

## **Chapter 2**

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

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

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

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

**OFFICE OF DHE**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Nature of work and allotted duties</b>
1	Ms. Surat J. Folkar	Senior Stenographer	PA to Director
2	Ms. Joshna S. Mandrekar	Laboratory Assistant	Inward/Outward of files.

**ACADEMIC SECTION-I**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Nature of work and allotted duties</b>
	Dr. Kaustubh Kamat	Assistant Director Academic II	Overall supervision & monitoring of Academic I Section and matters pertaining to Goa University

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1.	Ms. Sonali N. Naik	Head Clerk	<ol style="list-style-type: none"><li>1. Counting of past services and Pay Protection of Government Colleges, Government aided Colleges and Goa University.</li><li>2. Replies to LAQs/ RSQs, RTIs, Governor monthly report and any other reports pertaining to this Section.</li><li>3. Any other matter as and when assigned by DHE.</li></ol>
2.	Ms. Puja P. Fal Dessai	Lower Division Clerk.	<ol style="list-style-type: none"><li>1. All Administrative and Service matters of Goa University such as NOC's and approval of teaching and non-teaching posts,</li><li>2. Approval for Career Advancement Scheme, Ph.D./M.Phil. increments of Goa University.</li><li>3. Academic approval for pay fixation</li><li>4. All Academic matters of Goa University.</li><li>5. All other Miscellaneous matters of Goa University.</li><li>6. Compilation of information pertaining to Goa University.</li><li>7. All UGC Matters, all other NOC/approvals.</li><li>8. Replies to LAQs/ RSQs, RTIs, Governor monthly report and any other reports pertaining to this Section.</li><li>9. Any other matter as and when assigned by DHE.</li></ol>

**ACADEMIC SECTION II A**

<b>Sr. No.</b>	<b>Name of the Employee</b>	<b>Designation</b>	<b>Duties/responsibilities</b>
1	Dr. Renji George Amballoor	Deputy Director (Academic-II A)	Deals with academic matters of Aided colleges, Manohar Parrikar Goa Scholars Scheme & State Teachers Award for Excellence in Higher Education
2	Dr. Shankar B. Naik	Assistant Director (Academic)	Deals with academic matters of Aided colleges, Manohar Parrikar Goa Scholars Scheme & State Teachers Award for Excellence in Higher Education
3	Shri Vipul M. Ghare	Assistant Director (Academic II A)	Academic Matters related to 20 Non-Government Aided Colleges, their Teaching and Non-Teaching Staff under the control of the Directorate of Higher Education
4	Mrs. Darshana Naik	Head Clerk	Academic Matters related to 5 Non-Government Aided Colleges, their Teaching and Non-Teaching Staff under the control of the Directorate of Higher Education
5	Shri Sanjay Naik	Head Clerk	Academic Matters related to 5 Non-Government Aided Colleges, their Teaching and Non-Teaching Staff under the control of the Directorate of Higher Education
6	Mrs. Jyoti Goankar	Upper Division Clerk	Academic Matters related to 5 Non-Government Aided Colleges, their Teaching and Non-Teaching Staff under the control of the Directorate of Higher Education
7	Shri Shrikant Kavlekar	Upper Division Clerk	Deals with Inward and Outward matters of Academic Section II

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8	Shri Shraddey Mayenkar	Laboratory Assistant	Academic Matters related to 5 Non-Government Aided Colleges, their Teaching and Non-Teaching Staff under the control of the Directorate of Higher Education
9	Mrs. Shruti S. Morjekar	Laboratory Assistant	Deals with academic matters of designated colleges, Manohar Parrikar Goa Scholars Scheme & State Teachers Award for Excellence in Higher Education
10	Ms. Divya Kinalekar	Data Entry Operator	Deals with academic matters of designated colleges, Manohar Parrikar Goa Scholars Scheme & State Teachers Award for Excellence in Higher Education
11	Shri Sachin Malik	Multi-Tasking Staff	Helps in file movement
12	Shri Saroj Haldankar	Security Guard	Security for the section & file movement

**ACADEMIC-II B**

Sr. No.	Name of the Employee	Designation	Duties/responsibilities
1	Dr. F. M. Nadaf	Deputy Director (Academic-II B)	Academic Matters related to 12 Non-Government Aided Colleges, their Teaching and Non-Teaching Staff under the control of the Directorate of Higher Education
2	Miss. Bhakti Chandrakant Naik	Deputy Director (Academic-II B)	Academic Matters related to 12 Non-Government Aided Colleges, their Teaching and

GOVERNMENT OF GOA  
**DIRECTORATE OF HIGHER EDUCATION**  
 SCERT Building, Alto, Porvorim-Goa

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			Non-Teaching Staff under the control of the Directorate of Higher Education
3	Mr. Devendra Patil	Assistant Technical Officer	Academic Matters related to 4 Non -Government Aided Colleges, their Teaching and Non-Teaching Staff under the control of the Directorate of Higher Education
4	Mrs. Shraddha K. Sinai Kakodkar	Upper Division Clerk	Academic Matters related to 4 Non -Government Aided Colleges, their Teaching and Non-Teaching Staff under the control of the Directorate of Higher Education
5	Smt. Sandeepa P. Gaonkar	Upper Divison Clerk	Academic Matters related to 4 Non -Government Aided Colleges, their Teaching and Non-Teaching Staff under the control of the Directorate of Higher Education

**ACADEMIC SECTION III**

<b>Sr. No</b>	<b>Name of the Employee</b>	<b>Designation</b>	<b>Duties/ Responsibilities</b>
1	Mr. Siddhesh Kesarkar	Assistant Director	Academic Matters related to all Government Colleges and the Teaching Faculties of Government Colleges under the control of the Directorate of Higher Education, the

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			Recruitment process of Teaching faculties in Government Colleges.
2	Ms. Vrushali Mhamal	Assistant Professor/ Academic Coordinator	<p>a. Matter pertaining to Career Advancement Scheme for Government Colleges and State Higher Education Council.</p> <p>b. Lifting of Probation and confirmation for Government Colleges and State Higher Education Council.</p> <p>c. Obtaining Vigilance clearance for Career Advancement Scheme and Lifting of Probation and confirmation.</p> <p>d. Matter pertaining to complaints/representation/inquiry/disciplinary proceedings related to the subject for Government Colleges and State Higher Education Council.</p> <p>e. RTI/LAQs related to the subject.</p> <p>f. Any other matter assigned by the higher authorities.</p>
3	Ms Smital Vernekar	Laboratory Assistant	<p>a. Recruitment of Assistant Professors/Associate Professors/Professors/Principals/Vice-Principals on regular/contract/Lecture/deputation basis for Government Colleges</p> <p>b. Maintaining all the data related to recruitment for Government Colleges</p> <p>c. Creation/Revival/Continuation of post for Government Colleges</p>

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4	Ms. Shraddha Patil	Upper Division Clerk	<p>i. Government College of Arts, Science and Commerce, Khandola.</p> <p>ii. Government College of Arts, Science and Commerce, Quepem.</p> <p>iii. Goa College of Music, Panaji.</p> <p>v. Following matters pertaining to Government Colleges assigned:</p> <p>a. Starting/continuation of Courses/Division/Research Centre/Cluster of Colleges.</p> <p>b. Purchase of equipment/machinery/materials/teaching aids/computers and its peripherals.</p> <p>c. Purchase of Library books.</p> <p>d. Purchase of vehicle.</p> <p>e. Condemnation of vehicle/articles.</p> <p>f. Formation of Different Committees for Colleges.</p> <p>g. Matter pertaining to AISHE, NAAC &amp; IQAC.</p> <p>h. Annual Property Return.</p> <p>i. Different types of leave.</p> <p>j. Intimation in respect of Immoveable and Moveable Property Returns.</p> <p>k. Permission to leave Headquarters/attend seminars/conference/ Workshop.</p> <p>l. NOC to apply for higher studies</p> <p>m. NOC to apply for post.</p> <p>n. NOC to apply for new passport/renewal of passport.</p> <p>o. Obtaining Vigilance Clearance.</p> <p>p. RTI/LAQs related to the subject.</p> <p>q. Miscellaneous matter.</p> <p>r. Any other matter assigned by the higher authorities.</p>
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5	Mr. Uday Narvekar	Upper Division Clerk	<ol style="list-style-type: none"><li>i. Goa College of Home Science, Panaji.</li><li>ii. Government College of Commerce and Economics, Margao.</li><li>iii. Sant Sohirobanath Ambiyee Government College of Arts and Commerce, Pernem.</li><li>iv. Government college of Arts, Science and Commerce, Sanquelim.</li><li>v. The above mentioned Government Colleges are assigned and the following Matters pertaining to the said Colleges:<ol style="list-style-type: none"><li>a. Starting/continuation of Courses/Division/Research Centre/Cluster of Colleges.</li><li>b. Purchase of equipments/machinery/materials/teaching aids/ computers and its peripherals.</li><li>c. Purchase of Library books.</li><li>d. Purchase of vehicle.</li><li>e. Condemnation of vehicle/articles.</li><li>f. Formation of Different Committees for Colleges.</li><li>g. Matter pertaining to AISHE, NAAC &amp; IQAC.</li><li>h. Annual Property Return.</li><li>i. Different types of leave.</li><li>j. Intimation in respect of Immoveable and Moveable Property Returns.</li><li>k. Permission to leave Headquarters/attend seminars/conference/ Workshop.</li><li>l. NOC to apply for higher studies.</li><li>m. NOC to apply for post.</li><li>n. NOC to apply for new passport/renewal of passport.</li><li>o. Obtaining Vigilance Clearance.</li><li>p. RTI/LAQs related to the subject.</li><li>q. Miscellaneous matter.</li></ol></li></ol>
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GOVERNMENT OF GOA

