

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

MANUAL-1

1. Particulars of organization, Functions and Duties [Section 4(1) (b) (i)]

a. Aims and objectives of the public authority

- i. To disseminate Legal Education through academic programmes
- ii. To ensure social commitment of the students through curricular and co-curricular activities.
- iii. To inculcate idea of social justice and ethical values amongst the students.
- iv. To collaborate with reputed institutions at State, National and International Level through MOUs.
- v. To undertake outreach activities such that public is benefitted
- vi. To create legal awareness and provide legal assistance to society
- vii. To ensure holistic development of students completing academic programme.
- viii. To use technology optimally and facilitate teaching-learning in the institution.
- ix. To ensure skill development and to prepare graduates for employability in legal and other professions.
- x. To meet the challenges of a globalized world.

CORE VALUES

Govind Ramnath Kare College of Law is committed to teaching, mentoring, skills training, inculcating professional ethics and providing students practical experience in legal education. The Institution endeavours:

- To inculcate in students values traditionally associated with the legal profession, such as honesty, fairness, preparedness, competence, self-development, commitment towards society and ethics, which are the focus of the Institution.
- To instill advocacy skills through practical learning in order to infuse professionalism among the students.
- To ensure that students are benefited from opportunities created for them wherein co-curricular activities, in addition to curricular aspects, help to develop professionalism.
- To provide service to society, social justice and ethical values through innovative teaching-learning experiences.

b. Mission / Vision statement of the Public Authority

VISION

To be a Centre of Excellence providing quality Legal Education and to develop professionalism with social commitment

MISSION

To lead the way in Legal Education through innovative teaching and learning experiences and to create legal professionals with qualities of commitment towards society, social justice and ethical values

c. Brief history and background of establishment of the public authority

The institutional premises are situated on a spacious land area at Tansor-Comba, Margao in a multi• storeyed building, at the heart of a beautiful scenic environment, providing a conducive atmosphere for learning. It has sufficient number of classrooms that are spacious and well ventilated. The premises include a staff room, common room, gymkhana room, well-equipped library and other facilities. G. R. Kare College of Law has a distinguished and excellent record for over three decades. It has organised various activities like moot court competitions, legal aid camps, law festivals, seminars and symposia on areas of national importance.

The institution has given to the society and community, alumni whose services have been laudable and who occupy high positions. Besides this, the institutional performance at the University examinations is consistently laudable.

The institution is offering different under-graduate and post-graduate degree programmes affiliated to Goa University and is a partner with Indira Gandhi National Open University (IGNOU) with a Programme Centre in the institutional premises, for diploma and certificate programmes in Law. This Centre brings sufficient opportunities to students to enroll for add-on programmes to the door step of every student and is open to several other learners who may also enroll for such programmes.

Courses of instruction provided

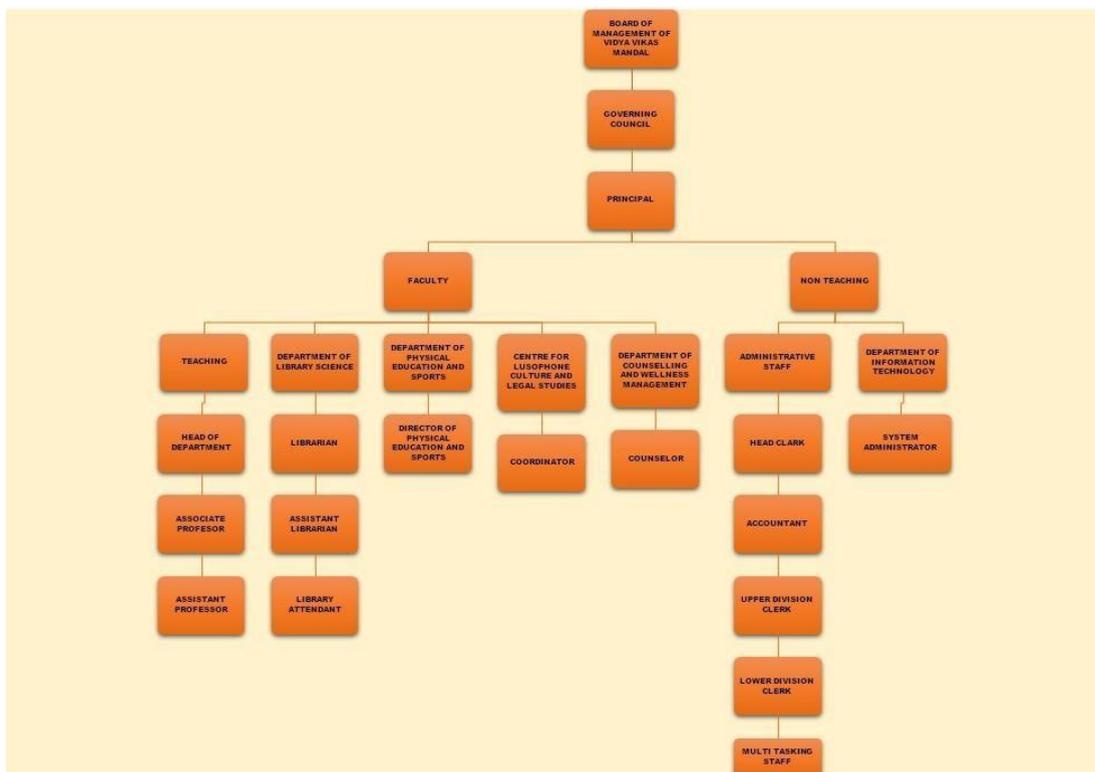
The Institution offers :

