

GOA COLLEGE OF AGRICULTURE

SAMETI-Goa,
Ela Farm, Old Goa. Goa 403402



(Affiliated to Goa University, Govt of Goa)

Disclosure of Information under Section 4(1)(b) of the RTI Act, 2005

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MANUAL-1

Section 4 (1) (b) (i): Particulars of organization, functions and duties of the employees

About Goa College of Agriculture:

Goa College of Agriculture was inaugurated by the Chief Minister of Goa Dr Pramod Sawant, on 27th Sep 2022 and is offering a professional four-year B. Sc. (Hons.) Agriculture degree is the first government Agriculture college affiliated to the Goa University, Govt of Goa. It is established to provide agriculture education to students from Goa and other states of India. The college adopts Vth and VIth Deans' syllabus provided by the Indian Council of Agricultural Research, Govt of India.

The college campus has sprawled to over 40 acres area comprising college building, well-equipped laboratories, library, girls hostel, poly houses, nursery, mango orchard, playground, Volleyball court, Food Processing Training Center, Apiary, Research fields, Vermicompost unit, Industry Academia projects, experimental fields, wi-fi connectivity and canteen. There is cultivation of horticultural, vegetables and field crops, etc.

There are well-qualified, experienced teachers with NET and Ph. D. degrees engaged in providing quality agriculture education to students. The students are exposed to research, field work, and experiential learning modules for providing skill based education. Study tours to reputed organizations and industries help students in acquiring practical knowledge.

The college admits annually 60 students for the first year B. Sc. (Hons.) Agriculture with minimum 50% marks in XIIth science.

There are 12 departments in college, which include Agronomy, Agricultural Economics, Agricultural Statistics, Agriculture Extension, Entomology, Genetics & Plant Breeding, Horticulture, Soil Science and Agricultural Chemistry, Plant Pathology, Agriculture Engineering and Animal Sciences & Dairy Science. The students have to study different courses in these departments to complete 180 credit hours.

The students participate in sports competition and cultural programs in colleges in Goa.

The college conducts hands on trainings on vermicomposting, food processing, cocopeat production, kitchen gardening, bee keeping for honey production, milk processing, vegetables and flowers cultivation etc to SHG, students and entrepreneurs to help them establish their own small scale industrial units for self-employment.

Focus on Next Generation Agri-Leaders

The curriculum emphasizes practical skills through the Rural Agricultural Work Experience (RAWEX) program and a dedicated Experiential Learning Program, designed to train students for practical experience, project writing, analysis, production and marketing.

VISION / OBJECTIVES OF THE DEPARTMENT:

VISION

NURTURE THE YOUNG MINDS FOR AGRICULTURE

MISSION

- Focus on continuous improvement of agriculture education.
- Establish Training and R & D centre for Goa and neighbouring states.
- Develop entrepreneurship skills in youth.
- Technological intervention for agriculture growth.

AFFILIATION

The College is affiliated to Goa University for the Bachelor of Science (Hons.) Agriculture programmes for five years i.e. 2025-26, 2026-27, 2027-28, 2028-29 & 2029-30, for which it receives grant-in-aid from the Directorate of Higher Education, Government of Goa.

