shri. Ashay N. Naik	Member		
<b>2</b>	<b>ADMISSION COMMITTEE</b>				
	<b>a.</b>	<b>B.Com.</b>			
	1	Shri. Rudresh U. Mhamal	<b>Convenor</b>		
	2	Dr. Pinkesh D. Dhabolkar	Member		
	3	Dr. Varsha B. Ingalhalli	Member		

	4	Shri. Sunny S. Pandhre	Member	
	5	Shri. Pankaj P. Shirodker	Member	
	6	Shri. Darshan S. Gaonkar	Member	
	7	Ms. Shamal K. Dessai	Member	
	8	Ms. Dhanashri S. Balo	Member	
	<b>b.</b>	<b>B.A.B.Ed.</b>		
	1	Dr. Sagar P. Mali	<b>Convenor</b>	
	2	Dr. Sonali K. Shankhwalkar	Member	
	3	Shri. Kalidas M. Mhamal	Member	
	4	Shri. Kuldeep A. Kamat	Member	
	5	Ms. Yogita M. Gauns	Member	
	6	Ms. Yogita K. Chodankar	Member	
	7	Shri. Darshan S. Kandolkar	Member	
	8	Shri. Rahul T. Gawas	Member	
	9	Ms. Priya S. Gosavi	Member	
	10	Shri. Siddhesh R. Naik	Member	
<b>3</b>	<b>TIME TABLE COMMITTEE</b>			
	<b>a.</b>	<b>B.Com.</b>		
	1	Shri. Darshan S. Gaonkar	<b>Convenor</b>	
	2	Shri. Pankaj P. Shirodker	Member	
	<b>b.</b>	<b>B.A.B.Ed.</b>		
	1	Shri. Kedarnath S. Tadkod	<b>Convenor</b>	
	2	Shri. Uaddhav V. Pol	Member	
<b>4</b>	<b>WORKLOAD COMMITTEE</b>			
	<b>a.</b>	<b>B.COM</b>		
	1	Dr. Ujvala M. Hanjunker	<b>Convenor</b>	
	2	Shri. Sunny S. Pandhre	Member	
	<b>b.</b>	<b>B.A.B.Ed.</b>		
	1	Dr. Anil T. Thosare	<b>Convenor</b>	
	2	Shri. Uaddhav V. Pol	Member	
<b>5</b>	<b>DISCIPLINE COMMITTEE</b>			
	1	Dr. Anil T. Thosare	<b>Convenor</b>	
	2	Dr. Arun R. Marathe	Member	



	3	Dr. Ujvala M. Hanjunker	Member	
	4	Dr. Manisha V. Kulkarni	Member	
	5	Shri. Rajaram S. Sandye	Member	
<b>6</b>	<b>ATTENDANCE MONITORING COMMITTEE</b>			
	1	Shri. Pankaj P. Shirodker	<b>Convenor</b>	
	2	Shri. Darshan S. Gaonkar	Member	
	3	Mr. Rahul T. Gawas	Member	
	4	Dr. Sangeeta Dessai	Member	
<b>7</b>	<b>COLLEGE EXAMINATION COMMITTEE</b>			
	1	Dr. Arun R. Marathe	<b>Convenor</b>	
	2	Shri. Rudresh U. Mhamal	Member	
	3	Dr. Pinkesh D. Dhabolkar	Member	
	4	Shri. Kedarnath S. Tadkod	Member	
	5	Shri. Uaddhav V. Pol	Member	
	6	Shri. Saish Nayak Dalal	Member	
<b>8</b>	<b>COLLEGE UNFAIR MEANS INQUIRY COMMITTEE</b>			
	1	Dr. Anil T. Thosare	<b>Convenor</b>	
	2	Shri. Darshan S. Gaonkar	Member	
	3	Shri. Rudresh U. Mhamal	Member	
<b>9</b>	<b>COLLEGE EXAMINATION GRIEVANCE COMMITTEE</b>			
	1	Dr. Ujvala M. Hanjunker	<b>Convenor</b>	
	2	Shri. Rudresh U. Mhamal	Member	
	3	Dr. Sangeeta R. Dessai	Member	
<b>10</b>	<b>GRIEVANCE REDRESSAL COMMITTEE</b>			
	1	Shri. Guruprasad Pawaskar	<b>Chairperson</b>	
	2	Dr. Sangeeta R. Dessai	Member	
	3	Shri. Shrishkumar S. Patil	Member	
<b>11</b>	<b>STUDENTS' COUNCIL COMMITTEE</b>			
	1	Shri. Darshan S. Kandolkar	<b>Convenor</b>	
	2	Dr. Varsha B. Ingalhalli	Member	
	3	Shri. Kalidas M. Mhamal	Member	
	4	Ms. Yogita M. Gauns	Member	
<b>12</b>	<b>NATIONAL SERVICE SCHEME (NSS)</b>			

