

**Proactive Disclosure under Section 4(1)
(b)(ii) of the Right to Information Act, 2005**

**Powers and Duties of all Officers and
Employees**

Proactive Disclosure Manual under Right to Information Act, 2005

GOVERNMENT OF GOA

Goa College of Engineering

‘Bhauasaheb Bandodkar Technical Education Complex’

Farmagudi, Ponda, Goa-403401

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Proactive Disclosure Manual under Right to Information Act, 2005

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Administration Section: Office of the Principal and Deputy Registrar

Sr. No.	Name	Designation	Duties Allotted
1	Dr. Krupashakara M. S.	Principal	Head of the Department, Goa College of Engineering, Farmagudi, Ponda-Goa
2	Shri. Pandurang T. Talgaonkar	Dy. Registrar	Head of Office/Administration Section
3	Ms. Vailankani Mearl Camilo	Head Clerk	<ul style="list-style-type: none">• Submission of proposal for creation/revival/confirmation/regulization of Post.• Submission of replies to the Audit Paras & Court Matters.• Submission of cases for grant of MACPS.• Preparation of Governors Report/Annual Administrative Report/Economic Survey Report.• Supervising work of all staff of the section, clearing of files put up by the dealing hands.• Custodian of Muster Roll of Administration Section.• Submission of Proposals for New/Extension of Contract.• Matters related to Disciplinary Proceeding, Assessment of Manpower of the College.• Forwarding of proposal w.r.t. MoUs of College.• Preparation of proposals for Administrative/Financial concurrence.• Any other related work assigned by the Superiors.
4	Ms. Nitika Shekhar Gaude	Junior Steno	<ul style="list-style-type: none">• Duties to assist the Principal.• Attending phone calls, emailing correspondance.• Maintanining files of Principal Office.• Looking after APAR,s of teaching and non-teaching staff.• Any other work assigned by the Superiors.

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5	Ms. Zeena Doris Travasso	Upper Division Clerk	<ul style="list-style-type: none"> • All pension matters/cases of non-teaching staff (before and after retirement. • All service matter – writing of service book, on joining, promotion, transfer, increment of Group 'C' employees. • Releasing annual increments and any other matter connected with service. • Forwarding application of passport, GPF, Foreign tours etc. to the DTE. • Appointment of contract staff and Replying LAQ's. • Any other work assigned by the superiors.
6	Ms. Sailee P. Gaunekar	Lower Division Clerk	<ul style="list-style-type: none"> • Matters related to Teaching Faculty and Gazetted Officers. • CAS cases of Teaching Faculty. • Processing Ph. D. /Study Leave applications. • Forwarding applications of passport, GPF, Foreign tours etc. to the DTE. • Replying LAQ's. • Any other work related work assigned by the superiors.
7	Shri. Heeraj R. Vaingankar	Lower Division Clerk	<ul style="list-style-type: none"> • Matter related to contract and visiting teaching faculty. • Matter related to the Apprentice. • RTI matter of PIO. • Non Teaching Pay Fixation. • Replying LAQ's. • Any other work assigned by the superiors.
8	Ms. Asmita A. Gaonkar	Lower Division Clerk	<ul style="list-style-type: none"> • All leave matters of Teaching & Non Teaching Staff. • Issuing LTC orders of Teaching & Non-Teaching Staff with surrender of Earned Leave. • APAR,s of Teaching and Non-Teaching staff & Replying LAQ's. • Issuing refund orders of pass out students. • Any other work assigned by the superiors.
9	Ms. Pranita P Gaude	Jr. Off. Assistant (GHRDC Contract)	<ul style="list-style-type: none"> • All Outward Entries. • Postage and stamp records. • Distribution of dak to the Department/Sections of this College. • Any other work assigned by the superiors.

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10	Ms. Deevya S. Kamat	Jr. Off. Assistant (GHRDC Contract)	<ul style="list-style-type: none"> • Scholarship of students. • All matter related to Election and P.W.D. • All matter related to Canteen and Shopping Complex, Quarters and Ground allotment. • Any other work assigned by the superiors.
11	Shri. Vasudev R. Gaude	MTS	<ul style="list-style-type: none"> • All Inward Entries. • Distribution of Dak to the Departments/Sections of this College. • Any other related work assigned by the superiors.
12	Shri. Yogiraj S. Kudnekar	MTS (GHRDC Contract)	<ul style="list-style-type: none"> • Attending to the Principal and Junior Steno. • Photocopying of Principal Office. • Filing of documents and Moving of Files. • Any other related work assigned by the superiors.
13	Ms. Shivani S. Gaude	MTS (GHRDC Contract)	<ul style="list-style-type: none"> • Attending to the Dy. Registrar and staff. • Photocopying of Administration Section. • Filing of documents and Moving of Files. • Any other related work assigned by the superiors.
14	Sonam S. Bhat	MTS (GHRDC Contract)	<ul style="list-style-type: none"> • Attending to the Dy. Registrar and staff. • Photocopying of Administration Section. • Filing of documents and Moving of Files. • Assisting to outward clerk for dispatching letters. • Any other related work assigned by the superiors.

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Accounts Section

Sr. No.	Name of the Staff	Power and Duties allotted
1	Shri. Sitaram Gaude	A.A.O In-charge of Accounts Section
2	Mrs. Saiechya H. Gauns	Accountant Scrutiny of Bills and other related work
3	Rishita R. Sangodkar	UDC Maintaining Union Bank Account (SB) Institutional fees Gymkhana, Magazine, Social Gathering, Students Aid fund, Placement, Group insurance & Cashbook. SBI Third Party Payment, DST Fund & Cashbook PDA Account (Refund of Caution Money, Library and Hostel Deposit) & Cashbook CLIIP Account, NSS Account. Accepting Exam forms. Typing of all related above work.
4	Sandeep Revandkar	LDC/Cashier Cashier, Maintaining Cash book (G.R. and PLA Testing) Permanent advance register and preparing bill, Shopping Complex and Licence fee Register, postage stamp register and preparing bill, Challan (GR and Testing) and Bank work, Collecting G.R. Fee like Hostel maintenance fee, shopping complex, rent, Licence, ETC. Collecting PLA testing Cash and Marking related testing work Keeping track of online fee and issuing cheques, preparing GST statement and related work. Typing of all related above work.
5	Sagun Naik	LDC Preparing salary bills of Non- Gazetted staff Bill, MACPS Arrears bills, TA/DA Bills, GPF withdrawal Bills, Leave Encashment Bills, Saving Funds Bills, Honorarium Bills, LPC Certificate, Salary certificate, Calculation of Income tax of All Non- Gazetted staff, Quarterly Income tax return filings, maintaining Pay Bill register, LTC, Income Tax Form 16, Form 24 and other routine work. Typing of all related above work.

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6	Dayanand Gaude	<p>LDC Inward & Outward, Sorting Correspondence and Distribution, maintaining office files in order, Receipts of testing and student hostel fees, Dead stock records, , consumable records, Indent cum invoice for supply Examination receipt, Dispatching of bills to Accounts Department -Margao.</p>
7	Vinay Khedekar	<p>LDC Maintaining Bills & Accounts of Exam Funds, Drawing cheques of Corporation Bank, Typing of Expenditure /Receipts/ Assist of Accountant work, AAO work etc. Maintaining GST Deduction register, writing of GFR, preparation of budget estimates and other work Assigned by superior. Typing of all related above work.</p>
8	Neevedita S. Naik	<p>Lab Assistant Processing F.V.C Bills, Time bound bills, AC,DC Bills GST- TDS filing, Quarterly Income tax filings of F.V.C Bills LTC, TA/DA, GPF withdrawal Bills, Leave Encashment, Leave Advance Bills, Saving Funds Bills, Tuition Bills of Gazetted Staff, Maintaining Gazetted Pay Bill Register and other work Assigned by superior. Typing of all related above work.</p>
9	Rajashree Varang	<p>Junior Office Assistant Preparing Salary Bill of all Contract Teaching & Non- Teaching Staff. Tuition Bills, Medical bills of non Gazetted Staff, Quarterly Income Tax filings of Contract Faculty, Maintaining Pay Bill Register. Typing of all related above work.</p>
10	Pooja Tato	<p>MTS Distribution of correspondence, attending bell of AAO, Xerox and Any works assigned by the superiors from time to time.</p>

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Academic Section:

Sr. No.	Name of Staff / Designation	Powers and Duties
1	Shri Ketan A. Naik Assistant Registrar (Academic)	Supervise Academic & Exam Sections; manage admissions (B.E./M.E.); prepare eligibility lists; coordinate affiliation & AICTE approvals; handle scholarships; oversee Sem I–IV exams; coordinate University exams; process results, revaluation & grievances; handle RTI/LAQ/data; issue certificates; monitor MIS & maintenance
2	Mrs. Sunita Kanekar (U.D.C.)	Process admissions & enrolment; scrutinize forms & fees; manage vacancies; handle fee concessions; prepare statistics; verify eligibility; process railway concessions; maintain muster & leave records; handle RTI & affiliation records; process Ph.D. DRC; verify No Dues
3	Mr. Nandeep Naik (L.D.C.)	Verify results; prepare panel of Examination; issue exam orders; process unfair means cases; handle student matters; maintain exam files; manage marks sheets & NSS/NCC/Sports marks
4	Mr. Amanulla Shaikh (L.D.C.)	Print/check marksheets; scrutinize forms; process provisional marksheets; handle M.E. admissions; MIS data entry; University enrolment verification; conduct certificate exams
5	Ms. Preeti Shirodkar (L.D.C.)	Issue certificates (Bonafide, LC, etc.); handle migration/transfer; process transcripts; maintain registers; verify records; ensure document custody.
6	Mrs. Siddhi S. Naik (L.D.C.)	Prepare exam notices; scrutinize forms; allot seat numbers; issue admit cards; coding/decoding; process results; prepare statistics; handle remuneration & grace marks
7	Mr. Shubam S. Gauns Desai (L.D.C.)	Handle AICTE compliance; submit NIRF/AISHE data; manage M.E. admissions & results; process scholarships; maintain records; track fee status
8	Mr. Vibhal Betkikar (MTS)	Distribute files; archive records; ensure confidentiality
9	Mrs. Sushanti Salgoankar (MTS)	Collect & distribute marksheets; maintain records; track/retrieve result files; ensure safe custody

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Stores Section:

Sr. No.	Name of the Staff/Faculty	Powers and Duties allotted
1.	Shri. Sunil G. Raut	<ol style="list-style-type: none"> 1. Overall in charge of stores section 2. Purchases of machinery and equipments are carried by following codal formalities through the assigned staffs, 3. Minor urgent petty works of PWD and Electricals are done after obtaining NOC's from PWD 4. All types of consumables articles are purchased for laboratories by following GFR procedures. 5. Condemnation of general items and ICT items are done by following procedures laid down by government. 6. Stores section keeps inventory of housekeeping materials to be issued to housekeeping staff. <p>All the above purchases are carried out after getting approval from Purchase advisory committee and from Principal.</p>
2.	Mrs. Shital Patil, Storekeeper	<ol style="list-style-type: none"> 1. Making entries and maintaining Dead Stock and Consumable stock register entries after bills are processed by the Department. Note: Cross checking department entries on their stock register. 2. Taking delivery of material from firms and issue of the same to department on receiving indent. 3. Receipt and then issue of consumable items to MTS staff for cleaning purpose. 4. Keeping stock of stationery items and their issue. 5. Keeping stock of housekeeping and their issue. 6. Maintaining Miscellaneous bill register. 7. Getting material from Government Printing Press. 8. Drafting as and when required. 9. Opening quotation & Tender. 10. Preparing Comparative Statement. 11. Passing of bills. 12. Physical verification of items. 13. Processing indents of Printing press. 14. Any other work assigned by superiors.
3.	Mr. Premnath K. Gawade, Store Clerk	<ol style="list-style-type: none"> 1. Inward and Outward of all correspondence. 2. Maintaining all registers. 3. Preparing Quotations/tenders documents etc. 4. Preparing Supply orders, Direct orders etc. 5. Maintaining file record. 6. Filing of documents. 7. Typing of letters etc. 8. Processing of general condemnation of stores and other department.