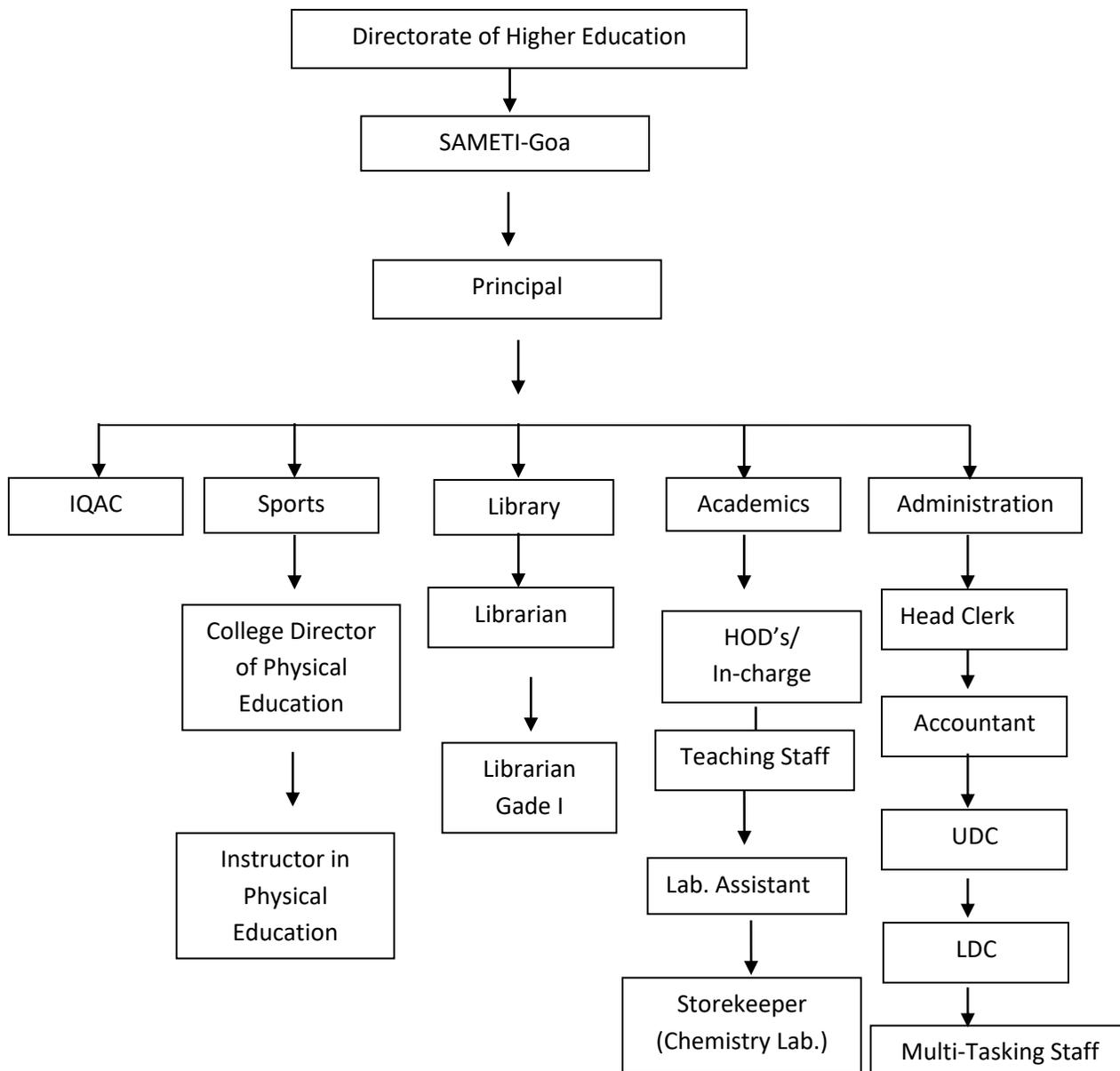
UGC RECOGNITION

The College is in the process of obtaining recognition under Section 2(f) of the UGC Act.

ACCREDITATION

As per the decision of the National Agricultural Education Accreditation Board, taken in its 41st meeting held on 30th September 2025, the B.Sc. (Hons.) Agriculture programme in the Goa College of Agriculture, Ela Farm, Goa University, Goa was approved for accreditation for a period of five years w.e.f. 30.09 .2025 to 29 .09.2030 with an intake of 120 students per year.

ORGANOGRAM OF THE DEPARTMENT:



MANUAL-2

Section 4 (1) (b) ii: Power and Duties of Officer and Employees:

Principal

The Principal of the College is selected and appointed for a term of five years, extendable for another term of five years. The procedure for selection and re-appointment are as per the provisions of Statute SC-16.

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

- (a) Academic growth of the College;
- (b) Participation of the teaching work, research and training programme of the College;
- (c) Planning and assisting in planning and implementation of academic programmes, such as orientation course, seminars, in-service and other training programmes, organised by the University and/or University Department/ College for the academic competence of the Faculty members;
- (d) Admission of students and maintenance of discipline of the College;
- (e) Receipts, expenditure and maintenance of accounts of the College and for causing other bodies, associations, societies, committees etc., to maintain, finalise and present their accounts;
- (f) Management of the College Libraries, Gymkhanas and Hostels;
- (g) Correspondence relating to the administration of the Colleg ;
- (h) Administration and supervision of curricular, extracurricular or extramural activities of the college and maintenance of records.
- (i) Observance of the Act, Statutes, Ordinances, Regulations, Rules and other directions or order issued there under from time to time by the University and the orders issued by the Central and the State Governments;
- (j) Supervision and conduct of College and University examinations including internal assessment and such other work pertaining to the examinations as assigned,
- (k) Assessing reports of teachers and maintenance of service books of teacher and other employees of the College in the forms prescribed by the University and
- (l) Any other work relating to the College and the University as may be assigned to him/her by the University from time to time.

SC-3 (iii) Duties of the Principal of the Colleges:

- (i) To place before the Local Managing Committee:
 - (a) the budgetary statement for the following financial year and
 - (b) the statement of audited accounts for the previous financial year for consideration and approval.
- (ii) As the Principal is the Secretary of the Local Managing Committee he/she shall convene regularly meetings of the Local Managing Committee, which shall not less than two

meeting in a year. However, additional meetings may be called as and when necessary at the request of any two members.

Teaching faculty:

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

- (a) A teacher shall comply with the provisions of the Act, Statutes, Ordinances, Regulations, Rules and other directions or orders issued there under from time to time by the University and the Central and State Government.
- (b) A teacher shall engage classes regularly and punctually and impart such lessons and instructions, do such internal assessment/examination evaluation as the Head of the Department/Principal shall allot to him/her from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.
- (c) A teacher shall help the Principal to enforce and maintain discipline amongst the students.
- (d) A teacher shall perform any other co-curricular and extra-curricular work related to the college as may be assigned to him from time to time by the Principal of the College.

Further, As per Goa University Statute SC-5 (xx), the Code of Conduct for teachers states that:

- (a) A teacher shall carry out the legitimate academic and administrative decisions taken by the authorities of the college/University about his/her sphere of responsibility/duties.
- (b) A teacher shall not discriminate against a student on political grounds for reasons of race, religion, caste, language or sex or other reason of arbitrary or personal nature and shall not incite students/teachers against other students or other teachers, colleagues or administration/Governing body of the college.
- (c) A teacher shall not remain absent from duty without the proper sanction of leave.
- (d) A teacher shall desist/refrain from indulging in the unscientific publication which would prove to be detrimental to the reputation and the progress of the college/University.
- (e) A teacher may be permitted to take up consultancy under terms and conditions as outlined in the ordinance O.7 as amended from time to time. However, he shall not conduct individually or participate in conducting jointly with other coaching classes directly or indirectly. He/she shall not give any private tuition.
- (f) A teacher shall perform his/her academic duties and work related to examinations as assigned. No remuneration shall be payable to the teachers for internal assessment/home examinations conducted by the college.
- (g) A teacher shall have freedom of thought and expressions. He/she shall not misuse the facilities or forum of the college/University.
- (h) A teacher shall not make use of the resources and/or facilities of the Department/College/University/ Governing Body for personal, commercial, political or religious purposes.
- (i) A teacher shall not be partial in the assessment of a student or deliberately overmark, under mark or victimize a student on any grounds.
- (j) A teacher shall not indulge in or resort to directly or indirectly any malpractice or unfair means in teaching/examination/administration.

