

VVM's Shree Damodar College of Commerce & Economics

Shree Damodar Educational Campus

G R Kare Road, Tansor, Comba

Margao, Goa 403601



(Affiliated to Goa University)

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

Website: www.damodarcollege.edu.in

Email: office.sdcc@vvm.edu.in

Phone: (0832) 2722500

RTI Act, 2005, Section 4(1)(b)

Section 4(1)(b)(i) Particulars of the Organization, Functions and Duties

Vidya Vikas Mandal's Shree Damodar College of Commerce & Economics, Margao, Goa was established in 1973.

AFFILIATION

The College is affiliated to Goa University. Prior to the establishment of Goa University, the College was affiliated to the University of Bombay.

UGC RECOGNITION

The College is recognized under Section 2(f) and 12(B) of the UGC Act

ACCREDITATION

The College has undergone four cycles of accreditation. In the fourth cycle the College was accredited at A Grade with a CGPA of 3.03 on a 4-point scale. The accreditation is valid till November 29, 2026

VISION

The College sees itself as a torch-bearer, imparting total quality education

MISSION

The College stands committed to nurturing an environment for the holistic growth of students, by imparting knowledge, skills and values conducive to good citizenship

The College is permanently affiliated to Goa University for the B.Com and B.Com (Hons.) programmes, for which it receives grant-in-aid from the Directorate of Higher Education, Government of Goa.

The primary function of the College is to impart higher education, and to provide students with opportunities for holistic and all-round development.

Section 4(1)(b)(ii) Powers and Duties of the Officers and Employees

Principal

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

The Principal is the academic and administrative Head of the College. Subject to the supervision, general control and direction of the Board of Management and Governing Council, he/she is responsible for

- (a) Academic growth of the College
- (b) Overseeing the teaching work, research and training programmes of the College
- (c) Admission of students and maintenance of discipline of the College
- (d) Receipts, expenditure and maintenance of accounts of the College
- (e) Maintenance of the assets of the College and their records in the relevant registers
- (f) Management of the College Library, Sports and all infrastructure facilities
- (g) Administration of the College and all related activities
- (h) Administration and supervision of curricular, co-curricular, extra-curricular, extension

and outreach activities of the College and maintenance of records

- (i) Adherence to and compliance with the Statutes, Ordinances, Regulations, Rules and other Orders issued by the University, Central and the State Governments from time to time
- (j) Supervision and conduct of College and University examinations including internal assessment and such other work pertaining to the examinations
- (k) Assessing Performance reports of teachers and Confidential reports of non-teaching staff, and maintenance of service books of all employees of the College in the forms prescribed by the University; timely completion of all career advancement and promotion after following all the prescribed procedures
- (l) Convening regular meetings of the College Governing Council
- (m) Any other work relating to the College as may be assigned by Vidya Vikas Mandal from time to time
- (n) Any other work relating to the College and the University as may be assigned by Goa University from time to time.
- (o) Any other work as may be assigned by the Directorate of Higher Education, Government of Goa, from time to time.

The Principal is expected to adhere to Goa University Statute **SC-16.16 Code of Professional Ethics**, which clearly defines his/her responsibilities

Vice-Principal

The Vice-Principal of the College is appointed for a term of two years, which may be extended by another two years. The Vice-Principal is entitled to an allowance of Rs. 2000/- per month and a lecture remission of four lectures per week.

Duties of the Vice-Principal

The Vice-Principal of the College will

- Hold charge and look after all routine matters when the Principal is on leave or not on the Campus
- Function as the Chairperson of the Admission Committee and Discipline Committee
- Function as the AISHE and NIRF Nodal Officer, Chief Proctor, and Nodal Officer for any other scheme/programme as instructed by the Principal from time to time
- Function as the Public Information Officer under the RTI Act.

- Function as the overall In-charge of all Committees, Functions, Seminars, Conferences, etc.
- Assist the Principal in the conduct of examinations and declaration of results.
- Assist the Principal in the process of planning and executing various academic and non-academic programs of the College.
- Carry out any other duties as may be assigned by the Principal from time to time.