	1	Ms. Shamal K. Dessai	<b>Convenor</b>	
	2	Dr. Pinkesh D. Dhabolkar	Member	
	3	Shri. Kalidas M. Mhamal	Member	
	4	Ms. Yogita K. Chodankar	Member	
<b>13</b>	<b>SPORTS/GYMKHANA ACTIVITIES COMMITTEE</b>			
	1	Shri. Sunny R. Kanekar	<b>Convenor</b>	
	2	Shri. Pankaj P. Shirodker	Member	
	3	Dr. Shailesh G. Chodankar	Member	
<b>14</b>	<b>RED RIBBON CLUB</b>			
	1	Dr. Shailesh G. Chodankar	<b>Convenor</b>	
	2	Shri. Sunny R. Kanekar	Member	
<b>15</b>	<b>GUIDANCE AND COUNSELING CELL</b>			
	1	Dr. Sonali K. Shankhwalkar	<b>Convenor</b>	
	2	Dr. Ujvala M. Hanjunker	Member	
	3	Dr. Arun R. Marathe	Member	
	4	Dr. Manisha V. Kulkarni	Member	
<b>16</b>	<b>PARENT TEACHER ASSOCIATION</b>			
	1	Dr. Manisha V. Kulkarni	<b>Convenor</b>	
	2	Ms. Priya Gosavi	Member	
	3	Ms. Yogita K. Chodankar	Member	
<b>17</b>	<b>CALENDAR COMMITTEE</b>			
	1	Shri. Kalidas M. Mhamal	<b>Convenor</b>	
	2	Shri. Ashay N. Naik	Member	
<b>18</b>	<b>STUDY CIRCLE</b>			
	1	Shri. Kedarnath S. Tadkod	<b>Convenor</b>	
	2	Ms. Shamal K. Dessai	Member	
<b>19</b>	<b>STUDENTS TEACHERS EVALUATION COMMITTEE</b>			
	1	Shri. Darshan S. Gaonkar	<b>Convenor</b>	
	2	Mr. Rahul T. Gawas	Member	
<b>20</b>	<b>EXTENSION ACTIVITIES COMMITTEE</b>			
	1	Shri. Kuldeep A. Kamat	<b>Convenor</b>	
	2	Dr. Varsha B. Ingalhalli	Member	
	3	Dr. Sagar P. Mali	Member	

<b>21</b>	<b>BOOK BANK COMMITTEE</b>			
	1	Shri. Nitesh D. Naik	<b>Convenor</b>	
	2	Shri. Darshan S. Gaonkar	Member	
	3	Ms. Yogita M. Gauns	Member	
<b>22</b>	<b>WOMEN CELL</b>			
	1	Ms. Priya S. Gosavi	<b>Convenor</b>	
	2	Ms. Shamal K. Dessai	Member	
	3	Dr. Sonali K. Shankhwalker	Member	
<b>23</b>	<b>NAAC STEERING COMMITTEE</b>			
	1	Dr. Arun R. Marathe	<b>Convenor</b>	
	2	Dr. Ujvala M. Hanjunker	Member	
	3	Shri. Rudresh U. Mhamal	Member	
	4	Dr. Pinkesh D. Dhabolkar	Member	
	5	Dr. Varsha B. Ingalhalli	Member	
	6	Shri. Sunny S. Pandhre	Member	
	7	Shri. Pankaj P. Shirodker	Member	
	8	Shri. Darshan S. Gaonkar	Member	
	9	Shri. Kedarnath S. Tadkod	Member	
	10	Dr. Manisha V. Kulkarni	Member	
<b>24</b>	<b>AISHE COMMITTEE</b>			
	1	Dr. Pinkesh D. Dhabolkar	<b>Convenor</b>	
	2	Shri. Uaddhav V. Pol	Member	
<b>25</b>	<b>NIRF</b>			
	1	Shri. Nitesh D. Naik	<b>Convenor</b>	
	2	Shri. Darshan Gaonkar	Member	
	3	Shri. Rajaram S. Sandye	Member	
<b>26</b>	<b>RUSA</b>			
	1	Dr. Arun R. Marathe	<b>Convenor</b>	
	2	Shri. Sunny S. Pandhre	Member	
<b>27</b>	<b>STUDENT AID FUND</b>			
	1	Dr. Anil T. Thosare	<b>Convenor</b>	
	2	Dr. Varsha B. Ingalhalli	Member	
	3	Dr. Sagar P. Mali	Member	

	4	General Secretary (Students' Council)	Member	
<b>28</b>	<b>ANTI-RAGGING COMMITTEE</b>			
	1	Dr. Bhushan V. Bhawe	<b>Coordinator</b>	
	2	Representative of Civil Administrative	Member	
	3	Ninad Deulkar, Police Inspector, Parvari Police Station	Member	
	4	Shri. Datta Shirodkar (Media Person)	Member	
	5	Ms. Sanvi Shetye (NGO)	Member	
	6	Shri. Kedarnath S. Tadkod (Representative of the Faculty)	Member	
	7	Chairman, Parent-Teacher Association	Member	
	8	Shri. Rajaram S. Sandye (Office Incharge)	Member	
	9	Class Representative of Senior Class	Member	
	10	Class Representative of Junior Class	Member	
<b>29</b>	<b>INTERNAL COMPLAINT COMMITTEE</b>			
	1	Dr. Manisha V. Kulkarni	<b>Chairperson</b>	
	2	Dr. Anil T. Thosare	Member	
	3	Dr. Ujvala M. Hanjunker	Member	
	4	Dr. Sonali K. Shankhwalker	Member	
	5	Ms. Sarita Parkar (Advocate)	Member	
	6	Ms. Kunda Chodankar (Social Worker)	Member	
	7	General Secretary (Students' Council)	Member	
	8	Ladies Representative (Students' Council)	Member	
	9	Class Representative (Students' Council)	Member	
<b>30</b>	<b>CAMPUS MAINTENANCE COMMITTEE</b>			
	1	Shri. Kuldeep A. Kamat	<b>Convenor</b>	
	2	Ms. Yogita K. Chodankar	Member	
	3	Shri. Rajaram S. Sandye	Member	
<b>31</b>	<b>FINANCIAL RESOURCE COMMITTEE</b>			
	1	Shri. Sunny S. Pandhre	<b>Convenor</b>	
	2	Shri. Kuldeep A. Kamat	Member	
	3	Shri. Saish Nayak Dalal	Member	
<b>32</b>	<b>TEACHERS STUDENTS GUIDE SCHEME (MENTORING COMMITTEE)</b>			