Librarian:

Librarian tasks may include selecting, acquiring, cataloguing, classifying, circulating, and maintaining library materials; and furnishing reference, bibliographical, and readers' advisory services.

May perform in-depth, strategic research, and synthesize, analyze, edit, and filter information. May set up or work with databases and information systems to catalogue and access information.

The Librarian is responsible for providing administrative, technical and user services, which include the following:

- (a) The librarian shall help in the evaluation, selection and organization of library resources and materials.
- (b) The librarian shall organize information according to the needs of the users and provide the same to the end-user on a platter.
- (c) The Librarian shall check the daily operation of the library and supervision of the Library employees.
- (d) The Librarian shall maintain records and statistics and submit reports as required.
- (e) The Librarian shall act as a Public Relations Officer, orienting the users towards effective utilization of library resources and services.
- (f) The Librarian shall promote a library atmosphere conducive to study, reading and research.
- (g) The Librarian shall prepare the budget, keeping a hawk's eye on Library expenditure and the subject-wise allotment, forever striving to maintain a balance between the two.
- (h) The librarian shall look after the long term and short term needs for Library Equipment, Staff and stationary material are evaluated by the Librarian.
- (i) The librarian shall attend and participate in library-related meetings, workshops/ seminars/conference /orientation programmes and any other training programmes.
- (j) The Librarian shall organise book talks, conduct activities, book exhibition display new arrivals in the Library for staff and students
- (k) The Librarian shall maintain a computerized database of books, putting one's indexing skills to the best possible use to lead the user to his or her information or resource.

College Director of Physical Education

- (a) The duties of the College Director of Physical Education include teaching students how to play sports, administering national physical education tests, monitoring students' progress, meeting the physical needs of students with learning and physical disabilities, grading student performance and communicating with teachers and parents.
- (b) For a deeper understanding of athletic facilities, university sports systems, college sports protocol and college sports services, the College Director of Physical Education will administer an orientation program for students.
- (c) Intramural and Extramural Events will be coordinated, managed and administrated by the College Director of Physical Education.
- (d) The Director of Physical Education of the College shall coordinate the registered Sportsperson fitness test. It is mandatory to offer the test to all the registered

Sportsperson, failing which it will not be eligible to participate in the Extra-Mural competition for that particular student.

- (e) To promote more interest in indoor sports, the College Director of Physical Education will organize a "Demonstration Program".
- (f) The College Director of Physical Education must keep the students' game-wise attendance and achievement record.
- (g) The College Director of Physical Education should coordinate with Sports CR and Sports Secretary.
- (h) The College Director of Physical Education should inform the Principal before starting any sports program.

Head Clerk

1. Supervision of overall administrative staff members.
2. Handling affiliation and all related work.
3. Work related to recruitment and appointment of teaching and non-teaching members (Regular, Contract/Lecture Basis)
4. Obtaining self-appraisal form and half yearly process report from teaching staff.
5. Obtaining of APAR of non-teaching staff.
6. Career advancement of teachers,
7. Collecting workload details from the Principal and teaching staff and submitting the same to DHE for obtaining NOC.
8. Maintaining rosters for all regular, contract, and lecture basis posts for teaching and non-teaching staff.
9. Maintaining circulars from the GU, DHE, UGC, Government, and other departments.
10. Maintaining records related to refresher/orientation courses or any other training courses attended by teachers.
11. Maintenance of Service books of all regular employees.
12. Maintenance of personal files of all teaching and non-teaching staff.
13. Processing promotions of non-teaching staff and obtaining NOC for resultant vacancies from DHE.
14. Issuing letters of permission for refresher and orientation courses to teaching staff.
15. Correspondence with DHE, GU, and other related offices; responding to college emails and letters received from various departments.
16. Attending to R.T.I.s & L.A.Q.s
17. Handling MCAP cases of staff, DPC, Career Advancement Scheme (CAS) for teachers, Ph.D. increments, etc.
18. Maintaining duty chart of non-teaching staff and issuing duty orders.
19. Distribution of urgent work to the subordinate and verification of the same.
20. Pay fixation of all staff.
21. Work related to assigned College Committees
22. Preparing notings and putting up files.
23. Any other duties as may be assigned by the Principal or concern authorities from time to time.

Accountant:

1. Handling all college and related accounts.
2. Assisting in the preparation of annual budget.
3. Preparing and forwarding salary bills, all claims, allowances of regular Teaching Staff, Non-Teaching Staff, contract staff and lecture basis staff and submitting the same for DHE for approval every month.
4. Salary of Daily wage staff and Outsourcing staff.
5. Disbursement of Salary to All Staff Upon Receipt from DHE and issuing salary slip.
6. Settling all third-party payments, maintaining petty cash, collecting cash as and when required, issuing receipts, etc.
7. Handling student fee collection, vendor payments, bill payments, purchases, etc.
8. Preparing noting's for purchases and verification and settling all bills.
9. Maintaining Salary Registers of Teaching and non-teaching staff and other related staffs. Issuing salary certificates upon request.
10. Calculating income tax on the salaries of all teaching and non-teaching staff, timely filing of quarterly and annual income tax returns as per regulations, and issuing Form No. 16 to staff.
11. Preparing and maintaining accurate accounting entries for all financial transactions, including financial statements such as the Profit & Loss Account, Trial Balance, and Balance Sheet, as well as managing the cash/bank book and receipts and payments. Ensuring timely auditing of financial records at the end of each financial year and submitting the audited financial statement to the Directorate of Higher Education (DHE) for reimbursement purposes as per the pattern of assistance and DHE rules.
12. Maintenance of grants of Various Govt./ UGC / ICAR /projects, etc.
13. Handling correspondence with GU, DHE, banks, post office, SAMETI-Goa and other relevant offices, including visiting these institutions for official work when required.
14. Preparing & settlement of pension cases & NPS withdrawal papers for retiring staff.
15. Typing, Xeroxing & printing accounting related documents.
16. Maintaining all relevant files and records.
17. Maintaining budget, expenditure in department, administration section, civil work, etc.
18. Any other duties as may be assigned by the Head Clerk, Principal or concern authorities from time to time.

