

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

1. Aims and Objectives of the Public Authority:

Aims:

- * Academic Excellence.
- * Reduce rural-urban divide in educational dividend.
- * Impart and innovate quality education.
- * To provide modern ICT centered learning environment.
- * To be a globally competitive educational institution.
- * Promote inter-cultural Scholarship and Learning.

Objectives:

- * To provide best quality education to the students of Bicholim and Sattari Talukas.
- * To provide subsidized or free education to the students of Goa State.
- * To reduce the social inequality among students to reap the benefits of higher education.
- * To enhance the quality of education and learning environment.
- * To enhance the quality of higher education by enabling information and Communication Technology (ICT) centered learning environment.
- * To promote inter-cultural scholarships among the students
- * To introduce vocational programs by identifying the needs of the market
- * To provide various soft skill programs for the community so as to enable the needy and Marginalized people to earn a livelihood.
- * To carve out the students as socially responsible citizens of our nation
- * To improve the quality of English communication skill of the students
- * To impart additional skill-oriented programs as add-on courses
- * To introduce new courses suiting the requirements of the market
- * To make the students employable by equipping them with the necessary skills and Expertise.

- * To address the social deprivation of the rural and marginalized students and
- * Facilitated them pursue higher education by providing freeships, Scholarships.
- * To reduce gender inequality in getting the benefits of higher education
- * To mitigate the hardships of the students belonging to SC/ST, OBC and other religious, regional and linguistic minorities and also the financially backward students of forward class community.
- * To promote industry-institutional linkage.
- * To elevate the educational standard of the college to the global level.

2. Mission / Vision of the Public Authority:

Our Vision

“To be the Centre of Best Quality Education and Research”

Our Mission

“We at Zantye College are committed to impart and innovate Education, direct our inputs into productive outputs and to develop socially responsible citizens for our Nation”.

3. Brief history and background of Establishment of the Public Authority

Narayan Zantye College of Commerce was established in 1994 by Zantye Brothers Educational Foundation, Bicholim – Goa. We have completed Twenty Six successful years of operation and we are stepping into the Twenty Seventh year of our existence. Narayan Zantye College is committed to provide best possible educational facilities to Bicholim and surrounding talukas.

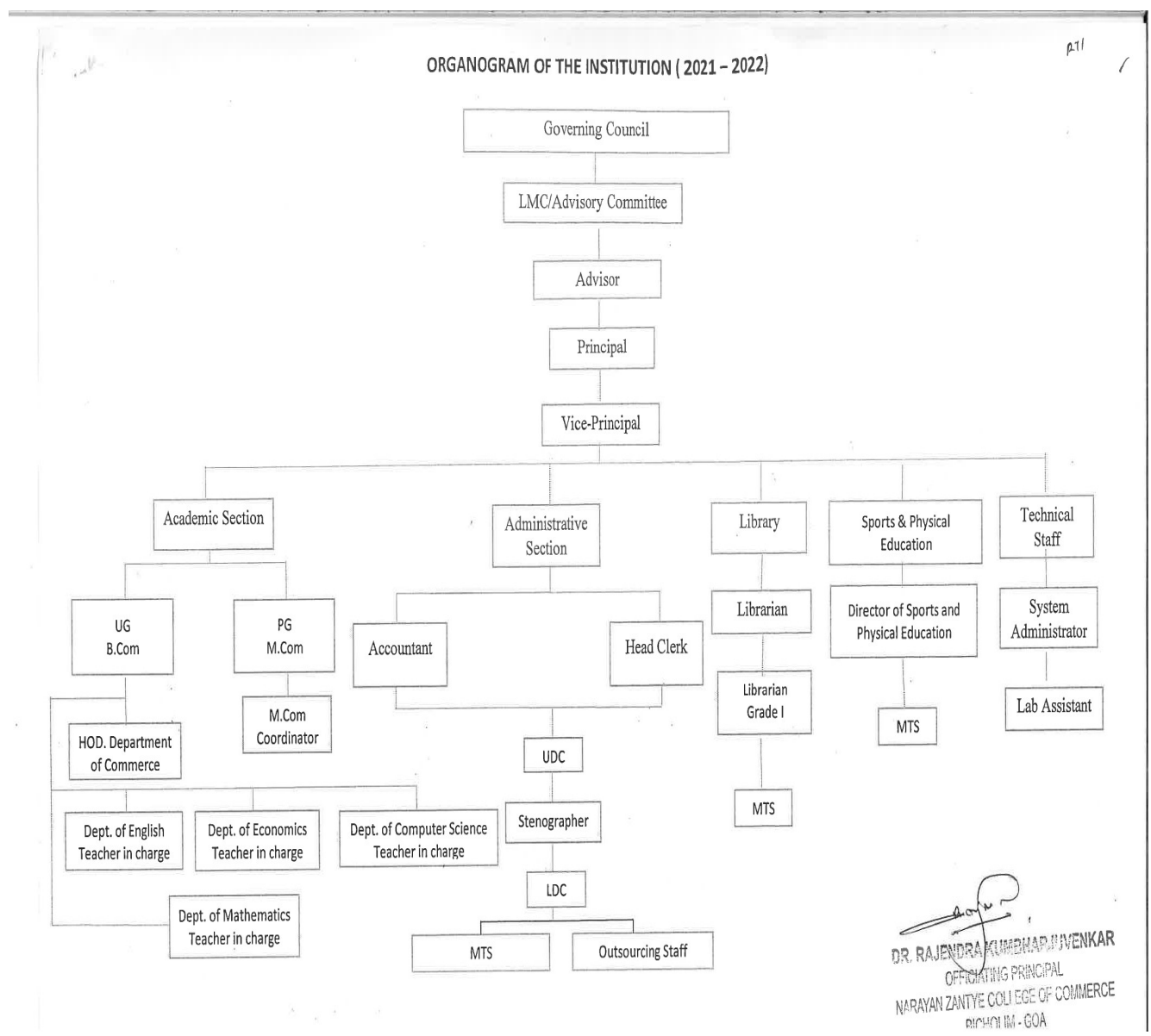
Narayan Zantye College has consolidated its position in the field of higher education in Goa through its consistent academic and other performances. The College is situated in extremely picturesque surrounding with green hillocks on the background.

Narayan Zantye College endeavors to give best training and knowledge in higher education in the field of Commerce and information Technology.

The College is affiliated to Goa University and conducts regular B.Com. Programme and B.Com. Vocational Programme. Under both the B.Com. Programmes students can specialize in Financial accounting or Costing or Business Management. Our College also conducts professional Programmes like CMA (Foundation Programme) and CA-CPT (Foundation Programme). These Programmes enable the students to curve their careers in Business, Industry and other different allied professions. The college offers M.Com. Programme affiliated to Goa University has also granted recognition to our college as research center (Ph.D.) in Commerce with effect from the Academic Year 2012-2013.

The College has its own campus with Library facility, E-Library, Gymkhana, Indoor Hall, open air Auditorium, Computer Laboratory, Canteen, Seminar Hall, etc. Above all, there are well qualified and dedicated teachers who ensure that quality education and training is imparted in the most holistic manner to our students. Our T.Y.B.Com. and M.Com. result and the extra- curricular achievements of our students are a testimony to this fact.

4. Organizational Chart:



5. Main activities of the Public authority:

To impart instruction in Commerce, B.Com, leading to Degree , M.Com. and Ph.D. (Commerce).

6. **List of services being provided by the public authority with a brief write-up on them:**

The College has develop the quality policy in tune with the vision and mission of the college and also to achieve the stated goals and objectives.

- * To improve the Scholarship of students by enhancing the quality of outputs.
- * To identify the learning gaps among the new entrants and to initiate remedial measures.
- * To design and develop need based courses for enriching the quality of students.
- * To create self-learning environment for the for the overall intellectual growth of students.
- * To provide opportunity for the students to learn beyond the spectrum of syllabi and to enrich themselves with additional knowledge.
- * To make students participate in social development, community oriented programme and hereby develop them as socially responsible citizens.

7. **Citizens interaction:** Expectation of the public authority from the public for enhancing its effectiveness and efficiency.

8. **Postal Address of the main Office, attached / subordinate Office/ field units, etc.**

Narayan Zantye College of Commerce,
Post Industrial Estate, Vathadev, Sarvan,
Bicholim – Goa
Pin : 403 529.

9. **Working hours both for office and public**

Office working hours

Monday to Saturday

Morning – 8.30 a.m. to 2.00 p.m.

Evening – 3.00 pm. to 5.00 p.m.

10. **Grievance redressal mechanism**

Grievance Committee is formed to deal with grievance issues.