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		<ul style="list-style-type: none"> 9. Processing of ICT condemnation. 10. Condemnation of vehicles. 11. Any other work assigned by superiors.
4.	Mr. Ramnath N. Naroji, Multi Tasking staff	<ul style="list-style-type: none"> 1. Physical maintenance of records of the section. 2. General cleanliness & upkeep the section. 3. Carrying of file & other papers within the building. 4. Photocopying. 5. Assisting in routine office work like diary, dispatch etc. 6. Opening and closing rooms. 7. Dusting of furniture etc. 8. Correspondence movement. 9. Any other work assigned by superior.

Garden Section:

Sr. No.	Name of the Staff/Faculty	Powers and Duties allotted
1.	Mr. Narayan Gawas Multi-Tasking staff	<ul style="list-style-type: none"> 1. Physical Custodian of the items in Garden section. 2. General cleanliness of the Gardens. 3. Carrying of file & other papers within GEC Campus. 4. Assisting in routine office work like dispatch etc. 5. Correspondence movement. 6. Giving water to the plants, digging, grass cutting within GEC Campus 7. Any other work assigned by superior.

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Library Section:

Sr. No.	Name of the Staff/Faculty	Powers and Duties allotted
1.	ASSISTANT LIBRARIAN (Sangita Damle)	<ol style="list-style-type: none"> 1. Issue , return and renewal of books on library software 2. Stock verification 3. Checking ME project on Plagiarism 4. Preparation of user data for the purpose of online issue of books. 5. Issuing “No Dues Certificates” to the users. 6. Shelving restoring / stacking of books . 7. Mutilated books to be sort out for binding and books to be kept for write off purpose. 8. Preparation of mutilated book list & keeping for approval of library committee. 9. Deletion of accession number from accession register. 10. Follow up action towards non return of books / outstanding books. 11. Accept Membership Application. 12. Attending library committee meeting. 13. Overall supervision of Circulation- I
2.	ASSISTANT LIBRARIAN (Santosh Gaude) INCHARGE REFERENCE SECTION	<ol style="list-style-type: none"> 1. To provide reference service to the users 2. To maintain record of B.E ,M.E, And PHD. Project report, 3. To Maintain Question Papers (F.E to M.E) 4. Shelving/Staking of Book work 5. Mutilated books to be sort for binding and books to be kept for write-off purpose . 6. Tracing out the missing books which are found short in the last physical verification report. 7. Follow up action towards non-return of books/outstanding of books. 8. Keeping Magazines , Technical Journals and official Gazette Updated 9. Maintenance of files : Purchase of Files, Stock verification, Audit inspection and write off, Consumable and Non-consumable items, Library staff service matter and Duties, Binding, Disposal of newspaper and Magazine, Library stationary, Condemnation of unserviceable items, Withdrawal of books, Circular, Notification 10. Maintenance of equipments like Xerox machine, lift. 11. Overall supervision of reference section. 12. Maintenance of Electrical work. 13. Issuing NO DUES CERTIFICATE to student and Staff. To attend all duties performed by the Library Asstt. Whenever urgently/need arise. 14. To attend any other work assigned by Sr. Asstt. Librarian & Principal.

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3	<p>Asstt. Librarian- CIR-II- INCHARGE (Aruna Betkiker)</p>	<ol style="list-style-type: none"> 1. Issue and Return of Books 2. Shelving/Staking of Book work 3. Maintenance of file like 4. Mutilated books to be sort for binding and books to be kept for write-off purpose . 5. Tracing out the missing books which are found short in the last physical verification report. 6. Follow up action towards non-return of books/outstanding of books. 7. Sending reminders for non returning of books (CIR-II + Book Bank Section) 8. Work related circulation counter (ie. Reservation of books under demand, issue of notification for books available under demand slip, issue of fine receipt and submission of fine amount to account section in time) 9. Data entry of books for koha software 10. Invite book bank form (F.E to BE) 11. Scrutiny of forms as per Category and Class 12. Preparation of merit list as per category and percentage of student 13. Arrangement of Book Bank Sets as per Syllabus 14. Issue of Book Bank Set (FE to BE) as per their Branch 15. Systematic arrangement of Book Bank Cards as per their branch and category. 16. Receiving of Book Bank Books after completion of semester 17. Overall Supervision of CIR-II and BOOK Bank Section 18. Issuing NO DUES CERTIFICATE to student and Staff. 19. Preparation of data of Book Bank sets Branch and Year wise. 20. To attend all duties performed by the Library Asstt. Whenever urgently/need arise. 21. To attend any other work assigned by Sr. Asstt. Librarian & Principal.
	<p><u>Library Assistant</u> (<u>Maresh L. Patil</u>)</p>	<ol style="list-style-type: none"> 1. Purchase of consumable and non consumable items. 2. Condemnation of non serviceable items. 3. Maintenance of library building. 4. Purchase of stationary. 5. Maintenance of Consumable Register and Non Consumable Register 6. Maintenance of electronic instruments& Electrical works 7. Issue & Return of books 8. Making fine receipts, preparation of fine statement and its submission to account section. 9. Book Shelving 10. Looking after the write off of book & mutilated process. 11. Physical verification of library books (Stock Verification). 12. Accept all the correspondence received by the Library. 13. Looking towards all the follow ups towards library work. 14. Processing of Bills /Consumable & Non-Consumable. 15. Requisition for advance payment /settlement.

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<p>CHANDRAKANT MALKAR LIBRARY ASSISTANT (PROCESSING / ACCESSING SECTION)</p>	<ol style="list-style-type: none"> 1. News paper& Magazine Entry in Register 2. Processing of Bills of News Paper / Magazines / Journals 3. Preparing of Book list once receive Requisition from Dept. & Sending it to different book seller for Quotation. 4. Preparing of Comparative statement once receive quotation for book 5. Preparing & Sending of Supply order for books 6. Sending Letter to all the dept. for list of Hardcopy journals requirement 7. After receiving the list from dept. sending it to library committee for approval 8. Once the committee approved than sending it for quotation to different parties. 9. Preparing of Comparative statement of journals as per the quotation received. 10. Processing all Bills / Invoices of Books / Journals 11. Accessioning and classification of Books / Data Entry in Libman software 12. Processing of New Books / Journals 13. Preparing of Subscription order for new journals / Magazines 14. Checking Students / Staff Dissertation or Project Paper on Drillbit software. 15. Looking after ONOS 16. Taken orientation for 1st year students 17. Koha library software 18. Exam Duty in Academic Section.
<p><u>LIBRARY ASSISTANT (Rubiya Komarpant)</u></p>	<ol style="list-style-type: none"> 1. Issue & Return of books 2. Arranging book card in the charging tray. 3. Making fine receipts, preparation of fine statement. 4. Shelving of books after its return. 5. Withdraw the unserviceable books and kept for write off purpose. 6. Follow up action towards non return of books / outstanding books. 7. Keep daily record of issued books. 8. Prepare user data for online issue of books. 9. Accept book bank application & issuing book bank books. 10. Prepare list of defaulter users who have kept books / not returned beyond two months and send the reminder in time to time. 11. Kept proper vigilance on the library stacks / section. 12. Stock Verification 13. Duty in Exam Cell as per schedule. 14. Admission duty in DTE
<p><u>Library Assistant (Sahadisha Kurpaskar)</u></p>	<ol style="list-style-type: none"> 1. Issue, Return & Renewal of books 2. Book Shelving. 3. Follow up action towards non return of books / outstanding books. 4. Making fine receipts, preparation of fine statement and its submission to account section. 5. To do all typing work including inwards / outward work and to put up the DAK to the signature of librarian. 6. Prepare user data for online issue of books. 7. Accept membership application. 8. Done physical stock verification. 9. Checking Plagiarism Report.

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Girls Hostel Section:

1)

Sr. No	Name of Staff/Faculty	Powers and Duties Allotted
1	Mrs. Vishwalata Maujekar	<ol style="list-style-type: none">1. Clerical work2. Maintains all registers and files3. Room allotments4. Hostel receipts5. Complaints regarding Electrical/ Civil works.6. Supervision of Hostel rooms
2	Ms. Manisha Soliyekar	<ol style="list-style-type: none">1. Dusting in office and common areas2. Correspondence work3. Hostel work supervision4. Supervision work of Electrical and Civil complaints.

