



Government of Goa  
**Sant Sohirobanath Ambiye**  
**Government College and Research Centre**  
Virnoda, Pernem - Goa.



Affiliated to Goa University and recognized by the U.G.C  
Re-accredited by NAAC with "A" Grade (3rd Cycle)

## RTI Section 4

### (i) Particulars of its organisation, functions and duties;

The Institute was established in the academic year 1993-94, the Government College of Arts and Commerce, Virnoda, Pernem, Goa, and now renamed as the 'Sant Sohirobanath Ambiye Government College and Research Centre', stands as a beacon of educational excellence in the region. Managed by the Government of Goa, the college prioritizes serving the students of Pernem, aiming to foster their holistic development—physically, intellectually, and morally. Permanently affiliated with Goa University since 2006-2007 and has recently undergone the reaccreditation process by NAAC and achieved a commendable grade of 3.18.

#### Functions and Duties

- Plan and conduct teaching as per the Goa University-approved curriculum.
- Prepare teaching plan and effective delivery of course content
- Conduct practical, tutorial, assignments and fieldwork.
- Conduct admissions as per Government/University rules
- Conduct Internal Assessments and Semester End Assessments.
- Establish and run statutory/required committees (e.g., IQAC, grievance, anti-ragging, ICC, etc. as applicable).
- Allocate workload, timetables, course responsibilities, mentoring, and committee work.
- Encourage and facilitate research projects, publications, conferences, seminars.
- Mentoring/counselling, career guidance, placement support and training activities.
- Scholarships facilities and support for economically weaker students.
- Support for differently-abled students (access, accommodations as per rules).
- Organising oo-curricular and extra-curricular activities through NSS/NCC/sports/cultural
- Provide and maintain library services, e-resources, circulation, reading facilities

## **(ii) Powers and duties of its officers and employees;**

### **A. Principal**

#### Powers

- Overall administrative and academic control of the college as per Government/University/UGC rules.
- Approves timetables, workload distribution, academic calendar implementation, committee constitution.
- Sanctions routine expenditure within delegated financial powers; recommends higher expenditure to competent authority.
- Signs official correspondence; represents the college before University/Government/Regulatory bodies.
- Initiates disciplinary proceedings as per applicable service rules.

#### Duties

- Ensure quality teaching–learning, compliance with University affiliation conditions, NAAC/IQAC processes.
- Ensure conduct of examinations/internal assessment as per rules.
- Ensure statutory compliance (RTI, anti-ragging, ICC/PoSH, grievance redressal, etc.).
- Ensure maintenance of records, financial propriety, audits, and public disclosure requirements.

### **B. Vice-Principal**

#### Powers

- Coordinates academic activities under Principal's supervision.

#### Duties

- Coordinate academic reporting and compliance tasks.

### **C. Heads of Departments (Arts / Commerce / Science / Marathi / etc.)**

#### Powers

- Allocate departmental work among faculty; propose departmental timetable.
- Recommend procurement of lab/library/departmental resources.

#### Duties

- Ensure course delivery, practical, projects, internal assessment, result analysis.
- Organize departmental meetings, seminars, activities, and documentation.

### **D. Teaching Faculty**

#### Powers

- Academic autonomy in pedagogy within curriculum framework.
- Evaluate internal assessment semester end assessment components.

#### Duties

- Teaching as per timetable; lesson planning; continuous assessment; mentoring.
- Practical supervision/project guidance; exam duties
- Participate in committees, IQAC/NAAC work, outreach programmes

### **E. Convenor of Examinations**

#### Powers

- Coordinate conduct of internal exams and university exams as per directions.

- Ensure confidentiality and integrity of examination process.

#### Duties

- Examination planning, seating, invigilation, practical schedules, result compilation.
- Handling exam-related grievances within rules.

### **F. Head Clerk**

#### Powers

- Supervise office staff and routine office operations under Principal's directions.
- Verify and process files related to establishment, accounts, purchases, student records.

#### Duties

- Maintain service books, payroll support, leave records.
- Manage admissions documentation, certificates, scholarship paperwork, correspondence.
- Support audits, compliance reports, and record management.