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

Provide details of the powers and duties of officers and employees of the organization

Sr.No.	Designation	Powers and duties
1.	Principal	<ul style="list-style-type: none"> - General administration and overall supervision of teaching programmes. - Supervision of student's welfare, health and security services. - Supervision and guidance of teaching staff including organization of in – service education of staff. - Responsibility for organizing workload of staff including teaching assignments. - Guidance and counseling of students. - Recruitment of staff and admission of students. - Responsibility for conduct of examinations. - Preparation of reports (School/College reports, progress reports). - Review and revision of policies, rules, regulations & philosophy of the College in consultation with the management. - Performing public relations duties for the College. - Procurement of College equipments, supplies, stationery. - Preparation of budgetary proposals. - Participation in the College's committee work. - Participation in teaching programmes. - Supervision of library services. - Planning for development of the college. - Continually endeavor to improve the operating effectiveness of the college for which he is responsible. - Take an active role in the selection, planning, and implementation of professional development activities for staff.
2.	Vice Principal	<ul style="list-style-type: none"> - Monitoring the attendance of the teaching and non-teaching staff. - Monitoring the overall process of admission of the College. - Serving as a R.T.I. Officer - Monitoring the Recruitment process. - To take active part in financial and other planning of the College.

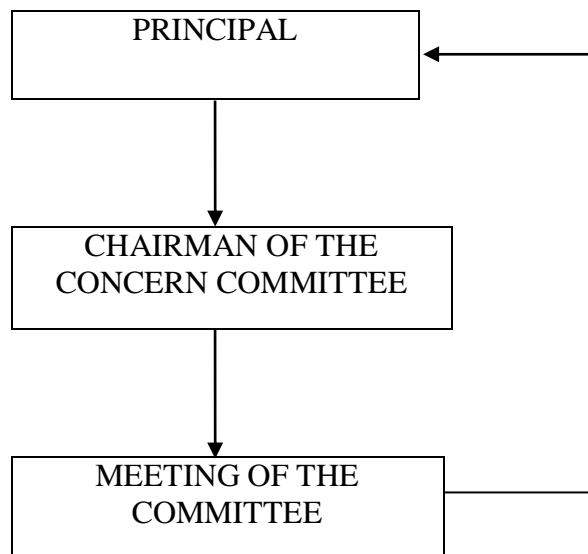
		<ul style="list-style-type: none"> - In the absence of the Principal, assume the duties and responsibilities of the Principal. - Other duties worked out by mutual agreement with the Principal
3.	Teaching staff	<ul style="list-style-type: none"> - To involved in teaching duties, to devote as much time as possible to the College; observing methods of instruction and endeavoring to improve the efficiency of the students and the college in general. - Develop and support a high degree of student morale through curricular and extracurricular Activities. - Follow the rules and regulations issued by the Management, Directorate of Higher Education and Goa University from time to time. - Perform the duties as assigned by the Principal and the Vice Principal.
4.	Non-Teaching staff	<ul style="list-style-type: none"> - Follow the rules and regulations issued by the Management, Directorate of Higher Education and Goa University from time to time. - Perform the duties as assigned by the Principal and the Vice Principal.

**Procedure followed in Decision Making Process
(Section 4(1) (b) (ii))**

The procedure can be described both in narrative form and through Flow process chart. In narrative form the stages through which a proposal passes, the levels at which it gets examined and the final authority to which it has to go for approval explained:

1. The proposal is received by the Principal
2. The Principal mark the proposal to the Chairman of the concerned committee.
3. The Chairman of the concerned committee discusses the proposal with the committee members.
4. The Chairman of the concerned committee on compliance returns the proposal to the Principal for onward submission to the concerned public.

CHART



Norms set by it for the discharge of its functions

(Section 4(1) (b) (iv))

College is committed to provide QUALITY & HOLISTIC service to the student's community of our college

SR. NO.	PURPOSE FOR WHICH SERVICE REQUIRED	APPLICATION TO: SUBMITTED TO HEAD CLERK	DOCUMENTS	DAY'S
1	Attendance	MENTOR	Application	1 day
2	Attestation of Marksheet	HEAD CLERK	Original Marksheet	1 day
3	Attempt Certificate	PRINCIPAL	Application with details	2 days
4	Bonafide Certificate	PRINCIPAL	Application with details	2 days
5	Character Certificate	PRINCIPAL	Application with N.O.C. from concern dept.	2 days
6	Deputation letter to the Student	PRINCIPAL	Application with details & letter of other institution	2 days
7	Duplicate Identity Card	PRINCIPAL	Application	1 week
8	Duplicate Library Card	PRINCIPAL	Application	2 days
9	Duplicate Marksheet	PRINCIPAL	Application with Affidavit	2 days
10	Duplicate Receipt	ACCOUNTANT	Application	2 days
11	Duplicate University Registration card	PRINCIPAL	Application with Affidavit	As per University
12	Exam Result ODD SEMESTER	CHAIRMAN OF EXAMINATION COMMITTEE	Application with details	Last week of November
	EVEN SEMESTER	CHAIRMAN OF EXAMINATION COMMITTEE	Application with details	Last week of April
13	Leaving Certificate	PRINCIPAL	Application with details	2 days
14	Migration Certificate	PRINCIPAL	Application with details	2 days
15	Marksheet	CHAIRMAN OF EXAMINATION COMMITTEE	Application with details	4 days after result
16	Library Card	LIBRARIAN	Application with details	1 day
17	No Objection Certificate	PRINCIPAL	Application with N.O.C. from concern dept.	2 days
18	Photocopies of Material	INCHARGE	Material to be Photocopied	Real Time
19	Receipt of Payments	ACCOUNTANT	Details	Instant
20	Transference Certificate	PRINCIPAL	Application with details	2 days

Rules, regulations, manuals and records for discharging functions.
(Section 4(1) (b) (v))

Prepare a list of rules, regulations, instructions, manuals and records for discharging functions available with the public authority for the smooth discharge of its functions. This can be in the following format:

Sr.No.	Name of the act, rules, regulations, etc.	Brief gist of the contents	Reference No. (if any)	Price incase of priced publications
1	Statues & Ordinances of Goa University	Rules for colleges regarding appointment of staff, career progression, leave, etc.		
2	Office Memorandum	Rules and Regulations for smooth functioning of the Institution		
3	Central Civil Service (CCS)	Service condition of the staff		
4	Government notifications / Circulars	Received from time to time		
5	College prospectus			
6	College Magazine			

**A statement of the categories of documents that are held by it or under its control
(Section 4(1) (b) (vi))**

Details of the records available may be made in a statement form, wing wise, unit wise, branch wise and it may be got tabulated, indexed and catalogued.

Sr.No.	Nature of records	Details of information available	Unit/Section where available	Retention period, where available
1	General Register	Registration of students	College Office	Record room
2	Salary Register	Records of salary statements of staff	College Office	Record room
3	Non salary register	Records of non salary statements	College Office	Record room
4	Personal file	Personal records of the staff	College Office	Record room
5	Service book	Service records of the staff	College Office	Record room
6	Provident Fund register	Records of provident fund of the staff	College Office	Record room
7	Dead stock register	Details of equipments , furniture in the college	College Office	Record room
8	Examination file	Records regarding the examinations	College Office	Record room

Particulars of any arrangement that exists for consultation with or representation by the public in relation to the formulation of its policy of implementation (Section 4(1) (b) (vii)

Details of the consultative committee and other bodies with which consultations are held

Sr. No.	Name and address of the consultative committee / bodies	Constitution of the committee / bodies	Rules and responsibility	Frequency of meeting
01.	Local Managing/ Advisory Committee	Shri Suresh N.P. Zantye - Chairman Shri Umesh N.P. Zantye - Member Shri Pravin H. P. Zantye - Member Shri Siddharth S. P. Zantye - Member Shri Rohit U. P. Zantye - Member Shri Arun Sakhardande - Member Shri Nandan Pilgaonkar - Member Shri Gurudatt Sanzgiri - Member Dr. Anil S. Dingo - Member Shri Bhaskar Nayak - Member Shri Pandurang Nadkarni - Member Shri Vithal Sukhthankar - Members Dr. Rajendra Kumbharjuvenkar - Secretary Shri Rajsh Amonkar - Member Mrs. Nayana Sail - Member (Teachers' Rep.) Shri Tanmay Mandrekar - Member (Non-Teach.Rep)	To look after the overall functioning of the College	Twice a year
02	Parent Teacher's Association	Mr. Sunil Sinari - Chairman Mrs. Sandhya Mandrekar - Vice-Chairman Mrs. Sherin Sheikh - Secretary Mr. Mahadev Gawade - Joint Secretary Mrs. Nandini Kamat - Treasurer Mrs.Aasawari Kulkarni - Joint Treasurer Mr. Siddharth Suresh Zantye - Member (Mangt. Rep) Mr. Gopal Morajkar -Co-opt. Member (Social Worker) Mr. Prithviraj Sardesai - Member (Educationalist) Dr. Rajendra Kumbharjuvenkar - Member Secretary (Offg. Principal)	To maintain good relations among students, parents and teachers. To strive towards the all round development of the students.	Twice a year