	1	Dr. Sonali K. Shankhwalker	<b>Convenor</b>	
	2	Shri. Kedarnath S. Tadkod	Member	
	3	Shri. Rudresh U. Mhamal	Member	
<b>33</b>	<b>COLLEGE PLANNING BOARD</b>			
	1	Dr. Bhushan V. Bhave	<b>Convenor</b>	
	2	Dr. Anil T. Thosare	Member	
	3	Dr. Ujvala M. Hanjunker	Member	
	4	Dr. Arun R. Marathe	Member	
	5	Shri. Sunny R. Kanekar	Member	
	6	Shri. Nitesh D. Naik	Member	
	7	Shri. Sunny S. Pandhare	Member	
	8	Shri. Rajaram S. Sandye	Member	
	9	Shri. Shrishkumar S. Patil	Member	
<b>34</b>	<b>ISA MONITORING COMMITTEE</b>			
	1	Shri. Uaddhav V. Pol	<b>Convenor</b>	
	2	Dr. Pinkesh D. Dhabolkar	Member	
<b>35</b>	<b>ALUMNI ASSOCIATION</b>			
	1	Dr. Pinkesh D. Dhabolkar	<b>Convenor</b>	
	2	Shri. Sunny R. Kanekar	Member	
	3	Shri. Uaddhav V. Pol	Member	
	4	Student Representative - Alumni	Member	
<b>36</b>	<b>ACTIVITY RECORD MAINTENANCE COMMITTEE</b>			
	1	Shri. Pankaj P. Shirodker	<b>Convenor</b>	
	2	Ms. Yogita M. Gauns	Member	
	3	Shri. Darshan S. Kandolkar	Member	
	4	Shri. Nitesh D. Naik	Member	
	5	Shri. Ashay N. Naik	Member	
<b>37</b>	<b>CAREER GUIDANCE, INTERNSHIP &amp; PLACEMENT CELL</b>			
	1	Shri. Rudresh U. Mhamal	<b>Convenor</b>	
	2	Ms. Shamal K. Dessai	Member	
	3	Dr. Sonali K. Shankhwalker	Member	
<b>38</b>	<b>PUBLICITY AND P.R.O.</b>			
	1	Shri. Kuldeep A. Kamat	<b>Convenor</b>	

	2	Ms. Priya S. Gosavi	Member	
<b>39</b>	<b>RESEARCH DEVELOPMENT &amp; INNOVATION (RDI)</b>			
	1	Dr. Varsha B. Ingalhalli	<b>Convenor</b>	
	2	Dr. Sagar P. Mali	Member	
	3	Dr. Sangeeta R. Dessai	Member	
	4	Ms. Dhanashri S. Balo	Member	
	5	Shri. Rajaram Sandye	Member	
<b>40</b>	<b>COLLEGE LIBRARY COMMITTEE</b>			
	1	Dr. Sagar P. Mali	<b>Convenor</b>	
	2	Shri. Nitesh D. Naik	Member	
	3	Dr. Varsha B. Ingalhalli	Member	
	4	Dr. Sangeeta R. Dessai	Member	
<b>41</b>	<b>NISARG CLUB</b>			
	1	Shri. Uddhav V. Pol	<b>Convenor</b>	
	2	Shri. Rudresh U. Mhamal	Member	
	3	Assistant Professor in Environmental Studies	Member	
<b>42</b>	<b>WALL PAPER AND COMMUNICATION CLUB</b>			
	1	Ms. Yogita K. Chodankar	<b>Convenor</b>	
	2	Shri. Kedarnath S. Tadkod	Member	
	3	Ms. Priya S. Gosavi	Member	
	4	Shri. Kuldeep A. Kamat	Member	
	5	Shri. Darshan S. Kandolkar	Member	
<b>43</b>	<b>COLLEGE MAGAZINE COMMITTEE</b>			
	1	Dr. Sangeeta R. Dessai	<b>Convenor</b>	
	2	Dr. Shailesh G. Chodankar	Member	
	3	Shri. Darshan S. Gaonkar	Member	
	4	Ms. Priya S. Gosavi	Member	
	5	Ms. Yogita K. Chodankar	Member	
	6	Shri. Darshan S. Kandolkar	Member	
	7	Shri. Nitesh D. Naik	Member	
<b>44</b>	<b>STOCK VERIFICATION COMMITTEE</b>			
	1	Dr. Sagar P. Mali	<b>Convenor</b>	
	2	Shri. Pankaj P. Shirodker	Member	

	3	Shri. Nitesh D. Naik	Member	
	4	Shri. Ashay N. Naik	Member	
<b>45</b>	<b>MEDICAL CENTRE</b>			
	1	Dr. Shailesh G. Chodankar	<b>Convenor</b>	
	2	Shri. Sunny R. Kanekar	Member	
	3	Ms. Dhanashri Balo	Member	
	4	Representative of P.H.C, Porvorim	Member	
	5	Shri. Anand Singh	Member	
<b>46</b>	<b>GENDER CHAMPION CLUB</b>			
	1	Ms. Priya S. Gosavi	<b>Convenor</b>	
	2	Shri. Kuldeep A. Kamat	Member	
	3	Dr. Shailesh G. Chodankar	Member	
<b>47</b>	<b>IGNOU</b>			
	1	Dr. Sagar P. Mali	<b>Convenor</b>	
<b>48</b>	<b>IAIMS</b>			
	1	Shri. Balaji Naik	<b>Convenor</b>	
	2	Shri. Vijay P. Kudnekar	Member	
<b>49</b>	<b>SEMINAR/CONFERENCE HALL &amp; AUDIO-VISUAL MONITORING COMMITTEE</b>			
	1	Shri. Ashay N. Naik	<b>Convenor</b>	
	2	Shri. Rajesh S. Naik	Member	
<b>50</b>	<b>CANTEEN COMMITTEE</b>			
	1	Dr. Manisha V. Kulkarni	<b>Convenor</b>	
	2	Canteen Contractor	Member	
	3	General Secretary (Students' Council)	Member	
	4	Ladies Representative (Students' Council)	Member	
<b>51</b>	<b>EK BHARAT SHRESHTHA BHARAT</b>			
	1	Shri. Sunny R. Kanekar	<b>Convenor</b>	
	2	Shri. Kalidas M. Mhamal	Member	
	3	Ms. Yogita K. Chodankar	Member	
<b>52</b>	<b>INDIAN MUSIC, DANCE, THEATRE ART CLUB &amp; SPICMACAY COMMITTEE</b>			
	1	Shri. Kalidas M. Mhamal	<b>Convenor</b>	

