

GOVERNMENT OF GOA

**MANUAL OF INFORMATION
UNDER
RIGHT TO INFORMATION ACT 2005
OF
GOA COLLEGE OF PHARMACY
PANAJI-GOA.**

August 2022

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Manual-1

Particulars of Organization, Functions and Duties

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

1. Aims and objectives of Goa College of Pharmacy.

Goa College of Pharmacy aims at providing Quality Pharmacy Education and create an educational programme which substantially caters to the needs and demands of the industries.

The College has been recognized as a Ph.D. Centre which will help the students and faculty to upgrade their qualifications and create a research oriented environment.

Develop need-based curricula for Diploma, Graduate and Post Graduate programmes and revise them periodically.

2. Vision/ Mission/ Programme Educational Objectives/ Commitments Statement of the public authority.

VISION :

To be a leader in the field of pharmacy education and research, by developing a culture of excellence through dynamic educational experiences to a high-achieving diverse student body, thus empowering them to become leaders in their professions by fostering innovation in pharmaceutical education, pioneering clinical research and community engagement.

MISSION :

- Prepare students of the college to become the next generation scientists, researchers and educators to lead innovative research in pharmaceutical sciences and patient care by embracing interdisciplinary collaboration.
- Carve a niche for the continuous and rigorous education of our students as well as health practitioners in novel drug deliveries and diversified healthcare systems.
- Build in the students and collaborators, a culture of compassion, high moral ethics and congeniality thereby reminding them of the true meaning of their professional responsibilities.
- Provide a scaffold to our alumni to forge ahead in their careers to build both national and international collaborations and strategic alliances in order to meet un-met medical needs of patients.
- Foster a culture of inclusivity that attracts and retains an outstanding and diverse faculty and staff.

- Build partnerships with international academic institutions, industries and professional bodies for exchange of ideas and knowledge sharing, in order to promote success, growth and engagement of our students and alumni.
- Raise awareness of the value of pharmacy among consumers, patients, policymakers, the media, all healthcare partners and stakeholders.
- Cultivate relationships with patients, decision makers, medical practitioners, and other key stakeholders to meet changing needs, model patient-centered care, and shape the evolving health care system both locally and globally.

Programme Educational Objectives (PEO) :

Our graduates will:

- PEO-1: Be successful in their careers as pharmacists in a globally competitive industrial arena and health care.
- PEO-2: Pursue higher education, research and development in Pharmaceutical Sciences.
- PEO-3: Be engaged in creative and innovative efforts in developing Pharmaceutical Technology.
- PEO-4: Be socially and ethically responsible for sustainable development.
- PEO-5: Demonstrate leadership qualities and professionalism in their chosen field of specialization.

Our Commitments :

Statements under 'Vision, Mission and PEOs' are based on 'Our Commitments' identified as under :

- Develop the institute as a world class learning center.
- Provide quality human resource.
- Keep the budding pharmacists abreast with the latest advancement in the medical and technological field.
- Collaborate with the industry for sustainable partnership, contract research and development.
- Modernize and upgrade the institutional infrastructure.
- Impart continuing education programs to fulfill the needs of working professionals /Non-Government organizations.
- Conduct Doctoral and Post-Doctoral programs in Pharmaceutical and Clinical Practice.
- Render community services especially to the rural masses.
- Establish linkages with alumni for institutional development.

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

Pharmacy profession in Goa is the oldest in the Indian subcontinent. The first ever Pharmacy course was introduced along with the medical course in 1842 at the old Portuguese school known as “Escola Medica de Goa” and later named as “Escola Medica Cirurgica de Goa”. The Pharmacists (Farmaceuticos) and Doctors (Medica Cirugiao) were educated and trained in the same medical school and they had almost the same status in the Goan society.

In the year 1963, after the liberation of Goa in 1961, the institute was renamed as Goa College of Pharmacy and shifted to the present premises, which was formerly a Portuguese school. This pharmacy course was upgraded to a full fledged degree course of Bachelor of Pharmacy under the University of Bombay. The College started the Diploma in Pharmacy in 1966 and in the year 1970, the College was recognized for Master Degree in Pharmacy. The above courses were then affiliated to the University of Bombay. The college started Master of Pharmacy in Quality Assurance in 1992 affiliated to Goa University. Subsequently, in the year 2003, Master of Pharmacy course in Pharmacology was introduced, and then Master of Pharmacy course in Pharmacognosy from the academic year 2010, Master of Pharmacy course in Pharmaceutical Chemistry from the academic year 2021. Ph.D. program in Pharmacy under Goa University was introduced in 2014.

The College is now affiliated to Goa University and is approved by Pharmacy Council of India (PCI) and All India Council for Technical Education (AICTE), New Delhi, and is run by the Government of Goa.

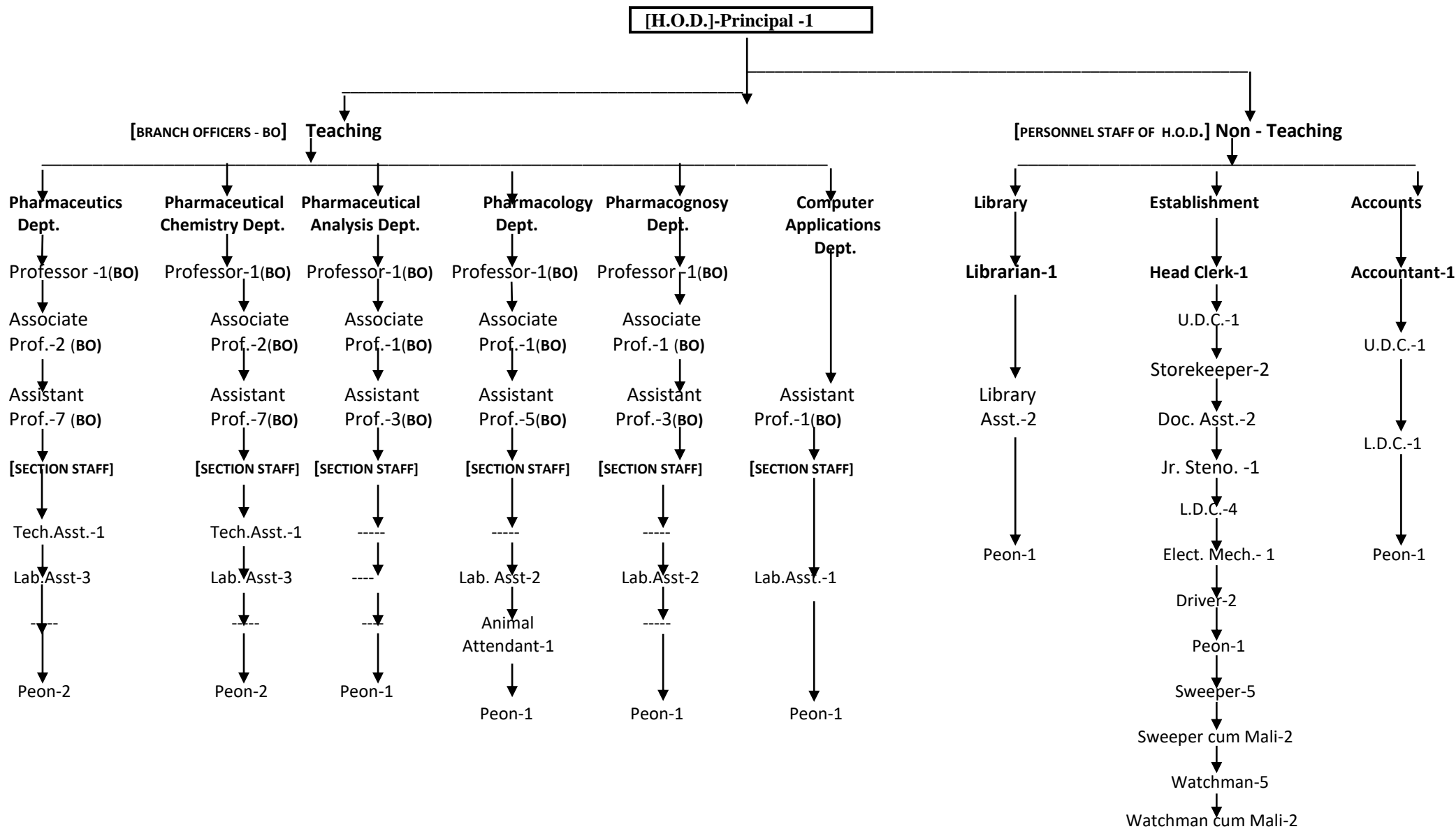
Faculty : The College is headed by Principal. The faculty comprises of following Departments: Pharmaceutics, Pharmacology, Pharmacognosy, Pharmaceutical Chemistry and Pharmaceutical Analysis. It is supported by laboratory staff, library staff and administrative staff. The college also has faculty and experts from industry and other institutions across the State, visiting the College.