	Alumni / Ex-students Association	Mr. Rashmir Matonkar Miss. Sushila Telgiri Adv. Balaji Mayekar Mrs. Sneha Sutar Mr. Shriyesh Naik Shri Rajesh N. Gaitonde Dr. Rajendra Kumbharjuvenkar Shri Rajesh Amonkar Mrs. Shweta Borkar Mrs. Krupa Mayenkar	President Vice President Secretary Joint Secretary Treasurer Mentor Ex-Officio Chairman vice Principal Ex-Officio Member Ex-Officio Member		Twice a year
	IQAC (Internal Quality Assurance Cell)	Dr. Rajendra Kumbharjuvenkar (Offg Principal) - Chairman Dr.(Mrs.)Jhimli Adhikari - Co-ordinator/ Member Secretary Dr. Anil Dinge - Educationist Dr. Bipin Bandekar - Member Shri Rajesh Amonkar - Member Mrs. Shweta Borkar - Member Shri Tanmay Mandrekar - Member (Administrative Official) Shri Siddharth S. P. Zantye - Member (Ext. Expert from Industry & Member, Governing Council) Shri Gopal Morajkar - Co-opted Member (Social Worker) Shri Bansilal Shetkar - Co-opted Member (Industry Expert) Mrs. Asawari Kulkarni - Co-opted Member (PTA Member) Adv. Balaji Mayekar - Co-opted Member (Alumni) Mast. Atul Kulkarni - Co-opted Member (Student)		To develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance	Quarterly

**A statement of boards, council, committee and other bodies constituted
(Section 4 (1) (b) (Vii))**

01. **EXAMINATION COMMITTEE**
(For three Academic years - 2018-19, 2019-2020 & 2020-2021)
(1) Mrs. Nayana Sail - Chairperson
(2) Dr. Bipin Bandekar - Member
(3) Shri Ramchandra Surlekar - Member
(4) Mrs. Nandini Kamat - Member
(5) Mrs. Shweta Borkar - Member
(The Committee shall monitor the ISA & Semester End Examinations)
02. **COLLEGE UNFAIR MEANS INQUIRY COMMITTEE**
(For three Academic years - 2018-19, 2019-2020 & 2020-2021)
(1) Shri Rajesh Amonkar - Chairman
(2) Dr. Bipin Bandekar - Member
(3) Dr. Pravin Sawant - Member
(4) Mrs. Nayana Sail - Member
03. **COLLEGE GRIEVANCE COMMITTEE**
(For three Academic years - 2018-19, 2019-2020 & 2020-2021)
(1) Dr. Pravin Sawant - Chairman
(2) Mrs. Krupa Mayenkar - Member
(3) Ms. Alisha Tavares - Member
04. **Staff Secretary**
(1) Ms. Alisha Tavares
05. **STUDENTS' COUNCIL**
(1) Ms. Sindura Parab - Chairperson
(2) Mrs. Sherin Sheikh - Vice-Chairperson
06. **CULTURAL FORUM**
(1) Mrs. Sherin Sheikh - Chairperson
(2) Mrs. Anuradha Naik Bandiwadekar - Member
07. **SKILL BASED COURSES COMMITTEE**
(1) Dr. Bipin Bandekar - Co-ordinator
(2) Mrs. Krupa Mayenkar - Member
(3) Ms. Reshma Kamat/Mhambrey - Member
(4) Shri Vilas Parsekar - Member
08. **COMPLAINT COMMITTEE TO DEAL WITH SEXUAL HARASSMENT OF WOMEN AT THE WORKPLACE**
(1) Mrs. Sherin Sheikh - Chairperson
(2) Dr. Rajendra Kumbharjuvenkar - Vice-Chairman
(3) Ms. Reshma Kamat/Mhambrey - Secretary
(4) Ladies Representative - Member

09. **COMMITTEE FOR THE PREVENTION OF SEXUAL HARASSMENT OF WOMEN AT THE WORKPLACE (Vishaka)**
(For three Academic years - 2018-19, 2019-2020 & 2020-2021)
- (1) Mrs. Nayana Sail - Chairperson
(2) Ms. Sindura Parab - Member
(3) Ms. Alisha Tavares - Member
(4) Mrs. Shanti Naik - Member
(5) Ladies Representative - Member
10. **Grivances Redressal Committee for Persons With Disabilities**
- (1) Shri Vaibhav Dhuri - Nodal Officer
(2) Mrs Nayana Sail - Redressal Officer
11. **CONSUMER WELFARE CELL**
- (1) Shri Rajesh Amonkar - Chairman
(2) Mrs. Anuradha Naik Bandiwadekar - Member
12. **WALL PAPER COMMITTEE**
- (1) Mrs. Nayana Sail - Chairperson
(2) Dr. (Mrs) Jhimli Adhikari - Member
(3) Dr. Pravin Sawant - Member
(4) Mrs. Nandini Kamat - Member
(5) Mrs. Sherin Sheikh - Member
(6) Mrs. Shweta Borkar - Member
(7) Shri. Bala Mandrekar - Member
13. **SEMINAR COMMITTEE**
- (1) Dr. Bipin Bandekar - Chairperson
(2) Shri. Rajesh Amonkar - Member
(3) Mrs. Nayana Sail - Member
14. **PUBLICITY COMMITTEE**
- (1) Mrs. Sherin Sheikh - Chairman
(2) Dr. Pravin Sawant - Member
(3) Shri Bala Mandrekar - Member
15. **T.Y. B.COM. PROJECT WORK**
- (1) Dr. Pravin Sawant - Co-ordinator
16. **CMA FOUNDATION**
- (1) Mrs. Krupa Mayenkar - Co-ordinator
(2) Shri Ramchandra Surlekar - Member
17. **C.A. - FOUNDATION**
- (1) Ms. Alisha Tavares - Co-ordinator
(2) Ms. Sujal Naik - Member

18. **CAREER GUIDANCE COMMITTEE/PLACEMENT CELL**
(1) Dr Bipin Bandekar - Chairman
(2) Dr. Pravin Sawant - Member
(3) Ms. Sindura Parab - Member
(4) Ms. Sanjana Halarnkar - Member
19. **COMPUTER CERTIFICATE COURSES COMMITTEE**
(1) Dr. (Mrs) Jhimli Adhikari - Co-ordinator
(2) Laboratory Assistant - Member
20. **COACHING FOR DIFFERENT COMPETITIVE EXAM**
(Banking, Insurance, SSC, UPSC, GPSC, Railways etc.)
(1) Ms. Alisha Tavares - Chairperson
(2) Dr. Pravin Sawant - Member
(3) Ms. Apurva Haldankar - Member
(4) Shri Sarvesh Sawant - Member
21. **LIBRARY ADVISORY COMMITTEE**
(1) Dr. Pravin Sawant - Chairman
(2) Shri Bala Mandrekar (Librarian) - Secretary
(3) Mrs. Anuradha Naik Bandiwadekar - Member
22. **ZANTYE COLLEGE NATURE CLUB – Green Audit Committee**
(1) Shri Bala Mandrekar - Advisor
(2) Ms. Sindura Parab - Member
(3) Mrs. Sona Pangam - Member
23. **COLLEGE GYMKHANA COMMITTEE**
(1) Mrs. Nayana Sail - Chairperson
(2) Shri Satyavan Harmalkar - Member Secretary
(3) Sports Secretary - Member
(4) Ladies Representative - Member
24. **TIME-TABLE & ATTENDANCE COMMITTEE**
(1) Mrs. Nandini Kamat - Chairperson
(2) Ms. Alisha Tavares - Member
(3) Shri Vaibhav Dhuri - Member
25. **MENTORING & COUNSELLING COMMITTEE**
(1) Ms. Alisha Tavares - Chairperson
(2) Ms. Chaitali Gawas - Member