**DIRECTORATE OF HIGHER EDUCATION**

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			r. Any other matter assigned by the higher authorities.
6	Mr. Govind Alornekar	Data Entry Operator	<p>a. Compilation of information of all Government Colleges and State Higher Education Council (SHEC).</p> <p>b. Maintaining record of ACR's/APAR's, AAR's, C-3, C-4 forms of Gazetted staff of All Government Colleges and State Higher Education Council .</p> <p>c. Circulation of Matters to all Government Colleges and State Higher Education Council .</p> <p>d. Any other matter assigned by the higher authorities.</p>

**ADMIN/ESTABLISHMENT SECTION**

Sr. No.	Name of the Employee	Designation	Duties/Responsibilities
1	Ms. Meeta D. Borkar	Section Officer / Incharge Assistant Director (State Higher Educational Council)	Overall supervision & monitoring of Admin/Est Section and matters pertaining to State Higher Education Council
2	Smt. Maheshwari Fadkari	Upper Division Clerk	Maintenance of Casual Leave, Restricted Holiday, Special Holiday & Comp. Off; Permission to leave Headquarters outside the State and Country; Biometric Attendance, Attendance, Attendance report; Monthly Salary bills of Security, Sweepers

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			and Data entry operators; Preparing sanction orders, towards payment of Newspapers bill Receiving & Checking of Dak of Administration Section received from Inward Section; Maintenance of Service books; Renewal contract of Sweepers and Security Guards yearly; Maintenance of Attendance Register (Muster Roll) of Regular & Contract basis staff of DHE; Maintenance of Earned Leave & Commuted Leave of all the DHE staff including Gazetted Officers.
3	Shri. Domnic Fernandes	Upper Division Clerk	Non - Teaching staff-related matters of all the Govt. Colleges under this Directorate; Service matters pertaining to non-teaching staff of Government Colleges and Directorate of Higher Education; Approval to appoint/extend the outsource services of Housekeeping personnel & Security Personnel through GHRDC at Govt. Colleges; Approval to appoint/extend the outsource services of Drivers through GHRDC at Govt. Colleges; Approval to extend the services of non - teaching contract staff of the College; LAQs replies related to Admn./Est. Section; Pay fixation of DHE staff; House Building Advance (HBA); Issue of Integrity &

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			Vigilance Certificate of Group – C employees; Issue of NOC/permission of purchase of Immovable & Movable property; Transfers & Posting; Financial upgradation under MACPS Promotions of Group – C employees.
4	Smt. Vanshika B Naik	Laboratory Assistant	RTI matters received by this Directorate; NOC for higher studies to DHE Staff and NOC/permission to apply for Post through proper channel to DHE staff; Circulation of OM, Orders, and other correspondence received from Govt. of Goa to Govt./Aided Colleges, Goa University and all the Sections of DHE; Miscellaneous matters; Sending and checking of emails of the Admn./Estt. Section; Issue of Orders deputing staff of DHE for various duties. Staff increment of DHE for the year 2023. Confirmation and lifting of probation period. of staff of DHE and Govt. Colleges.
5	Smt. Radha Shirodkar	Data Entry Operator	APAR/AAR Matters related to non-teaching staff of DHE and Govt. Colleges; Stationery distribution to all the Sections as per the requisitions; Allotting the office vehicles to the Officers/Employees of the DHE as

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			per their requirements; Allotting duties to MTS staff of DHE to various Sections; Maintenance of Office- Vehicles and sanction orders for petrol bills; Postage stamps.
6	Kum. Pratikshya Sankhalwalkar	Data Entry Operator	Inward correspondence entry received by DHE.
7	Smt. Suparna Naik	Data Entry Operator	Outward correspondence of DHE
8	Smt. Diksha Mapari	Multi-Tasking Staff	General cleanliness and upkeep of the Section; Carrying of files and other papers within the Department; Photocopy, sending of fax, etc.; Delivering of Dak (outside and within the Department); Opening and closing of rooms; Dusting of furniture; Cleaning of rooms; Dispatch duties related to Post; Other non-clerical work in the Section; Assisting in routine office work; Physical maintenance of records.
9	Shri. Amar Naik	Multi-Tasking Staff	
10	Shri. Gopinath Prabhu	Multi-Tasking Staff	
11	Shri. Kishor Sawant	Multi-Tasking Staff	
12	Shri. Hrushikesh Madkaiker	Multi-Tasking Staff	
13	Smt. Sweta Chimulkar	Multi-Tasking Staff	
14	Shri. Narayan Shirodkar	Multi-Tasking Staff	
15	Shri. Akshay Falkar	Multi-Tasking Staff	
16	Shri. Sachin Malik	Multi-Tasking Staff	

**TRAINING AND DEVELOPMENT SECTION**

Sr. No.	Name of the Employee	Designation	Duties/responsibilities
1	Shri. Ashank Desai	Incharge /Assistant Director (Training & Development)	Overall supervision & monitoring of Training & Development Section & Administration/Establishment Section
2	Smt. Akshata A. Ghatwal	Assistant Technical Officer	Conduct of Exams of all the category of post advertised by this Directorate and other administrative matters pertaining to direct recruitment, All administrative matters of the section, Compilation of important Circulars subject wise in soft copy, Framing of RR's, Maintenance of Roster, Matter pertaining to imitative of the Government for providing comprehensive coaching classes to the students, Filling up of post on deputation i.e. Assistant Director, Deputy Director/Additional Director, Putting up proposal pertaining to workshop/seminar of

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			department and Assisting in conduct of workshop/seminar/Training of the Department, Reply to LAQ's/RSQ's, RTI's and any other reports pertaining to this Section, Miscellaneous Matters, Any other matter as and when assigned by the Section Incharge.
3	Shri. Sameer Ravindra Gaonkar	Upper Division Clerk	Maintaining personal files, Maintaining Consumable Register and handling stationery & consumable, Handling appointment of contract staff such as Data Entry Operators and on Leave Vacancy, Assisting in Recruitment related work, Maintaining file register of the section and updating the same, Putting up proposal pertaining to training workshop, Miscellaneous Matters, Any other work assigned by the Section Incharge from time to time.
4	Ms. Sneha T. Bugde	Data Entry Operator	Inward of T&D Section & also of Admn/Est Section, Issue of ID Card to Staff of DHE, Maintaining list of employees of DHE, Checking of emails and sending of emails,

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			Assisting in Recruitment related work, Miscellaneous Matters, Any other matter as and when assigned by Superiors.
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**ACCOUNTS SECTION**

<b>Sr. No.</b>	<b>Name of the Employee</b>	<b>Designation</b>	<b>Duties/responsibilities</b>
1	Shri. Harish Shirodkar	Assistant Accounts Officer	Performing duties as Drawing and Disbursing Officer. Overall supervision of the Accounts Section. Preparation of Budget Estimates and Revised Estimates. Submitting proposals to the Finance Department for supplementary grants, opening of new unit of appropriation, Re-appropriation of funds, surrender of funds etc. Furnishing compliance to the audit paras. Allotment of funds to 7 Government Colleges as per the requirement and availability of funds and placing funds with



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			<p>GEDC under Education Development Fund. Scrutinizing proposals involving financial implications and offering comments whenever asked for. Any other duties assigned by the superiors from time to time.</p>
2	Shri. Viraj Korgaonkar	Accountant	<p>Matters regarding Government colleges including allotment of funds</p> <p>Drafting replies to audit paras in respect of audit matters of Directorate of Higher Education</p> <p>Preparation and submission of detail surrender of funds</p> <p>Drafting replies to correspondence marked to Accounts section</p> <p>Any other work assigned by the superiors</p>

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3	Shri. Heeru Parulekar	Upper Division Clerk	All matters regarding Government colleges including keeping updated staff records, funds requirements/allotment of all colleges. Preparing Grant-in-Aid Bills (Salary and Non Salary grants of Aided Colleges/ Goa university). Drafting reply to Audit Para filing of TDS Returns Preparing FVC bills. Any other work assigned by the superiors
4	Kum. Shruti Naik	Data Entry Operator	Preparing GPF Bills of the staff of Aided Colleges and Goa University. Maintaining Inward/Transfer Register of Accounts Section. Generating Challans of 26 Aided Colleges and Maintaining challan register. BCR and Maintaining Bill register GPF.  Maintaining GFR 8 Register and slips.

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			Maintaining GFR 9 register. Recording voucher details on Office Copy of the bills, Budget Control Register and Bill register. Preparing reply to RTI/LAQ's in connection with the above matters. Any other work assigned by the superiors.
5	Kum. Riya Naik	Data Entry Operator	Preparing salary bill of Gazetted staff. Preparation of salary certificate. Maintaining bill register. Children Education allowances bills of Non Gazetted staff. Typing work of Accounts Section. Preparing reply to RTI/LAQ's in connection with the above matters. Any other work assigned by the superiors

**GRANT\_IN-AID SECTION**

Sr. No.	Name of the Employee	Designation	Duties/responsibilities
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1	Mrs. Sulaksha Shirodkar	Assistant Accounts Officer	Supervision of release of Salary and Maintenance Grants to Aided Colleges, Goa University and GEDC. Approval of Pay Fixation statements of staff of Aided Colleges and Goa University.
2	Mrs. Priti Pednekar	Accountant	Supervising and scrutiny of claims pertaining to salary grants of regular staff, contract basis, lecture basis and Counselor. Supervising and Scrutiny of Non salary grants . Supervising and scrutiny of Supplementary grants such as Medical reimbursement, Children Education Allowance, Leave Travel Concession. Supervising processing of grants to be released to GEDC & Goa University. Matters related to LAQ, RTI, Budget, etc as assigned by Higher Authorities.
3	Mrs. Sejal Naik	Upper Division Clerk	Scrutiny of salary claims , Medical Reimbursement of all the Aided Colleges. Processing recurring grants to GEDC. Reply to LAQ & other Miscellaneous matter.