- 1) Five Years Integrated B.A.LL.B. Programme
- 2) Three Years LL.B. Degree Programme
- 3) Two Year Post Graduate LL.M. (CBCS) Programme with Specialization in

- (i) Labour and Industrial Law
- (ii) Criminal Law
- (iii) Intellectual Property Rights
- (iv) Corporate and Commercial Law
- (v) Constitution and Administrative Law

4) Doctoral Programme (Ph.D) in Law

Organization Chart



Main activities/Functions of the Public authority

Imparting quality Legal Education Under-Graduate, Post-Graduate and Doctorate level.

**(d) List of the services being provided by the Public authority
with a brief write upon them**

The Institution focuses on imparting Legal Education with a focus on learners and directs its goal for overall development of the student and creates professionalism through innovative teaching-learning methods.

The Library of the Institution is well-equipped and caters the needs of students as well as legal professionals.

The Institution observes all National and International Days with suitable programmes to inculcate their importance amongst the student community.

**(e) Citizen Interaction - Expectation of the public authority
from the public for enhancing its effectiveness and
efficiency.**

The institution expects active participation and support of all stakeholders in the co-curricular and extension activities.

The IQAC is an integral part of the institution and works towards realizing the goals of quality improvement in order to excel in imparting Legal Education.

(f) Postal Address

**P.O. Box 777, G. R. Kare Road,
Tansor Comba, Margao
Goa - 403601**

Phone1- 0832-2722544

Phone2- 0832-2722546

Email - officegrklaw@vvm.edu.in

(g) Working hours both for office and public

The college office hours are from 8.30 A.M. to 4.00 P.M.

(h) Grievance Redressal Mechanism.

Grievance Redressal Committee:

A complaint from an aggrieved student relating to a college shall be addressed to the Principal of the College who shall refer it to the College Grievance Redressal Committee duly constituted by the Governing Council fo the College for Redressal.

In respect of the Examination related grievance, the redressal for internal examination is in accordance with the rules notified by the College at the time of examination and in terms of external examination in accordance with the rules of the Goa University.

MANUAL-2

Power and Duties of Officer and Employees [Section 4(1) (b) (ii)]

- **Principal**
 - As per the Goa University Statute and notifications issued by the Government/National regulators from time to time.
- **Teaching faculty**
 - As per the Goa University Statute and duties allotted by controlling authorities.
- **Librarian**
 - Library Administration and duties related to information science for the benefit of the Institution and other statutory duties allotted by the controlling authorities.
- **College Director of Physical Education**
 - Conducting of Sports and related activities as required under the Goa University Statutes as also organizing sports events and participating in events organized by other institution and the Goa University.

Administrative Staff

- **Accountant**
 - In-charge of Accounts including Budget, overseeing maintenance of cash book, ledger, reconciliation of statements, preparation of salary bills etc.

- **Head Clerk**
- In-charge of Administrative Work and Correspondence to Bar Council of India, Goa University, DHE and other bodies.
- Assigning administrative work to subordinate staff as directed by the Principal.
- **Clerical Staff**
 - Administrative work regarding administration, collection of fees, maintenance of record, entries in ledgers and registers, examination related clerical work, acceptance and dispatch of correspondence, etc. preparation of notices for intimation of deadlines for applications of scholarships, schemes, web portals, website updation, maintenance, upkeep of records including in digital forms, etc.
- **Multi- tasking Staff**
 - The duties would broadly include non-clerical works, assistance provided to the relevant section like library, administrative office, staff room, gymkhana etc.

