

**Goa Vidyaprasarak Mandal's
Dr. Dada Vaidya College of Education
Shri Sitaram Kerkar Vidya Sankul
Post Box No. 139
Farmagudi, Ponda, Goa- 403401**

Affiliated to Goa University

Recognised by UGC under 2(f) & 12(B) of UGC Act

Recognised by National Council for Teacher Education

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

**Goa Vidyaprasarak Mandal's
Dr. Dada Vaidya College of Education
Shri Sitaram Kerkar Vidya Sankul
Post Box No. 139
Farmagudi, Ponda, Goa- 403401**

Tel. No. : 0832 – 2335880, 2335890

E-mail : gvm.educol@gmail.com

Website: <http://www.gvmcollege.com>

**Goa Vidyaprasarak Mandal's
Dr. Dada Vaidya College of Education
Shri Sitaram Kerkar Vidya Sankul
Post Box No. 139
Farmagudi, Ponda, Goa- 403401**

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

(2022-2023)

I. The particulars of its organisation, functions and duties

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

1. Name of the Office : GVM's Dr. Dada Vaidya College of Education, Farmagudi, Ponda Goa
2. Address: P.O.Box No.:139, Shri Sitaram Kerkar Vidya Sankul Farmagudi, Ponda Goa-403 401
3. Head of the Office: The Principal, GVM's Dr. Dada Vaidya College of Education, is empowered to work as head of the Office and of the Institution
4. Government Dept.: The Directorate of Higher Education, Government of Goa
5. Affiliated to: Goa University.
6. Recognized by : National Council of Teacher Education
7. Area: Rural
8. Type of institution: Co-education, Aided (Except PG degree courses)
9. Tel. No. : 0832 -2335880, 2335890
10. E-mail : gvm.educol@gmail.com
11. Website: <http://www.gvmcollege.com>

Aims and objectives of the public authority (GVM's Dr. Dada Vaidya College of Education)Objectives:

- To provide an opportunity for higher education to the rural population of the surrounding areas.
- To offer undergraduate and postgraduate programme in Education
- It aims for the holistic development of students, and their capacity building through carefully planned academic programs and extracurricular activities.
- To provide opportunity for quality education that is value based and career oriented.
- To inculcate among the students and staff a sense of patriotism for strengthening the unity, integrity and solidarity of our nation and to uphold the spirit of unity in diversity as well.
- To encourage the faculty in improving their academic qualifications, training and experience and in the pursuit of research, so that they are well versed with the latest development in their respective subjects.
- To create an atmosphere in which the best possible curricular, co-curricular and extra-curricular programmes are available to the students for their all – round development.
- To develop committed, value based and research oriented teaching professionals.
- To cultivate the spirit of creativity & innovation among students and staff, to always remain at the cutting edge of technology and management practices.
- To provide equal access and opportunities to the physically challenged persons and other socially disadvantaged groups of the society.
- To inculcate, cultivate and promote research culture among staff and students.
- To promote co-curricular and extra- curricular activities among students for their all round development.
- To encourage student to acquire attributes and contributing towards self-development.
- To cultivate equity among students with transparency in administration.
- To cater to the needs of the community with dedicated team work and innovation in an effective way.
- To encourage and provide opportunities to staff for academic upgradation and professional development.
- To impart knowledge and skills in order to make students gainfully employable and courageously face the challenges of the future.

Main activities/functions of the College include:

- Conducting teaching for students enrolled in various programmes approved by the University
- Providing co-curricular activities, namely, sports,, CCA,WWC for trainees.
- Providing opportunities for extra-curricular activities such as dramatics, debating, music,dance, quiz, arts, etc.
- Instituting awards, endowing prizes and financial assistance under Student's aid fund to the students. Providing guidance for scholarships and fellowships under various schemes.
- Conducting value added courses for students, staff and community.
- Providing opportunities and motivating faculty for academic and professional development, undertaking research projects, organising and participating in institutional,state, national, international level seminars, conferences and workshops and publish research work.
- Providing opportunities and motivating administrative staff for academic and professional development.
- Providing internship opportunities to undergraduate and post graduate students.
- Providing opportunities and motivating student's participation in student's council, intra /inter collegiate activities to develop and shape democratic, leadership, organizational and managerial qualities.
- Providing counselling and mentoring for students

OUR VISION...

Goa Vidyaprasark Mandal's Dr. Dada Vaidya College of Education is committed to the professional development of teachers, both pre-service and in-service, for reflective, constructive and value-based teaching-learning employing both insight and technology within the ambit of the native socio-cultural perspective.

MISSION STATEMENT....

The mission of the College is to achieve excellence in the professional development of teachers through

1. Developing committed, technology savvy, value-based and research oriented teaching professionals
2. Initiating them to lifelong learning and to innovative, interactive, activity-oriented and child-centred classroom teaching
3. Training them to create an environment in educational and social milieus that would promote communication, cultural diversity and national integration
4. Orienting them to the service of the community for its educational and socio-cultural resurgence.

We aim to achieve our vision...

- By ensuring that our faculty is highly qualified and committed to the transference of high levels of knowledge and values to the students.
- By promoting activities that inculcate student community interaction for meeting the local needs.
- By evolving programmes that will enable the students to find practical applications of the knowledge gained.
- By providing an atmosphere where an all round development of personality is possible

A brief history of GVM's Dr. Dada Vaidya College of Education, Ponda Goa

Goa Vidyaprasarak Mandal, popularly known as GVM was founded by visionaries like Dr. Dada Vaidya, Shri Sitaram Kerkar and Shri Vinayak Sarjyotishi on October 2, 1911 (Vijay Dashami day). The intention of the founders was not merely to impart formal education for white collared jobs but to provide for the future generation, Goans who would be proud of our rich and varied cultural heritage and who would, with confidence, shoulder responsibilities in the task of nation-building.

The first institution to be established was the A. J. de Almeida High School at Ponda. Subsequently in 1960, four more high schools were established, R.P.R.S High School at Bandora, K.R.S.S. High School at Savoi Verem, Pragati Vidyalaya at Borim and M.I.B.K. High School at Khandepar. The S.N.J.A. Higher Secondary School and K.G. and Primary School were started in 1975. GVM's Adarsh Higher Secondary School, Ponda was established in 2015. GVM's Utkarsh Vidyalaya, Ponda was established in 2017. GVM set up two colleges, GGPR College of Commerce & Economics and Dr. Dada Vaidya College of Education both at Ponda. In all GVM has over 9000 students and 450 teaching and non teaching staff on its rolls.

The College of Education was established in 1993 in response to the growing demand for teacher education. The college is affiliated to Goa University and recognised by NCTE. It has been accredited by NAAC with a B+ grade in the year 2017

Programmes offered

1. M. Ed.

This is a two-year (4 Semesters) programme affiliated to the Goa University and recognized by the National Council for Teacher Education with an intake of 50 students.

2. B. Ed.

This programme is based on the curriculum prescribed by the Goa University, to which this college is affiliated with an intake of 100 students (2 units of 50 students).

