



St. Gonsalo Garcia College, Vasai



6.2.1 The effective leadership is visible in various institutional practices such as decentralization and participative management.

St. Gonsalo Garcia College actively promotes decentralization in all its academic and administrative activities by delegating responsibility to various committees. These committees are responsible for monitoring, planning, and executing the smooth functioning of the institution, ensuring that decision-making authority and responsibility are distributed effectively throughout the organization.

Administrative Decentralisation

In 1984, the Roman Catholic Church of Our Lady Of Grace, Trust Papdy-Bassein established St. Gonsalo Garcia College of Arts & Commerce as a co-education Christian minority aided institution. The college operates under the leadership of Rt. Rev. Arch. Bishop Felix Machado, the Diocesan Bishop of Vasai Diocese, and is locally managed by Rev. Fr. John Fargose, the Manager (Sole Trustee), Fr. Rajesh Lopes as the Administrator, and Mr. Richard Vaz as the officer on Special duty. Additionally, the institution is led by the Principal, Vice-Principal, and Registrar.

Management Committee: The Management Committee of St. Gonsalo Garcia College comprises of Dr. Somanath Vibute as the Principal, Fr. Rajesh Lopes as the Administrator, Richard Vaz as the OSD of the College, Prof. Saritha Kurien as the Vice-Principal, and Mrs. Vimala Rebello as the Registrar. The committee convenes once a quarter to evaluate institutional activities, discuss and make decisions, finalize the

five-year and yearly plan, and implement decisions made by the Manager and College Development Committee.

College Development Committee discusses the IQAC reports and make suitable recommendation. The committee recommends introduction of new courses taking into consideration the demand for the course, financial inflow and outflow, infrastructure availability etc. The four meetings in a year help to know the acceptance and implementation of the suggestions. The suggestions and the feedback formal and informal are instrumental in decisions relating to new courses, audits, the scheduling of events to be conducted during the academic year etc. This ensures that the schedule suits all the stakeholders and does not disturb academic and examination timetable.

Departmental Heads: After receiving instructions from the principal, the departmental heads were tasked with preparing their respective annual plans. As part of this process, the Head of Department calls a meeting with all faculty members to gather input on departmental activities based on the syllabus and industry trends. During the meeting, the group compiles a list of requirements such as computers, printing and stationary, and furniture. The college practices decentralization by providing operational autonomy to departments, allowing them to make decisions about seminars, workshops, industrial visits, teaching plans, program and course outcomes, and mapping.

Following the meeting, the HOD prepares a consolidated report and submits it to the principal for approval. The principal then consolidated the requirements from all departments and presented them to the management committee for approval. Once the budget is sanctioned by the management committee, the principal hands it over to the Purchase Committee for procurement of the required items.

The college's **Purchasing Committee** plays a crucial role in the procurement process. They are responsible for preparing tenders for larger purchases and collecting quotations from vendors. The committee then holds meetings with the quoted suppliers to determine the best vendor for the job based on various criteria such as quality, price, and delivery time.

After selecting the vendor, the Purchasing Committee is also responsible for executing the work, making payments, and conducting follow-up activities. They ensure that the vendors deliver the goods or services as per the agreed terms and conditions.

Once the items are procured, the Purchasing Committee hands them over to the concerned departments. They coordinate with the departmental heads to ensure that the items are delivered to the right locations and in a timely manner. Overall, the Purchasing Committee plays a critical role in ensuring that the procurement process is efficient, cost-effective, and meets the college's requirements.

The academic activities of the college are under the purview of the principal, who delegates operational autonomy to the Heads of Department or In-charges/Coordinators in their absence. The Heads of Department are responsible for preparing and allotting workload, providing direction to the faculty of their department, and overseeing the preparation of program outcomes, program-specific outcomes, and course outcomes.

To ensure effective communication and coordination within their department, the Heads of Department lead regular departmental meetings. They are also responsible for preparing minutes and implementing decisions made during these meetings.

In cases where the Head of Department is absent, the In-charge/Coordinator assumes responsibility for these tasks. Overall, the Heads of Department play a critical role in managing the academic activities of the college and ensuring that they align with the college's goals and objectives.

Department Faculty: The departmental activities such as organizing seminars for students, study tours, and certificate courses are assigned to the faculty members. They are responsible for planning and executing these programs with the assistance of other faculty members and students.

The faculty members collaborate to ensure that the programs align with the department's goals and objectives. They work together to create engaging and informative activities that meet the needs of their students.

Through their dedication and hard work, the faculty members contribute to the overall success of the department and the college. They are instrumental in ensuring that the academic activities of the college are of the highest quality and provide students with an enriching and rewarding educational experience.

