

**Ponda Education Society's
Ravi Sitaram Naik College of Arts and Science
Farmagudi, Ponda, Goa- 403401**
Affiliated to Goa University
Recognised by UGC under 2f & 12b of UGC Act

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

**P.E.S's R.S.N. College of Arts and Science
P.O. Box No. 3, Farmagudi, Ponda, Goa – 403401
Tel. No. : 0832 – 2335171, 2335296
E-mail : pessrsncol@gmail.com
Website: <http://www.pessrsncollege.edu.in>.**

P.E.S's R.S.N. College of Arts and Science
P.O. Box No. 3, Farmagudi, Ponda, Goa – 403401

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

(2021-2022)

I. The Particulars of its Organisation, Functions and Duties

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

1. Name of the Office : Ponda Education Society's R.S.N. College of Arts and Science
2. Address: P.O.Box No.:3, Farmagudi, Ponda Goa- 403 401
3. Head of the Office: The Principal, P.E.S.'s R,S,N, College of Arts and Science , is empowered to work as head of the Office and of the Institution
4. Government Dept.: The Directorate of Higher Education, Government of Goa
5. Affiliated to: Goa University.
- 6, Area: Rural
7. Type of institution: Co-education, Aided (Except PG degree courses)
8. Tel. No. : 0832 -2914425, 2914427
9. E-mail : pessrsncol@gmail.com
10. Website: <http://www.pesrsncollege.edu.in>.

Aims and objectives of the public authority (P.E.S's R.S.N. College of Arts and Science)

Objectives:

- To provide an opportunity for higher education to the rural population of the surrounding areas.
- To offers undergraduate and postgraduate education in humanities, social sciences and basic sciences in accordance with the Goa University.
- 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 offer latest curriculum consistent to the requirements of industry and provide skill based training as stipulated by the Goa University.
- Promotes Industry/ Employer -Institute interaction for training and ensuring better placements of its students.
- Cultivate the spirit of creativity & innovation among students and staff to always remain at the cutting edge of technology and management practices.
- Offers training and short-term certificate courses to students specially economically disadvantaged rural youth in various fields for the purpose of self-employment.
- Provides equal access and opportunities to the physically challenged persons and other socially disadvantaged groups of the society.
- Inculcate, cultivate and promote Research culture among staff and students.
Promote co-curricular and extra- curricular activities among students for their all round development.
- Encourages student to acquire attributes and pattern contributing towards self-development.
- Cultivate equity among students with transparency in administration.
- To cater to the needs of the community with dedicated team work and innovation in an effective way.
- To encourage and provide opportunities to staff for academic upgradation and professional development.
- To impart knowledge and skills in order to make students gainfully employable and courageously face the challenges of the future.

Main activities/functions of the College include:

- Conducting teaching for students enrolled in various degree programmes approved by the University
- Providing co-curricular activities, namely, sports, NSS for boys as well as girls
- Providing opportunities for extra-curricular activities such as dramatics, debating, music, dance, quiz, arts, etc.
- Instituting awards, endowment prizes and financial assistance under Student's aid fund to the students. Guiding for scholarships and fellowships under various schemes.
- Conducting add on skill based short term 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, organisational and managerial qualities.
- Counselling and mentoring for students

OUR VISION...

- Is to be a Centre of Higher Education, that prepares youth for becoming capable, useful and upright citizens, able to face the challenges faced by the country and the global village.
- Is to act as catalyst for a holistic development of the rural community.

MISSION STATEMENT....

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 P.E.S's R.S.N. College of Arts & Science

Ponda is a developing town of historical importance, surrounded by all the important temples in Goa. A group of people interested in education established the Ponda Education Society and in consultation with experienced and eminent educationists started the Arts and Science College and Higher Secondary School in June 1986 at Farmagudi, Ponda – Goa.

It was observed that, students of Ponda taluka and surrounding areas had to travel long distances to obtain higher education on the completion of their H.S.S.C. studies, as there was no general higher education facility available in Ponda at that time.

Besides, education was beyond the reach of the poorer section of society. As a result, the poor and deserving students in this area who could not afford to travel long distances were deprived of higher education. Thus, the Ponda Education Society's decision to start the College came as a welcome idea, which would help the majority of the students in Ponda taluka.

The Society approached the then Chief Minister of Goa, Shri. Pratapsingh Rane for the present premises at Farmagudi which is owned by the Tourism Department, Government of Goa. This building of the Government was not in use for many years. The Government of Goa led by the then Chief Minister leased the Campus containing the above building along with 35,000 square meters of land to Ponda Education Society for 5 years. Thus, the College was started on 20th June 1986. In 1992, the present President Shri. Ravi S. Naik, the then Chief Minister, converted the lease from 5 years to 99 years for the betterment of the educational institution.

In June 2002, the College was officially named as P.E.S.'s Ravi S. Naik College of Arts and Science.

The College which was initially housed in a well – ventilated single one storey building at Farmagudi, ideal for learning has now expanded its infra structure to include five more buildings built as per specification. Adequate laboratory and library facilities are provided. The buildings are situated at a high altitude in a serene and beautiful green environment, ideal for studies.

The management has selected a team of dynamic and experienced teachers for teaching and providing guidance to students. Many students of this area being first generation learners are admitted without any special screening, but with the help of hardworking, dynamic and experienced teachers, they are provided with the best education and guidance which helps them to graduate with flying colours.

The college is Reaccredited by NAAC with B Grade with a CGPA of 2.77 and has been ranked in 101-150 Rank Band in NIRF Ranking 2018, 2019 & 2021 and has been ranked in 151-200 Rank Band in NIRF Ranking 2020.

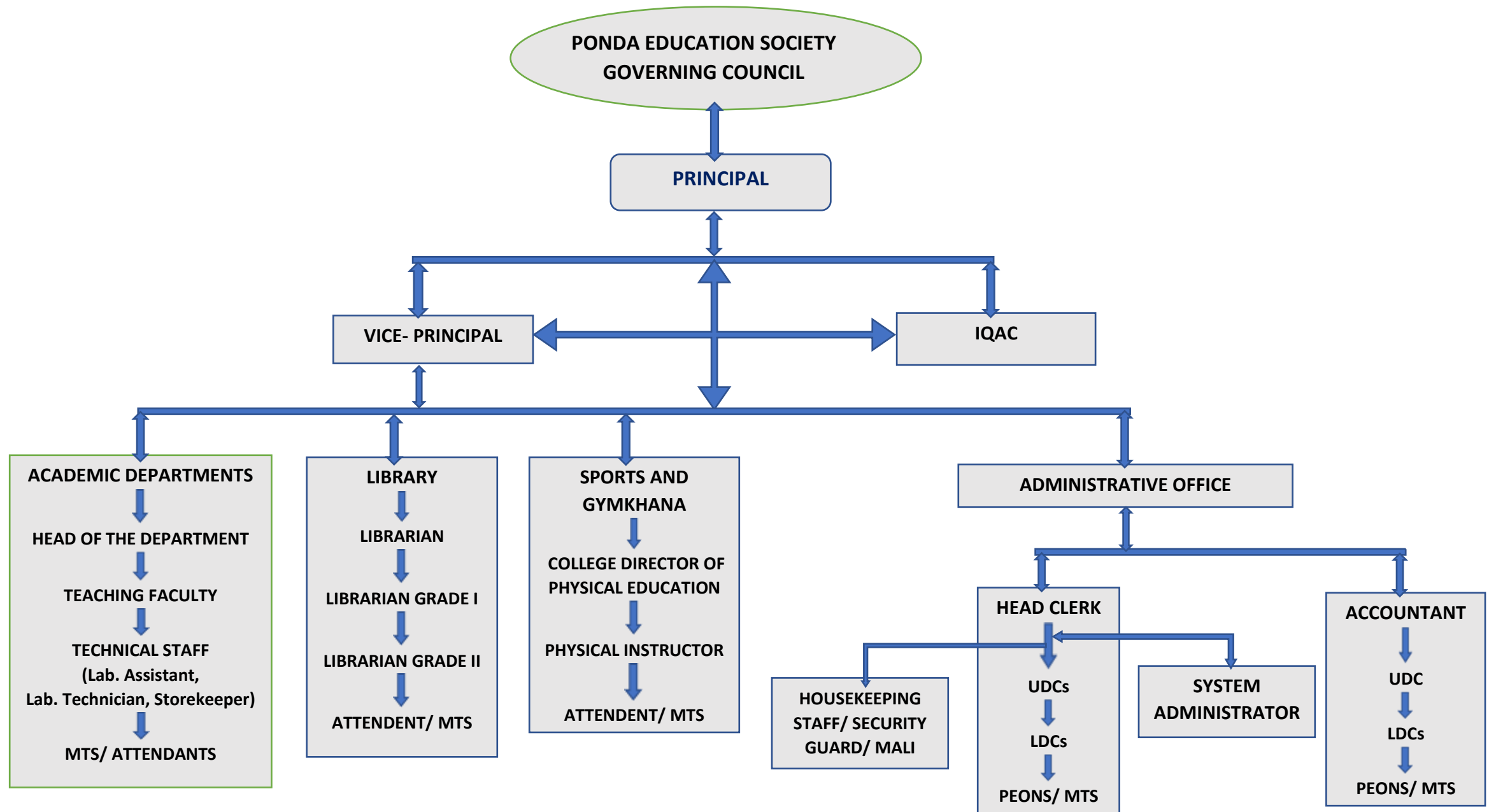
Since 1989, thirty four batches of students appeared for the T. Y. Examination conducted by Goa University and have successfully graduated.