	2	Shri. Kuldeep A. Kamat	Member	
	3	Shri. Vijay P. Kudnekar	Member	
	4	Asst Prof. in Performing Art	Member	
<b>53</b>	<b>SCHOLARSHIP &amp; FELLOWSHIP COMMITTEE</b>			
	1	Ms. Yogita M. Gauns	<b>Convenor</b>	
	2	Ms. Shamal K. Dessai	Member	
	3	Shri. Rohit G. Pilankar	Member	
<b>54</b>	<b>STAFF GUILD</b>			
	1	Shri. Sunny S. Pandhre	<b>Secretary</b>	
	2	Ms. Dhanashri Balo	Joint Secretary	
<b>55</b>	<b>TEACHING, LEARNING AND EDUCATIONAL TECHNOLOGY CELL</b>			
	1	Dr. Arun R. Marathe	<b>Convenor</b>	
	2	Dr. Manisha V. Kulkarni	Member	
	3	Shri. Balaji Naik	Member	

<b>56</b>	<b>RESEARCH JOURNAL COMMITTEE</b>			
	1	Dr. Varsha B. Ingalhali	<b>Convenor</b>	
	2	Dr. Sangeeta Dessai	Editor	
	3	Ms. Yogita Chodankar	Co-Editor	
	4	Shri. Nitesh Naik	Member	
<b>57</b>	<b>COMPETITIVE EXAM COMMITTEE</b>			
	1	Shri. Pankaj Shirodker	<b>Convenor</b>	
	2	Shri. Darshan Gaonkar	Member	
	3	Shri. Saish Nayak Dalal	Member	
	4	Ms. Yogita Gauns	Member	



**VIII. Directory of Officers and Employees [Section 4 (1) (b) (ix)]**  
**Teaching Staff (2022-23)**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Tel No</b>	<b>E-mail Address</b>
1	Dr. Bhushan Vithal Bhave	Principal	0832-2413600	<a href="mailto:bhushanbhavegoa@gmail.com">bhushanbhavegoa@gmail.com</a>
2	Dr. Anil Tukaram Thosare	Vice Principal/ Associate Professor & HOD	0832-2410500	<a href="mailto:anilthosare@gmail.com">anilthosare@gmail.com</a>
3	Dr. Ujvala Madhukar Hanjunker	Assistant Professor& HOD	0832-2410500	<a href="mailto:ujvalah@gmail.com">ujvalah@gmail.com</a>
4	Dr. Arun Ramakant Marathe	Assistant Professor	0832-2410500	<a href="mailto:a.marathe83@gmail.com">a.marathe83@gmail.com</a>
5	Shri. Rudresh Uttam Mhamal	Assistant Professor	0832-2410500	<a href="mailto:mhamal88@gmail.com">mhamal88@gmail.com</a>
6	Dr. Pinkesh Dharma Dhabolkar	Assistant Professor	0832-2410500	<a href="mailto:dhabolkarpinkesh@gmail.com">dhabolkarpinkesh@gmail.com</a>
7	Dr. Varsha Basavraj Ingalhalli	Assistant Professor	0832-2410500	<a href="mailto:varsha.ingalhalli@gmail.com">varsha.ingalhalli@gmail.com</a>
8	Mr. Sunny Sonu Pandhre	Assistant Professor	0832-2410500	<a href="mailto:pandhresunny@gmail.com">pandhresunny@gmail.com</a>
9	Mr. Darshan Surya Gaonkar	Assistant Professor	0832-2410500	<a href="mailto:djdarshangaonkar@gmail.com">djdarshangaonkar@gmail.com</a>
10	Mr. Pankaj Prakash Shirodker	Assistant Professor	0832-2410500	<a href="mailto:shirodkerpankaj@gmail.com">shirodkerpankaj@gmail.com</a>
11	Miss. Shamal Krishna Dessai	Assistant Professor	0832-2410500	<a href="mailto:shamal.dessai89@gmail.com">shamal.dessai89@gmail.com</a>
12	Ms. Dhanashri Siddhesh Balo	Assistant Professor	0832-2410500	<a href="mailto:Dhanashrishes74@gmail.com">Dhanashrishes74@gmail.com</a>
13	Dr. Sunny Ramdas Kanekar	College Director of Physical Education	0832-2410500	<a href="mailto:sunny4213@gmail.com">sunny4213@gmail.com</a>
14	Mr. Kedarnath Sudhir Tadkod	Assistant Professor	0832-2410500	<a href="mailto:vpc.kedar@gmail.com">vpc.kedar@gmail.com</a>
15	Dr. Sagar Pandurang Mali	Assistant Professor	0832-2410500	<a href="mailto:sagarindia.vpc@gmail.com">sagarindia.vpc@gmail.com</a>

