

## **MANUAL.1 Particulars of Organization, Functions and Duties [Section 4(1) (b) (i)]**

### **1. Aims and objectives of the public authority:**

#### **OBJECTIVES**

To provide value-based and quality-oriented education with a secular, democratic and syncretic spirit

To inculcate in students the value of generous service and pursuit of integrity

To work for the deepening of faith of all our students

To provide a Higher Education platform for first generation learners

To prepare youth for a dynamic role in a multi-cultural society and global community through the use of modern technology and effective learning

To impart knowledge and skills in order to make students gainfully employable and face bravely the challenges of the future.

#### **CORE VALUES**

Faith, hope and trust in God

Love of fellow beings and concern for other living creatures

Moral and ethical uprightness and social consciousness

Conservation of environment and natural resources

Pursuit of knowledge and excellence

### **2. Mission/Vision Statement of the public authority**

#### ***Our Vision***

**‘HOLISTIC DEVELOPMENT OF YOUTH THROUGH EDUCATION AMIDST A CHANGING, CHALLENGING AND DEVELOPING SOCIETY’**

#### ***Our Mission***

**‘TO EDUCATE YOUTH FOR ALTRUISTIC LEADERSHIP BY INTEGRATING ACADEMIC EXCELLENCE AND HUMAN ETHICS’**

Brief history and background of establishment of the public authority

Carmel College of Arts, Science and Commerce for Women is nestled at the foot of the hills in the village of Nuvem, Goa. It has the distinction of being the first and only College for women in the state of Goa till date.

The College is run by the sisters of The Apostolic Carmel Congregation. The pioneers of this prestigious institution were Mother Theodosia A.C., the then Superior General of the Congregation, Sr. Amabel A.C., the then Superior of Fatima Convent, Margao and Monsignor Ronald Knox, the Internuncio.

Sr. Amabel felt the need to start a Women's College in Goa and she shared her desire with her friend Dona Thelma da Costa Lourenco of Margao, who herself was working extensively in the field of education for several years in Bombay. Dona Thelma donated 35 acres of land at Nuvem for erecting a College for Women as it had been her deep longing to see young women of Goa pursue Higher Education.

The college had begun with the faculty of Arts and Science, but to-day it can boast of its expansion. The additions are the faculty of Commerce (1987); Post Graduate course in Commerce (M.Com.) with specialization in Management and Accountancy (2007). The college also has to its credit a post-graduate course in Psychology (M.A.) (2007), with specialization in Counseling and faculty of Science (2017) Food Technology (M.Sc.)

We are proud to announce our collaboration with National Institute of Oceanography (NIO) and Goa Chamber of Commerce & Industries (GCCCI). The college also has a tacit understanding with Centre for Environmental Education (CEE). The College is accredited by NAAC with 'A' grade. It also has an ISO-9001-2008 certification.

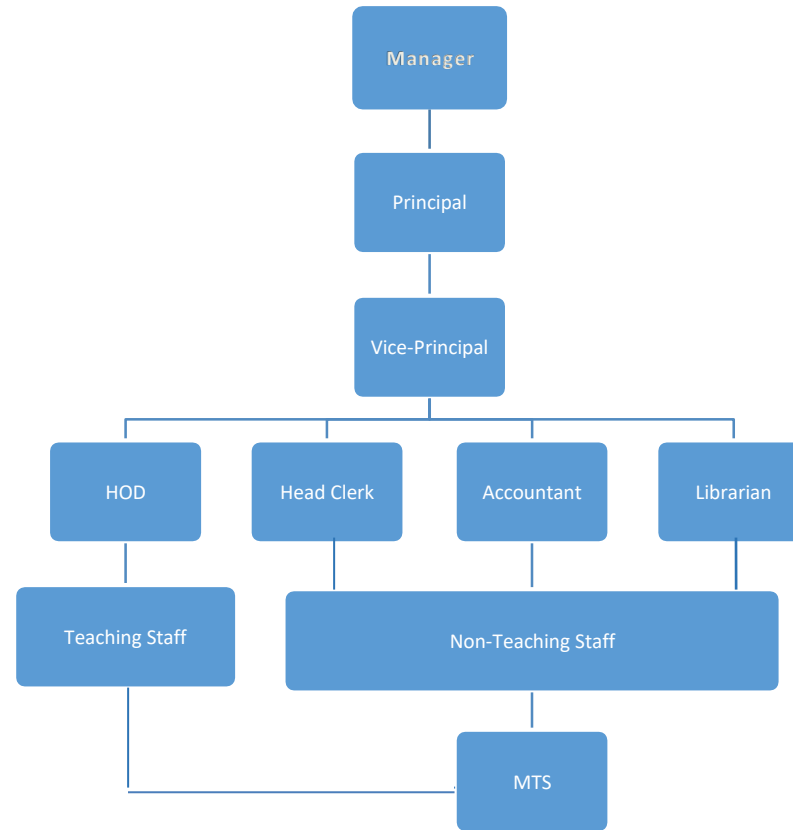
Carmel College has a spacious and modern building with adequate facilities such as well-equipped laboratories and library, Wi-Fi internet, sports room cum Gym, museum, botanical garden and natural science museum for study, games and recreation along with Women's Hostel and a large campus for expansion. The serene environment of Carmel College makes it an excellent place for study and reflection.

Our students are our pride. Their performance at the university is outstanding and they are well placed both nationally and globally.

As a catholic educational institution, we strive to:

- 1) widen the knowledge of our students in their subjects, though curricular and co-curricular activities.
- 2) impart right values through our classroom teaching especially the values of honesty and integrity.
- 3) give the student an awareness of the needs of the poor and love for the underprivileged, through social development schemes.
- 4) develop in them a greater national consciousness which will bring in its wake, a love for the country and of service to the people. Our stress is on values that endure, through religious and moral formation. Admission to the students is open without any discrimination of caste, creed, religion etc.

### 3. Organization Chart –



#### **4. Main activities/functions of the public authority**

To impart instruction in Arts, Science, Commerce streams leading to Under-graduate Degree and Post-Graduate Degree in M.A (Psychology), M.Com. and M.Sc. Food Technology

#### **5. List of services being provided by the public authority with a brief write-up on them**

- a) The teaching staff is involved in academic, research and extra-curricular work whereas the nonteaching staff is involved in administrative work.
- b) Provide academic information of passed out students of this college to industries / business firms, etc., for placement.
- c) Issue various certificates to staff and students
- d) Library facilities are available for public use with prior permission of the Principal. The working hours of the Library: 8.30 a.m. to 4.00 p.m. on all working days.