### **G. Accountant / Accounts Clerk**

#### Powers

- Process accounts, bills, vouchers as per rules; maintain financial records.

#### Duties

- Preparation of budgets, utilization certificates, fee records, payments, receipts.
- Maintain cash book, ledgers, and support internal/external audits.

### **H. Librarian / Library Staff**

#### Powers

- Library administration as per rules; recommend procurement and weeding.

#### Duties

- Manage circulation, cataloguing, e-resources, accession registers, user support.
- Maintain library reports and compliance data.

### **K. Peons / Attendants / Support Staff**

#### Duties

- Office/lab/classroom support, file movement, campus upkeep, assisting in events/exams.

### **L. Public Information Officer (PIO) / APIO (RTI)**

First appellate Authority: Prof. Juao Costa, Principal  
Government College and Research Centre Virnoda Pernem Goa  
Email: gcacpg@yahoo.co.in

Public Information Officer: Mr. Sachin Vete, Assistant professor in Marathi  
Government College and Research Centre Virnoda Pernem Goa  
Email: gcacpg@yahoo.co.in

Assistant Public Information Officer:  
Mr. Sarvesh Desai, Head Clerk,

Government College and Research Centre Virnoda Pernem Goa  
Email: gcacpg@yahoo.co.in

## Duties

- Receive and process RTI applications, coordinate with sections for information, provide replies within timeline as per RTI Act.
- Maintain RTI register and records; assist applicants as per provisions.

## iii) Procedure followed in the decision making process, including channels of supervision and accountability

### Procedure followed in the decision-making process

#### A. Academic decisions

1. Faculty/Department prepares proposal (timetable, teaching plan, activity plan).
2. Head of Department reviews and forwards with remarks to the Principal
3. IQAC reviews for alignment with rules and quality.
4. Principal approves and issues orders/circulars.
5. Implementation by departments and faculty.
6. Monitoring: Vice-Principal/IQAC/HoD;
7. Accountability: Individual faculty → HOD → Principal

#### B. Administrative decisions Request/issue raised by student/section.

1. Head Clerk checks completeness and rules.
2. Concerned committee / HOD / Coordinator recommends where required.
3. Principal approves and authorises final action.
4. Record entry in relevant register
5. Accountability: Dealing clerk → Superintendent → Principal.

#### C. Financial decisions

1. Department raises proposal with specifications and justification.
2. Purchase Committee evaluates.
3. Quotations/Tender process as per applicable rules.
4. Accounts section checks budget head, rules, and documentation.
5. Principal sanctions within delegated powers / forwards to higher authority if needed.
6. Purchase completed; stock entry made; bill processed; payment done.
7. Audit trail: vouchers, stock registers, approvals; periodic internal/external audits.
8. Accountability: Indenting staff → Committee → Accounts → Principal

#### E. Grievance redressal / complaints (students and staff)

1. Complaint received (written/online) at Grievance Cell / ICC / Anti-ragging etc.
2. Committee conducts inquiry as per rules; records minutes.
3. Recommendations submitted to Principal.
4. Principal issues order/action and communicates outcome.
5. Appeals routed as per university/government procedure.

6. Accountability: Committee → Principal → Higher authority (if appeal).

F. Channels of supervision and accountability (simple hierarchy)

- Principal → (Vice-Principal/Coordinators) → HODs → Faculty/Staff
- Principal → Office Superintendent/Head Clerk → Clerical staff & Support staff
- Principal → Accounts/Library/Lab/IT in-charges → respective staff
- Committees report to Principal; audits/inspections provide external accountability

#### **(iv) the norms set by it for the discharge of its functions;**

##### **Academic norms:**

- Academic calendar and timetable are prepared and implemented as per University directions.
- Workload allocation to teachers is done as per University/UGC/Government norms.
- Teaching plans/course files are maintained for each course/paper (syllabus plan, learning outcomes, assessment plan, attendance, and records).