Teaching faculty

All teachers, including the Vice-Principal, are expected to adhere to Goa University Statute **SC-16.16 Code of Professional Ethics**, which clearly defines their responsibilities

College Director of Physical Education and Sports

The College Director of Physical Education and Sports is expected to adhere to Goa University Statute **SC-16.16 Code of Professional Ethics**, which clearly defines his/her responsibilities

The College Director of Physical Education and Sports performs the following duties

1. Conducts orientation sessions for all fresh batches of students
2. Organizes inter-class, intra-mural and inter-College sports activities.
3. Takes steps to encourage wider participation in sports and games
4. Maintains records and submits reports as and when required
5. Organizes sessions for staff members on physical well-being, health and nutrition
6. Any other duties as may be assigned by the Principal from time to time

College Librarian

The College Librarian is expected to adhere to Goa University Statute **SC-16.16 Code of Professional Ethics**, which clearly defines his/her responsibilities

The College Librarian is a non-vacation academic staff member, whose timings are the same as that of non-teaching staff

The College Librarian performs the following duties

1. Provides information and information resources to all users of the College Library and Reading Room

2. Ensures adherence to all rules and regulations
3. Acquires reading materials as recommended by the teachers and the Library Committee
4. Oversees the management and upkeep of the Library
5. Maintains records and submits reports as and when required
6. Conducts orientation sessions for all new users
7. Takes steps towards progressive automation of the Library
8. Ensures optimal utilization of the Library resources by faculty members and students
9. Carries out periodic weeding out and disposal of unused/damaged/outdated books/periodicals
10. Any other duties as may be assigned by the Principal from time to time

Non-Teaching Staff

All non-teaching staff – technical and administrative – are governed by Central Civil Services (Conduct) Rules

Technical Staff - Duties

Instructor in Physical Education

- 1) Maintaining all the files and records related to students' participation in different sports activities within and outside the College.
- 2) Maintaining and entering students' attendance for extra-curricular activities within and outside the College.
- 3) Looking after the organization of various sports competitions under the guidance of the College Director of Physical Education and Sports.
- 4) Providing training and instruction to students regarding overall fitness and various sports.
- 5) Any other work as may be assigned by the College Director of Physical Education and Sports and the Principal from time to time

System Administrator

- 1) Managing the Campus Management Software used by the College
- 2) Resolving technical issues faced by staff members
- 3) Management of any platform used for online classes.

- 4) Providing technical assistance for online meetings, events, webinars, live streaming, etc.
- 5) Taking steps towards automation of office/administrative processes
- 6) Any other duties as may be assigned by the Principal from time to time

Librarian Grade-1

- 1) All matters relating to Library software
- 2) Processing of books
- 3) Stock verification of Library resources
- 4) Answering Library users' queries at the counter
- 5) Issue and return of books in the absence of counter staff
- 6) Any other duties as may be assigned by the College Librarian and the Principal from time to time

Lab Assistant

- 1) Lab-related work and maintaining Labs
- 2) Assisting the faculty members in conducting practical sessions and examinations
- 3) Updating the College website and social media sites regularly
- 4) Functioning as the IAIMS Coordinator
- 5) Assisting in online admission
- 6) Webinar Live streaming
- 7) Any other work as assigned by the faculty members of the Dept of IT, the Head Clerk and the Principal from time to time

Administrative Staff - Duties

Head Clerk

- 1) Overall in-charge of all administrative work
- 2) Pension papers
- 3) Assistant PIO - RTI
- 4) Maintaining Personal files/Service books
- 5) Maintaining Staff Roster
- 6) Correspondence in respect of questions from Assembly/Parliament
- 7) Attending audit

- 8) Career advancement of teachers
- 9) MACPS for non-teaching staff
- 10) Any other duties as may be assigned by the Principal from time to time

Accountant

- 1) In-charge of all College accounts work
- 2) Preparing Budgets
- 3) Maintaining accounts
- 4) Salary payments
- 5) Settling all third party payments
- 6) Attending Audit
- 7) Salary Certificates
- 8) Grants / Loans
- 9) Filing Income Tax Returns
- 10) Any other duties as may be assigned by the Principal from time to time

Jr. Stenographer

- 1) Admission work
- 2) Personal Assistant to the Principal
- 3) Notices/Press notes typing
- 4) Maintaining records pertaining to College committees
- 5) RTI information collection
- 6) Leave record of staff
- 7) Various statistics regarding staff & students
- 8) LAQs (Assembly questions) correspondence
- 9) Procedures relating to recruitment and appointment
- 10) NAAC work
- 11) Issuing various certificates/orders to staff
- 12) Work related to assigned College Committees
- 13) Any other duties as may be assigned by the Head Clerk and Principal from time to time