6. Citizens interaction- Expectation of the public authority from the public for enhancing its effectiveness and efficiency

#### **7. Postal address of the main office, attached/subordinate office/field units, etc:**

Carmel College of Arts, Science and Commerce for Women, Nuvem - Salcette, Goa-403 713.

#### **8. Working hours both for office and public**

Office working hours:

Monday - Saturday

08.00 a.m. to 1.00 p.m.

02.00 p.m. to 4.00 p.m.

#### **9. Grievance redressal mechanism**

Grievance Committee available for staff and students of the college.

**Powers and Duties of Officers and Employees**  
[Section 4(1) (b) (ii)] Please

provide details of the powers and duties of officers and employees of the organization

Sr. No.	Designation	Powers			Duties
		Administrative	Financial	Others	
1.	Principal	<ul style="list-style-type: none"> <li>• Appointment of Staff.</li> <li>• Allotting work and overall supervision of staff</li> <li>• Admitting students for various courses.</li> </ul>	<ul style="list-style-type: none"> <li>• Preparing college budget.</li> <li>• Controlling Receipts and Payments.</li> <li>• Supervising and presenting for audit the financial statements of accounts</li> <li>• Disbursements of salaries to staff</li> </ul>	<ul style="list-style-type: none"> <li>• Liaising with Government Authorities</li> <li>• Attending, holding meetings, conferences, etc.,</li> <li>• Conducting extracurricular activities</li> </ul>	<p>Correspondence relating to administration, observance of Act, statutes, ordinances, Regulations, Rules &amp; other directions or orders issued by the University and orders issued by the State Government.</p> <p>Conduct of examination</p> <p>Assessing reports of teachers &amp; maintenance of service books of teachers and other employees of the college</p> <p>Observance of Rules &amp; other directions or orders issued by the management of the college.</p>
2.	Vice-Principal	<p>In charge of the Multi-tasking staff and daily wagers.</p> <p>Partly in – charge of the management of the College</p>	Nil	Nil	<p>Impart instruction to students</p> <p>Perform duties assigned by the Principal from time to time</p> <p>Maintaining discipline and overall management of the College.</p>
3.	Teaching staff	Nil	Nil	Nil	<p>Impart instruction to students</p> <p><input type="checkbox"/> Perform such duties as assigned by the Principal from time to time</p>
4.	Non-Teaching staff	Nil	Nil	Nil	<p><input type="checkbox"/> Perform such duties as assigned by the Principal from time to time</p>

### MANUAL.3

#### Procedure followed in Decision Making Process [Section 4(1) 9b) (ii)]

The procedure can be described both in narrative form and through Flow process Chart. In narrative form the stages through which a proposal passes, the levels at which it gets examined and the final authority to which it has to go for approval may be explained.

The proposal is received by the Principal.

The Principal marks the proposal to the concerned committee members.

The concerned committee member, on compliance returns the proposal to the Principal for onward submission to the concerned public.

### MANUAL. 4

#### Norms set by it for the discharge of its functions [Section 4 (1) (b) (iv)]

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

S.No.	Activity	Time frame/Norm for its completion/ disposal	Remarks
-	-	-	-

## MANUAL.5

**Rules, regulations, instructions, manuals and records for discharging functions. [Section 4(1) (b) (v)]**

**Prepare a list of rules, regulations, instructions, manuals and records for discharging functions available with the public authority for the smooth discharge of its functions. This can be in the following format:**

Sr. No.	Name of the act, rules, regulations, etc.	Brief gist of the contents	Reference No.(if any)	Price in case of priced publications
1.	Statutes & Ordinances of Goa University	Rules for colleges reg. Appointment of staff, leave applicable, etc.		
2	Central Civil Service (CCS) Rules made applicable by Goa Government	Service conditions for staff		
3.	Government notifications / Circulars	-		
4.	College Handbook	-		
5.	College Prospectus	-		



## MANUAL.6

A statement of the categories of documents that are held by it or under its control.[Section 4 (1) 9b) (vi)]

Details of the records available may be made in a statement form, wing wise, unit wise, branch wise and it may be got tabulated, indexed and catalogued 9  
( An illustrative list is given below)

A statement of the categories of documents held

Srl. No.	Nature of record	Details of information available	Unit/Section where available	Retention period, where available
1.	Career/General Register	Information of students registered in this college	College Office	Record room
2.	Result Data	Result of all the examinations conducted in the college.	College office	Record room
3.	Service Record of staff	Record of leave, yearly increment, promotion`s, etc.	College office	Record room
4.	Salary Statement Register	Monthly disbursement of Salary to staff	College office	Record room
5.	Provident Fund Register	Details of PF deducted monthly	College office	Record room
6.	Dead Stock Register	Details of Equipment, furniture, etc., purchased by the college	College office	Record room

**MANUAL. 7**

**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 [Section 4(1) (b) (vii)]**

**Details of the consultative committee and other bodies with which consultations are held**

<b>Sr. No.</b>		<b>Name</b>
1.	Mentorship programme and discipline	<b>Ms. Fatima Fernandes (Co-od)</b> Ms. Gladys Monteiro Ms. Vinita D'Sa Dr. Glenis Mendonca
2.	Coordinators of Value education / In charge of Prayer for various activities / First Friday Mass	<b>Ms. Vinita D'Sa (Co-od)</b> Dr. Anna Rovina Fernandes
3.	- Maintenance of the UG & PG building, - Purchase of Sanitation items for PG & UG, - In charge & Supervision of the responsibilities of the MTS / Daily wagers	<b>Sr. Samantha A.C.</b>
4.	Morning prayer	<b>Ms. Rivya Dias (Co-od)</b> All mentors
5.	Public Information Officer	Dr. Efrem De Sa
6.	Placement Officers	<b>Ms. Cheryl Alvares (Co-od)</b> Ms. Roxana Singh
7.	NCC programme officer	<b>Ms. Chris Antao (Co-od) (on leave)</b> Ms. Pooja Sangodkar Ms. Vishakha Harmalkar

