

ST. GONSALO GARCIA ST. GONSALO GARCIA COLLEGE, VASAI, DIST.PALGHAR.

DEPARTMENTAL RESPONSIBILITIES 2022-2023

The **Principal** is the ex-officio chairperson of all Departments and the staff members looking after various departments will be called "In-charge of the departments." Similarly, the **Registrar** is the ex-officio secretary of all departments. The In-charge Professors will keep regular contact with the Principal. They will prepare agenda and discuss it with the **Principal**. All notices should be counter signed by the **Principal**.

- PRINCIPAL :- Dr. Somnath S. Vibhute
VICE PRINCIPAL :- Prof. Saritha Kurien
STAFF SECRETARY :- Prof. Evonne Sakhrani
CO – ORDINATOR/s :- Prof. Rubina D'Mello (Self Finance)
:- Dr. Sangeeta Dubey - B.Sc.(I.T.)

COMMITTEES

(Aided)

(Self Finance)

1. EXAMINATION :- Principal, Vice Principal & Office - Prof. Brandan D'Silva
: Prof. Hycintha Andrandes (In-charge) - Mrs. Calvinia Maharao
: Prof. Sebastian Rebello - Dr. Gatting Koli
: Dr. Gunwant Gadbad

- UNFAIR MEANS :- Dr. Arun Mali - Dr. Sangeeta Dubey
COMMITTEE Prof. Adv. Leroy Colaso - Prof. Rubina D'Mello

2. CULTURAL :- Dr. Monica Penkar (In-charge) - Dr. Machnoble D'Cruz
ACTIVITIES Dr. Arun Mali - Prof. Rubina D'Mello & all
Prof. Priya Farel other staff as per need
Prof. Amit Patel

3. SPORTS & :- Dr Arun Mali (In-charge) - Dr. Gatting Koli
GYMKHANA Prof. Hycintha Andrandes - Prof. Vikram Trivedi
Dr. Teresa Pereira - Prof. Brandan D'Silva
- Dr. Tushar Raut

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4. LIBRARY :- Dr. Veer Chaitanya (Librarian) (In-charge) - Prof. Rubina D'Mello
Prof. Sarita Kurian - Dr. Tushar Raut
Dr. Arun Mali - Prof. Prettyrose Menezes

Dr. Teresa Pereira
Prof. Albina Joshi
Prof. Sujata Kulkarni
Dr. Anil Sonawane
Dr. Ramdas Tonde
5. BOOK BANK COMMITTEE :- Dr. Anil Sonawane (In-charge)
Dr. Teresa Pereira
Dr. Ramdas Tonde
Dr. Ajeet Kumar Yadav
Dr. Chaitanya Veer (Librarian)
6. N.S.S. PROGRAM OFFICERS/ ASSISTANTS :- Dr. Ramdas Tonde (In charge)
Prof. Evonne Sakhrani
Dr. Ajeet Kumar Yadav
7. N.C.C. :- Dr. Nandkumar Zambare (In-charge)
Prof. Deltina Rumao
8. WOMEN'S DEVELOPMENT CELL :- Prof. Evonne Sakhrani (In-charge) - Prof. Prittyrose Menezes
Dr. Gunwant Gadbad - Prof. Vikram Trivedi
Prof. Sujata Kulkarni
9. TIME – TABLE :- Prof. Albina Joshi (In-charge) - Dr. Sangeeta Dubey – B.Sc.(I.T)
Prof. Stanislaus Lopes - Prof. Celsa D'Souza - Self Finance
Dr. Ajeet Kumar Yadav - Prof. Rubina D'Mello
10. DISCIPLINE (The staff members who are free) :- Dr. Nandkumar Zambare(In-charge) - Prof. Rubina D'Mello
Dr. Teresa Pereira - Prof. Vikram Trivedi
Prof. Albina Joshi - Dr. Gatting Koli
Dr. Arun Mali
11. WALL PAPER :- Dr. Anil Sonawane (In-charge) - Prof. Celsa D'Souza (In-charge)
Dr. Ramdas Tonde - Dr. Gatting Koli
Prof. Deltina Rumao - Prof. Vikram Trivedi

