

**Proactive Disclosure Manual under Right to
Information Act, 2005**

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

**Statement of the categories of documents that are
held by it or under its control**

Proactive Disclosure Manual under Right to Information Act, 2005

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

**Statement of the categories of documents that are held by it or under its
control**

Administration Section:

Sr. No	Nature of Record	Details of Information
1	Files	General
2	Files	Office Order
3	Files	Govt. Order/Circulars
4	Files	Personal Files
5	Files	Returns/Reports
6	Files	GEC Estate Matters
7	Files	Advances
8	Files	Legislative Assembly Questions
9	Files	Scholarships, CMD & Libarary Deposit (Student Matter)
10	Files	Confidential Matters
11	Files	Contract Appointments
12	Files	Recruitment Matters
13	Files	RTI Matters
14	Files	Court Matter

Sr. No.	Type of Information	Format in which available
1	Student Admission Records (B.E. / M.E.)	Digital (ERP/Portal) & Physical Files
2	Academic Calendar	Digital (PDF)
3	Scheme of Instruction / Syllabus	Digital (PDF)
4	Examination Timetables	Digital (PDF) & Notice Boards
5	End Semester Examination Results	Digital (ERP/Portal) & Physical Files
6	Mark Sheets (Semester-wise)	Physical Copies
7	Transcript Applications & Records	Physical Files
8	Examination Forms and Fee Records	Digital
9	Unfair Means (UFM) Case Records	Physical Files
10	Revaluation / Rechecking Applications	Digital
11	AICTE Approval Documents	Digital (PDF) & Physical Files
12	NIRF Data and Submissions	Digital (PDF)
13	Student Grievance Records	Physical Files
14	Scholarship and Fee Concession Records	Physical Files
15	Hall Tickets / Admit Cards	Digital (PDF)
16	Correspondence with Goa University	Physical Files
17	Minutes of Academic / Examination Meetings	Physical Files
18	LAQ	Physical Files
19	University Affillation Files	Digital (PDF) & Physical Files

Library Section:

SR. NO.	NATURE OF RECORD	DETAILS OF INFORMATION AVAILABLE	UNIT / SECTION WHERE AVAILABLE
1	Acc. Register	Record of Books purchased in library	Processing Section
2	Journal Register	Records of Hardcopy of Journal purchased in the Library	Processing Section
3	News paper Register	Keeping record of News paper	Processing Section
4	Expenditure Register (BOOK)	Record of expenses incurred by the library on books	Processing Section
5	Expenditure Register (Journal Hard Copy)	Record of expenses incurred by the library on Journal	Processing Section
7	Consumable Register	Tracks the receipt and storage of various consumables items	Maintenance Section
8	Non Consumable Register	Tracks the receipt and storage of various Non consumables items	Maintenance Section
9	E-journal	Purchase of E journal / Plagiarisms software	Processing Section
10	Book Bank Register	Book Bank issued to students	Circulation II
11	Fine Register	Fine imposed by a library on books that overdue when returned.	Circulation I & II

Stores Section:

Sr. No.	Nature of record	Details of information available	Unit/Section where available
	Purchase files	-----	Stores section

Girls Hotel Section:

1	GEC/GH/correspondence	General correspondence
2	GEC/GH/Leave record	Leave Records
3	GEC/GH/ Condemnation	Condemnation details
4	GEC/GH/Allotment	Hostel rooms allotment
5	GEC/GH/ PR	Purchase requisitions
9	GEC/GH/ Stud attendance	Student attendance reports
10	GEC/GH/ Hostel accommodation.	Hostel rooms data