##### **Admission and student support norms:**

- Admissions are carried out as per eligibility criteria, reservation policy, fee structure, and merit rules notified by the Government/University.
- Student attendance and internal assessment are monitored as per University rules; prescribed minimum attendance (where applicable) is enforced.
- Scholarships/freeships are processed as per Government norms and timelines.
- Student mentoring, counselling, and grievance handling are conducted through designated committees/cells.

##### **Examination and evaluation norms**

- Internal assessment is conducted as per University norms
- University examinations/practical/viva/project evaluation are conducted as per University rules.
- Records of question papers, attendance, marks, result sheets, and related documents are maintained as per prescribed retention schedule.

##### **Administrative and service norms**

- Office functioning follows Government/University procedures for correspondence, file processing, and record management.
- Staff duties, leave, punctuality, and service matters are governed by applicable Government service rules.
- Committees are formed and meetings are conducted with recorded minutes.

##### **Financial and procurement norms**

- Budgeting, spending, and accounting are done as per Government/University financial rules, audit requirements, and delegated financial powers.

- Procurement follows prescribed purchase procedures (indent, quotations/tendering, comparative statement, purchase committee recommendations, stock entry, and payment processing).
- Asset registers, stock registers, and verification of stores/equipment are maintained periodically.

**(v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;**

### **1) Acts / Statutes / Government Orders**

- Right to Information Act, 2005
- Government Rules, Notifications, Circulars
- Conduct Rules applicable to Government staff
- Financial rules applicable to the institution

### **2) University**

- University Ordinances
- University-approved syllabus
- Examination rules

### **3) Institutional Policies / Manuals / Instructions**

- College Academic Calendar, timetable, workload allocation norms
- Admission policy and procedures
- Code of Conduct for students and staff
- Anti-ragging policy and procedures
- Internal Complaints Committee
- Student Grievance Redressal
- Purchase/Procurement procedure

### **4) Examinations**

- Internal exam time-tables
- Practical exam records, project/viva evaluation records
- Result analysis and related exam correspondence with University

### **5) Finance & Stores**

- Budget files, grants/utilisation certificates
- Purchase files
- Stock registers

- Audit reports

#### **Administration & Committees**

- Minutes of meetings (IQAC/CDC/Anti-ragging/Grievance/ICC etc. as applicable)
- Circulars/office orders, dispatch/inward registers
- RTI applications register, replies, appeal records

#### **5) Where these are available**

- Hard copies maintained in respective sections: Office, Departments, Examination Cell, Accounts, Library.
- Digital records maintained on institutional computers/website subject to access control and record retention norms.

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

- Administrative documents
- Academic documents
- Student Admission & Student Support Records
- Examination Records
- Financial Records
- Stores/Purchase Data
- Library Information
- Laboratory Equipment Records

#### **(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**

The College ensures consultation and representation of stakeholders through statutory and institutional committees and periodic meetings, including: IQAC (as applicable), Heads of Department meetings, Staff Council/Staff meetings, Student Council/Class Representatives, Parent–Teacher meetings, Alumni Association.

(viii) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards; councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

List of committees attached herewith: [click here](#)

(ix) Directory of its officers and employees;

Sr. No	Name	Designation	E-mail
1	Prof. Juao Costa	Principal	<a href="mailto:juao@rediffmail.com">juao@rediffmail.com</a>
2	Dr. Amrita Dinge	Associate Professor of Hindi (HOD)	<a href="mailto:amritadinge@gmail.com">amritadinge@gmail.com</a>
3	Dr. Nirmala De Abreu	Associate Professor of Economics (HOD)	<a href="mailto:ndja@rediffmail.com">ndja@rediffmail.com</a>
4	Dr. Neeta Torne	Associate Professor of Marathi (HOD) & Co-ordinator, MA & Research Centre in Marathi	<a href="mailto:neetartorne@rediffmail.com">neetartorne@rediffmail.com</a>
5	Mrs. Ishani Roy	Associate Professor of Geography (HOD)	<a href="mailto:ishaniroygcac@gmail.com">ishaniroygcac@gmail.com</a>
6	Dr. Xavier Martins	Associate Professor of History (HOD)	<a href="mailto:xaviermartins471@gmail.com">xaviermartins471@gmail.com</a>
7	Mr. Avinash Patil	Associate Professor of Com/Sci (HOD)	<a href="mailto:avinash108@hotmail.com">avinash108@hotmail.com</a>
8	Dr. (Capt). Sam Braganza	College Director of Physical Education	<a href="mailto:sam_braganza@rediffmail.com">sam_braganza@rediffmail.com</a>
9	Mr. Vishnu Vete	Assistant Professor in Marathi	<a href="mailto:svete10@gmail.com">svete10@gmail.com</a>
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12	Mrs. Salima Haldankar	Assistant Professor in Commerce	<a href="mailto:salima.haldankar@gmail.com">salima.haldankar@gmail.com</a>
13	Mrs. Priyanka Parab	Assistant Professor in Konkani Dept. Incharge	<a href="mailto:parabpriyanka5@gmail.com">parabpriyanka5@gmail.com</a>