26. **ELECTION COMMITTEE**
(1) Shri Vaibhav Dhuri - Chairman
27. **CANTEEN COMMITTEE**
(1) Shri Vaibhav Dhuri - Chairman
(2) Shri Satyavan Harmalkar - Member
(3) Shri Devendra Sawant - Member
(4) General Secretary - Member
(5) Ladies Representative - Member
28. **COMMERCE CUM COMMUNICATION LAB COMMITTEE**
(1) Mrs. Sherin Sheikh - Chairman
(2) Shri Rajesh Amonkar - Member
29. **FREESHIP / SCHOLARSHIP ADVISORY COMMITTEE**
(1) Mrs. Nayana Sail - Co-ordinator
(2) Mrs. Krupa Mayenkar - Member
(3) Ms. Alisha Tavares - Member
30. **STUDENTS' AID FUND ADVISORY COMMITTEE**
(1) Shri Umesh N. P. Zantye - Chairman
(2) Shri Rajesh Amonkar - Member Secretary
(3) Mrs. Nayana Sail - Member
(4) Mrs. Krupa Mayenkar - Member
(5) Ms. Alisha Tavares - Member
(6) General Secretary - Member
31. **ZANTYE COLLEGE ROTARACT CLUB**
(1) Mrs. Nayana Sail - Co-ordinator
(2) Ms. Alisha Tavares - Member
32. **ZANTYE COLLEGE PARENTS-TEACHERS ASSOCIATION**
(For Academic years 2018-2019, 2019-2020, 2020-2021)
(1) Mrs. Nandini Kamat - Treasurer
(2) Mrs. Sherin Sheikh - Secretary
33. **PROSPECTUS COMMITTEE**
(1) Shri Ramchandra Surlekar - Chairman
(2) Shri Vaibhav Dhuri - Member
(3) Shri Devendra Sawant - Member

34. **ADMISSION COMMITTEE**
 (1) Shri. Rajesh Amonkar (Vice- Principal) - Chairman
 (2) Dr. (Mrs.) Jhimli Adhikari -Member
 (3) Dr. Pravin Sawant -Member
 (4) Dr. Bipin Bandekar -Member
 (5) Shri. Ramchandra Surlekar - Member
 (6) Mrs. Anuradha Naik Bandiwadeka - Member
 (7) Ms. Sindura Parab - Member
35. **MAGAZINE COMMITTEE (2020 - 2021)**
 (1) Mrs. Sherin Sheikh - Chairperson
 (2) Dr. Pravin Sawant - Member
 (3) Mrs. Anuradha Naik Bandiwadekar - Member
 (4) Laboratory Assistant - Member
36. **WOMEN DEVELOPMENT CELL**
 (1) Mrs. Sherin Sheikh - Co-ordinator
 (2) Mrs. Nandini Kamat - Member
37. **ENTREPRENEURSHIP DEVELOPMENT CELL**
 (1) Shri Rajesh Amonkar - Chairman
 (2) Shri Vaibhav Dhuri - Member
38. **NAAC COMMITTEE**
 (1) Shr. Rajesh Amonkar - Co-ordinator
39. **IQAC (Internal Quality Assurance Cell)**
 (1) Dr. Rajendra Kumbharjuvenkar (Offg Principal) - Chairman
 (2) Dr. (Mrs.) Jhimli Adhikari - Co-ordinator/ Member
 Secretary
 (3) Dr. Anil Dinge - Educationist
 (4) Dr. Bipin Bandekar - Member
 (5) Shri Rajesh Amonkar - Member
 (6) Mrs. Shweta Borkar - Member
 (7) Shri Tanmay Mandrekar - Member (Administrative
 Official)
 (8) Shri Siddharth S. P. Zantye - Member (External Expert from
 Industry & Member,
 Govening Body)
 (9) Shri Gopal Morajkar - Co-opted Member (Social
 Worker)
 (10) Shri Bansilal Shetkar - Co-opted Member (Industry Expert)
 (11) Mrs. Asawari Kulkarni - Co-opted Member (PTA Member)
 (12) Adv. Balaji Mayekar - Co-opted Member (Alumni)
 (13) Mast. Atul Kulkarni - Co-opted Member (Student)

40. **RUSA**
- | | |
|----------------------------------|-------------------------|
| (1) Dr. Rajendra Kumbharjuvenkar | - Officiating Principal |
| (2) Shri Rajesh Amonkar | - Co-ordinator |
| (3) Dr. Pravin Sawant | - Joint Co-ordinator |
| (4) Dr. (Mrs) Jhimli Adhikari | - Member |
| (5) Dr. Bipin Bandekar | - Member |
| (6) Mrs. Nayana Sail | - Member |
| (7) Shri. Tanmay Mandrekar | - Member |
| (8) Ms. Reshma Kamat/Mhambrey | - Member |
41. **ANTI RAGGING COMMITTEE**
- | | |
|--|--|
| (1) Dr. Rajendra Kumbharjuvenkar | - Officiating Principal |
| (2) Member of the local Media | |
| (3) Representative of NGO | |
| (4) Representative of institution involved in youth activities | |
| (5) Shri Ramchandra Surlekar | - Representative of faculty members |
| (6) Shri. Sunil Sinari | - Chairman P T A |
| (7) Shri Sandhya Mandrekar | - Vice-Chairman P T A |
| (8) Shri Vilas Parsekar | - Representative of Non-Teaching staff |
| (9) Shri Rupesh Bandodkar | - Representative of Non-Teaching staff |
| (10) | - Representative of students |
| (11) | - Representative of students |
| (12) Representative of Civil Administration | |
| (13) Representative of Police Administration | |
42. **DISCIPLINE COMMITTEE**
- | | |
|-------------------------|---------------|
| (1) Mrs. Nayana Sail | - Chairperson |
| (2) Dr. Pravin Sawant | - Member |
| (3) Shri Rajesh Amonkar | - Member |
| (4) Mrs. Krupa Mayenkar | - Member |
| (5) Shri Vaibhav Dhuri | - Member |
| (6) Ms. Alisha Tavares | - Member |
43. **NCC**
- | | |
|------------------------|----------------|
| (1) Shri Vaibhav Dhuri | - Co-ordinator |
|------------------------|----------------|
44. **NSS COMMITTEE**
- | | |
|--|------------------------|
| (1) Mrs. Anuradha Naik Bandiwadekar
Officer | - Chief NSS Programme |
| (2) Mrs. Sona Pangam | - NSS Programme Office |
| (3) Shri Ramchandra Surlekar | - NSS Programme Office |

45. **RED RIBBON CLUB**
(1) Mrs. Anuradha Naik Bandiwadekar - Chairperson
(2) Mrs. Sona Pangam - Member
(3) Shri Ramchandra Surlekar - Member
46. **PURCHASE COMMITTEE**
(1) Shri Rajesh Amonkar - Chairman
(2) Dr. Pravin Sawant - Member
(3) Shri Satyawar Harmalkar - Member
(4) Mrs. Shweta Borkar - Member
(5) Shri Tanmay Mandrekar - Member
47. **INFRASTRUCTURE MAINTENANCE ADVISORY COMMITTEE**
(1) Shri Ramchandra Surlekar - Chairman
(2) Dr. (Mrs) Jhimli Adhikari - Member
(3) Shri Bala Mandrekar - Member
(4) Shri Devendra Sawant - Member
(5) Shri Vilas Parsekar - Member
(6) Shri Rupesh Bandodkar - Member
48. **STUDENTS CONSUMER CO-OP. STORE**
(1) Shri Vaibhav Dhuri - Co-ordinator
(2) Mrs. Sona Pangam - Member
49. **SOCIAL OUT REACH COMMITTEE**
(1) Mrs. Nayana Sail - Co-ordinator
(2) Dr. Pravin Sawant - Member
(3) Shri Ramchandra Surlekar - Member
50. **ZANTYE COLLEGE ALUMNI ASSOCIATION**
(1) Mrs. Shweta Borkar - Ex-Officio Member
(2) Mrs. Krupa Mayenkar - Ex-Officio Member
51. **COLLEGE WEBSITE COMMITTEE**
(1) Dr. (Mrs) Jhimli Adhikari - Chairperson
(2) Shri Bala Mandrekar - Member
(3) Laboratory Assistant - Member
(4) System Administrator - Member
52. **“AISHE” DATA UPLOADING COMMITTEE**
(1) Dr. Jhimli Adhikari - Nodal Officer
(2) Shri. Tanmay Mandrekar - Member
(3) Mrs. Babita Kanekar - Member