The College has a Post graduation centre with two Post graduate Programmes i.e. M.Sc. in Organic Chemistry (from 2015) and M.Sc. in Microbiology (from 2019). College is part of research cluster of colleges in Chemistry, Microbiology, Konkani and Economics.

Programmes Taught

- i. Bachelor of Science in Botany (Hons.)
- ii. Bachelor of Science in Chemistry (Hons.)
- iii. Bachelor of Science in Mathematics (Hons.)
- iv. Bachelor of Science in Microbiology (Hons.)
- v. Bachelor of Science in Physics(Hons.)
- vi. Bachelor of Science in Zoology (Hons.)
- vii. Bachelor of Science in Industrial Chemistry, Chemistry and Mathematics
- viii. Bachelor of Arts in Marathi (Hons.)
- ix. Bachelor of Arts in Konkani (Hons.)
- x. Bachelor of Arts in Political Science (Hons.)
- xi. Bachelor of Arts in Economics (Hons.)
- xii. Bachelor of Arts in History (Hons.)
- xiii. Bachelor of Arts in Economics & Psychology
- xiv. Bachelor of Arts in Marathi & Hindi
- xv. Bachelor of Arts in Philosophy & Hindi
- xvi. Bachelor of Arts in Psychology & Hindi
- xvii. Bachelor of Arts in Psychology & Philosophy
- xviii. Bachelor of Arts in Political Science & Hindi
- xix. Bachelor of Arts in English & Psychology
- xx. Bachelor of Arts in English & History
- xxi. Bachelor of Arts in English & Philosophy
- xxii. M.Sc in Organic Chemistry
- xxiii. M.Sc in Microbiology
- xxiv. Ph.D. Economics
- xxv. Ph.D. Chemistry
- xxvi. Ph.D. Microbiology

The responsiveness of the administrative structure.



The Principal is the Administrative and Academic Head of the College and exercises control and supervises all aspects of admission, teaching and conduct of internal and University examinations, finance, discipline, etc. with the assistance of the teaching and administrative staff under the guidance of PES management.

II The Powers and Duties of Officers and Employees.

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

i. Principal

Subject to the supervision, general control and direction of the Governing Body the Principal of the College as in administrative and academic Head of the College, shall be responsible for

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

ii. Vice-Principal:

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

iii. Teachers:

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

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

ii. Non- Teaching Staff.

Head clerk:

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

- To look after Departmental correspondence, LAQ register, Leave records, 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, PES 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.
- Install, configure and maintain application and storage servers for systems including library, LMS, document imaging, and ERP.
- To monitor all systems for performance and misuse; report misuse to appropriate authorities.
- To look after work related to GUMS portal and IAIMS portal and assist teachers to get queries, doubts and problems solved.
- To look after digital TV and CCTV network in college campus.
- Any other duties/work assigned from time to time by superiors.

Librarian:

- General Administration of Library
- Planning and development of the Library
- Planning of Budget for purchase of books
- Selection and acquisition of Book
- Cataloguing and classification of books
- Orienting the users towards effective utilization of Library Service
- Supervising of cataloguing and indexing

- Allocating Book Bank Scheme and Centrally sponsored Scheme for deserving students
- Maintaining and up keep of digital library services and library website.
- Any other duties/work assigned from time to time by superiors.

Librarians Grade I and Grade II.

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

Laboratory Assistant

- Coordinates daily laboratory schedules, services and staff (Lab. Attendant/ MTS).
- Assists teachers in conducting practical and demonstration component Troubleshoots and resolving laboratory-related problems and issues.
- Ensures appropriate maintenance and documentation of all student records, laboratory usage records, equipment service records, equipment / Glassware/ Chemicals purchases and other relevant documentation.
- Assists students with problems and demonstrates techniques and the use of specialized equipment.
- Advises students regarding use handling of laboratory equipment/ Glassware/ Chemical handling and usage
- Attends departmental and administrative meetings to coordinate laboratory services.
- Ensures security of laboratory and equipment; ensures availability of laboratory materials for students.
- Performs administrative duties as required.
- Supervises student and also Coordinate the activities of laboratory, instruct students, identifies problems and recommend solutions; maintains accurate records.
- Typing works assigned by HOD and other faculty
- Prepares letters for inviting quotations , Scrutinize the quotations, prepares comparative statements. Prepare order letters after approval of the Principal.
- Perform administrative duties as required including conduct of examinations.
- To maintains departmental Stock and Dead stock register.
- To maintain the repair and maintenance register, and Petty Purchase register.
- Any other duties/work assigned from time to time by the superiors.

Laboratory Store Keeper:

- Call for yearly requirements from department , scrutinize and put up to Principal
- To arrange for opening of quotations. Scrutinize the quotations, prepare comparative statements and get the recommendations of the HOD of the

department , Prepare supply order/work order as approved in the comparative statement and put up to Principal for orders.

- To process bills/other claims keeping in view terms and conditions, and other Government relevant rules.
- To maintain the repair and maintenance register, EMD Register Petty Purchase, Advances Register, Stock register, Dead stock register, etc.
- Any other duties/work assigned from time to time by the superiors.

College Director of Physical Education:

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

Instructor in Physical education:

To Assist College director of Physical Education -

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

Attendants/ Peons/ MTS:

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

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

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

Procedure followed in decision-making process:

The institution follows a transparent and participative system of governance.

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

Once the proposal is received from the public/ applicant by the Principal, the Principal marks it to the concerned officer (vice principal/ HoD/ Teacher in charge/ Committee 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, University, the State Government and the Governing council of the College. Vice-Principal, Teachers, Non-teaching staff are accountable to Principal.

IV. The Norms Set for The Discharge of Functions

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

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

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

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

Sr. No.	Name of Public Service	Designated Officers	Time Schedule in working days
1	Leaving certificate	Administrative section	Four days 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	Migration Certificate	Administrative section	One Month
7	Transfer certificate	Administrative section	One Month
8	NOC to join another institute	Administrative section	Two days
9	Attestation of documents	Administrative section	One day

10	Duplicate Mark sheets	Administrative section (Examinations)	10 days
11	Correction in name and such other documents	Administrative section (Examinations)	15 days
12	Verification of marks	Administrative section (Examinations)	10 days
13	Refund of deposit	Accounts section	15 days from the date of the receipt of complete documents
14	Refund of fees	Accounts section	15 days from the date of the receipt of complete documents
15	Salary certificate	Accounts section	Two days

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

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

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

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	College Hand book /Prospectus	College information, College rules, Examination rules, List of programmes and courses, details	College Hand book /Prospectus is available on college website. www.pesrsncollege.edu.in	

		regarding fees, etc.		
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 The Authorities and/ or Under Their Control

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

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

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

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

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

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

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

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

5. PES Institution Innovation Council Committee has one external expert and two Alumnus.
6. Committee for Prevention of Ragging has one Representative of Civil Administration Member, Police Inspector, Ponda Police, Station Member, One legal practitioner, one alumnus

VIII. Statement of Boards, Councils, Committees and Other Bodies

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

COMMITTEES FOR THE ACADEMIC YEAR 2022-2023

P.E.S's R.S.N. College of Arts and Science

Farmagudi, Ponda Goa

COMMITTEES FOR THE ACADEMIC YEAR 2022-2023

1) Hand Book Committee

Ms. Lynette Fernandes	Convenor
Ms. Jasmine Kurian	Member
Dr. (Ms.) Deeparani Prabhu	Member
Ms. Shital Desai	Member
Ms. Sanjana S. Nigalye	Member
Mr. Milind B. Gauns	Member
Mr. Adarsh M. F. Gaonkar	Member

2) Calendar committee

Dr. (Ms.) Carolina F. E.Fernandes	Convenor
Dr. Alvita D'souza	Member
Dr. (Ms.) Pritam Borkar Patil	Member
Ms. Shruti Bhosale	Member
Ms. Supriya Gawde	Member
Mr. Adarsh M. F. Gaonkar	Member

3) Admission Committee

Dr. S.H.P. Keluskar	Convenor
Dr. (Ms.) Padmaja V.Kamat	Member (Arts In-charge)
Mr. Deepak R.Chhatre	Member
Ms. Priya U.Sabnis	Member
Ms. Uma J.Priolkar	Member
Dr. Smita Ajgaonkar Nayak	Member
Ms. Shital S. Dessai	Member
Mr. Alex Philip	Member
Ms. Teja A.Gramopadhye	Member (Science In-charge)
Ms. Brenda F. D. Barreto	Member
Dr. (Ms.) Jyoti D. Vaingankar	Member
Dr. (Ms.)Teja N. Savoikar	Member
Ms. Peyusha J. Fernandes	Member

Mr. Irshad Shaikh	Member	
Mr. Anchit Shet Parker	Member	
Mr. Vaibhav Naik	Member	(In-charge of DHE admission portal)
Mr. Gajanan Bhat	Member	(Members, Checking of Admission Forms and Collection & Compilations of Adm. Forms, Preparation and display of category wise Merit list)
Ms. Rajashri R. Thampan	Member	
Mr. Mahesh Nadkarni	Member	
Ms. Prita S. Usgaonkar	Member	
Mr. Nitin Naik	Member	
Mr. Vishnu A. Naik	Member	
Ms. Swarupa Kerkar	Member	
Mr. Mohanish Naik	Member	
Mr. Manish Naique	Member	
Ms. Asmita Haladankar	Member	
Mr. Saish Naik	Member	
Ms. Kunda G. Shet Narvekar	Members	Collection of Fees)
Mr. Sainand A. Naik		
Ms. Asha A. Golatkar		
Mr. Gajanan Naik		
Ms. Anita G. Narvekar	(Overall in-charge for administrative assistance)	