Office Administration

The College Office is responsible for supporting the College's governance structure; for the preparation and dissemination of information concerning College committees, personnel and procedures, formal occasions and internal news; and for dealing with enquiries. An office is responsible for planning, organization, and controlling the clerical aspect of the organization, including the preparation, communication, coordination and storage of data to support students, teachers and other important operations of the college. Often, they also engage in marketing.

Office administration headed by Registrar of the college. A team of dedicated and committed staff is supporting the registrar in keeping the records and maintaining.

Extra-Curricular Activities: The college had extra-curricular activities. They help them to improve upon various skills as hobbies. In the process, it activates their brains. It has been observed that students who had taken part in various extracurricular activities prove themselves as smarter students. The college is having the following extra-curricular activities.

1. NCC – (Student participation in decision making and implementing along with NCC officers)

The College NCC unit is overseen by a Commissioned Associate NCC Officer who serves as the liaison between the college and the NCC. Presently, Lt. Nandakumar Zambre of the Commerce department holds this position. The college is under the jurisdiction of the I Mah. Armd. Sqn. NCC and has a total enrolment of 80 cadets.

The cadets receive training on all Wednesdays from Parade Instructors from the NCC HQ. The Associate NCC Officer has assigned specific responsibilities to the cadets and has established ranks, including the Senior Under Officer (S/UO), who is in charge of the entire NCC unit. The S/UO is responsible for planning and organizing the weekly parades with the assistance of four Junior Under Officers (J/UOs). Additionally, an SDM oversees the administrative aspects of the unit, and an SQMD manages the stores.

The cadets actively participate in decision-making processes and are responsible for implementing them. Through their involvement, they develop leadership skills and a sense of responsibility, which are valuable assets that they can carry forward into their future endeavors. Overall, the NCC unit plays

an important role in promoting discipline, patriotism, and leadership among the college's student community

<https://ggcollege.ac.in/UserPanel/DisplayPage.aspx?page=ck&ItemID=ga>

2. National Service Scheme (NSS)

The NSS unit of the college is managed by trained Programme Officers who are faculty members of the college. For the academic year 2021-22, the college enrolled 200 volunteers to form two units of NSS in accordance with the allowed strength of the University of Mumbai.

The NSS unit is guided by Programme Officers, Dr. Ramdas Tonde and Prof. Evonne Sakharani, as well as committee member Prof. Ajitkumar Yadav. They have overseen the organization of various online and offline programs and activities throughout the academic year 2021-2022. The objective of these programs and activities is to promote social welfare, community service, and national development. The NSS unit encourages students to develop a sense of social responsibility and civic engagement through a wide variety of service projects. These projects are selected and operated by the students themselves under the guidance of the programme officers.

The NSS unit plays a vital role in promoting community service and social awareness among the college's student community. Through their participation in NSS activities, students learn valuable life skills and develop a sense of social responsibility that they can carry with them into their future endeavours.

<https://ggcollege.ac.in/UserPanel/DisplayPage.aspx?page=co&ItemID=ga>

3. Department of Lifelong Learning and Extension (DLLE)

The DLLE activities play a crucial role in helping students face life's challenges with greater commitment and develop employability skills and a positive attitude. Currently, our DLLE extension activities are being conducted regularly with the participation of four extension teachers and around 200 students from Arts, Commerce, and Self-Finance courses. The students are involved in three extension projects, namely the Career Project (CP), Anna Purna Yojana (APY), and PAN Card Making Project.

The DLLE extension activities aim to provide students with hands-on experience in real-world scenarios, enabling them to apply their classroom learning in practical situations. Students who successfully complete 120 hours of work on these extension projects are entitled to receive 10 grace marks under the University Ordinance 0.229A at the end of semesters 2, 4, and 6.

The DLLE extension activities are an essential component of our college's commitment to providing holistic education to our students. These activities not only help our students develop their skills but also foster a sense of social responsibility and community engagement. By participating in these extension projects, our students are able to make meaningful contributions to society while developing critical life skills that will benefit them in their future endeavours.

<https://ggcollege.ac.in/UserPanel/DisplayPage.aspx?page=ci&ItemID=ga>

4. Sports Association

The Sports Association of the College aims to promote general fitness and physical fitness among students, while also fostering sportsmanship, self-confidence, and leadership skills. The association operates under the guidance

of a Sports-in-charge and a team of faculty members. The sports committee, comprised of active sports students, assists in organizing various sports activities, selecting and training students for University and other competitions, and executing programs of the association. The Association offers facilities for training in various sports, including hockey, basketball, badminton, table tennis, carom, and chess. Additionally, regular coaching is available for athletes of all levels, including beginners and professionals in table tennis, hockey, and football.