Infrastructure : The College has spacious Class rooms, a Main Hall, Seminar Rooms, Conference Hall, Staff rooms, Boys common room, Ladies Common room, Gymkhana, well equipped Laboratories, Library, Administrative Block, Separate Hostels for boys and girls, Computer centre & a Digital Library. The college is well equipped with machines for dosage form processing and Instrument room with HPLC, HPTLC, FTIR, UV-Visible Spectrophotometers, Spectrofluorimeter, Dissolution test units, coating machine etc. There is also a computer center and internet facility for staff and students of the college.

In addition, the Department of Pharmacology has been equipped with instruments & machinery, such as Opto-Varimex (Autotrack), Hot plate Analgesia meter, Anxiometer, Rotamex - (Rotarod), Morris water maze, (Animaze software), Electro Convulsometer, Elevated plus maze. (MODROBS), Radial arm maze, Biopac System.

The Department of Pharmacognosy also is well equipped with equipment and machinery, such as, UV-Visible Spectrophotometer, FTIR-ATR, HPLC, Flash Chromatograph, Rotary Evaporator, Spray Dryer.

GOA COLLEGE OF PHARMACY, PANAJI
Organizational Chart of the Department



4. Main activities/functions of the public authority, in the State of Goa.

Goa College of Pharmacy imparts Pharmacy Education in the State.

This Institute conducts the following programs in Pharmacy :

- a) Diploma in Pharmacy.
- b) Bachelor of Pharmacy.
- c) Master of Pharmacy (Pharmaceutical Quality Assurance)
- d) Master of Pharmacy (Pharmacology)
- e) Master of Pharmacy (Pharmacognosy)
- f) Master of Pharmacy (Pharmaceutical Chemistry)
- g) Ph.D. in Pharmacy.

Additionally, training & placement and continuing education programmes for students, faculty & working pharmacists are conducted on a regular basis in association with various professional associations, such as, IPA, GPMA, GSPC.

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

The college conducts the following academic programmes :

Non-University Course :

- 1) **Diploma in Pharmacy** (D.Pharm) which is a course of 2 years duration of intake of 60 (78 including EWS & TFW) students. Diploma is awarded by Board of Technical Examinations, Porvorim-Goa.

University Courses :

- 2) **Bachelor of Pharmacy** (B.Pharm.) which is a course of 4 years duration with intake of 100 students.*
- 3) **Master of Pharmacy** (Pharmaceutical Quality Assurance) (M.Pharm.) which is a course 2 years duration, with intake of 17 students.*
- 4) **Master of Pharmacy** (Pharmacology) (M.Pharm.), which is a course of 2 years duration with intake of 10 students.*
- 5) **Master of Pharmacy** (Pharmacognosy) (M.Pharm.), which is a course of 2 years duration with intake of 13 students.*
- 6) **Master of Pharmacy** (Pharmaceutical Chemistry) (M.Pharm.), which is a course of 2 years duration with intake of 17 students.*
- 7) **Ph.D. in Pharmacy program.**

* N.B.:The Bachelors and Masters degrees are awarded by the Goa University.

Separate hostels for boys and girls, with mess facility, is located at Altinho, Panjim. There is a canteen attached to the college. A bus and a van caters to the needs of students.

6. Citizen's interaction - Expectation of the public authority from the public for enhancing its effectiveness and efficiency.

Suggestion from Citizens.

7. Postal address of the main office, attached/ subordinate office/ field units etc.

Goa College of Pharmacy, 18th June Road, Panaji, Goa-403001.

8. Working hours both for office and public.

Goa College of Pharmacy is open on all working days from Monday to Friday between 9.00 am. to 1.00 pm and 2.00 p.m. to 5.30p.m.

9. Grievance redressal mechanism.

Students and their parents may contact Principal for complaints and grievances. Telephone Nos. :0832-2226883 (Principal-Direct/Fax) /0832-2226882 (Office).

Public Grievance Officer nominated. Public Grievance Committee appointed. Institutional level committee for the prevention of sexual harassment of female employees.

Manual-2**Powers and Duties of Officers and Employees**

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

Details of the powers and duties of officers and employees of the organization.

GOA COLLEGE OF PHARMACY, PANAJI

Details of the powers and duties of Teaching Staff – 2021

Sr. No.	Name	Designation	Powers			Duties
			Adminis- trative	Finan- cial	Others	
1	Dr. Gopalkrishna Rao	Principal	Full powers	As Head of Dept.	Acad- emic	- Appellate Authority (RTI). - All matters related to institution, examination and liaison with Goa University and Board of Technical Education, Govt. Depts., Apex Bodies like AICTE, PCI. -Teaching and Research. -Co-ordination of Ph.D. programs under Goa University.
2	Dr. Arun B. Joshi	Professor-I	-	-	-	Academic & research activities & supervision of the individual departmental activities.
3	Dr. Madhusudan P. Joshi	Professor (CAS)- II	-	-	-	- Academic & research activities & supervision of the individual departmental activities.
4	Dr. Sanjay Pai P.N.	Professor-III	-	-	-	Public Information Officer (PIO) Academic & research activities & supervision of the individual departmental activities
5	Dr. Prashant J. Bhide	Professor	-	-	-	Academic & research activities
6	Vacant	Professor –IV (Pharmaceutical Analysis)	-	-	-	Academic & research activities
7	Vacant	Professor (Pharmacology)	-	-	-	Academic & research activities
8	Vacant	Professor –V (Pharmaceutics)	-	-	-	Academic & research activities
9	Vacant	Associate Professor (Pharmaceutical Chemistry)	-	-	-	Academic & research activities
10	Vacant	Associate Professor (Pharmacology)	-	-	-	Academic & research activities
11	Dr. (Smt.) Yogita.N. Sardessai	Professor	-	-	-	- Assistant Public Information Officer (APIO). - Academic & research activities
12	Dr. Rupesh K. Shirodkar	Professor	-	-	-	Academic & research activities
13	Dr. Anand A. Mahajan	Professor	-	-	-	Academic & research activities
14	Dr. Shailendra S. Gurav	Professor	-	-	-	Academic & research activities
15	Dr. Raghuvir R. Pissurlenkar	Professor	-	-	-	Academic & research activities
16	Dr. (Smt.) R.S. Gude	Associate Professor	-	-	-	Academic & research activities
17	Kum. Lorna P. Silveira	Associate Professor	-	-	-	Academic & research activities
18	Smt. Teja V. Walke	Associate Professor	-	-	-	Academic & research activities
						...2/-