8.	NSS programme officers	<b>Dr. Anna Rovina Fernandes (Co-od)</b> Ms. Nazrana Shaikh Mr. Agnelo Dias Mr. Jeffrey Viegas
9.	NSS Advisory Committee	<b>Officiating Principal</b> Ms. Queenie Viegas Dr. Lata Shirodkar Ms. Gladys D'souza
10.	Staff Secretary	Ms. Glancy Borges
11.	T.Y. Project Coordinators <b>Arts</b>  <b>Science</b>  <b>Commerce</b>	Ms. Lynette A. Da Silva Fortes  Mr. Jeffery Viegas  Ms. Gladys D'Souza
12	Award of founded prizes and scholarships: <b>Arts</b> <b>Science</b> <b>Commerce</b>	<b>Carmel Society Treasurer (Co-od)</b> Ms. Faye Pinto e Menezes Mr. Mrunal Parsekar Ms. Manju T.K.
13.	Cooperative stores	<b>Mr. Audhoot Satardekar (Co-od)</b> Ms. Vinita D'Sa Ms. Sneha Naik Mr. Wilson Rebeiro
14.	ISO MR	Vice Principal <b>Mr. Olavo Gama (Co-od)</b> Ms. Ciena Godinho

15.	ISO Quality team	Mr. Olavo Gama <b>Ms. Louise Ann Sequeira (Co-od)</b> Ms. Evonne Dias Ms. Gladys D'Souza Ms. Angela Quadros Dr. Divakar Mesta	
16.	IQAC coordinators	<b>Ms. Sajani D'Costa (Co-od)</b> Dr. Aldina Gomes	
17.	IQAC members	Vice Principal Ms. Sajani D'Costa Dr. Efrem D'Sa Dr. Aldina Gomes Mr. Olavo Gama Ms. Roxana Singh Mr. Audhoot Satardekar Ms. Cheryl Alvares Ms. Meena Verdes Mr. Agnelo Dias Ms. Sunita Pereira	
18.	College Time table	<b>Arts</b>	Ms. Nazrana Shaikh Mr. Agnelo Dias
		<b>Science</b>	Dr. Puja Gawas Ms. Karen Braganza
		<b>Commerce</b>	Ms. Sumathi Satardekar
19.	Staff Advisors of students council, college elections, installation of the student council	<b>Ms. Cheryl Alvares (Co-od)</b> Ms. Roxana Singh Ms. Gladys D'Souza Dr. Kim Rodrigues	

<b>Sr. No.</b>		<b>Name</b>
20.	Examination committee (Sem V & VI)	Ms. Sumathi Satardekar <b>Ms. Queenie Viegas (Co-od)</b> Dr. Daniel Coutinho Ms. Rivya Dias Ms. Faye Pinto
	Sem I - Sem IV	Ms. Gladys D'Souza <b>Ms. Fatima Fernandes (Co-od)</b> Dr. Brian Mendonca Mr. Sanford Pereira Dr. Puja Gawas Mr. Jeffrey Viegas
21.	Unfair Means Inquiry Committee	<b>Dr. Manoj Borkar (Co-od)</b> Ms. Queenie Viegas Dr. Anna Rovina Fernandes Mr. Mrunal Parsekar
22.	College Grievance Committee	<b>Dr. Manoj Borkar (Co-od)</b> Dr. Anna Rovina Fernandes Mr. Mrunal Parsekar
23.	Magazine committee (Editorial board)	<b>Dr. Glenis Mendonca (Co-od)</b> Ms. Leila Rebeiro Ms. Anthea Mendonca Ms. Sweta Sattarkar Ms. Pooja Sangodkar

24.	Orator contest	<b>Ms. Roxana Singh (Co-od)</b> Dr. Brian Mendonca Ms. Jolainne D'Souza
25.	Women's Cell	Ms. Queenie Viegas <b>Ms. Lynette Fortes (Co-od)</b> Dr. Michelle Fernandes Ms. Rivya Dias
26.	Consumer Welfare Cell	<b>Ms. Gladys D'Souza (Co-od)</b> Dr. Daniel Coutinho Ms. Swetha Sattardekar Ms. Freda Pereira
27.	Ek Bharat Shrest Bharat	<b>Ms. Ranisha Fernandes (Co-od)</b> HoDs of all departments

28.	Course Completion Certificate Ceremony	<b>Dr. Michelle Fernandes (Co-ed)</b> Ms. Ranisha Fernandes Ms. Andrea D'Souza Dr. Kim Rodrigues Mr. Agnelo Dias Ms. Nicole Coutinho
29.	Carmel Feast (Mass, games & decorations) and Christmas party	<b>Ms. Leila Rebeiro (Co-od)</b> Ms. Vinita D'Sa Dr. Glenis Mendonca Ms. Glancy Borges Ms. Evonne Dias Ms. Pearl D'Souza Mr. Jeffrey Viegas Mr. Agnelo Dias

30.	Picnic committee	Dr. Efrem De Sa <b>Ms. Sajani D'Costa (Co-od)</b> Ms. Fatima Fernandes Ms. Nazrana Shaikh Ms. Karen Braganza
31	Farewell committee (Mass & party)	<b>Ms. Queenie Viegas (Co-od)</b> Ms. Nazrana Shaikh Ms. Rivya Dias Dr. Kim Rodrigues Ms. Nicole Coutinho
32.	Environment protection club	<b>Dr. Divakar Mesta (Co-od)</b> Ms. Pooja Gawas Ms. Andrea D'Souza Ms. Pearl Santos
33.	College LED, Audio visuals, Sound System etc.	<b>Dr. Anson Albuquerque (Co-od)</b> Mr. Wilson Rebeiro Ms. Jolainne D'Souza
34.	Independence day programme	<b>Dr. Lata Shirodkar (Co-od)</b> Dr. Michelle Fernandes Ms. Andrea D'Souza Ms. Ayesha Mary Antao
35.	Republic day programme	Ms. Fatima Fernandes Ms. Lynette da Silva Fortes <b>Dr. Puja Gawas (Co-od)</b> Mr. Jeffrey Viegas
36.	Committee for Inter- Religious programme	Ms. Cheryl Alvares <b>Ms. Nazarana Shaikh (Co-od)</b> Mr. Sanford Pereira Ms. Succorine Rodrigues

37.	Museum & Botanical garden	<b>Dr. Divakar Mesta (Co-od)</b> <b>Ms. Karen Braganza (Co-od)</b> Dr. Kim Rodrigues Ms. Marsha Rodrigues Ms. Swizzle Furtado
38.	Scholarship & free ships (students' welfare)	<b>Ms. Lina D'Silva (Co-od)</b> Ms. Nazarana Shaikh Ms. Chris Antao Ms. Karen Braganza
39.	All Display Boards i) Signage Boards ii) Vision / Mission / Core Values / Objectives iii) Collaborations / Linkages etc iv) Cells / Clubs / Awards	Mr. Olavo Gama Ms. Sumathi Satardekar <b>Ms. Meena Verdes (Co-od)</b> Mr. Mrunal Parsekar Mr. Agnelo Dias Ms. Celina Fernandes
40.	Outside activities	Ms. Sumathi Satardekar Ms. Michelle Fernandes <b>Dr. Kim Rodrigues (Co-od)</b> Ms. Swetha Sattarker
41.	Attendance	Ms. Sumathi Satardekar <b>Ms. Sneha Naik (Co-od)</b> Ms. Faye Pinto Ms. Manju T.K. Ms. Pooja Sangodkar Mr. Mrunal Parsekar Ms. Vishakha Harmalkar
42.	Admission committee	Respective departments