4) Time Table Committee:

Mr. G.P. Prabhu Khanolker	Convenor
Dr. (Ms.) Anjali M.Rao	Member (Arts In-charge)
Dr. (Ms.) Padmaja V.Kamat	Member
Mr.Sandeep Lotlikar	Member
Mr. Deepak R.Chhatre	Member
Ms. Brenda F. D. Barreto	Member(Science In-charge)
Ms. Lynette Fernandes	Member
Ms. Vishwal B. S. Kunkolienkar	Member
Ms. Lochan Narvekar	Member
Mr. Savio Dias	Member

5) Examination Committee :

Prof. J. G. R. Monteiro	Convenor
Mr .Sandeep Lotlikar	Member
Ms. Bhagyashri L. Halarnkar	Member
Ms. Teja A. Gramopadhye	Member
Dr. (Ms.) Flory Pereira	Member
Dr. Alvita D'souza	Member
Ms. Sanjana S. Nigalye	Member
Mr. Chandan Amonkar	Member

6) ISA Monitoring Committee

Dr. (Ms.) Aditi M. Rane	Convenor
Ms. Mandakini G.Kundaikar	Member

Ms. Teja A.Savoikar Member
Mr. Deepak Chhatre Member

7) College Planning Board :

Principal Chairman
Vice-Principal Member
IQAC Co-ordinator, All HOD (Science & Arts Departments) Members
Director of the Physical Education Member
Librarian Member
Head Clerk Member
Accountant Member

8) Student's Council

Ms. Uma J.Priolkar Chairman
Ms. Priya U.Sabnis Co-Chairperson
Dr. (Ms.) Padmaja V.Kamat Member
Ms. Anuradha B.Kanolkar Member
Dr. (Ms.) Deeparani K.Prabhu Member
Dr. Rasika S. Gaonkar Member
Dr. Kiran Naik Member
Mr. Atul Pole Member
Dr. (Ms.) Smita Ajgaonkar Nayak Member
Member
Mr. Irshad Shaikh Member
Mr. Kiran Gaude Member
Mr. Sanket Gaonkar Member
Mr. Abhijeet Ajit Mainkar Member
Ms. Madhuri Gaekwad Member
Mr. Gajanan Bhat Member (Office Assistance)

9) Cultural Activities

Ms. Deepa C.Fernandes Convenor
Dr. (Ms.) Flory Pereira Member
Ms. Jasmine Kurian Monteiro Member
Dr. (Ms.) Mita Amonkar Member
Ms. Sanjana S. Nigalye Member
Dr. (Ms.) Pritam Borkar Patil Member
Mr. Deepak Chhatre Member
Ms. Pooja Vishwakarma Member
Ms. Karishma Naik Member
Ms. Shruti S. Bhosale Member
Ms. Priyanka Shet Parkar Member
Mr. Anchit R. Shet Parker Member
Ms. Supriya Gawde Member

10) Sports/ Gymkhana Activities

Mr. Sandeep Lotlikar Convenor
Dr. (Ms.) Alvita D'souza Member
Mr. Kiran Gaude Member
Mr. Anchit Shet Parker Member

Mr. Vaibhav Naik	Member
Mr. Deepak Chhatre	Member
Mr. Alex Philip	Member
Ms. Chaitali C. Verenkar	Member

11) 11) College Grievance Committee

Dr. S.H.P. Keluskar	Convenor
Mr. A. V. Bhandiwad	Member
Dr. (Ms.) Anjali M.Rao	Member
Mr. G.P.P. Khanolkar	Member
Ms. Anita G. Narvekar	Member
Mr. Vaibhav Naik	Member

12) Academic Activities Monitoring Committee

Vice-Principal	Overall In-charge
Dr. (Ms.) Kamladevi R. Kunkolienkar	Co-ordinator-Arts
Mr. A. V. Bhandiwad	Co-ordinator-Arts
Dr. (Ms.) Sima V. Kamat	Co-ordinator- Science
Dr. (Ms.) Carolina F. E. Fernandes	Co-ordinator- Science
Ms. Lynette Fernandes	Co-ordinator- Science

Internal Complaints Committee Under The Provisions Of The Harassment Of Women At Workplace (Prevention, Prohibition And Redressal) Act, 2013.

13)

Dr. (Ms.) Padmaja V.Kamat	Chairperson
Dr. (Ms.) Anjali M.Rao	Member
Dr. (Ms.) Rasika Gaonkar	Secretary
Ms. Nina Naik	NGO Member
Ms. Lida Matilda Joao	Member
Ms. Anita G. Narvekar	Member
Ms. Asha A. Golatkar	Member
Ms. Swarupa Kerkar	Member
Ladies Representative on Students' Council	Member
Class Representative(Girl)	Member

14) Committee For Prevention of Ragging

Principal	Co-ordinator
Representative of Civil Administration	Member
Police Inspector, Ponda Police Station	Member
Adv. Vaibhav V. Naik	Member
Mr. Ajay Bagkar	Member
Dr. S.H.P. Keluskar	Member
Dr. (Ms.) Kamladevi R. Kunkolienkar	Member
Mr. G. P. Prabhu Khanolker	Member
Mr. A. V. Bhandiwad	Member
Ms. Anita G. Narvekar	Member
Mr. Devidas Gaude	Member

Ms. Prita S. Usgaonkar	Member
General Secretary (Student's Council)	Member
Ladies Representative (Student's Council)	Member
C.R's of S.Y. BA	Member
C.R's of S.Y. BSc	Member
Member of P.T.A	Member

15) College Unfair Means Enquiry Committee

Dr. (Ms.) Kamladevi R.Kunkolienkar	Convenor
Dr. (Ms.) Sima V. Kamat	Member
Dr. (Ms.) Aditi Rane	Member
Dr. (Ms.) Carolina F. E.Fernandes	Member
Mr. Sandeep Lotlikar	Member

16) College Library Committee

Dr. (Ms.) Deeparani K.Prabhu	Convenor
Mr. Atul Pole	Member
Ms. Sanjana S. Nigalye	Member
Mr. Sanket Gaonkar	Member
Ms. Madhuri Gaewad	Member
Ms. Aparna A. Juvarkar	Member
Mr. Milind B. Gauns	Member
Ms. Supriya Gawde	Member

17) Financial Resource Committee

Dr. (Ms.) Flory Pereira	Convenor
Dr. (Ms.) G. V. S. Kundaikar	Member
Dr. (Ms.) Sunita R.Borkar	Member
Dr. (Ms.) Harsha P.Uskaikar	Member
Dr. (Ms.) Teja N. Savoikar	Member

18) Student's Attendance

Ms. Bhagyashri L. Halarnkar	Convenor
Mr. Deepak R.Chhatre	Member
Ms. Mandakini G.Kundaikar	Member
Dr. (Ms.) Aditi Rane	Member
Dr. (Ms.) Jyoti D. Vaingankar	Member
Mr. Atul Pole	Member
Ms. Aparna A. Juvarkar	Member

19) Study Circle

Dr. (Ms.) Anjali M.Rao	Convenor
Dr. (Ms.) Pritam Borkar Patil	Member
Dr. (Ms.) Neha Prabhu	Member
Dr. Vaibhav Naik	Member
Ms. Antima Gaonkar	Member
Ms. Mandakini G.Kundaikar	Member
Ms. Ravina R. Jalmi	Member

20) College Examination Grievance Committee

Mr. G.P. Prabhu Khanolker	Convenor
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	Prof. J. G. R. Monteiro	Member
	Prof. Badruddin	Member
21)	UGC/ DHE Scheme Monitoring/Implementation Committee	
	Dr. S.H.P. Keluskar	Convenor
	Prof. (Ms.) Varsha V. Kamat	Member
	Prof. J. G. R. Monteiro	Member
	Dr. (Ms.) Jyoti D. Vaingankar	Member
	Dr. Kiran Naik	Member
	Mr. Anchit Shet Parkar	Member
22)	Teachers's Representatives on Local Managing Committee	
	Mr. G. P. Prabhu Khanolker	
	Dr. (Ms.) Kamladevi R. Kunkolienkar	
23)	Wall Paper Committee	
	Dr. (Ms.) Harsha P.Uskaikar	Convenor
	Ms. Antima Gaonkar	Member
	Ms. Jasmine Kurian Monteiro	Member
	Dr. (Ms.) Pritam Borkar Patil	Member
	Ms. Karishma Naik	Member
	Ms. Shreeveni S. Tari	Member
	Ms. Ravina R. Jalmi	Member
24)	Counselling & Guidance Cell	
	Ms. Priya U.Sabnis	Convenor
	Ms. Anuradha B. Kanolkar	Member
	Dr. (Ms.) Anjali M.Rao	Member
	Dr. (Ms.) Carolina F. E.Fernandes	Member
	Dr. (Ms.) Anita S.Tilve Manekar	Member
	Mr. Virendra S. Dangui	Member
	Dr. (Ms.) Alvita deSouza	Member
25)	Teacher Student Guide Scheme (Mentoring Programme)Committee	
	Dr. (Ms.) Mita N. Amonkar	Convenor
	Dr. (Ms.) Deeparani K.Prabhu	Member
	Mr. Virendra S. Dangui	Member
	Ms. Vishwal B. S. Kunkolienkar	Member
	Dr. (Ms.) Neha Prabhu	Member
	Mr. Deepak Chhatre	Member
	Ms. Akshata Phadte	Member
26)	Student Teacher Evaluation Committee	
	Dr. (Ms.) Harsha P.Uskaikar	Convenor
	Mr. Atul Pole	Member
	Mr. Kiran S. Gaude	Member
	Ms. Shreeveni S. Tari	Member
	Ms. Sneha Desai	Member