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1) Workshop Section

Sr. No.	Name of the staff/faculty	Power and Duties Allotted
1	Prof. Balkrishna M. Chodankar Workshop Superintendent Associate. Prof. (workshop)	<p>The Workshop Superintendent plays a key role in managing practical training and workshop operations.</p> <p>A. Administrative Responsibilities Overall in-charge of workshop (machines, staff, operations) Planning workshop schedules for different departments Maintaining discipline and safety standards Budgeting and procurement of tools, machines and materials</p> <p>B. Academic Support Assisting faculty in conducting practical sessions Ensuring availability of tools and materials for lab work Supporting student projects, fabrication, and research work Helping in curriculum implementation related to workshop practice</p> <p>C. Maintenance & Operations Maintenance of machines, tools, and equipment Ensuring proper functioning of lathe, welding, fitting, carpentry, etc. Keeping records of equipment usage and repairs Calibration and periodic inspection of instruments</p> <p>D. Safety Responsibilities Enforcing safety rules and use of PPE Conducting safety training for students and staff Preventing accidents and ensuring safe working environment</p> <p>E. Inventory & Stores Management Maintaining stock registers(tools, consumables, raw materials) Issuing and receiving tools Minimizing wastage and pilferage</p> <p>F. Staff Supervision Supervising instructors, technicians, and helpers Assigning duties and monitoring performance Training workshop staff when needed</p> <p>G. Development & Modernization Upgrading workshop facilities with new technologies Introducing CNC ,automation, and modern manufacturing practices Coordinating with industry for exposure and training description</p>

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2	Virendra Narayan Sawant Workshop Instructor	Teach practical skill related to specific trades. Demonstrate proper use of tools, machines, and equipment's.
3	Sanjay S Naik Workshop Instructor	Guide students during hands on practice sessions. Explain safety procedures and correct working methods. Maintain tools, machine, and equipment's
4	Sanket R Shirodkar Workshop Instructor	Ensure availability of materials required for practical work. Keep the workshop clean, organized, and functional.
5	Harshad M. Velingkar Workshop Instructor	Enforce safety rules and use of protective equipment's, Monitor students to prevent accidents. Provide first aid support if needed.
6	Nitin N Mathkar Workshop Instructor	Prepare lesson plans for practical session. Design exercise, project, and assignments. Arrange tools and materials before class.
7	Vikas P Naik Workshop Instructor	Evaluate students 'practical skills and performance. Conduct practical exam. Keep records of inventory, attendance. And practical work. Prepare reports related to workshop activities

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8	Ishwar S. Naik Carpenter	Maintenance work of infrastructure in campus related to carpentry. Maintain tools, machine, and equipment's Keep the workshop clean, organized, and functional. Inspection of new furniture purchased by various departments.
9	Babaji N. Halankar Welder	Maintenance work of infrastructure in campus related to welding. Maintain tools, machine and equipment's Keep the workshop clean, organized and functional. Inspection of new furniture purchased by various departments.
10	Nandkumar V. Gaude M/c Attendant	Arrange tools, machines, and materials before practical sessions.
11	Das P. Naik do-	Assist in structors during workshop classes Issue and collect tools from students
12	Pramod P. Chari - do-	Clean and maintain machines, tools, and equipment's. Keep machines in working condition all the time by performing job like lubrication and minor repair of machines.
13	Reago M. Miranda - do-	Ensure proper lubrication and working condition of machines. Keep the workshop clean, neat, and organised.

Electronics & Telecommunication Engineering Department

Sr. No.	Faculty/Staff Name	Designation	Regular/Contract	Duties & Responsibilities
1	Dr. R. B. Lohani	Professor	Regular	<ol style="list-style-type: none"> 1. Teaching & Academic Work 2. Exam-related work of the department and Goa University 3. Student Mentor 4. Recognised PhD Guide, Goa University
2	Dr. Ameeta G Sinai Amonkar	Professor	Regular	<ol style="list-style-type: none"> 1. Teaching & Academic Work 2. Exam-related work of the department and Goa University 3. Student Mentor
3	Dr. H. G. Virani	Professor & Head of Department (HOD)	Regular	<ol style="list-style-type: none"> 1. Head of the Department of ETC Engg. 2. Administrative work related to the department. 3. Teaching & Academic Work 4. Guiding UG & PG projects 5. Guiding PhD Scholar 6. Exam-related work of the department and Goa University 7. Recognised PhD Guide, Goa University
4	Dr. Nitesh B. Guinde	Professor	Regular	<ol style="list-style-type: none"> 1. Teaching & Academic Work 2. Guiding UG& PG projects 3. Guiding PhD Scholar 4. Exam-related work of the department and Goa University 5. Student Mentor & Internship Mentor 6. Recognised PhD Guide, Goa University

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				7. Chairman, Board of Studies for ETC Engineering, Goa University
5	Dr. Nayana Shenvi	Associate Professor	Regular	<ol style="list-style-type: none"> 1. Teaching & Academic Work 2. Guiding UG & PG projects 3. Exam-related work of the department and Goa University 4. Student Mentor & Internship Mentor 5. Department Administrative work (Project Coordinator & Department NBA Coordinator)
	Dr. Sonia S. N. Kurade	Associate Professor	Regular	<ol style="list-style-type: none"> 1. Teaching & Academic Work 2. Guiding UG & PG projects 3. Exam-related work of the department and Goa University 4. Student Mentor & Internship Mentor 5. Department Administrative work (ASSET student Advisor & Department NAAC Coordinator & Internship Coordinator)
7	Dr. Shajahan Kutty	Associate Professor	Regular	<ol style="list-style-type: none"> 1. Teaching & Academic Work 2. Guiding UG & PG projects 3. Exam-related work of the department and Goa University 4. Student Mentor & Internship Mentor 5. Department Administrative work (Department NPTEL Coordinator)
8	Dr. Amita Dessai	Associate Professor	Regular	<ol style="list-style-type: none"> 1. Teaching & Academic Work 2. Guiding projects 3. Exam-related work of the department and Goa University 4. Student Mentor , Internship Mentor,Class coordinator of TE ETC 5. Department Administrative work (Department Time Table Coordinator, NBA Criteria 2 Coordinator,FE ETC/VLSI Induction Coordinator, Condemnation in-charge, Result Analysis Coordinator, Lab incharge of the Industrial Automation Lab and Department Library,Member of Academics Monitoring Committee) 6. Member of Internal Committee & Member of Library Committee
9	Prof. Chetan Desai	Assistant Professor	Regular	<ol style="list-style-type: none"> 1. Teaching & Academic Work 2. Guiding UG & PG projects 3. Exam-related work of the department and Goa University 4. Student Mentor & Internship Mentor 5. Department Administrative work (Department Internal test Coordinator, Attendance & IT marks Coordinator and Department Website Coordinator) 6. Member Institute Innovation Council 7. IEEE GEC student branch counsellor
10	Prof. Milind Fernandes	Assistant Professor	Regular	<ol style="list-style-type: none"> 1. Teaching & Academic Work 2. Guiding UG & PG projects

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				<ol style="list-style-type: none"> 3. Exam-related work of the department and Goa University 4. Student Mentor & Internship Mentor 5. Department Administrative work (Department Internal test Coordinator)
11	Prof. Devendra Sutar	Assistant Professor	Regular	<ol style="list-style-type: none"> 1. Teaching & Academic Work 2. Guiding UG & PG projects 3. Exam-related work of the department and Goa University 4. Student Mentor & Internship Mentor 5. Department Administrative work (Department Placement Coordinator and Electrical & Civil Maintenance Coordinator)
12	Prof. Sangam Borkar	Assistant Professor	Regular	<ol style="list-style-type: none"> 1. Teaching & Academic Work 2. Guiding UG & PG projects 3. Exam-related work of the department and Goa University 4. Student Mentor & Internship Mentor 5. Department Administrative work (Department Time Table Coordinator, Department Mentoring Coordinator, NBA Criteria 3 coordinator, Class Coordinator for SE VLSI, Laboratory Incharge for Basic Electronics-2 Lab and Project Lab, Department Minutes of Meeting) 6. IETE Hon. Treasurer for Goa Sub Center 7. Member of ME Admission Committee
13	Prof. Purti Savordekar	Assistant Professor	Regular	<ol style="list-style-type: none"> 1. Teaching & Academic Work 2. Guiding UG & PG projects 3. Exam-related work of the department and Goa University 4. Student Mentor & Internship Mentor 5. Department Administrative work
14	Prof. Geeta Shet	Assistant Professor	Regular	<ol style="list-style-type: none"> 1. Teaching & Academic Work 2. Guiding UG & PG projects 3. Exam-related work of the department and Goa University 4. Student Mentor & Internship Mentor 5. Department Administrative work
15	Prof. Palhavi Kerkar	Assistant Professor	Regular	<ol style="list-style-type: none"> 1. Teaching & Academic Work 2. Guiding UG & PG projects 3. Exam-related work of the department and Goa University 4. Student Mentor & Internship Mentor 5. Department Administrative work
16	Prof. Mangish Desai	Assistant Professor	Contract	<ol style="list-style-type: none"> 1. Teaching & Academic Work 2. Administrative work of department 3. Exam-related work of the department and Goa University
17	Prof. Ashweeta Sawant	Assistant Professor	Contract	<ol style="list-style-type: none"> 1. Teaching & Academic Work 2. Administrative work of department 3. Exam-related work of the department and Goa University
18	Prof. Jillian Cotta	Assistant Professor	Contract	<ol style="list-style-type: none"> 1. Teaching & Academic Work 2. Administrative work of department

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				3. Exam-related work of the department and Goa University
19	Dr. Abhijit Gaonkar	Assistant Professor	Contract	1. Teaching & Academic Work 2. Administrative work of department 3. Exam-related work of the department and Goa University
20	Prof. Ashweka Naik	Assistant Professor	Contract	1. Teaching & Academic Work 2. Administrative work of department 3. Exam-related work of the department
21	Prof. Niraj Gavde	Assistant Professor	Contract	1. Teaching & Academic Work 2. Administrative work of department 3. Exam-related work of the department
22	Prof. Paresh Sawant	Assistant Professor	Contract	1. Teaching & Academic Work 2. Administrative work of department 3. Exam-related work of the department
23	Prof. Suraj S	Assistant Professor	Contract	1. Teaching & Academic Work 2. Administrative work of department 3. Exam-related work of the department
24	Prof. Shivam Gauns	Assistant Professor	Contract	1. Teaching & Academic Work 2. Administrative work of department 3. Exam-related work of the department
25	Prof. Shabbir Pathan	Assistant Professor	Contract	1. Teaching & Academic Work 2. Administrative work of department 3. Exam-related work of the department
26	Prof. Sailee Palekar	Assistant Professor	Contract	1. Teaching & Academic Work 2. Administrative work of department 3. Exam-related work of the department
27	Mrs. Deepali K G Gauns	Lab Assistant	Regular	1. Maintain overall supervision & charge of Laboratories allotted by the department 2. Maintaining dead stock & the consumable register of lab. 3. Assisting faculty during Practical Exams & Regular Lab sessions. 4. Assist in the Purchase & Repair process of equipment
28	Mr. Chandan Parab	Lab Assistant	Regular	1. Maintain overall supervision & charge of Laboratories allotted by the department 2. Maintaining dead stock & Consumable Register of lab. 3. Assisting faculty during Practical Exams & Regular Lab sessions. 4. Assist in the Purchase & Repair process of equipment
29	Mr. Muzameel Mulla	Lab Assistant	Regular	1. Maintain overall supervision & charge of Laboratories allotted by the department 2. Maintaining dead stock & the consumable register of the lab. 3. Assisting faculty during Practical Exams & Regular Lab sessions. 4. Assist in the Purchase & Repair process of equipment