Sr. No.	Name	Designation	-2- Powers			Duties
			Adminis- trative	Finan- cial	Others	
19	Vacant	Associate Professor (Computer Applications)	-	-	-	Academic & research activities
20	Vacant	Associate Professor (Pharmaceutics)	-	-	-	Academic & research activities
21	Vacant	Associate Professor (Pharmaceutics)	-	-	-	Academic & research activities
22	Smt. Sachi Kudchadkar	Assistant Professor	-	-	-	Academic & co-curricular activities
23	Shri Vithal Bhandare	Assistant Professor	-	-	-	Academic & co-curricular activities
24	Shri Vaibhav Potdar	Assistant Professor	-	-	-	Academic & co-curricular activities
25	Smt. Shailaja Mallya	Assistant Professor	-	-	-	Academic & co-curricular activities
26	Smt. Vedita Hegde Desai	Assistant Professor	-	-	-	Academic & co-curricular activities
27	Dr. (Smt.) Mythili Krishna J.	Assistant Professor	-	-	-	Academic & co-curricular activities
28	Smt. Shweta S. Borkar	Assistant Professor	-	-	-	Academic & co-curricular activities
29	Smt. Seema S. Shet	Assistant Professor	-	-	-	Academic & co-curricular activities
30	Smt. Saba G. Jamadar	Assistant Professor	-	-	-	Academic & co-curricular activities
31	Dr. Adison Fernandes	Assistant Professor	-	-	-	Academic & co-curricular activities
32	Smt. Asmita S. Arondekar	Assistant Professor	-	-	-	Academic & co-curricular activities
33	Shri Rahul S. Chodankar	Assistant Professor	-	-	-	Academic & co-curricular activities
34	Shri Rohan R. Prabhu	Assistant Professor	-	-	-	Academic & co-curricular activities
35	Smt. Liesl M. Fernandes	Assistant Professor	-	-	-	Academic & co-curricular activities
36	Ms. Nutan L. Naik	Assistant Professor	-	-	-	Academic & co-curricular activities
37	Shri Raveendra L. Hullolikar	Assistant Professor	-	-	-	Academic & co-curricular activities
38	Dr. Anant V. Bhandarkar	Assistant Professor	-	-	-	Academic & co-curricular activities
39	Vacant	Assistant Professor (Pharmacognosy)	-	-	-	Academic & co-curricular activities

Details of Duties Of Non-Teaching Staff

Sr. No.	Designation/ Sanctioned post	Nature of Work
1	Head Clerk (1)	<ul style="list-style-type: none"> - Overall supervision of all administrative work and staff. - Correspondence in respect of appointments, confirmation, permanency, etc. - Assembly matters, MACPs, Service matters. - Entry of Pay fixation, promotions, transfers, new recruitments, etc. on service books. - Important correspondence with Government Departments. - Pension cases. - ACRs, Annual Returns of the staff. - Creation, revival of posts. - Correspondence of Hostel related matters, B.Pharm., M.Pharm., D.Pharm., Ph.D. admission and examination. - Supervision of Stores. - Any other work assigned by the Principal.
2	Accountant (1)	<ul style="list-style-type: none"> - Preparation of Pay Bills of Non Gazetted Staff, other bills like LTC, Medical Reimbursement and all other advance bills including GPF. - Complying the bills passed with G.F.R.8 and maintaining of G.F.R.9 month wise. - Filing of Income Tax quarter wise and issuing of Form 16 to Staff. - Issuing of Salary Certificate and also LPC of staff. - Maintaining of other relevant registers for office records. - Any other work assigned by the Superiors.
3	Librarian (1)	<ul style="list-style-type: none"> - Maintaining library and procurement of e-journals and books. - Implementation of book bank scheme. - Assisting the stock verification of books - Maintaining inventory of books and journals - Any other work assigned by Principal.

Sr. No.	Designation	Nature of Work
4	Technical Assistant (2)	<ul style="list-style-type: none"> - Preparing reagents and solutions for practicals. - Maintenance of instruments in the laboratories. - Assisting Teachers in conducting practicals. - Any other work assigned from time to time. -
5	Documentation Assistant (2)	<ul style="list-style-type: none"> - M.Pharm course and Ph.D. program and other related work such as prospectus, admission, examination, registration, issuing certificates, etc. - Result Statistics. - Increments of the staff, maintaining increment registers, entering the same on service book, etc. - Training to M.Pharm students - Maintaining general register, result register of M.Pharm course, Ph.D course etc. - Assisting Head Clerk in pension cases. - Any other work assigned from time to time.
6	Junior Stenographer (1)	<ul style="list-style-type: none"> - Dictation from Principal. - Important correspondence to Goa University, AICTE, PCI, etc. - Checking and sending of e-mails. - Correspondence pertaining to affiliation/approval of GU/PCI & AICTE. - RTI matters, LAQ matters. - Governing Council of GCP matters - Monthly reports to Government - Anti-ragging, monthly reports - Miscellaneous correspondence - BOS, Vacation, Biometric attendance - Monthly, quarterly returns - Any other work assigned from time to time.
7	Upper Division Clerk (2)	<ul style="list-style-type: none"> - Admission work to D.Pharm Course - All correspondence in respect of D.Pharm course such as enrollment, maintaining general register, result register, attendance register. - Correspondence work of part time lecturers, preparing of statements of Lecturers of D. Pharm. B. Pharm. and M. Pharm. Courses. - Issue of Railway concession forms, Students Tour. - Examination and Result Statistics of D.Pharm. course. - Issuing of certificate to students of D.Pharm course. - Collection of Term Fees. - Any other work assigned from time to time.
8	Storekeeper (2)	<ul style="list-style-type: none"> - Maintaining the dead-stock registers, consumable registers, purchase of chemicals, glasswares, machinery & equipment. - Annual, maintenance of computer system, machinery & equipment. - Issue of indents. - Any other work assigned related to stores.
9	Library Assistant (2)	<ul style="list-style-type: none"> - Assisting Librarian in maintaining the registers, - Issue of books and recording the same on registers. - Maintaining inventory of books and journals. - Any other work assigned from time to time.
10	Laboratory Assistant (11)	<ul style="list-style-type: none"> - Assisting Teachers in conducting practicals. - Preparation of reagents/solutions. - Maintenance of registers for glassware & chemicals & instruments, equipment & machinery. - Monitoring the cleanliness of the laboratories. - Any other work assigned from time to time.
11	Electro Mechanic (1)	<ul style="list-style-type: none"> - Repair and maintenance of electrical work of the institute. - Any other work assigned from time to time.
Sr. No.	Designation	Nature of Work