3. M. A. Education

This is a two year programme run by the Indira Gandhi National Open University (IGNOU) through distance mode. Admissions are done by IGNOU through its Regional Centre at Panaji. The **Study Centre 0806P** attached to the College comes under the Panaji Region.

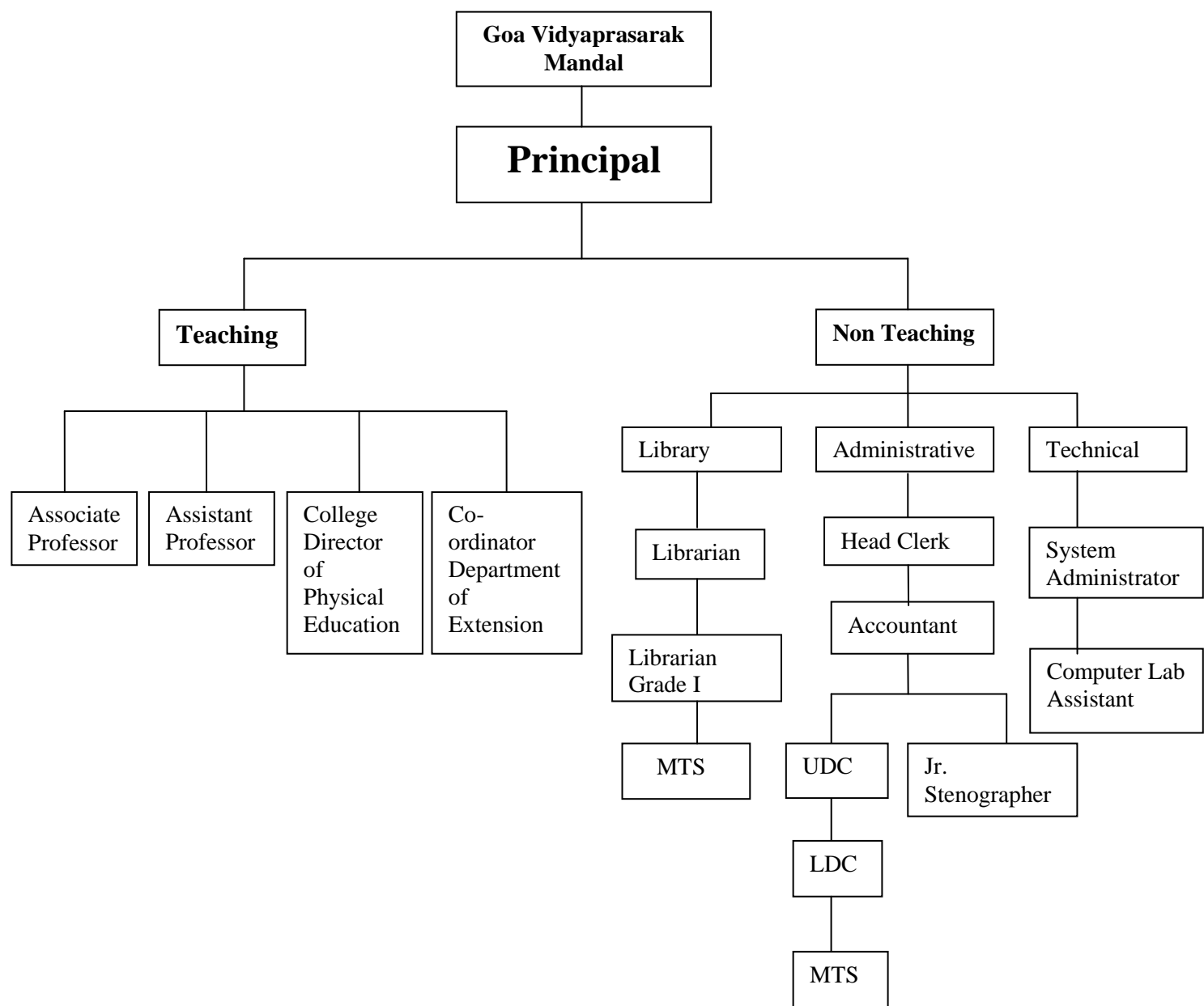
4. Diploma in Pre-Primary Teacher Training

The College conducts a one year Diploma programme in Pre-primary teacher training affiliated to the Goa University. The programme deals with the theoretical and practical aspects of teaching children in the age group of 3-6 years.

5. Ph. D. (Education)

The Research Centre of the College has been recognized and affiliated to the Goa University and provides an opportunity for those desirous of doing a Ph.D in Education both in regular and part time mode. Admissions are done by the Goa University.

The responsiveness of the administrative structure.



II The powers and duties of officers and employees.

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

i. Principal

Subject to the supervision, general control and direction of the Working Committee of Goa Vidyaprasarak Mandal, the Principal of the College as an administrative and academic Head of the College, shall be responsible for

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

ii. Teachers:

- Teaching, mentoring, and counseling form the major duties of the faculty members. Apart from these, the faculty members also assist the students in their various co-curricular activities and thus help nurture the all-round development of the students.
- A teacher shall comply with the provisions of the Act, Statutes Ordinances, Regulations, Rules and other directions or orders issued there under from time to time by the University and the Central and State Government.
- A teacher shall engage classes regularly and punctually and impart such lessons and instructions, do such internal assessment/examination evaluation as the Head of the Department/Principal shall allot to him/her from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.
- A teacher shall help the Principal to enforce and maintain discipline amongst the students.
- A teacher shall perform any other co-curricular and extra-curricular work related to the college as may be assigned to him from time to time by the Principal of the College.

- A teacher shall carry out the legitimate academic and administrative decisions taken by the authorities of the college/University pertaining to his/her sphere of responsibility/duties.
- A teacher shall not discriminate against a student on political grounds for reasons of race, religion, caste, language or sex or for other reason of an arbitrary or personal nature and shall not incite students/teachers against other students or other teachers, colleagues or administration/Governing body of the college.
- A teacher shall abstain/refrain from indulging in unscientific publication which would prove to be detrimental to the reputation and the progress of the college/University.
- A teacher shall not make use of the resources and/or facilities of the Department/College/University/ Management for personal, commercial, political or religious purposes.
- A teacher shall not be partial in assessment of a student or deliberately give high or low mark or victimize a student on any grounds. A teacher shall not indulge in or resort to directly or indirectly any malpractice or unfair means in teaching / examination / administration.
- A teacher shall maintain cordial relation with colleagues and students
- A teacher shall be a mentor and guide to students.

ii. Non- Teaching Staff.

Head clerk:

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

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

Accountant:

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

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

JR Stenographer:

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

System administrator.