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				5. Under study supervisor for the semester-end exams of Goa University
30	Mr. Pradeep Naik	MTS	Regular	<ol style="list-style-type: none"> 1. Circulation of Paper/ Files in Department/ College 2. Cleaning tables and computers as allotted in the Department 3. Shifting of equipment and furniture as per departmental requirements 4. Fetching equipment and stationery from the stores section /Circulation of Paper in the department/College 5. Opening & closing of the department, office, laboratories & classrooms, etc
31	Mrs. Sumati Naik	MTS	Regular	<ol style="list-style-type: none"> 1. Circulation of Paper/ Files in Department/ College 2. 2. Cleaning tables and equipment as allotted in the Department 3. Shifting of equipment and furniture as per departmental requirements 4. Fetching equipment and stationery from the stores section /Circulation of Paper in the department/College 5. Opening & closing of the department, office, laboratories & classrooms, etc
32	Mr. Shanai Kerkar	Lab Assistant (Store Keeper)	Contract	<ol style="list-style-type: none"> 1. Maintain overall supervision & charge of Laboratories allotted by the department 2. Maintaining dead stock & the consumable register of lab. 3. Assisting faculty during Practical Exams & Regular Lab sessions. 4. Assist in the Purchase & Repair process of equipment
33	Mr. Saish Gaonkar	Lab Assistant (computer operator & programming assistant)	Apprenticeship	<ol style="list-style-type: none"> 1. Maintain overall supervision & charge of Laboratories allotted by the department 2. Maintaining dead stock & the consumable register of the lab. 3. Assisting faculty during Practical Exams & Regular Lab sessions. 4. Assist in the Purchase & Repair process of equipment
34	Mr. Wilson Gomes	LDC (Office Executive)	Apprenticeship	<ol style="list-style-type: none"> 1. Receiving Correspondence and maintaining the inward register 2. Maintaining the outward register and posting of outward letters 3. Reporting documents to HOD and taking appropriate instructions 4. Handling administrative duties related to office management and departmental coordination as required 5. Systematic filing of official documents 6. Assisting with additional tasks assigned by HOD 7. Maintaining records of office consumables and the Dead stock register 8. Compiling and verifying monthly attendance reports of contract and regular non-teaching staff 9. Filling purchase requisitions for stores

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35	Mrs. Suman Jadhav	Lab Assistant (Office Executive)	Apprenticeship	<ol style="list-style-type: none"> 1. Maintain overall supervision & charge of Laboratories allotted by the department 2. Maintaining dead stock & the consumable register of the lab. 3. Assisting faculty during Practical Exams & Regular Lab sessions. 4. Assist in the Purchase & Repair process of equipment
36	Mrs. Sarita Gaonkar	Housekeeping Assistant V4.0 –(Sweeper)	Apprenticeship	<ol style="list-style-type: none"> 1. Cleaning the floor and toilets 2. Cleaning Laboratories and Classrooms 3. Cleaning dust bins

Mechanical Engineering Department

Sr. No	Name of the Staff	Duties Allotted
1	Dr. Jagannath Hirkude	<p>Departmental-</p> <ol style="list-style-type: none"> 1. Head of Mechanical Engineering Department, GEC, Farmagudi, Goa 2. Conducting Lectures/ Tutorials / Practicals for the UG and PG Programs. 3. Helping Students with the Project / Mini projects / Remedial sessions. 4. Paper setting, Evaluation, Invigilation works for the UG and PG Programs. 5. Conducting Internal tests, evaluation, Oral / Pract exams, for the UG and PG Programs. 6. Organizing / Coordinating Workshops and Seminars. 7. Overseeing the Continuing Education Programme Student's Class / Batch Mentoring, NBA and NAAC Activities, Departmental Networking, Parent – Faculty Interaction, Internal Tests, Dept Library, SAE India Activities. 8. Coordinate the signing of the MOU between various Industry and Goa College of Engineering, Farmagudi. 9. In charge Internal Combustion Engines Lab. <p>Institutional -</p> <ol style="list-style-type: none"> 1. NPTEL COORDINATOR 2. FACULTY ADVISOR-Society of Automotive Engenderer's students GEC chapter 3. Member, Anti Ragging Committee, GEC. 4. Institute Grievance Redressal Officer - Rights of Persons with Disability act, GEC. 5. Member of the Research Center Committee, GEC. <p>University-</p> <ol style="list-style-type: none"> 1. Chairman Board of Studies Mechanical Engineering, Goa University 2. Recognized PhD Guide, Goa University
2	Dr. Rajesh Prabhu Goankar	<p>Departmental-</p> <ol style="list-style-type: none"> 1. Coordinator —Departmental Research Promotion 2. Conducting Lectures/ Tutorials / Practicals for the UG and PG Programs. 3. Helping Students with the Project / Mini projects / Remedial

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		<p>sessions.</p> <p>4. Paper setting, Evaluation, Invigilation works for the UG and PG Programs.</p> <p>5. Conducting Internal tests, evaluation, Oral / Pract exams, for the UG Programs.</p> <p>University-</p> <p>1. Recognized PhD Guide, Goa University</p>
3	Dr. Vinay Shirodkar	<p>Departmental-</p> <p>1. Incharge—Engineering Statistic Lab</p> <p>2. Conducting Lectures/ Tutorials / Practicals for the UG and PG Programs.</p> <p>3. Helping Students with the Project / Mini projects / Remedial sessions.</p> <p>4. Paper setting, Evaluation, Invigilation works for the UG and PG Programs.</p> <p>5. Conducting Internal tests, evaluation, Oral / Pract exams, for the UG Programs.</p> <p>Institutional –</p> <p>1. Nodal Officer for I-STEM, GEC</p>
4	Dr. Akshay Niglye	<p>Departmental-</p> <p>1. In-charge—Engineering Statistic Lab</p> <p>2. Student mentoring coordinator</p> <p>2. Conducting Lectures/ Tutorials / Practicals for the UG and PG Programs.</p> <p>3. Helping Students with the Project / Mini projects / Remedial sessions.</p> <p>4. Paper setting, Evaluation, Invigilation works for the UG and PG Programs.</p> <p>5. Conducting Internal tests, evaluation, Oral / Pract exams, for the UG Programs.</p> <p>Institutional-</p> <p>1. Condemnation Committee coordinator, GEC</p> <p>2. Chairman, Vehicle Purchase Committee, GEC</p> <p>3. Chairman GEC library committee</p> <p>4. Chairman vehicle condemnation committee, GEC</p> <p>5. Chairman ME admission committee, GEC</p> <p>6. Chairman GEC admission committee</p>
5	Dr. Suraj Rane	<p>Departmental-</p> <p>1. Faculty Coordinator — Consultancy</p> <p>2. Departmental Library – Faculty Incharge</p> <p>3. Sierra Circuits PCB Reliability and Life Testing Lab Incharge</p> <p>4. Conducting Lectures/ Tutorials / Practicals for the UG and PG Programs.</p> <p>5. Helping Students with the Project / Mini projects / Remedial sessions.</p> <p>6. Paper setting, Evaluation, Invigilation works for the UG and PG Programs.</p> <p>7. Conducting Internal tests, evaluation, Oral / Pract exams, for the UG and PG Programs.</p> <p>Institutional-</p> <p>1. Professor In-charge Academic & Examination Section</p> <p>2. Convener, Industry Institute Linkage Committee</p> <p>3. Member IQAC</p>

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		<p>University- 1. Recognized PhD Guide, Goa University</p>
6	Dr. Mahesh Dhawalikar	<p>Departmental- 1. First Year Orientation Coordinator 2. Internship Coordinator 3. Industrial Engineering Lab (UG & PG) Professor 4. Conducting Lectures/ Tutorials / Practicals for the UG and PG Programs. 5. Helping Students with the Project / Mini projects / Remedial sessions. 6. Paper setting, Evaluation, Invigilation works for the UG and PG Programs. 7. Conducting Internal tests, evaluation, Oral / Pract exams, for the UG and PG Programs.</p> <p>Institutional- 1. NEP coordinator</p>
7	Dr. Milind Sakhardande	<p>Departmental- 1. Faculty Advisor — MESA 2. Conducting Lectures/ Tutorials / Practicals for the UG and PG Programs. 3. Helping Students with the Project / Mini projects / Remedial sessions. 4. Paper setting, Evaluation, Invigilation works for the UG and PG Programs. 5. Conducting Internal tests, evaluation, Oral / Pract exams, for the UG and PG Programs.</p> <p>Outside Institute Responsibilities 1. On Work Placement as Joint Director - DoIT</p>
8	Dr. Gajesh Usgaonkar	<p>Departmental- 1. NBA Coordinator 2. Metrology Lab Professor Incharge 3. Conducting Lectures/ Tutorials / Practicals for the UG and PG Programs. 4. Helping Students with the Project / Mini projects / Remedial sessions. 5. Paper setting, Evaluation, Invigilation works for the UG Programs. 6. Conducting Internal tests, evaluation, Oral / Pract exams, for the UG Programs.</p>
9	Dr. B.S. Manohar Shankar	<p>Departmental- 1. NAAC Coordinator 2. UG Projects Coordinator 3. Department Website Coordinator 4. Fluid Mechanics Lab Professor Incharge 5. Mechatronics Lab Professor Incharge 6. Conducting Lectures/ Tutorials / Practicals for the UG and PG Programs. 7. Helping Students with the Project / Mini projects / Remedial sessions. 8. Paper setting, Evaluation, Invigilation works for the UG Programs. 9. Conducting Internal tests, evaluation, Oral / Pract exams, for the UG Programs.</p> <p>Institutional -</p>

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		<ol style="list-style-type: none"> 1. Library Committee Member 2. GEC Brochure Committee Member 3. Purchase of new vehicles Committee Member
10	Mr. Vivek Belokar	<p>Departmental-</p> <ol style="list-style-type: none"> 1. Institute-Industry linkage Coordinator 2. R.A.C Lab Professor Incharge 3. Conducting Lectures/ Tutorials / Practicals for the UG and PG Programs. 4. Helping Students with the Project / Mini projects / Remedial sessions. 5. Paper setting, Evaluation, Invigilation works for the UG Programs. 6. Conducting Internal tests, evaluation, Oral / Pract exams, for the UG and PG Programs. <p>Outside Institute Responsibilities</p> <ol style="list-style-type: none"> 1. Assistant Director, College, DTE
11	Dr. Shridhar Mhalsekar	<p>Departmental-</p> <ol style="list-style-type: none"> 1. Internal Tests Coordinator 2. First Year Orientation Coordinator 3. AMIE Practical examination 4. GDT Lab and Automobile Engg Lab Professor Incharge 5. Conducting Lectures/ Tutorials / Practicals for the UG and PG Programs. 6. Helping Students with the Project / Mini projects / Remedial sessions. 7. Paper setting, Evaluation, Invigilation works for the UG Programs. 8. Conducting Internal tests, evaluation, Oral / Pract exams, for the UG and PG Programs. <p>Institutional -</p> <ol style="list-style-type: none"> 1. Technical Committee Member for Goa Police <p>University-</p> <ol style="list-style-type: none"> 1. Recognized PhD Guide, Goa University
12	Dr. Mahesh Caisucar	<p>Departmental-</p> <ol style="list-style-type: none"> 1. NBA Coordinator 2. NIRZER Magazine Coordinator 3. Student Mentoring Coordinator 4. Conducting Lectures/ Tutorials / Practicals for the UG and PG Programs. 5. Helping Students with the Project / Mini projects / Remedial sessions. 6. Paper setting, Evaluation, Invigilation works for the UG Programs. 7. Conducting Internal tests, evaluation, Oral / Pract exams, for the UG Programs <p>Institutional -</p> <ol style="list-style-type: none"> 1. Incharge Sports
13	Dr. Raghavendra Naik	<p>Departmental-</p> <ol style="list-style-type: none"> 1. Department Placements Coordinator 2. IT Books Record 3. Electricity Dept./PWD Repair and Renovation Works 4. CAD/CAM Lab and Computer Center-Mechanical Lab Professor Incharge 5. Conducting Lectures/ Tutorials / Practicals for the UG and PG Programs. 6. Helping Students with the Project / Mini projects / Remedial