12	Lower Division Clerk (5)	<ul style="list-style-type: none"> - B.Pharm. course- such as admission enrollment, registration, examination, attendance register, etc. - Maintaining general and result registers of B. Pharm course students. - Issuing various certificates to B. Pharm. Students. - Migration, transference certificates. - All correspondence pertaining to B. Pharm course - Training & placement to D.Pharm students. - Result Statistics. - Scholarships of students. - Maintaining leave registers, issuing leave order and maintaining leave account on service book. - All correspondence to DTE pertaining to staff of college i.e. attending of workshop, seminars, etc. by the staff. - Referring earned leave applications of gazetted staff to Directorate of Accounts for admissibility of leave and issue corresponding leave orders to gazetted staff. - Hall Booking. - Appointment of daily wage/ contract staff. - Internal orders to staff. - All LTC, NOC, experience certificates to staff. - Preparation of Pay Bills of Non Gazetted Staff, other bills like LTC, Medical reimbursement and all other advance bills including GPF. - Complying the bills passed with G.F.R.8. - Filing of Income Tax quarterwise and issuing of Form 16 to Staff with the help of Accountant - Issuing of Salary Certificate and also LPC of Staff. - Maintaining of Bill Register Book, BCR. - Maintaining of other relevant register for office records. - All Inward correspondence. - Writing of Muster roll of teaching and non-teaching staff and students. - Entry of leaves of all staff on Muster roll. - Maintaining personal files of all staff, Typing work - In charge of Outward. - Electricity bills, Telephone bills. - Forwarding of joining reports of gazette staff to Directorate of Accounts. - File pertaining to Government Quarters. - Attendance of contract/daily wages staff. - Maintenance of postage register and section diary. - Maintaining of all forms such as hostel forms, leave forms, etc. - Assisting Head Clerk in MACPS matters & pension cases. - To keep track on leaves of staff and get it regularized. - Assisting Head Clerk in canteen matters, etc. - Biometric attendance and new entry in Biometric machine in absence of Jr. Steno. - Maintaining staff list (Teaching/ Non-teaching/Contract). - Sports related matters in absence of Physical Instructor. - Hostel Related Work. - Any other work assigned from time to time.
Sr. No.	Designation	Nature of Work
13	Driver (2)	<p>Driving of vehicles – one for Principal and one bus for students and van for office related activities.</p> <ul style="list-style-type: none"> - Any other work assigned from time to time.

14	Multi-Tasking Staff	
	a) Peon (11)	- General cleanliness & upkeep of the Section/Unit. - Carrying of files & other papers within the building. - Photocopying, sending of Fax.
	b) Animal Attendant (1)	- Other non-clerical work in the Section/Unit. - Assisting in routine office work like diary, despatch etc. - Delivering of dak (outside the building), post office.
	c) Sweeper (5)	- Opening & closing of rooms. - Dusting of furniture etc.
	d) Sweeper-cum-Mali (2)	- To take care of upkeep of animal house, handling animals - To handle, maintain, feed and breed the animals such as Rabbits, Rats, Mice and Guinea Pigs, etc.
	e) Watchman (5)	- Cleaning of rooms - Cleaning of building, fixtures.
	f) Watchman-cum-Mali (2)	- Upkeep of herbal garden, lawns, potted plants etc. - Watch & ward duties.
		- Any other work assigned from time to time.

Manual-3

Procedure followed in Decision Making Process

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

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

Principal, Goa College of Pharmacy-Panaji → Director of Technical Education-Porvorim
→ Secretary (Education), Secretariat-Porvorim → Education Minister, Government of Goa.

In case of expenditure/financial approvals : Education Minister → Finance Dept. →
Finance Secretary → Finance Minister → Chief
Minister.

Principal is the budget controlling authority for the institution. Budget proposals are routed through Director of Technical Education, Secretary (Education) and Education Minister to the Finance Minister. Once the budget proposal is passed in the State Assembly, under various appropriate unit heads, expenditure is booked by following the government procedures laid down.

Proposal for setting up of new courses or purchase of major & high value equipments & machinery or structural modifications/renovations are generally discussed in the Management Council meetings for their advice. Then the proposals are then sent to government for necessary administrative and financial approvals.

All the purchases involving, chemicals, glasswares, equipment & machinery, stationery, furniture and teaching aids are generally routed through the Purchase Committee and only after the recommendations therein, purchases are effected following the procedures laid down by the Government of Goa.

In terms of academic activities, the relevant matters are discussed in meetings of HODs & Staff and accordingly the decisions are taken by the Principal.

Course content, examination for B.Pharm., M.Pharm. courses & Ph.D. program, are designed and implemented as per Goa University statutes and ordinances.

D.Pharm. course is governed by rules and regulations of Board of Technical Education and Pharmacy Council of India, New Delhi.

Norms and standards laid down by Apex Bodies such as, AICTE and PCI for D.Pharm., B.Pharm. and M.Pharm. courses are followed.

Ph.D. programs are conducted as per the Goa University's Statutes & Ordinances.

Admission to D.Pharm., B.Pharm., M.Pharm. courses are carried out as per the procedures approved by the Government of Goa.

Manual-4

Norms set by it for the discharge of its functions

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

Please provide the details of the Norms/Standards set by the department for execution of various activities/ programmes.

Sr. No.	Activity	Time frame/Norm for its completion/ disposal	Remarks
Admin./Estt. Section			
1.	Inward	Instant. To be stamped and acknowledged with stamp and date.	-----
2.	Outward of dak & Files	Within two working days for receipt up to 16.00 hrs. To be entered on outward register and dispatched except registered AD Register on next day	
3.	Earned leave of A & B	1 Month. Application to be submitted to inward with recommendation of Head of the Department. Application to be forwarded to Directorate of Accounts for admissibility.	-----
4.	Earned leave of C & D	1 month. Application to be submitted to inward with recommendation of Head of the Department. Application to be referred to dealing hand for admissibility and order to be put on the files.	-----
Accounts – DDO section			
5.	GPF advance withdrawal	1 month* Application to be submitted to inward complete in all respects. Application to be scrutinized by Accountant. Dealing hand prepares order and puts for approval and Signature and to be sent to Directorate of Accounts for needful.	
6.	Pay Bill: Pay of Staff is payable on last working day of the month. * Preferring of salary claim to Director of Accounts, Panaji.	The Claims are paid in one month of all the procedure is followed properly as per relevant Rules. Receipt of Increment slips, Inward, Marking of the Dak, and Verification with reference to Rules stated above.	-----
7.	Loan & Advances: Receipt of information for other deduction, deduction of Loans & Advances	2 months* Inward, Marking of Dak. Verification with reference to any NOC issued by this office. * Collection of Cheque, Encashment of Cheque, Disbursement of Salary.	-----