53. **ACADEMIC AUDIT COMMITTEE**
(1) Shri Pravin Sawant - Co-ordinator
(2) Dr. (Mrs) Jhimli Adhikari - Member
(3) Mrs. Shanti Naik - Member
54. **FEEDBACK COMMITTEE**
(1) Shri Vaibhav Dhuri - Chairman
(2) Dr. Pravin Sawant - Member
(3) Ms. Sindura Parab - Member
(4) Ms. Sanjana Halarnkar - Member
(5) Laboratory Assistant - Member
55. **GENDER EQUALITY**
(1) Ms Sindura Parab - Nodal Teacher
56. **SWAYAM MENTORS**
(1) Mrs. Sona Pangam - Mentor
(2) Shri Bala Mandrekar - Member
57. **RTI OFFICERS (PUBLIC INFORMATION OFFICER)**
(1) Dr. Rajendra Kumbharjuvenkar - Appellate Authority
(2) Mrs.Nayana Sail - Public Information Officer
(3) Mrs. Shanti Naik - Assistant Public Information Officer
58. **VOTERS AWARENESS CELL/ELECTORAL LITERACY CLUB**
(1) Ms Sindura Parab - Chairperson
(2) Mast. Atul Kulkarni - Campus Ambassador (Male)
(3) Ms. Arya Parab - Campus Ambassador (Female)
59. **NIRF**
(1) Mrs. Sona Pangam - Co-ordinator
60. **Online Teaching Committee**
(1) Shri Vaibhav Dhuri - Co-ordinator
(2) Dr. Bipin Bandekar - Member
(3) Shri. Bala Mandrekar - Member
(4) Mrs. Krupa Mayenkar - Member
61. **Committee for IAIMS Software System**
(1) Dr. (Mrs) Jhimli Adhikari Chief Co-ordinator
(2) Ms Sindura Parab Co Co-ordinator

Directory of Officers and Employees (Sec 4 (1) (b) (ix))

S.N.	TEACHING STAFF	Designation	Contact No.	Official Email Id
01	Dr. Rajendra Kumbharjuvenkar	Officiating Principal	(0832) 2361377	rajendrknzcc@gmail.com
02	Shri Rajesh Amonkar	Vice Principal	(0832) 2361377	rajeshanzcc@gmail.com
03	Mrs. Nayana Sail	Associate Professor	(0832) 2361377	nayananzcc@gmail.com
04	Mrs. Nandini Kamat	Assistant Professor	(0832) 2361377	nandininzcc@gmail.com
05	Mrs. Sherin Sheikh	Assistant Professor	(0832) 2361377	sherin.nzcc@gmail.com
06	Dr. K.G. Sankararanayanan	Professor	(0832) 2361377	sankarnzcc@gmail.com
07	Dr. Pravin Sawant	Associate Professor	(0832) 2361377	pravinsnzcc@gmail.com
08	Dr. (Mrs) Jhimli Adhikari	Associate Professor	(0832) 2361377	jhimlianzcc@gmail.com
09	Dr. Bipin Bandekar	Associate Professor	(0832) 2361377	bipinnzcc@gmail.com
10	Shri Ramchandra Surlekar	Associate Professor	(0832) 2361377	ramsurlakarnzcc@gmail.com
11	Shri Satyavan Harmalkar	College Director of Physical Education & Sports	(0832) 2361377	satyavanhnzcc@gmail.com
12	Mrs. Shweta Borkar	Assistant Professor	(0832) 2361377	shwetaborkarnzcc@gmail.com
13	Shri Bala Mandrekar	College Librarian	(0832) 2361377	balanzcc@gmail.com
14	Ms. Anuradha Naik Bandiwadekar	Assistant Professor	(0832) 2361377	anuradhanaiknzcc@gmail.com
15	Mrs. Sona Pangam	Assistant Professor	(0832) 2361377	sonapangamnzcc@gmail.com
16	Miss Sindura Parab	Assistant Professor	(0832) 2361377	sinduraparabnzcc@gmail.com
17	Mrs Krupa Mayenkar	Assistant Professor	(0832) 2361377	krupamnzcc@gmail.com
18	Miss. Alisha Tavares	Assistant Professor	(0832) 2361377	alishatnzcc@gmail.com
19	Shri Vaibhav Dhuri	Assistant Professor	(0832) 2361377	vaibhavdhurinzcc@gmail.com
20	Miss.Sujal Naik	Assistant Professor(Contract Basis)	(0832) 2361377	sujalnnzcc@gmail.com
21	Miss. Kamaxi Sane	Assistant Professor(Contract Basis)	(0832) 2361377	kamaxisanenzcc@gmail.com
22	Miss. Mona Tilve	Assistant Professor (Lecture Basis)	(0832) 2361377	monanzcc@gmail.com
23	Shri. Sarvesh Sawant	Assistant Professor (Lecture Basis)	(0832) 2361377	sarveshsnzcc@gmail.com
24	Ms. Saili Parab	Assistant Professor (Lecture Basis)	(0832) 2361377	sailinzcc@gmail.com

25	Ms. Shraddha Gaitonde	Assistant Professor (Lecture Basis)	(0832) 2361377	shraddhazcc@gmail.com
	<u>M.COM.</u>			
01	Miss Apurva Haldankar	Assistant Professor(Contract Basis)	(0832) 2361377	apurvanzcc@gmail.com
02	Miss Melissa Fernandies	Assistant Professor(Contract Basis)	(0832) 2361377	melisafnzcc@gmail.com
S.N	<u>NON- TEACHING STAFF</u>	<u>Designation</u>	<u>Contact No.</u>	<u>Official Email Id</u>
01	Shri Tanmay Mandrekar	Accountant	(0832) 2361377	tanmaynzcc@gmail.com
02	Mrs. Shanti Naik	Head Clerk	(0832) 2361377	shantinzcc@gmail.com
03	Mrs. Ashvi Gawde	Librarian Grade-I	(0832) 2361377	ashvinzcc@gmail.com
04	Shri. Devendra Sawant	U.D.C.	(0832) 2361377	devendrasnzcc@gmail.com
05	Ms. Reshma Kamat/ Mahambrey	Jr. Stenograher	(0832) 2361377	reshmaknzcc@gmail.com
06	Shri Bhiva Sawant	U.D.C.	(0832) 2361377	bhivanzcc@gmail.com
07	Shri. Shreyash Kauthankar	Lab. Assistant (IT)	(0832) 2361377	shreyash.nzcc@gmail.com
08	Mrs. Babita Kanekar	L.D.C.	(0832) 2361377	babitaknzcc@gmail.com
09	Shri Vilas Parsekar	L.D.C.	(0832) 2361377	vilaspnzcc@gmail.com
10	Shri Satish Sawant	L.D.C.	(0832) 2361377	satishnzcc@gmail.com
11	Miss.Sumedha More	(Counselor - Contract basis)	(0832) 2361377	sumedhanzcc@gmail.com
12	Shri. Rupesh Bhandodkar	L.D.C. (Examination- Contract basis)	(0832) 2361377	rupeshbnzcc@gmail.com
13	Shri Bhikaji Sawant	M.T.S.	(0832) 2361377	
14	Shri Mallappa Hosmani	M.T.S.	(0832) 2361377	
15	Shri Eknath Harizan	M.T.S.	(0832) 2361377	
16	Shri Dnyaneshwar Raut	M.T.S.	(0832) 2361377	
17	Shri Siddhesh Gauns	M.T.S.	(0832) 2361377	
18	Shri Mahadev Mayekar	M.T.S.	(0832) 2361377	
19	Shri. Sudhakar Raul	M.T.S.	(0832) 2361377	
20	Mrs. Snehal Naik	M.T.S.	(0832) 2361377	
21	Shri Sanjay Matonkar	M.T.S. (Examination- Contract basis)	(0832) 2361377	

The monthly remuneration received by each of its employees including the System of Compensation as provided in Regulations (Sec 4 (1) (b) (x))

S.N.	TEACHING STAFF	Designation	Pay Level	Gross Salary (Rs.)
01	Dr. Rajendra Kumbharjuvenkar	Officiating Principal	13A	219140
02	Shri Rajesh Amonkar	Vice Principal	13A	225524
03	Mrs. Nayana Sail	Associate Professor	13A	212889
04	Mrs. Nandini Kamat	Assistant Professor	11	146921
05	Mrs. Sherin Sheikh	Assistant Professor	10	134818
06	Dr. K.G. Sankararanayanan	Professor		On Lien
07	Dr. Pravin Sawant	Associate Professor	13A	238957
08	Dr. (Mrs) Jhimli Adhikari	Associate Professor	13A	219140
09	Dr. Bipin Bandekar	Associate Professor	13A	219140
10	Shri Ramchandra Surlekar	Associate Professor	13A	206771
11	Shri Satyavan Harmalkar	College Director of Physical Education & Sports	11	142798
12	Mrs. Shweta Borkar	Assistant Professor	12	134818
13	Shri Bala Mandrekar	College Librarian	10	104228
14	Ms. Anuradha Naik Bandiwadekar	Assistant Professor	10	100872
15	Mrs. Sona Pangam	Assistant Professor	10	100872
16	Miss Sindura Parab	Assistant Professor	10	100872
17	Mrs Krupa Mayenkar	Assistant Professor	10	100872
18	Miss. Alisha Tavares	Assistant Professor	10	100872
19	Shri Vaibhav Dhuri	Assistant Professor	10	100872
20	Miss.Sujal Naik	Assistant Professor	(Contract basis)	50000
21	Miss. Kamaxi Sane	Assistant Professor	(Contract basis)	40000
22	Miss. Mona Tilve	Assistant Professor	(Lecture basis)	750/- per 1 hour lecture
23	Shri. Sarvesh Sawant	Assistant Professor	(Lecture basis)	750/- per 1 hour lecture
24	Ms. Saili Parab	Assistant Professor	(Lecture basis)	750/- per 1 hour lecture
25	Ms. Shraddha Gaitonde	Assistant Professor	(Lecture basis)	750/- per 1 hour lecture