16	Dr. Uaddhav Vijay Pol	Assistant Professor	0832-2410500	<a href="mailto:uaddhav007@gmail.com">uaddhav007@gmail.com</a>
17	Dr. Priya Suresh Gosavi	Assistant Professor	0832-2410500	<a href="mailto:priyagosavi28@gmail.com">priyagosavi28@gmail.com</a>
19	Dr. Sangeeta Rajesh Dessai	Assistant Professor	0832-2410500	<a href="mailto:sangeetadessai@gmail.com">sangeetadessai@gmail.com</a>
20	Mr. Kalidas Mohan Mhamal	Assistant Professor	0832-2410500	<a href="mailto:kaliddas@gmail.com">kaliddas@gmail.com</a>
21	Dr. Manisha Vishnupanth Kulkarni	Assistant Professor	0832-2410500	<a href="mailto:manishakulkarni1976@gmail.com">manishakulkarni1976@gmail.com</a>
22	Dr. Sonali Shankhwalkar	Assistant Professor	0832-2410500	<a href="mailto:sonalishankhwalkers@gmail.com">sonalishankhwalkers@gmail.com</a>
23	Mr. Kuldeep Ashok Kamat	Assistant Professor	0832-2410500	<a href="mailto:kuldeepkamat123@gmail.com">kuldeepkamat123@gmail.com</a>
24	Ms. Yogita Mucund Gauns	Assistant Professor	0832-2410500	<a href="mailto:gaunsyogi@gmail.com">gaunsyogi@gmail.com</a>
25	Ms. Yogita Kalidas Chodankar	Assistant Professor	0832-2410500	<a href="mailto:yogita13.ch@gmail.com">yogita13.ch@gmail.com</a>
26	Shri. Darshan Shankar Candolkar	Assistant Professor	0832-2410500	<a href="mailto:kandolkardarsh@gmail.com">kandolkardarsh@gmail.com</a>
27	Shri. Rahul Tukaram Gawas	Assistant Professor	0832-2410500	<a href="mailto:rahulgeo80@yahoo.com">rahulgeo80@yahoo.com</a>
28	Dr. Shailesh Gurudas Chodankar	Assistant Professor	0832-2410500	<a href="mailto:chodankarshailesh10@gmail.com">chodankarshailesh10@gmail.com</a>
29	Shri. Saish Sanam Nayak Dalal	Assistant Professor	0832-2410500	<a href="mailto:saish32dalal@gmail.com">saish32dalal@gmail.com</a>
30	Ms. Deeksha Sham Naik Talaulikar	Assistant Professor	0832-2410500	<a href="mailto:deeksha28vpc@gmail.com">deeksha28vpc@gmail.com</a>
31	Shri. Nitesh D Naik	Librarian	0832-2410500	<a href="mailto:ndnaikbits@gmail.com">ndnaikbits@gmail.com</a>
32	Ms. Jyoti Kiran P	Assistant Professor	0832-2410500	<a href="mailto:nojyo1973@gmail.com">nojyo1973@gmail.com</a>
33	Ms. Anurika S Aswekar	Assistant Professor	0832-2410500	<a href="mailto:anurikaaswekar@yahoo.in">anurikaaswekar@yahoo.in</a>
34	Ms. Chaitali C Koli	Assistant Professor	0832-2410500	<a href="mailto:chaitalikoli2618@gmail.com">chaitalikoli2618@gmail.com</a>
35	Ms. Kiran S Palkar	Assistant Professor	0832-2410500	<a href="mailto:kiranpalkar2216@gmail.com">kiranpalkar2216@gmail.com</a>
36	Ms. Priyanka R Pednekar	Assistant Professor	0832-2410500	<a href="mailto:priyankachodankar3011@gmail.com">priyankachodankar3011@gmail.com</a>

37	Ms. Richa S Chimulkar	Assistant Professor	0832-2410500	<a href="mailto:richachimulkar93@gmail.com">richachimulkar93@gmail.com</a>
38	Ms. Prerna S Palekar	Assistant Professor	0832-2410500	<a href="mailto:prerna.palekar@gmail.com">prerna.palekar@gmail.com</a>
39	Ms. Pradnya D.Tari	Assistant Professor	0832-2410500	<a href="mailto:pradnyadtari30@gmail.com">pradnyadtari30@gmail.com</a>
40	Ms. Hema V Sawant	Assistant Professor	0832-2410500	<a href="mailto:Hemasawant1209@gmail.com">Hemasawant1209@gmail.com</a>
41	Ms. Aswita G Gawas	Assistant Professor	0832-2410500	<a href="mailto:aswitagawas@gmail.com">aswitagawas@gmail.com</a>
42	Ms. Sweta B Bhagat	Assistant Professor	0832-2410500	<a href="mailto:bhagatswetavpc22@gmail.com">bhagatswetavpc22@gmail.com</a>
43	Ms. Sima S Arondekar	Assistant Professor	0832-2410500	<a href="mailto:sima.arondekar12@gmail.com">sima.arondekar12@gmail.com</a>
44	Ms. Anjita V Gaonkar	Assistant Professor	0832-2410500	<a href="mailto:anjita124@gmail.com">anjita124@gmail.com</a>
45	Ms. Chinmayee Pandarinath Fadte	Assistant Professor	0832-2410500	<a href="mailto:CHINMAYEFADTE@gmail.com">CHINMAYEFADTE@gmail.com</a>
46	Ms. Sonam Mrunal Parsekar	Assistant Professor	0832-2410500	<a href="mailto:urwithsona@gmail.com">urwithsona@gmail.com</a>
47	Ms. Sampada Kerkar	Assistant Professor	0832-2410500	<a href="mailto:sampadakerkar1@gmail.com">sampadakerkar1@gmail.com</a>
48	Ms. Priyanka Prasad Halarnkar	Assistant Professor	0832-2410500	<a href="mailto:taripriyanka118@gmail.com">taripriyanka118@gmail.com</a>
49	Ms. Yadavi Krishna Velip	Assistant Professor	0832-2410500	<a href="mailto:yadavivelip5011@gmail.com">yadavivelip5011@gmail.com</a>
50	Dr. Analiza Maria D'souza	Assistant Professor	0832-2410500	<a href="mailto:analizadsouza29@gmail.com">analizadsouza29@gmail.com</a>
51	Ms. Sona Sanit Bhandodkar	Assistant Professor	0832-2410500	<a href="mailto:sona.pednekar2121@gmail.com">sona.pednekar2121@gmail.com</a>
52	Ms. Nikita Namdev Shirodkar	Assistant Professor	0832-2410500	<a href="mailto:nikitashirodkar21@gmail.com">nikitashirodkar21@gmail.com</a>
53	Mr. Ritesh Deelip Vengurlekar	Assistant Professor	0832-2410500	<a href="mailto:riteshwr@gmail.com">riteshwr@gmail.com</a>
54	Ms. Jwala Vilas Gawas	Assistant Professor	0832-2410500	<a href="mailto:jwalagawas@gmail.com">jwalagawas@gmail.com</a>
55	Ms. Asmita Ashok Painaik	Assistant Professor	0832-2410500	<a href="mailto:asmitapainaik95@gmail.com">asmitapainaik95@gmail.com</a>
56	Ms. Pamela Dias	Assistant Professor	0832-2410500	<a href="mailto:vidyaprabodhinigoa@gmail.com">vidyaprabodhinigoa@gmail.com</a>
57	Ms. Sayal Tulsidas Kalangutkar	Assistant Professor	0832-2410500	<a href="mailto:sayalkalangutkar18@gmail.com">sayalkalangutkar18@gmail.com</a>