11	Deadstock register	Deadstock entries
12	PWD, Electrical & Civil Complaints	Complaints information
13	Equipments bill register	Bills data
14	Stores Indent register	Items procured
15	Inward & Outward register	Paper records
16	Students list register	Students data
17	Application forms entries	Application forms
18	Hostel Fees register	Details of fees paid
19	Staff attendance register	Daily attendance roll
20	Students In/out register	Student entry records
21	Non Hostellite Records	Non Hostellite student entry records
22	Warden visit register	Details of Warden visit
23	Mess complaints register	Mess complaints
24	Water pumping record	Daily records of water pumping
25	Tanker data	Tanker trips records
26	Security register	Security records register

Workshop Section:

Sr. No.	Nature of Records	Details of information Available
1	Attendance of students	Attendance file/ book
2	Evaluation of student's job	Files/folder
3	Dead stock register	Register
4	Consumable register	Register

Sr. No	Nature of Record	Details of Information Available	Unit/Section where available
1	GEC/IT/2017-18/TIME TABLE/1	Time Table	IT Department Office
2	GEC/IT/2017-18/Leave record(NT)/2	Leave Records Non Teaching	IT Department Office
3	GEC/IT/2017-18/SD/3	Staff Development	IT Department Office
4	GEC/IT/2017-18/AMC/4	AMC	IT Department Office
5	GEC/IT/2017-18/LIB /5	Library	IT Department Office
6	GEC/IT/2017-18/RTS/6	Representation of teaching Staff	IT Department Office
7	GEC/IT/2017-18/Stores-PAC/7	Stores Purchase Advisory Committee	IT Department Office
8	GEC/IT/2017-18/Stores-PR&Orders/8	Stores Purchase Requisition & Orders	IT Department Office

9	GEC/IT/2017-18/ME-AICTE/9	ME-AICTE	IT Department Office
10	GEC/IT/2017-18/ME-GU(ADM)/10	ME-Goa University ADM	IT Department Office
11	GEC/IT/2017-18/ME-BOS/11	ME-Board of Studies	IT Department Office
12	GEC/IT/2017-18/RNTS/12	Representation of Non teaching Staff	IT Department Office
13	GEC/IT/2017-18/PA/13	Permanent Advance	IT Department Office
14	GEC/IT/2017-18/BE-Internal Test/14	Internal Test for BE	IT Department Office
15	GEC/IT/2017-18/OSS/15	Open Source Software	IT Department Office
16	GEC/IT/2017-18/ADM/16	IT Dept. Administration	IT Department Office
17	GEC/IT/2017-18/SA/17	Students Affairs	IT Department Office
18	GEC/IT/2017-18/Misc./18	Miscellaneous	IT Department Office
19	GEC/IT/2017-18/Format A-B/19	Format A-B	IT Department Office
20	GEC/IT/2017-18/PFA/20	Proposal for Financial Assistance	IT Department Office
21	GEC/IT/2017-18/NT-Attendance/21	Attendance of Non Teaching Staff	IT Department Office
22	GEC/IT/2017-18/Leave Records(TS)/22	Leave Records Teaching Staff	IT Department Office
23	GEC/IT/2017-18/GC/23	Governing Committee	IT Department Office
24	GEC/IT/2017-18/PPL-Note/24	Note from Principal	IT Department Office
25	GEC/IT/2017-18/IIL/25	Industry Institute Linkage	IT Department Office
26	GEC/IT/2017-18/ME-Admission/26	M.E. Admission	IT Department Office
27	GEC/IT/2017-18/CF-VF/27	Contract-Visiting Faculty Orders	IT Department Office
28	GEC/IT/2017-18/Students Assctn/28	Students Association	IT Department Office
29	GEC/IT/2017-18/ATL-DKBHHS/29	Atal Tinkering Lab(ATL) Activity of Dr. K. B. Headwear High School	IT Department Office
30	GEC/IT/2017-18/Gov.- cir./30	Govt. Circulars	IT Department Office
31	GEC/IT/2017-18/Placements/31	Placements	IT Department Office
32	GEC/IT/2017-18/N.B./32	Notice Board	IT Department Office
33	GEC/IT/2017-18/Intensa/33	Intensa	IT Department Office
34	GEC/IT/2017-18/B.E.-BOS/34	B.E. Board of Studies	IT Department Office
35	GEC/IT/2017-18/B.E. Exam/35	B.E. Examination	IT Department Office
36	GEC/IT/2017-18/M.E. Exam/36	M.E.- Examination	IT Department Office
37	GEC/IT/2017-18/PWD-Civil & Elect./37	PWD.- Civil & Electrcal	IT Department Office
38	GEC/IT/2017-18/B.E. Projects/38	B.E. Students Projects	IT Department Office
39	GEC/IT/2017-18/Website-MIS/39	Website - M.I.S	IT Department Office
40	GEC/IT/2017-18/NW-UPS-CONN./40	Network-UPS-Connectivity	IT Department Office
41	GEC/IT/2017-18/VD/41	Vacation & Detention	IT Department Office
42	GEC/IT/2017-18/CTCP/42	College to Copporate Program	IT Department Office
43	GEC/IT/2017-18/ACAD-Admn./43	GEC Academic Section-Admn.	IT Department Office
44	GEC/IT/2017-18/ACD-Exam/44	GEC Academic- Exam	IT Department Office