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			-
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7	Ms. Mansi Dhauskar	Assistant Professor in Konkani	mansidhauskar18@gmail.com
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12	Mrs. Sushma Kauthankar	College Counselor	sushmakauthankar@gmail.com
14	Ms. Asmita Painaik	Assistant Professor in Marathi	asmitapainaik95@gmail.com
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28	Mr. Ramnath Gaonkar	Assistant Professor in Geography	ramnathg92@gmail.com

29	Mr. Aakash Parab	ASSISTANT PROFESSOR IN BSC SPORTS SCIENCE	akash.parab0@gmail.com
30	Ms. Sakshi Kuber	Assistant Professor of History	sakshikuber1234@gmail.com
31	Ms. Kalashri Lotlikar	Assistant Professor in Commerce	<a href="mailto:kalashrilotlikar@gmail.com">kalashrilotlikar@gmail.com</a>
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2	Mr. Klins Mendes	Assistant Professor in Management	
3	Mr. Arjun Morajkar	Assistant Professor in Economics	<a href="mailto:arjunmorajkar@gmail.com">arjunmorajkar@gmail.com</a>
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17	Mr. Chaitanya Gawas	Assistant Professor in Economics	<a href="mailto:chaitanyagawas.10@gmail.com">chaitanyagawas.10@gmail.com</a>

#### **Non-teaching**

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2	Ms. Sunanda Naroji	Accountant	sunandanaroji@gmail.com

3	Mrs. Vidya Fadte	Librarian Grade - I	vidyanaik.vn.vn@gmail.com
4	Ms. Siddhi S. Prabhuchodnekar	Librarian Grade - I	sprabhuchodnekar@gmail.com
5	Ms. Yogita Narvekar	Stenographer	<a href="mailto:yogitanarvekarstar@gmail.com">yogitanarvekarstar@gmail.com</a>
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9	Mr. Rudresh Sawant	Laboratory Assistant	rudra123sawant@gmail.com
10	Mr. Tushal Gurudas Sawant	Laboratory Assistant	tushal.sawant@gmail.com
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12	Ms. Smital N. Vernekar	Laboratory Assistant	smitalmalvankar@gmail.com
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20	Ms. Samidha Gawas	MTS (on Deputation at DHE)	gawassamidha3@gmail.com
21	Mr. Abhijit Dessai	MTS (on Deputation at DHE)	abhijeetdesai083@gmail.com
22	Mr. Vinesh Malvankar	MTS (on Deputation at DHE)	malvankarvinesh@gmail.com
23	Ms. Alka Shetye	MTS (on Deputation at DHE)	alkashetye74@gmail.com
24	Ms. Trupti Virnodkar	LDC (On Contract)	truptivirnodkar@yahoo.in
25	Mr. Ketan Naik	LDC Exam (On Contract)	ketannaik26@gmail.com
26	Ms. Sania Falkar	DEO (On Contract)	poonampanjkar@gmail.com
27	Ms. Sanjana Sawal	DEO (On Contract)	sanjanasawal23@gmail.com
28	Ms. Sonali Kambli	DEO (On Contract)	kambliisonali82@gmail.com
29	Ms. Priya Naik	Peon (On Contract)	priyanaik1420@gmail.com