<https://ggcollege.ac.in/UserPanel/DisplayPage.aspx?page=cq&ItemID=ga>

5. Cultural Department

The St. Gonsalo Garcia college values social and cultural events as essential components of student development. These events serve to enhance teamwork, responsibility, and budgeting skills, all of which are crucial in navigating the challenges of the future. The college celebrates the diverse cultural festivals of our society by carefully planning cultural activities. Students are encouraged to participate in various university and inter-collegiate competitions to showcase their talents. The cultural-in-charge and committee members lead these activities, with active students also involved in planning and execution. This creates a cultural mosaic of varied celebrations and activities that provide fond memories for Garciates to cherish.

<https://ggcollege.ac.in/UserPanel/DisplayPage.aspx?page=kg&ItemID=ga>

6. EXAMINATION COMMITTEE

What we do

The college's Examination Committee has the exclusive responsibility for overseeing the administration of examinations. Their tasks commence with creating the exam timetable, which is done at least three months before the

first exam date. The committee devises a comprehensive examination schedule that encompasses the period from the preparation of the timetable to the announcement of the results. The Result Committee is responsible for preparing and publishing learners' results.

The Examination Committee comprises ten educators from different departments and administrative staff. The committee's primary duties are as follows:

The following are the procedures and responsibilities involved in the administration of the college examinations:

The Principal assumes the role of Chief Conductor of the examinations.

- An Examination In-Charge appointed by the Principal oversees the coordination of all examination-related activities.
- The college and university prepare the examination timetable, which is published on the college notice board and website.
- A notification is published regarding the filling of forms and payment of fees for ATKT examination, along with the last date for submission of examination forms with fees, submission of forms with late fees, and the final submission date.
- A notification is published for teachers, guiding them in preparing and submitting question papers, translating question papers, etc.
- Seating arrangements for students and the appointment of junior supervisors are prepared.
- Despite being entitled to vacation, teaching faculty is expected to be available for examination duty for at least two weeks. Therefore, they must provide their vacation preference dates to the Exam Committee.
- The Exam Committee prepares and displays an overall supervision duty list, as well as a daily supervision duty list on the staff notice board.
- The Exam Committee ensures that adequate stationery, such as answer sheets, drawing sheets, charts, graph papers, drawing boards, trays, threads, water jugs, etc., are available.
- A special staff meeting is conducted to brief faculty members on the examination procedures and their role and responsibilities in the examination.
- The Committee collects examiners' names for the assessment and moderation of each subject from the respective Head of Departments.

- The Exam cell, in consultation with the Principal, contacts members of the panel provided by the HOD and prepares the list of Examiners depending upon their availability.
- The Principal ensures that the evaluation and moderation process is completed on time and submitted to the University for necessary approval as per their instructions.
- All results from the first year to the final year are displayed on the respective students' notice boards and the college website.

The policy paper of the examination procedures is published in the college web-site.

<https://ggcollege.ac.in/UserPanel/DisplayPage.aspx?page=s&ItemID=cec>

The college has formed committees to manage various activities, with faculty members operating under the guidance of an In-Charge appointed by the Principal for each committee. The committees are as follows:

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

DEPARTMENTAL RESPONSIBILITIES 2021-2022

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.. Sangita Dube - B.Sc.(I.T.)

COMMITTEES

(Aided)

(Self Finance)

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

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

2. CULTURAL :- Prof. Monica Penkar (In-charge) - Prof. 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) - Prof. Gatting Koli
GYMKHANA Prof. Hycintha Andrandes - Prof. Vikram Trivedi
Dr. Teresa Pereira - Prof. Brandan D'Silva
- Prof. Tushar Raut

4. LIBRARY :- Mr. Veer Chaitanya (Librarian) (In-charge) - Prof. Rubina D'Mello
Prof. Sarita Kurian - Prof. 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 :- Dr. Anil Sonawane (In-charge)
COMMITTEE Prof. Teresa Pereira
Dr. Ramdas Tonde
Prof. Ajeet Kumar Yadav

Mr. Chaitanya Veer (Librarian)