	<u>M.COM.</u>			
01	Miss Apurva Haldankar	Assistant Professor	(Contract basis)	50000
02	Miss Melissa Fernandies	Assistant Professor	(Contract basis)	50000
S.N	<u>NON- TEACHING STAFF</u>	<u>Designation</u>		
01	Shri Tanmay Mandrekar	Accountant	7	80044
02	Mrs. Shanti Naik	Head Clerk	6	63552
03	Ms. Sneha Kandolkar/Ashvi Gawde	Librarian Grade-I	5	44358
04	Shri. Devendra Sawant	U.D.C.	4	55040
05	Ms. Reshma Kamat/ Mahambrey	Jr. Stenograher	4	43635
06	Shri Bhiva Sawant	U.D.C.	4	43635
07	Shri. Shreyash Kauthankar	Lab. Assistant (IT)	4	39005
08	Mrs. Babita Kanekar	L.D.C.	3	43201
09	Shri Vilas Parsekar	L.D.C.	3	47326
10	Shri Satish Sawant	L.D.C.	3	47326
11	Miss.Sumedha More	Counselor	(Contract basis)	40000
12	Shri. Rupesh Bandodkar	L.D.C. (Examination)	(Contract basis)	15975
13	Shri Bhikaji Sawant	M.T.S.	3	47326
14	Shri Mallappa Hosmani	M.T.S.	3	47326
15	Shri Eknath Harizan	M.T.S.	3	47326
16	Shri Dnyaneshwar Raut	M.T.S.	3	47326
17	Shri Siddhesh Gauns	M.T.S.	2	43201
18	Shri Mahadev Mayekar	M.T.S.	2	43201
19	Shri. Sudhakar Raul	M.T.S.	1	31587
20	Mrs. Snehal Naik	M.T.S.	1	30007
21	Shri Sanjay Matonkar	M.T.S. (Examination)	(Contract basis)	15750

Zantye Brothers Educational Foundation's Narayan Zantye College of Commerce, Bicholim
BUDGET ESTIMATES FOR THE YEAR 2021-22 (B.COM COURSE)

SR.		RECEIPT - ACCOUNT HEADS	ACTUALS	BUDGET	REVISED	BUDGET	SR.		PAYMENT - ACCOUNT HEADS	ACTUALS	BUDGET	REVISED	BUDGET
NO.			2019-20	ESTIMATES	BUDGET	ESTIMATES	NO.			2019-20	ESTIMATES	BUDGET	ESTIMATES
				2020-21	ESTIMATES	2021-22					2020-21	ESTIMATES	2021-22
					2020-21							2020-21	
01	To	Tuition Fees	759,670.00	905,760.00	904,230.00	895,050.00	01	By	Salaries & Allowances				
02	To	Salary Grant	45,375,151.00	49,522,754.00	43,465,821.00	49,442,061.00			Teaching Staff	36,363,703.00	40,014,160.00	35,771,643.00	38,777,766.00
									Non Teaching Staff	8,933,685.00	9,557,994.00	8,551,945.00	10,714,295.00
										45,297,388.00	49,572,154.00	44,323,588.00	49,492,061.00
03	To	Bank Interest	133,240.00	50,000.00	47,933.00	50,000.00	02	By	Bank Charges	0.00	600.00	590.00	600.00
04	To	Surplus Grant of Previous Year	632,418.00	0.00	810,424.00	0.00	03	By	Remittance of Tuition fees to DHE 18-19	843,421.00	905,760.00	0.00	0.00
							04	By	Remittance of Tuition fees to DHE	759,670.00	0.00	904,230.00	895,050.00
			46,900,479.00	50,478,514.00	45,228,408.00	50,387,111.00				46,900,479.00	50,478,514.00	45,228,408.00	50,387,711.00
05	To	Gymkhana Fees	209,200.00	248,640.00	248,430.00	164,430.00		By	GYMKHANA & SPORTS EXPENSES				
06	To	Other Fees	209,200.00	248,640.00	248,430.00	164,430.00	05		Gymkhana Expenses	0.00	5,000.00	0.00	5,000.00
07	To	Library Fees	234,400.00	278,240.00	278,005.00	274,950.00	06		Sports Allowances	96,039.00	110,000.00	0.00	110,000.00
08	To	Computer Lab Fees	116,000.00	35,000.00	31,750.00	35,000.00	07		Sports Regist. & Affiliation Fees	45,280.00	62,660.00	0.00	61,925.00
09	To	Other Charges (I.T.)	36,900.00	162,360.00	157,850.00	162,360.00	08		Sports Consumable Goods	10,100.00	50,000.00	74,370.00	50,000.00
10	To	University Registration Fees	125,760.00	118,800.00	124,110.00	124,740.00	09		Sports Materials	0.00	100,000.00	36,200.00	100,000.00
11	TO	Magazine Fees	27,720.00	32,560.00	32,560.00	32,175.00	10		Annual Sports Meet	26,827.00	30,000.00	0.00	30,000.00
12	To	Local Cultural Fund	27,720.00	32,560.00	32,560.00	32,175.00				178,246.00	357,660.00	110,570.00	356,925.00
								By	EDUCATIONAL EXPENSES				
13	To	Sale of Identity/LibraryCards	75,600.00	88,800.00	88,800.00	87,750.00	11		Library Expenses	0.00	5,000.00	0.00	5,000.00
14	To	Miscellaneous Income/fine	24,000.00	24,000.00	2,100.00	24,000.00	12		Library Book Binding	6,779.00	15,000.00	13,830.00	15,000.00
15	To	Library Fine	18,875.00	20,000.00	3,767.00	15,000.00	13		Reading Room Expenses	160,082.00	165,000.00	147,357.00	165,000.00
16	To	Transference Certificates	2,000.00	3,500.00	800.00	3,500.00	14		Extra-curricular Activities	221,560.00	225,000.00	17,070.00	200,000.00
17	To	Bank Interest	47,756.00	50,000.00	46,744.00	50,000.00	15		Annual Social Gathering	156,939.00	200,000.00	0.00	200,000.00
18	To	Sale of Raddi	0.00	5,000.00	0.00	5,000.00	16		Magazine Expenses	91,534.00	100,000.00	0.00	100,000.00
19	To	Administrative charges	5,081.00	0.00	0.00	0.00	17		(Govt.) Merit Scholarship	11,688.00	12,228.00	6,807.00	12,228.00
20	To	IAIMS software fees	0.00	0.00	133,200.00	131,625.00	18		Students Council Activites Expenses	150,000.00	150,000.00	0.00	0.00
21	TO	Sale of Tender forms	2,000.00	2,000.00	0.00	5,000.00	19		Silver Jubilee Celebration Expenses	13,496.00	0.00	0.00	0.00
22	TO	Sponsorship /Reg. fees for cultural feast	122,000.00	150,000.00	0.00	0.00	20		IAIMS software fees	0.00	0.00	133,200.00	131,625.00
										812,078.00	872,228.00	318,264.00	828,853.00
								By	OTHER PETTY CONTINGENCIES EXP.				
23	TO	Non-Salary Grant	3,003,456.00	2,960,000.00	4,230,054.00	2,466,000.00	21		Advertisement & Publicity	186,809.00	200,000.00	143,026.00	200,000.00
24	To	Grant for Building Rent	554,196.00				22		NAAC Fees	0.00	0.00	0.00	103,000.00
							23		Yearly Affiliation fees	120,000.00	40,000.00	0.00	40,000.00
25	TO	Grant for Outsourcing of Watchmen, Housekeeping & Gardener	0.00	901,230.00	901,230.00	1,191,609.00	24		State Level Seminar/ National Conference Exp.	0.00	100,000.00	0.00	300,000.00
							25		Insurance of Computers & AC	28,810.00	30,000.00	28,809.00	40,000.00
							26		Uniform to Class 'D' Staff	35,742.00	40,000.00	0.00	0.00
26	TO	Grant for National/State Seminar/Workshop	0.00	100,000.00	0.00	300,000.00	27		Miscellaneous Expenses	30,334.00	58,392.00	52,011.00	55,416.00
							28		Bank Charges	5,184.00	7,000.00	3,491.00	7,000.00
							29		Essential Expenses	30,120.00	25,000.00	24,669.00	25,000.00
							30		Garden Expenses	2,435.00	20,000.00	26,808.00	25,000.00
							31		Contribution to Principals Forum	10,000.00	10,000.00	10,000.00	10,000.00
							32		T.Y.B.Com. Project Expenses	0.00	5,000.00	0.00	5,000.00
							33		Professional tax	4,300.00	5,000.00	0.00	5,000.00
							34		Environmental Field Expenses	0.00	10,000.00	0.00	10,000.00
							35		Workshop Participation Fees	26,570.00	30,000.00	0.00	30,000.00
							36		Refreshment for Guest	7,143.00	15,000.00	12,558.00	15,000.00
							37		Diesel for Genset	30,150.00	35,000.00	4,000.00	35,000.00
										517,597.00	630,392.00	305,372.00	905,416.00
							38	By	Outsourcing of Security , Housekeeping & Gardener	901,230.00	1,198,350.00	1,191,609.00	1,198,350.00
		Balance C/d	4,841,864.00	5,461,330.00	6,560,390.00	5,269,744.00			Balance C/d	2,409,151.00	3,058,630.00	1,925,815.00	3,289,544.00