- To look after installation, maintenance, and upgrading of the College's computing systems by communicating with users, suppliers and Computer Service provider.
- To look after Software installations, Software renewal, resolve system problems, maintaining software, assigning and maintaining user account resources, resetting passwords, loading applications on the system, monitoring system resources, working with the maintenance provider as and when necessary, and conducting the annual server component inventory.
- Ensure the safety of user and system files by backing up all files on the system to facilitate recreating the system after a hardware crash of a system disk drive.
- Assure the security of the system by managing all network security in the College environment including passwords, files, and the operating system.
- Assure contracts for designated equipment are secured and renewed in a timely manner.
- Install and maintain campus web, application, and authentication server(s); ensure backup copies of all files are routinely made and securely stored at a separate location; maintain system documentation.
- Provide technical support to users concerning application and database server operations. Anticipate, mitigate, identify, troubleshoot, and resolve hardware and software problems on servers and storage devices. Serve as the primary technical contact between College and its Internet Service Provider (ISP). Install, configure, and maintain network routers and firewall(s).
- Provide technical support for both hardware and software issues the college users encounter. Respond to and resolve help requests.
- To monitor all systems for performance and misuse; report misuse to appropriate authorities.
- To look after work related to GUMS portal and IAIMS portal and assist teachers to get queries doubts and problems solved.
- To look after digital TV, Interactive Intelligent boards, Sound System and CCTV network in college campus.
- Any other duties/work assigned from time to time by superiors.

Computer Lab Assistant

- Support Computer Lab Operations
- Support students to use computer and address hardware and software related issues.
- Provide instruction to students on proper use of computer resources.
- Respond to the queries and questions of the students to use computers and peripheral equipment.
- Manage Computer Hardware troubleshooting and maintenance.
- Manage Network (LAN) troubleshooting and maintenance.
- Manage Anti-Virus updates and Monitoring.
- Monitoring of Internet Lines.
- Monitoring of files and programs that are downloaded on to the computers to make sure spyware, malware and other dangerous programs are not downloaded.
- Ensure proper treatment and authorized use of Computer Lab equipments.
- Managing inventory of Computer Lab.

Librarian:

- General Administration of Library
- Planning and development of the Library
- Planning of Budget for purchase of books
- Selection and acquisition of Book
- Cataloguing and classification of books
- Orienting the users towards effective utilization of Library Service
- Supervising of cataloguing and indexing
- Allocating Book Bank Scheme and Centrally sponsored Scheme for deserving students
- Maintaining and up keep of digital library services and library website.
- Any other duties/work assigned from time to time by superiors.

Librarians Grade I

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

College Director of Physical Education:

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

National, International championships and officiating & organising sports championships with prior permission of Principal.

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

MTS:

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

III. The procedure followed in decision-making process including channels of supervision and accountability

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

Procedure followed in decision-making process:

The institution follows a transparent and participative system of governance. All academic and administrative final decisions are taken by the Principal in consultation with the faculties and then forwarded for approval by the Working Committee of GVM as per requirements for smooth and effective working of the Institution. Some decisions are made or finalized in the Staff Meeting chaired by the Principal. Once the proposal is received from the public/ applicant by the Principal, the Principal marks it to the concerned officer (HoD/ Teacher in charge/ Committee co-ordinator/ Head clerk/ Accountant). The concerned authority, on compliance returns the proposal to the Principal with suitable solution/ answer, approval, etc. for onward submission to the concerned applicant.

Accountability:

The Principal is accountable to the UGC, NCTE, Goa University, the State Government and GVM, Working Committee. Teachers, Non-teaching staff are accountable to Principal.

IV. The norms set by it for the discharge of its functions

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

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

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

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

Sr. No.	Name of Public Service	Designated Officers	Time Schedule in working days
1	Transference certificate	Administrative section	One Week after submission of the required documents
2	Experience certificate	Administrative section	Two days
3	Character certificate	Administrative section	One/ Two days
4	Bonafide certificate	Administrative section	One/ Two days
5	Duplicate ID card	Administrative section	15 days
6	NOC to join another institute	Administrative section	One Week
7	Attestation of documents	Administrative section	One day

8	Refund of deposit	Accounts section	15 days from the date of the receipt of complete documents
9	Refund of fees	Accounts section	15 days from the date of the receipt of complete documents
10	Salary certificate	Administrative section	Two days

V. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions

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

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

Sr. No.	Name of the act, rules, regulations, etc.	Brief gist of the contents	Reference No. (if any) Price in case of priced publications	Price in case of priced publications
1	Goa University Act		Free available on Goa University Web site www.unigoa.ac.in	
2	Statutes & Ordinances of Goa University	Rules for colleges reg. Appointment of staff, leave applicable, Conduct of exams, CAS, etc.	Free available on Goa University Web site	
3	Central Civil Service (CCS) Rules made applicable by Goa Government.	Service conditions for staff.	Available on central Government website	
4	Government notifications / Circulars	Service conditions for staff, Instructions regarding admissions, DISHTAVO, etc	Available on Goa Government website	
5	NCTE Notification	Information regarding teaching education programmes and related matters	Available on NCTE Website	

6	MHRD/ UGC notifications	Information about implementation of VI th Pay/ VII th pay commission, CAS rules, etc.	MHRD/ UGC websites	
7	University calendar	Information about Academic terms, Breaks/ vacations, etc	Available on Goa University Web site	

VI. Statement of the categories of documents that are held by it or under their control

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

Sr. No.	Nature of record	Details of information available	Unit/Section where available	Retention period, where available
1	General Admission Register and enrolment	Information of students registered in this college	Administrative section of the College Office	College office
2	Service Record and Personal Files of staff.	Service books and Personal Record of leave, yearly increment, promotion`s, etc	Administrative section of the College Office	College office
3	Dead Stock Register College	Details of Equipment, furniture, etc., purchased by the college	Administrative section of the College Office	College office
4	Salary Statement Register	Monthly disbursement of Salary to staff	Accounts section of the College office	College office
5	Provident Fund Register	Details of PF deducted monthly	Accounts section of the College office	College office
6	Teaching and Non-teaching staff Roster	Teaching and Non-teaching staff	Administrative section of the College Office	College office
7	Examination Result Data of Past students	Result of all the examinations conducted in the past.	College Office	College office
8	U.G.C. Correspondence	Correspondence with and from UGC	Administrative and account sections of the College Office	College office
9	Affiliation	Correspondence regarding affiliation	Administrative section of the College Office	College office

10	Appointments	Appointment letters to to teaching and non-teaching staff	Administrative section of the College Office	College office
11	N.O.C. From Government	N.O.C. for teaching and non-teaching posts from Government	Administrative section of the College Office	College office
12	Workload	Teaching Workload	Administrative section of the College Office	College office
13	Workshops/Courses	Workshops/Courses Conducted By The College	Administrative and account sections of the College Office	College office
14	Tender, quotations Purchases	Equipment, furniture, etc., purchased by the college	Account sections of the College Office	College office
15	Career Advancements	Documents regarding CAS of teaching and non-teaching staff	Administrative and account sections of the College Office	College office
16	Approvals Of Staff appointments	Approvals Of Teaching and Non-teaching Staff	Administrative section of the College Office	College office
17	N.A.A.C	IIQA, SSR, Accreditation Certificate and other correspondence with and from NAAC	Administrative and account sections of the College Office	College office
18	AISHE	correspondence with and from AISHE	Administrative section of the College Office	College office
19	Scholarship, Prizes and Students Aid Fund	Scholarship, Prizes and Students Aid Fund	Administrative and account sections of the College Office	College office
20	Grants	Salary Grants, Non-Salary Grants, Research grants	Account sections of the College Office	College office