MANUAL-3

Procedure followed in Decision Making Process

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

The Board of Management is a duly elected body in accordance with the Constitution of Vidya Vikas Mandal and the Core Committee of the Board is the decision making body. The Principal of the Institution sends a report periodically to the Management and shares information on the progress and developmental plans of the institution. This is taken up by the Management for appropriate decisions.

A Governing Council (GC) is constituted for the Institution in accordance with the Bye-Laws of the institution, which comprises eleven members who include members of the management, Principal, IQAC Coordinator, faculty, alumni and experts in legal field, which meets on a monthly basis.

MANUAL-4

Norms set by it for the discharge of its functions

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

The college provides various services for students.

Sr. No.	Services provided to students	Time frame
1.	Issue of Identity Cards:	15 days from last admission
2.	Issue of duplicate Identity Card	Within 3 working days
3.	Issue of Transfer Certificate	within 3 working days
5.	Issue of <i>Bonafide</i> Certificate	Within 3 working day
6.	a) Processing application forms for Scholarships / Freeships	Within notified time
	b) Forwarding application forms for Scholarships / Freeships	Within notified time

The College calendar for each academic year is prepared and followed for conduct of various activities.

Sr. No.	Activities	Time frame / Norms for its completion / disposal
1.	Admission	In accordance with the notification of the University
2.	Examinations	
3.	Election of University Student Council Representative	
4.	Moot Court, ADR, Legal Aid, NSS & Sports	As per the Academic Calendar
5.	Activities: Co-curricular and Extra-curricular	As per the Academic Calendar

MANUAL-5

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

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

Sr. No.	Name of the Act, Rules, Regulations	Brief List of the Content	Reference No. if any	Price
1)	Legal Education Rules, 2008 of the Bar Council of India	Rules for the conduct of Undergraduate Law Programmes	Website of the Bar Council of India	-
2)	Circulars of Bar Council of India	As required for recognition and continuation of affiliation	Website of the Bar Council of India	-
3)	Statutes of Goa University	Appointments, Affiliation, Service Conditions, Disciplinary, Proceeding & Penalties etc	Goa University Statutes Book	-
4)	Ordinances of Goa University	Admissions, Examinations, Leave, Promotions etc.	Goa University Ordinance Book	-

5)	Circulars, Notices, etc. of Goa University	Admissions, Examinations, Sports, etc.	Concerned Files	-
6)	Rules and Regulations and Circulars of the Government of Goa	As received from Directorate of Higher Education and other Government Authorities	Concerned files	-
7)	Swamis book pertaining to rules and regulations of Govt. of India	Various C. C. S. Rules & Regulation	Swami's Handbook	As per market rate
8)	Bye-Laws of Vidya Vikas Mandal, Margao-Goa	Rules & Regulations of Society	Concerned Files	-

CODE OF CONDUCT FOR STUDENTS

- 1) The dress code prescribed for students is as per the Bar Council of India guidelines.
 - a) All students shall wear decent and modest attire and shall not wear clothes such as shorts, T-shirts and/or body-hugging, revealing or clothes with inappropriate messages.
 - b) They shall compulsorily be dressed in black and white formal attire on every Saturday. (Boys to be dressed in white shirt and black trousers and girls to be dressed in white shirt and black trousers or white kurta and black salwar/churidar with/without black dupatta or white top with a black skirt below knee-length).

- c) Violation of any of the above Rules will be subject to strict disciplinary action as decided by the Disciplinary Committee.
 - d) All students shall maintain proper standards of personal hygiene and cleanliness of the premises and campus.
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- 2) Use of mobile phones is strictly prohibited in the classrooms and library and will be governed by the Rules relating to fines in this regard.
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- 3) Possession and/or consumption of alcohol and/or drugs is strictly prohibited and subject to strict disciplinary action as decided by the Disciplinary Committee.
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- 4) All students shall wear the Identity Card at all times while in the college campus.
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- 5) Entry of motor vehicles in the campus wherein drivers/ riders do not possess valid driving/ riding licence is prohibited. In case of motorcycles, use of helmet is compulsory.
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- 6) Any inappropriate/violent behavior in the campus is subject to strict disciplinary action.