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4	Mrs. Praja Bicholkar	Upper Division Clerk	Scrutiny of Non-Salary Grants and Salary Arrears of all the Aided Colleges. Processing release of grants to Goa University. Reply to RTI & other Miscellaneous matter.
5	Mrs. Sujata Mandrekar	Data Entry Operator	Handling Inward /Transfer register. Scrutiny of Contract Basis, Lecture Basis and Counsellor of Teaching and Non-Teaching staff of all the aided colleges.
6	Ms. Priyanka Raul	Data Entry Operator	Scrutiny of Children Educational Allowances and Leave Travel Concession of all the aided colleges.

**AUDIT SECTION**

<b>Sr. No.</b>	<b>Name of the Employee</b>	<b>Designation</b>	<b>Duties/responsibilities</b>
1	Ms. Lynette De Souza	Assistant Accounts Officer	The overall Incharge of the conduct of Internal Audit of all the Government Aided Colleges in respect to the Salary Grants & Non Salary Grants released by the Directorate of Higher Education and the working of the

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			Institution. And also undertakes the conduct of Internal Audit of the Office of the Directorate of Higher Education and all the Government Colleges.
2	Shri. Sarvesh Goltekar	Accountant	The overall Supervisor of the conduct of Internal Audit of all the Government Aided Colleges in respect to the Salary Grants & Non Salary Grants released by the Directorate of Higher Education and the working of the Institution. And also undertakes the conduct of Internal Audit of the Office of the Directorate of Higher Education and all the Government Colleges.
3	Shri. Ravindra R. Mesta	Auditor	The Auditor undertakes the conduct of Internal Audit of all the Government Aided Colleges in respect to the Salary Grants & Non Salary Grants released by the
4	Mr. Prasad Thakur	Auditor	

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5	Smt. Vibha Vithal Gawas	Auditor	Directorate of Higher Education and the working of the Institution. Further, on completion of the audit, the Auditor carries out the preparation of the Audit Report to receive compliance from the respective Colleges in regards to the Audit Paras raised. Further, based on the compliances received, the Audit Section proposes Recovery Note to recover excess grants obtained by the respective Colleges which were obtained in excess and not utilized for the right purpose as per the Pattern of Assistance. It also undertakes the conduct of Internal Audit of the Office of the Directorate of Higher Education and all the Government Colleges.
6	Mr. Harshal Laxman Harvalkar	Auditor	
7	Shri. Siddharth Lolo Sawant	Auditor	
8	Mr. Akshay Uday Naik	Auditor	
9	Ms. Neha Audoot Naik	Auditor	
10	Shri. Prathamesh Kauthankar	Data Entry Operator	Looks after inwards/ outward and all types of correspondence of Audit Section. He also

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			undertakes the feeding & typing of Audit data & its Report.
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**GPF SECTION**

<b>Sr. No.</b>	<b>Name of the Employee</b>	<b>Designation</b>	<b>Duties/responsibilities</b>
1	Kum. Lynett S. Desouza	Assistant Accounts Officer	Scrutiny and issue of Sanction Order for the G.P.F. Advance and G.P.F. Withdrawal claims received in respect of all the G.P.F. Subscribers of Goa University, Government Colleges & Government Aided Colleges. Scrutiny of G.P.F. Final Payment claims and verification of the interest calculation, the G.P.F. deposits and arrears deposited for settlement and issue of Authority Order in respect of all the G.P.F. Subscribers of Government Aided Colleges & the Goa University. Scrutiny of N.P.S. partial withdrawal claims & issue of necessary Sanction



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			Order in respect of all the N.P.S. Subscribers of Government Aided Colleges & the Goa University. The processing of revised Nomination forms of all the G.P.F. Subscribers of Government Aided Colleges & the Goa University. Scrutiny of G.P.F. Deposit Linked Insurance Scheme for settlement and issue of Authority Order in respect of all the G.P.F. Subscribers of Government Aided Colleges & the Goa University. Medical Reimbursement Claims.
2	Smt. Vandana Govekar	Accountant	Scrutiny and issue of Sanction Order for the G.P.F. Advance and G.P.F. Withdrawal claims received in respect of all the G.P.F. Subscribers of Goa University, Government Colleges & Government Aided Colleges. Scrutiny of G.P.F. Final Payment claims and verification of the interest

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			<p>calculation, the G.P.F. deposits and arrears deposited for settlement and issue of Authority Order in respect of all the G.P.F. Subscribers of Government Aided Colleges &amp; the Goa University. Scrutiny of N.P.S. partial withdrawal claims &amp; issue of necessary Sanction Order in respect of all the N.P.S. Subscribers of Government Aided Colleges &amp; the Goa University. The processing of revised Nomination forms of all the G.P.F. Subscribers of Government Aided Colleges &amp; the Goa University. Scrutiny of G.P.F. Deposit Linked Insurance Scheme for settlement and issue of Authority Order in respect of all the G.P.F. Subscribers of Government Aided Colleges &amp; the Goa University. Medical Reimbursement Claims.</p>
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3	Shri. Uday Kamat	Assistant Technical Officer	Scrutiny and preparation of proposals of G.P.F. Advance and G.P.F. Withdrawal claims received in respect of all the G.P.F. Subscribers of Goa University, Government Colleges & Government Aided Colleges. Scrutiny and preparation of proposals of G.P.F. Final Payment claims and verification of the interest calculation, the G.P.F. deposits and arrears deposited for settlement and issue of Authority Order in respect of all the G.P.F. Subscribers of Government Aided Colleges & the Goa University. Scrutiny and preparation of proposals of N.P.S. partial withdrawal claims & issue of necessary Sanction Order in respect of all the N.P.S. Subscribers of Government Aided Colleges & the Goa University. The processing of revised Nomination forms of all
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			the G.P.F. Subscribers of Government Aided Colleges & the Goa University. Scrutiny and preparation of proposals of G.P.F. Deposit Linked Insurance Scheme for settlement and issue of Authority Order in respect of all the G.P.F. Subscribers of Government Aided Colleges & the Goa University. Medical Reimbursement Claims.
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**IT SECTION**

<b>Sr. No.</b>	<b>Name of the Employee</b>	<b>Designation</b>	<b>Duties/responsibilities</b>
1	Dr. Shankar B Naik	Asst. Dir(Acad.)/IT Incharge	Propose new Initiatives
2	Mrs. Pradnya Prabhudesai	Network Engineer	Implementation and Functioning of Office LAN.Procurement of Hardware like Computers, Printers, External Storage Devices, Networking Peripherals and Softwares etc..Installation and Maintenance of Computers in DHE.

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			<p>Allotting IP Addresses for all Computers, Preparing Inventory of Computers and Printers and Administrator Accounts for all Computers in DHE. Providing Technical Support to Administration Section to maintain AEBAS (Aadhar Enabled Biometric Attendance System). Generating Report and submission to administration section on daily basis. Creation of Email Ids for the various Sections. Providing replies to LAQ's / RTI / Office Circulars of other Government Departments (IT related) or any other Information sought related to IT. Coordinating with Goa State Portal to update information related to this Department. Managing the e-SMS Gateway and the user ids. Dealing/resolving/troubleshooting complaints/issues pertaining to Hardware and Software of all sections of DHE</p>
3	Mr. Tushal Sawant	Lab Assistant	Installation and Maintenance of

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			Computers in DHE. Networking. Providing Technical Support for Online Meetings and Workshops. Providing IT related Support (Technical) to all DHE Sections. Files pertaining to Correspondences pertaining to Colleges assigned by the IT Section head. Dealing/resolving/troubleshooting complaints/issues pertaining to Hardware and Software of all sections of DHE.
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**RUSA**

<b>Sr. No.</b>	<b>Name of the Employee</b>	<b>Designation</b>	<b>Duties/responsibilities</b>
1	Vandana Govekar	Accountant	Verification of all accounting matters of RUSA and SHEC. Any others duties allotted by Higher Authorities
2	Sandeepa Gaonkar	P. UDC	Release of funds to various colleges/ Goa University under RUSA, preparation of salary bills/TDS deduction of the officers/officials appointed under RUSA, other exp. Bills. Processing of tenders for procurement of dead

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			<p>stock materials, hiring of services and consumable items. Matters pertaining to conducting of workshops/programmes . Preparation of all types of reports for onward submission to different sections/department/ day to day updation of report and submission to the consultant (RUSA), New Delhi. Matters pertaining to construction/ renovation/upgradation of colleges/Goa University . All other Miscellaneous matters assign by the higher authorities.</p>
3	Shammi S. Naik	DEO	<p>Handling Inward/Outward of RUSA Section. Distributing tapals to the dealing hands. Maintaining consumable register and other registers. Maintaining cash book and other relevant registers. Handling dead stock registers of RUSA . All other Miscellaneous matters assign by the higher authorities. Additional duties towards SHEC.</p>