Upper Division Clerk:

1. All Scholarships of SC/ST/OBC/General Students.
2. Generating New pension scheme (NPS) number of all staff and handling NPS-related work in collaboration with the accountant.
3. Attending to R.T.I.s & L.A.Q.s (Assembly questions) correspondence.
4. Maintaining the RTI register, uploading RTI related information on the college website.
5. Goa University student registration and obtaining eligibility confirmation of students.
6. Generating ABC ID of students.
7. Collection of Feedback forms from students and faculties.
8. Sending monthly Anti-ragging report to Directorate of Higher Education and Goa University on the last working day of the corresponding month.

9. Children Education Allowance (CEA), Medical Reimbursements, Leave Travel Concession (LTC), etc.
10. Preparing all noting's and put up files for approval & purchase.
11. Typing, Xeroxing & printing of admin related documents.
12. Student Admission work when allotted.
13. Downloading and printing of emails from college email IDs and sending it for inward.
14. Handling correspondence with GU, DHE, banks, post office, SAMETI-Goa and other relevant offices, including visiting these institutions for official work when required.
15. Work related to assigned College Committees, scheduling meetings of all the committees, etc.
16. Maintaining all respective files and records.
17. Any other duties as may be assigned by the Head Clerk, Principal or concerned authorities from time to time.

Lower Division Clerk 1

1. Assisting the accountant with accounts work.
2. Maintaining Salary Register & Pay Bill Register of Teaching and non-teaching members.
3. Maintain salary records in excel sheet, etc.
4. Maintaining Student Fee receipts and Register.
5. Issuing salary slips to staff every month.
6. Keeping record of GPF Challans, Tuition fee Challans and other related challans.
7. Processing Refund of fees/deposits.
8. Typing, Xeroxing & printing of admin related documents.
9. Preparing all noting and put up files for approval & purchases.
10. Maintaining the Consumable Register like stationery and housekeeping register, etc. including purchase of the same.
11. Maintain salary records in excel, Maintain all respective files and records, etc.
12. Handling correspondence with GU, DHE, banks, post office, SAMETI-Goa and other relevant offices, including visiting these institutions for official work when required.
13. Any other duties as may be assigned by the Accountant, Head Clerk, Principal or other concern authorities from time to time.

Lower Division Clerk 2

1. All examination-related work.
2. Collecting student roster forms, preparing exam time table, preparing supervision list, preparing student marksheets, handling exam question papers and answer sheets, preparing student results, etc.
3. Arranging exam committee meetings as and when needed, and maintaining the minutes of the meetings.
4. Maintenance of circulars and ordinance related to exam section.
5. Preparing exam related notices, circulars, orders, etc.
6. Issuing exam fee notices and collecting examination fees from students.
7. Exam remuneration work under the guidance of Accountant.

8. Issuing various certificates to students such as Bonafide Certificates, Character Certificates, Transfer Certificates, Transcript Certificates, Migration Certificates, attempt certificate, etc.
9. Maintain all exam related registers.
10. Handling exam module on SAMARTH Portal.
11. Maintaining student/pupil registers.
12. Maintenance of exam stationery register, exam dead stock register, exam fee collection receipts and exam fee register, etc.
13. Process noting for purchase of exam requirements.
14. Typing, photocopying, and printing exam related documents.
15. Accreditation-related work documentation.
16. Handling correspondence with Goa University (GU), Directorate of Higher Education (DHE), banks, post office, SAMETI-Goa and other relevant offices, including visiting these institutions for official work as required.
17. Maintaining all examination files and records.
18. Maintenance of overall examination cell including xerox machine, OMR machine, computer, printer, etc. in the examination cell.
19. Any other duties as may be assigned by the Principal/Exam chairperson or concerned authorities from time to time.

Lower Division Clerk 3

Maintaining the Inward and Outward Register.

1. Maintaining all types of registers.
2. Preparing all noting and put up files for approval & purchase.
3. Handling all types of leaves including Maternity Leave, Child Care Leave (CCL), Paternity Leave, Extra Ordinary Leave (EOL), Study Leave, Earned Leaves, Commuted/sick leaves/ Half Pay Leave (HPL), Casual Leaves, any other kind of leave, etc.
4. Issuing various certificates, orders, etc., to staff & Students.
5. All student correspondence.
6. Maintaining the Staff Attendance Register, Movement Register, obtaining printouts of biometric staff attendance from the System Administrator, and verifying the same with the attendance register.
7. DISHTAVO attendance.
8. Typing, Xeroxing & printing of admin related documents.
9. Accreditation-related work documentation.
10. Student Admission work when allotted.
11. Maintaining all admin related files and records
12. Handling correspondence with GU, DHE, banks, post office, SAMETI-Goa and other relevant offices, including visiting these institutions for official work when required.
13. Any other duties as may be assigned by the Head Clerk, Principal or concerned person/authorities from time to time.

Laboratory Assistant

1. To assist students and teachers in conducting practicals and experiments by providing/arranging required laboratory equipments or preparing various laboratory reagents etc. as the case may be. Including field practicals, if any.
2. To maintain stock registers and register of consumable materials and to undertake physical stock verification of laboratory materials.
3. To assist in the purchase and procurement of laboratory materials.
4. To supervise the work of laboratory attendants/MTS working under her/him.
5. To assist in routine administrative matters and to ensure that the laboratory facilities are not misused by any person.
6. To report about breakages/losses in laboratory, to her/his superiors
7. To ensure that all the cupboards, and laboratories are properly closed by the laboratory attendants.