45	GEC/IT/2017-18/CSI/45	Computer Society of India	IT Department Office
46	GEC/IT/2017-18/B.E.-GU(Adm)/46	B.E. Goa University Adm.	IT Department Office
47	GEC/IT/2017-18/B.E.-AICTE/47	B.E.-AICTE	IT Department Office
48	GEC/IT/2017-18/TR-WS (conducted)/48	Training Workshop Conducted	IT Department Office
49	GEC/IT/2017-18/SC/49	Students Contests	IT Department Office
50	GEC/IT/2017-18/B.E. Intenship/50	Intenship Program for B.E. Students	IT Department Office
51	GEC/IT/2017-18/M.E-Internal Test/51	M.E.-Internal Test	IT Department Office
52	GEC/IT/2017-18/NBA/52	National Board of ACCREDIATION	IT Department Office
53	GEC/IT/2017-18/NAAC/53	National Assessment & Accrediation Council	IT Department Office
54	GEC/IT/2017-18/TRANS/54	Transport Section	IT Department Office
55	GEC/IT/2017-18/RC/55	Research Cell	IT Department Office
56	GEC/IT/2017-18/UBA/56	Unnat Bharat Abhiyan	IT Department Office
57	GEC/IT/2017-18/IIT-G/57	Indian Institute of Technology Goa	IT Department Office
58	GEC/IT/2017-18/C.A./58	Class Adjustment	IT Department Office
59	GEC/IT/2017-18/DOIT/59	Department of Information Technology	IT Department Office
60	GEC/IT/2017-18/Accts. Sec/60	Accounts Section	IT Department Office
61	GEC/IT/2017-18/Cult.Act./61	Cultural Activity	IT Department Office
62	GEC/IT/2017-18/EC/62	Exam Cell	IT Department Office
63	GEC/IT/2017-18/Estt. Sec./63	Establishment Section	IT Department Office
64	GEC/IT/2017-18/IT-CEP/64	IT-CEP	IT Department Office
65	GEC/IT/2017-18/Hostel/65	Hostel	IT Department Office
66	GEC/IT/2017-18/Sports/66	Sports	IT Department Office
67	GEC/IT/2017-18/LAQ/67	Legislative Assembly Questions	IT Department Office
68	GEC/IT/2017-18/WC/68	Womens Cell	IT Department Office
69	GEC/IT/2017-18/DTE/69	Director of Technical Education	IT Department Office
70	GEC/IT/2017-18/IC/70	Incubation Center	IT Department Office
71	GEC/IT/2017-18/FURN./71	Furniture	IT Department Office
72	GEC/IT/2017-18/PFI/72	Parent Faculty Interaction	IT Department Office
73	GEC/IT/2017-18/DM/73	Departmental Meetings	IT Department Office
74	GEC/IT/2017-18/RTI/74	Right To Information	IT Department Office
75	GEC/IT/2017-18/IQAC/75	Internal Quality Assurance Cell	IT Department Office
76	GEC/IT/2017-18/ISEA/76	Information Security Education & Awareness	IT Department Office
77	GEC/IT/2017-18/Conf.-Jour./77	Conference/ Journals	IT Department Office
78	GEC/IT/2018-19/IRG/78	Internal Revenue Generation	IT Department Office
79	GEC/IT/2018-19/NSS/79	National Service Scheme	IT Department Office
80	GEC/IT/2018-19/FV/80	Field Visit	IT Department Office
81	GEC/IT/2019-20/Time Table/1.2	Time Table	
82	GEC/IT/2019-20/IA/82	Internal Assessment Marks Input Sheet, Project	IT Department Office