43.	Christmas programme for students (on eve of Christmas break)	Ms. Leila Rebeiro Ms. Gladys D'Souza <b>Dr. Brian Mendonca (Co-od)</b> Ms. Nazrana Shaikh Ms. Karen Braganza Ms. Andrea D'Souza
44.	Add on certificate courses, MOOC, SWAYAM	HODs of all departments, Dr. Michelle Fernandes
45.	Prospectus	HODs of all departments
46.	Research Journal Committee	<b>Dr. Brian Mendonca (Co-od)</b> Dr. Divakar Mesta Dr. Lata Shirodkar Dr. Puja Gawas
47.	Chrysalis	<b>Ms. Leila Rebeiro (Co-od)</b> Ms. Sneha Naik Ms. Faye Menezes Ms. Jolainne D'Souza Ms. Ayesha Mary Antao Ms. Priyanka Rodrigues
48.	PTA executive	<b>Ms. Nazrana Shaikh (Co-od)</b> Ms. Sneha Naik Ms. Pearl D'Souza Ms. Manju T.K.
49.	NAAC Working committee	Mr. Olavo Gama Ms. Roxana Singh <b>Ms. Sajani D'Costa (Co-od)</b> Dr. Aldina Gomes Mr. Agnelo Dias

50.	News reporters	<b>Dr. Brian Mendonca (Co-od)</b> Dr. Daniel Coutinho
51.	Biometric records	Mr. Audhoot Satardekar
52.	College website	Ms. Akshaya Lotlikar Ms. Anthea Mendonca <b>Mr. Marriston Dias (Co-od)</b> Mr. Harish Sharma
53.	Local Managing committee	<b>Sr. Matilda Madtha A.C. (Co-od)</b> Officiating Principal Ms. Celina Fernandes Ms. Louise Ann Sequeira Ms. Meena Verdes Dr. Michelle Fernandes Sr. Maria Janet A.C.
54.	Alumni (Carmelex)	Ms. Louise Ann Sequeira Ms. Rivya Dias Ms. Chris Antao <b>Ms. Faye Menezes (Co-od)</b> Ms. Swizzle Furtado Ms. Lina D'Silva
55.	Equal opportunities cell	Dr. Efrem De Sa <b>Dr. Lata Shirodkar (Co-od)</b> Ms. Vinita D'Sa Dr. Kim Rodrigues
56.	Documentation of the <b>Faunal spectrum</b> of the college campus	<b>Dr. Manoj Borkar (Co-od)</b> Faculty of the Department of Zoology
57.	<b>Admission Committee</b>	<b>Science</b> Dr. Daniel Coutinho Dr. Kim Rodrigues <b>Arts</b>

		Dr. Glenis M. Mendonca Ms. Faye Pinto <b>Commerce</b> Ms. Gladys D'Souza Ms. Manju
58.	RUSA monitoring committee	<b>Officiating Principal (Co-od)</b> Ms. Louise Ann Sequeira Ms. Sajani D'Costa Dr. Aldina Gomes Ms. Solley Thomas Mr. Olavo Gama Ms. Cheryl Alvares Ms. Meena Verdes Ms. Celine Fernandes Ms. Sunita Pereira Mr. Harish Sharma Mr. Marriston Dias

59.	Carmel Sparx Committee	<p>Ms. Sneha Naik  <b>Mr. Sanford Pereira (Co-od)</b>  Ms. Faye Pinto  Dr. Daniel Coutinho  Mr. Jeffrey Viegas  Ms. Rivya Dias  Ms. Swetha Sattarkar  Mr. Mrunal Parsekar  Ms. Pooja Sangodkar  Ms. Clemmy Fernandes  Dr. Kim Rodrigues  Ms. Freda Pereira  Ms. Pooja Yadav  Ms. Swizzle Furtado  Ms. Nicole Coutinho  Ms. Ayesha Mary Antao  Ms. Jolainne D'Souza  Ms. Ranisha Fernandes  Mr. Virroy V. Dias  Mr. Meetal Raikar  Dr. Celia F. Braganza  Ms. Jacqueline Do Rosario e Souza  Ms. Pearl Dos Santos  Ms. Sweta Matonkar  Dr. Madhavi Zilba Naik  Ms. Akshaya Lotlikar  Ms. Vishakha Harmalkar  Ms. Priyanka Rodrigues  Ms. Karen Braganza  Dr. Anson L. Albuquerque  Ms. Andrea D'Souza</p>
60.	<b>Various other Display Boards:</b>	<p><b>Dr. Anson Albuquerque (Co-od)</b>  Dr. Daniel Coutinho  Mr. Marriston Dias</p>

	<p>i) Sexual Harassment, Anti-ragging, College Grievance, RTI, Committees (Phone No)</p> <p>ii) Site map,</p> <p>iii) Roll of Honour,</p> <p>iv) Numbering of rooms and other places,</p> <p>v) Administrative Staff Board,</p> <p>vi) Department Faculty Board,</p>	<p>Mr. Meetal Raikar</p> <p>Ms. Nicole Coutinho</p> <p>Ms. Michelle D'Costa (Phy. Lab. Assist)</p> <p>Ms. Faye Pinto</p> <p>Ms. Sweta Sattarkar</p> <p>Ms. Pooja Sangodkar</p> <p>Vice Principal</p>
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**Manual –9 Directory of Officers and Employee [Section 4 (1) (b) (ix)]--**