30	Mr. Ritesh Gawade	Cleaner cum driver HV (On Contract)	rtshgawade@gmail.com
31	Mr. Mahesh Naik	Library Attendant (On Contract)	naikmahesh123@gmail.com
32	Ms. Damini Salgaonkar	Sweeper, (On Contract)	daminisalgaonkar1975@gmail.com
33	Mr. Mangesh Naik	Watchman, (On Contract)	
34	Mr. Ramchandra Malik	Watchman, (On Contract)	malikramchandra143@gmail.com
35	Mr. Atmaram Harmalkar	Mali, (On Contract)	
36	Mr. Sunil Parab	Exam attendant (On Contract)	sunilparab03@rediffmail.com
37	Mr. Rahul Gawandi	DEO (On Contract)	<a href="mailto:rahulgawandi70921@gmail.com">rahulgawandi70921@gmail.com</a>

(x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.

Sr. No	Name	Designation	Pay Level	Gross Salary
1	Prof. (Dr.) Juao Costa	Principal	13A	398584
2	Dr. Amrita Dinge	Associate Professor of Hindi (HOD)	13A	349050
3	Dr. Nirmala De Abreu	Associate Professor of Economics (HOD)	13A	359374
4	Dr. Neeta Torne	Associate Professor of Marathi (HOD) & Co-ordinator, MA & Research Centre in Marathi	13A	370054
5	Mrs. Ishani Roy	Associate Professor of Geography	13A	3309082
6	Dr. Xavier Martins	Associate Professor of History	13A	349050
7	Mr. Avinash Patil	Associate Professor of Com/Sci	13A	329292
8	Dr. (Capt). Sam Braganza	College Director Of Physical Education	11	180662
9	Mr. Vishnu Vete	Assistant Professor Of Marathi	10	152004
10	Dr. Virendra Amonkar	Associate Professor of Commerce	10	246522

11	Dr. Roshan Usapkar	Assistant Professor of Commerce	11	180484
12	Mrs. Salima Haldankar	Assistant Professor of Commerce	10	143638
13	Mrs. Priyanka Parab	Assistant Professor of Konkani	10	139544
14	Ms. Melcy Dias	Assistant Professor of Geography	10	131890
15	Dr. Rohit Phalgaonkar	Assistant Professor of History	10	124592
16	Mr. Jayprabhu Kamble	Assistant Professor of Marathi	10	135628
17	Mr. Adrel Gomes	Assistant Professor of Geography	10	117828
18	Mr. Myron Pereira	Assistant Professor of Commerce	10	117828
19	Dr. Bhakti Mahajan	Assistant Professor Of Marathi	10	135628
20	Ms. Harsha Naik	Librarian	10	114624
21	Ms. Divya Salgaonkar	Physical Education Instructor	7	87572
22	Ms. Manju Shetye	Assistant Professor in Economics	10	114624
23	Ms. Sanchana Sushant Mandrekar	Assistant Professor in Economics	10	111420
24	Dr. Lopamudra Banerjee	Assistant Professor in English	10	124592
25	Ms. Lynessa Lynette Linson	Assistant Professor of Commerce	10	108394
26	Ms. Edrea Picardo	Assistant Professor of Commerce	10	108394
27	Ms. Sampada Mandar Kerkar	Assistant Professor of Konkani	10	114624
28	Dr. Smita Shrivastava	Associate Professor of Commerce	13A	403376
29	Dr. Shankar Naik	Associate Professor of Com/Sci	10	190986
30	Diksha Naik	Assistant Professor of Commerce	10	111420
31	Dr. Sushanta Sapte	Assistant Professor of Microbiology	10	159000
CONTRACT-BASIS TEACHER				
1	Ms. Poonam Govekar	Assistant Professor in Commerce		65000
2	Ms. Sanchali Salgaonkar	Assistant Professor in Commerce		65000