83	GEC/IT/2019-20/NSS/83	NSS	IT Department Office
84	GEC/IT/2019-20/Ind. Prog./84	Induction Program	IT Department Office
85	GEC/IT/2019-20/B.E. Internal Test/14.1	B.E. Internal Test	IT Department Office
86	GEC/IT/2019-20/M.E. Internal Test/51.1	M.E. Internal Test	IT Department Office
87	GEC/IT/2019-20/CEEE/87	Center of excellence for employability enhancement	IT Department Office
88	GEC/IT/2020-21/Time Table/1.3	Time Table	IT Department Office
89	GEC/IT/2020-21/B.E.Internal Test/14.2	B.E. Internal Test	IT Department Office
90	GEC/IT/2020-21/Time Table/1.4	Time Table	IT Department Office
91	GEC/IT/2020-21/AICTE-LITE/81	AICTE Leadership in Teaching Excellence	IT Department Office
92	GEC/IT/2020-21/M.E.Internship/85	Internship Programme for M.E. Students	IT Department Office
93	GEC/IT/2020-21/B.E.Internal Test/14.3	B.E. Internal Test	IT Department Office
94	GEC/IT/2017-18/CF-VF/27.1	Contract-Visiting Faculty Orders	IT Department Office
95	GEC/IT/2022-23/CC/86	Computer Center/EPABX	IT Department Office
96	GEC/IT/2022-23/NISP/88	National Innovation & Startup Policy	IT Department Office
97	GEC/IT/2022-23/CARES/89	Coding & Robotics in Education System	IT Department Office
98	GEC/IT/2022-23/Emp. Society/90	GEC Employees Cooperative Credit Society	IT Department Office
99	GEC/IT/2022-23/Election/91	Election	IT Department Office
100	GEC/IT/2022-23/IBM/92	IBM Skill Build	IT Department Office
101	GEC/IT/2023-24/MOU GP/92	MoU – GEC & Goa Police	IT Department Office
102	GEC/IT/2023-24/MOU 6TTR/93	MoU – GEC & 6TTR	IT Department Office
103	GEC/IT/2023-24/Open Elective/94	Open Elective	IT Department Office
104	GEC/IT/2023-24/MINOR/95	Minor Degree	IT Department Office
105	GEC/IT/2023-24/ME Project/96	ME Project	IT Department Office
106	GEC/IT/2024-25/Apprt./2024-25/105	Apprentice	IT Department Office
107	GEC/IT/2024-25/GU/BE-Affil/106	BE University Affiliation	IT Department Office
108	GEC/IT/2024-25/GU/ME-Affil/107	BE University Affiliation	IT Department Office
109	GEC/IT/2025-26/NIRF/108	NIRF Data	IT Department Office
110	GEC/IT/2025-26/Specialization/109	Specialization	IT Department Office

Academic Departments:

- 1) Attendance Registers of Non-Teaching Staff
- 2) Dead Stock Registers
- 3) Consumable Registers
- 4) Inward/Outward Registers