21	Budget	Annual budget	Account sections of the College Office	College office
22	College Committees	College statutory and non-statutory committees	Administrative section of the College Office	College office
23	Certificates To Students	Certificates To Students - Transference, Bonifide, N.O.C.s, etc.	Administrative section of the College Office	College office
24	Goa university, DHE, Social welfare Department	Correspondence with and from Goa university, DHE, Social welfare Department	Administrative and account sections of the College Office	College office

VII. The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof

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

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

1. IQAC has representatives from Alumni, Industries, Educationists, etc.
2. Internal complaints committee under the provisions of The Harassment Of Women at Workplace (Prevention, Prohibition And Redressal) Act, 2013 has representatives of NGOs.
3. ALUMNI Association
4. Parent Teachers Association

VIII. Statement of boards, councils, committees and other bodies

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

COMMITTEES FOR THE ACADEMIC YEAR 2022-2023

Various Committees of Dr. Dada Vaidya College of Education

NAAC CORE Committee			
01.	Member	Dr. Jojen Mathew, Principal	9423813450
02.	Member	Shri Ganesh Chandra Naik, Associate Professor	9158639188
03.	Member	Mr. Vinayak More, Assistant Professor	9422648323
04.	Member	Mr. Diptej Vernekar, Assistant Professor	9764969789
05.	Member	Mr. Abhijit Rege, System Administrator	9923188707
06.	Member	Mrs. Prayangi Matonkar, Librarian	8390878946
07.	Member	Mr. Vithal Pai, L.D.C.	9049568141

Budget Committee			
01.	Member	Dr. Jojen Mathew, Principal	9423813450
02.	Member	Dr. Anna Neena George, Associate Professor	9923247045
03.	Member	Shri Ganesh Chandra Naik, Associate Professor	9158639188
04.	Member	Mr. Sunil Kumar, Associate Professor	9766446596
05.	Member	Mr. Vinayak More, Assistant Professor	9422648323
06.	Member	Mrs. Prayangi Matonkar, Librarian	8390878946
07.	Member	Mrs. Neha Deshpande, Head Clerk	9673108589
08.	Member	Mrs. Shweta Marathe, Accountant	8007361835

Website Committee			
01.	Member	Dr. Jojen Mathew, Principal	9423813450
02.	Member	Shri Ganesh Chandra Naik, Associate Professor	9158639188
03.	Member	Mrs. Akshata Samant, Assistant Professor	9423886628
04.	Member	Mr. Vinayak More, Assistant Professor	9422648323
05.	Member	Mr. Diptej Vernekar, Assistant Professor	9764969789
06.	Member	Mr. Abhijit Rege, System Administrator	9923188707
07.	Member	Mr. Nikhil Dicholkar, Lab. Assistant	9823836681

Annual Planning and Time Table		Committee	
01.	Member	Mr. Sunil Kumar, Associate Professor	9766446596
02.	Member	Mrs. Akshata Samant, Assistant Professor	9423886628
03.	Member	Mrs. Honey Babu, Assistant Professor	8281313953

Library Committee			
01.	Member	Dr. Jojen Mathew, Principal	9423813450
02.	Member	Shri Ganesh Chandra Naik, Associate Professor	9158639188
03.	Member	Mr. Sunil Kumar, Associate Professor	9766446596
04.	Member	Mrs. Prayangi Matonkar, Librarian	8390878946
05.	Member	Mr. Abhijit Rege, System Administrator	9923188707
06.	Member	Mrs. Shweta Marathe, Accountant	8007361835

Examination Incharges for Various Programme			
01.	B.Ed.	Mr. Sunil Kumar, Associate Professor	9766446596
02.	B.Ed.	Mr. Vithal Pai, L.D.C.	9049568141
03.	M.Ed.	Dr. Deepa Varghese, Associate Professor	9961262150

Red Ribbon Club Committee			
01.	Chairperson	Dr. Jojen Mathew, Principal	9423813450
02.	Convener	Mrs. Karuna Satardekar, Associate Professor	9850694885
03.	1 st Joint Convener	Mrs. Honey Babu, Assistant Professor	8281313953
04.	2 nd Joint Convener	Mr. Shaunak Pagi, College Director of Physical Education	7507890993
05.	Finance Officer	Mrs. Shweta Marathe, Accountant	8007361835
06.	Member	Mrs. Akshata Samant, Assistant Professor	9423886628
07.	Member	Mr. Sunil Kumar, Associate Professor	9766446596
08.	Student	Ms. Madhvi Panchal	
09.	Student	Ms. Vailankini Viegas	

IQAC Committee			
01.	Chairman	Dr. Jojen Mathew, Principal	9423813450
02.	IQAC Coordinator	Shri Ganesh Chandra Naik, Associate Professor	9158639188
03.	Member	Shri Jayant Mandurkar, Secretary, GVM, Working Committee	9420768968
04.	External Expert	Prof. Dr. M.R.K. Prasad	
05.	External Expert	Shri Manish Dhareshwar	
06.	Member	Shri Sunil Kumar, Associate Professor	9766446596
07.	Member	Shri Sanjay Govekar, Associate Professor	9422643194
08.	Member	Mrs. Karuna R. Satardekar, Associate Professor	9850694885
09.	Member	Mrs. Neha Deshpande, Head Clerk	9673108589
10.	Member	Mr. Gurudas Palkar	
11.	Member	Mr. Rajat Ashok Hegde	7378829909

Placement Cell			
01.	Chairman	Dr. Jojen Mathew, Principal	9423813450
02.	Member	Dr. Anna Neena George, Associate Professor	9923247045
03.	Member	Mrs. Maria Goretti Falcao, Co-ordinator	9552538226
04.	Member	Shri Sunil Kumar, Associate Professor	9766446596
05.	Member	Shri Sanjay Govekar, Associate Professor	9422643194

Career Cell			
01.	Chairman	Shri Sanjay Govekar, Associate Professor	9422643194
02.	Member	Dr. Anna Neena George, Associate Professor	9923247045
03.	Member	Mrs. Maria Goretti Falcao, Co-ordinator	9552538226
04.	Member	Shri Sunil Kumar, Associate Professor	9766446596

Internal Complaint Committee			
01.	Presiding Officer	Mrs. Karuna Satardekar, Associate Professor	9850694885
02.	Member	Mr. Sanjay Govekar, Associate Professor	9422643194
03.	Member	Mrs. Akshata Samant, Assistant Professor	9423886628
04.	Member	Mrs. Shweta Marathe, Accountant	8007361835
05.	Member	Mrs. Meena Bhandare, LDC	8975367409
06.	Member	Dr. Poornima Usgaonkar	
07.	Member	Ms. Mina P. Gurav, Student F.Y. B.Ed.	7620687545
08.	Member	Mr. Sushant Vagonkar, Student S.Y. B.Ed.	7066275120
09.	Member	Ms. Rutuja Lotlikar, Student F.Y. M.Ed.	