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		<p>sessions.</p> <p>7. Paper setting, Evaluation, Invigilation works for the UG Programs.</p> <p>8. Conducting Internal tests, evaluation, Oral / Pract exams, for the UG and PG Programs.</p> <p>Institutional -</p> <p>1. Incharge Astronomy Club</p> <p>University-</p> <p>1. Recognized PhD Guide, Goa University</p>
14	Dr. Harichandra Chandekar	<p>Departmental-</p> <p>1. Time-Table Coordinator</p> <p>2. Materials Testing Lab Professor Incharge</p> <p>3. Faculty In-charge – Mobile Computing Lab</p> <p>4. Conducting Lectures/ Tutorials / Practicals for the UG and PG Programs.</p> <p>5. Helping Students with the Project / Mini projects / Remedial sessions.</p> <p>6. Paper setting, Evaluation, Invigilation works for the UG Programs.</p> <p>7. Conducting Internal tests, evaluation, Oral / Pract exams, for the UG Programs</p> <p>Institutional -</p> <p>1. Faculty incharge Vacation/Detention Programme</p> <p>2. College Magazine Committee Member Secretary</p> <p>3. M.E. Admissions Committee Member</p>
15	Mr. Malikarjun Gurav	<p>Departmental-</p> <p>1. NBA Co-Coordinator</p> <p>2. Conducting Lectures/ Tutorials / Practicals for the UG and PG Programs.</p> <p>3. Helping Students with the Project / Mini projects / Remedial sessions.</p> <p>4. Paper setting, Evaluation, Invigilation works for the UG and PG Programs.</p> <p>5. Conducting Internal tests, evaluation, Oral / Pract exams, for the UG and PG Programs.</p>
16	Mrs. Sai Motling	<p>Departmental-</p> <p>1. NAAC Co-Coordinator</p> <p>2. Conducting Lectures/ Tutorials / Practicals for the UG and PG Programs.</p> <p>3. Helping Students with the Project / Mini projects / Remedial sessions.</p> <p>4. Paper setting, Evaluation, Invigilation works for the UG and PG Programs.</p> <p>5. Conducting Internal tests, evaluation, Oral / Pract exams, for the UG Programs.</p>
17	Mr. Shubham Chodankar	<p>Departmental-</p> <p>1. IT Co-Coordinator</p> <p>2. Conducting Lectures/ Tutorials / Practicals for the UG and PG Programs.</p> <p>3. Helping Students with the Project / Mini projects / Remedial sessions.</p> <p>4. Paper setting, Evaluation, Invigilation works for the UG and PG Programs.</p> <p>5. Conducting Internal tests, evaluation, Oral / Pract exams, for the UG Programs.</p>

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18	Mr. Amey Shirodkar	<ol style="list-style-type: none"> 1. Conducting Lectures/ Tutorials / Practicals for the UG and PG Programs. 2. Helping Students with the Project / Mini projects / Remedial sessions. 3. Paper setting, Evaluation, Invigilation works for the UG and PG Programs. 4. Conducting Internal tests, evaluation, Oral / Pract exams, for the UG Programs.
19	Mr. Anand Naik	<p>Departmental- Maintain overall supervision & charge of following Laboratories/Rooms/Facilities:</p> <ol style="list-style-type: none"> 1. CAD/CAM 2. Industrial Engineering 3. Computer Centre <p>Institutional -</p> <ol style="list-style-type: none"> 1. Member Sports Committee GEC 2. Associate NCC officer 3. Chairman, Employees Co. Up Society
20	Mr. Gurudas Wadkar	<p>Departmental- Maintain overall supervision & charge of following Laboratories/Rooms/Facilities:</p> <ol style="list-style-type: none"> 1. Fluid Mechanics 2. Refrigeration & Air-conditioning 3. Metrology <p>Outside Institute Responsibilities</p> <ol style="list-style-type: none"> 1. BLO
21	Mr. Swapnil Parkar	<p>Departmental- Maintain overall supervision & charge of following Laboratories/Rooms/Facilities:</p> <ol style="list-style-type: none"> 1. Gas Dynamics & Turbomachines 2. Internal Combustion Engine 3. Material Testing & Automobile 4. Automobile Engineering
22	Mr. Omkar Phadate	<p>Departmental-</p> <ol style="list-style-type: none"> 1. Receiving Correspondence and maintaining inward register 2. Maintaining outward register and posting of outward letters 3. Reporting documents to HMED and taking appropriate instructions 4. Handling administrative duties related to office management and departmental coordination as required 5. Systematic filing of official documents 6. Assisting additionally tasks assigned by HMED 7. Maintaining records of office consumables and non-consumables register 8. Compiling and verifying monthly attendance reports of contract and regular non teaching staff 9. Filling purchase requisitions to stores
23	Mr. Krishna Gaude	<p>Departmental-</p> <ol style="list-style-type: none"> 1. Circulation of Paper/ Files in Department/ College 2. Cleaning tables and computers as allotted in Department 3. Shifting of equipments, furniture as per departmental requirement 4. Fetching equipments and stationary from stores section /Circulation of Paper in department/College 5. Opening & closing of the department, office, laboratories & classrooms, etc

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24	Ms. Sharad Naik	Departmental- 1 .Cleaning floor and toilets 2. Cleaning Laboratories and classrooms 3. Cleaning dust bins 4. Maintenance of departmental garden
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Civil Engineering Department

Sr. No.	Name of the staff/faculty	Powers and Duties allotted
1	Dr.Ganesh Hegde	<ol style="list-style-type: none"> 1. Work as Professor and Head of Civil Engineering Department. To act as the overall in-charge of the department and ensure smooth functioning of all academic, administrative, laboratory, and student-related activities. Teaching theory and practical courses for under graduate post-graduate and Phd Students. Guiding UG, PG projects & PHd Thesis. Prof Incharge of alumni affairs. Institute Public Relation Officer. Chief Hostel warden, testing and consultancy work .Examination work for UG/PG and PhD students. Any other duties allotted by institute
2	Dr. Purnanand Savoikar	<ol style="list-style-type: none"> 1. Teaching theory and practical courses for under graduate post-graduate and Phd Students. 2. Guiding UG, PG projects & PHd Thesis, 3. vice chairman, institute innovation council, 4. incharge geotechnical Engg. Lab, 5. Professor incharge testing & consultancy, 6. Mentor for UG/PG internship and students groups (UG) 7. paper setting, evaluation for answer books for internal test & term end exam of UG/PG/PHd, 8. testing and consultancy work, 9. member board of studies Goa University, 10. chief advisor, association of civil Engineering students 11. Dept. Coordinator NBA work, 12. incharge HOD duties in absence of HCED. 13. Mentor for students grp (UG) 14. any other duties allotted by institute.
3	Dr. Ulhas Sawaiker	<p>Work as Professor of Civil Engineering Department. To act as the overall in-charge of the Mining Engg department and ensure smooth functioning of all academic, administrative, laboratory, and student-related activities of mining engineering dept. Teaching theory and practical courses for under graduate post-graduate and Phd Students. Guiding UG projects & PHd Thesis. Alumni association elected member. Examination work for UG/PG and PhD students. Any other duties allotted by institute</p>
4	Dr. Nisha Naik	<ol style="list-style-type: none"> 1. conducting lectures and Practicals for UG & PG 2. Guiding UG projects, ME dissertation, PHd thesis. 3. Coordinating internship for UG & PG 4. Mentoring 5. Paper Setting, Making answer key and evaluation of IT & Semester papers

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		<ol style="list-style-type: none"> 6. All works associated with teaching such as making lecture notes , PPT, Handouts, assignments, tutorial exercises, marks compilation, attendance analysis, result analysis etc. 7. Laboratory incharge, strength of material. 8. Chairperson, B.O.S. civil engineering. 9. Inchargeworden girls hostel. 10. Member of various committees at dept level.
5	Dr. Sumitra Kandolkar	<ol style="list-style-type: none"> 1. Teaching with structural lesson plans presentation conducting practical sessions with and hands on training grading as per RUBRIC. 2. Assessment evaluation, paper setting with answer key (IT & university Exam) 3. Project UG, dissertation PGwith focus on innovative industry relevant and sustainable topics. 4. senior supervisor, invigilator internal examiner for PHd exams, UG intership mentoring guidance in report writing, conducting oral exam interaction with employer, conducting oral viva For UG & PG students, 5. Presiding officer of internal committee formed under POSH ACT, 2013 ensure proper functioning receive complaints conduct enquiry follow prescribed rules n time lines regular organize and lead IC meetings, arrange / organize awareness programs to aducate all about IC its working and POSH, annual report. 6. NBA Accreditation activities, co-ordinator for NBA criteria 4 contributing to CO PO mapping course files. 7. Consultancy and testing. 8. Students mentoring and support. 9. Research n publications. 10. I/o of transportation Engg. Lab. 11. Dept. training & placement committee ADVISOR. 12. Incharge for monitoring copy cases and discipline in internal tests of dept
6	Prof. Wilma Fernandes	<ol style="list-style-type: none"> 1. Teaching UG Courses highway engg. transportation engg. Green building, fluid Mechanics using ICT enable teaching. 2. Lab. Incharge fluid Mechanics lab. 3. Guiding final year projects. 4. Curriculum development as per NEP 2020 & AICTE guidelines for the above courses. 5. testing and consultancy work. 6. NBA work. 7. UG internship 8. Students mentoring and support.
7	Prof. H S Prasanna Kumar	Delivering lectures & conducting Practicals as required by the civil dept and Goa university. Assisting dept & college in related academic, technical, and administrative matters. Discharging Duties as A-Group. A Gazetted officer in technical Education.
8	Prof. Vikas Chodankar	Engage lectures, Practical's and tutorials for UG and PG students. In charge of concrete lab and testing & consultancy.
9	Dr. Smita Aldonkar	<ol style="list-style-type: none"> 1. Teaching UG theory & practical courses