3	Ms. Yogita Rao	Assistant Professor in Economics		65000
4	Ms. Srimati Naik	Assistant Professor in Commerce		60000
5	Ms. Cherrie Joao	Assistant Professor in Commerce		65000
6	Ms. Neha Kalangutkar	Assistant Professor in English		56129
7	Ms. Mansi Dhauskar	Assistant Professor in Konkani		60000
8	Ms. Maria Carrasco	Assistant Professor in Commerce		65000
9	Ms. Apurva Naik	Assistant Professor in Commerce		55000
10	Ms. Priyanka Harmalkar	Assistant Professor in Hindi		55000
11	Ms. Manju Mahale	Assistant Professor in Commerce		55000
12	Ms. Siddhi Sangle	Assistant Professor in English		55000
13	Ms. Shreya N. Nimlekar	Assistant Professor in Commerce		65000
14	Mrs. Sushma Kauthankar	College Counselor		
15	Ms. Poojashree Palyekar	Assistant Professor in Hindi		40000
16	Ms. Asmita Painaik	Assistant Professor in Marathi		55000
17	Ms. Sanvi Naik	Assistant Professor in Commerce		65000
18	Mr. Sairaj Radhakrishna Bhat	Assistant Professor in History		40000
19	Ms. Karuna Chandrakant Jadhav	Assistant Professor in Economics		55000
20	Ms. Deepa Raiker	Assistant Professor in Konkani		11290
21	Mr. Navso Parab	Assistant Professor in Marathi		50000
22	Sakshi Gawas	Assistant Professor in Commerce		50000
23	Sakshi Kuber	Assistant Professor in History		40000
24	Chinmayee Fadte	Assistant Professor in Hindi		50000
25	Anjali Pandit	Assistant Professor in Psychology		40000
26	Akash Parab	Assistant Professor in Geography		55000

27	Dr. Pankaj Parab	Assistant Professor in Biotechnology		60000
28	Mr. Klins Mendes	Assistant Professor in Management		40000
29	Ramnath Gaonkar	Assistant Professor in Geography		55000
30	Noella Nazareth	Assistant Professor in Commerce		55000
31	Mr. Vasant Nagesh Narulkar	Assistant Professor in Commerce		40000
<b>LECTURE-BASIS STAFF</b>				
1	Mr. Anjali Gawas			40000
2	Ms. Pratima Gadekar			40000
3	Ms. Vividha Agarwadekar			40000
4	Ms. Meghali Prakash Thakur			40000
5	Ms. Neha Chari			40000
6	Mr. Gandesh K. Gaonkar			40000
7	Ms. Sapana Varak			40000
8	Ms. Smeeta Kerkar			40000
9	Ms. Radhika Nagvekar			40000
10	Ms. Ketaki Vaze			40000
<b>NON- TEACHING STAFF REGULAR AND CONTRACT</b>				
1	Mr. Sarvesh Desai	Head Clerk		78138
2	Ms. Sunanda Naroji	Accountant		73866
3	Siddhi Shirish Prabhu Chodnekar	Librarian Grade I		56422
4	Vidya Arjun Fadate	Librarian Grade I		56422
5	Mr. Vinod S. Naik	UDC		73688
6	Ms. Sujata Korgaonkar,	UDC		69594
7	Ms. Rima R. Mayekar	Librarian Grade II		49658
8	Ms. Yogita Narvekar	Junior Stenographer		51082
9	Mr. Bhaktesh Nagesh Naik	LDC		38980
10	Mr. Prasad Arjun Mathakar	LDC		38980
11	Mr. Ratnadeep Goltekar	Laboratory Assistant		59978
12	Mr. Rudresh Sawant	Laboratory Assistant		57134
13	Ms. Smital N. Vernekar	Laboratory Assistant		57134
14	Mr. Rameshwar Kalshaonkar	Laboratory Assistant		57134
15	Tushal Gurudas Sawant	Laboratory Assistant		57134
16	Mr. Sanjivan Satardkar	Driver (L.V)		71018
17	Mr. Sanjay Arolkar	Peon (MTS)		43253
18	Mr. Devendra Bandolkar	Peon (MTS)		39692
19	Mr. Rajan Parsekar	Peon (MTS)		43252
20	Ms. Samidha Gawas	MTS (At DHE)		35420
21	Mr. Abhijit Dessai	MTS (At DHE)		35420