Anti Ragging Committee			
01.	Nodal Officer	Dr. Anna Neena George, Associate Professor	9923247045
02.	Member	Dr. Jojen Mathew , Principal	9423813450
03.	Member	Mrs. Karuna Satardekar, Associate Professor	9850694885

Right To Information Act Committee			
01.	Appellate Authority	Dr. Jojen Mathew, Principal	9423813450
02.	PIO	Mrs. Karuna Satardekar, Associate Professor	9850694885
03.	APIO	Mrs. Neha Deshpande, Head Clerk	9673108589

RUSA			
01.	Head of the Institution	Dr. Jojen Mathew, Principal	9423813450
02.	RUSA Co-ordinator	Shri Sunil Kumar, Associate Professor	9766446596
Project Nodal Officer for			
01.	Academic Activities	Shri Ganesh Chandra Naik, Associate Professor	9158639188
02.	Civil Work	Shri Sunil Kumar, Associate Professor	9766446596
03.	Training & Research	Dr. Jojen Mathew, Principal	9423813450
04.	Procurement	Mrs. Neha Deshpande, Head Clerk	9673108589
05.	Financial Aspects	Miss Swetha Marathe, Accountant	8830997023

Local Managing Committee			
01.	Chairman	Shri Gajanan Wagle	
02.	Member	Shri Surendra Pai	
03.	Member	Shri Dilip Desai	
04.	Member	Shri Ashok Nagvenkar	9325638193
05.	Member	Shri Sunil Kumar, Associate Professor	9766446596
06.	Member	Mrs. Akshata Samant, Assistant Professor	9423886628
07.	Member Secretary	Dr. Jojen Mathew, Principal	9423813450

Students Aid Fund Committee			
01.	Chairman	Shri Krishna Shetye, Working Committee GVM	9822121457
02.	Member	Dr. Jojen Mathew, Principal	9423813450
03.	Member	Mr. Sanjay R. Govekar, Associate Professor	9422643194
04.	Member	Mrs. Akshata Samant, Assistant Professor	9423886628
05.	Member	Mr. Rajat Ashok Hegde	7378829909

Publicity Cell Committee			
01.	Member	Dr. Jojen Mathew, Principal	9423813450
02.	Member	Shri Ganesh Chandra Naik, Associate Professor	9158639188
03.	Member	Mr. Samir V. Naik, Associate Professor	9421245110
04.	Member	Mr. Sanjay R. Govekar, Associate Professor	9422643194
05.	Member	Mrs. Karuna Satardekar, Associate Professor	9850694885
06.	Member	Mr. Shaunak Pagi, College Director of Physical Education	7507890993
07.	Member	Mrs. Akshata Samant, Assistant Professor	9423886628
08.	Member	Mr. Diptej D. S. Vernekar, Assistant Professor	9764969789
09.	Member	Mrs. Prayangi Matonkar, Librarian	8390878946
10.	Member	Mrs. Meena Bhandare, L.D.C.	8975367409
11.	Member	Mrs. Shweta Marathe, Accountant	8007361835
12.	Member	Mr. Abhijit Rege, System Administrator	9923188707

IX. Directory of officers and employees [Section 4 (1) (b) (ix)]**Details of Faculty Members**

Sr. No	Name	Designation	Ph.No.	Email ID
1.	Dr. Jojen Mathew	Offg. Principal	08322335880	jojenmathew@gmail.com
2.	Dr. Anna Neena George	Associate Professor	08322335880	georgeannaneena@gmail.com
3.	Mr. Ganesh Chandra Naik	Associate Professor	08322335880	ganeshchandra40@yahoo.co.in
4.	Mr. Sunil Kumar	Associate Professor	08322335880	gvm.sunilkumar@gmail.com
5.	Mr. Sanjay Govekar	Associate Professor	08322335880	sanjaygovekar07@gmail.com
6.	Mr. Samir Naik	Associate Professor	08322335880	samirngvm@gmail.com
7.	Mrs. Karuna Satardekar	Associate Professor	08322335880	karunarajangvm@gmail.com
8.	Mr. Shaunak Pagi	College Director of Physical Education	08322335880	gvm.shaunak@gmail.com
9.	Mrs. Akshata Samant	Assistant Professor	08322335880	akshata.samant@gmail.com
10.	Dr. Honey Babu	Assistant Professor	08322335880	honeygvmcol@gmail.com
11.	Mr. Vinayak More	Assistant Professor	08322335880	vinay4881@gmail.com
12.	Mr. Diptej Vernekar	Assistant Professor	08322335880	diptejgvmae@gmail.com
13.	Mr. Gautam Gaude	Assistant Professor	08322335880	gvmsgautam@gmail.com
14.	Ms. Antara Bhide	Assistant Professor	08322335880	antarabhide.theatre@gmail.com
15.	Dr. Deepa Varghese	Associate Professor	08322335880	deeparoye@gmail.com
16.	Mr. Sanjayan T.S.	Assistant Professor	08322335880	sanjayants@gmail.com
17.	Ms. Arpita Dandin	Assistant Professor	08322335880	arpi.3952@gmail.com
18.	Mr. Ashish Naik	Assistant Professor	08322335880	ashishashoknaik01@gmail.com
19.	Ms. Shivangi Shirodkar	Assistant Professor	08322335880	sonalshirodkar61@gmail.com
20.	Ms. Sampada Naik	Assistant Professor	08322335880	nksampada30@gmail.com

Details of Non- Teaching Staff

Sr. No	Name	Designation	Ph.No.	Email ID
1.	Mrs. Neha Deshpande	Head Clerk	08322335880	nehahemant2013@gmail.com
2.	Ms. Shweta Shridhar Marathe	Accountant	08322335880	shweta.gvm123@gmail.com
3.	Mr. Abhijit Avadhut Rege	System Administrator	08322335880	rege.abhi2@gmail.com
4.	Mr. Viresh M. Khandeparkar	U.D.C.	08322335880	vireshmk@gmail.com
5.	Ms. Rukma M. Shet Narvekar	Junior Stenographer	08322335880	rukma.narvekar4@gmail.com
6.	Mr. Vithal P. Pai	L.D.C.	08322335880	vithalpundalikpai@gmail.com
7.	Mrs. Meena N. Bhandare	L.D.C.	08322335880	bhandaremeena@gmail.com
8.	Mrs. Blanche Fernandes	L.D.C.	08322335880	blanchegvm1512@gmail.com
9.	Mrs. Prayangi Matonkar	Librarian	08322335880	dvcoelibrary@gmail.com
10.	Mr. Sunil Gauns	Librarian Grade I	08322335880	1479smg@gmail.com
11.	Mr. Nikhil Dicholkar	Lab. Assistant	08322335880	nikhil.gvm@gmail.com
12.	Mrs. Maria Goretti Falcao	Co-ordinator Department of Extension	08322335880	gvm.extension@yahoo.com
13.	Mr. Gurunath V. Naik	MTS	08322335880	gurunathvnaik@gmail.com
14.	Mr. Krishna S. Naik	MTS	08322335880	krishnanaik1903@gmail.com
15.	Mr.Sudin V. Naik	MTS	08322335880	sudin9674@gmail.com
16.	Mr. Gangaram A. Gaonkar	MTS	08322335880	gangaramgaonkar1772@gmail.com
17.	Mr.Sopan R. Volvoikar	MTS	08322335880	sopanvolvoikar@gmail.com
18.	Mr. Anant H. Gaude	MTS	08322335880	anantgaude78@gmail.com
19.	Mr.Nilkanth P. Naik	MTS	08322335880	naiksandesh1969@gmail.com
20.	Mr. Nanda Gaude	Security	08322335880	
21.	Mr. Krishna Satararkar	Security	08322335880	
22.	Mr. Ulhas Amadkar	Security	08322335880	
23.	Mr. Umesh Satarkar	Security	08322335880	
24.	Mr. Nitesh Gaude	House Keeping	08322335880	
24.	Ms. Mahbubi Sheikh	House Keeping	08322335880	