	Ms. Reema Desai	Member
27)	Survival Nature Club Department of Botany	
28)	Placement Cell	
	Mr. A. V. Bhandiwad	Convenor
	Dr. (Ms.) Rasika S. Gaonkar	Member
	Mr. Kiran Gaude	Member
	Mr. Atul Pole	Member
	Ms. Shreeveni S. Tari	Member
	Ms. Shruti Bhosale	Member
	Dr. (Ms.) Smita Ajgaonkar Nayak	Member
	Member	
29)	Extension Cell Activities	
	Dr. (Ms.) Flory Pereira	Convenor
	Ms. Vishwal B. S. Kunkolienkar	Member
	Ms. Karishma Naik	Member
	Dr. (Ms.) Teja N. Savoikar	Member
	Mr. Kiran Gaude	Member
	Ms. Lochan Narvekar	Member
	Ms. Sanjana S. Nigalye	Member
	Mr. Anchit R. Shet Parker	Member
	Ms. Chaitali C. Verenkar	Member
	Ms. Arati K. Talaulikar	Member
	Ms. Shruti Bhosale	Member
	Ms. Priyanka Shet Parkar	Member
	Mr. Abhijeet Mainkar	Member
	Ms. Sneha Desai	Member
30)	Stock Verification Committee	
	Mr. G.P. Prabhu Khanolker	Convenor
	Mr. A. V. Bhandiwad	Member
	Dr. S. D.Gokakakar	Member
	Dr. (Ms.) Socorrinha D'Costa	Member
	Dr. G. V. S. Kundaikar	Member
	Ms. Anita G. Narvekar	Member
	Ms. Kunda G.Shet Narvekar	Member
31)	Magazine Committee	
	Ms. Shital S. Dessai	Convenor
	Ms. Jamine Kurian Monteiro	Member
	Mr. Deepak R.Chhatre	Member
	Prof.(Ms.) Varsha V. Kamat	Member
	Ms. Mandakini G.Kundaikar	Member
	Dr. (Ms.) Jyoti D. Vaingankar	Member

	Ms. Bhagyashri L. Halarnkar	Member
	Ms. Shabnam Maula Sheikh	Member
	Ms. Ashwini Y. Pujari	Member
32)	Publicity Committee	
	Dr. (Ms.) Anita S.Tilve Manekar	Convenor
	Mr. Sandeep Lotlikar	Member
	Dr. (Ms.) Smita Ajgaonkar Nayak	Member
	Dr. B. L. Malik	Member
	Mr. Alex Philip	Member
33)	Book Bank Committee	
	Mr. Virendra S. Dangui	Convenor
	Mr. Atul Pole	Member
	Dr. (Ms.) Socorrinha D'Costa	Member
	Dr. (Ms.) Smita Ajgaonkar Nayak	Member
	Member	
	Ms. Antima Gaonkar	Member
34)	N.S.S. Committee	
	Dr. Kiran Naik	Programme Officer (In-Charge)
	Ms. Priya U.Sabnis	Programme Officer
	Dr. (Ms.) Rasika S. Gaonkar	Programme Officer
	Dr. (Ms.) Jyoti D. Vaingankar	Programme Officer
	Mr. Atul Pole	Programme Officer
	Ms. Lynette Fernandes	Advisor
	Mr. Virendra Dangui	Advisor
35)	Indian Music, Dance, Theater Art Club And Spicmacay Committee	
	Dr. (Ms.) Padmaja V.Kamat	Convenor
	Dr. (Ms.) Mita N.Amonkar	Member
	Mr. A. V.Bhandiwad	Member
	Dr. (Ms.) Anita S.Tilve Manekar	Member
	Dr. (Ms.) Rasika S. Gaonkar	Member
	Dr. (Ms.) Socorrinha D'Costa	Member
	Dr. Kiran Naik	Member
	Mr. Irshad Shaikh	Member
	Mr. Milind B. Gauns	Member
	Mr. Vishnu Naik	Member
	Mr. Gajanan Naik	Member
	Ms. Shruti Bhosale	Member
	Mr. Nitin Naik	Member
	Ms. Pooja Vishwakarma	Member
	Ms. Gautami Amonkar	Member
36)	Staff Guild	
	Ms. Priya U.Sabnis	Secretary
	Dr. (Ms.) Rasika Gaonkar	Jt. Secretary

- 37) Science Forum**
- | | |
|--------------------------|----------|
| Dr. (Ms.) Neha Prabhu | Convenor |
| Ms. Supriya Gawde | Member |
| Mr. Savio Dias | Member |
| Ms. Shreeveni S. Tari | Member |
| Ms Vishwal Kunkolienkar | Member |
| Ms. Shabnam Maula Sheikh | Member |
| Ms. Chaitali C. Verenkar | Member |
| Ms. Ashwini Y. Pujari | Member |
- 38) Arts Forum**
- | | |
|--------------------------|----------|
| Ms. Jasmine Kurian | Convenor |
| Dr. (Ms.) Aditi M. Rane | Member |
| Ms. Sneha Desai | Member |
| Dr. (Ms.) Alvita Desouza | Member |
| Mr. Alex Philip | Member |
- 39) PES Medical Centre**
- | | |
|-------------------------------|----------|
| Dr. (Ms.) Flory Pereira | Convenor |
| Ms. Vishwal Kunkolienkar | Member |
| Ms. Bhagyashri L. Halarnkar | Member |
| Dr. (Ms.) Pritam Borkar Patil | Member |
| Dr. Kiran Naik | Member |
| Ms. Karishma Naik | Member |
| Ms. Sanjana S. Nigalye | Member |
| Ms. Reema Desai | Member |
| Ms. Shruti Bhosale | Member |
| Ms. Sneha Desai | Member |
- 40) Alumni Association**
- | | |
|--------------------------|----------|
| Ms. Deepa C.Fernandes | Convenor |
| Ms. Vishwal Kunkolienkar | Member |
| Mr. Kiran S. Gaude | Member |
| Ms. Shreeveni S. Tari | Member |
| Ms. Lochan Narvekar | Member |
| Mr. Alex Philip | Member |
| Mr. Virendra S. Dangui | Member |
| Ms. Shruti S. Bhosale | Member |
| Ms. Priyanka Shet Parkar | Member |
| Mr. Gajanan Bhat | Member |
- 41) Parent Teachers Association**
- | | |
|------------------------------|----------|
| Ms. Mandakini G.S. Kundaikar | Convenor |
| Dr. (Ms.) Neha Prabhu | Member |
| Ms. Uma J.Priolkar | Member |
| Ms. Anuradha Kanolkar | Member |
| Mr . Deepak Chatre | Member |
| Ms. Sanjana S. Nigalye | Member |
- 42) Research Development and Innovation Cell**

Dr. S. H. P. Keluskar	Convenor
Dr. (Ms.) Sima V. Kamat	Member
Dr. (Ms.) Kamladevi R. Kunkolienkar	Member
Prof (Ms.) Varsha V. Kamat	Member
Prof. J. G. R. Monteiro	Member
Dr. (Ms.) Sunita Borkar	Member
Prof. Badruddin	Member
Dr. (Ms.) Harsha P.Uskaikar	Member
Dr. (Ms.) Mita Amonkar	Member
Dr. (Ms.) Alvita deSouza	Member
Dr. (Ms.) Jyoti Vaingankar	Member
Dr. Chandan Amonkar	Member

43) Women's Cell

Prof. (Ms.) Varsha V.Kamat	Convenor
Ms. Sanjana S. Nigalye	Member
Ms. Lochan Narvekar	Member
Ms. Vishwal Kunkolienkar	Member
Ms. Arati K. Talaulikar	Member
Ms. Chaitali C. Verenkar	Member

44) Discipline Committee

Dr. S. H. P. Keluskar	Vice- Principal (Convenor)
Ms.Uma J. Priolkar	Chairman, Student Council
Mr.Sandeep Lotlikar	Convenor Gym/ Sports activities
Mr G.P.P. Khanolkar	(Member)
Mr. Adarsh M. F. Gaonkar Director of Physical Education	(Member)
Mr. Milind B. Gauns	Librarian (Member)
All HOD's, Teaching & Non Teaching Staff	(Members)
Mr. Pralay R. Gaude Instructor of Physical Education	(Members)

45) College Documentation Centre

Mr. Milind B. Gauns	Convenor
Dr. (Ms.) Teja Savoikar	Member
Mr. A.V. Bhandiwad	Member
Dr. (Ms.) Neha Prabhu	Member
Ms. Anita G. Narvekar	Member
Ms. Kunda G. Shet Narvekar	Member
Mr. Vaibhav Naik	Member
Mr Gajanan Bhat	Member

46) AISHE and NIRF

Dr. (Ms.) Mita N. Amonkar	Convenor
Mr. Kiran S. Gaude	Member
Dr. (Ms.) Teja Savoikar	Member
Ms. Lochan Narvekar	Member
Ms. Shreeveni S. Tari	Member