**Non-Teaching Staff (2022-23)**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Tel No</b>	<b>E-mail Address</b>
1	Shri. Shrishkumar S Patil	Accountant	0832-2410500	sspsuch1977@gmail.com
2	Shri. Rajaram S Sandye	Head-Clerk	0832-2410500	sandyerajaram@gmail.com
3	Shri. Gauresh G Bagli	Librarian Grade I	0832-2410500	05fabgauresh@gmail.com
4	Shri. Swapnil Surendra Gaonkar	Instructor in Physical Education	0832-2410500	swapnilgaonkar1005@gmail.com
5	Shri. Balaji Das Naik	System Administrator	0832-2410500	<a href="mailto:balajinaikvpc@gmail.com">balajinaikvpc@gmail.com</a>
6	Shri. Ashay N Naik	Laboratory Assistant – IT	0832-2410500	ashaynaik29@gmail.com
7	Shri. Siddhesh R Naik	UDC	0832-2410500	siddheshnaik666@gmail.com
8	Shri. Rohit S Pilankar	UDC	0832-2410500	rohitpilankar7@gmail.com
9	Shri. Suraj Gautam Sakhare	Jr. Steno	0832-2410500	ssakhare1992@rediffmail.com
10	Shri. Anand Singh	LDC	0832-2410500	asinghmehra1967@gmail.com
11	Shri. Vijay Prakash Kudnekar	LDC	0832-2410500	vjkudnekar22@gmail.com
12	Shri. Suhas Ramkrishna Malik	LDC	0832-2410500	Suhasmalik14@gmail.com
13	Shri. Tareshwar Ramdas Adpaikar	MTS	0832-2410500	tareshpaikar@gmail.com
14	Shri. Amol H Naik	MTS	0832-2410500	AMOLNAIK789@gmail.com
15	Shri. Prabhakar Kavlekar	MTS	0832-2410500	prabhakarkavlekar@gmail.com
16	Shri. Prakash Pandurang Gauns	MTS	0832-2410500	Prakashgawas767@gmail.com
17	Shri. Rajesh Saba Naik	MTS	0832-2410500	rnaik0142@gmail.com

18	Shri. Vithal B Gaude	MTS	0832-2410500	vithalgaude09@gmail.com
19	Shri. Babu Jako Yemkar	MTS	0832-2410500	babuyemkar@gmail.com
20	Miss. Shrishti S Tamankar	College Counselor	0832-2410500	shrishtitamankar@gmail.com
21	Mr. Mahadev Shirgaonkar	Security	0832-2410500	vidyaprabodhinigoa@gmail.com
22	Mr. Bharat Mashelkar	Security	0832-2410500	vidyaprabodhinigoa@gmail.com
23	Mr. Chandrakant Chodankar	Security	0832-2410500	vidyaprabodhinigoa@gmail.com
24	Miss. Smita Naik	Housekeeping	0832-2410500	vidyaprabodhinigoa@gmail.com
25	Shri. Upesh Halarnkar	Housekeeping	0832-2410500	upeshhalarnkar@gmail.com
26	Shri. Tukaram Parab	Housekeeping	0832-2410500	vidyaprabodhinigoa@gmail.com

The Monthly Remuneration Received by Each of Its Officers and Employees, Including The System of Compensation as Provided in Regulations: [Section 4(1) (b) (x)]

**IX. Teaching Staff Members (2022-2023)**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Gross Salary(Rs.)</b>
1	Dr. Bhushan V. Bhave	Principal	3,49,860.00
2	Dr. Anil Thosare	Associate Professor	2,82,045.00
3	Dr. Arun Marathe	Assistant Professor	1,41,016.00
4	Dr. Ujvala Hanjunker	Assistant Professor	1,49,256.00
5	Dr. Sunny Kanekar	College Director of Physical Education & Sports	1,36,984.00
6	Mr. Rudresh U. Mhamal	Assistant Professor	1,36,984.00
7	Dr. Pinkesh D. Dhabolkar	Assistant Professor	1,49,256.00
8	Dr. Varsha B. Ingalhalli	Assistant Professor	1,49,256.00
9	Mr. Kedarnath Sudhir Tadkod	Assistant Professor	1,33,127.00
10	Mr. Sunny Sonu Pandhre	Assistant Professor	1,33,127.00
11	Mr. Darshan Suryakant Gaonkar	Assistant Professor	1,33,127.00
12	Mr. Pankaj P. Shirodkar	Assistant Professor	1,33,127.00
13	Ms. Shamal Krishna Dessai	Assistant Professor	1,29,270.00