**Teaching Staff**

<b>SR. No.</b>	<b>NAMES OF THE STAFF MEMBERS</b>	<b>Designation</b>	<b>Tel No.</b>	<b>E-mail Address</b>
	<b>Psychology</b>			
	Dr. Aldina Gomes ( <b>Officiating Principal</b> )	Associate Professor	0832-2790959	aldinagomes@carmelcollegegoa.org
	Ms. Lynette Angela Da Silva	Assistant Professor	0832-2790714	lynettestortes@carmelcollegegoa.org
	Dr. Michelle Fernandes	Assistant Professor	0832-2790714	michellefernandes@carmelcollegegoa.org
	Ms. Faye V. Pinto	Assistant Professor	0832-2790714	fayepinto@carmelcollegegoa.org
	Ms. Priyanka Rodrigues	Assistant Professor	0832-2790714	priyankarodrigues@carmelcollegegoa.org
	Ms. Sibyl Fernandes	Assistant Professor	0832-2790714	sibylfernandes@carmelcollegegoa.org
	<b>Political Science</b>			
	Ms. Louise Ann Sequeira ( <b>HOD</b> )	Associate Professor	0832-2790714	louisiannequeira@carmelcollegegoa.org
	Ms. Nazrana Banu Shaikh	Assistant Professor	0832-2790714	nazranashaikh@carmelcollegegoa.org
	Ms. Chris Electra Antao (on CCL)	Assistant Professor	0832-2790714	chrisantao@carmelcollegegoa.org
	Ms. Hegel C. Da Costa	Assistant Professor	0832-2790714	hegeldacosta@carmelcollegegoa.org
	<b>History</b>			
	Ms. Leila Riberio ( <b>HOD</b> )	Associate Professor	0832-2790714	leilaribeiro@carmelcollegegoa.org
	Mr. Sanford Pereira	Assistant Professor	0832-2790714	sanfordpereira@carmelcollegegoa.org
	Mr. Agnelo Dias	Assistant Professor	0832-2790714	agnelodias@carmelcollegegoa.org
	Ms. Anette Gomes	Assistant Professor	0832-2790714	anettegomes@carmelcollegegoa.org

	<b>Economics</b>			
	Dr. Ana Rovina Ferrao e Fernandes (HOD)	Assistant Professor	0832-2790714	rovinafernandes@carmelcollegegoa.org
	Ms. Glancy Borges	Assistant Professor	0832-2790714	glancyborges@carmelcollegegoa.org
	Ms. Rivya Dias	Assistant Professor	0832-2790714	rivyadias@carmelcollegegoa.org
	Ms. Pooja Yadav	Assistant Professor	0832-2790714	poojayadav@carmelcollegegoa.org
	<b>English</b>			
	Ms. Roxana A.Singh (HOD)	Associate Professor	0832-2790714	roxanasingh@carmelcollegegoa.org
	Dr. Glenis Mendonca	Assistant Professor	0832-2790714	glenismendonca@carmelcollegegoa.org
	Dr. Brian Mark Mendonca	Assistant Professor	0832-2790714	brianmendonca@carmelcollegegoa.org
	Ms. Jolainne De Souza	Assistant Professor	0832-2790714	jolainne@carmelcollegegoa.org
	Ms. Ayesha Mary Antao	Assistant Professor	0832-2790714	ayeesha@carmelcollegegoa.org
	Ms. Ashwini Kumar	Assistant Professor	0832-2790714	ashwinikumar@carmelcollegegoa.org
	<b>Konkani</b>			
	Ms. Queenie Viegas (HOD)	Associate Professor	0832-2790714	queenieviegas@carmelcollegegoa.org
	Ms. Pooja Ratnaker Sangodkar	Assistant Professor	0832-2790714	poojasangodkar@carmelcollegegoa.org
	Ms. Cialini J. Fernandes	Assistant Professor	0832-2790714	ciaferns@carmelcollegegoa.org
	Ms. Ankita A. Arolkar	Assistant Professor	0832-2790714	ankitaarolkar@carmelcollegegoa.org
	<b>Hindi</b>			
	Dr. Lata G. Shirodkar (HOD)	Associate Professor	0832-2790714	latashirodkar@carmelcollegegoa.org
	Ms. Vishakha V. Harmalkar	Assistant Professor	0832-2790714	vishakha@carmelcollegegoa.org
	Ms. Sweta R. Sattarkar	Assistant Professor	0832-2790714	swetasattarkar@carmelcollegegoa.org

	<b>B.Com</b>			
	Ms. Gladys D'Souza (HOD)	Associate Professor	0832-2790714	gladysdsouza@carmelcollegegoa.org
	Ms. Sumathi Satardekar	Associate Professor	0832-2790714	sumathi@carmelcollegegoa.org
	Ms. Sajani D'Costa	Associate Professor	0832-2790714	sajanidcosta@carmelcollegegoa.org
	Mr. Audhoot Satardekar	Associate Professor	0832-2790714	audhoot@carmelcollegegoa.org
	Sr. M. Janet A.C.	Assistant Professor	0832-2790714	srjanet@carmelcollegegoa.org
	Ms. Manju T.K	Assistant Professor	0832-2790714	manjutk@carmelcollegegoa.org
	Dr. Anson L. Albuquerque	Assistant Professor	0832-2790714	ansonalbuquerque@carmelcollegegoa.org
	Ms. Nicole Coutinho	Assistant Professor	0832-2790714	nicolecoutinho@carmelcollegegoa.org
	Ms. Jovelle Furtado	Assistant Professor	0832-2790714	jovellefurtado@carmelcollegegoa.org
	Ms. Sharwari K. Prabhudesai	Assistant Professor	0832-2790714	sharwariprabhudesai@carmelcollegegoa.org
	<b>B.Sc.</b>			
	<b>Chemistry</b>			
	Ms. Cheryl Alvares (HOD)	Associate Professor	0832-2790714	cherylalvares@carmelcollegegoa.org
	Ms. Fatima Fernandes	Assistant Professor	0832-2790714	fatimafernandes@carmelcollegegoa.org
	Ms. Sneha A. Naik	Assistant Professor	0832-2790714	snehanaik@carmelcollegegoa.org
	Dr. Daniel M. Coutinho	Assistant Professor	0832-2790714	danielcoutho@carmelcollegegoa.org
	Mr. Jeffrey L. Viegas	Assistant Professor	0832-2790714	jeffreylviegas@carmelcollegegoa.org
	Dr. Celia Fatima Braganza	Assistant Professor	0832-2790714	celiabraganza@carmelcollegegoa.org
	Dr. Madhavi Zilba Naik	Assistant Professor	0832-2790714	madhavinaik@carmelcollegegoa.org
	Ms. Pearl Dos Santos	Assistant Professor	0832-2790714	pearlsantos@carmelcollegegoa.org
	Ms. Tanisha V. D'Costa	Assistant Professor	0832-2790714	tanishadcosta@carmelcollegegoa.org