Upper Division Clerks (the College has two UDCs as per the staffing pattern approved by DHE). Their duties are

- 1) Admission work
- 2) Maintaining Staff Salary Register
- 3) GPF/NPS/Govt. Challans
- 4) Fire Safety yearly maintenance
- 5) Scholarships correspondence
- 6) College/ University Election Procedures
- 7) Preparing Staff increment list
- 8) All procedures relating to purchase and disposal of assets, including maintenance of the dead stock register
- 9) All procedures relating to purchase and utilization of consumables
- 10) NAAC work
- 11) Leaving/Transfer certificates & Migration cases
- 12) Work related to assigned College Committees
- 13) Any other duties as may be assigned by the Head Clerk, Accountant and Principal from time to time

Lower Division Clerks(the College has four LDCs as per the staffing pattern approved by DHE). Their duties are

- 1) Admission work
- 2) Maintaining petty cash
- 3) Writing of cheques and DDs
- 4) Refund of fees/deposits
- 5) Staff LTC, Medical Bills, Children Education Allowance Reimbursement
- 6) Assisting the Accountant in accounts work, Filing Income Tax Returns
- 7) Issuing various certificates/orders/documents to staff and students
- 8) Students' attendance
- 9) Eligibility & TC cases
- 10) Attestation/ verification of documents
- 11) Issue of Identity cards
- 12) Various statistics regarding staff & students
- 13) Maintaining Inward and Outward Register
- 14) Time table/teachers workload
- 15) NAAC Accreditation work
- 16) Prize distribution work

- 17) All Councils correspondence
- 18) Typing letters, reports, etc. as directed by Principal / Vice-Principal / Teachers / Head Clerk /Accountant
- 19) Repairs and maintenance
- 20) Work related to assigned College Committees
- 21) Any other duties as may be assigned by the Head Clerk, Accountant and Principal from time to time

Multi- Tasking Staff

The College has eight MTS as per the staffing pattern approved by DHE. Their duties are

- 1) Unlocking and locking premises
- 2) Maintaining general cleanliness of the College premises
- 3) Dusting & cleaning of furniture, benches, desks etc.
- 4) Carrying out minor repairs as per their ITI training/abilities
- 5) Shifting of equipment, cupboards and other furniture as and when instructed.
- 6) Correctly filing inward correspondence and Office copies of outward correspondence
- 7) Assisting in weeding out of old documents
- 8) Scanning documents and assisting in digitization
- 9) Preparing and distributing Identity cards to students and staff
- 10) Assisting in physical stock verification
- 11) Assisting teachers and staff as and when required
- 12) Any other work assigned by teachers, staff and the Principal from time to time

Section 4 (1) (b) (iii)

Procedure followed in the Decision Making Process including channels of supervision and accountability

Curricular/Academic:

- Workload and its distribution - Heads of Departments hold departmental meetings towards the end of the academic year. At these meetings, the departmental workload for the ensuing year is assessed and distributed among all department teachers. Based on the assessment, requirements of regular faculty and substitutes on Contract / lecture

basis are informed to the Principal. The Principal studies all departmental and consolidated workload and the Office then sends the Workload with requests for NOC to DHE.

- Improvements in teaching methodology, evaluation techniques, remedial classes, facilities for advanced learners, etc. are introduced on the basis of recommendations made by the Internal Quality Assurance Cell (IQAC)
- Heads of Departments are responsible for ensuring that the faculty members from their Department prepare and submit course plans/outlines, adhere to these course plans/outlines, complete syllabus on time, follow departmental guidelines regarding assessment, etc. Where there is no HoD (e.g. in the case of 1-member Departments), these duties are performed by the Vice-Principal
- According to Goa University Statutes and DHE circulars,
 - Heads of Departments have a 3-year term;
 - the position of HoD goes by rotation among the eligible members of the Department;
 - HoDs are entitled to remission of 2 lectures per week, but have to engage at least 10 classroom lectures per week

Co-Curricular & Extra-curricular:

- Convenors of various committees/councils/clubs/cells, in consultation with their members, decide all matters relating to student activities, etc. The plan of activities, along with the estimated expenses, is submitted to the Principal for approval.