14	Dr. Sagar Pandurang Mali	Assistant Professor	1,53,639.00
15	Mr. Uaddhav Vijay Pol	Assistant Professor	1,33,127.00
16	Ms. Priya Suresh Gosavi	Assistant Professor	1,25,588.00
17	Dr. Sangeeta Rajesh Desai	Assistant Professor	1,49,256.00
18	Dr. Manisha V. Kulkarni	Assistant Professor	1,45,049.00
19	Dr. Sonali Shankhwalkar	Assistant Professor	1,45,049.00
20	Mr. Kalidas M. Mhamal	Assistant Professor	1,22,082.00
21	Mr. Kuldeep Ashok Kamat	Assistant Professor	1,32,952.00
22	Ms. Yogita Mukund Gauns	Assistant Professor	1,22,082.00
23	Ms. Yogita Kalidas Chodankar	Assistant Professor	1,22,082.00
24	Mr. Darshan Shankar Kandolkar	Assistant Professor	1,22,082.00
25	Mr. Rahul Tukaram Gawas	Assistant Professor	1,18,751.00
26	Dr. Shailesh G.Chodankar	Assistant Professor	1,33,127.00
27	Mr. Saish S. Nayak Dalal	Assistant Professor	1,09,108.00
28	Ms. Dhanashri S. Balo	Assistant Professor	1,09,108.00
<b>CONTRACT BASIS APPOINTEMENTS</b>			
1	Ms. Jyoti Kiran Pisipati	Assistant Professor	65,000.00
2	Ms. Anurika Satyawar Aswekar	Assistant Professor	40,000.00

3	Ms. Chaitali Chidanand Koli	Assistant Professor	50,000.00
4	Ms. Kiran Suryakant Palkar	Assistant Professor	55,000.00
5	Ms. Priyanka Ravlu Pednekar	Assistant Professor	50,000.00
6	Ms. Richa Sumant Chimulkar	Assistant Professor	50,000.00
7	Ms. Prerna Sudhakar Palekar	Assistant Professor	40,000.00
8	Ms. Pradnya Dhananjay Tari	Assistant Professor	40,000.00
9	Ms. Sweta B. Bhagat	Assistant Professor	40,000.00
10	Ms. Aswita Ganesh Gawas	Assistant Professor	40,000.00
11	Ms. Hema Umesh Sawant	Assistant Professor	40,000.00
<b>LECTURE BASIS APPOINTMENTS</b>			
1	Ms. Radhika Gurav	Assistant Professor	550.00
2	Ms. Jwala Vilas Gawas	Assistant Professor	550.00
3	Ms. Asmita Ashok Painaik	Assistant Professor	550.00
4	Ms. Chinmayee Pandarinath Fadte	Assistant Professor	550.00
5	Ms. Sonam Mrunal Parsekar	Assistant Professor	550.00
6	Mr. Ritesh Deelip Vengurlekar	Assistant Professor	550.00
7	Ms. Pamela Dias	Assistant Professor	550.00
8	Ms. Priyanka Prasad Halarnkar	Assistant Professor	550.00
9	Mr. Sayal T. Kalangutkar	Assistant Professor	550.00



10	Ms. Sampada Mandar Kerkar	Assistant Professor	550.00
11	Ms. Anjita V. Gaonkar	Assistant Professor	750.00
12	Ms. Sima Sidhanath Arondekar	Assistant Professor	750.00
13	Ms. Yadavi Krishna Velip	Assistant Professor	750.00
14	Dr. Analiza Maria D'souza	Assistant Professor	750.00
15	Ms. Sona Sanit Bandodkar	Assistant Professor	750.00
16	Ms. Nikita Namdev Shirodkar	Assistant Professor	750.00
<b>NON-TEACHING STAFF APPOINTEMENTS</b>			
1	Mr. Nitesh D. Naik	LIBRARIAN	1,36,984.00
2	Mr. Swapnil S. Gaonkar	Instructor in Physical Education	83,482.00
3	Mr. Shrishkumar Patil,	Accountant	83,482.00
4	Mr. Gaurish G. Bagli	Librarian Grade I	58,411.00
5	Mr. Rajaram Sandye	Head-Clerk	70,333.00
6	Mr. Balaji Das Naik	System Administrator	66,476.00
7	Mr. Ashay Nandkishor Naik	Laboratory Assistant (IT)	57,534.00
8	Mr. Suraj G. Sakhare	Jr. Stenographer	51,398.00
9	Mr. Siddhesh Naik	U.D.C.	51,398.00

10	Mr. Rohit Pilankar	U.D.C.	49,996.00
11	Mr. Anand Singh	L.D.C.	42,968.00
12	Mr. Vijay P. Judnekar	L.D.C.	40,514.00
13	Mr. Suhas Malik	L.D.C.	46,665.00
14	Mr. Amol Naik	MTS	42,442.00
15	Mr. Prabhakar Kavalekar	MTS	42,442.00
16	Mr. Tareshwar Adpaikar	MTS	42,442.00
17	Mr. Prakash Gauns	MTS	42,442.00
18	Mr. Rajesh S. Naik	MTS	38,936.00
19	Mr. Vithal B. Gaude	MTS	35,834.00
20	Mr. Babu Jako Yemkar	MTS	35,834.00

**X. The Budget Allocated to Each Agency (Particulars of all plans, proposed expenditures and reports on disbursement made)**