**PENSION Cell**

Sr. No.	Name of the Employee	Designation	Duties/responsibilities
1	Sonali Naik	Head Clerk ( Additional Charge)	Verification, Scrutiny and putting up of all pension cases of Aided Colleges, University and Revision of Pre-2016 cases. Any other work assigned by the Higher Authorities.
2	Datta Jalmi	UDC	Verification, Scrutiny and putting up of all pension cases of Aided Colleges, University and Revision of Pre-2016 cases. Verification, Scrutiny and putting up of all NPS cases of Aided Colleges and University. Follow up of pension cases with Directorate of Accounts. Coordinating and guiding Nodal Officers of University and Colleges to Settle Pension Cases. Any other work assigned by the Higher Authorities.
3	Ankita Morajkar	DEO	Handling Inward/Outward, distributing correspondence to the dealing hands. Entry of pension cases in the new



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

			software developed and issue of Code No. Preparing Mementos and Certificate and handing over to the retiring officials. Typing work of pension cell. Any other work assigned by the Higher Authorities.
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**BUILDING AND MAINTENANCE**

<b>Sr. No.</b>	<b>Name of the Employee</b>	<b>Designation</b>	<b>Duties/responsibilities</b>
1	Shri. Shamba M. Naik	Assistant Technical Officer	Overall Supervision of the Bldg. & Maintenance section for effective functioning. Maintaining all related registers. Any other work assigned by the superiors. All correspondence pertaining to new building of the Department .Purchase of Furniture ,other material for office, maintenance of dead stock register/records, Telephone, Electricity connection sitting arrangement and other requirements. matter related to GIM. New buildings, Annexed buildings upgradation/repairing. College buildings(hostel) and play grounds. All matters related to Land acquisition

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			and property details.Work related to construction of Hostels, Maintenance and other related work.All correspondence with GSIDC.
2	Shri Tushal Sawant	Laboratory Assistant	All correspondence files work pertaining to All Government Colleges. New Telephone connection, electricity connection & water connection.Seating arrangement of staff.Any other work assigned by the Superiors. All matters pertaining to new building of DHE.Maintaining all related registers. Any other work assigned by the superiors.Alteration, Modification, repairs of DHE office.Allotment of funds for various projects.
3	Shri Rameshwar Kalshaonkar	Laboratory Assistant	All correspondence pertaining to Govt College Pernem, b) Govt. College Sanquelim, c) Govt.College Khandola Goa, d) College of Home Science, e) Goa College of Music. All matters pertaining to new building of DHE. Alteration, Modification, repairs of DHE office.Maintenance of Dead

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

			Stock register, Verification and Certification. New Telephone connection, electricity connection & water connection. Seating arrangement of staff. Maintaining all related registers. Any other work assigned by the superiors.
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**II. Rules/orders under which powers and duties are derived and exercised by the employees of the Directorate of Higher Education**

GOVERNMENT OF GOA  
**DIRECTORATE OF HIGHER EDUCATION**  
SCERT Building, Alto, Porvorim-Goa

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Government of Goa  
Administrative Reforms Department  
Secretariat Porvorim-Goa

Dept: of Higher Education
Inward No. 7024
Date 11/11/18

Phone No. (0832) 2419795/2419694

Email:- [sectard@miaa.com](mailto:sectard@miaa.com)

Dated:- 01/11/2018

No.3/7/2017-ARD/348

**OFFICE MEMORANDUM**

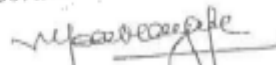
Sub: Departmental disposal of Business - Standing Orders.

Read: - 1) Office Memorandum No. 3/7/2017-ARD/930 dated 02/11/2017  
2) Addendum No. 3/7/2017-ARD/017 dated 10/01/2018

Rule 17 of the Rules of Business of Government of Goa, 1991 lays down that standing order shall be issued regarding disposal of cases. Accordingly, a statement showing the level of disposal of cases in the Departments is enclosed herewith. It is further decided that if under existing rules/instructions, power to decide the matter already stands delegated to a lower authority then the one mentioned in the statement, such lower authority would continue to be competent to decide the case as per extent/rules/instructions.

This issues with the approval of Hon'ble Chief Minister and is in supersession of previous standing orders.

By order and in the name of the  
Governor of Goa

  
(V. M. Paranjape)  
Additional Secretary (AR)

To,

1. All Secretaries to Government.
2. All Departments inside/outside Secretariat.
3. All Corporations/Autonomous Bodies.
4. The Director, Directorate of Accounts, Panaji Goa.
5. The Jt. Director of Accounts, South Branch, Margoa Goa.
6. Guard File.
7. Office copy.

GOVERNMENT OF GOA  
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5  
slc

APPOINTMENTS AND CONNECTED MATTERS

Sr.No.	Name of Case	Authority	Remark
1	2	3	4
1	1. Appointment, promotion, confirmation, transfer, extension of service and re-employment, etc. of Group "A" Officers. 2. a. Appointment, promotion, extension of service and re-employment, etc. of Group "B" Officers. b. Confirmation, transfer of Group "B" Officers.	Chief Minister Chief Minister Secretary	--- --- ---
2	All matters related to Seniority of Group "A" and "B" Officers	Secretary	As per Rule
3	Financial Up-gradation under ACP of Group "A" and "B" Officers	Secretary	As per Rule
4	Mutual Transfer	Secretary	Chief Secretary if it is a case of transfer between the Departments falling under two Secretaries
5	Transfer under FR 15	Secretary	Chief Secretary if it is a case of transfer between the Departments falling under two Secretaries
6	Power to give additional/officiating charge when Gazetted Officers (other than Secretaries) are on leave/tour/transfer	Authority Competent to dispose the case of leave/tour/transfer as per this statement	---
7	Power to issue orders of link Officers in case of Gazetted Officers of the Administrative Departments	Minister	---
8	Powers to issue sanction/certificate under FR 26 except in case of deputation out of State	Secretary	---
9	Powers to issue sanction under FR 26 in case of deputation out of State	Chief Minister	---
10	Crossing of EB by Group "A" Officers	Secretary	As per rules/guidelines
11	Crossing of EB by Group "B" Officers	Secretary	As per rules/guidelines
12	Acceptance of Resignation of Group "A" & "B" Officers	Chief Minister	---
13	Honorarium to Group "A" & "B" Officers	Minister	As per rules
14	Pension and gratuity of Group "A" & "B" Officers	Secretary	As per rules
15	Condonation of break in service beyond one year for Group "A" & "B" Officers	Chief Minister	Up to one year by Minister
16	Representation and appeal relating to the service condition covered under the rules/instructions	By the Competent Authority prescribed under the rules	---
17	Institution of disciplinary proceeding and passing of final orders thereon petitions for appeal/revision/review in case of Group "A" & "B" Officers	The Competent Authority as per CCS (CCA) Rules	---

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

18	Matters other than included at Sr.No. 14 at pre-page	Secretary	---
19	Training of Officers other than Officers borne on AIS, GCS, GPS within and outside State for a period upto one month	Secretary	---
20	Training of Officers other than AIS, GCS, GPS within and outside State for a period beyond one month	Minister	---
21	Training of Officers borne on AIS, GCS, GPS within and outside State	Chief Minister	---
22	Training of Officers abroad	Chief Minister	Subject to availability of Foreign Exchange
23	Deputation of Group "A" and "B" Officers	Chief Minister	---
24	Matters relating to de-reservation of vacancies of Group "A" and "B" Officers	Chief Minister	In consultation with Governor as per Rule 25 (ii) of Rules of Business of GoG, 1991 where necessary
25	Charge allowance under FR 49 (iii) in respect of Gazetted Officers	Secretary	As per prevalent Rules/Instruction

### II - LEAVE

Sr.No.	Name of Case	Authority	Remark
1	2	3	4
1	Sanction of Casual Leave, Restricted Holiday, Special Holiday, Special Casual Leave to Jr. Scale GCS, GPS, GFS, Mamlatdar, Jt. Mamlatdar, Asstt. Director of Civil Supply, B.D.O., Chief Officers	Immediate Controlling Authority	---
2	Sanction of Casual Leave, Restricted Holiday, Special Holiday, Special Casual Leave to Sr. Scale GCS, GPS, GFS, Heads of Department	Concerned HoD/ Secretary	---
3	Sanction of Casual Leave, Restricted Holiday, Special Holiday, Special Casual Leave to Officers in Grant in Aid Institution	Concerned HoD	---
4	Sanction of Casual Leave, Restricted Holiday, Special Holiday, Special Casual Leave to AIS Officers (HoD/Secretaries)	Chief Secretary	---
5	Sanction of Casual Leave, Restricted Holiday, Special Holiday, Special Casual Leave to Chief Secretary, DGP & PCCF	Chief Minister	---
6	Earned Leave, Commuted Leave for 30 days, Paternity Leave for 15 days to all Officers in the rank of Jr. Scale GCS, GPS, GFS and AIS (other than HoD's)	Concerned HoD	---
7	Earned Leave, Commuted Leave upto 15 days to all Officers in the rank of Sr. Scale GCS, GPS, GFS and AIS (HoD's/Secretaries)	Chief Secretary	Under Intimation to the concerned Ministers and CMO
8	All type of Leave as shown above for less than 15 days for Officers in Grant in Aid Institution	Concerned HoD	---
9	All type of Leave exceeding 15 days of AIS Officers, HoD's and Senior Scale Officers of GCS, GPS, Extra-Ordinary Leave and Study Leave	Chief Minister	---
10	Permission to leave Station/Headquarters	Leave Sanctioning Authority	---