	Ms. Akshata Phadte	Member
	Mr. Savio Dias	Member
	Mr. Sanket Gaonkar	Member
	Mr. Pratik Asogekar	Member
47)	Teaching Learning And Education Technology Cell	
	Mr. A. V. Bandiwad	Convenor
	Ms. Priya Sabnis	Member
	Ms. Jasmine Kurian	Member
	Dr. (Ms.) Ranjita U. Sawaiker	Member
	Dr. (Ms.) Pritam Borkar Patil	Member
	Dr. (Ms.) Rasika Gaonkar	Member
	Dr. (Ms.) Socorrinha D'Costa	Member
	Ms. Shital Desai	Member
48)	RUSA Scheme	
	Mr. G. P. P. Khanolker	Co-ordinator
49)	Campus Maintainance Committee	
	Dr. S. H. P. Keluskar	Convenor
	Mr. Milind B. Gauns	Member
	Mr. A. V. Bhandiwad	Member
	Mr. Adarsh M. F. Gaonkar	Member
	Ms. Anita G. Narvekar	Member
	Ms. Kunda G.S. Narvekar	Member
	Mr. Devidas Gaude	Member
	Mr. Manish Naique	Member
	Mr. Dinesh Naik	Member
	Mr. Atchut Satarkar	Member
50)	Canteen Committee	
	Mr. G.P. Prabhu Khanolker	Convenor
	Ms. Uma J.Priolkar	Member
	Ms. Brenda F. D. Barreto	Member
	Mr. Adarsh M. F. Gaonkar	Member
	Dr. Chandan P. Amonkar	Member
	Dr. (Ms.) Smita Ajgaonkar Nayak	Member
	Ms. Chaitali C. Verenkar	Member
	Ms. Swarupa Kerkar	Member
	Mr. Devidas Gaude	Member
	General Secretary of Student Council	Member
	Ladies Representative of Student Council	Member
51)	Seminar/ Conference Hall and Audio Visual Equipment Monitoring Committee	
	Mr. Milind B. Gauns	Convenor
	Mr. Kiran Gaude	Member
	Mr. Atul Pole	Member
	Ms. Lynette Fernandes	Member
	Ms. Anita G. Narvekar	Member
	Mr. Mohanish Naik	Member
	Mr. Manish Naique	Member

Mr. Shailesh Gaonkar	Member
Mr. Lekraj Naik	Member
Mr. Roy R. Naik	Member
Mr. Vasudeo Naik	Member
52) Student's Aid Fund Committee	
Ms. Bhagyashri L. Halarnkar	Convenor
Ms. Teja A.Gramopadhye	Member
Prof. Badruddin	Member
Ms. Ravina Jalmi	Member
Dr. (Ms.) Socorrinha D'Costa	Member
Ms. Shruti Bhosale	Member
Mr. Alex Philip	Member
53) Forum For Promotion and Conservation of Traditional Local Art & Culture	
Prof. (Ms.) Varsha V. Kamat	Convenor
Dr. (Ms.) Anita S.Tilve Manekar	Member
Ms. Bhagyashri L. Halarnkar	Member
Dr. (Ms.) Socorrinha D'Costa	Member
Mr. Sandeep Lotlikar	Member
Mr. Vishnu Naik	Member
Mr. Devidas Gaude	Member
54) Naac Steering Committee	
Prof. Vikas J. Pissurlekar	Principal
Dr. S. H. Prabhu Keluskar	Vice- Principal
Mr. G.P. Prabhu Khanolkar	Coordinator
Dr. (Ms.) S.R. Borkar	IQAC Coordinator
Prof. J. G. R Monteiro	Member
Dr. M. N. Kulkarni	Member
Dr. (Ms.) S. V. Kamat	Member
Dr. S. H. Bhosale	Member
Dr. (Ms.) K. R Kunkolienkar	Member
Mr. A. V. Bhandiwad	Member
Dr. S. D. Gokakakar	Member
Ms. Uma J. Priolkar	Member
Prof. Badruddin	Member
Prof. (Ms.) Varsha V. Kamat	Member
Ms. Lynette Fernandes	Member
Dr. (Ms.) Ranjita U. Sawaiker	Member
Dr. (Ms.) Harsha P. Uskaikar	Member
Ms. Brenda Barretto	Member
Ms. Priya U. Sabnis	Member
Mr. Adarsh M. F. Gaonkar	Member
Mr. Milind Gauns	Member
Ms. Anita G. Narvekar	Member
Ms. Kunda G. Shet Narvekar	Member
Mr. Vaibhav M. Naik	Member
Mr. Devidas Gaude	Member
Mr. Nitin Naik	Member
Mr. Dinesh Naik	Member

55) Equal Opportunity Cell

Prof. Badruddin	Convenor
Ms. Vishwal Kunkolienkar	Member
Ms. Bhagyashri L. Halarnkar	Member
Ms. Deepa C.Fernandes	Member
Mr. Kiran S. Gaude	Member
Mr. Irshad Shaikh	Member
Mr. Devidas Gaude	Member

56) Internal Quality Assurance Cell

Dr. V. J. Pissurlekar,	Principal Chairman
Shri. H. P. Dharmatkar	Executive committee Member, Ponda Education Society
Prof. J.S. Budkuley	Former Registrar & Head of Department of Goa University
Shri. A. Sardesai REINIGER, INDIA	Member
Dr. S. H. P. Keluskar	Vice- Principal
Dr. (Ms.) S. R. Borkar	Co - ordinator
Mr. G. P. P. Khanolker	Member
Shri. A. V. Bhandiwad	Member
Shri. S. Gawas Deputy Manager, Zydus, Cadila	Member
Dr. S. H. Bhosale	Member
Dr. S. D. Gokakakar	Member
Ms. U J. Priolkar	Member
Mr. M. B. Gauns	Member
Mr. V. Gaunekar	Member
Ms. A. G. Narvekar	Member
General Secretary of student council	Member

57) Staff Mentoring Committee

Dr. S. H. P. Keluskar	Convenor
Mr. G. P. P. Khanolker	Member
Dr. (Ms.) Kamladevi R. Kunkolienkar	Member
Ms. Anita G. Govekar	Member
Ms. Kunda G. Shet Narvekar	Member

58) EK Bharat Shreshtha Bharat Club (EBSB Club)

Dr. S. H. P. Keluskar	Chief Co-ordinator
Mr. G. P. P. Khanolker	Co-ordinator
Dr. (Ms.) Mita N. Amonkar	Member
Ms. Uma J. Priolkar	Member
Ms. Priya U. Sabnis	Member
Dr. (Ms.) Harsha P. Uskaikar	Member
Ms. Lynette Fernandes	Member
Dr. (Ms.) Pritam Borkar Patil	Member
Ms. Teja A. Gramopadhye	Member
Prof. J. G. R. Monteiro	Member

Dr. Kiran Naik	Member
Ms. Sanjana S. Nigalye	Member
Ms. Akshata Phadte	Member
Ms. Anita G. Narvekar	Member
Ms. Kunda G. Shet Narvekar	Member
Mr. Gajanan Bhat	Member
Ms. Asmita Haldankar	Member
All Student Members of Student's Council	Member

59) College Student Grievance Redressal Committee (CSGRC)

Dr. V. J. Pissurlekar	Principal
Dr. S. H. P. Keluskar	Vice- Principal
Mr. G. P. P. Khanolker	Member
Prof. J. G. R. Monteiro	Member
Mr. Sandeep Lotlikar	Member
Ms. Uma J. Priolkar	Member
Student Representative	Member

60) Eco Club

Dr. (Ms.) Pritam Borkar Patil	Convenor
Ms. Jasmine Kurian Monteiro	Member
Dr. (Ms.) Ranjita U. Sawaiker	Member
Mr. Savio Dias	Member
Dr. (Ms.) Smita Ajgaonkar Nayak	Member
Ms. Shreeveni S. Tari	Member
Dr. (Ms.) Teja N. Savoikar	Member
Dr. (Ms.) Neha Prabhu	Member
Mr. Kiran S. Gaude	Member
Ms. Peyusha J. Fernandes	Member
Ms. Shabnam Maula Sheikh	Member
Ms. Chaitali C. Verenkar	Member

61) PES Institution Innovation Council Committee

Dr. V. J. Pissurlekar	Principal
Prof. Niyam Marchon	External Expert, SHEC DHE-Goa
Prof. (Ms.) Varsha V. Kamat	IIC President
Prof. J.G.R. Monteiro	IIC Vice- President
Dr. (Ms.) Ranjita U. Sawaiker	IIC Convenor
Dr. (Ms.) Sunita Borkar	Start- up activity Co-ordinator
Dr. (Ms.) Mita Amonkar	NIRF Co-ordinator
Dr. (Ms.) Flory Pereira	IPR Co-ordinator
Dr. (Ms.) Smita Ajgaonkar Nayak	Internship Activity Co-ordinator
Shri. Kiran Gaude	ARIIA Co-ordinator
Ms. Shreeveni Tari	Innovation Co-ordinator
Ms. Anita G. Narvekar	Member
Ms. Prita S.S. Usgaonkar	Member
Mr. Vaibhav Naik	Social Media Co-ordinator

Ms. Seema Rivonkar (Alumnus)
Ms. Pranjali Gaonkar (Alumnus)

Shri Atul Chari (Student)
Shri Ram Patil (Student)
Student Member

Innovation Co-ordinator
Internship Activity Co-ordinator
Start-up activity Co-ordinator
Social Media Co-ordinator
IPR Co-ordinator

62) NDLI Club

Prof. Vikas Pissurlekar
Mr. Milind Gauns
Dr. (Ms.) Deeparani K.Prabhu
Ms. Diksha Naik