Purchase/Disposal

- All decisions relating to purchase and disposal of durable assets are taken by the Purchase and Disposal Committee constituted at the start of the Academic year.
- All decisions relating to purchase and disposal of Library resources are taken by the Library Committee constituted at the start of the Academic year

All decisions pertaining to the day-to-day functioning of the College are taken by the Principal and if required in consultation with the Vice-Principal/ Heads of Departments

(HODs)/IQAC Coordinator/Convenors of various committees/Head Clerk/Accountant.

Teachers are appointed as Convenors of various committees which undertake co- curricular and extra-curricular activities. They are accountable for the efficient functioning of their respective committees.

All staff are accountable for the tasks and duties assigned to them, as per the above list and the distribution of workload

Section 4 (1) (b) (iv)

Norms Set for the Discharge of Functions

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

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

Section 4 (1) (b) (v)

Rules, Regulations, Instructions, Manuals and Records for discharging functions

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

time to time.

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

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

Section 4 (1) (b) (vi)

A statement of the categories of documents that are held by the College

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

Section 4 (1) (b) (vii)

Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy of implementation

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

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

Section 4 (1) (b) (viii)

A statement of boards, councils, committees and other bodies constituted

College Committees/Cells/Councils/Clubs
Internal Quality Assurance Cell
Anti-Ragging Committee
Anti-Ragging Squad
Internal Committee (previously ICC)
Grievance Redressal Cell
NEP Committee
Research and Development Cell
Teaching, Learning and Educational Technology Cell
SC/ST Cell
OBC Cell
Minority Cell
Purchase & Disposal Committee
Admissions Committee
Proctorial Board (Discipline)
Committee for Certificate Courses for FY
Committee for Certificate Courses for SY
Committee for Certificate Courses for TY
Committee for MOOCS/Online certifications
Examinations & Results Committee
Unfair Means Committee
Examination Grievance Committee
Student Welfare Cell
Counselling Centre
Library Committee

Book Bank Committee
MoU Cell
Internship Cell
Students' Council
Cultural Council
Sports Council
NSS, Red Ribbon Club
NCC (Army)
NCC (Navy)
Placement Cell
Career Cell
Institution's Innovation Council (IIC)
E-Cell & Incubation Centre
Women's Cell
Magazine Committee
Canteen Committee
Website & Social Media Cell
Commerce Club & Consumer Cell
Economics Club
Readers' Club
NDLI Club
EBSB Club
Green Club (Vasundhara)
Yuva Tourism Club
Young Inspirators Network
E-Newsletter Committee
Press & Publicity Cell
Faculty Development Cell
International Students Cell
RUSA In-Charge
Alumni Engagement Cell
Staff Recreation Club

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

Academic Staff 2022-23

Dr. Prita D. Mallya - Professor and Principal

No.	Name	Appt	No.	Name	APPT
Commerce & Management			Economics & Banking		
	Dr. Subrahmanya Bhat K. M. - on Lien	R	19	Dr. Prita D. Mallya	R
1	Dr. Lina R. Sadekar	R	20	Dr. Lira Menezes Gama	R