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

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

Teaching Staff Members (Regular)

Sr. No.	Name	Designation	Gross Salary
01	Dr. Jojen Mathew	Principal	287512
02	Dr. Anna Neena George	Associate Professor	295992
03	Shri Ganesh Chandra Naik	Associate Professor	295992
04	Shri Sunil Kumar	Associate Professor	287512
05	Shri Sanjay R. Govekar	Associate Professor	256152
06	Shri Samir V. Naik	Associate Professor	256152
07	Mrs. Karuna R. Satardekar	Associate Professor	248792
08	Mr. Shaunak M. Pagi	College DPE	111992
09	Mrs. Akshata Samant	Assistant Professor	105912
10	Mrs. Honey Babu	Assistant Professor	105912
11	Mr. Vinayak More	Assistant Professor	103032
12	Mr. Diptej D. S. Vernekar	Assistant Professor	100152
13	Mr. Gautam G. Gaude	Assistant Professor	115192

Teaching Staff Members (Contract Basis)

Sr. No.	Name	Designation	Gross Salary
01	Miss Antara Bhide	Assistant Professor	50000
02	Dr. Deepa Varghese	Associate Professor	65000
03	Mr. Sanjayan T.S.	Assistant Professor	50000
04	Ms. Arpita Dandin	Assistant Professor	40000
05	Mr. Ashish Naik	Assistant Professor	1000/- per Lecture
06	Ms. Shivangi Shirodkar	Assistant Professor	1000/- per Lecture
07	Ms. Sampada Naik	Assistant Professor	1000/- per Lecture

Non -Teaching Staff Members (Regular)

Sr. No.	Name	Designation	Gross Salary
01	Mrs. Prayangi Matonkar	Librarian	100152
02	Mrs. Neha Deshpande	Head Clerk	83356
03	Mr. Abhijit Rege	System Administrator	62716
04	Mrs. Shweta S. Marathe	Accountant	60160
05	Mr. Viresh M. Khandeparkar	U.D.C.	81916
06	Miss Rukma M. Shet Narvekar	Junior Stenographer	45916
07	Shri Vithal P. Pai	L.D.C.	79676
08	Mrs. Meena N. Bhandare	L.D.C.	79676
09	Mr. Nikhil V. Dicholkar	Computer Lab. Assistant	55836
10	Mr. Sunil M Gauns	Librarian Grade I	52156
11	Shri Gurunath V. Naik	MTS	68156
12	Shri Krishna S. Naik	MTS	62076
13	Shri Sudin V. Naik	MTS	62076
14	Shri Gangaram A. Gaonkar	MTS	62076
15	Shri Sopan R. Volvoikar	MTS	62076
16	Shri Anant H. Gaude	MTS	58556
17	Shri Nilkanth P. Naik	MTS	60316
18	Mrs. Maria Goretti Falcao	Co-ordinator	111872

Non -Teaching Staff Members (Contract Basis)

Sr. No.	Name	Designation	Gross Salary
01	Miss. Swarnim Chopdekar	Counsellor	40000
02	Miss Priyanka T. Dhavalikar	Accountant	40900
03	Mr. Nanda Gaude	Security	13722
04	Mr. Krishna Satarkar	Security	13722
05	Mr. Ulhas Amadkar	Security	13722
06	Mr. Umesh Satarkar	Gardener	13696
07	Mrs. Mehbubi Shaikh	Housekeeping	9500
08	Mr. Nitesh Gaude	Housekeeping	9500

XI. The budget allocated to each agency (Particulars of all plans, proposed expenditures and reports on disbursement made)

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

Name of the College:- G.V.M'S DR. DADA VAIDYA COLLEGE OF EDUCATION, PONDA GOA

Revised Budget Estimates for the year 2022-2023 and Budget Estimates for the year 2023-2024

Sr. No.	INCOME	Actuals 2021-22	Budget Estimates 2022-2023	Actuals up to 31-10-2022	Revised Budget 2022-2023	Budget Estimates 2023-2024	Revised Budget Notes (2022-2023)	Budget Estimate Notes (2023-2024)
	Sources of Funds:							
	A) Net Fees (After respective Refunds)							
	Tuition fees	₹ 10,25,000	₹ 22,00,000	₹ 21,20,000	₹ 21,20,000	₹ 22,00,000		Refer Working No.1
	Library Fees	₹ 96,350	₹ 1,03,400	₹ 99,640	₹ 99,640	₹ 1,03,400		Refer Working No.1
	Gym-Khana Fees	₹ 43,050	₹ 92,400	₹ 89,040	₹ 89,040	₹ 92,400		Refer Working No.1
	Cultural/Other Fees	₹ 43,050	₹ 92,400	₹ 89,040	₹ 89,040	₹ 92,400		Refer Working No.1
	Information Technology Charges	₹ 1,68,100	₹ 1,80,400	₹ 1,73,840	₹ 1,73,840	₹ 1,80,400		Refer Working No.1
	University Regn. Fees	₹ 60,375	₹ 66,000	₹ 67,410	₹ 67,410	₹ 69,300		Refer Working No.1
	ID card	₹ 20,500	₹ 11,000	₹ 16,050	₹ 16,050	₹ 16,500		Refer Working No.1
	Integrated Acad. Information Management System Software (IAIMS) Fees	₹ 46,125	₹ 49,500	₹ 47,700	₹ 47,700	₹ 49,500		Refer Working No.1
	Transference Certificate Fees	₹ 500	₹ 600	₹ 700	₹ 1,000	₹ 1,000		Refer Working No.1
	Students Aid Fund	₹ 26,350	₹ 28,600	₹ 27,560	₹ 27,560	₹ 28,600		Refer Working No.1
	Library Deposit	₹ 7,490	₹ 7,700	₹ 7,490	₹ 7,490	₹ 7,700		Refer Working No.1
	Laboratory Deposit	₹ -	₹ -	₹ 9,630	₹ 9,630	₹ 9,900		Refer Working No.1
	Lab. Practical Fee*	₹ -	₹ -	₹ 1,86,560	₹ 1,86,560	₹ 1,93,600		Refer Working No.1
	PTA	₹ -	₹ -	₹ 21,200	₹ 21,200	₹ 22,000		Refer Working No.1
	Magazine/Academic Diary/Placement brochure.	₹ -	₹ -	₹ 1,06,000	₹ 1,06,000	₹ 1,10,000		Refer Working No.1
	Field trips	₹ -	₹ -	₹ -	₹ -	₹ -		Refer Working No.1
	Maintenance of Musical Equipments	₹ -	₹ -	₹ -	₹ -	₹ -		Refer Working No.1
	Academic Re-structuring & Development	₹ -	₹ -	₹ 3,18,000	₹ 3,18,000	₹ 3,30,000		Refer Working No.1
	Caution Money Deposit	₹ -	₹ -	₹ 14,840	₹ 14,840	₹ 15,400		Refer Working No.1
	B)GRANTS							
	Salary Grants	₹ 3,94,04,000	₹ 4,10,00,000	₹ 2,68,25,166	₹ 4,10,00,000	₹ 4,15,00,000		
	Non-Salary Grants	₹ 26,33,365	₹ 20,00,000	₹ -	₹ 22,00,000	₹ 17,00,000		