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

**III - TOUR**

Sr.No.	Name of Case	Authority	Remark
1	2	3	4
1	Official Tour proposal of AIS Officers, HoD's within the Country	Chief Minister	---
2	Official Tour proposal of Group "A" (other than HoD's) Group "B" Officers and Officers in Grant in Aid Institution within the Country	Minister	---
3	Official Tour proposal of other than (1) and (2) above	Secretary	---
4	Permission to leave Country on private visit where expenditure is incurred by Officers/Officials of Group "C" and "D" employees	Administrative Secretary	---
5	Permission to leave Country on private visit where expenditure is incurred by Officers/Officials of Grant-in-Aid Institution	HoD	---
6	Permission to leave Country for cadre "A" and "B" Officers/Officials other than HoD, Officers of Grant in Aid Institution on private visit where expenditure is incurred by Officer concerned	Chief Secretary	---
7	Permission to leave Country for Officers of AIS, HoD's where expenditure is incurred by Officer concerned	Chief Minister	---
8	Permission for taking staff car outside the state on duty	Chief Secretary	---
9	Travell by Air by Non-entitled Officers	Finance Minister or Chief Minister	---

**IV - EDUCATION/HIGHER EDUCATION/TECHNICAL EDUCATION**

Sr.No.	Name of Case	Authority	Remark
1	2	3	4
1	On duty Tour as per UGC guidelines	HoD	---
2	Granting Earned Leave for Government Teachers in lieu of their duty on vacation as per Rule	HoD	---
3	Any service matter of Teacher as per UGC guidelines and University Statues for Government Teachers	Secretary	---
4	Study Leave for Government Teachers as per UGC guidelines and University Statues	Secretary	---
5	Granting regular teaching positions as per UGC guidelines and University Statues	HoD	---
6	Approval for Non Teaching Staff as per staffing pattern	HoD	---
7	Granting honour programmes, elective subjects as per Goa University Statues already approved by Government	HoD	---

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

### V - ADVANCES

Sr.No.	Name of Case	Authority	Remark
	2	3	4
1	Advance and withdrawals of GPF to Group "A" and "B" Officers	Secretary	As per Rule
2	Advance and withdrawals of GPF to Secretaries	Chief Secretary	As per Rule
3	Various advances under GFR, HBA Rules, FR SR, etc to Head of Department	Secretary	As per Rule
4	Various advances under GFR, HBA Rules, FR SR, etc to Secretaries	Chief Secretary	As per Rule
5	Sanction of proposal within the competence of HOD under GFR, FRSR and other rules	Secretary	As per Rule
6	Execution of Mortgage, Deed for drawal of HBA, conveyance advances, etc.	Under Secretary/Head of Office/Head of Department	---

### VI - FINANCE MATTER

Sr.No.	Name of Case	Authority	Remark
	2	3	4
1	Drawal of Money on AC Bill when previous AC Bill are outstanding	Secretary	---
2	Creation/revival/abolition of posts of all kinds - permanent/temporary/tenure etc.	Chief Minister	Through Finance /Personnel Administrative Reforms Department Public Office carrying maximum remuneration upto Rs. 250/-
		Cabinet	Through Finance /Personnel Administrative Reforms Department Public Office carrying maximum remuneration beyond Rs. 250/- (as per Rules of Business)
3	Approval for Counting of Past Service including Grant-in -Aids Institutions	Secretary and Finance Secretary	---
4	Pay Protection including Grant-in -Aids	Secretary	---



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### VII - LEGAL MATTERS

Sr.No.	Name of Case	Authority	Remark
1	2	3	4
1	Matters relating to suits, writs petitions etc. before the High Court/District Court/Administrative Tribunal	Secretary	In consultation with Law Department wherever necessary

### VIII - MISCELLANEOUS MATTERS

Sr.No.	Name of Case	Authority	Remark
1	2	3	4
1	LAQs	Minister	---
2	Government Assurance	Minister	---
3	Lok Sabha/Rajya Sabha Question	Secretary	---
4	Constitution, nomination and composition of Statutory committees	Chief Minister	---
5	Nomination of Government Servants on Non-statutory Committees	Chief Secretary	---
6	Approval of Annual Administration Report	Chief Minister	---
7	Issue of Press Notes, Communiques, statements on policy matter	Secretary	---
8	Correspondance with Government of India and other State Governments on important questions of policies	Chief Minister	---
9	Amendments of Rules	Governor	---
10	Important decisions conveyed by the Government of India	Chief Minister	---
11	NOC to apply for Indian Passport of Group "A" and Group "B" Officers and Officers in Grant in Aid Institution	Secretary	---
12	NOC to apply for Indian Passport of Group "C" & "D" Officer/Official including Grant-in -Aids Institutions	HoD	---
13	NOC to apply for any position through proper channel of Group "A" and Group "B" Officers and Officers/Officials in Grant-in-Aid Institution	Secretary	---
14	NOC to apply for any position through proper channel of Group "C" & "D" Officer/Official including Grant-in -Aids Institutions	HoD	---
15	Intimation of moveable/immovable property of Group "A" and "B" Officers/Officials including Grant-in -Aids Institutions	Secretary	---
16	Intimation of moveable/immovable property of Group "C" and "D" Officers/Officials including Grant-in -Aids Institutions	HoD	---
17	Residuary matters	Secretary	Excluding the cases where framing of rules/policy guidelines and the relaxation/amendment of existing rules guidelines is required

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No.DHE/GIA/Misc/2012-13/Part file | 254 |

Dated: 14/08/2020

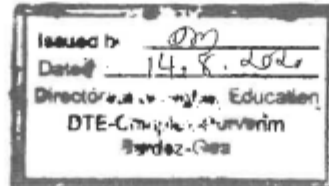
**ORDER**

In exercise of the powers conferred by Rule 17 of the Goa Delegation of Financial Powers Rules 2008, sanction is hereby accorded to re-delegate the powers to the Director of Higher Education, in respect of Sanctioning grant-in-aid /Scholarship and Loans, in terms of Rule 12(7) of the Rules, 2008.

(Anila Mohanan)  
Secretary (Higher Education)

Copy to:-

1. The Director, Directorate of Higher Education, Porvorim-Goa.
2. The Director, Directorate of Accounts, Panaji-Goa.
3. The Finance (Bud.) Department , Secretariat, Porvorim-Goa.
4. The Sr. Dy. Accountant, General (Audit) Porvorim-Goa.
5. P.A. to Director of Higher Education, Porvorim-Goa.
6. The Assistant Accounts Office, Directorate of Higher Education, Porvorim-Goa
7. Guard file
8. Office copy.



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8/c

GOVERNMENT OF GOA  
DIRECTORATE OF HIGHER EDUCATION

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Tel:2415585/2410824

Email:estt-dhe.goa@gov.in

No.Est/Delg. of Powers/190/2020

Dated:-9/09/2020

ORDER

The undersigned hereby delegates the powers to Under Secretary(Higher Education)/Dy.Director (Administration) to sanction C.L/RH/Spl.Holiday /C.Off. & Earned Leave/Comt. Leave of Five days to Non-Gazetted employees of this Directorate.

Further Under Secretary (Higher Education)/Dy.Director (Administration) is also authorized to mark the daily Tapal to various Sections of this Directorate.

(Prasad Lblayekar)  
Director of Higher Education

To,  
The Under Secretary(Higher Education)/ Dy.Director (Admn.),

Copy to:-

1. Academic – I Section ... 09/09/2020
2. Academic – II Section ... 09/09/2020
3. Academic – III Section ... 09/09/2020
4. Accounts Section ... 09/09/2020
5. Audit Section ... 09/09/2020
6. Grant-in-Aid Section ... 09/09/2020
7. Statistical Cell ... 09/09/2020
8. DHE Office ... 09/09/2020
9. Training & Development Section ... 09/09/2020
10. Admn./Establishment Section ... 09/09/2020
11. Development Section ... 09/09/2020
12. IT Cell ... 09/09/2020
13. RUSA Section ... 09/09/2020
14. Pension Cell ... 09/09/2020

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S.C.E.R.T Building, Alto, Porvorim-Goa.

Tel:- 2415585/2410824

Email:- estt-dhe.goa@gov.in

No.: EST/DDO/185/2020/1095

Date: 03/06/2021

**ORDER**

Shri. Harish M. Shirodkar, Assistant Accounts Officer of the Directorate of Higher Education is hereby declared as the Drawing & Disbursing Officer for the establishment of the office of the Directorate of Higher Education, Porvorim in terms of Rule 34 (2) of Government of Goa (Receipt and Payment) Rules, 1997.

The Specimen signature of Shri. Harish M. Shirodkar Assistant Account Officer posted in Directorate of Higher Education duly attested is enclosed herewith.

This supersedes earlier order no. EST/DDO/185/2020/1883 dated 16/07/2020, due to transfer of Shri. Pradeep D. Sawant in terms of Order No. DA/Admn/45-6(Part)/2021-2022/TR-146/39 dated 17/05/2021 issued by Directorate of Accounts.