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		<ol style="list-style-type: none"> 2. Departmental placement / internship/MOU 2018 to 9thfeb 2026 (8 Yrs) 3. ACES –advisor, 4. IGS advisor, 5. Institute mentor for BIS, 6. BMC lab Incharge , 7. Institute sports committee 8. Membersecretary of internal academic Audit 9. Goa University paper setting paper assessment , 10. students mentor , 11. project final yr guide. 12. Senior Supervisor Nov-Dec 20-25 GU Examination. 13. testing and consultancy work
10	Prof. GuruvendraVelip	Teaching UG, conducting UG & PG practical's university paper setting & assessment GEC infrastructure committee(member secretary) Dept Co-orator for internal test, member of GEC brochure committee, Surveying Lab incharge, testing and consultancy work.
11	Dr. Madhuraj Naik	<ol style="list-style-type: none"> 1. Teaching UG & PG theory & practical courses Goa University paper setting paper assessment for PG & UG 2. Civil Department placement/internship incharge, 3. FE (CIVIL) orientation incharge FE-induction, 4. ME Admission committee member, 5. REFLUX Magazine committee 6. GEC Entrepreneurship development team, IEI students chapter faculty incharge. testing and consultancy work.
1.	Shri Deepak Madkaikar	<ol style="list-style-type: none"> 1. Taking measurement & preparing drawings as per the requirement. 2. Taking prints as per the requirement of the students. 3. Verifying & processing water supply bills 4. Preparing AutoCAD Drgs of the consultancy work undertaken by the department if required. 5. Maintaining files, receipts etc related to Consultancy. 6. Preparing testing & consultancy, consulted Distribution statement every six month. 7. Dealing with the consultancy work. 8. As an in charge of Gardening section, purchases & other related work. 9. Dealing with the correspondence & other related work of Civil Maintenance work. 10. Any other duties which are assigned by the Superiors. <p>As a Committee member is as below</p> <ol style="list-style-type: none"> A. Testing & consultancy B Canteen Committee C Internal Academic Audit D Placement & Internship E Infrastructure F IC, SHWAW (Sexual harassment) G Shree Satya Narayan Pooja H GEC Employees society

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	Shri Ganesh Sawal	Maintaining dead stock Register and consumable register of the laboratory. Assisting in practical's to the faculty & students. Assisting in Testing the Material and consultancy. preparing requisition for the new equipment & maintaining them.
	Mrs. Shivani Gadkari	Maintenance of laboratory Equipment & Machinery. Practical assistance to students. Maintaining dead stock Register, consumable register. Conducting material testing under the guidance of Faculty incharge. Assisting the lab Incharge/HOD with the purchase and procurement of lab materials.
	Shri Venkatesh Parwar	Maintaining dead stock Register of lab. Assisting Professor during Practical Testing the Material, Preparing for Practical for students. Maintaining Furniture register, consumable register.
	Mrs. Revati Kankonkar	Setting up Equipment maintaining inventories of equipment. Assisting in conducting practical's, guiding Students in operating equipment maintaining dead stock register of the lab. Assisting the faculty lab in charge in identifying requirements , purchasing new equipment's in lab
	Shri BabusoGaude	General cleanliness of department, Carrying of file & other papers within GEC Campus. Correspondence movement. Assisting in routine office work like dispatch etc Assisting in work related to testing and consultancy
	Shri Rajendra Mangalkar	General cleanliness of department, Carrying of file & other papers within GEC Campus. Correspondence movement. Assisting in routine office work like dispatch etc Assisting in work related to testing and consultancy
	Shri Sitaram Redkar	General cleanliness of department, Carrying of file & other papers within GEC Campus. Correspondence movement. Assisting in routine office work like dispatch etc Assisting in work related to testing and consultancy

Electrical & Electronics Engineering Department

Sr. No.	Name of the staff/Faculty	Powers and Duties allotted	Additional duties
1	Dr. G. R. Kunkolienkar	Teaching and Research	<ol style="list-style-type: none"> 1. Incharge High Voltage lab 2. Nodal officer- Vidnyandhara 2026 3. Conducting Lectures/ Tutorials / Practicals for the UG and PG Programs 4. Paper setting, Evaluation, Invigilation works for the UG and PG Programs.
2	Dr. Anant Naik	Teaching and Research	Departmental- <ol style="list-style-type: none"> 1. Head of Electrical &

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			<p>Electronics Engineering Department, GEC, Farmagudi, Goa</p> <ol style="list-style-type: none"> 2. Conducting Lectures/ Tutorials / Practicals for the UG and PG Programs. 3. Guiding 4 Phd students 4 Helping Students with the Project / Mini projects / Remedial sessions. 5. Paper setting, Evaluation, Invigilation works for the UG and PG Programs. 6. Conducting Internal tests, evaluation, Oral / Pract exams, for the UG and PG Programs. 7. Organizing / Coordinating Workshops and Seminars. 8. Overseeing the Student's Class / Batch Mentoring, NBA and NAAC Activities, Departmental maintenance, Parent – Faculty Interaction, Internal Tests, Dept Library, ENEXSA Activities. 8. Coordinate the signing of the MOU between various Industry and Goa College of Engineering, Farmagudi as part of Industry – Academia connect. <p>Institutional -</p> <ol style="list-style-type: none"> 1. Chairman, BoS in Electrical & Electronics Engineering. 2. Member college IQAC. 3. Member, Advisory Committee for Purchase of Machinery / Equipments, GEC. 4. Member, Anti Ragging Committee, GEC. 5. Member, Unfair Means Enquiry Committee, GEC. 6. Member of the Affiliation Inquiry Committee, Goa University as Expert for ME and BE Programs. 7. Faculty / Resource Person for Short Term Training Programs / Workshops / Seminars for Technical Community in Goa.
3	Dr. Sangeeta Mahaddalkar	Teaching and Research	Lab incharge of VLSI lab and Microprocessor lab, Faculty Co-

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			ordinator-NBA, NPTEL, member BoS, Chairperson of magazine committee, E-Yantra lab setup initiative coordinator.
4	Dr. Suneeta Raykar	Teaching and Research	Lab incharge of computer Lab, Faculty Co-ordinator- BE and ME Project , NAAC, member BoS
5	Prof. Nilesh W. S. Borkar	Teaching and Research	Lab incharge power sysyem lab, Faculty Co-ordinator - Internal Tests, Practical exams, Hostel Warden I
6	Dr. Sonali Pandit	Teaching and Research	Lab incharge Measurements lab, Faculty Co-ordinator- Internship, Record Keeping(NBA/NAAC)
7	Dr. Jayeshkumar Priolkar	Teaching and Research	Lab Inchage of Electrical Workshop, Faculty Co-ordinator – Chairman, Electrical Works Committee, Library member, Innovation council-member
8	Dr. Samarth Borkar	Teaching and Research	Project lab incharge, Faculty Co-ordinator - Time-Table, ME admissions, member BoS, Nodal officer- Konkani Bhasha Mandal, Faculty advisor- Drama club of GEC, Team member-GEC EDC (Entrepreneurship), member Institute Brouchure Committee.
9	Prof. Noah Dias	Teaching and Research	Lab incharge of Power Electronics Lab Faculty Co-ordinator – Member, Electrical Works Committee, FE Induction Programme
10	Dr. Aditi Desai	Teaching and Research	ME lab Incharge, Faculty Co-ordinator – ENEXA, Department Library, Canteen Committee member, Konkani Bhasha mandal member
11	Prof. Ankita Kanekar	Teaching and Research	Faculty Co-ordinator – Placements, Department Furniture,
12	Prof. Sneha Sawant	Teaching and Research	Lab incharge Electrical Machines lab, P&G scholarship co-ordinator, Faculty Co-ordinator – Result Analysis, Feedback Analysis. Magazine committee member, GEC Alumni Association member
13	Prof Kavita Nanshikar	Teaching and Research	Faculty Co-ordinator- Electrical Works Committee, expert sessions.
14	Mrs. Mamta Fadte	Technical Asistant in the lab	Maintain overall supervision & charge of following Laboratories/Rooms/Facilities

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			<ol style="list-style-type: none"> 1. Analog and Digital Electronics Lab 2. ME Laboratory 3. Power Electronics Laboratory
15	Shri. Krishna Parwar	Technical Asistant in the lab	<p>Departmental- Maintain overall supervision & charge of following Laboratories/Rooms/Facilities:</p> <ol style="list-style-type: none"> 1. Electrical Machines Laboratory 2. Electrical Measurement Laboratory 3. Basic Electrical Engineering Lab 4. High Voltage Engineering Lab 5. Electrical Workshop
16	Mrs.Veena Mathkar	Technical Asistant in the lab	<p>Departmental- Maintain overall supervision & charge of following Laboratories/Rooms/Facilities:</p> <ol style="list-style-type: none"> 1. Project Laboratory 2. Power System Laboratory 3. Computer Laboratory
17	Shri. Rajat Naik	MTS	<p>Departmental-</p> <ol style="list-style-type: none"> 1. Circulation of Paper/ Files in Department/ College 2. Cleaning tables and computers as allotted in Department 3. Shifting of equipments, furniture as per departmental requirement 4. Fetching equipments and stationary from stores section /Circulation of Paper in department/College 5. Opening & closing of the department, office, laboratories & classrooms, etc
18	Mrs Philomena Fernandes	MTS	<p>Departmental-</p> <ol style="list-style-type: none"> 1. Circulation of Paper/ Files in Department/ College 2. Cleaning tables and computers as allotted in Department 3. Shifting of equipments, furniture as per departmental requirement 4. Fetching equipments and stationary from stores section /Circulation of Paper in department/College

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			5. Opening & closing of the department, office, laboratories & classrooms, etc
19	Mrs Ashwini Gawde	LDC (contract)	Maintain overall supervision & charge of following Rooms/Facilities: 1. Morning Half: Department Office 2. Upkeep of all documents and files 3. Issue of toiletries and keeping records

Information & Technology Department

Sr. No	Name of the Staff	Duties Allotted
1	Dr. Nilesh B. Fal Dessai (NFD)	<p>Departmental-</p> <ol style="list-style-type: none"> 1. Head of Information Technology Department, GEC, Farmagudi, Goa 2. Conducting Lectures/ Tutorials / Practicals for the UG and PG Programs. 3. Helping Students with the Project / Mini projects / Remedial sessions. 4. Paper setting, Evaluation, Invigilation works for the UG and PG Programs. 5. Conducting Internal tests, evaluation, Oral / Pract exams, for the UG and PG Programs. 6. Organizing / Coordinating Workshops and Seminars. 7. Overseeing the Information Technology Continuing Education Programme (IT-CEP), Student's Class / Batch Mentoring, NBA and NAAC Activities, Departmental Networking, Parent – Faculty Interaction, Internal Tests, Dept Library, Cyber Security Activities, INTENSA Activities. 8. Coordinate the signing of the MOU between various IT Industry and Goa College of Engineering, Farmagudi as part of Industry – Academia connect. <p>Institutional -</p> <ol style="list-style-type: none"> 1. Member of the Technical Committee for Coding & Robotics Education in Schools. 2. Member (Faculty), NSS Advisory Committee of Goa University. 3. National Level Master Trainer for Election Commission of India, Delhi. 4. Member (VC's Nominee) of the Departmental Research Committee for Ph.D in Computer Science and Technology, Goa University. 5. Member, Advisory Committee for Purchase of Machinery / Equipments, GEC. 6. Providing inputs w.r.t. AMC of ICT equipments, ICT equipment procurement, etc. at GEC. 7. Chairman, Committee to prepare Institution Brochure for BE / ME Admissions, GEC.