	<b>Botany</b>			
	Ms. Meena Miranda e Verdes <b>(HOD)</b>	Associate Professor	0832-2790714	meenaverdes@carmelcollegegoa.org
	Dr. Divakar K. Mesta	Assistant Professor	0832-2790714	divakarmesta@carmelcollegegoa.org
	Dr. Puja Gawas Sakhalkar	Assistant Professor	0832-2790714	pujasakhalkar@carmelcollegegoa.org
	Dr. Kim Maria Rodrigues	Assistant Professor	0832-2790714	kimrodrigues@carmelcollegegoa.org
	Ms. Freda L. A. Pereira	Assistant Professor	0832-2790714	fredapereira@carmelcollegegoa.org
	Ms. Marsha Rodrigues	Assistant Professor	0832-2790714	marsharodrigues@carmelcollegegoa.org
	Ms. Dorraine M. Ferrao	Assistant Professor	0832-2790714	dorraineferrao@carmelcollegegoa.org
	<b>Zoology</b>			
	Dr. Sr. Maria Lizanne A.C.(V.PPI)	Assistant Professor	0832-2790714	viceprincipal@carmelcollegegoa.org
	Dr Manoj Borkar <b>(HOD)</b>	Associate Professor	0832-2790714	manojborkar@carmelcollegegoa.org
	Ms. Vinita D'Sa	Assistant Professor	0832-2790714	vinitadsa@carmelcollegegoa.org
	Ms. Andrea Runasia Menezes D'Souza	Assistant Professor	0832-2790714	andreadsouza@carmelcollegegoa.org
	Ms. Karen Maria Braganza	Assistant Professor	0832-2790714	karenbraganza@carmelcollegegoa.org
	Ms. Swizzle Furtado	Assistant Professor	0832-2790714	swizzlefurtado@carmelcollegegoa.org
	Ms. Soniya Dessai	Assistant Professor	0832-2790714	soniyadessai@carmelcollegegoa.org
	Ms. Preeti Pereira	Assistant Professor	0832-2790714	preetipereira@carmelcollegegoa.org
	<b>Physics</b>			
	Dr. Efrem D'Sa	Associate Professor	0832-2790714	efremdsa@carmelcollegegoa.org
	Mr. Virroy Vallan Dias	Assistant Professor	0832-2790714	virroydias@carmelcollegegoa.org
	Ms. Pearl D'Silva	Assistant Professor	0832-2790714	pearldsilva@carmelcollegegoa.org
	Ms. Edwiz J. Antao e Vales	Assistant Professor	0832-2790714	edwizvales@carmelcollegegoa.org

	<b>Maths</b>			
	Mr. Mrunal A. Parsekar	Assistant Professor	0832-2790714	mrunalparsekar@carmelcollegegoa.org
	Ms. Ranisha Fernandes	Assistant Professor	0832-2790714	ranisha@carmelcollegegoa.org
	Ms. Jacqueline Do Rosario e Souza	Assistant Professor	0832-2790714	jacquelinesouza@carmelcollegegoa.org
	Mr. Meetal Raikar	Assistant Professor	0832-2790714	meetalraikar@carmelcollegegoa.org
	Ms. Solley Thomas (on study leave )	Associate Professor	0832-2790714	sollythomas@carmelcollegegoa.org
	Ms. Akshaya Lotlikar (Substitute)	Assistant Professor	0832-2790714	akshyalotlikar@carmelcollegegoa.org
	<b>Director of Physical Education</b>			
	Mr.Olavo Menezes Gama	Dir. of Phy. Education	0832-2790714	<a href="mailto:olavomgama@carmelcollegegoa.org">olavomgama@carmelcollegegoa.org</a>
	Sr. M. Samantha A.C.	Librarian	0832-2790714	srsamantha@carmelcollegegoa.org

**Non-Teaching Staff**

<b>SR. No.</b>	<b>NAMES OF THE STAFF MEMBERS</b>	<b>Designation</b>	<b>Telephone No.</b>
1	Ms. Celina Fernandes	Accountant	0832-2790714
2	Ms. Ciena Godinho	Head Clerk	0832-2790714
3	Ms. Sunita Pereira	U.D.C	0832-2790714
4	Ms. Angela Quadros	U.D.C	0832-2790714
5	Ms. Lourdes Fernandes	Junior Stenographer	0832-2790714
6	Ms. Anasta Cardozo	LDC	0832-2790714
7	Ms. Lina D'Silva	LDC	0832-2790714
8	Ms. Nelia Fernandes	LDC	0832-2790714
9	Ms. Elvira Vaz	LDC	0832-2790714
10	Ms. Gracy Afonso	Laboratory Assistant	0832-2790714
11	Mr. Wilson Ribeiro	Laboratory Technician	0832-2790714
12	Ms. Agnela Rodrigues	Store Keeper	0832-2790714
13	Ms. Anita Rathod	Laboratory Assistant	0832-2790714
14	Ms. Amanda Telles	Laboratory Assistant	0832-2790714
15	Ms. Michelle D'Costa	Laboratory Assistant	0832-2790714
16	Ms. Jesica Vianney Fernandes	Laboratory Assistant	0832-2790714
17	Mr. Mariston Roster Dias	System Administrator	0832-2790714
18	Ms. Smesha Keshav Pednekar	Librarian Grade I	0832-2790714
19	Ms. Queenie P. Fernandes	LDC (Examination)	0832-2790714
20			

	Mr. Wellington Gracias	Multi-tasking staff	0832-2790714
21	Ms. Damiana Mendes	Multi-tasking staff	0832-2790714
22	Ms. Maria Crucifixa Sebastiana Gonsalves	Multi-tasking staff	0832-2790714
23	Ms. Severina D'Souza	Multi-tasking staff	0832-2790714
24	Mr. Pedro Joao Costa	Multi-tasking staff	0832-2790714
25	Ms. Milagrina Noronha	Multi-tasking staff	0832-2790714
26	Ms. Inacia Fernandes	Multi-tasking staff	0832-2790714
27	Ms. Quiteria Fernandes	Multi-tasking staff	0832-2790714
28	Ms. Maria Santana Faleiro	Multi-tasking staff	0832-2790714
29	Ms. Audrey Susanna Lopes	Multi-tasking staff	0832-2790714
30	Ms. Milagrina Mascarenhas	Multi-tasking staff	0832-2790714
31	Mr. Judas Fernandes	Multi-tasking staff	0832-2790714
32	Ms. Piedade Furtado	Multi-tasking staff	0832-2790714
33	Mr. Santan B. Vaz	Multi-tasking staff	0832-2790714
34	Ms. Valency Rosalia D'Costa	Multi-tasking staff	0832-2790714
35	Mr. Minguel Baptista	Multi-tasking staff	0832-2790714