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12. CAMPUS DEVELOPMENT (Beautification/ Cleanliness)

:- Dr. Teresa Pereira (In-charge)
Prof. Sebastian Rebello
Dr. Monika Penkar

- Prof. Celsa D'Souza
- Prof. Vikram Trivedi

13. LITERARY
EVENTS

:- Dr. Anil Sonawane (In-charge)
Prof. Deltina Rumao
Dr. Ramdas Tonde

- Prof. Rubina D'Mello
- Dr. Tushar Raut
- Prof. Brandan D'Mello

14. LITERARY FORUM – 'अन्वय' :- Prof. Albina Joshi (In-charge)
(Readers Club) Dr. Ramdas Tonde

- Dr. Gating Koli

15. RESEARCH &
DEVELOPMENT CELL

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Dr. Tushar Raut
Dr. Gunwant Gadbade
Dr. Sangeeta Dubey
Dr. Ajeet Kumar Yadav
Dr. Ramdas Tonde

- Chairman
- Convenor
- Co-convenor
- Member
- Member
- Member

16. CAREER GUIDANCE/
PLACEMENT :- Prof. Stanislaus Lopes (In-charge)
Prof. Hycintha Andrandes
Prof. Evonne Sakharani

- Dr. Machnoble D'Cruz
- Prof. Prittyrose Menezes
- Prof. Vikram Trivedi

17. DOCUMENTATION & :- Dr. Ramdas Tonde (Incharge)
REPORT/PROGRAM Prof. Deltina Rumao
COMMITTEE Dr. Chaitanya Veer (Librarian)
Mr. Amit Patel

- Dr. Gating Koli
- Dr. Tushar Raut

18. NAAC & IQAC

:- Prof. Saritha Kurien (Convenor)
Dr. Ramdas Tonde
Dr. Nandkumar Zambare
Dr. Anil Sonawane
Dr. Gunwant Gadbade
Mrs. Vimla Rebello (Registrar)
Dr. Ajeet Kumar Yadav
Dr. Chaitanya Veer (Librarian)

- Prof. Rubina D'Mello
- Dr. Machnoble D'Cruz
- Prof. Celsa D'Souza
Prof. Prittyrose Menezes
- Dr. Tushar Raut

19. U.G.C. FORUM

:- Dr. Anil Sonawane (In-charge)
Prof. Evonne Sakhrani
Prof. Hycintha Andrandes
Dr. Nandkumar Zambare
Dr. Gunwant Gadbade
Mrs. Vimla Rebello (Registrar)

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| 20. GREVIANCE
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:- Prof. Sujata Kulkarni | - Prof. Rubina D'Mello
- Dr. Gatting Koli
- Prof. Prittyrose Menezes |
| 21. MAGAZINE /
GARCIAITES COMMITTEE | :- Dr. Anil Sonawane (Eng. Dept.)
(In-charge)
Dr. Ramdas Tonde (Hindi Dept.) | - Prof. Rubina D'Mello |
| 22. P.T.A. /ALUMN | :- Prof. Hycintha Andrandes
(In-charge)
Prof. Sebastian Rebello | - Prof. Vikram Trivedi
- Prof. Celsa D'Souza |
| 23. DLLE COMMITTEE | :- Dr. Gunwant Gadbad
(In-charge)
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- Prof. Anthony D'Mello |
| 24. RTI COMMITTE | :- Prof. Saritha Kurien (In-charge)
Prof. Albina Joshi
Mrs. Vimla Rebello (Registrar) | - |
| 25. ANTI – RAGGING
COMMITTEE | :- Prof. Sujata Kulkarni (In-charge)
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Prof. Adv. Leroy Colaso | - Prof. Vikram Trivedi
- Dr. Sangeeta Dubey |
| 26. ADMISSION COMMITTEE | :- Prof. Evonne Sakharani
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Dr. Ramdas Tonde
Dr. Ajeet Kumar Yadav
Dr. Gunwant Gadbad
Prof. Albina Joshi | - Prof. Rubina D'Mello
- Dr. Machnoble D'Cruz
- Prof. Vikram Trivedi
- Dr. Sangeeta Dubey
- Prof. Anthony D'Mello
- Dr. Tushar Raut |
| 27. STUDENTS COUNCIL | :- Prof. Sebastian Rebello
Student Members from NCC/
NSS/Cultural/Sports/DLLE | |
| 28. ATTENDANCE
COMMITTEE | :- Prof. Albina Joshi (In-charge)
Dr. Ramdas Tonde | - Prof. Vikram Trivedi
- Dr. Sangeeta Dube |
| 29. CONVOCATION COMMITTEE/
PROGRAMME | :- Dr. Arun Mali (Incharge)
Prof. Hycintha Andrandes
Dr. Nandkumar Zambare
Prof. Sebastian Rebello | - Prof. Rubina D'Mello
- Dr. Tushar Raut
- Dr. Macnoble D'cruz
- Prof. Anthony Dmello |