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		<p>8. Member, Anti Ragging Committee, GEC.</p> <p>9. Member, Unfair Means Enquiry Committee, GEC.</p> <p>10. Member of the Affiliation Inquiry Committee, Goa University as Expert for ME and BE Programs.</p> <p>11. Faculty / Resource Person for Short Term Training Programs / Workshops / Seminars for Technical Community in Goa.</p> <p>12. Coordinator for Leadership in Teaching Excellence (LITE) programme " Leadership in Teaching Excellence (LITE)".</p>
2	Dr. Aisha Fernandes (ACF)	<p>Departmental-</p> <ol style="list-style-type: none"> 1. Faculty Coordinator —ITCEP 2. Program coordinator — ME(ITE) 3. Mentor – ME students, BE students 4. Faculty Coordinator— AICTE /GU Affiliation 5. Faculty Coordinator — Departmental records and Information 6. Faculty Coordinator—ME Projects & Seminars 7. Faculty Coordinator—ME Examinations 8. Faculty Coordinator— Research and Publications <p>Institutional –</p> <ol style="list-style-type: none"> 1. Hostel warden 2. Member, Women’s Cell Committee 3. Member, POSH Committee 4. Member, IQAC Committee 5. Member, ME Admission Committee
3	Ms. Vaishali R Shirodkar (VRS)	<p>Departmental-</p> <ol style="list-style-type: none"> 1. Faculty In-Charge – Computer Graphics Lab. 2. Faculty In-Charge - Girls Common room 3. Faculty Coordinator - College & Department Library 4. Faculty Coordinator – NPTEL, Mentorship 5. Mentor – BE students <p>Institutional –</p> <ol style="list-style-type: none"> 1. Member, SAMARTH e-Gov Project Committee
4	Mr. Ganesh Manerkar (GVM)	<p>Departmental-</p> <ol style="list-style-type: none"> 1. Faculty In-Charge — Cyber Security Lab 2. Faculty In-Charge - Boys Common room, Class rooms and Utility room <p>Institutional-</p> <ol style="list-style-type: none"> 1. Member, Red Ribbon Club (RRC) Committee 2. Member, Redressal Cell Committee
5	Mr. Amogh Sanzgiri (AAS)	<p>Departmental-</p> <ol style="list-style-type: none"> 1. Faculty Coordinator — TE (IT) 2. Faculty Coordinator— BE Projects 3. Faculty Coordinator—BE Examinations 4. Faculty Coordinator — MoU with 2 Signal Training Centre, Goa 5. Faculty Coordinator—Software Development 6. Faculty Coordinator— Internal Revenue Generation (IRG) 7. Faculty In-Charge — Soft Computing Lab 8. Mentor – BE students <p>Institutional-</p> <ol style="list-style-type: none"> 1. Convenor, Institute Innovation Council (IIC)
6	Ms. Nadine Dias (NAD)	<p>Departmental-</p> <ol style="list-style-type: none"> 1. Faculty Coordinator — Internal Tests (BE and ME)

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		<p>2. Faculty Coordinator — NAAC 3. Faculty Coordinator — Department Website 4. Faculty In-charge — Tech Zone Lab 5. Mentor – BE students</p> <p>Institutional- 1. Member, ICT and Website Committee 2. Member, Sports Committee 3. Member, Institute Innovation Council (IIC)</p>
7	Ms. Soniya S Usgaonkar (SSU)	<p>Departmental- 1. Faculty In-charge — Ideating Lab 2. Faculty In-charge – Minor/Honours Degree (NEP 2024-25) 3. Faculty In-charge – Minor/Honours Degree (RC 2019-20) 4. Mentor – BE students 5. Faculty In-charge – Overall Students Attendance</p> <p>Institutional - 1. Member, SAMARTH e-Gov Project Committee</p>
8	Mr. Mario Pinto (MAP)	<p>Departmental- 1. Faculty Coordinator – BE (IT) 2. Faculty Coordinator — Internship 3. Faculty Coordinator— Placement 4. Faculty In-Charge — Fundamental Lab 5. Faculty In-charge Embedded System Lab, Faculty Hub, Bits and Bytes, Departmental Office, HOD room and Store room. 5. Faculty In-charge – Civil & Electrical works 6. Mentor – BE students</p> <p>Institutional- 1. Member, Placement Team 2. Member, Internship Team 3. Member, Sports Committee</p>
9	Ms. Aparna Udaysing Rane (AUR)	<p>Departmental- 1. Faculty Coordinator – FE (ITE) 2. Faculty Coordinator — Student Feedback and Evaluation 3. Faculty Coordinator — NBA 4. Faculty Coordinator — NEP 5. Faculty Coordinator – Result Analysis 6. Faculty In-charge — Web Technology Lab, Auditorium and Conference room, 7. Mentor – BE students</p> <p>Institutional - 1. Student Parliament Competition Coordinator</p>
10	Mr. Bipin Babaji Naik (BBN)	<p>Departmental- 1. Faculty Coordinator — Time Table 2. Faculty Coordinator — INTENSA 3. Faculty Coordinator — Open Elective/ Professional Elective 4. Faculty Coordinator — SE (ITE) 5. Faculty Coordinator—MoU with Goa Police 6. Faculty In-charge — Communication Lab, Mobile Computing Lab, GA Lab, Root Centre, Power Hub and INTENSA HQ 7. Mentor – BE students 8. Faculty Coordinator – College students Council from IT Department.</p> <p>Institutional – 1. Hostel Warden 2. Member, ICT and Website Committee</p>

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11	Ms. Seeya Gude (SVG)	Departmental- 1. Faculty Co –Coordinator -Results Analysis 2. Faculty Co-Coordinator - Internal Tests (BE and ME) 3. Faculty In-charge - AE/DE Lab
12	Ms. Rucha Sahakari (RKS)	Departmental- 1. Faculty Co –Coordinator -Results Analysis 2. Faculty In-charge – Department Library
13	Mr. Brijeshwar Dessai (BRD)	Departmental- 1. Faculty Co –Coordinator -Results Analysis 2. Faculty Coordinator - Event Records & Photos 3. Faculty Coordinator – Banners, Brochures
14	Mr. Akash Phadte (AAP)	Departmental- 1. Faculty Co –Coordinator -Results Analysis 2. Faculty Co –Coordinator – Software Installation & Updation 3. Faculty In-charge – Mobile Computing Lab
15	Mr. Khemudas Gaude (KGG)	Departmental- Maintain overall supervision & charge of following Laboratories/Rooms/Facilities: 1. Mobile Computing Laboratory 2. Auditorium & Conference Room 3. Department Furniture 4. Civil & Electrical works 5. PWD Maintenance & Intensa HQ 6. Boys & Girls Common Room
16	Mr. Vijaykumar Mayekar (VBM)	Departmental- Maintain overall supervision & charge of following Laboratories/Rooms/Facilities: 1. Fundamental, Ideating & Tech Zone Laboratory 2. Embedded/VLSI Laboratory 3. Root Centre/ Networking of IT Dept 4. Power Hub
17	Mr. Namit Kankonkar (NMK)	Departmental- Maintain overall supervision & charge of following Laboratories/Rooms/Facilities: 1. Cyber Security Laboratory, Analog & Digital Laboratory 2. Department Library.
18	Mr. Shridhar Achar (SRA)	Departmental- Maintain overall supervision & charge of following Laboratories/Rooms/Facilities: 1. Web Technology & Computer Graphics Laboratory 2. Projectors
19	Mr. Laxman Jalmi (LRJ)	Departmental- Maintain overall supervision & charge of following Rooms/Facilities: 1. Morning Half: Department Office 2. Upkeep of all documents and files 3. Issue of toiletries and keeping records
20	Ms. Karuna Chodankar (KBC)	Departmental- Maintain overall supervision & charge of following Laboratories/Facilities: 1. Soft Computing Laboratory 2. Assisting Laboratory Incharge in the Laboratories 3. Assisting students in Laboratories
21	Mr. Ashwesh Naik	Departmental-

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	(AAN)	<ol style="list-style-type: none"> 1. Assisting Faculty In- charge with Maintenance of the Laboratories 2. Assisting students in the Laboratories 3. Formatting of the computers Prior to practical Examination 4. Installation of softwares required in the Laboratories for conducting practicals 5. Assisting the auditorium activities during events/workshops 6. Helping students in any software or network related issues in the Laboratories
22	Mr. Soham Gaudé (SDG)	Departmental- <ol style="list-style-type: none"> 1. Assisting Faculty In- charge with Maintenance of the Laboratories 2. Assisting students in Laboratories 3. Helping students in any software or network related issues in the Laboratories 4. Assisting Faculty Coordinator in Internal Tests
23	Ms. Francisca Colaco (FRC)	Departmental- <ol style="list-style-type: none"> 1. Circulation of Paper/ Files in Department/ College 2. Cleaning tables and computers as allotted in Department 3. Shifting of equipments, furniture as per departmental requirement 4. Fetching equipments and stationary from stores section /Circulation of Paper in department/College 5. Opening & closing of the department, office, laboratories & classrooms, etc
24	Mr. Dharmu Naik (DBN)	Departmental- <ol style="list-style-type: none"> 1. Circulation of Paper/ Files in Department/ College 2. Cleaning tables and computers as allotted in Department 3. Shifting of equipments, furniture as per departmental requirement 4. Fetching equipments and stationary from stores section /Circulation of Paper in department/College 5. Opening & closing of the department, office, laboratories & classrooms, etc
25	Ms. Anishka U Parwar (AUP)	Departmental- <ol style="list-style-type: none"> 1. Cleaning floor and toilets 2. Cleaning Laboratories and classrooms 3. Cleaning dust bins 4. Maintenance of departmental garden