Issued by:
Dated: 03/06/2021
Directorate of Higher Education
DTE-Campus - Porvorim
Bardez-Goa

(Prasad Lolayekar, IAS)  
**Director of Higher Education**

To,  
The Assistant Accounts Officer,  
Directorate of Higher Education  
Porvorim - Goa

Copy to:

- 1) The Director, Directorate of Accounts, Panaji Goa
- 2) The Manager, State Bank of India, Treasury Branch, Panaji Goa.
- 3) The Finance (Exp.) Department, Secretariat, Porvorim - Goa.
- 4) The Finance (Bud.) Department, Secretariat, Porvorim - Goa.
- 5) The Sr. Dy. Accountant General (Audit), Porvorim - Goa.
- 6) The Admn/Estt Section of DHE
- 7) The Account Section, DHE Porvorim.
- 8) Guard file.
- 9) O/C.

12/6/2021  
2/06/2021

GOVERNMENT OF GOA  
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**III. Work Allocation Order of the Employees of the Directorate of Higher Education**

**WORK ALLOCATION SECTION WISE**

Sr. No	Section	Duties
1.	<b><u>Academic Section-I</u></b> <b>GOA UNIVERSITY</b>	<p>1.Counting of past services and Pay Protection of Government colleges, Government aided colleges and Goa University.</p> <p>2. Replies to LAQs/ RSQs, RTIs, Governors monthly report and any other reports pertaining to this Section.</p> <p>3. Any other matter as and when assigned by DHE.</p> <p><b>All files shall be routed through Senior Audit Officer</b></p> <hr/> <p>1. All Administrative and Service matters of Goa University such as NOC's and approval of teaching and non-teaching posts</p> <p>2.Approval for Career Advancement Scheme Ph.D./M.Phil. increments of Goa University</p> <p>3. All Academic matters of Goa University.</p> <p>4. All other Miscellaneous matters of Goa University.</p> <p>5. Academic approval for pay fixation.</p> <p>6 Compilation of information pertaining to Goa University.</p> <p>7. All UGC Matters, all other NOC/approvals.</p> <p>8. Replies to LAQs/ RSQs, RTIs, Governors monthly report and any other reports pertaining to this Section.</p>

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

		<p>9. Any other matter as and when assigned by DHE.  <b>All files shall be routed through Assistant Director (Academics I )</b></p>
<p><b>2.</b></p>	<p><b><u>Academic Section - II</u></b>  <b><u>(A)</u></b>  <b>20 Aided Colleges</b></p> <ul style="list-style-type: none"> <li>☐ Fr. Agnel College of Arts &amp; Commerce, Pillar</li> <li>☐ S. S. Dempo College of Commerce &amp; Economics, Cujira, Bambolim</li> <li>☐ Narayan Zantye College of Commerce, Bicholim</li> <li>☐ Dnyanprassarak Mandal's College and Research Centre, Assagao</li> <li>☐ DPM's Shree Mallikarjun College of Arts &amp; Commerce, Delem-Canacona</li> <li>☐ V.M.Salgaocar College of Law Miramar-Panjim</li> <li>☐ G.R. Kare College of Law, Comba, Margao</li> <li>☐ Nirmala Institute of Education, Altinho, Panaji</li> <li>☐ VVM's Shree Damodar College of</li> </ul>	<p>1) All administrative/academic matter such as NOC's and approval of teaching and non-teaching posts, Career Advancement Scheme Ph.D. / M. Phil increments of Government Aided Colleges.</p> <p>2. All other Miscellaneous matters of aided colleges, unaided colleges and self-financing Colleges.</p> <p>3. All the matters pertaining to the opening of new aided colleges, unaided colleges and self-financing Colleges, Divisions, Courses, including Registration of Colleges.</p> <p>4. Compilation of information of all Colleges.</p> <p>5. Anomaly in the pay scale.</p> <p>6. All other miscellaneous matters of aided colleges, unaided colleges and self-financing Colleges.</p> <p>7. Replies to LAQs/ RSQs, RTIs, Governors monthly report and any other reports pertaining to this Section.</p> <p>8. All matters pertaining to Goa Scholar Scheme and State Teachers Awards.</p> <p>9. Any other matter as and when assigned by DHE.</p> <p align="center"><b>All files shall be routed through Deputy Director II A</b></p> <p>10. Compiling reports of Anti-ragging activities of Govt. Colleges, Government Aided Colleges and conduct of Meeting.</p>

Proactive Disclosure Manual under Right to Information Act, 2005

<p>Commerce and Economics, Margao</p> <ul style="list-style-type: none"><li>☐ Dempo Charities Trust's Dhempe College of Arts &amp; Science, Miramar-Panaji</li><li>☐ ParvatibaiChowgule College of Arts and Science, Margao</li><li>☐ Murgaon Education Society's College of Arts &amp; Commerce, Zuarinagar</li><li>☐ Carmel College of Arts, Science and Commerce for Women, Nuvem</li><li>☐ Cuncolim Education Society's College of Arts &amp; Commerce, Cuncolim</li><li>☐ St. Xavier's College of Arts, Science &amp; Commerce, Mapusa</li><li>☐ Vikas Parishad Mandre, College of Commerce, Economics &amp; Management, Mandre Pernem Goa</li><li>☐ Kala Academy College of Performing Arts (Theatre)</li><li>☐ Dnyvardhini Divyang Training</li></ul>	<p>12. Verifying and scrutiny of the proposals of Revision of fees of Self-financing Colleges and conduct annual meeting</p> <p>13. Public Grievances.</p> <p>14. B.Ed. Admission</p> <p style="text-align: center;"><b>All files shall be routed through Additional Director</b></p>
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	<p>College, Bogda, Vasco</p> <p>☐ Sai Institute of Nursing, Sankhali</p> <p>☐ Goa College of Agriculture</p>	
<p><b>3.</b></p>	<p><b><u>Academic Section - II</u></b></p> <p><b>(B)</b></p> <p><b>12 Aided Colleges</b></p> <ol style="list-style-type: none"> <li>1. VidyaPrabodhini College of Commerce, Education, Computer and Management, Parvari</li> <li>2. Rosary College of Arts &amp; Commerce, Navelim</li> <li>3. HPSM's Ganpat Parsekar College of Education, Harmal</li> <li>4. Swami Vivekanand Vidya Prasarak Mandal, Bori-Ponda</li> <li>5. G.V.M's Dr. Dada Vaidya College of Education, Ponda</li> <li>6. Shree Sateri Pissani Education Society's Shri Gopal Gaonkar Memorial College Goa Multi-Faculty College, Dayanandnagar, Dharbandora</li> <li>7. S.V's Sridora Caculo College of Commerce &amp;</li> </ol>	<ol style="list-style-type: none"> <li>1) All administrative/academic matter such as NOC's and approval of teaching and non-teaching posts, Career Advancement Scheme Ph.D. / M. Phil increments of Government Aided Colleges.</li> <li>2. All other Miscellaneous matters of aided colleges, unaided colleges and self financing Colleges.</li> <li>3. All the matters pertaining to opening of new aided colleges, unaided colleges and self financing Colleges, Divisions, Courses, including Registration of Colleges.</li> <li>4. Compilation of information of all Colleges.</li> <li>5. Anomaly in the pay scale.</li> <li>6. All other miscellaneous matter of aided colleges, unaided colleges and self financing Colleges.</li> <li>7. Replies to LAQs/ RSQs, RTIs, Governors monthly report and any other reports pertaining to this Section.</li> <li>8. Discretionary Holidays of Aided /Govt. Colleges.</li> <li>9. Any other matter as and when assigned by DHE.</li> </ol> <p align="center"><b>All files shall be routed through Deputy Director II B</b></p> <p>Scrutinizing and forwarding applications to Directorate of Accounts for issue of</p>



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	<p>Management Studies, Khorlim, Mapusa</p> <p>8. P.E.S.s Shri Ravi Sitaram Naik College of Arts &amp; Science, Farmagudi, Ponda</p> <p>9. Brahamanand Sanskrut Prabhodini college, Tapabhumi, Kundaim, Ponda-Goa</p> <p>10. St. Joseph Vaz College, Cortalim-Goa</p> <p>11. GVM College of Commerce &amp; Economics, Farmagudi, Ponda</p> <p>12. Don Bosco College of Panaji, Goa</p>	<p>PRAN numbers to new appointed staff of colleges and university and Settlement of cases under New Pension Schemes VRS/Death of employees of all Aided Colleges and staff of Goa University.***</p> <p>Subject matter shall be routed through AAO being DDO</p>
<p><b>4.</b></p>	<p><b><u>Academic Section - III</u></b> <b>Govt. Colleges</b></p> <p>a) Goa College of Music, Altinho, Panaji</p> <p>b) Goa College of Home Science, Campal, Panaji</p> <p>c) Govt. College of Commerce and Economics, Margao</p> <p>d) Sant Sohirobanath</p>	<p>I. All matters pertaining to 07 Government Colleges.</p> <p>II. Filling up the post of Assistant Professor/Associate Professor/Professors/Principals on regular/contract-lecture/deputation basis.</p> <p>III. Matters pertaining to Appointment of Vice Principals Creation/Revival of posts, lifting of probation &amp; Confirmation, Framing/Amendment of RR's Resethe rvation of roster for regular appointment, Transfer</p>