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30. REFRESHMENT :- Dr. Teresa Pereira (In-charge)
Prof. Priya Farel
31. SEND OFF :- Prof. Deltina Rumao(In-charge)
Prof. Sebastian Rebello
32. PRIZE DISTRIBUTION COMMITTEE :- Dr. Arun Mali (In-charge)
Dr. Gunwant Gadbade
Dr. Evonne Sakharani
Dr. Ajeet Kumar Yadav
33. WEBSITE UPDATE COMMITTEE :- Dr. Chaitanya Veer (Librarian) (In-Charge)
Prof. Sebastian Rebello
Dr. Gunwant Gadbade
Dr. Ajeet Kumar Yadav
Mrs. Vimla Rebello (Registrar)
34. ACADEMIC AUDIT :- Dr. Anil Sonawane (In-charge)
Prof. Stanislaus Lopes
Dr. Nandkumar Zambare
Dr. Ajeet Kumar Yadav
35. C.D.C :-
- 1) Rev. Fr. Rajesh Lopez (Chairman's Nominee)
 - 2) Dr. Somnath Vibhute (Principal)
 - 3) Shri. Richard Vaz (Management's Nominee)
 - 4) Shri. Wilfred Pereira (Management's Nominee)
 - 5) Mrs. Vimla Rebello (Management's Nominee)
 - 6) Dr. Cynthia D'Costa (Management's Nominee)
 - 7) Dr. Teresa Pereira (Teachers Representative)
 - 8) Dr. Arun Mali (Teachers Representative)
 - 9) Prof. Rubina D'Mello (Teachers Representative)
 - 10) Shri. Godfrey Mascarenhas (Non - Teaching Representative)
 - 11) Dr. Anil Sonawane (Head of the Department)
 - 12) Prof. Saritha Kurien (IQAC Coordinator)

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36. I. C. C.

- 1) a) Prof. Saritha Kurian (Presiding Officer)
b) Prof. Evonne Sakharani
c) Prof. Sebastian Rebello

- 2) Mrs. Vimla Rebello
- 3) Dr. Chaitanya Veer (Librarian)
- 4) Students a) Ms. Nikita Soni
b) Mr. Abhijit Upadhyay
c) Mr. Yash Patil

- 5) NGO Representation: Ms. Kiran Badhe (Samruddhi Mahila Seva Sanstha, Vasai)

37. Green Audit Committee : Dr. Nandkumar Zambare (In-charge)
Dr. Gunwant Gadbad
Dr. Ajeet Kumar Yadav

38. Internal Academic Monitoring Cell

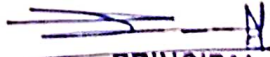
- :- Prof. Saritha Kurien- Vice- Principal (In- Charge)
:- Dr. Anil Sonawane
:- Dr. Ramdas Tonde
:- Prof Evonne Sakhrani

- Prof Rubina D'mello
- Dr. Sangeeta Dubey

39. Result Committee

- :- Prof. Saritha Kurien- Vice- Principal
:- Dr. Arun Mali
:- Prof. Sebastian Rebello
:- Dr. Gunwant Gadbad

- Dr. Gatting Koli
- Prof. Calvina Maharao


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