Sr. No	Activity	Time frame/Norm for its completion/ disposal	Remarks

8.	Contingent Bills: POL Bills, Purchases Bills, Telephone Bills, Electricity Bills, Water Bills and Other Bills.	2 months* Receipt of Bills, Inwards, Marking of Dak. Arithmetical Verification of Bills. Verification of Purchase with reference to order placed. Verification with reference to Rules. Putting up of order to pay the claim. Entering of Bills in Bill Register & BCR, Submitting bills to Director of Accounts, Panaji.	-----
9.	Advances Bill	1 month* Receipt of Order, Marking of Dak, Verification, Preferring of Bills, Entering in Bill Register & BCR. Preferring claim to Director of Accounts, Panaji for Cheques, Collecting Cheques, Encashment of Cheque, Disbursements.	-----
10.	TA/DA Bills, GPF Advance Withdrawal	1 month* Receipt of Bills, Inwards, Marking of Dak, Verification of Order and Claim. Paying of Bills for Order of Concern. Recording of Bills in Bill Register & BCR. Submitting of Claim to Director of Accounts, Collection of Cheque, and Recording of Cheques in Cheque Register. Encashment of Cheques. Disbursement.	-----
11.	Remuneration Bills of Examination Work	3 months* Receipt of Bills, Inward Dak, Marking of Bills, Verification of Bills, Recording of Bills, Putting of Order for Payment. Preferring Bills, Entering in Bills Register. Submitting bills to Goa University/Board of Technical Education/Director of Accounts, Panaji for Cheque. Receipt of Cheque, Reordering Cheque in Cheque Register and Forwarding of Cheques Inward.	

Sr.No	Activity	Time frame/Norm for its completion/ disposal	Remarks
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Administration :			
12.	Issue of Diplomas	After a period of six months of final year result.	-----
13.	Issue of migration and other certificates	Within 15 Working Days after receipt of application along with fees. Apply to Registrar, Goa University/ Secretary, Board of Technical Education giving details such as Name, Seat No. Enrolment No, program, Institute, Examination Passed etc. along with payment of fees.	-----
14.	Issue of duplicate documents	Within 15 Working days after receipt of application along with fees and forwarding it to Registrar, Goa University/ Secretary, Board of Technical Education. Apply to Registrar, Goa University/ Secretary, Board of Technical Education giving all details along with proof of damage, loss or theft including an affidavit on an appropriate stamp paper.	-----
15.	Authentication of Professional Degree and Diploma Certificates	Within 15 Working days after receipt of application along with fees. Apply to Principal, Goa College of Pharmacy, on prescribed form giving all details and prescribed fees.	-----
16	Refund	Refund → Deposit/EMD/Caution Money.	-----

*Subject to all required documents being in Order.

Manual-5

Rules, regulations, instructions, manuals and records for discharging functions.

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

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

Sr. No.	Name of the Act, rules, regulations, etc.	Brief gist of the contents	Reference No., if any	Price in case of priced publications
1.	This public institution is governed by rules, regulations, instructions as applicable to Departments under Government of Goa.	Fundamental Rules, Supplementary Rules, General Financial Rules, CCS conduct Rules, Leave Rules etc.		
2.	Norms laid down by the All India Council for Technical Education (AICTE), New Delhi, regarding Pharmacy Education ie. for B.Pharm. & M.Pharm. courses. As per AICTE Approval Process HandBook.	AICTE norms for Institutions	-	-
3.	Norms laid down by the Pharmacy Council of India (PCI), New Delhi, regarding Diploma, Under Graduate and Post Graduate programmes in pharmacy education.	PCI norms for Institutions	-	-
4.	Norms laid down by the Goa University for B.Pharm., M.Pharm. & Ph.D.	Goa University norms for Institutions.	-	-
5.	Norms laid down by Pharmacy Council of India (PCI) & the Board of Technical Education (BTE), Government of Goa, for D.Pharm. course.	Board of Technical Education norms for Institutions.	-	-

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	Unit/Section	Retention
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		information available	where available	period, where available
1.	Personal files of A,B,C&D Employees. Section files	File Register	Administration	
2.	ACR files A ,B, C&D employees		Administration	
3.	Store files	Dead stock, Consumable Register, All documents relating to tendering and e-tendering.	Stores	
4.	Cash Books	Bills Register for salary bills, FVC bills, remuneration bills	Accounts (DDO)	
5.	Personal Files of Gazetted officers	Staff & service matters; Policy and decisions; Miscellaneous	Administration	
6.	Personal Files of Gazetted officers, Files pertaining to administrative approvals.	Staff & service matters; Policy and decisions Miscellaneous	Administration	
7.	Budget Files, Grants in aid files, GPF; Advance/ Withdrawal/files of aided Institutions, files, Audit files, Institutions, PAC matters, Monthly Expdt Returns files, Annual Plan files, GFR-9 etc.	GPF details Service Benefits	Accounts	
8.	Curriculum & Syllabi	Syllabus	Goa University/ BTE.	
9.	Matter pertaining to Appeal under RTI	Appeals	Appellate Authority	
10.	Matter pertaining to application for information under RTI, PIO- RTI Act, Complaints.	Applications	P.I.O. /A.P.I.O. & Administration	

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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)]

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

- Since this is an educational institution imparting pharmacy education to the students, hence there is no direct public contact.

Sr.No	Name and address of the consultative Committee/ bodies	Constitution of the committee/ body	Role and responsibility	Frequency of meetings
	NIL			

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A Statement of boards, council, committees and other bodies constituted

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

S. No.	Name & address of the body	Main functions of the body	Constitution of the body	Date of Constitution	Date upto which valid	Whether meetings open to public	Whether minutes accessible to public	Frequency of meetings	Remarks

Name & address of the body : Governing Committee of Goa College of Pharmacy.

Main functions of the body : To improve the performance of Goa College of Pharmacy and in tune with State Policy of encouraging PP Partnerships.

Constitution of the body : Constituted as per AICTE norms.

Date of Constitution : 11/03/2021

Date upto which valid : The tenure of the members of the Governing Committee is three years.

Whether meetings open to public : No.

Whether minutes accessible to public : No.

Frequency of meetings : Approximately once in two months.