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

**BUDGET ESTIMATES FOR THE YEAR 2022-23 ( B.COM. & BA. B.Ed COURSE)**

RECEIPT		ACTUALS 2021-22	ESTIMATES 2022-23	PAYEMENT		ACTUALS 2021-22	ESTIMATES 2022-23
Sr. No.		₹	₹	Sr. No.		₹	₹
1	Tuition Fees	12,64,800.00	24,81,600.00	1	Tuition Fee to DHE	12,64,800.00	24,81,600.00
2	Library Deposit ( Refundable )	15,330.00	15,120.00	2	Library Deposit ( Refundable )	-	-
3	Caution money	51,100.00	50,750.00	3	Caution money	-	-
4	Students Aid Fund	94,900.00	94,250.00	4	Students Aid Fund	-	-
5	Laboratory Deposit	9,000.00	8,550.00	5	Laboratory Deposit	-	-
6	PTA Membership Fee	1,09,500.00	72,500.00	6	PTA Expnd	-	-
7	PTA Development Fee	1,09,500.00	-	7	Student Reg. to University	1,28,815.00	1,36,080.00
8	University Registration Fees	1,31,400.00	1,36,080.00	<b>EXPENDITURE</b>			
9	Maintenance Grants Receivable ( 2020-21 )	-	20,69,061.00	<b>B ASSETS</b>			
<b>RECEIPTS ( Maintenance )</b>				a	Website development	-	1,08,678.00
				b	Online UPS	-	7,32,144.00
				c	Server ( NAS )	-	3,70,520.00
				d	Printer	77,290.00	30,000.00
				e	Computer lab Furniture	-	4,50,000.00
				f	Laptop / Palmtop	90,364.00	1,50,000.00
				g	Intercom Setup	1,30,566.00	-
				h	Internet Network Setup	1,50,757.00	1,50,000.00
				i	Air Conditioner	5,37,444.00	-
				j	Staff Room / VP Cabin Renovation	-	5,00,000.00
				k	Public address system	-	2,00,000.00
				l	Table / Tpoys Furniture	-	50,000.00
				m	Plastic Chairs ( Hall )	-	5,00,000.00
				n	Sound System ( Hall )	-	3,00,000.00
				o	Computer Systems ( Computer Lab )	-	15,00,000.00
<b>Total</b>		<b>₹ 18,82,850.00</b>	<b>₹ 36,05,145.00</b>	<b>Maintenance Expnd.</b>			
				1	Library Books	2,42,295.00	3,50,000.00
13	Maintenance Grant	4,00,000.00	20,85,549.00	2	Library / Reading Room Exp.	1,54,901.00	2,00,000.00
14	Bank Interest	78,859.00	50,000.00	3	Sports Reg. & Other Exp.	3,40,771.00	3,06,600.00
15	Sem Fees ( DHE Portal )			4	Purchase & Dev. of Soft ( IAIMS )	1,92,666.00	1,63,125.00
	Exam Fee Dues	10,60,176.00	-	5	Printing & Stationary	2,15,858.00	3,00,000.00
	Fee Dues	2,48,605.00	-	6	Repair & Maint.	2,45,710.00	1,50,000.00
16	Library Fines & Scrap	4,927.00	5,000.00	7	Advertisement	1,18,870.00	25,000.00
14	Donation			8	Principal contingency	25,000.00	80,000.00
	Donation	27,000.00	-	9	Affiliation	40,000.00	35,000.00
	Donation ( Std. Aid Fund )	28,000.00	-	10	Audit Fees	33,000.00	2,000.00
				11	Bank Charges	1,969.00	1,00,000.00
				12	Electricity Bill	94,331.00	10,000.00
				13	Refreshment	10,697.00	10,000.00
				14	Transportation	8,890.00	10,000.00
				15	Interview / Meeting Expenditure	1,36,947.00	2,00,000.00
				16	Miscellaneous	30,000.00	20,000.00
				17	Postage	8,960.00	15,000.00
				18	Telephone	13,545.00	25,000.00
				19	Workshop Reg. Fee ( Staff )	7,000.00	50,000.00
				20	Outsourcing	9,79,142.00	15,00,000.00
				21	Admission cancel refund	64,938.00	1,00,000.00
						29,65,490.00	40,41,725.00
<b>Total</b>		<b>₹ 37,30,417.00</b>	<b>₹ 57,46,694.00</b>	<b>Total</b>			
19	Expnd over Receipts	2,21,494.00	33,36,373.00				
<b>Total</b>		<b>₹ 39,51,911.00</b>	<b>₹ 90,83,067.00</b>				

*[Signature]*  
Accountant



*[Signature]*  
Principal

*[Signature]*  
Chairman



**XI. The Manner of Execution of Subsidy Programmes, Including The Amounts Allocated and The Details of Beneficiaries of Such Programmes**

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

Not applicable

**XII. Particulars of Recipients of Concessions, Permits or Authorizations Granted by It**

;

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

Not applicable

**XIII. Details in Respect of The Information, Available To or Held by It, Reduced in an Electronic Form ;**

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

- Website: <http://www.vidyaprabodhnicollege.edu.in>.
- College Prospectus available on Website
- <http://www.vidyaprabodhnicollege.edu.in>

**XIV. The Particulars of Facilities Available To Citizens For Obtaining Information, Including The Working Hours of a Library or Reading Room, if Maintained for Public Use.**

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

- Visit College office during working hours  
College Timings: 8.30 a.m. to 5.30 p.m. on all working days  
Office Timings: 9.30 a.m. to 1.00 p.m. and 2.00 p.m. to 5.30 p.m. on all working days
- Website: [http:// www.vidyaprabodhnicollege.edu.in](http://www.vidyaprabodhnicollege.edu.in)

## XV. Names, Designations and Other Particulars of The Public Information Officers

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

POSITION	OFFICER	POSTAL ADDRESS	TELEPHONE NO.	E-MAIL ADDRESS
First Appellate Officer	Dr. Bhushan V Bhave (Principal)	Prabodhan Education Society's, Vidya Prabodhini College of Commerce, Education, Computer & Management, Vidyanagar, Parvari, Bardez – Goa 403521	0832- 2413600 0832- 2410500	<a href="mailto:vidyaprabodhinigoa@gmail.com">vidyaprabodhinigoa@gmail.com</a>
Public Information Officer	Dr. Anil T Thosare (Vice Principal / Associate Professor)	Prabodhan Education Society's, Vidya Prabodhini College of Commerce, Education, Computer & Management, Vidyanagar, Parvari, Bardez – Goa 403521	0832- 2413600 0832- 2410500	vidyaprabodhinigoa@gmail.com
Assistant Public Information Officer	Mr. Rajaram S Sandye(Head-Clerk)	Prabodhan Education Society's, Vidya Prabodhini College of Commerce, Education, Computer & Management, Vidyanagar, Parvari, Bardez – Goa 403521	0832- 2413600 0832- 2410500	vidyaprabodhinigoa@gmail.com