22	Mr. Vinesh Malvankar	MTS (At DHE)		35420
23	Ms. Alka Shetye	MTS (At DHE)		35420
24	Ms. Trupti Virnodkar	LDC (On Contract)		27101
25	Mr. Ketan Naik	LDC (On Contract)		24992
26	Ms. Sania Falkar	(DEO On Contract)		28713
27	Ms. Sanjana Sawal	(DEO On Contract)		28713
28	Ms. Sonali Kambli	(DEO On Contract)		28713
29	Ms. Priya Naik	Peon (MTS On Contract)		28582
30	Mr. Ritesh Gawade	Cleaner (MTS On Contract)		28582
31	Mr. Mahesh Naik	Library Attendent (MTS On Contract)		28582
32	Ms. Damini Salgaonkar	Sweeper, (MTS On Contract)		22866
33	Mr. Mangesh Naik	Security Guard, (MTS On Contract)		22866
34	Mr. Ramchandra Malik	Security Guard, (MTS On Contract)		22866
35	Mr. Atmaram Harmalkar	Mali,(MTS On Contract)		22866
36	Mr. Sunil Parab	MTS (On Contract)		24640
37	Mr. Rahul Gawandi	(DEO On Contract)		28713
<b>Housekeeping</b>				
<b>Sr. No</b>	<b>Name</b>			
1	Vishwanath Naik	Housekeeping Supervisor		26309
2	Satish Haldankar	Utility Staff		22169
3	Yeshashri Naik	Utility Staff		22169
4	Sharad Zatyte	Utility Staff		22169
5	Sunita Naik	Utility Staff		22169
6	Sandip Palyekar	Utility Staff		22169
7	Ratika Raul	Utility Staff		22169
8	Sujata Polji	Utility Staff		22169
9	Sanjay Joshi	Utility Staff		22169
10	Sheetal Gadekar	Utility Staff		22169
11	Pranali Redkar	Utility Staff		22169
12	Soniya Gawade	Utility Staff		22169
13	Sanjana Talkar	Utility Staff		22169
14	Nilesh Raut	Utility Staff		22169
15	Soniya Gadekar	Utility Staff		22169
16	Kirti Gawas	Utility Staff		22169
17	Vishaya Virnodkar	Utility Staff		22169
18	Bhikaji Gaonkar	Utility Staff		22169

19	Suhani Malik	Utility Staff		22169
20	Arati Parwar	Utility Staff		22169
21	Sheetal Malik	Utility Staff		22169
22	Yogita Korgaonkar	Utility Staff		22169
23	Siya Naik	Utility Staff		22169
<b>Security guard</b>				
<b>Sr. No.</b>	<b>Name</b>			
1	Caitan Fernandes	Security Supervisor		33251
2	Shrisha Gawas	Security Guard		27085
3	Reshma Halankar	Security Guard		27085
4	Shubham Wadekar	Security Guard		27085
5	Bhiku Parab	Security Guard		27085
6	Sarvesh Malgaokar	Security Guard		27085
7	Sadanand Deskar	Security Guard		27085
8	Sarvesh Gawas	Security Guard		27085
9	Sairaj Shivji	Security Guard		27085
10	Sandesh Gawas	Security Guard		27085
11	Govind Vengulekar	Security Guard		27085
12	Parshuram Vengulekar	Security Guard		27085
13	Ajit Shetye	Security Guard		27085
14	Yogesh Keni	Security Guard		27085
15	Satyawan Arondekar	Security Guard		27085
16	Shekhar Naik	Security Guard		27085
17	Sandesh Naik	Security Guard		27085
18	Ganesh Malik	Security Guard		27085
19	Biru Kokre	Security Guard		27085
20	Ritesh Gawas	Security Guard		27085

(xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

ATMANIRBHARAT  
SWAYAMPURNA GOA



G20  
भारत 2023

GOVERNMENT OF GOA,  
SANT SOHIROBANATH AMBIYEE  
GOVT. COLLEGE OF ARTS & COMMERCE  
VIRNODA, PERNEM, GOA

E-mail: [gcacpg@yahoo.co.in](mailto:gcacpg@yahoo.co.in)

Website: [www.gcpemem.ac.in](http://www.gcpemem.ac.in)

No. SSAGCAC/P/Accts/Funds/2024-25/ 3760

Date: 29/03/2025

To,  
The Assistance Accounts Officer,  
Directorate of Higher Education,  
SCERT Building,  
Alto Porvorim – Goa.