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Directory of Officers and Employee

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

Sr. No.	Name	Designation	Office Tel. No.	E-mail Address
1.	Dr. Gopal Krishna Rao,	First Appellate	0832-	gcpprincipal@yahoo.com

	Principal, Goa College of Pharmacy, Panaji, Goa-403001.	Authority	2226882/3	
2.	Dr. Sanjay Pai P.N., Professor Goa College of Pharmacy, Panaji, Goa-403001.	Public Information Officer	0832- 2226882/3	-
3.	Dr. Y.N. Sardesai, Professor, Goa College of Pharmacy, Panaji, Goa-403001.	Assistant Public Information Officer	0832- 2226882/3	-

Goa College of Pharmacy, Panaji - List of Teaching Faculty – March 2022

Sr. No.	Name	Designation	Office Tel. No./ E-mail Address
1	Dr. Gopal Krishna Rao	Principal	0832-2226883 (Direct-Principal) 0832-2226882 (Office) Mob:9158055530 Email ID:principal.gcp.goa@nic.in EmailID:gcpprincipal@yahoo.com
2	Dr. Arun B. Joshi	Professor	
3	Dr. Madhusudan P. Joshi,	Professor	
4	Dr. Sanjay Pai P.N.	Professor	
5	Dr. Prashant J. Bhide	Professor	
6	Vacant	Professor (Pharmaceutical Analysis)	
7	Vacant	Professor (Pharmacology)	
8	Vacant	Professor (Pharmaceutics)	
9	Vacant	Associate Professor (Pharmaceutical Chemistry)	
10	Vacant	Associate Professor (Pharmacology)	
11	Dr. (Smt.) Yogita N. Sardesai	Professor	
12	Dr. Rupesh K. Shirodkar	Professor	
13	Dr. Anand A. Mahajan	Professor	
14	Dr. Shailendra S. Gurav	Professor	
15	Dr. Raghuvir R. Pissurlenkar	Professor	
16	Dr. (Smt.) R.S. Gude	Associate Professor	
17	Kum. L.P. Silveira	Associate Professor	
18	Smt. Teja V. Walke	Associate Professor	
19	Vacant	Associate Professor (Computer Applications)	
20	Vacant	Associate Professor (Pharmaceutics)	
21	Vacant	Associate Professor (Pharmaceutics)	
22	Smt. Sachi Kudchadkar	Assistant Professor	
23	Shri Vithal Bhandare	Assistant Professor	
24	Shri Vaibhav Potdar	Assistant Professor	
25	Smt. Shailaja Mallya	Assistant Professor	
26	Smt. Vedita Hegde Desai	Assistant Professor	
27	Dr. (Smt.) Mythili Krishna J.	Assistant Professor	
28	Smt. Shweta S. Borkar	Assistant Professor	
29	Smt. Seema S. Shet	Assistant Professor	
30	Smt. Saba G. Jamadar	Assistant Professor	
31	Dr. Adison Fernandes	Assistant Professor	
32	Smt. Asmita S. Arondekar	Assistant Professor	

33	Shri Rahul S. Chodankar	Assistant Professor	
34	Shri Rohan R. Prabhu	Assistant Professor	
35	Smt. Liesl M. Fernandes	Assistant Professor	
36	Smt. Nutan L. Naik	Assistant Professor	
37	Shri Raveendra L. Hullolikar	Assistant Professor	
38	Dr. Anant V. Bhandarkar	Assistant Professor	
39	Vacant	Assistant Professor (Pharmacognosy)	

GOA COLLEGE OF PHARMACY - LIST OF NON-TEACHING STAFF – June 2022

Sr.No.	Name	Designation	Office Tel. No./ E-mail Address
1	Shri. Sertorio Colaco	Head Clerk	0832-2226882 (Office)
2	Shri Giridhar V. Gawade	Accountant	
3	Vacant (Smt. Maya R. Naik)	Librarian (Assistant Librarian (Work Placement))	
4	Smt. Sarika Anil Rathod	Instructor of Phy. Edn.	
5	Shri. Kalidas Phadte	Tech. Assistant	
6	Smt. Nilisha P. Volvoikar	Tech. Assistant	
7	Smt. Arlette Baretto	Doc. Assistant	
8	Shri. Vinay Naik	Doc. Assistant	
9	Smt. Lourdes Simeonne Afonso	Jr. Steno.	
10	Smt. Vaishali P. Pagui	UDC	
11	Smt. Jennifer Rodrigues	UDC	
12	Vacant	Storekeeper	
13	Vacant	Storekeeper	
14	Vacant	Library Asst.	
15	Smt. Vaishali Raut	Library Asst.	
16	Vacant	Laboratory Asst.	
17	Shri. Vinod V. Naik	Laboratory Asst.	
18	Smt. Shilpa Gawas	Laboratory Asst.	
19	Shri Sham Babu Kharwat	Laboratory Asst.	
20	Smt. Shanti Naik	Laboratory Asst.	
21	Shri Narayan Shetgaonkar	Laboratory Asst.	
22	Kum. Sweta S. Vaiganker	Laboratory Asst.	
23	Smt. Swapnaja B. Salgaonkar	Laboratory Asst.	
24	Smt. Deepali Umesh Kholkar	Laboratory Asst.	
25	Smt. Varsha N. Rasaikar	Laboratory Asst.	
26	Smt. Farheen A. Shaikh	Laboratory Asst.	
27	Vacant	Electro Mechanic	
Sr.No.	Name	Designation	Office Tel. No./ E-mail Address
28	Shri Santosh S. Talavanekar	LDC	
29	Smt. Josephine Pereira	LDC	
30	Smt. Riya P. Parvatkar	LDC	
31	Shri Rama R. Bagkar	LDC	

32	Vacant	LDC	
33	Vacant	Driver	Superannuated in June 2021.
34	Shri Devanand J. Fadte	Driver (H/V)	
35	Vacant	Multi Tasking Staff (Peon)	
36	Vacant	Multi Tasking Staff (Peon)	
37	Vacant	Multi Tasking Staff (Peon)	
38	Vacant	Multi Tasking Staff (Peon)	
39	Smt. Sujata Kurlle	Multi Tasking Staff	
40	Vacant	Multi Tasking Staff (Peon)	
41	Shri. Arjun Sawant	Multi Tasking Staff	
42	Shri Thomas Martin	Multi Tasking Staff	
43	Shri Sandesh Gomes	Multi Tasking Staff	
44	Smt. Manisha M. Masurkar	Multi Tasking Staff	
45	Shri Anand V.T. Pednekar	Multi Tasking Staff	
46	Smt. Priti P. Harvalkar	Multi Tasking Staff	
47	Shri Gabriel Timoteo	Multi Tasking Staff	
48	Vacant	Multi Tasking Staff (Sweeper)	
49	Shri Rama Jadhav	Multi Tasking Staff	
50	Shri Pravin T. Naik	Multi Tasking Staff	
51	Vacant	Multi Tasking Staff (Sweeper)	
52	Vacant	Multi Tasking Staff (Sweeper)	
53	Vacant	Multi Tasking Staff (Sweeper-cum-Mali)	
54	Vacant	Multi Tasking Staff	
55	Shri. Soccoro S. Vaz	Multi Tasking Staff	
56	Shri. Vinod B. Naik	Multi Tasking Staff	
57	Shri. Hitendra R. Shirodkar	Multi Tasking Staff	
58	Shri Vishal Khot	Multi Tasking Staff	
59	Shri. Joseph Fernandes	Multi Tasking Staff	
60	Vacant	Multi Tasking Staff (Watchman-cum-Mali)	
61	Vacant	Multi Tasking Staff (Watchman-cum-Mali)	

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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 - Gross Salary for the month of July 2022