2	Dr. Shami R. Pai		R	21	Ms. Pretty L. Pereira		R
3	Dr. Anjali Sajjal		R	22	Ms. Sanjay B. Velip		R
Non-Teaching Staff 2022-23							
	Dr. Sanjay P. Sawant Dessai – on Lien		R	23	Mr. Shreyas Desai		R
No.	Name		R	No.	Name		R
4	Dr. Manoj S. Kamat Administrative Staff	- on Lien	R	24	Ms. Lizette D'Costa Subordinate Staff		CB
5	Dr. Rodney D'Silva Ms. Shanti S. Nayak	Head Clerk	R	16	English & Communication	MTS(Lib.)	
6	Dr. Sheetal Arondekar Mr. Prakash Penthrkar	Accountant	R	26	Ms. Samiksha S. Vengurlekar Mr. Manoj Shetke	MTS(Gym)	R
7	Dr. Maithili Naik Ms. Nikhita N. Mayekar	Jr. Stenographer	R	18	Mr. Injo Lambor Law	MTS(Lib.)	
8	Ms. Preksha P. Ghondekar Mr. Seby Cruz D'Silva	UDC	R	27	Ms. Prajakta Lolayekar Mr. Paresh S. Shetkar	MTS	LB
9	Mr. Gajanan B. Haldankar Ms. Archana Naik	UDC	R	20	Ms. Kalpana J. Naik	MTS	
10	Mr. Sandesh Gaonkar Ms. Sarita Malvankar	LDC	R	21	Mathematics & Statistics	MTS	
11	Mr. Ainsley G A J Bernard Ms. Jean Braganza	LDC	R	28	Ms. Aradhana Bandekar Ms. Manali D. Gaunso Dessai	MTS	CB
12	Ms. Swati Bhat Mr. Rahul R. Naik	LDC	R	23	Mr. Bharat D. Sawant Environmental Studies	MTS	
13	Ms. Marjina Shaikh		CB		Environmental Studies	MTS(Exam)	
14	Mr. Sharish Boches Mr. Ashok Naik	LDC	CB	24	Ms. Ashok Naik CB	(CB)	LB
15	Mr. Pooja Shourbhag Mr. Akash Gorg	LDC (Exam)	(CB)				
16	Ms. Sushrutha Naik Khandekar Technical Staff		CB		Physical Education & Sports		
17	Mr. Priyanka S. Thanekar Mr. Sakash Raikar	Instructor in PE	LB	30	Mr. Ajinkya A. Kudtarkar		R
12	Mr. Punarva Prabhudessai	System Adm.					
Information Technology				College Librarian			
18	Ms. Sharmila S. Kunde		R	31	Ms. Manasi D. Rege		R

13	Ms. Divyanka Kanekar	Librarian Grade -I			
14	Ms. Pradnya Nadkarni	Lab. Assistant			
15	Ms. Eshani Bakhle	Counselor (CB)			

* CB -Contract Basis

Section 4 (1) (b) (xii)

Manner of execution of subsidy programmes, including the amount allocated and the details of beneficiaries of such programmes

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

Central and State Government Scholarships

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

Other scholarships as announced by the Directorate of Higher Education, Directorate of Social Welfare, Directorate of Tribal Welfare.

Section 4(1)(b)(xiv)

Details in respect of information available or to be held, reduced in an electronic form

All mandatory disclosures and other information pertaining to the College are available on the College website www.damodarcollege.edu.in

Section 4 (1) (b) (xv)

Particulars of the facilities available to citizens for obtaining information including the working hours of a library or reading room

Office Timings: 8:00 a.m. to 3.00 p.m. (Monday to Saturday – on all working days)

Library Timings: 8:00 a.m. to 4.45 p.m. (Monday to Saturday – on all working days)

Contact Link on the College website: <https://www.damodarcollege.edu.in/contact/>

Email ids: office.sdcc@vvm.edu.in

principal.sdcc@vvm.edu.in

Phone: 832-2722500

Section 4 (1) (b) (xvi)

Name & designation and other particulars of Public Information Officers

Prof. Prita D. Mallya	Principal	First Appellate Authority (FAA)
Dr. Edwin B. Barreto	Vice-Principal	Public Information Officer (PIO)
Ms. Shruti S. Nayak	Head Clerk	Asst. Public Information Officer (APIO)

Section 4 (1) (b) (xvii)

Such other information as may be prescribed

RTI CASES FROM 2006 to 2022

Year (Period from Jan1 – Dec 31 of the year)	No. of requests received by PIO	No. of requests where the information is provided within statutory period of 30 days	No. of requests where no decision is communic ated	No. of requests rejected - quoting the relevant provisions of the RTI Act	No. of first appeals filed	No. of appeals allowed within the time limit by first Appellate Authority/Infor mation given	No. of appeals rejected by the FAA
2006	5	5	0	0	2	2	0
2007	14	14	0	0	8	8	0
2008	10	10	0	0	4	4	0
2009	14	14	0	0	2	2	0
2010	19	19	0	0	2	2	0
2011	20	20	0	0	0	0	0
2012	13	13	0	0	0	0	0
2013	18	18	0	0	0	0	0
2014	8	8	0	0	0	0	0
2015	4	0	0	0	0	0	0
2016	6	6	0	0	0	0	0
2017	0	0	0	0	0	0	0
2018	8	8	0	0	0	0	0
2019	3	3	0	0	0	0	0
2020	5	5	0	0	0	0	0
2021	7	7	0	0	0	0	0
2022	8	7 (1 under process)	0	0	0	0	0