MANUAL-6 :**A statement of the categories of documents that are held by it or under its control [Section 4(1) (b) (vi)]**

Sr. No.	Nature of Record	Details of information available	Unit / Section where available	Retention period where available
1.	Service Books	Service Records	College Office	Working Hours
2.	Staff Attendance Registers	Attendance	College Office	Working Hours
3.	Leave Records	Leave	College Office	Working Hours
4.	Personal files	Personal Record	College Office	Working Hours
5.	Files containing various Circulars	Circulars received from Goa University, DHE, etc.	College Office	Working Hours
6.	Register of Roster	Reservation of Posts, etc.	College Office	Working Hours
7.	Salary Register	Salary	College Office	Working Hours
8.	Dead Stock Register	Fixed Assets	College Office	Working Hours
9.	Inward and Outward Register	Inward and Outward letters	College Office	Working Hours
10.	Register of consumables and stationery	Consumables and stationery	College Office	Working Hours
11.	Various Books pertaining to accounts and audited statement of account	Financial Position	College Office	Working Hours
12.	Fees and Student Register	Details of fees paid by Students	College Office	Working Hours
13.	Examination Results	Results of Students	College Office	Working Hours
14.	Accession register of Library books	List of Books	Library	Working Hours
15.	Accounts documents	Audited statement of accounts	College Office	Working Hours

MANUAL-7

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

Sr. No.	Name and address of The consultative Committee	Constitution of the Committee / body	Role and Responsibility	Frequency of meetings
3.	Governing Council Committee of G. R. Kare College of Law	Chairman Co-Chairman 2 -Teacher Representatives, IQAC Coordinator Principal Ex-officio Member Secretary Members Special Invitees	Considers Budget Estimate and 2 reviews progress of the College	

4.	Internal Quality Assurance Cell (IQAC)	Chairperson - 1 Coordinator - 1 Management Representative - 1 Expert Members - 3 Industrialist Representative - 1 Alumni Representative - 2 NGO Representative - 1 Ex-Officio Member - 1 Senior Faculty Members - 6 Member - 5	Integral part of the institution and works towards realizing the goals of quality enhancement and	4
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MANUAL-8

**A statement of boards, council, committees and other bodies
constituted [Section 4(1)**

(b) (viii)]

Sr. No.	Name & address of the body	Main function of the body	Constitutions of the body	Date of constitution	Date up to which valid	Whether meeting open to public	Whether minutes accessible to public	Frequency of meetings
1	Board of Management of Vidya Vikas Mandal, Tansor-Comba, Margao-Goa 403601	Management of the Institution of VVM	As per bye-laws	07/09/2020	3 years	No	No	Monthly
2	Governing Council	As per Bye-Laws of VVM	As per Bye-Laws of VVM	/10/2020 (Present committee constituted on 31/10/2018)	3 years	No	No	Bi-Monthly

3	Internal Quality Assurance Cell (IQAC)	The IQAC works towards realizing the goals of quality enhancement and sustenance. Its prime task is to develop a system for conscious, consistent and catalytic improvement in the performance of the Institution.	Chairperson (Principal) Coordinator Members	03/08/2020	3 years	No	Yes	4 –a year
4	Internal Complaints Committee	To address issues related to Sexual	Chairperson Members	03/08/2020	One Year	No	No	As per requirement

		Harassment of women at the workplace.						
5	Anti-ragging Committee	To redress grievances	Chairperson Members	03/08/2020	One year	No	No	As per requirement
6	College Examination Committee	To conduct examination	Chairperson Members	03/08/2020	One Year	No	No	As per requirement
7	College Unfair Means Inquiry Committee	To entertain complaints	Chairperson Members	03/08/2020	One Year	No	No	As per requirement
8	College Grievance Committee	To entertain complaints	Chairperson Members	03/08/2020	One Year	No	No	As per requirement

9	Website Committee	To update website	Chairperson Members	03/08/2020	One Year	No	No	As per requirement
10	NSS	Extension Activities and Community Services	Faculty In-charge and Members	03/08/2020	One year	No	No	As per requirement

**DETAILS OF COMPOSITION OF COMMITTEES MEMBERS OF BOARD OF
MANAGEMENT**

Name	Title
Shri. Nitin Kunkoleinkar	President
Shri. Pritam Morais	1 st President
Shri. Vinayak Angle	2 nd Vice President
Shri .Madhukar Mallya	Secretary
Shri. U N Bene	Treasurer
Shri. Ganesh Daivajna	Member
Shri. Sheela H N Gaunekar	Member
Shri. Nanda S. S. Counto	Member
Shri. Blaise Costabir	Member
Shri. Deepak Chodankar	Member
Shri. Vikram Verlekar	Member