BUDGET ESTIMATES FOR THE YEAR 2021-22 (B.COM. COURSE)

SR.	RECEIPT - ACCOUNT HEADS	ACTUALS 2019-20	BUDGET ESTIMATES 2020-21	REVISED BUDGET ESTIMATES 2020-21	BUDGET ESTIMATES 2021-22	SR. NO.	PAYMENT - ACCOUNT HEADS	ACTUALS 2019-20	BUDGET ESTIMATES 2020-21	REVISED BUDGET ESTIMATES 2020-21	BUDGET ESTIMATES 2021-22
	Balance b/d	4,841,864.00	5,461,330.00	6,560,390.00	5,269,744.00		Balance b/d	2,409,151.00	3,058,630.00	1,925,815.00	3,289,544.00
						By	OFFICE EQUIPMENTS				
						39	Office Equipments/Stabilizers/water cooler/UPS	126,600.00	50,000.00	42,700.00	0.00
						40	Furniture & Fixtures fo Class room	-	100,000.00	18,408.00	200,000.00
						41	Library Books	271,280.00	275,000.00	282,417.00	250,000.00
						42	Purchase of Computers/Printers	296,400.00	300,000.00	291,200.00	200,000.00
						43	Equipment for Green Initiative, Water Harvesting	32,560.00	60,000.00	0.00	150,000.00
						44	Purchase of Fire Extinguishers/Refilling	0.00	75,000.00	74,340.00	20,000.00
						45	Internet & wifi on campus with Equipment	0.00	150,000.00	300,859.00	300,000.00
						46	ICT Equipment like LCD Projectors etc.	139,840.00	100,000.00	85,904.00	0.00
						47	Public Address Systems	0.00	250,000.00	247,965.00	0.00
						48	Equipment for Medical Health Centre	0.00	135,000.00	92,995.00	65,000.00
						49	Purchase of EPBAX Systems	0.00	50,000.00	31,071.00	0.00
						50	Purchase of T.V/ Interactive Panel	0.00	0.00	259,000.00	0.00
						51	Equipment for skill based courses	0.00	0.00	0.00	75,000.00
						52	Purchase of camera, Video Camera, Software	0.00	0.00	0.00	100,000.00
						53	Purchase of E-books, E-journals etc	0.00	0.00	0.00	50,000.00
								866,680.00	1,545,000.00	1,726,859.00	1,410,000.00
						By	OFFICE CONTINGENCIES				
						54	Printing & Stationery	187,008.00	200,000.00	161,124.00	200,000.00
						55	Travelling & Conveyance	30,454.00	25,000.00	23,197.00	30,000.00
						56	Travelling & Conveyance for Experts	-	50,000.00	36,000.00	50,000.00
						57	Electricity Charges	204,302.00	200,000.00	136,576.00	150,000.00
						58	Water Charges	192,087.00	130,000.00	59,337.00	100,000.00
						59	Telephone Charges	18,470.00	50,000.00	46,252.00	50,000.00
						60	Internet Charges	100,298.00	0.00	0.00	0.00
						61	Postage & Telegrams	6,890.00	7,000.00	2,993.00	7,000.00
						62	College Website	55,460.00	30,000.00	28,320.00	30,000.00
								794,969.00	692,000.00	493,799.00	617,000.00
						By	Repairs & Maintenance				
						63	Computer Laboratory	141,590.00	100,000.00	53,550.00	100,000.00
						64	Electricals	42,500.00	50,000.00	51,334.00	50,000.00
						65	Others items (AMC)	138,070.00	100,000.00	74,889.00	100,000.00
						66	By Building Rent	554,400.00	554,400.00	554,400.00	554,400.00
						67	By Audit Fees	55,000.00	55,000.00	50,000.00	50,000.00
						68	By Univ. Regis. Fees paid to G.U.	112,750.00	113,850.00	124,110.00	113,850.00
						69	By Refund to students	8,160.00	0.00	0.00	0.00
						70	By University Regis. Fees paid to Adm.Staff	4,850.00	4,950.00	0.00	4,950.00
	TOTAL (A) Balance c/d	4,841,864.00	5,461,330.00	6,560,390.00	5,269,744.00			5,128,120.00	6,273,830.00	5,054,756.00	6,289,744.00

BUDGET ESTIMATES FOR THE YEAR 2021-22 (B.COM. COURSE)

SR. NO.	RECEIPT - ACCOUNT HEADS	ACTUALS 2019-20	BUDGET ESTIMATES 2020-21	REVISED BUDGET ESTIMATES 2020-21	BUDGET ESTIMATES 2021-22	SR. NO.		PAYMENT - ACCOUNT HEADS	ACTUALS 2019-20	BUDGET ESTIMATES 2020-21	REVISED BUDGET ESTIMATES 2020-21	BUDGET ESTIMATES 2021-22
	TOTAL (A) Balance b/d	4,841,864.00	5,461,330.00	6,560,390.00	5,269,744.00			TOTAL (A) Balance b/d	5,128,120.00	6,273,830.00	5,054,756.00	6,289,744.00
27	To Students Aid Fund	72,700.00	76,960.00	79,400.00	76,050.00	71	By	Students Aid Fund Assistance/ Bank Charges	69,220.00	73,840.00	76,000.00	76,050.00
28	Add Int. on SB/FDR	561.00	-	296.00	0.00	72	By	Surplus of S-A-F for the year	4,041.00	3,120.00	3,696.00	0.00
29	Previous Year Surplus	-	-	-	-							
30	To Library Deposit/ Caution Money Deposit	50,390.00	55,300.00	54,760.00	54,810.00	73	By	Library Deposit Refund/ Transfer to Lib. Book Bank	10,960.00	8,250.00	8,540.00	12,000.00
31	Add Int. on SB/FDR	2,266.00	0.00	346.00	0.00	74		Surplus L.D./ Caution Money for the year	41,696.00	47,050.00	46,566.00	42,810.00
32	To Scholarship Fund	0.00	0.00	0.00	20,000.00	75	By	Scholarship Fixed Deposit	0.00	0.00	0.00	20,000.00
33	To Interest on Scholarship Fixed Dep.	23,086.00	25,000.00	27,956.00	26,000.00	76	By	Endowment Scholarships , TDS, Bank Charges	23,700.00	25,450.00	25,150.00	26,000.00
34	Add. Int. on SB/FDR	1,173.00	450.00	1,019.00		77		Surplus Interest from Schol. Fund	559.00	0.00	3,825.00	0.00
35	Previous year Surplus											
36	To Donation from Parents Teachers Association for Purchase of Fans/Sound Systems	90,800.00	0.00	0.00	0.00	78	By	Purchase of Fans /Sound Systems	90,800.00	0.00	0.00	0.00
			0.00	0.00	0.00	79	By	Surplus	0.00	0.00	0.00	0.00
37	To Interest on PTA Fixed Dep.	29,525.00	30,000.00	27,956.00	30,000.00	80	By	Freeships from PTA Interest/Bank Charges	30.00	26,000.00	25,150.00	26,000.00
38	Add.Bank Int. on SB/FDR	1,583.00	0.00	2,583.00	0.00	81	By	Surplus from PTA Interest	31,078.00	4,000.00	5,389.00	4,000.00
39	TO Interest on Freeships Fixed Deposit	26,360.00	30,000.00	24,204.00	25,000.00	82	By	Freeship Paid from Interest on freeship Fixed Deposit A/c	23,155.00	23,100.00	23,100.00	23,100.00
40	Add: Bank Int. on SB/FDR	1,442.00	-	1,737.00				(to provide freeship from the Interest Earned on A/C)				
						83		Surplus from Freeships Interest	4,647.00	6,900.00	2,841.00	1,900.00
41	To Tally Package & Other Certificate course (Corpus Fund.)	8,400.00	60,000.00	0.00	50,000.00	84	By	Salaries & Allowances Corpus fund/ Transfer	51,500.00	15,000.00	0.00	10,000.00
42	Add.Bank Int. on SB/FDR	60,856.00	0.00	277.00	0.00	85		Surplus for(Corpus Fund)	17,756.00	45,000.00	277.00	40,000.00
43	To Examination Fees (Univ.) T.Y.	168,390.00	549,400.00	549,400.00	506,520.00	86	By	Examination fees (Univ.)(T.Y)	168,390.00	549,400.00	549,400.00	506,520.00
44	To Examination Fees College	1,701,044.00	1,000,000.00	802,601.00	1,089,000.00		By	Examiantion fees (College)				
45	To Surplus of Previous Year	1,018,103.00	990,000.00	274,765.00	901,000.00	87		Examination Furniture & Fixtures/software/xerox/lapt	45,320.00	100,000.00	0.00	100,000.00
						88		Exam. Misc. Exp. & Bank charges, TDS, TA etc	2,510.00	50,000.00	29,135.00	50,000.00
						89		Printing and Stationery	268,792.00	175,000.00	74,211.00	175,000.00
						90		Examination Remuneration	168,415.00	200,000.00	0.00	200,000.00
						91		Salaries and Allowances	485,927.00	405,000.00	403,592.00	405,000.00
						92		Repairs and Maintenance.	57,786.00	60,000.00	45,350.00	60,000.00
						93		Construction Expenses	1,690,397.00	1,000,000.00	525,078.00	1,000,000.00
									2,719,147.00	1,990,000.00	1,077,366.00	1,990,000.00
	Balance c/d	3,256,679.00	2,817,110.00	1,847,300.00	2,778,380.00			Balance c/d	3,256,679.00	2,817,110.00	1,847,300.00	2,778,380.00