NDLI Patron
Club President
Club Secretary
Club Executive Member

IX. Directory of Officers and Employees [Section 4 (1) (b) (ix)]**Teaching Staff (2021-22)**

Sr. No.	Name	Designation	Tel No	E-mail Address
1	Prof. Vikas J. Pissurlekar	Principal	0832 2914427	vikjsp@yahoo.co.in
2	Dr. Satish H.P. Keluskar	Vice Principal	0832 2914427	shpk964@gmail.com
3	Dr.(Mrs) K. R. Kunkolienkar	Associate Prof.	0832 2914427	kaamakhya_k@rediffmail.com
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5	Dr. Srinivas D. Gokakakar	Associate Prof.	0832 2914427	sdgokakakar@gmail.com
6	Mr. Anil V. Bhandiwad	Associate Prof.	0832 2914427	bhandiwad29@gmail.com
7	Dr. Girish V.S. Kundaikar	Associate Prof.	0832 2914427	girish.kundaikar@gmail.com
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9	Dr. Bhiva L. Malik	Associate Prof.	0832 2914427	bhiwamalik@gmail.com
10	Dr. Milind N. Kulkarni	Associate Prof.	0832 2914427	meelind2000@yahoo.co.in
11	Dr.Subhash H. Bhosale	Associate Prof.	0832 2914427	shbhosale60@gmail.com
12	Dr.(Ms.) Sunita R. Borkar	Associate Prof.	0832 2914427	sunib456@gmail.com
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17	Prof. Badruddin	Professor	0832 2914427	drbadar786@gmail.com
18	Dr. Carolina F. E. Fernandes	Associate Prof.	0832 2914427	paulcarol12345@gmail.com
19	Mrs. Anuradha B.Kanolkar	Associate Prof.	0832 2914427	aniruk1289@gmail.com
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21	Dr.(Mrs) Ranjita U. Sawaiker	Associate Prof.	0832 2914427	ranjitasawaikar@gmail.com
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28	Mrs. Bhagyashri L. Halarnkar	Assistant Prof.	0832 2914427	bhagyashrih@gmail.com
29	Ms. Lynette Fernandes	Assistant Prof.	0832 2914427	lynettedfs0209@gmail.com
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31	Dr.(Mrs.) Padmaja V. Kamat	Assistant Prof.	0832 2914427	kamatpadmaja@gmail.com
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34	Mr. Sandeep S. Lotlikar	Assistant Prof.	0832 2914427	sandeepsotlikar@gmail.com
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36	Mrs. Uma Priolkar	Assistant Prof.	0832 2914427	saiumapriol@gmail.com
37	Dr. (Ms.) Aditi M. Rane	Assistant Prof.	0832 2914427	aditimrane3074@gmail.com
38	Dr.(Mrs.) Flory Pereira	Assistant Prof.	0832 2914427	florycliffy@gmail.com
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54	Ms.Karishma Naik	Assistant Prof.	0832 2914427	karishmanaik2@gmail.com
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94	Ms.Shubhalaxmi K. Naik	Assistant Prof.	0832 2914427	naikshubhlaxmi07@gmail.com
95	Ms.Adisha G. Narvekar	Assistant Prof.	0832 2914427	adishanarvekar337@gmail.com
96	Ms.Veena V. Govekar	Assistant Prof.	0832 2914427	veenagovekar13@gmail.com
97	Ms.Pranjali M. Gaonkar	Assistant Prof.	0832 2914427	pranjumahen77@gmail.com
98	Ms. Swarali Naik	Assistant Prof.	0832 2914427	swaralinaik05@gmail.com
99	Ms. Larissa Menezes	Assistant Prof.	832 2335171	larissamenez@gmail.com

Non-Teaching Staff (2021-22)

Sr. No.	Name	Designation	Tel No	E-mail Address
1	Ms. Anita G. Narvenkar	Head-Clerk	0832 2914427	anitaagovekar@gmail.com
2	Mrs. Kunda G. Shet Narvekar	Accountant	0832 2914427	Knarvekar65@gmail.com
3	Mr. Nitin Narayan Naik	Storekeeper	0832 2914427	nitinnaik151972@gmail.com
4	Mr. Vaibhav M. Naik	System Administrator	0832 2914427	Vaibhavanarky@gmail.com
5	Mr. Devidas V. Gaude	U.D.C.	0832 2914427	devidasgaude1@gmail.com
6	Mrs. Asha Ajit Golatkar	U.D.C.	0832 2914427	ashagolatkar@gmail.com
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10	Mr. Mohanish S. Naik	L.D.C.	0832 2914427	Manishnaik3635@gmail.com
11	Ms. Sampada K. Naik	L.D.C.	0832 2914427	ssampadanaik@gmail.com

12	Mr.Pralay R. Gaude	Instructor in Physical Education	0832 2914427	
13	Mrs. Rajashree R. Thampan	Lab. Assist.	0832 2914427	Rajashree@hotmail.com
14	Mr. Mahesh S. Nadkarni	Lab. Assist.	0832 2914427	nadkarnimahesh65@gmail.com
15	Mr. Vishnu A. Naik	Lab. Assist.	0832 2914427	ajaynaikmusic@gmail.com
16	Mrs Prita S. Sinai Usgaonkar	Lab. Assist.	0832 2914427	pritausgaonkar@gmail.com
17	Ms. Swarupa S. Kerkar	Lab. Assist.	0832 2914427	swarupa.kerkar1979@gmail.com
18	Mr.Saish S. Naik	Lab. Assist.	0832 2914427	saishnaik707@gmail.com
19	Mr. Manish M. Naique	Lab. Tech.	0832 2914427	manishnaique@gmail.com
20	Ms. Diksha D. Naik	Librarian Grade I	0832 2914427	dikshanaik@gmail.com
21	Mr. Suraj S. Shet Kamat	Librarian Grade II	0832 2914427	surajshetkamat@gmail.com
22	Mr. Kamalakant J. Naik	MTS (Gym.Peon)	0832 2914427	kamalakanatnaik111@gmail.com
23	Mr. Rohidas T. Gaude	MTS (Lab.Attend.)	0832 2914427	
24	Mr. Ranganath S. Naik	MTS (Lab.Attend.)	0832 2914427	
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26	Mr. Prakash R. Naik	MTS (Lab.Attend.)	0832 2914427	
27	Mr. Vaman P. Naik	MTS (Lab.Attend.)	0832 2914427	vamannaik1967@gmail.com
28	Mr. Raju S. Bandodkar	MTS (Lab.Attend.)	0832 2914427	bandodkarraju49@gmail.com
29	Mr. Shailesh S.N. Gaonkar	MTS (Lab.Attend.)	0832 2914427	shaileshnaik2727@gmail.com
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31	Mr. Eknath H. Naik	MTS (Lab.Attend.)	0832 2914427	eknathnaik108@gmail.com
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40	Mr. Prasad V. Adarkar	MTS (Peon)	0832 2914427	
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50	Mr. Nar Bahadur Hunching	Security	0832 2914427	
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52	Ms. Sujata P. Sawant	Housekeeping	0832 2914427	
53	Ms. Sadhiya P. Kurtikar	Housekeeping	0832 2914427	
54	Ms. Kishori K. Satarkar	Housekeeping	0832 2914427	
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57	Mr. Keshav Gurung	Security	0832 2914427	
58	Mr. Sarvesh S. Naik	Gardner	0832 2914427	

**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 (2021-2022)

Sr. No.	Name	Designation	Gross Salary (Rs.)
1	Prof. Vikas J. Pissurlekar	Principal	325240.00
2	Dr. Satish H.P. Keluskar	Vice Principal	334816.00
3	Dr.(Mrs) K. R. Kunkolienkar	Associate Prof.	315968.00
4	Prof.(Mrs) Varsha V. Kamat	Professor	326760.00
5	Dr. Srinivas D. Gokakakar	Associate Prof.	334816.00
6	Mr. Anil V. Bhandiwad	Associate Prof.	306848.00
7	Dr. Girish V.S. Kundaikar	Associate Prof.	334816.00
8	Dr.(Mrs) Sima V. Kamat	Associate Prof.	315968.00
9	Dr. Bhiva L. Malik	Associate Prof.	315968.00
10	Dr. Milind N. Kulkarni	Associate Prof.	325240.00
11	Dr.Subhash H. Bhosale	Associate Prof.	306848.00
12	Dr.(Ms.) Sunita R. Borkar	Associate Prof.	306848.00
13	Prof. Jeronimo G. R. Monteiro	Professor	336488.00
14	Dr. (Ms.) Anjali M Rao	Associate Prof.	298032.00
15	Ms. Mandakini G. S. Cundoicar	Associate Prof.	298032.00
16	Mr. Gurunath P. P.Khanolkar	Associate Prof.	298032.00
17	Prof. Badruddin	Professor	326760.00
18	Dr. Carolina F. E. Fernandes	Associate Prof.	325240.00
19	Mrs. Anuradha B.Kanolkar	Associate Prof.	250456.00
20	Dr.(Ms.) Anita S. Tilve	Associate Prof.	298032.00
21	Dr.(Mrs)Ranjita U. Sawaiker	Associate Prof.	273104.00
22	Dr.(Mrs.) Mita Nilesh Amonkar	Associate Prof.	306848.00
23	Mr. Virendra Shivaji Dangui	Assistant Prof.	172632.00
24	Dr.(Mrs.) Deeparani K. Prabhu	Assistant Prof.	193760.00
25	Mrs. Teja A. Gramopadhye	Associate Prof.	250456.00
26	Ms. Deepa C. Fernandes	Associate Prof.	250456.00
27	Mr. Deepak R. Chhatre	Assistant Prof.	172632.00
28	Mrs. Bhagyashri L. Halarakar	Associate Prof.	250456.00
29	Ms. Lynette Fernandes	Associate Prof.	250456.00
30	Ms. Brenda F. D. Barreto	Associate Prof.	250456.00
31	Dr.(Mrs.) Padmaja V. Kamat	Associate Prof.	281160.00
32	Mrs. Priya U.Sabnis	Associate Prof.	243312.00
33	Ms. Jasmine Kurian	Assistant Prof.	172632.00
34	Mr. Sandeep S. Lotlikar	Associate Prof.	243312.00
35	Dr. (Ms.) Harsha P.Uskaikar	Associate Prof.	265352.00
36	Mrs. Uma Priolkar	Assistant Prof.	126120.00