Building Maintenance Grants	₹ -	₹ -	₹ -	₹ -	₹ 5,00,000		
UGC Grants	₹ -	₹ -	₹ -	₹ -	₹ -		
RUSA Grants	₹ -	₹ -	₹ -	₹ -	₹ -		
RUSA Grant 20-21 C/f	₹ -	₹ -	₹ -	₹ -	₹ -		
C] Bank Interest on Govt Grants / College A/c							
Salary Grants A/c	₹ 39,988	₹ 25,000	₹ 19,255	₹ 35,000	₹ 30,000		
Non-Salary Grants A/c	₹ 26,707	₹ 35,000	₹ 28,637	₹ 35,000	₹ 35,000		
Students Aid Fund A/c	₹ 627	₹ 1,500	₹ 315	₹ 1,500	₹ 1,000		
Caution Money Deposit A/c (Library Deposit)	₹ 9,182	₹ 5,000	₹ 4,765	₹ 10,000	₹ 10,000		
Building Maintenance A/c	₹ 24,612	₹ 20,000	₹ 10,558	₹ 25,000	₹ 25,000		
D.] Other Income							
Advance from CDF	₹ -	₹ 2,00,000	₹ -	₹ -	₹ -		
Lapsed Caution Money	₹ -	₹ 2,00,000	₹ -	₹ -	₹ -		
University Exams Fees	₹ -	₹ 2,97,570	₹ -	₹ -	₹ -		
I.] Total Income / Receipts		₹ 4,66,16,070		₹ 4,67,01,500	₹ 4,73,23,100		


	EXPENDITURE	Actuals 2021-22	Budget Estimates 2022-2023	Actuals up to 31-10-2022	Revised Budget 2022-2023	Budget Estimates 2023-2024	Revised Budget Notes (2022-2023)	Budget Estimate Notes (2023-2024)
	Application of Funds:							
A.]	Staff Salaries and Wages	₹ 3,94,04,000	₹ 4,10,00,000	₹ 2,68,25,166	₹ 4,10,00,000	₹ 4,15,00,000		
B.]	Refund of Fees / Transfer to respective Accounts							
	Tuition fees	₹ 10,25,000	₹ 22,00,000	₹ -	₹ 21,20,000	₹ 22,00,000		
	Library Fees	₹ 96,350	₹ -	₹ -	₹ 99,640	₹ 1,03,400		
	Gym-Khana Fees	₹ 43,050	₹ -	₹ -	₹ 89,040	₹ 92,400		
	Cultural/Other Fees	₹ 43,050	₹ -	₹ -	₹ 89,040	₹ 92,400		
	Information Technology Charges	₹ 1,68,100	₹ 1,80,400	₹ -	₹ 1,73,840	₹ 1,80,400		
	University Regn. Fees	₹ 60,375	₹ 66,000	₹ -	₹ 67,410	₹ 69,300		



ID card	₹ 20,500	₹ 11,000	₹ -	₹ 16,050	₹ 16,500		
Integrated Acad. Information Management System Software (IAIMS) Fees	₹ 46,125	₹ 49,500	₹ -	₹ 47,700	₹ 49,500		
Transference Certificate Fees	₹ 500	₹ -	₹ -	₹ 1,000	₹ 1,000		
Students Aid Fund	₹ 26,350	₹ 28,600	₹ -	₹ 27,560	₹ 28,600		
Library Deposit	₹ 7,490	₹ 7,700	₹ -	₹ 7,490	₹ 7,700		
Laboratory Deposit	₹ -	₹ -	₹ -	₹ 9,630	₹ 9,900		
Lab. Practical Fee*	₹ -	₹ -	₹ -	₹ 1,86,560	₹ 1,93,600		
PTA	₹ -	₹ -	₹ -	₹ 21,200	₹ 22,000		
Magazine/Academic Diary/Placement brochure.	₹ -	₹ -	₹ -	₹ 1,06,000	₹ 1,10,000		
Field trips	₹ -	₹ -	₹ -	₹ -	₹ -		
Maintenance of Musical Equipments	₹ -	₹ -	₹ -	₹ -	₹ -		
Academic Re-structuring & Development	₹ -	₹ -	₹ -	₹ 3,18,000	₹ 3,30,000		
Caution Money Deposit	₹ -	₹ -	₹ -	₹ 14,840	₹ 15,400		
C.] Fixed Assets:							
Furnitures and Fixtures	₹ -	₹ 2,00,000	₹ -				
Library Books & Journals	₹ 2,32,523	₹ 1,00,000	₹ 58,030	₹ 1,00,000	₹ 50,000		
Audio Visual Equipments	₹ 2,728	₹ 50,000	₹ -	₹ 20,000	₹ 20,000		
Office Equipments	₹ -	₹ 2,00,000	₹ -	₹ 50,000	₹ 60,000		
Teaching Aids	₹ -	₹ 20,000	₹ -	₹ 10,000	₹ 15,000		
D.] Office Contingencies							
Refilling of Fire Extinguisher	₹ 1,880	₹ 5,000	₹ -	₹ 2,000	₹ 2,500		
Other Petty Contingencies	₹ 29,496	₹ 1,00,000	₹ 8,714	₹ 30,000	₹ 40,000		
Principals Contingencies	₹ 24,079	₹ 25,000	₹ 2,550	₹ 25,000	₹ 25,000		
Laptop, Desktop, Printers	₹ 1,19,293	₹ 1,00,000	₹ 31,350	₹ 50,000	₹ 50,000		
Stationery, Printing & Binding	₹ 71,383	₹ 80,000	₹ 61,551	₹ 70,000	₹ 70,000		
Audit Fees	₹ 48,474	₹ 50,000	₹ -	₹ 45,000	₹ 46,000		
Advertisement	₹ 66,268	₹ 1,00,000	₹ 28,056	₹ 80,000	₹ 90,000		
Postage and Telegram	₹ 698	₹ 2,000	₹ 575	₹ 1,000	₹ 1,500		
Electricity and Gas	₹ 1,54,198	₹ 2,00,000	₹ 1,21,591	₹ 1,97,000	₹ 2,00,000		
Water Charges	₹ 32,177	₹ 30,000	₹ 14,608	₹ 30,000	₹ 35,000		