Multi-Tasking Staff

1. Physical Maintenance of records of the section.
2. General cleanliness & upkeep of the Section/Unit.
3. Carrying of files & other papers within the building.
4. All type of fieldwork, laboratory work, etc.
5. Photocopying, sending of FAX and receiving of Telephone Call etc.
6. Other non-clerical work in the Section/Unit.
7. Assisting in routine office work as a diary, dispatch etc., including on computer.
8. Delivering of *dak* (outside the building or Office)
9. Watch & Ward duties.
10. Whenever College functions are in progress, MTS must be present till the entire functions get over and set high all belongings of the Institutions.
11. Opening & Closing of rooms.
12. Cleaning of Rooms.
13. Lifting and Shifting of Equipment's, cupboards and other furniture.
14. Dusting & Cleaning of Office Furniture, benches, desks etc.
15. Cleaning of building, fixtures etc.
16. Work related to his ITI qualifications, if it exists.
17. In absence of any staff, his/her duty needs to be shared by you along with other staff.
18. Driving of vehicles, if in possessions of valid driving license.
19. Upkeep of parks, lawns, potted plants etc.
20. Any other work assigned by the Superior Authority.

Outsourcing Staff

a) Gardener

Monitoring the Garden plants, Nursery, Watering and feeding plants, Trimming trees and shrubs, fertilizing and mowing lawns, grafting, weeding gardens and keeping green spaces and walkways clear of debris and litter, maintaining landscaping equipment, including mowers, trimmers and fertilizers of all kinds. Notify superiors on any damage, deficits, check stocking levels of all

consumables and replace when appropriate. Also dairy work, poultry work, milking of a cow, grazing of cow and goats, irrigation of sugarcane, seed plots, harvesting of chillies, okras, vegetables & cashew nuts, etc.

b) Housekeeping

Perform a variety of cleaning activities such as sweeping, mopping, dusting and polishing. Ensure all rooms including washrooms and toilets are cared for and inspected according to standards. Notify superiors on any damage, deficits, check stocking levels of all consumables and replace when appropriate.

MANUAL-3

Section 4 (1) (b) (iii): Procedure to be followed in the decision making process, including channels of supervision and authority

- The Principal in consultation with teaching and non-teaching staff, admin, directorate of higher education and Goa University tries to know what is right for the development of any process for the growth of the college. The Principal is also assisted by various committees for maintaining quality in education, discipline and developing mission to achieve the target.
- The Principal is the academic and administrative head of the college, and therefore he decides the day-to-day functioning of the college. The Principal supervises the execution of plans for desirable standards. The Principal is also the convener of important committees for strategic planning and execution.
- The HODs decide on matters related to functioning of their departments with the policies laid down by the college and IQAC. The teachers are appointed as chairpersons of various committees.

MANUAL-4

Section 4(1) (b) (iv): Norms set by it for the discharge of its functions.

- The working hours and leave of all academic staff are as per Goa University Statutes
- The working hours and leave of all non-teaching staff are as per Govt. of Goa regulations

Activity	Norm
Admissions	As per the Academic terms declared by Goa University and the dates announced by DHE
Examinations	In case of exams conducted by Goa University - as per the Timetable announced by Goa University In case of exams conducted by the College - as per the Timetable prepared by the Examination Committee, within the Academic terms declared by Goa University
Elections to Goa University Students Council	As per the dates given by Goa University
Conduct of lectures	As per the Timetable prepared by the Committee, within the Academic terms set by Goa University
Academic activities	As decided by the HoDs within the Academic terms set by Goa University and approved by the Principal
Co-curricular activities	As decided by the Convenors within the Academic terms set by Goa University and approved by the Principal
Extra-curricular activities	As decided by the Convenors within the Academic terms set by Goa University and approved by the Principal

MANUAL-5

Section 4(1) (b) (v): Rules, Regulations, Instructions, Manuals and Records for discharging functions

In respect of Academic staff and academic matters, the College follows the Goa University Statutes and Ordinances and instructions issued by the Directorate of Higher Education from time to time.

The College follows the General Financial Rules in matters relating to procurement of goods and services and disposal of assets.

In matters relating to non-teaching staff, the College follows all CCS Rules and instructions issued by the Directorate of Higher Education from time to time

MANUAL-6**Section 4(1) (b) (vi): A statement of the categories of documents that are held by the College**

Sr. No.	Documents	Location
1	Admission Records	Office
2	Student General Registers	Office
3	Examination Records	Examination Section
4	Attendance of students	Office
5	Sports Records	Office of the College Director of Physical Education & Sports
6	Records of Co-Curricular and Extra-Curricular Activities	Chairpersons of various committees
7	Scholarships	Office
8	Library Accession register	Library
9	Circulars from DHE, other Departments of Govt. of Goa, Goa University, UGC, NAAC and other authorities	Office
10	Files containing correspondence with DHE, Goa University, UGC, NAAC, etc.	Office
11	Service Books	Office
12	Personal files	Office
13	Leave Records	Office
14	Staff Attendance Muster	Office
15	Inward and Outward Register	Office
16	Salary Register	Accounts Section
17	Books & Files pertaining to accounts and audited statements of accounts	Accounts Section
18	Dead Stock Register	Office
19	Register of consumables and stationery	Office

MANUAL-7

Section 4(1) (b) (vii): Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy of implementation

Members of the public, such as Industry experts, NGO representatives, parents, and alumni, are members of the following bodies of the College

- 1) Internal Quality Assurance Cell
- 2) Internal Committee
- 3) Anti-Ragging Committee
- 4) NSS Advisory Council
- 5) Parent-Teachers Association
- 6) Ex-Students Association