Sr. No.	Name	Designation	Gross Salary (Rs.) (July 2022)
1	Dr. Gopal Krishna Rao	Principal	3,28,686/-
2	Dr. Arun B Joshi	Professor	3,17,336/-
3	Dr. Madhusudan P.Joshi	Professor	3,08,216/-
4	Dr. Sanjay Pai P.N	Professor	3,08,216/-
5	Dr. Prashant J. Bhide	Professor	2,42,540/-
6	Dr.Yogita.N. Sardessai	Professor	2,66,568/-
7	Dr. Rupesh K. Shirodkar	Professor	2,66,568/-
8	Dr. Anand A Mahajan	Professor	2,28,872/-
9	Dr. Shailendra S Gurav	Professor	2,58,968/-
10	Dr. Raghuvir Pissulenkar	Professor	2,58,968/-
11	Dr. (Smt.) Rajeshree Gude	Associate Professor	2,65,352/-
12	Kum. Lorna P Silveira	Associate Professor	2,57,752/-
13	Smt. Teja V. Walke	Associate Professor	2,57,752/-
14	Smt. Sachi Kudchadkar	Assistant Professor	1,54,088/-
15	Shri Vithal Bhandare	Assistant Professor	1,54,088/-
16	Shri Vaibhav Potdar	Assistant Professor	1,32,526/-
17	Smt. Shailaja Mallya	Assistant Professor	1,29,920/-
18	Smt. Vedita Hegde Desai	Assistant Professor	1,37,520/-
19	Dr. (Smt.) Mythili Krishna J.	Assistant Professor	1,54,088/-
20	Smt. Shweta S. Borkar	Assistant Professor	1,37,520/-
21	Smt. Seema S. Shet	Assistant Professor	1,37,520/-
22	Smt. Saba G. Jamadar	Assistant Professor	1,21,806/-
23	Dr. Adison Fernandes	Assistant Professor	1,21,806/-
24	Smt. Asmita S. Arondekar	Assistant Professor	1,29,920/-
25	Shri Rahul S. Chodankar	Assistant Professor	1,19,280/-
26	Shri Rohan R. Prabhu	Assistant Professor	1,19,280/-
27	Smt. Liesl M. Fernandes e Mendonca	Assistant Professor	1,19,280/-
28	Smt. Nutan L. Naik	Assistant Professor	1,19,280/-
29	Shri Raveendra L. Hullolikar	Assistant Professor	99,830/-
30	Dr. Anant V. Bhandarkar	Assistant Professor	1,08,674/-

NON-TEACHING STAFF - Gross Salary for the month of July 2022

Sr.	Name	Designation	Gross Salary (Rs.) (July 2022)
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1	Shri. Sertorio Colaco	Head Clerk	66,708/-
2	Shri Giridhar V. Gawade	Accountant	56,220/-
3	Vacant (Smt. Maya R. Naik)	Librarian (Assistant Librarian [Work Placement])	---
4	Smt. Sarika Anil Rathod	Instructor of Phy. Edn.	72,636/-
5	Shri. Kalidas Phadte	Tech. Assistant	99,844/-
6	Smt. Nilisha P. Volvoikar	Tech. Assistant	60324/-
7	Smt. Arlette Baretto	Doc. Assistant	96956/-
8	Shri. Vinay Naik	Doc. Assistant	51508/-
9	Smt. Lourdes Simeonne Afonso	Jr. Steno.	65644/-
10	Smt. Vaishali P. Pagui	UDC	54,548/-
11	Smt. Jennifer Rodrigues	UDC	53,028/-
12	Shri Mohan Gaude	Storekeeper	54,548/-
13	Smt. Vaishali Raut	Library Asst.	88,900/-
14	Shri. Vinod V. Naik	Laboratory Asst.	90,852/-
15	Smt. Shilpa Gawas	Laboratory Asst.	71,420/-
16	Shri Sham Babu Kharwat	Laboratory Asst.	71,420/-
17	Smt. Shanti Naik	Laboratory Asst.	69,444/-
18	Shri Narayan Shetgaonkar	Laboratory Asst.	61,996/-
19	Kum. Sweta S. Vaiganker	Laboratory Asst.	60,324/-
20	Smt. Swapnaja B. Salgaonkar	Laboratory Asst.	53,028/-
21	Smt. Deepali Umesh Kholkar	Laboratory Asst.	51,508/-
22	Smt. Varsha N. Rasaikar	Laboratory Asst.	69,444/-
23	Smt. Farheen A. Shaikh	Laboratory Asst.	48,772/-
Sr.	Name	Designation	Gross Salary (Rs.) (July 2022)
24	Shri Santosh S. Talavanekar	LDC	57,284/-

25	Smt. Josephine Pereira	LDC	54,092/-
26	Smt. Riya P. Parvatkar	LDC	39,652/-
27	Shri Rama R. Bagkar	LDC	37,382/-
28	Shri Devanand J. Fadte	Driver (H/V)	57,284/-
29	Smt. Sujata Kurle	Multi Tasking Staff	52,260/-
30	Shri. Arjun Sawant	Multi Tasking Staff	46,948/-
31	Shri Thomas Martin	Multi Tasking Staff	40,716/-
32	Shri Sandesh Gomes	Multi Tasking Staff	43,148/-
33	Smt. Manisha M. Masurkar	Multi Tasking Staff	34,798/-
34	Shri Anand V.T. Pednekar	Multi Tasking Staff	36,926/-
35	Smt. Priti P. Harvalkar	Multi Tasking Staff	34,798/-
36	Shri Gabriel Timoteo	Multi Tasking Staff	51,052/-
37	Shri Pravin T. Naik	Multi Tasking Staff	42,540/-
38	Shri. Soccoro S. Vaz	Multi Tasking Staff	62,300/-
39	Shri. Hitendra R. Shirodkar	Multi Tasking Staff	58,956/-
40	Shri Vishal Khot	Multi Tasking Staff	49,684/-
41	Shri. Joseph Fernandes	Multi Tasking Staff	48,316/-

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

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

2210 - Medical & Public health

05 - Medical Educational Training & Research

105 - Allopathy

01 - Goa Pharmacy College (NON PLAN)

(Rs. in Lakhs)

Head of Account	Sanctioned Budget 2022-23	Budget Estimate 2021-22	Revised Estimate 2021-22	Expenditure up to 31/03/22
01- Salaries	1435.00	880.00	880.00	820.07
03 - Overtime Allowance	-	0.10	0.10	Nil
11 - Domestic Travel Allowance	3.00	2.50	2.50	0.98
12 - Foreign Travel Allowance	5.00	10.00	10.00	Nil
13 - Office Expenses	30.00	30.00	30.00	16.02
21 - Supplies & Materials	45.00	22.50	22.50	1.94
24 - POL	2.00	2.00	2.00	0.59
26 - Advertising and Publicity	1.00	1.00	1.00	Nil
27 - Minor Works	-	1.00	1.00	Nil
28 - Professional Service	7.00	5.00	5.00	4.82
TOTAL	1528.00	954.10	954.10	844.42

2210 - Medical & Public health

05 - Medical Educational Training & Research

105 - Allopathy

02 - Post Graduate Course in Pharmacy (Non Plan)

(Rs. in Lakhs)

Head of Account	Sanctioned Budget 2022-23	Budget Estimate 2021-22	Revised Estimate 2021-22	Expenditure up to 31/03/22
01 - Salaries	156.00	99.20	99.20	81.59
11 - Domestic Travel Expenses	0.60	0.25	0.25	Nil
13 - Office Expenses	22.50	22.50	22.50	13.63
21 - Supplies & Materials	15.00	13.00	13.00	0.96
34 - Scholarship/ Stipend	0.20	0.10	0.10	Nil
50 - Other Charges	0.20	0.10	0.10	Nil
TOTAL	194.50	135.15	135.15	96.18