Sir,

This is with reference to surrender of Saving/Funds under the Budget Head of Accounts allotted to this College, for the financial year 2024-25. The details are as under.

Budget Heads	Funds Allotted for F.Y. 2024-25	Expenditure Incurred for F.Y. 2024-25	Balance Surrender for F.Y. 2024-25	Remitted Challans for the Year 2023-2024	Reason for Surrender of funds 2024-2025
2202-03-103-01-01	8,98,28,000/-	8,86,05,585/-	12,22,415/-		
2202-03-103-01-02	NIL	NIL	NIL		
2202-03-103-01-06	14,99,000/-	10,29,498/-	4,69,502/-		02 Nos. of DEO has been reduced.
2202-03-103-01-07	1,15,50,000/-	1,12,81,640/-	2,68,360/-		
2202-03-103-01-08	2,74,000/-	73,527/-	2,00,473/-		Bills has not received.
2202-03-103-01-09	6,18,800/-	6,18,253/-	547/-		
2202-03-103-01-10	2,98,000/-	1,09,578/-	1,88,422/-		
2202-03-103-01-11	4,778/-	4,778/-	NIL		
2202-03-103-01-13	30,56,000/-	29,44,890/-	111110/-		
2202-03-103-01-17	NIL	NIL	NIL		
2202-03-103-01-18	42,000/-	NIL	42,000/-		Power has not been allotted.
2202-03-103-01-19	9,11,000/-	6,87,273/-	2,23,727/-		
2202-03-103-01-21	13,00,510/-	11,60,750/-	1,39,760/-		
2202-03-103-01-26	NIL	NIL	NIL		
2202-03-103-01-28	1,36,000/-	50,000/-	86,000/-		
2202-03-103-01-29	4,39,929/-	4,34,929/-	5,000/-		
2202-03-103-01-36	6,76,539/-	6,76,539/-	NIL		
2202-03-103-01-37	12,500/-	NIL	12,500/-		
2202-03-103-01-38	2,12,000/-	2,12,000/-	NIL		
2202-03-103-01-39	13,40,000/-	13,22,672/-	17,328/-		
2202-03-103-01-40	60,000/-	42,838/-	17,162/-		
2202-03-103-01-50	46,72,936/-	46,62,673/-	10,263/-		
2202-03-800-03-50	20,000/-	10,000/-	10,000/-		
2202-03-800-15-50	34,18,927/-	34,15,225/-	3702/-		
2202-03-800-39-50	1,00,000/-	1,00,000/-	NIL		
2071-01-117-01-01	50,00,000/-	34,48,854/-	15,51,146/-		
0202-01-103-01		117,412,012		14,29,000/-	
0202-01-800-80				26,078/-	
8443-00-106-01				52,290/-	
0202-01-800-81				28,700/-	
0070-60-800-01				24/-	
TOTAL	12,54,70,919/-	12,08,91,502/-	45,79,417/-	15,36,092/-	

Principal  
Sant Sohirobanath Ambiyee  
Govt. College of Arts & Commerce  
Virnoda, Pernem-Goa

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

(xiii) particulars of recipients of concessions, permits or authorisations granted by it:

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

(xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use: Library facilities open for the public for reference during the College working hours.

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

First appellate Authority: Prof. Juao Costa, Principal  
Government College and Research Centre Virnoda Pernem Goa  
Email: gcacpg@yahoo.co.in

Public Information Officer: Mr. Sachin Vete, Assistant professor in Marathi  
Government College and Research Centre Virnoda Pernem Goa  
Email: gcacpg@yahoo.co.in

Assistant Public Information Officer:  
Mr. Sarvesh Desai, Head Clerk,

Government College and Research Centre Virnoda Pernem Goa  
Email: gcacpg@yahoo.co.in