MANUAL-8

Section 4(1) (b) (viii): A statement of boards, council, committees and other bodies constituted

Sl. No	Name & address of the body
1	Advisory committee for RAWE program
2	Admission Committee
3	Academic Audit Committee
4	Accounts Committee
5	Admission Committee
6	Art, Culture and Heritage Committee
7	College Short Term Certificate Course Committee
8	College Grievance Committee (CGC)
9	Constitution of Entrepreneurship & Startup Development Cells (ESDC)
10	College Unfair Means Inquiry Committee (CUMIC)
11	Canteen Committee
12	Deeksharambh Committee
13	Examination Committee (CEC)
14	Hostel Committee
15	Internal Complaints Committee (ICC)
16	Internal Quality Assurance Committee (IQAC)
17	ICAR Accreditation Committee
18	Institution Innovation Council Committee
19	Institutional Ethics Committee for Experiment on Animals
20	Local Management Committee (LMC)
21	Publication Committee
22	Purchase and Sale Committee

23	Institutional Ethics Committee for Experiment on Animals
24	Library Committee
25	Local Management Committee
26	Magazine Committee
27	Nasha Mukta Abhiyan Committee
28	Ordinance for Agriculture Degree Committee
29	RTI Committee
30	Research, Development and Innovation (RDI) Cell
31	Scrutiny and Recruitment Committee
32	Students Council Election Committee
33	Student Grievance Redressal Committee (SGRC)
34	Teaching, Learning and Educational Technology Cell
35	Training, Internship and Placement Cell

MANUAL-9

Section 4(1) (b) (ix): Directory of Officers & Employees

Teaching Staff

Sr. No.	Names	Designation	Department	Email address
1	Dr. Suresh Kunkalikar	Principal & Dean	Plant Pathology	suranju_2000@yahoo.com
2	Ms. Aarti Gauns	Asst. Professor	Plant Pathology	aarti123gauns@gmail.com
3	Mr. Pankaj N. Mapari	Asst. Professor	Plant Pathology	maparipankaj5@gmail.com
4	Dr. Gourish Karanjalkar	Asst Professor	Horticulture	gourishkaran@gmail.com
5	Dr Govind Parab	Asst Professor	Horticulture	parabgv@gmail.com
6	Mr. Arjun Parab	Asst Professor	Horticulture	parabarjun72@gmail.com
7	Dr. Rachana Kolambkar	Asst Professor	Agril Economics	kolambkar.rachana14@gmail.com
8	Dr Shreyas Jadhav	Asst Professor	Agril Extension Education	jshreyas409@gmail.com
9	Miss. Pragati Dessai	Asst Professor	Agril Extension Education	dessaipragati04@gmail.com
10	Dr Upasana Ratnakaran	Asst Professor	Animal Science & Dairy Science	upasanaratnakaran1988@gmail.com

11	Ms. Vaishali Ramesh Dhangada	Asst Professor	Animal Science & Dairy Science	prtidhangada261998@gmail.com
12	Mr. Rajan Shelke	Asst Professor	Agril Entomology	rajanshelke6691@gmail.com
13	Mr. Shashank Naik	Asst Professor	Agril Entomology	shashanknaik67@gmail.com
14	Dr Dhanashree Gawas	Asst Professor	Crop physiology	dhanashrigawas007@gmail.com
15	Dr Prashant Patil	Asst Professor	Genetics and Plant Breeding"	prashantppatil322@gmail.com
16	Ms Kruti Prabhu	Asst Professor	Genetics and Plant Breeding	kruti1299@gmail.com
17	Mr. Bhushan Sawant Dessai	Asst Professor	Soil Science & Agril Chemistry	bhushansawantdessai@gmail.com
18	Mrs. Shubhangini Thakre	Asst Professor	Soil Science & Agril Chemistry	thakreshubhangi@yahoo.com
19	Mr. Sanjay Nitave	Asst Professor	Agronomy	sanjunitave@gmail.com
20	Ms. Alisha Peter	Asst Professor	Agronomy	petealisha28@gmail.com
21	Ms. Pranjal P. Parab	Asst Professor	Farm Manager	pranjalparab0904@gmail.com
22	Mr Vinod Atkari	Asst Professor	Agril Engineering	ervinodatkari@gmail.com
23	Mr. Sagar Palconda	Dir of Physical Education	Physical Education	spalconda@gmail.com
24	Ms. Sulochana Xete Dessai	Librarian	Library	xetedessaisulochana@gmail.com

Non-teaching Staff

Sr. No.	Names	Designation	Email address
1	Mr. Kisan Fal Dessai	Head Clerk	kisanfaldessai@gmail.com
2	Mr. Manthan Charandas Bhatt	Accountant	manthancbhatt@gmail.com
3	Padma Ratnaker Sinai Kunkolienker	System Administrator	padma.shenvi@gmail.com
4	Mr. Kailas Ram Naik	U.D.C.	kailasgca@gmail.com
5	Siya Rama Gad	L.D.C.	sgd567@gmail.com