MEMBERS OF GOVERNING COUNCIL COMMITTEE

Name	Title	Name	Title
Nitin Kunkolienkar	Chairman	Dr. Saba Da Silva, Principal	Ex-Officio, Member – Secretary
Pritam Moraes	Co-Chairman	Dr. Goretti Simoes	IQAC Coordinator – Member
Dr. Prita Mallya	Member	Shreeharsha N. Inavalli	Head of Department – Member
E. O. Mendes	Member	Sonali G. Naik	Teacher Representative – Member

Prasad Naik	Member	H. R. Kuvelkar	Executive Secretary, VVM – Invitee
Amira Razaq	Member	Gautami Raikar	Invitee
Prasanna Timble	Member		

**VIDYA VIKAS MANDAL'S
GOVIND RAMNATH KARE COLLEGE OF LAW
MARGAO – GOA
COMPOSITION OF IQAC
2021-2022**

1.	Dr. Saba Da Silva <i>Principal</i>	:	Chairman
2.	Mr. Pritam Morais <i>Advocate & 1st Vice President, VVM</i>	:	Management Representative
3.	Dr. Marian Pinheiro <i>Ex- Dean Faculty of Law, Goa University</i>	:	Expert Member
4.	Dr. Savio Faleiro <i>Principal, Fr. Agnel College of Arts and Commerce, Pillar</i>	:	Expert Member
5.	Dr. Taranatha <i>Principal, SDM Law College, Mangalore</i>	:	Expert Member
6.	Mr. Sharad Chodnecar <i>HR Manager, The Leela Kempinski, Mumbai & Alumni</i>	:	Industry Representative
7.	Ms. Ashma Sayyed <i>Advocate & Secretary, G. R. Kare College Alumni Association</i>	:	Alumni representative
8.	Mr. Sudhir Naik <i>Advocate</i>	:	Alumni representative
9.	Ms..AudaViegas <i>President, BailanchoEkvott, Coordinator, OSC, South Goa</i>	:	NGO representative
10.	Shri. H. R. Kuvelkar <i>Executive Secretary, VVM</i>	:	Ex- Officio Member
11.	Kaushik Desai Mamlatdar of Salcette	:	Member
12.	Mr. Cleofato Countinho <i>Advocate & Part- time Lecturer</i>	:	Member
13.	<i>Student, 2nd Year LL.B. (Degree) Programme</i>	:	Member
14.	<i>Student, 3rd Year B.A.LL.B Programme</i>	:	Member
15.	Mr. S. N. Inavalli <i>Assistant Professor & HoD</i>	:	Member
16.	Ms. Sonali G. Naik <i>Assistant Professor</i>	:	Member
17.	Dr. Shruti M. Nadkarni <i>Assistant Professor</i>	:	Member
18.	Ms. Sonia B. Shirodkar <i>Assistant Professor</i>	:	Member
19.	Ms. Rozena Correia <i>Assistant Professor</i>	:	Member
20.	Mr. A .R. Salve <i>Librarian (Sr. Scale)</i>	:	Member
21.	Ms. Glenda Serrao e Fernandes <i>Representative Non- Teaching Staff</i>	:	Member
22.	Dr. Goretti Simoes <i>Assistant professor & IQAC Coordinator</i>	:	Member

MANUAL-9

Directory of Officers & Employees

[Section 4(1) (b) (ix)]S

Teaching Staff

Name	Designation	Phone No.	Email address
Dr. Saba V.M. Da Silva	Principal	9422450890	principal.grkcl@vvm.edu.in
Dr. Maria Goretti Simoes	Assistant Professor	9881736656	simoes.morais@vvm.edu.in
Shreeharsha N Inavalli	Assistant Professor	9421744493	sreeharsha.inavalli@vvm.edu.in
SonaliGurunath Naik	Assistant Professor	9881088244	Sonali.naik@vvm.edu.in
Dr. Shruti Mayur Nadkarni	Assistant Professor	9158368331	shruti.nadkarni@vvm.edu.in
Sonia Balkrishna Shirodkar	Assistant Professor	9604711481	sonia.shirodkar@vvm.edu.in
Rozena Correia	Assistant Professor	9922395453	rozena.correia@vvm.edu.in
Cleofato Coutinho	Assistant Professor (PART TIME)	7773957553	cleofato.coutinho@vvm.edu.in
Manoj Vijayanand Hede	Director of Physical Education	9822127878	manoj.hede@vvm.edu.in
Anand Ramratan Salve	Librarian	9420158599	anand.salve@vvm.edu.in / librarian.grkcl@vvm.edu.i
Sonali Santosh Dhamsekar	Assistant Professor	9403667052	sonali.dhamsekar@vvm.edu.in