36	Ms. Ramilla Barbosa Colaco	Multi-tasking staff	0832-2790714
37	Ms. Natalia Miranda e Pinto	Multi-tasking staff	0832-2790714
38	Mr. Vincy Fernandes	Multi-tasking staff	0832-2790714
39	Ms. Marina C. Rebello	Attendant(Examination)	0832-2790714
40	Ms. Sebastiana Colaco	Sweeper	0832-2790714
41	Ms. Soccorina Colaco	Sweeper	0832-2790714
42	Ms. Adelina U. D'Costa	Sweeper	0832-2790714
43	Ms. Rosada Colaco	Sweeper	0832-2790714
44	Mr. Minguel Barretto	Watchman	0832-2790714
45	Mr. Antonio F. Pango	Watchman	0832-2790714



The Monthly remuneration received by each of its Officers and Employee`s, including the System of Compensation as provided in Regulations [Section 4(1) (b) (x)]

Please provide information in following format

Carmel college of Arts, Science and Commerce for women

**SALARY DETAILS OF TEACHING STAFF MEMBERS (2020-2021)**

Sr. No	NAMES OF THE STAFF MEMBERS	Designation	Gross Salary Jan.2021
1	Dr. Manoj Borkar	Associate Professor	260769
2	Dr. Efrem D'Sa	Associate Professor	268483
3	Ms. Cheryl Alvares	Associate Professor	253321
4	Ms. Leila Rebeiro	Associate Professor	253321
5	Ms. Louise Ann Sequeira	Associate Professor	246006
6	Ms. Roxana A. Singh	Associate Professor	238957
7	Ms. Sumathi Satardekar	Associate Professor	238957
8	Ms. Meena V.B. Miranda e Verdes	Associate Professor	232174
9	Ms. Queenie Viegas	Associate Professor	232174
10	Ms. Solley Thomas	Associate Professor	238957
11	Ms. Vinita D'Sa	Assistant Professor	146788
12	Ms. Fatima Gracias	Assistant Professor	146788
13	Ms. Gladys D'Souza	Associate Professor	225524
14	Ms. Sajani D'Costa	Associate Professor	219140
15	Ms. Glancy Borges	Assistant Professor	142665
16	Dr. Aldina Braganza e Gomes	Associate Professor	225524
17	Mr. Audhoot Satardekar	Associate Professor	206771
18	Dr. Sr. Maria Lizanne A.C.	Assistant Professor	134818
19	Ms. Lynette Da Silva Fortes	Associate Professor	134818
20	Dr. Ms. Glenis Mendonca	Associate Professor	134818
21	Dr Anna Rovina Fernandes	Assistant Professor	146307
22	Dr Lata Shirodkar	Associate Professor	225524

23	Dr. Michelle Fernandes	Assistant Professor	126773
24	Dr. Brian M. Mendonca	Assistant Professor	126773
25	Ms. Sneha A. Naik	Assistant Professor	113171
26	Ms. Nazrana Shaikh	Assistant Professor	100872
27	Mr. Sanford Pereira	Assistant Professor	100872
28	Ms. Chris Antao	Assistant Professor	100872
29	Dr. Daniel M. Coutinho	Assistant Professor	100872
30	Dr. Divakar Mesta	Assistant Professor	98122
31	Dr. Puja Sakhalkar	Assistant Professor	113026
32	Ms. Rivya Dias	Assistant Professor	95373
33	Mr. Jeffrey L. Viegas	Assistant Professor	95373
34	Mr. Mrunal A. Parsekar	Assistant Professor	92768
36	Ms. Ranisha Fernandes	Assistant Professor	92768
37	Mr. Virroy V. Dias	Assistant Professor	92768
38	Dr. Celia F. Braganza	Assistant Professor	90164
39	Dr. Madhavi Z. Naik	Assistant Professor	90164
40	Ms. Faye Pinto e Menezes	Assistant Professor	90164
41	Dr. Kim Rodrigues	Assistant Professor	90164
42	Ms. Andrea R.M. D'Souza	Assistant Professor	90164
43	Ms. Karen Braganza	Assistant Professor	90164
44	Ms. Vishakha V Harmalkar	Assistant Professor	90164
45	Sr. Maria Janet A.C.	Assistant Professor	90164
46	Ms. Manju T.K.	Assistant Professor	90164
47	Ms. Pooja Sangodkar	Assistant Professor	90164
48	Mr. Olavo Menezes Gama	Dir. of Phy. Educ.	238957
49	Sr. M. Samantha A.C.	Librarian	130535



**SALARY DETAILS OF NON-TEACHING STAFF MEMBERS**

<b>Sr. No</b>	<b>NAMES OF THE STAFF MEMBERS</b>	<b>Designation</b>	<b>Gross Salary</b>
1	Ms. Celina Fernandes	Accountant	89886
2	Ms. Leopoldina Elsie Gracy Martins	Lab. Assistant	84832
3	Ms. Ciena Godinho	Head Clerk	73394
4	Ms. Sunita E. Pereira	UDC	69271
5	Ms. Lourdes Fernandes	Jr. Stenographer	84832
6	Mr. Wilson Ribeiro	Laboratory Tech.	64350
7	Ms. Angela Quadros	UDC	64350
8	Ms. Agnela Rodrigues	Storekeeper	On E.O.I
9	Ms. Anasta Cardozo	LDC	64350
10	Ms. Lina D'Silva	LDC	48656
11	Ms. Nelia B. Fernandes	LDC	48656
12	Ms. Elvira Vaz	LDC	33466

<b>Sr. No</b>	<b>NAMES OF THE STAFF MEMBERS</b>	<b>Designation</b>	<b>Gross Salary</b>
13	Mr. Wellington Gracias	Multi-Tasking Staff	59961
14	Ms. Damiana Mendes	Multi-Tasking Staff	56636
15	Ms. Maria Crucifixa Sebastiana Gonsalves	Multi-Tasking Staff	53444
16	Ms. Severina D'Souza	Multi-Tasking Staff	55040
17	Mr. Pedro Joao Costa	Multi-Tasking Staff	50119
18	Ms. Milagrina Noronha	Multi-Tasking Staff	51582
19	Ms. Inacia Fernandes	Multi-Tasking Staff	51582
20	Ms. Quiteria Fernandes	Multi-Tasking Staff	50119
21	Ms. Maria Santana Faleiro	Multi-Tasking Staff	50119
22	Ms. Audrey Susanna Lopes	Multi-Tasking Staff	50119
23	Ms. Milagrina Mascarenhas	Multi-Tasking Staff	50119
24	Mr. Judas Fernandes	Multi-Tasking Staff	48656
25	Ms. Piedade Furtado	Multi-Tasking Staff	48656
26	Mr. Santan B. Vaz	Multi-Tasking Staff	42148
27	Ms. Valency Rosalia D'Costa	Multi-Tasking Staff	34045
28	Mr. Minguel Baptista	Multi-Tasking Staff	33032