6	Asmita Anand Gaunker	L.D.C.	Asmitagaonkar28@gmail.com
7	Daphny Concy Esmee Picardo	L.D.C.	picardodaphny@gmail.com
8	Vaibhavi Venkatesh Dessai	Librarian -I	vibsdessai07@gmail.com
9	Natasha Narayan Kamat	Jr. Stenographer	kamatnatasha2949@gmail.com
10	Satish Raosaheb Patil	Storekeeper	satish.patil18577@gmail.com
11	Mrs. Jovina Fernandes	Lab. Asst.	fernjovina@gmail.com
12	Mrs. Mamata Udpikar	Lab. Asst.	mamtaudpi@gmail.com
13	Ms. Deepashree Naik	Lab. Asst.	deepashreenaik4@gmail.com
14	Mr. Shambhu Gaonkar	Lab. Asst.	shambhugaonkar44@gmail.com
15	Mr. Geetesh Velip	Lab. Asst.	velipgeetesh1992@gmail.com
16	Mr. Sandesh Velip	Instructor in Physical Education and Sports	Sandeshvelip07@gmail.com
17	Mr. Deepak Bhavdan	MTS	bhavdandepak@gmail.com
18	Mr. Dinesh Bhavdan	MTS	dineshbhavdan2991@gmail.com
19	Mr. Mahadev Naik	MTS	M41548869@gmail.com
20	Mr. Suraj D. Naik	MTS	Surajnaik742@gmail.com
21	Mr. Sanit K. Gaude	MTS	Gaudesanit57@gmail.com
22	Mr. Omkar Silker	MTS	silkeromkar@gmail.com
23	Mr. Avid S. Gaude	MTS	avidgawde@gmail.com
24	Mrs. Suvarna R. Ghadi	MTS	Suvarnaghadi1234@gmail.com
25	Mr. Vithal S. Korgaonkar	MTS	Korgaonkarvithal77@gmail.com
26	Mr. Pundalik G. Naik	MTS	Vinodnaik0516@gmail.com
27	Ms. Nikita Rao	Counselor	nikitapriolkar125@gmail.com

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

Teaching Staff (Regular Basis)

Sr. No	Name of the Employee	Designation	Pay Scale		Gross Salary
			Applicable Level in Pay Matrix	Applicable Cell in Pay Matrix	
1	Dr. Suresh Ramnath Kunkalikar	Principal	14	7	3,11,430
2	Dr. Gourish Ranganath Karanjalkar	Assistant Professor in Horticulture	11	10	1,62,905

3	Dr. Rachana Ashok Kolambkar	Asstt. Prof in Agri. Economics & Statistics	11	4	1,31,775
4	Ms. Sulochana Pralhad Xete Dessai	Librarian	10	9	1,33,330
5	Mr. Sagar Galaya Palconda	College Director of Physical Education	10	7	1,25,980
6	Dr. Upasana Ratnakaran	Asst. Prof in Animal Science and Dairy Science	10	8	1,24,075
7	Dr. Govind Vasant Parab	Assistant Professor in Horticulture	10	3	1,12,680
8	Mr. Arjun Manohar Parab	Assistant Professor in Horticulture	10	3	1,12,680
9	Dr.Dhanashri Prakash Gawas	Assistant Professor in Botany	10	4	1,15,830
10	Mr. Rajan Tanu Shelke	Asst. Professor in Agricultural Entomology	10	3	1,12,680
11	Dr. Shreyas Subhashchandra Jadhav	Asst. Professor in Agricultural Extension Education	10	3	1,12,680
12	Dr. Prashant Pramod Patil	Asst. Professor in Agricultural Botany (Genetics and Plant Breeding)	10	3	1,12,680
13	Er. Vinod Tukaram Atkari	Asst. Professor in Agricultural Engineering	10	3	1,12,680
14	Mr. Nitave Sanjay Suresh	Asst. Professor in Agronomy	10	3	1,12,680
15	Mr. Shashank Gopal Naik	Assistant Professor in Agricultural Entomology	10	2	1,09,530

16	Ms. Aarti Sharadchandra Gauns	Asst. Professor in Plant Pathology	10	2	1,09,530
17	Mr. Bhushan R Sawant Dessai	Asst. Prof. in Soil Science and Agril Chemistry	10	2	1,09,530

Non-teaching Staff (Regular Basis)

Sr. No.	Name of the Employee	Designation	Pay Scale		Gross Salary
			Applicable Level in Pay Matrix	Applicable Cell in Pay Matrix	
1	Mr. Kisan Pramod Fal Dessai	Head Clerk	6	6	74,715
2	Mr. Manthan Charandas Bhatt	Accountant	6	1	64,740
3	Ms. Padma Ratnaker Sinai Kunkolienker	System Administrator	6	1	64,740
4	Ms. Vaibhavi Venkatesh Dessai	Librarian Grade I	5	1	53,890
5	Mrs. Mamata Paresh Udpikar	Lab. Asst.	4	9	59,315
6	Mrs. Jovina Anju Fernandes	Lab. Asst.	4	9	59,315
7	Mr. Geetesh Babu Velip	Lab. Asst.	4	9	59,315
8	Mr. Shambhu Govind Gaunkar	Lab. Asst.	4	9	59,315
9	Mrs. Deepashree Ravindra Naik	Lab. Asst.	4	9	59,315
10	Mr. Kailas Ram Naik	UDC	4	1	47,415
11	Mr. Satish Raosaheb Patil	Storekeeper (Chemistry Lab)	4	1	47,415
12	Ms. Natasha Narayan Kamat	Junior Stenographer	4	1	47,415
13	Mrs. Siya Rama Gad	LDC	2	1	36,220
14	Mrs. Daphny Concy Esmee Picardo	LDC	2	1	36,220
15	Ms. Asmita Anand Gaunker	LDC	2	1	36,220
16	Mr. Sandesh Velip	Instructor in Physical	7	1	82,766

		Education and Sports			
17	Mr. Deepak Nago Bhavdan	MTS	1	9	41,295
18	Mr. Dinesh Nago Bhavdan	MTS	1	9	41,295
19	Mr. Mahadev Naik	MTS	1	1	33,462
20	Mr. Suraj D. Naik	MTS	1	1	33,462
21	Mr. Sanit K. Gaude	MTS	1	1	33,462
22	Mr. Omkar Silker	MTS	1	1	33,462
23	Mr. Avid S. Gaude	MTS	1	1	33,462
24	Mrs. Suvarna R. Ghadi	MTS	1	1	33,462
25	Mr. Vithal S. Korgaonkar	MTS	1	1	33,462
26	Mr. Pundalik G. Naik	MTS	1	1	33,462