Ruby Zenilda Luis	Assistant Professor (CONTRACT)	9822110457	ruby.luis@vvm.edu.in
Saprem Premakar Shirvoikar	Assistant Professor (CONTRACT)	9730147245	saprem.shirvoikar@vvm.edu.in
Merville Rodrigues	Assistant Professor (CONTRACT)	9822184647	merville.rodrigues@vvm.edu.in
Yamini J. Dalvi	Assistant Professor (CONTRACT)	9049839788	yamini.dalvi@vvm.edu.in
AfshanBi Khan	Assistant Professor (CONTRACT)	9823328297	afshan.khan@vvm.edu.in
Niharika Narayan Chari	Assistant Professor (CONTRACT)	7218977289	niharika.chari@vvm.edu.in
Archana Shrikant Kurtarkar	College Counselor	7972254108	archana.kurtarkar@vvm.edu.in

Non-teaching Staff

Name	Designation	Phone No.	Email address
Omkar Naik Gaonkar	Physical Instructor	8007450780	omkar.gaonkar@vvm.edu.in
Sandeep Prabhakar Deshpande	ACCOUNTANT	9403177140	sandeep.deshpande@vvm.edu.in
Akshay Ashok Chari	System Administrator	9823677643	akshay.chari@vvm.edu.in
RahiBhanudas Naik Gaonkar	Librarian Grade I	7798680980	rahi.goankar@vvm.edu.in
Maria Glenda Serrao E Fernades	UDC	9822102161	maria.fernandes@vvm.edu.in
Vaibhav TulshidasNerurkar	LDC	9975759126	vaibhav.nerurkar@vvm.edu.in
Rutuja Rajesh Porob	LDC	9404910903	rutuja.porob@vvm.edu.in
Sonal Satyajit Kundaikar	Lower Division Clerk	8975930045	sonal.borkar@vvm.edu.in
Vinod Ramchandra Jadhav	Library Attendant	9823997367	vinod.jadhav@vvm.edu.in
Joaquim D'Cruz	MTS	9823596056	joaquim.dacruz@vvm.edu.in

Sunil MadhukarParab	MTS	8275888157	sunil.parab@vvm.edu.in
Pascoal Xavier	MTS	9730507016	-
Damodar Suresh Naik	MTS	8805898804	-
Ketan Jaganath Mandrekar	Multi Tasking Staff	9112424457	-
Vilcea Mascarenhas	Lower Division Clerk	7767951416	vilcea.mascarenhas@vvm.edu.in

MANUAL-10**The Monthly Remuneration Received by Each of its
Officers and Employees, Including the System of
Compensation as Provided in Regulations****[Section 4(1) (b) (x)]****Teaching Staff 2021-22**

Sr. No.	Name	Designation	Pay Scale		Gross Salary (AS ON 30th November ,2021)
			Applicable Level in Pay Matrix	Applicable Cell in the Level	
1	Dr. Saba V.M. Da Silva	Principal	14.00	5.00	241566.00
2	Dr. Maria Goretti Simoes	Assistant Professor	10.00	14.00	128270.00
3	Shreeharsha N Inavalli	Assistant Professor	10.00	13.00	124620.00
4	Sonali Gurunath Naik	Assistant Professor	10.00	7.00	100448.00
5	Dr. Shruti Mayur Nadkarni	Assistant Professor	10.00	6.00	102136.00
6	Sonia Balkrishna Shirodkar	Assistant Professor	10.00	5.00	94754.00
7	Rozena Correia	Assistant Professor	10.00	2.00	86724.00
8	Ashmita Naik	Assistant Professor	10.00	1.00	90689.00
9	Cleofato Coutinho	Assistant Professor (PART TIME)	10.00	23.00	70656.00