37	Dr. (Ms.) Aditi M. Rane	Assistant Prof.	158496.00
38	Dr.(Mrs.) Flory Pereira	Assistant Prof.	163056.00
39	Ms.Vishwal B. Sinai Kunkolienkar	Assistant Prof.	109400.00
40	Dr. Jyoti D. Vaigankar	Assistant Prof.	106360.00
41	Dr. Kiran S. Naik	Assistant Prof.	106360.00
42	Dr.(Mrs.)Rasika Desai Gaonkar	Assistant Prof.	103472.00
43	Dr.Pritam Borker Patil	Assistant Prof.	103472.00
44	Mr. Atul Ashok Pole	Assistant Prof.	103472.00
45	Ms. Sanjana Santosh Nigalye	Assistant Prof.	100584.00
46	Dr.Alvita Desouza	Assistant Prof.	97848.00
47	Dr.Smita Ajgaonkar Nayak	Assistant Prof.	97848.00
48	Dr.Chandan P. Amonkar	Assistant Prof.	112592.00
49	Mr.Kiran S. Gaude	Assistant Prof.	97848.00
50	Dr.Socorrinha D'costa	Assistant Prof.	97848.00
51	Ms. Shital S. Dessai	Assistant Prof.	97848.00
52	Dr.Neha Prabhu	Assistant Prof.	97848.00
53	Dr.Teja Savoikar	Assistant Prof.	97848.00
54	Ms.Karishma Naik	Assistant Prof.	97848.00
55	Ms. Shreeveni S. Tari	Assistant Prof.	97848.00
56	Ms. Lochan Narvekar	Assistant Prof.	97848.00
57	Mr. Dominic Savio Dias	Assistant Prof.	92528.00
58	Mr. Anchit R. Shet Parker	Assistant Prof.	92528.00
59	Ms. Supriya S. Gawde	Assistant Prof.	92528.00
60	Mr. Irshad Shaikh	Assistant Prof.	92528.00
61	Mr.Adarsh M.F. Gaonkar	College Director of Physical Education	92528.00
62	Mr. Milind B. Gauns	Librarian	103472.00
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63	Ms. Shruti S. Bhosale	Assistant Prof.	40000.00
64	Mr. Alex Philip	Assistant Prof.	40000.00
65	Ms. Sneha Y. Dessai	Assistant Prof.	40000.00
66	Ms. Antima N. Gaonkar alias Ms.Antima V. Dessai	Assistant Prof.	50000.00
67	Ms. Chaitnya Alias Chetana C. Sawkar	Assistant Prof.	40000.00
68	Ms. Peyusha J. Fernandes	Assistant Prof.	40000.00
69	Ms. Arati K Talaulikar	Assistant Prof.	40000.00
70	Ms. Chaitali C. Verenkar	Assistant Prof.	40000.00
71	Ms. Shabnam Maula Sheikh	Assistant Prof.	40000.00
72	Ms. Rima R. Desai	Assistant Prof.	40000.00
73	Ms. Ashwini Y. Pujari	Assistant Prof.	40000.00
74	Ms. Ravina Jalmi	Assistant Prof.	40000.00
75	Mr. Abhijeet A. Mainkar	Assistant Prof.	40000.00
76	Ms. Aparna Juvarkar	Assistant Prof.	40000.00
77	Dr. Vaibhav M. Naik	Assistant Prof.	50000.00
78	Ms. Akshata Phadte	Assistant Prof.	40000.00
79	Ms. Chaitalee U. Joshi	Assistant Prof.	40000.00
80	Ms. Pooja Vishwakarma	Assistant Prof.	40000.00

81	Ms. Madhuri Gaikwad	Assistant Prof.	40000.00
82	Dr. Pratik Asogekar	Assistant Prof.	40000.00
83	Dr. Sanket Gaonkar	Assistant Prof.	40000.00
Lecture Basis Appointments			
84	Ms. Sasha E. Barreto	Assistant Prof.	Rs 750/- per lecture
85	Ms. Siffonia D'mello	Assistant Prof.	Rs 750/- per lecture
86	Ms. Priyanka N. Shet Parker	Assistant Prof.	Rs 750/- per lecture
87	Ms. Gouravi G. Shirsodkar	Assistant Prof.	Rs 750/- per lecture
88	Ms.Sanika M. Chari	Assistant Prof.	Rs 750/- per lecture
89	Ms. Shivani Keny	Assistant Prof.	Rs 750/- per lecture
90	Ms.Avelina Noronha	Assistant Prof.	Rs 750/- per lecture
91	Ms. Samiksha Parab	Assistant Prof.	Rs 750/- per lecture
92	Ms. Gautami P. Amonkar	Assistant Prof.	Rs 750/- per lecture
93	Mr.Aniket B. Kanolkar	Assistant Prof.	Rs 750/- per lecture
94	Ms.Shubhalaxmi K. Naik	Assistant Prof.	Rs 750/- per lecture
95	Ms.Adisha G. Narvekar	Assistant Prof.	Rs 750/- per lecture
96	Ms.Veena V. Govekar	Assistant Prof.	Rs 750/- per lecture
97	Ms.Pranjali M. Gaonkar	Assistant Prof.	Rs 750/- per lecture
98	Ms. Swarali Naik	Assistant Prof.	Rs 1200/- per lecture
99	Ms. Larissa Menezes	Assistant Prof.	Rs 1200/- per lecture

Non- Teaching Staff (2021-22)

Sr. No.	Name	Designation	Gross Salary (Rs.)
1	Ms. Anita G. Narvenkar	Head-Clerk	99844.00
2	Mrs. Kunda G. Shet Narvekar	Accountant	105772.00
3	Mr. Nitin Narayan Naik	Storekeeper	88900.00
4	Mr. Vaibhav M. Naik	System Administrator	57892.00
5	Mr. Devidas V. Gaude	U.D.C.	75676.00
6	Mrs. Asha Ajit Golatkar	U.D.C.	75676.00
7	Mr. Gajanan R. Bhat	U.D.C.	75676.00
8	Ms.Asmita A. Haldankar	Jr.Stenographer	44820.00
9	Mr. Sainand A. Naik	L.D.C.	51052.00
10	Mr. Mohanish S. Naik	L.D.C.	45580.00
11	Ms. Sampada K. Naik	L.D.C.	35254.00
12	Mr.Pralay R. Gaude	Instructor in Physical Education	70660.00
13	Mrs. Rajashree R. Thampan	Lab.Asstt.	105772.00
14	Mr. Mahesh S. Nadkarni	Lab.Asstt.	108812.00
15	Mr. Vishnu A. Naik	Lab.Asstt.	99844.00
16	Mrs Prita S. Sinai Usgaonkar	Lab.Asstt.	96956.00
17	Ms. Swarupa S. Kerkar	Lab. Asstt.	63820.00
18	Mr.Saish S. Naik	Lab Asst.(IT Dept.)	42388.00
19	Mr. Manish M. Naique	Lab. Tech.	48772.00
20	Ms. Diksha D. Naik	Librarian Grade I	48164.00
21	Mr. Suraj S. Shet Kamat	Librarian Grade II	42388.00
22	Mr. Kamlakant J. Naik	MTS(Gym.Peon)	62908.00



23	Mr. Rohidas T. Gaude	MTS (Lab.Attend.)	62908.00
24	Mr. Ranganath S. Naik	MTS (Lab.Attend.)	60628.00
25	Mr. Dattaram K. Gaude	MTS(Lab.Attend.)	59412.00
26	Mr. Vaman P. Naik	MTS (Lab.Attend.)	59412.00
27	Mr. Raju S. Bاندodkar	MTS (Lab.Attend.)	59412.00
28	Mr. Shailesh S.N. Gaonkar	MTS (Lab.Attend.)	58956.00
29	Mr. Pradeep N. Naik	MTS(Lab.Attend.)	57284.00
30	Mr. Eknath H. Naik	MTS (Lab.Attend.)	57284.00
31	Mr. Dinesh V. Naik	MTS (Lab.Attend.)	57284.00
32	Mr. Vinayak V. Gaude	MTS (Lab.Attend.)	57284.00
33	Mr. Dayanand T. Jalmi	MTS (Lab.Attend.)	57284.00
34	Mr. Gajanan S. Naik	MTS (Lab.Attend.)	57284.00
35	Mr. Umakant K. Naik	MTS	57284.00
36	Mr. Dilip U. Gaude	MTS	57284.00
37	Mr. Atchut P. Satarkar	MTS	57284.00
38	Mr. Shivanand H. Gaude	MTS	57284.00
39	Mr. Prasad V. Adarkar	MTS(Peon)	46948.00
40	Mr. Vasudev Naik	MTS	45580.00
41	Mr. Roy R. Naik	MTS	31204.00
42	Mr. Lekraj G. Naik	MTS	31204.00
43	Mr. Arvind B.Gaonkar	MTS	29596.00
Contract basis			
44	Ms. Axina Govekar	L.D.C.	14,017.00
45	Mr. Saesh Naik	Lab. Assistant	13,220.00
46	Mr. Umesh Kurtikar	MTS	11,416.00
47	Mrs. Asma Dyavankatti	MTS	8,400.00
48	Ms. Sneha Kurtikar	L. D. C	9276.00
49	Mr. Nar Bahadur Hunching	Security	9000.00
51	Ms. Anisha Aguiar	Housekeeping	9000.00
52	Ms. Sujata P. Sawant	Housekeeping	9000.00
53	Ms. Sadhiya P. Kurtikar	Housekeeping	9000.00
54	Ms. Kishori K. Satarkar	Housekeeping	9000.00
55	Ms. Ram Bاندodkar	Security	9000.00
56	Mr. Ladu Degvekar	Housekeeping	9000.00
57	Mr. Keshav Gurung	Security	9000.00
58	Mr. Sarvesh S. Naik	Gardner	9000.00