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	<p>Ambiye Govt. College of Arts and Commerce, Pernem</p> <p>e) Govt. College of Arts, Science and Commerce, Sanquelim</p> <p>f) Govt. College of Arts, Science and Commerce, Khandola</p> <p>g) Govt. College of Arts, Science and Commerce, Quepem</p>	<p>and Postings complaints/inquiry/ disciplinary proceeding, immovable Property returns Grant of Ph.D/M.Phil increments.</p> <p>IV. Matters pertaining to Government schemes such as HBA, Admissions of foreign students, National Service Security/ NAAC/IPR., Waste Management etc.</p> <p>V. Maintenance of APRR's/ ACR's/CR's of Staff of Govt. Colleges (Teaching Staff)</p> <p>VI. Maintenance of the Roster of Teaching Staff of Government Colleges.</p> <p>VII. Replies to LAQs/ RSQs, RTIs, Governors monthly report and any other reports pertaining to this Section.</p> <p>VIII. Any other matter as and when assigned by DHE.</p>
<p><b>5.</b></p>	<p align="center"><b><u>Administration &amp; Establishment</u></b></p>	<p>I. Service matters of DHE staff and non-teaching staff of Government Colleges; i) Confirmation ii) Drawing Seniority List iii) Promotion iv) Transfer v) Resignation/Termination vi) Increment vii) Vigilance matters and Disciplinary Proceedings viii) House Building Advance ix) Pay Fixation x) Pay Protection xi) MACP</p> <p>II. Maintenance of personal files and service books (Non-teaching staff)</p>

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		<p>III. Circulating and maintaining circulars/ O.M. /Notification/ Orders received from Government.</p> <p>IV. Procurement of Stationery/Consumables items, Reference/ Rule books, Sanitary items and maintaining consumable register and book register.</p> <p>V. Maintaining records of movable/ immovable property.</p> <p>VI. Processing all type of leave of DHE employees and non-teaching staff of Govt. Colleges;</p> <p>VII. Keeping record of Attendance/ Muster Roll and Bio-metric attendance with the help of IT section and daily submission of print to DHE.</p> <p>VIII. Maintenance of APAR's, ACR's/CR's of DHE staff and Non-teaching staff of Government College.</p> <p>IX. Maintenance of service postage stamps Accounts Register, Inward Outward Register, Peon Books and other related registers in the inward and outward section</p> <p>X. Matters pertaining to issuing of work allocation order, office orders, duty orders.</p> <p>XI. Issuing of NOCs/permission for further studies, passports, movable/immovable property. Matters pertains to Govt. accommodation</p>
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		<p>XII. Preparing monthly attendance reports in respect of Data Entry Operators, Security, Housekeeping and employees working in this Department on working arrangement basis.</p> <p>XIII. Appointment of Housekeeping staff and Security.</p> <p>XIV. Allocation of vehicle and duty of Drivers. Repairs and maintenance of vehicles and their log books.</p> <p>XV. Supervision and allocation of duties to MTS.</p> <p>XVI. Replies to LAQs/ RSQs, RTIs.</p> <p>XVII. Any other matter as and when assigned by DHE.</p>
6.	<p align="center"><b><u>Training and Development Section</u></b></p>	<ol style="list-style-type: none"> <li>1) Conduct of all Workshop /Seminar/programmes of the Department.</li> <li>2) Conduct of Faculty Development Programmes for Government as well as Aided Colleges.</li> <li>3) Conduct of Training for Departmental staff and Colleges.</li> <li>4) Induction Training.</li> <li>5) Conduct of TNA and preparation of training calendar of the Department.</li> <li>6) Manpower Assessment and Post creation / Revival.</li> <li>7) Maintenance of Roster of Non-teaching staff.</li> <li>8) Framing of RR's.</li> <li>9) Recruitment Process - Direct Recruitment, Deputation, FR-15, Contract basis appointment of Departments, Data Entry Operator and Staff under RUSA</li> </ol>

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		<p>10) Coordinating with Pension Cell for Sevarath Scheme.</p> <p>11) Replies to LAQs/ RSQs, RTIs, Governors monthly report and any other reports pertaining to this Section.</p> <p>12) Any other matter as and when assigned by DHE</p>
7.	<b><u>Accounts Section</u></b>	<p><b>I.</b> Preparing and submitting bills to the Directorate of Accounts (salary bills, FVC bills, GIA bills GPF bills etc).</p> <p><b>II.</b> Maintaining registers viz Cash book, Permanent Advance register, GFR-8 register, GFR-9 register, Budget Control register, Bill register etc.</p> <p><b>III.</b> Filing periodicals returns and other matters with regard to Income Tax and Goods and Services Tax (GST)]</p> <p><b>IV.</b> Preparation and submission of Budget Estimates, Revised Estimates, proposal for Supplementary grants, re-appropriation of funds etc.</p> <p><b>V.</b> Submitting proposal for surrender of funds to the concerned authorities</p> <p><b>VI.</b> Reconciliation of receipts and expenditure figures with Directorate of Accounts.</p> <p><b>VII.</b> Furnishing replies to the Audit report</p> <p><b>VIII.</b> Submission of Information/Replies to Directorate of Accounts and Finance Department</p>

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		<p><b>IX.</b> Preparation of action taken report in respect of PAC &amp; CAG report.</p> <p><b>X.</b> Generating Challans of Directorate of Higher Education and all the Aided Institutions under DHE.</p> <p><b>XI.</b> Compilation of UC's received from other sections and forwarding the same to the concerned authorities</p> <p><b>XII.</b> Maintaining Higher Education Promotional Fund Account.</p> <p><b>XIII.</b> Furnishing replies to LAQs, RTIs pertaining to the Accounts Section.</p> <p><b>XIV.</b> Any other matter assigned by DHE.</p>
<p><b>8.</b></p>	<p align="center"><b><u>GIA Section</u></b></p>	<ol style="list-style-type: none"> <li>1. Scrutiny of salary (regular/non-regular), Arrears, Supplementary claims such as Leave Travel Concession, Medical reimbursement, Children Education Allowance, Travelling Allowance etc of all aided colleges and department of extension service centres.</li> <li>2. Release of recurring and non recurring grants to Goa University and sanction of grants to Goa Education Development Corporation.</li> <li>3. Assessment of Non salary grants of all the Aided colleges under the control of Directorate of Higher Education.</li> <li>4. Maintenance of PBR/SCR of the Teaching and Non-Teaching staff of aided colleges.</li> </ol>

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		<ol style="list-style-type: none"> <li>5. Preparation of budget estimate for Grant-in Aid (salary and maintenance grants) and Reconciliation of challans deposited by the aided college.</li> <li>6. Effecting recovery proposed by the Audit Section of this Department</li> <li>7. Submission of Information/Replies to Directorate of Accounts and Finance Department</li> <li>8. Maintenance of Grant-in Aid Register other registers such as Leave Travel Concession, Children Education Allowance, Medical Register, etc.</li> <li>9. Replies to LAQ's /RTI, Governor's monthly report and any other report pertaining to this section</li> <li>10. Any other matter as a when assigned by DHE.</li> </ol>
<p><b>9.</b></p>	<p align="center"><b><u>Audit Section</u></b></p>	<ol style="list-style-type: none"> <li>I. Auditing of all the Aided Colleges/Institutions, issuing audit reports and obtaining compliance</li> <li>II. Offering comments on the compliance furnished by the Colleges/Institutions.</li> <li>III. Monitoring Inspection reports issued</li> <li>IV. Submission of Information/Replies to Directorate of Accounts and Finance Department</li> <li>V. Compilation of Audit reply and remedial action thereof</li> <li>VI. Verification of Bank Account of Aided institution in respect of grants sanctioned</li> </ol>

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		<p>VII. Surprise Inspection of accounts of the Government Colleges.</p> <p>VIII. Audit of PLA/PDA accounts maintained by the Government College.</p> <p>IX. Replies to LAQs, RTIs pertaining to the Audit section.</p> <p>X. Any other matter assigned by DHE</p>
<p><b>10</b> .</p>	<p align="center"><b><u>GPF/NPS Section</u></b></p>	<p>I. Processing applications in r/o staff of DHE, Aided Colleges and Goa University for sanction of GPF Advance/withdrawal and issue of sanction order</p> <p>II. Processing applications in r/o staff of DHE, Aided Colleges and Goa University for sanction of final payment under GPF and issue of sanction order.</p> <p>III. Maintaining GPF register in r/o staff of DHE, Aided Colleges and Goa University.</p> <p>IV. Issue of GPF slips to the Aided Colleges and Goa University.</p> <p>V. Processing applications for withdrawal under NPS and issue of sanction order.</p> <p>VI. Maintaining NPS register in r/o staff of Aided Colleges and Goa University.</p> <p>VII. Processing medical reimbursement claims of Government and Aided Colleges.</p> <p><b>All files shall be routed through A.A.O (Audit) to Jt. Director of Accounts (DHE) for sanction</b></p>



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<p><b>11</b> .</p>	<p align="center"><b><u>Statistical Cell</u></b></p>	<p>I. Attending monthly meeting of TSP.</p> <p>II. Authentication.</p> <p>III. Preparation of Directory of teaching and non-teaching staff of all Colleges and Goa University.</p> <p>IV. Compilation of reports; Data, compilation and submission of information called by DPSE/other Departments.</p> <p>V. Compilation of reports; i) Monthly expenditure ii) Higher Education Statistics iii) Governors monthly reports iv) Budget speech v) Explanatory memorandum vi) Economic Survey vii) Performance budget, viii) Annual Administration Report</p> <p>VI. Compilation of reports/data of all section of DHE</p> <p>VII. Maintenance of data base (OBC/SC/ST)</p> <p>VIII. Matters pertaining to Direct Beneficiary Transfer (DBT) Schemes</p> <p>IX. Citizen Charter of the Department.</p> <p>X. All matters pertaining to "Swatch Bharat Abhiyan"</p> <p>XI. Replies to LAQs/ RSQs, RTIs and any other reports pertaining to this Section</p> <p>XII. Any other matter as and when assigned by DHE.</p>
<p><b>12</b> .</p>	<p align="center"><b><u>IT Cell</u></b></p>	<p>1. Managing the e-SMS Gateway and the user ids</p> <p>2. Allotting IP Addresses for all Computers</p>