10	Manoj Vijayanand Hede	Director of Physical Education	10.00	22.00	161120.00
11	Anand Ramratan Salve	Librarian	11.00	11.00	139804.00
12	Ruby Zenilda Luis	Assistant Professor (CONTRACT)	-	-	40000
13	Afshan Bi Khan	Assistant Professor (CONTRACT)	-	-	40000
14	Sapresh Suhas Devidas	Assistant Professor (CONTRACT)	-	-	50000
15	Niharika Chari	Assistant Professor (CONTRACT)	-	-	40000
16	Apoorva Prabhudesai	Assistant Professor (CONTRACT)	-	-	40000
17	Lariza Gomes	Assistant Professor (CONTRACT)	-	-	40000

Non-teaching Staff-2021-22

Sr. No.	Name	Designation	Pay Scale		Gross Salary
			Applicable Level in Pay Matrix	Applicable Cell in the Level	
1	Omkar Gaonkar	Physical Instructor	7.00	1.00	69259.00
2	Sandeep Prabhakar Deshpande	ACCOUNTANT	6.00	16.00	82896.00
3.	Akshay Ashok Chari	System Administrator	6.00	1.00	55104.00
4	Rahi Bhanudas Naik Gaonkar	Librarian Grade I	5.00	1.00	45866.00
5	Maria Glenda Serrao E Fernades	UDC	4.00	8.00	48148.00
6	Vaibhav Tulshidas Nerurkar	LDC	2.00	11.00	43736.00
7	Rutuja Rajesh Porob	LDC	2.00	9.00	39096.00
8	Sonal Satyajit Kundaikar	Lower Division Clerk	2.00	3.00	31958.00
9	Vinod Ramchandra Jadhav	Library Attendant	2.00	14.00	45082.00
10	Joaquim D'Cruz	MTS	2.00	14.00	45082.00

11	Sunil Madhukar Parab	MTS	1.00	10.00	37190.00
12	Pascoal Xavier	MTS	1.00	7.00	32542.00
13	Damodar Suresh Naik	MTS	1.00	9.00	34440.00
14	Ketan Jaganath Mandrekar	Multi Tasking Staff	1.00	4.00	29968.00
15	Vilcea Mascarenhas	Lower DivisionClerk (CONTRACT)	-	-	21000

MANUAL-11

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

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

Non-Plan Budget 2020-21 G. R. Kare College of Law

Major Head	Activities Performed	Sanctioned Budget	Budget Estimate	Revised Estimate	Expenditure (2020-21)
Salaries for payment to Teaching & Non-Teaching Staff	To Impart Education to students & administrative work by Non-teaching staff	Salary grant is related every month after submitting monthly salary claim in advance during previous month	Rs.25,300,000.00/-	-	Rs.25,594,664.00/-

Plan Budget 2020-21 G.R. Kare College of Law

Name of the Plan Scheme	Activities to be undertaken	Date of Commencement	Expected date of completion	Amount sanctioned	Amount disbursed/ spent upto
Non-Salary Expenditures for	To meet various expenditure of the college as per the pattern of Assistance prescribed by the Directorate of Higher Education Govt. of Goa, Panaji	01/04/2020	31/03/2021	Rs.4,710,570.00/-	Rs.4,287,810.00/-

MANUAL-12

List of individuals given subsidy [Section 4(1) (b) (xii)]

Sr. No.	Name & address of the institution	Purpose for which subsidy provided	No. of beneficiaries	Amount of subsidy	Previous years Utilisation progress	Previous years achievement
1.	VVM'S Govind Ramnath Kare College of Law	Nil	Nil	Nil	Nil	Nil

MANUAL-13**Particulars of Recipients of Concessions, permits or authorization granted by it.****[Section 4(1) (b) (xiii)]****Scholarships Sanctioned for the Academic year 2020-21**