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

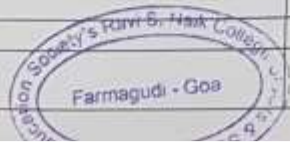
[Section 4(1) (b)(xi)]

P. E. S. R.S.N. College of Arts & Science, Farmagudi, Ponda, Goa
Budget for the year 2020-21

Income	Amount	Amount	Expenditure	Amount	Amount
	Rs	Rs.		Rs.	Rs.
Tuition fees		1927800.00	Salary of staff (Teaching & Non Teaching)		185895600.00
College exam Fees		2276400.00	Postage and Courier Charges		15000.00
Laboratory fees		763200.00	Stationery		160000.00
Gymkhana fees		529200.00	Printing		100000.00
Other fees		529200.00	Binding charges (Library & Office)		30000.00
University Registration fees		264600.00	Premium on Insurance of Apparatus and Equipments		25000.00
Library fees		592200.00	Uniform to Multi Tasking Staff		80000.00
I.T Charges		344400.00	Audit Fees		50000.00
Deposits (Refundable)			Advertisements		120000.00
a) Library deposits		29400.00	Affiliation fees (University Affiliation fees, Accreditation fees etc.)		90000.00
b) Laboratory deposits		21600.00	Premium on College Fidelity Insurance Policy		6000.00
c) Caution Money Deposit		88200.00	Other Petty Contingencies (Chalks, Dusters, white Board Markers etc.)		100000.00
Expected salary grants from Govt. (Less : tuition fees)		185895600.00	T.A. / D.A. (for Teaching and Non-Teaching Staff deputed for educational excursions and Tour undertaken to fulfill curriculum requirements)		50000.00
			Travelling Allowance and Daily Allowance (Teaching, Non-Teaching and Principal) for attending college official work)		85000.00
			T.A. / D.A. (for Teaching Staff & Principal) for attending Conferences, Seminars and Training Courses of an Academic nature		150000.00

			Seminar/Conference/Workshop Registration Fee	50000.00
Expected Maintenance Grants from Govt.		3271800.00	Contingency Expenditure incurred by the Principal on items considered essential but not covered in the list of Pattern of Assistance	25000.00
			Bank Charges and Commission on D.D. etc.	15000.00
			Library Books	590000.00
			News Papers	20000.00
			Magazines and Periodicals	110000.00
			Educational C.Ds. And DVDs	30000.00
			Laboratory Equipments	920000.00
			Chemicals and Glassware etc.	1480000.00
			Repairs of Laboratory Equipments	
			Purchase of Electrical Fixtures & Fittings, Electronic items and other items and equipments and Repairing of the same	50000.00
			Honorarium and T.A. (Experts on Recruitment/C.A.S. Committees)	70000.00
			Casual Hiring of Vehicles	30000.00
			Subscription or Registration Fees (paid to professional Bodies/Registered Bodies)	10000.00
			Refreshment to Visiting Guests	15000.00
			Telephone charges	35000.00
			Electricity Charges	600000.00
			Water charges	15000.00
			Gas Refilling Charges	50000.00
			Refilling of Fire Extinguishers	20000.00
			Gymkhana / Sports Expenditure	286000.00
			Extra Curricula Activities	220000.00
			Library Expenditure	35000.00
			Laboratory Expenditure	150000.00
			Maintenance Exp./ Annual Maintenance Contracts	100000.00



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P. E. S. R.S.N. College of Arts & Science, Farmagudi, Ponda, Goa
Budget for the year 2021-22



Income	Amount	Amount	Expenditure	Amount	Amount
	Rs.	Rs.		Rs.	Rs.
Tuition fees		1927800.00	Salary of staff (Teaching & Non Teaching)		175087800.00
College exam Fees		2281200.00	Postage and Courier Charges		10000.00
Laboratory fees		633600.00	Stationery		220000.00
Gymkhana fees		529200.00	Printing		
Other fees		529200.00	Binding charges (Library & Office)		30000.00
University Registration fees		264600.00	Premium on Insurance of Apparatus and Equipments		20000.00
Library fees		592200.00	Uniform to Multi Tasking Staff		
I.T Charges		344400.00	Audit Fees		50000.00
			Advertisements		160000.00
Deposits (Refundable)			Affiliation fees (University Affiliation fees, Accreditation fees etc.)		90000.00
a) Library deposits		29400.00	Premium on College Fidelity Insurance Policy		6000.00
b) Laboratory deposits		21600.00	Other Petty Contingencies (Chalks, Dusters, white Board Markers etc.)		100000.00
c) Caution Money Deposit		88200.00	T.A. / D.A. (for Teaching and Non-Teaching Staff deputed for educational excursions and Tour undertaken to fulfill curriculum requirements)		5000.00
			Travelling Allowance and Daily Allowance (Teaching, Non-Teaching and Principal) for attending college official work)		85000.00
Expected salary grants from Govt. (Less : tuition fees)		173160000.00	T.A. / D.A. (for Teaching Staff & Principal) for attending Conferences, Seminars and Training Courses of an Academic nature		30000.00
			Seminar/Conference/Workshop Registration Fee		30000.00
Expected Maintenance Grants from Govt.		2517000.00	Contingency Expenditure incurred by the Principal on items considered essential but not covered in the list of Pattern of Assistance		25000.00
Outsourcing of Activities		1500000	Bank Charges and Commission on D.D. etc.		10000.00

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	Library Books	450000.00
	News Papers	25000.00
	Magazines and Periodicals	75000.00
	Educational C.Ds. And DVDs	30000.00
	Laboratory Equipments	800000.00
	Chemicals and Glassware etc.	900000.00
	Repairs of Laboratory Equipments	100000.00
	Purchase of Electrical Fixtures & Fittings, Electronic items and other items and equipments and Repairing of the same	40000.00
	Honorarium and T.A. (Experts on Recruitment/C.A.S. Committees)	40000.00
	Casual Hiring of Vehicles	20000.00
	Subscription or Registration Fees (paid to professional Bodies/Registered Bodies)	5000.00
	Refreshment to Visiting Guests	15000.00
	Telephone charges	30000.00
	Electricity Charges	600000.00
	Water charges	13800.00
	Gas Refilling Charges	25000.00
	Refilling of Fire Extinguishers	20000.00
	Gymkhana / Sports Expenditure	150000.00
	Extra Curricula Activities	150000.00
	Library Expenditure	25000.00
	Laboratory Expenditure	100000.00
	Maintenance Exp./ Annual Maintenance Contracts	50000.00
	Taxes paid to Local Bodies and other Statutory Taxes	10000.00
	Casual Hiring of Labourers/Daily wage workers	10000.00
	Sports Equipments	70000.00
	Drinking Water facility Equipments	60000.00
	Purchase of Safety and Security Equipments	30000.00
	Laptops, Desktops and peripherals, Stabilizers, UPS and Server	150000.00

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		LCD Projectors and Screens		35000.00
		Purchase & Development of Software		35000.00
		Classrooms furniture (Desks, Benches, Tables, Chairs, Green Boards, White Boards, Platforms etc.)		100000.00
		Purchase of e-books, books Reader, e-journals e-database and subscription for e-library		30000.00
		Purchase of LED Display Screen, Refrigerator, Microwave Oven		100000.00
		Equipment and Medical Aid for Medical Health Centre		15000.00
		Generator and Fuel for Generator		35000.00
		Miscellaneous Expenditure		50000.00
		Expenditure incurred on outsourcing of activities such as Housekeeping, security etc.		1500000.00
		College Examination Expenditure		2281200.00
		University Registration fees		264600.00
		Broadband charges		20000.00
		TOTAL	184418400.00	
			TOTAL	184418400.00




PRINCIPAL
 Ponda Education Society's
 Ravi S. Naik College of Arts & Science
 Farnagudi - Goa

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.pesrsncollege.edu.in>.
- College Prospectus available on Website

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
Office Timings: 9.30 a.m. to 1.00 p.m. and 2.00 p.m. to 5.30 p.m. on all working days
- Website: <http://www.pesrsncollege.edu.in>.

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
First Appellate Officer	Dr. Vikas Jivottam Pissurlekar (Principal)	P.E.S' R.S.N. College of Arts and Science, P.O.Box No.: 3 Farmagudi, Ponda, Goa- 403 401	0832- 2914425 0832- 2914427	pessrsncol@gmail.com
Public Information Officer	Mr. G. P. Prabhu Khanolkar (Associate Professor)	P.E.S' R.S.N. College of Arts and Science, P.O.Box No.: 3 Farmagudi, Ponda, Goa- 403 401	0832- 2914425 0832- 2914427	pessrsncol@gmail.com
Assistant Public Information Officer	Mr. Devidas V. Gaude (UDC)	P.E.S' R.S.N. College of Arts and Science, P.O.Box No.: 3 Farmagudi, Ponda, Goa- 403 401	0832- 2914425 0832- 2914427	pessrsncol@gmail.com