2210 - Medical & Public health

05 - Medical Educational Training & Research

105 - Allopathy

03 - Strengthening of Goa Pharmacy College (Plan)

(Rs. in Lakhs)

Head of Account	Sanctioned Budget 2022-23	Budget Estimate 2021-22	Revised Estimate 2021-22	Expenditure up to 31/03/22
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01 - Salaries	66.00	40.80	40.80	29.06
02 - Wages	40.00	32.00	32.00	30.99
11 - Domestic Travel Expenses	0.30	0.10	0.10	Nil
13 - Office Expenses	10.00	10.00	10.00	3.58
20 - Other Administrative Expenses	-	0.10	0.10	Nil
21 - Supplies & Materials	2.00	1.00	1.00	0.39
TOTAL	118.30	84.00	84.00	64.02

2210 - Medical & Public health

05 - Medical Educational Training & Research

105 - Allopathy

04 - Post Graduate in Pharmacy (Plan)

(Rs. in Lakhs)

Head of Account	Sanctioned Budget 2022-23	Budget Estimate 2021-22	Revised Estimate 2021-22	Expenditure up to 31/03/22
01 - Salaries	26.00	16.80	16.80	11.06
11 - Domestic Travel Expenses	0.20	0.20	0.20	Nil
13 - Office Expenses	20.00	20.00	20.00	9.11
21 - Supplies & Materials	20.00	10.00	10.00	2.29
28 - Professional Service	4.00	2.00	2.00	Nil
34 - Scholarship & Stipend	2.00	1.00	1.00	Nil
TOTAL	72.20	50.00	50.00	22.46

4210 - Capital Outlay on Medical and Public Health

03 - Medical Education Training & Research

105 – Allopathy

(Rs. in Lakhs)

Head of Account	Sanctioned Budget 2022-23	Budget Estimate 2021-22	Revised Estimate 2021-22	Expenditure up to 31/03/22
01 - Building				
53 - Major Works	1500.00	200.00	200.00	2.85
02 - Establishment charges transferred from "2059-Public Works				
01 - Salaries				

	-	-	-	-
03 - Tools and Plant Charges transferred from "2059-Public Works				
52 - Machinery & Equipment	-	-	-	-
04 - Equipment (Goa College Pharmacy)(Plan)				
52 - Machinery & Equipment	75.00	50.00	50.00	Nil
05 - Implementation of MODROBS				
52 - Machinery & Equipment	30.00	10.00	10.00	Nil
06 - Center of Excellence				
52 - Machinery & Equipment	75.00	30.00	30.00	Nil
53 - Major Work	15.00	15.00	15.00	Nil
07 - Implementation of Research Promotion Scheme				
21 – Supplies & Materials	1.00	1.00	1.00	Nil
52 - Machinery & Equipment	20.00	5.00	5.00	Nil
TOTAL	1716.00	311.00	311.00	2.85

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List of Individuals given subsidy

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

S. No.	Name & address of the beneficiary	Purpose for which subsidy provided	Amount of subsidy	Scheme and criterion for selection	No. of time subsidy given in past with
	NIL	-	-	-	-

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

Sr. No.	Name & address of the Beneficiary	Nature of concession/ permit/ authorization provided	Purpose for which granted	Scheme and criteria for selection	No. of similar concession given in past with purpose
1.	1st B.Pharm. students 2021-22 : 1) Miss. Bhargavi Deepak Kundaikar. 2) Miss Dionna Pia Cardoso. 3) Miss Mevelee Vailanka Dias. 4) Mr. Shantanu Ramchandra Sinai Dangui.	Tuition fee waiver	Fee concession	AICTE Tuition Fee Waiver Scheme. Criteria : Candidates whose parents annual total income from all sources does not exceed Rs.8,00,000/- (Rupees eight lakhs) and on submission of Income Certificate in specified format.	Given in past as per scheme.

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

Information available in an electronic form

15.1 Please provide the details of the information related to the various schemes which are available in the electronic format.

S.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	Official website for the Institution.	www.gcp.goa.gov.in	Yes	---
2	Prospectuses & eligibility criteria for D.Pharm. & B.Pharm., are available on website.	Available on website www.dtegoa.gov.in	Yes	Available during specific periods
3	Curriculum, Learning Resources.	Available on website www.gcp.goa.gov.in & Goa University website: www.unigoa.ac.in e-journals, Scifinder-Search Engine, e-Library – provide information on pharmaceutical research & various technical information.	Yes	Always
4	Results of Board of Technical Education of the most recent exam	Available on website the most recent results www.dtegoa.gov.in under Board link	Yes	Available during specific periods
5	Prospectuses & eligibility criteria for M.Pharm. is available on website.	Available on website www.gcp.goa.gov.in	Yes	Available during specific periods
6	Details of Ph.D. admission is available on website.	Available on website www.gcp.goa.gov.in & Goa University website: www.unigoa.ac.in	Yes	Available during specific periods

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Particulars of the facilities available to citizens for obtaining information

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

Facilities available for obtaining information

Sr. No.	Facility available	Nature of information	Working Hours
Information Counter	Office.	-	Office Timings
Website	www.gcp.goa.gov.in	All matters pertaining related to academics, examination and Career opportunities relating to D.Pharm., B.Pharm., M.Pharm & Ph.D. courses.	-
Library	Available	Learning and e-learning	8.30am to 6.30am

		resources.	
Notice Board	Available	General information.	Office Timings

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Name & designation and other particulars of Public Information Officers

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

List of Public Information Officers

Sr. No	Designation of the officer designated as PIO (in 2020)	Postal address	Telephone No.	E-mail address	Demarcation of area/ activities, if more than one PIO is there
1.	Dr. Sanjay Pai P.N. Professor, Goa College of Pharmacy, Panaji, Goa-403001.	Goa College of Pharmacy, 18 th June Road, Panaji, Goa-403001.	0832- 2226882/3	-	

List of Assistant Public Information Officers

Sr. No	Designation of the officer designated as APIO	Postal address	Telephone No.	E-mail address	Demarcation of area/ activities, if more than one APIO is there
1.	Smt. Dr. Y. Sardesai, Associate Professor, Goa College of Pharmacy, Panaji, Goa-403001.	Goa College of Pharmacy, 18 th June Road, Panaji, Goa-403001.	0832- 2226882/3	-	-

First Appellate Authority within the Department

Sr. No	Designation of the officer designated as First Appellate Authority	Postal address	Telephone No.	E-mail address
1.	Dr. Gopal Krishna Rao, Principal, Goa College of Pharmacy, Panaji, Goa-403601.	Goa College of Pharmacy, 18 th June Road, Panaji, Goa- 403001.	0832-2226882/3 Mob:9158055530.	gcpprincipal@yahoo. com

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

Other information as may be prescribed

All other information held by the department which is not provided in the previous manuals shall be collated, compiled, collected and provided in the form of manual from time to time.

- NIL-.

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