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		<ol style="list-style-type: none"><li>3. Implementation and Functioning of Office LAN</li><li>4. Installation and Maintenance of Computers in DHE</li><li>5. Procurement of Hardware like Computers, Printers, External Storage Devices, Networking Peripherals and Software's etc.</li><li>6. Preparing Inventory of Computers and Printers and Administrator Accounts for all Computers in DHE</li><li>7. Implementation of Hi-Speed Internet Connectivity in all Government Colleges</li><li>8. Dealing/resolving/troubleshooting complaints/issues pertaining to Hardware and Software of all sections of DHE</li><li>9. Providing Technical Support to Administration Section to maintain AEBAS. Generating Report and submission to administration section on daily basis</li><li>10. Providing Technical Support for Online Meetings and Workshops</li><li>11. Corresponding files work pertaining to Colleges assigned by the IT Section In charge</li><li>12. Providing IT related support to all the section of this Department</li><li>13. Providing replies to LAQ's / RTI / Office Circulars of other Government Departments (IT related) or any other Information sought related to IT</li><li>14. Coordinating with Goa State Portal to update information related to this Department</li><li>15. Creation of Email Ids for the various Sections</li></ol>
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		16. Coordinate with the Software Development Cell for any data required for the DHE website
13	<b><u>Rashtriya Uchchatar Shiksha Abhiyan (RUSA)</u></b>	<ol style="list-style-type: none"> <li>1. Nodal Office for AISHE</li> <li>2. NET/SET initiative and management and execution of training programme.</li> <li>3. All matters pertain to State Higher Education Council (SHEC). Any other matter as and when assigned by DHE</li> </ol>
14	<b><u>Pension Cell</u></b>	<ol style="list-style-type: none"> <li>1. All matters pertain to Sevarth Scheme.</li> <li>2. All matters pertaining to settlement of pension cases of Goa University, Aided Colleges, and DHE staff.</li> <li>3. Follow up with the Directorate of Accounts, coordination with colleges, Conducting of monthly meetings of Nodal Officers.</li> <li>4. Handing over of Mementoes and Certificates of the employees retiring of Aided colleges, Government Colleges, Goa University and DHE Staff.</li> <li>5. Any other matter as and when assigned by DHE.</li> </ol>
15	<b><u>Development Section</u></b>	<ol style="list-style-type: none"> <li>1. Handling following schemes: -             <ol style="list-style-type: none"> <li>(i) Scheme for promotion of cultural, sports &amp; curricular activities in Goa University and colleges affiliated to Goa University (Shrujan Scheme).</li> <li>(ii) Sant Sohibanath Ambiye Dnyan Vruddhi Shishyavrutti (Bursary Scheme).</li> <li>(iii) Interest Free Educational Loan Scheme for higher Education.</li> <li>(iv) Scheme for</li> </ol> </li> </ol>

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		<p>Promotion of Science Education (v) Soft Loan Scheme (vi) Fee Waiver Scheme for SC/ST students. (vii) Dayanand Bandodkar Scheme for Orphans (viii) Scheme for Creation and Enhancement of Infrastructure and Overall Development of Educational Sector in Goa 2018 (ix) Scheme to provide Financial support for conducting workshop / Seminars / Conference/ Training Programmes/ Educational Fairs / Education Festivals &amp; Short term courses for quality improvement for aided colleges. (x) Scheme to provide Financial support for conducting workshop / Seminars / Conference/ Training Programmes/ Educational Fairs / Education Festivals &amp; Short term courses for quality improvement for Government colleges. (xi) Scheme for Financial Assistant to NGO's and others for Educational purpose. (xii) Scheme to assist Non-Government Aided Colleges on maintenance and upgradation of infrastructural facilities, etc.</p> <ol style="list-style-type: none"> <li>2. Installation of Solar panels</li> <li>3. Installation of Sanitary pads and incinerators</li> <li>4. All Administrative matters of Goa Education Development Corporation. (GEDC).</li> <li>5. Any other matter as and when assigned by DHE.</li> </ol>
<p><b>16</b> .</p>	<p><b><u>Building &amp; Maintenance Section</u></b></p>	<ol style="list-style-type: none"> <li>1. All correspondence pertaining to New Building of the Department.</li> <li>2. Purchase of furniture and other materials for Office, maintenance of</li> </ol>

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		<p>dead stock register/Record rooms: Telephone / Electricity connection, Sitting arrangement of staff and other requirements</p> <ol style="list-style-type: none"> <li>3. Matters related to Goa Institute of Management building at Ribandar.</li> <li>4. Matters pertaining to New Buildings, Annexed buildings, Construction/Upgradation/Repairs of college buildings (Hostels, Playgrounds, etc.)</li> <li>5. Land acquisition for the Departmental projects.</li> <li>6. Any other matter as and when assigned by DHE. All files of subjects marked as are to be routed through Consultant (Technical) RUSA</li> </ol>
<p><b>17</b> .</p>	<p><b><u>Research Development and Innovation</u></b></p>	<ol style="list-style-type: none"> <li>1. Development and enhancement of research capacity building in higher educational institutions in Goa.</li> <li>2. To formulate incentive schemes for promoting research/teaching activities for researchers, students and teachers.</li> <li>3. Review the functioning and activities of colleges under the purview of Directorate of Higher Education (DHE).</li> <li>4. Participation in different evaluation, assessment committees including API based PBAS requirement.</li> <li>5. Identify, develop and deliver hands-on, workshop-style training to faculties of higher educational institutes in Goa.</li> <li>6. Organising State level competitions/exhibitions for the</li> </ol>

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		<p>students/researchers in the State of Goa.</p> <ol style="list-style-type: none"> <li>7. Organising and conducting seminars/workshop on Research, innovation and Teaching.</li> <li>8. Setting up of Research, Development and innovation Centres in various Colleges.</li> <li>9. Initiate and develop research/teaching capacity and infrastructure development at the higher educational institutes in Goa.</li> <li>10. Serving as a member of various Interview panels and affiliation visits.</li> <li>11. Creating Digital content for various events, workshops, programs like video recording banner, posters, live event broadcasting etc.</li> <li>12. Any other matter as and when assigned by DHE.</li> </ol>
<p><b>18</b> .</p>	<p><b><u>Teaching, Learning &amp; Education Technology</u></b></p>	<ol style="list-style-type: none"> <li>(a) Development and enhancement of Teaching, Learning &amp; Education Technologies of higher educational institutes in Goa.</li> <li>(b) To formulate incentive schemes for promoting new education Pedagogies for students and teachers.</li> <li>(c) Review the functioning and activities of colleges under the purview of Directorate of Higher Education (DHE).</li> <li>(d) Participation in different evaluation, assessment committees including API based PBAS requirement.</li> </ol>

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		<p>(e) Identify, develop and deliver hands-on, workshop-style training to faculties of higher educational institutes in Goa.</p> <p>(f) Organising and conducting seminars/workshop on new teaching Pedagogies.</p> <p>(g) Coordinating with the Director of Research Development and innovations” and the Director of “Teaching Learning Technology” departments in the colleges to promote research activities and use of ICT for the effective teaching.</p> <p>(h) Initiate and develop new technologies and infrastructure at the higher educational institutes in Goa.</p> <p>(i) Serving as a member of various Interview panels and affiliation visits.</p> <p>(j) Any other matter as and when assigned by DHE.</p>
<p><b>19</b> .</p>	<p><b><u>Software Development Cell</u></b></p>	<p>1. Software development Cell under SHEC shall be involved in development of various web based software system with graphical user interfaces having high quality visuals</p> <p>2. Software Development of following projects:</p> <p>a. A single state level platform for scholarships offered to the Higher Education students,</p> <p>b. Centralized Training internship and placement (TIP) portal</p> <p>c. Outcome based education management system,</p>

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		<ul style="list-style-type: none"><li><b>d.</b> A unified academic management system,</li><li><b>e.</b> Academic research portal,</li><li><b>f.</b> End to End Digitization of Bursary Scheme</li><li><b>g.</b> DISHTAVO portal</li><li><b>h.</b> File Tracking System (FDP)</li><li><b>i.</b> SSO and Centralized Service Delivery System</li><li><b>j.</b> SHEC Website</li><li><b>k.</b> DHE Website</li></ul> <ul style="list-style-type: none"><li><b>3.</b> In addition, the cell is responsible for the development of software related projects undertaken by Directorate of Higher Education.</li><li><b>4.</b> Matters pertaining to Youth Employment Program (YEP), Code Chef and DigiSakhsham projects.</li><li><b>5.</b> Purchase of various equipment such as studio devices, Computer system and peripherals, software licenses, etc. required for the various projects under SHEC.</li><li><b>6.</b> Any other task assigned by DHE &amp; SHEC.</li><li><b>7.</b> Coordination with various agencies like Info Tech Corporation of Goa, Directorate of Information &amp; Technology, National Informatics Centre for incorporating various innovation &amp; Technologies.</li><li><b>8.</b> Training Programmes for Software Orientation &amp; usage.</li><li><b>9.</b> Social Media Marketing</li><li><b>10.</b> Setting up, Configure &amp; Managing of Physical &amp; cloud, IT infrastructure.</li></ul>
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