

DUTIES ALLOTTED TO HEAD CLERK

➤ DHE related work:

- To forward letters to DHE along with anticipated workload in the month of February every year in order to obtain NOC for new appointments from the date of starting new academic year and follow up with DHE.
- To attend to correspondence/ LAQ/ with State/Central Government/ U.G.C. and any other Authorities.
- To forward letters to DHE in order to obtain NOC for new appointments of Administrative staff as and when required and follow up with DHE.
- To deal with MACP of administrative staff by inviting observer from DHE whenever applicable.
- To prepare pension case papers of superannuating staff and coordinating with DHE and Directorate of Accounts along with LDC (I)
- To exercise, check and to follow up the incoming letters received from the University, DHE and other bodies.
- To maintain RTI inward & outward book and Grievance Register.

➤ College related work:

- To prepare, maintain and update the file and service book of staff.
- To maintain files of seniority of staff, their addresses, phone numbers and e-mail address and general timetable.
- To distribute urgent work to subordinates appropriately and verification of the same.
- To maintain files of Audit, ISO, RAO and Department Audit.

- To give Asset number to the assets purchased and recording the same on the reverse of the bill duly initialed. All the above records after preparation should be initialed.
- To ensure the prompt dispatch of letters and communications.
- To arrange filing of the papers and arrange files in order, year-wise and subject-wise with the help of MTS.
- To verify staff musters every month in consultation with UDC.
- To maintain calendar for follow up action.
- To order stationery, consumables and other materials required for the office/ College use.
- To respect staff and students while speaking to them and cooperate with the authorities with the dignity of the profession.
- To perform any such duties when allotted by the Higher Authorities or Principal.

DUTIES ALLOTTED TO U.D.C. (ADMINISTRATIVE SECTION)

➤ DHE related work:

- To obtain NOC from DHE for substitute appointments for Teaching and Administrative staff during their leave period.
- To forward letter to DHE for the approval of appointment of selected candidates along with a) Copy of NOC, b) Selection committee report, c) Goa University eligibility, d) Photocopy of caste certificate. e) Residence certificate, f) Copy of advertisement, g) Copy of workload, h) Document stating Knowledge of Konkani i) NET/ SET/ Ph.D.

➤ College related work:

- To maintain leave records of Teaching / Administrative Staff and to make entry of leave records in service books. Update muster rolls accordingly. Issuing sanction order from time to time.
- To maintain biometric record file with reply and generate the list of staff with dates not following required duration on campus and deduct Casual leave on direction of the Principal.
- To notify scholarship schemes to students, issue of scholarship forms and submission of duly filled in forms to the Government within the prescribed time limit after verification. To verify submitted applications by students for availing scholarship on national portal.
- To finalize the letters towards statistics of Teaching and Administrative staff in General, ST, SC, OBC categories.
- To assist Head Clerk for monthly verification of staff musters.

- To forward list of selected candidates along with NOC from DHE and selection committee report with copy of work load for the approval for appointment.
- To update roster of Teaching and Administrative staff of the College on recruitment by seeking appointment with Directorate of Social / Tribal Welfare.
- To update service book with regards to leave under supervision of Head Clerk.
- To maintain different leave registers, forms etc.
- To respect staff and students while speaking to them and cooperate with the authorities with the dignity of the profession.
- To perform any such duties when allotted by the Higher Authorities or Principal.

DUTIES ALLOTTED TO L.D.C - I (ADMIN)

- To do rubber-stamping and to attend to all types of administrative/clerical work.
- Attestation of documents on proper verification with originals.
- To maintain student General register (Hard and soft copy) forms etc.
- To register students on GUMS portal, IAIMS portal and assist system administrator.
- To update list of students after cancellation of admission and to inform concerned Head of the Department.
- To draft routine letters and replies for approvals
- To assist UDC for dealing with scholarship and statistics.
- To receive the phone calls and conveying the message to the concerned staff in respect of academic, administrative and accounts.
- To issue Bonafide certificates and Transfer/ Migration Leaving certificates of students.
- To register ICCR students on FRO portal.
- To deal with matters related with ICCR and foreign students.
- To verify students eligibility and register them on GUMS portal for exam.
- To enter marks of ISA and practicals and project of TYBA/BSc on GUMS portal.
- To deal with examinations and results of T.Y. B.A/B.Sc.
- To do the typing work assigned by Principal / Vice Principal /Head clerk / Accountant whenever required..
- To issue verification of educational qualification of students for employment.

- To respect staff and students while speaking to them and cooperate with the authorities with the dignity of the profession;
- To perform any such duties when allotted by the Higher Authorities or Principal.

DUTIES ALLOCATED TO L.D.C -II (ADMIN)

- To undertake typing work of RTI.
- To maintain inward/ outward registers, postage registers, etc.
- To register, keep records, obtain signatures of staff with regards to biometric.
- To draft routine letters and replies for approvals.
- To assist UDC in any scholarship related work whenever required.
- To generate statistics of students and staff as and when required.
- To enter data of staff and students in various National surveys.
- To do the typing work assigned by Principal / Vice Principal /Head clerk / Accountant.
- To receive the phone calls and convey the message to the concerned staff in respect of academic, administrative and accounts.
- To print and issue Identity Cards to students with the help of MTS.
- To prepare and maintain cumulative attendance of students.
- To respect staff and students while speaking to them and cooperate with the authorities with the dignity of the profession;
- To perform any such duties when allotted by the Higher Authorities or Principal.

- In absence of HC urgent matters to be handled by Mr. Sunil Mochemadkar
- In absence of UDC urgent matters to be handled by Mrs. Agnela Afonso.
- In absence of Mr. Ghanshyam Kankonkar urgent matters related with portals to be handled by Mr. Gaurang V. Bane
- In absence of Gaurang V. Bane urgent matters related with portals to be handled by Mr. Ghanshyam Kankonkar.
- In absence of Mr. Ghanshyam Kankonkar urgent matters related with TC, Migration, ICCR admissions Mr. Sunil Mochemadkar / Mr. Gaurang V. Bane.
- In absence of Mr. Ghanshyam Kankonkar typing work related with TC, Migration, ICCR admissions by Ms. Fauzia Shaikh.
- In absence of Ms. Fauzia Shaikh typing work related with attendance Mr. Ghanshyam Kankonkar
- In absence of Ms. Fauzia Shaikh inward/ outward to be managed by Mr. Ghanshyam Kankonkar/ Mrs. Shubhalaxmi L. S. Assoldekar / Mr. Sunil Mochemadkar.