Computer Science Engineering Department

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Sr. No.	Name of the staff	Designation	Powers and Duties allotted
1	Dr. J A Laxminarayana	Professor	Department administration, Teaching and Research
2	Mr. A.U.Bapat	Associate Professor	Teaching and Research
3	Ms. Maruska Mascaranhes	Associate Professor	Teaching and Research
4	Mr. Vineet Jain	Associate Professor	Teaching and Research

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5	Mr.Nagraj Vernekar	Associate Professor	Teaching and Research
6	Dr.Gajanan Gawde	Associate Professor	Teaching and Research
7	Dr.Manisha Gaonkar	Associate Professor	Teaching and Research
8	Dr. Nitesh Naik	Assistant Professor	Teaching and Research
9	Dr. Rachel Dhanaraj	Assistant Professor	Teaching and Research
10	Prof. Teslin Jacob	Assistant Professor	Teaching and Research
11	Prof. Amit Patil	Assistant Professor	Teaching and Research
12	Prof. Melina Afonso	Assistant Professor	Teaching and Research
13	Prof. Sherica Menezes	Assistant Professor	Teaching and Research
14	Prof. Shruti Pednekar	Assistant Professor	Teaching and Research
15	Prof. Sulana Rebelo	Assistant Professor	Teaching and Research
16	Mr. Antonio Silveira	Technical Assistant	Maintaining Laboratories
17	Mr. Jagadish Sawant	Computer Operator	Maintaining Software
18	Ms. Anselia D'Costa	Technical Assistant	Maintaining Laboratories
19	Mr. Navin Kerkar	Laboratory Assistant	Maintenance of Laboratories
20	Mr. Pushpashil Satardekar	Laboratory Assistant	Maintenance of Laboratories
21	Mr. Siddhesh Shetye	Laboratory Assistant	Maintenance of Laboratories
22	Mr.Shantaram Fatji	MTS	Department office work
23	Ms. Suvarna Gaonkar	MTS	Department cleanliness

Mining Engineering Department

Sr. No.	Name of the staff/Faculty	Powers and Duties allotted	Additional duties
1	Dr. Ulhas Sawaiker	Administrative Head	Head of the Department, Chairman, BoS, Mining, Goa University.
2	Prof.H. Reddy	Teaching and Research	Faculty Co-ordinator- Time-Table, NPTEL, Member BoS, Internal Tests, Practical exams
3	Prof.Vijay Kumar	Teaching and Research	Member BoS, Faculty Co-ordinator- Internship, Record Keeping, Placements, Department Furniture
4.	Ms. Ashwini R. Gaude	Laboratory Asistant in the lab	1.Mine Environment Laboratory 2. Miniral Processing Laboratory 3. Geology Laboratory
5	Mr. Bhim Gaude	MTS	
6.	Ms. Kala Gaude	Apprentice	Office Executive for the administrative support of HoD Office.

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Science & Humanities Department

Sr. No	Name of the Staff	Duties Allotted
1	Dr. Sebastian B Mesquita Professor, Science and Humanities (Mathematics)	<p>Departmental-</p> <ol style="list-style-type: none"> 1. Head, Science and Humanities, Department, GEC, Farmagudi, Goa 2. Conducting Lectures/ Tutorials for the UG and PG Programs in Mathematics. 3. Paper setting, Evaluation, Invigilation for the UG and PG Programs in Mathematics 4. Conducting Internal tests, evaluation, exams, for the UG and PG Programs in Mathematics <p>Institutional -</p> <ol style="list-style-type: none"> 1. Vigilance Officer GEC 2. Chairman, Canteen Committee. 3. Member, Anti Ragging Committee 4. Faculty Incharge, Music Club. 5. Member, Advisory Committee for Purchase of Machinery / Equipments, GEC
	Dr. Manoj Choukuse Professor, Science and Humanities (Physics)	<p>Departmental-</p> <ol style="list-style-type: none"> 1. Conducting Lectures/ Tutorials for the UG for the course, Indian Knowledge System(IKS). 2. Paper setting, Evaluation, Invigilation for the UG course Indian Knowledge System(IKS) and Physics. 3. Conducting Internal tests, evaluation, exams, for the UG for Indian Knowledge System(IKS). <p>Institutional –</p> <ol style="list-style-type: none"> 1. Training and Placement officer of GEC, undertaking placement related work.
3	Prof Ms. Ujwala Phadke Associate Professor, Science and Humanities (Mathematics)	<p>Departmental-</p> <ol style="list-style-type: none"> 1. Conducting Lectures/ Tutorials for Mathematics Courses 2. Paper setting, Evaluation, Invigilation for Mathematics courses. 3. Conducting Internal tests, evaluation, exams, for the Mathematics Courses <p>Institutional –</p> <ol style="list-style-type: none"> 1. Member, Unfair Means Committee, GCE 2. Member, Internal Complain Committee, GEC 3. Member, Anti-Ragging Committee, GCE 4. Convener, Women Cell GCE 5. Member, Quarters Allotment Committee GCE
4	Dr. Shilpa Amonkar Associate Professor, Science and Humanities (Physics)	<p>Departmental-</p> <ol style="list-style-type: none"> 1. Conducting Lectures/ Tutorials for Applied Physics Courses 2. Paper setting, Evaluation, Invigilation for Applied Physics courses. 3. Conducting Internal tests, evaluation, exams, for the Applied Physics Courses. 4. Faculty Incharge of Physics Laboratory.

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		5. Faculty Coordinator -NAAC.
5	Dr. Adlete Mascarenhas Associate Professor, Science and Humanities (Chemistry)	<p>Departmental-</p> <ol style="list-style-type: none"> 1. Conducting Lectures/ Tutorials for Environmental Science and sustainability Course(VAC158). 2. Paper Setting, Evaluation, Invigilation for Environmental Science and Sustainability Course(VAC158).. 3. Conducting Internal Tests, Evaluation, Exams, for Environmental Science and Sustainability Course(VAC158). 4. Faculty Incharge of Chemistry Laboratory. <p>Institutional-</p> <ol style="list-style-type: none"> 1. Public Information Officer (PIO), GEC 2. Member, Library Committee .GEC 3. Faculty Incharge of Chemistry Laboratory. 4. Chairperson, College Students Council
6	Prof Ms. Minaz Sheikh Assistant Professor, Science and Humanities (Mathematics)	<p>Departmental-</p> <ol style="list-style-type: none"> 1. Conducting Lectures/ Tutorials for the UG and PG Programs in Mathematics. 2. Paper setting, Evaluation, Invigilation for the UG and PG Programs in Mathematics 3. Conducting Internal tests, evaluation, exams, for the UG and PG Programs in Mathematics 4. Faculty Coordinator -NBA. <p>Institutional-</p> <ol style="list-style-type: none"> 1. Coordinator, Women Cell. 2. Member, Examination Committee.
7	Prof Sayeesh Habbu Assistant Professor, Science and Humanities (Communication Skills)	<p>Departmental-</p> <ol style="list-style-type: none"> 1. Conducting Lectures/ Tutorials for the UG Programs in Communication and Technical Writing and Organization Behaviour. 2. Paper setting, Evaluation, Invigilation for the UG program in Communication and Technical Writing and Organization Behaviour. 3. Conducting Internal tests, evaluation, exams, for the UG program Communication and Technical Writing and Organization Behaviour. <p>Institutional -</p> <ol style="list-style-type: none"> 1. Warden, Hostel GEC. 2. Member, Magazine Committee. 3. Central Assessment Program(CAP) Director.
8	Prof Ms Ashmita Kerkar Assistant Professor, Science and Humanities (Economics)	<p>Departmental-</p> <ol style="list-style-type: none"> 1. Conducting Lectures/ Tutorials for the UG and PG Programs in Economics. 2. Paper setting, Evaluation, Invigilation for the UG and PG in Economics. 3. Conducting Internal tests, evaluation, exams, for the

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		<p>UG & PG in Economics.</p> <p>Institutional-</p> <ol style="list-style-type: none"> 1. Faculty Advisor, Entrepreneurship Cell 2. Member, Institute Innovation Council(IIC). 3. Coordinator, Intellectual Property Rights(IPR).
9	<p>Prof. Mandar Karandikar Assistant Professor in Physics</p>	<p>Departmental-</p> <ol style="list-style-type: none"> 1. Conducting Lectures/ Tutorials for the UG Programs in Applied Physics. 2. Paper setting, Evaluation, Invigilation for the UG in Applied Physics. 3. Conducting Internal tests, Evaluation, Exams, for the UG in Applied Physics
10	<p>Dr Geeta Lohani Assistant Professor Science and Humanities(Chemistry)</p>	<p>Departmental-</p> <ol style="list-style-type: none"> 1. Conducting Lectures/ Tutorials for Environmental Science and Sustainability Course(VAC158). 2. Paper Setting, Evaluation, for Environmental Science and Sustainability Course(VAC158).. 3. Conducting Internal tests, Evaluation, Exams, for Environmental Science and Sustainability Course(VAC158)
10	<p>Prof Ms Aniksha Mayekar Assistant Professor Science and Humanities (Mathematics)</p>	<p>Departmental-</p> <ol style="list-style-type: none"> 1. Conducting Lectures/ Tutorials for Mathematics Courses 2. Paper Setting, Evaluation, Invigilation works for Mathematics courses. 3. Conducting Internal tests, Evaluation, Exams, for the Mathematics Courses
11	<p>Prof Ms. Pratiksha Harmalkar Assistant Professor Science and Humanities (Mathematics)</p>	<p>Departmental-</p> <ol style="list-style-type: none"> 1. Conducting Lectures/ Tutorials for Mathematics Courses 2. Paper setting, Evaluation, Invigilation works for Mathematics courses. 3. Conducting Internal Tests, Evaluation, Exams, for the Mathematics Courses
12	<p>Prof Ms. Athira Madhu Assistant Professor Science and Humanities (Physics)</p>	<p>Departmental-</p> <ol style="list-style-type: none"> 1. Conducting Lectures/ Tutorials for the UG Programs in Applied Physics. 2. Paper Setting, Evaluation, works for the UG Programs in Applied Physics. 3. Conducting Internal Tests, Evaluation, Exams, for the UG in Applied Physics
13	<p>Ms Varsha Talwalkar Laboratory Assistant</p>	<p>Departmental-</p> <p>Maintain overall supervision & charge of Physics and Language Laboratories.</p>
14	<p>Mr. Ramchandra Mayenkar Laboratory Assistant</p>	<p>Departmental-</p> <p>Maintain overall Supervision & Charge of Chemistry Laboratory.</p>

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15	Mr Udhay Shirdikar (MTS)	Departmental- 1. Circulation of Paper/ Files in Department/ College 2. Cleaning tables and computers as allotted in Department 3. Shifting of equipment's, furniture as per departmental requirement 4. Fetching equipment's and stationary from stores section /Circulation of Paper in department/College 5. Opening & closing of the department, office, laboratories & classrooms, etc
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GOVERNMENT OF GOA

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