Sr No	Name of the student	Standard	Scholarship
1	Jai Janu Velip	F.Y.B.A.LL.B	PMS/Gagan Bharari/ Merit Based Scholarship to ST
2	Swizel Kesia Fernandes	F.Y.B.A.LL.B	PMS/Gagan Bharari/ Merit Based Scholarship to ST
3	Stevina Meggie Ferreira	F.Y.B.A.LL.B	PMS/Gagan Bharari/ Merit Based Scholarship to ST
4	Caty Joao Carvalho	T.Y.LL.B (Degree)	PMS/Gagan Bharari/ Merit Based Scholarship to ST
5	Selcia Pereira	T.Y.B.A.LL.B	PMS/Gagan Bharari/ Merit Based Scholarship to ST
6	Lilly Antencia Fernandes	4th.Y.B.A.LL.B	PMS/Gagan Bharari/ Merit Based Scholarship to ST
7	Fiola Remedios Gomes	T.Y.LL.B (Degree)	PMS/Gagan Bharari/ Merit Based Scholarship to ST
8	Roshan Bhuto Gaonkar	T.Y.LL.B (Degree)	PMS/Gagan Bharari/ Merit Based Scholarship to ST
9	Telma D'Costa	T.Y.LL.B (Degree)	PMS/Gagan Bharari/ Merit Based Scholarship to ST
10	Vipul Mahadeo Shirodkar	F.Y.LL.B (Degree)	PMS/Gagan Bharari/ Merit Based Scholarship to ST
11	Marieta Dcosta	S.Y.LL.M	Merit-cum-means Scholarship to students belonging to Minority communities
12	Atika YashmeenAshlam Khan	S.Y.LL.M	Merit-cum-means Scholarship to students belonging to Minority communities
13	Mehnaz Baig	S.Y.LL.M	Merit-cum-means Scholarship to students belonging to Minority communities
14	Amrin Shaik	S.Y.LL.M	Merit-cum-means Scholarship to students belonging to Minority communities
15	Roma Faryadi	S.Y.B.A.LL.B	ICCR Scholars
16	Madina Ayubi	S.Y.B.A.LL.B	ICCR Scholars
17	Marofa Murad	S.Y.B.A.LL.B	ICCR Scholars
18	Mohammad Zahir Khalili	S.Y.B.A.LL.B	ICCR Scholars
19	Mohammad Sarwar Anwari	S.Y.B.A.LL.B	ICCR Scholars
20	BasirullahHaidarzai	S.Y.B.A.LL.B	ICCR Scholars
21	Ahmad Naweed Nasrat	S.Y.B.A.LL.B	ICCR Scholars

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

Sr. No.	Activities for which electronic data available	Nature of information available	Can it be shared with public	Is it available or is being used as back end data base
1.	Financial assistance to Student	Amount of financial assistance and criteria for Selection	Yes	-

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

Sr.No.	Section where available	Facility Available	Nature of Information	Working Hours
1	College Office	With Principal, Office	College academic, co-curricular & extra-curricular activities, Results, Examinations, freeships, concessions, scholarships, etc.	8.30 a.m. to 4;30 p.m.
2	Web Site	Yes	College academic, co-curricular & extra-curricular activities, freeships, concessions, scholarships, attendance, etc	-
3	Library	Yes	College academic, co- curricular & extra-curricular activities, Placement of students, freeships, concessions, scholarships, etc	8.30 a.m. to 4;30 p.m.
4	Notice Board	Yes	College academic, co-curricular & extra- Curricular activities, Placement of students, freeships, concessions, scholarships, attendance, etc	8.00 a.m. to 5.00 p.m

5	Prospectus	Yes	<p>Schedule of academic year, college academic admission procedure, eligibility for admission, fee structure, financial assistance, other facilities, identity card, attendance and eligibility to appear for examination, co-curricular and extra-curricular activities, code of conduct, scholarship, college committees, Internal Complaints Committee, UGC rules and regulations on anti-ragging, revised fees for eligibility and migration certificate, course structure, scope and career prospects of different subjects, medium of instruction and examinations, award of grace marks, certificate courses, teaching and non-teaching staff,</p>	Available on website
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Name & designation and other particulars of Public Information Officers [Section 4(1)(b) (xvi)]

First Appellate Authority within the department

Sr. No.	Designation of the officer designated as Appellate Authority	Postal address	Telephone No.	E-mail address
1	Dr. Saba Da Silva, Principal	G.R. Kare College of Law, Margao, Goa	0832-2722544	Principal.grkcl@vvm.edu.in

List of Public Information Officers

Sr. No.	Designation of the officer designated as PIO	Postal addresses	Telephone No.	E-mail address	Demarcation of area/ activities, if more than one PIO is there
1	Shreeharsha N. Inavalli	G.R. Kare College of Law, Margao, Goa	0832- 2722544	officegrklaw@vvm.edu.in	-

List of Assistant Public Information Officers

Sr. No.	Designation of the officer designated as APIO	Postal addresses	Telephone No.	E-mail address	Demarcation of area/ activities, if more than one APIO is there
1	Maria Glenda Serrao	G.R. Kare College of Law, Margao, Goa	0832-2722544	officegrklaw@vvm.edu.in	-

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**Such other information as may be prescribed [Section
4(1) (b) (xvii)]**