Telephone & Mobile Charges	₹ 15,337	₹ 25,000	₹ 6,097	₹ 10,000	₹ 15,000		
T.A./D.A - Official work (teach, non-teach & Principal)	₹ 14,790	₹ 20,000	₹ 14,630	₹ 20,000	₹ 20,000		
T.A./D.A for conference, seminar, training, workshop	₹ 3,100	₹ 20,000	₹ -	₹ 15,000	₹ 15,000		
University Affiliation and Registration	₹ 50,000	₹ 40,000	₹ 40,000	₹ 40,000	₹ 40,000		
Uniform to Peons / Dress Allowance	₹ 69,500	₹ 35,000	₹ 38,750	₹ 35,000	₹ 35,000		
Extra curricular Activities	₹ 21,999	₹ 50,000	₹ 13,403	₹ 22,000	₹ 22,000		
Internet / Wifi Charges	₹ 1,41,770	₹ 2,00,000	₹ 49,520	₹ 1,50,000	₹ 1,50,000		
Bank Commission	₹ 2,934	₹ 2,000	₹ 1,189	₹ 3,000	₹ 3,000		
Repair & Purchase of Electrical Fixtures, Fittings	₹ 45,823	₹ 50,000	₹ 6,739	₹ 30,000	₹ 30,000		
Outsourcing Housekeeping, Gardener, Security	₹ 8,83,304	₹ 9,00,000	₹ 5,04,354	₹ 9,00,000	₹ 9,00,000		
Gymkhana and Sports Equipments	₹ -	₹ 90,000	₹ 1,02,684	₹ 1,03,000	₹ 1,00,000		
Annual maintainance contract	₹ 93,556	₹ 1,00,000	₹ 20,780	₹ 40,000	₹ 40,000		
Generator Diesel	₹ 22,201	₹ -	₹ 19,045	₹ 23,000	₹ 25,000		
RUSA EXPENSES	₹ -	₹ -	₹ -	₹ -	₹ -		
University Examination Fees	₹ -	₹ -	₹ -	₹ -	₹ -		
Building Maintenance	₹ 3,84,583	₹ 2,50,000	₹ 33,916	₹ 2,00,000	₹ 2,00,000		
II.] Total Expenditure		₹ 4,65,87,200		₹ 4,66,96,000	₹ 4,73,22,100		
Surplus (Excess of Income over Expenditure)		₹ 28,870		₹ 5,500	₹ 1,000		
Grand Total		₹ 4,66,16,070		₹ 4,67,01,500	₹ 4,73,23,100		


 OFFICE PRINCIPAL
 G.V.M.'s Dada Vaidya College of Education
 Ponda - 403 401 - Goa



Sr.

No. Workings - Budget Estimates

1.] Fees for FY 2023-24

Expected no. Of students:	
First Year	110
Second Year	110

Head	First Year	1st Year - Amt	Second Year	2nd Year - Amt	Total (1st + 2nd)
Tuition Fees	₹ 10,000	₹ 11,00,000	₹ 10,000	₹ 11,00,000	₹ 22,00,000
University Regn. Fees	₹ 630	₹ 69,300	₹ -	₹ -	₹ 69,300
Library Fees	₹ 470	₹ 51,700	₹ 470	₹ 51,700	₹ 1,03,400
Gym-Khana Fees	₹ 420	₹ 46,200	₹ 420	₹ 46,200	₹ 92,400
Cultural/Other Fees	₹ 420	₹ 46,200	₹ 420	₹ 46,200	₹ 92,400
Students Aid Fund	₹ 130	₹ 14,300	₹ 130	₹ 14,300	₹ 28,600
Library Deposit	₹ 70	₹ 7,700	₹ -	₹ -	₹ 7,700
Caution Money Deposit	₹ 70	₹ 7,700	₹ 70	₹ 7,700	₹ 15,400
Laboratory Deposit	₹ 90	₹ 9,900	₹ -	₹ -	₹ 9,900
Lab. Practical Fee*	₹ 880	₹ 96,800	₹ 880	₹ 96,800	₹ 1,93,600
Laboratory fees*	₹ -	₹ -	₹ -	₹ -	₹ -
Information Technology Charges	₹ 820	₹ 90,200	₹ 820	₹ 90,200	₹ 1,80,400
Integrated Acad. Information Management System Software (IAIMS) Fees	₹ 225	₹ 24,750	₹ 225	₹ 24,750	₹ 49,500
ID card	₹ 150	₹ 16,500	₹ -	₹ -	₹ 16,500
PTA	₹ 100	₹ 11,000	₹ 100	₹ 11,000	₹ 22,000
Magazine/Academic Diary/Placement brochure.	₹ 500	₹ 55,000	₹ 500	₹ 55,000	₹ 1,10,000
Field trips	₹ -	₹ -	₹ -	₹ -	₹ -
Maintenance of Musical Equipments	₹ -	₹ -	₹ -	₹ -	₹ -
Academic Re-structuring & Development	₹ 1,500	₹ 1,65,000	₹ 1,500	₹ 1,65,000	₹ 3,30,000
	₹ 16,475	₹ 18,12,250	₹ 15,535	₹ 17,08,850	₹ 35,21,100



XII. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes

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

Not applicable

XIII. Particulars of recipients of concessions, permits or authorizations granted by it ;

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

Not applicable

XIV. Details in respect of the information, available to or held by it, reduced in an electronic form ;

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

- Website: <http://www.gvmcollege.com>

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.

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

- Visit College office during working hours
College Timings: 8.30 a.m. to 5.30 p.m. on all working days (Monday to Friday)
Office Timings: 8.30 a.m. to 1.00 p.m. and 2.00 p.m. to 5.30 p.m. on all workingdays (Monday to Friday)
- Website: <http://www.gvmcollege.com>

XVI. Names, designations and other particulars of the public information officers

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

POSITION	OFFICER	POSTAL ADDRESS	TELEPHONE NO.	E-MAIL ADDRESS
Appellate Authority	Dr. Jojen Mathew, Officiating Principal	GVM's Dr. Dada Vaidya College of Education Shri Sitaram Kerkar Vidya Sankul Post Box No. 139 Farmagudi,Ponda, Goa- 403401	0832-2335880	jojenmathew@gmail.com
Public Information Officer	Mrs. Karuna R. Satardekar, Associate Professor	GVM's Dr. Dada Vaidya College of Education Shri Sitaram Kerkar Vidya Sankul Post Box No. 139 Farmagudi,Ponda, Goa- 403401	0832-2335880	karunarajangvm@gmail.com
Assistant Public Information Officer	Mrs. Neha H. Deshpande , Head Clerk	GVM's Dr. Dada Vaidya College of Education Shri Sitaram Kerkar Vidya Sankul Post Box No. 139 Farmagudi,Ponda, Goa- 403401	0832-2335880	nehahemant2013@gmail.com