BUDGET ESTIMATES FOR THE YEAR 2021-22 (B.COM. COURSE)

SR. NO.	RECEIPT - ACCOUNT HEADS	ACTUALS 2019-20	BUDGET ESTIMATES 2020-21	REVISED BUDGET ESTIMATES 2020-21	BUDGET ESTIMATES 2021-22	SR. NO.		PAYMENT - ACCOUNT HEADS	ACTUALS 2019-20	BUDGET ESTIMATES 2020-21	REVISED BUDGET ESTIMATES 2020-21	BUDGET ESTIMATES 2021-22
	Balance b/d	3,256,679.00	2,817,110.00	1,847,300.00	2,778,380.00			Balance b/d	3,256,679.00	2,817,110.00	1,847,300.00	2,778,380.00
46	To N.S.S. Grant for Regular Activities	107,805.00	85,000.00	56,025.00	85,000.00	94	By	N.S.S. Expenses. for Regular Activities	112,217.00	85,000.00	15,000.00	85,000.00
47	To N.S.S. Grant for Special camp	68,701.00	72,000.00	56,025.00	72,000.00	95	By	N.S.S. Expenses for Special camp/Transfer	71,800.00	72,000.00	6,500.00	72,000.00
48	To Surplus of Previous Year/ transfer	32,563.00	-			96	By	Advances Repaid to NSS Prog. Officer	25,052.00	0.00	0.00	0.00
49	To Advances from NSS Prog. Officer					97	BY	Surplus for the year	0.00	0.00	90,550.00	0.00
		209,069.00	157,000.00	112,050.00	157,000.00				209,069.00	157,000.00	112,050.00	157,000.00
50	TO Income from Xerox Machine	0.00	5,000.00	0.00	5,000.00	97	BY	Expenses for Xerox machine	0.00	1,000.00	0.00	1,000.00
						98	BY	Surplus for the Year	0.0	4,000.00	0.00	4,000.00
51	To Post Matric/ Rajiv Gandhi /Freedom Fighters Scholarships/ others	0.00	300,000.00	0.00	300,000.00	99	By	Post Matric/ Rajiv Gandhi /Freedom Fighters Scholarships/ others	0.00	300,000.00	0.00	300,000.00
52	To Advance from Zantye Charitable Trust to Pay Infrastructure Development Loan	133,440.00	133,440.00	133,440.00	133,440.00	100	By	Inf.Devp.Loan Instalment Paid to Govt.	133,440.00	133,440.00	133,440.00	133,440.00
	TOTAL (B)	3,599,188.00	3,412,550.00	2,092,790.00	3,373,820.00			TOTAL (B)	3,599,188.00	3,412,550.00	2,092,790.00	3,373,820.00
	TOTAL (A)+(B)	8,441,052.00	8,873,880.00	8,653,180.00	8,643,564.00			TOTAL (A)+(B)	8,727,308.00	9,686,380.00	7,147,546.00	9,663,564.00
53	To Advances from Zantye Brothers Educational Foundation	844,000.00	212,500.00	0.00	470,000.00							
54	TO Advances from Examination Account	0.00	600,000.00	550,000.00	550,000.00	101		By Repayment of Advances to Examination A/C	300,000.00	0.00	0.00	0.00
						102		By Surplus	257,744.00	0.00	2,055,634.00	0.00
	GRAND TOTAL	9,285,052.00	9,686,380.00	9,203,180.00	9,663,564.00			GRAND TOTAL	9,285,052.00	9,686,380.00	9,203,180.00	9,663,564.00

Expected Admission for the Academic Year 2021-2022

F.Y.B.Com -198

S.Y.B.Com- 198

T.Y.B.Com- 189 Total : 585 Students

sd/-
(Dr. Rajendra Kumbharjuvenkar.)
OFFG. PRINCIPAL

Note : The figure of Non Salary Grant for the year 2021-2022 (No : 23 under Receipts side) is Actuals Expenditure of 2020-2021 after deduction of income for the year 2020-2021.

From the financial year 2019-2020 as per new pattern of Assistance we are eligible for maximum maintenance grants of Rs. 35,00,000/- only.

and for Outsourcing of Security, Housekeeping and Gardener we are eligible for separate Grant of Rs. 15,00,000/- or actual expenditure as per Sr.No : 25

(Section 4(1) (b) (xii)

List of Institutions given subsidy

Sr.No.	Name and address of the Institution	Purpose for which subsidy provided	No. of beneficiaries	Amount of subsidy	Previous years utilization progress	Previous years achievement
	-----Nil -----					

List of individuals given subsidy

Sr.No.	Name and address of the beneficiary	Purpose for which subsidy provided	Amount of subsidy	Scheme and criteria for selection	No. of time subsidy given in the past with purpose
	-----Nil -----				

**Particulars of Recipients of Concessions, permits or authorization granted by it
(Section 4(1) (b) (xiii))**

Sr.No.	Name and address of the Beneficiary	Nature of concession /permit/ Authorization provided	Purpose for which granted	Scheme and criteria for selection	No. of similar concession given in past with purpose
-----Nil -----					

**Particulars of Recipients of Concessions, permits or authorization granted by it
(Section 4(1) (b) (xiv))**

Details of the information related to the various schemes, which are available in the electronic format

Sr.No.	Activities for which electronic data available	Nature of information available	Can it be shared with public	Is it available or is being use as back end data base
-----Nil -----				

Particulars of the facilities available to citizens for obtaining information
(Section 4(1) (b) (xv))

Facilities available for obtaining information

Sr.No.	Facility available	Nature of information available
1	College Office	Information related to staff , students and the College
2	Website	Over all information of the College
3	College Prospectus	
4	College Magazine	
5	Library	Regarding books, Magazine, etc.
6	Notice Board	Notices to the Staff, students, etc.

Name, Designation and other particulars of Public Information Officers

(Section 4(1) (b) (xvi)

List of Public Information Officers

Sr. No.	Designation of the officer designated as PIO	Name	Designation	Postal Address	Telephone No.	E-mail address	Demarcation of area/ activities, if more than one PIO is there
1	1 st Appellate Authority	Dr. Rajendra Kumbharjuvenkar	Officiating Principal	B/30, G2, Hilroc, Ribandar Goa	0832 - 2361377	rajendranzcc@gmail.com	As prescribed by the RTI Act
2	Public Information Officer	Shri Rajesh Amonkar	Vice Principal	Torda, Salvador-do-Mundo, Bardez - Goa	0832 - 2361377	Rajeshnzcc@gmail.com	As prescribed by the RTI Act
3	Assistant Public Information Officer	Mrs. Shanti Naik	Head Clerk	Menkurem, Bicholim Goa	0832 - 2361377	shantinzcc@gmail.com	As prescribed by the RTI Act