<b>Sr. No</b>	<b>NAMES OF THE STAFF MEMBERS</b>	<b>Designation</b>	<b>Gross Salary</b>
29	Ms. Ramilla Barbosa Colaco	Multi-Tasking Staff	29559
30	Ms. Anita Rathod	Laboratory Assistant	41320
31	Ms. Amanda Telles	Laboratory Assistant	41320
32	Ms. Michelle D'Costa	Laboratory Assistant	41320
33	Ms. Natalia Miranda e Pinto	Multi-Tasking Staff	27823
34	Mr. Vincy Fernandes	Multi-Tasking Staff	27823
35	Ms. Jesica Vianney Fernandes	Laboratory Assistant	40162
36	Mr. Mariston Roster Dias	System Administrator	54922
37	Ms. Smesha Keshav Pednekar	Librarian Grade I	46480

**MANUAL. 11**

The Budget Allocated to each Agency (Particulars of all plans, proposed Expenditures and reports on disbursement made)

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

**CARMEL COLLEGE OF ARTS SCIENCE AND COMMERCE FOR WOMEN  
BUDGET FOR 2020-2021**

STATEMENT OF ACTUAL EXPENDITURE AND INCOME AS ON 31.03.2020 (2019-2020) AND ESTIMATED EXPENDITURE AND INCOME FOR 2020-21

EXPENDITURE				INCOME				
ITEMS		Actual for as on 31.3.2020	Estimate for 2020-2021	ITEMS		Actual for 2018-2019	Estimate for 2019-2020	
<b>I.</b>	<b>Salaries &amp; Salary Related Expenditure:</b>			<b>I.</b>	<b>Opening Balances (Salary A/C):</b>			
1	Salaries of Teaching Staff and Non-Teaching staff	110128253.00	124037847.00	1	Carmel college of Arts, Science and Commerce for Women A/c No.11064746689	2886237.89		
2	Lecture Basis & Contract Basis Salary	11989701.00		2	Grant-in-Aid Salaries	129230454.00	124787847.00	
3	Bonus to Non-Teaching Staff	200332.00		3	Bank Interest	66073.00		
4	Counselors' salary	144839.00		4	Salary Recovery	14031.00		
5	Contributory Provident Fund - Management Share			5	CPF NPS Emp Contr. Payable	270040.00	0.00	
6	CPF-Management Share - Under New Pension Scheme			6	CPF NPS Govt. Contr. Payable	270040.00	0.00	
7	Provision to Gratuity			7	Tuition fees	2900.00	0.00	
8	Reimbursement of Medical Expenses	35412.00	50000.00					
9	L.T.C. expenses	190089.00	500000.00					
10	Reimbursement of Tuition Fees	30514.00	200000.00					
11	Leave Encashment	6511254.00						
12	Bank Charges	619.50						





56	Printing of Diaries, Magazine & other forms	241084.00							
57	Laboratory Equipments	118367.44							
58	Sundry Expenses		25000.00						
	Balance C/f	34477.99							
	<b>GRAND TOTALS</b>	<b>7064261.58</b>	<b>8031159.00</b>				<b>GRAND TOTALS</b>	<b>7064261.58</b>	<b>8031159.00</b>

**MANUAL. 12**

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

**List of institutions given subsidy**

S.No.	Name & address of the Institution	Purpose for which subsidy provided	No. of beneficiaries	Amount of subsidy	Previous years utilization progress	Previous years achievement
-----nil-----						

**List of individuals given subsidy**

S.No.	Name & address of the beneficiary	Purpose for which subsidy provided	Amount of subsidy	Scheme and Criterion for selection	No. of time subsidy given in the past with purpose
-----nil-----					

**MANUAL. 13**

**Particulars of Recipients of Concessions, permits or authorization granted by it [Section 4 (1) (b) (xiii)]**

Srl..No	Name & Address of the Beneficiary	Nature of concession/ permit/ Authorization Provided	Purpose for which granted	Scheme and Criteria for selection	No of similar concession given in past with purpose
-----NIL-----					



**MANUAL. 14**

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

Information available in an electronic form 15.1 Please provide the details of the information related to the various schemes which are available in the electronic format.

Srl. .No.	Activities for which electronic data available	Nature of information available	Can it be shared with public	Is it available or is being use as back end data base
-----NIL-----				

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

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

**Facilities available for obtaining information**

Srl.No.	Facility available	Nature of information	Working hours
Information Counter	Counter Service	All information related to staff and students	8.30 a.m. to 4.30 p.m.
Web site	Wi-Fi & Internet Connection	College Prospectus College Handbook  On-line Admission Procedure, Student attendance, All notices concerned to students and stakeholders are available on the College website.  Library, accounts and administrative work are totally computerized.	
Library	Counter service On-line information, Reference section, Reading room	Information on books Periodical Journals Magazines & Newspapers	8.30 a.m. to 5.00 p.m.
Notice Boards LED Instagram Page	Displayed notices	All notices concerned to students and stakeholders	-

**MANUAL. 16****Name & designation and other particulars of Public Information Officers****[Section 4 (1) (b) (xvi)]****List of Public Information Officers**

Sr. No.	Designation of the officer designated as PIO	Name		Postal address	Telephone No.	E-mail address	Demarcation of area/ activities, if more than one PIO is there
1.	<b>1<sup>st</sup> Appellate Authority</b>	Dr. Aldina Braganza e Gomes	Officiating Principal	Nuvem, Salcette-Goa-403 713	0832-2790959 0832-2790714	principal@carmelcollegegoa.org	As prescribed by the RTI Act
2.	<b>Public Information Officer</b>	Dr. Efrem D'Sa	Associate Professor	Nuvem, Salcette-Goa-403 713	0832-2790714	principal@carmelcollegegoa.org	As prescribed by the RTI Act
3.	<b>Assistant Public Information Officer</b>	Ms. Ciena Godinho	Head Clerk	Nuvem, Salcette-Goa-403 713	0832-2790714	principal@carmelcollegegoa.org	As prescribed by the RTI Act

**MANUAL. 17**

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

Other information as may be prescribed

All other information held by the department which is not provided in the previous manuals shall be collated, tabulated, compiled, collected and provided in the form of manual from time to time.

-----**Nil**-----