Teaching Staff (Contract basis)

Sl No	Name of the Teacher	Designation/ Subject	Gross Salary
1	Ms. Pragati P. Dessai	Assistant Professor in Agril. Extension	50,000.00
2	Mr. Pankaj N. Mapari	Asst. Professor in Plant Pathology	40,000.00
3	Ms. Alisha Peter	Assistant Professor in Agronomy	40,000.00
4	Ms. Shubhangini Thakre	Assistant Professor in Soil Science & Agricultural Chemistry	40,000.00
5	Mrs. Pranjal P. Parab	Assistant Professor in Farm Manager	40,000.00
6	Ms. Vaishali Dhangada	Assistant Professor in Animal Science and Dairy Science	40,000.00

Teaching Staff (Lecture basis)

Sr. No	Name of the Teacher	Designation/ Subject	Rate Per Lecture	Rate Per Practical
1	Ms. Kruti Rajendra Prabhu	Assistant Professor in Agricultural Botany	750	2250

Non Teaching Staff (Contract basis)

Sl No	Name of the Teacher	Designation/ Subject	Gross Salary
1	Ms. Nikita Rao	Counselor	40,000.00

MANUAL-11**Section 4(1) (b) (xi): The Budget Allocated to each Agency (Particulars of all plans, proposed expenditures and reports on disbursement made.****Non-Plan Budget 2024-25 Goa College of Agriculture**

Major Head	Activities Performed	Sanctioned Budget	Budget Estimate	Revised Estimate	Expenditure for the last year (2024-25)
Salaries for payment to Teaching & Non-Teaching Staff	To Impart Education to students & administrative work by Non-teaching staff	Salary grant is received after submitting a monthly salary statement in advance to the Directorate of Higher Education.	Rs. 2,80,00,000/-	-	Rs. 2,72,04,265/-

Plan Budget 2024-25 Goa College of Agriculture

Name of the Plan Scheme	Activities to be undertaken	Commencement of Academic year 24-25	End of Academic year 24-25	Amount sanctioned	Amount disbursed/ spent upto
Non-Salary Expenditures for	To meet various expenditures of the college as per the pattern of Assistance prescribed by the Directorate of Higher Education Govt. of Goa, Panaji.	01/07/2024	24/05/2025	Expenditure for the AY 2024-25 has not been claimed from the Directorate of Higher Education, Govt. of Goa, Panaji.	-----

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Section 4(1) (b) (xii): List of individuals given subsidy

Sr. No.	Name & address of the institution	Purpose for which subsidy provided	No. of beneficiaries	Amount of subsidy	Previous years Utilisation progress	Previous years achievement
1	Goa College of Agriculture	Nil	Nil	Nil	Nil	Nil

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Section 4(1) (b) (xiii): Particulars of Recipients of Concessions, permits or authorization granted by it.

Financial assistance is available to eligible students under various schemes such as:

Central and State Government Scholarships

- 1) Post-Matric Scholarship for students with Disabilities
- 2) Post-Matric Scholarship for SC/OBC/EBC students
- 3) Post-Matric Scholarship for ST students
- 4) Post-Matric Scholarship Scheme for students belonging to Minority Communities
- 5) Financial Assistance to ST students under the Gagan Bharari Shiksha Yojana
- 6) Fee waiver for SC/ST students pursuing Higher Education
- 7) Fee waiver under Dayanand Bandodkar Scheme for Higher Education for Orphans
- 8) Financial Assistance under the Bursary Scheme

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Section 4(1) (b) (xiv): Particulars of Recipients of Concessions, permits or authorization granted by it

Sr. No.	Activities for which electronic data available	Nature of information available	Can it be shared with public	Is it available or is being used as back end data base
1	N/A	N/A	N/A	N/A

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Section 4(1) (b) (xv): Particulars of the facilities available to citizens for obtaining information

Information counter, library, magazine table form

Sr. No.	Section where available	Facility Available	Nature of Information	Working Hours
1	Information Counter	With Principal, HODs & College Office counter	College academic, co-curricular & extra-curricular activities, Results, Examinations, Placement of students, freeships, concessions, scholarships, attendance, etc	9.00 a.m. to 5.00 p.m.
2	Web Site	Yes	College academic, co-curricular & extra-curricular activities, Placement of students, freeships, concessions, scholarships, attendance, College Magazine, etc	Continuous update
3	Library	Yes	College academic, co-curricular & extra-curricular activities, Placement of students, freeships, concessions, scholarships, etc	9.00 a.m. to 5.00 p.m.

4	Notice Board	Yes	College academic, co-curricular & extra-Curricular activities, Placement of students, freeships, concessions, scholarships, attendance, etc	9.00 a.m. to 5.00 p.m.
5	Prospectus	Yes	Schedule of academic year, college academic calendar, admission procedure, eligibility for admission, fee structure, financial assistance, other facilities, identity card, attendance and eligibility to appear for examination, co-curricular and extra-curricular activities, code of conduct, college committees, Internal Complaints Committee, UGC rules and regulations on anti-ragging, revised fees for eligibility and migration certificate, course structure, scope and career prospects of different subjects, examinations, award of grace marks, teaching and non-teaching staff, scholars for previous year	9.00 a.m. to 5.00 p.m.
6	College Magazine	Yes	Departmental Profiles, Report of activities, achievements of students and teachers, articles written by students and teachers	9.00 a.m. to 5.00 p.m.

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

Dr. Suresh Kunkaliker	Principal & Dean	First Appellate Authority (FAA)
Dr. Prashant Pramod Patil	Assistant Professor	Public Information Officer (PIO)
Mr. Bhushan Sawant Dessai	Assistant Professor	Assistant Public Information Officer (APIO)
Mr. Kisan Pramod Fal Dessai	Head Clerk	Member

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