6. N.S.S. PROGRAM :- Dr. Ramdas Tonde (In charge)

OFFICERS/ Prof. Evonne Sakhrani

ASSISTANTS Prof. Ajeet Kumar Yadav

7. N.C.C. :- Dr. Nandkumar Zambare (In-charge)

Prof. Deltina Rumao

8. WOMEN'S :- Prof. Evonne Sakhrani (In-charge) - Prof. Prittyrose Menezes

DEVELOPMENT Prof. Gunwant Gadbadde - Prof. Vikram Trivedi

CELL

9. TIME – TABLE :- Prof. Albina Joshi (In-charge) - Prof. Sangeeta Dube – B.Sc.(I.T)

Prof. Stanislaus Lopes - Prof. Celsa D'Souza - Self Finance

Prof. Ajeet Kumar Yadav - Prof. Rubina D'Mello

10. DISCIPLINE :- Dr. Nandkumar Zambare(In-charge) - Prof. Rubina D'Mello

(The staff members Prof. Teresa Pereira - Prof. Vikram Trivedi

who are free) Prof. Albina Joshi - Prof. Gatting Koli

Dr. Arun Mali

11. WALL PAPER :- Dr. Anil Sonawane (In-charge) - Prof. Celsa D'Souza
(In-charge)

Dr. Ramdas Tonde - Prof. Gatting Koli

Prof. Deltina Rumao - Prof. Vikram Trivedi

12. CAMPUS DEVELOPMENT (Beautification/ Cleanliness)

:- Prof. Teresa Pereira (In-charge) - Prof. Celsa D'Souza

Prof. Sebastian Rebello - Prof. Vikram Trivedi

Prof. Monika Penkar

(Aided)

Self Finance

13. LITERARY :- Dr. Anil Sonawane (In-charge) - Prof. Rubina D'Mello

Prof. Hycintha Andrandes
Dr. Nandkumar Zambare
Prof. Gunwant Gadbade
Mrs. Vimla Rebello (Registrar)

20. GREVIANCE :- Prof. Monika Penkar (In-charge) - Prof. Rubina D'Mello
REDRESSAL CELL Dr. Ramdas Tonde - Dr. Gatting Koli
COUNSELLING :- Prof. Sujata Kulkarni - Prof. Prittyrose Menezes

21. MAGAZINE / :- Dr. Anil Sonawane (Eng. Dept.) (In-charge)
GARCIAITES COMMITTEE - Prof. Rubina D'Mello
Dr. Ramdas Tonde (Hindi Dept.)

22. P.T.A. /ALUMN :- Prof. Hycintha Andrandes - Prof. Vikram Trivedi (In-charge)
Prof. Sebastian Rebello - Prof. Celsa D'Souza

23. DLLE COMMITTEE:- Prof. Gunwant Gadbade (In-charge) - Prof. Brandan D'Silva
Prof. Deltina Rumao - Prof. Anthony D'Mello

24. RTI COMMITTE :- Prof. Saritha Kurien (In-charge) -
Prof. Albina Joshi
Mrs. Vimla Rebello (Registrar)

25. ANTI – RAGGING :- Prof. Sujata Kulkarni (In-charge) - Prof. Vikram Trivedi
COMMITTEE Dr. Arun Mali - Dr. Sangeeta Dubey
Prof. Adv. Leroy Colaso

26. ADMISSION COMMITTEE :- Prof. Evonne Sakharani - Prof. Rubina D'Mello
Dr. Nandkumar Zambare - Prof. Machnoble D 'Cruz
Dr. Ramdas Tonde - Prof. Vikram Trivedi
Prof. Ajeet Kumar Yadav - Dr. Sangeeta Dubey
Prof. Gunwant Gadbade - Prof. Anthony D'Me
Prof. Albina Joshi - Prof. Tushar Raut

27. STUDENTS COUNCIL :- Prof. Sebastian Rebello
Student Members from NCC/
NSS/Cultural/Sports/DLLE

28. ATTENDANCE COMMITTEE :- Prof. Albina Joshi (In-charge) - Prof. Vikram Trivedi
Dr. Ramdas Tonde - Dr. Sangeeta Dube

29. CONVOCATION COMMITTEE/ PROGRAMME :- Prof. Arun Mali (Incharge) - Prof. Rubina D'Mello
Prof. Hycintha Andrandes - Dr. Tushar Raut
Dr. Nandkumar Zambare - Prof. Macnoble D'cruz
Prof. Sebastian Rebello - Prof. Anthony Dmello

30. REFRESHMENT :- Prof. Teresa Pereira (In-charge) - Prof. Rubina D'Mello
Prof. Priya Farel Prof. Anthony D'Mello
- Mrs. Rachael Vaz

31. SEND OFF :- Prof. Deltina Rumao(In-charge) - Prof. Gatting Koli
Prof. Sebastian Rebello - Prof. Vikram Trivedi

32. PRIZE DISTRIBUTION COMMITTEE :- Dr. Arun Mali (In-charge) - Prof. Rubina D'Mello
Prof. Gunwant Gadbadde - Prof. Anthony D'Mello
Prof. Evonne Sakharani - Prof. Tushar Raut
Prof. Ajit Kuma Yadav

33. WEBSITE UPDATE COMMITTEE :- Dr. Chaitanya Veer (Librarian) - Prof. Prittyrose Menezes
(In-Charge) - Prof. Anthony D'Mello
Prof. Sebastian Rebello - Prof. Brensa Rumao
Prof. Gunwant Gadbadde
Prof. Ajeet Yadav
Mrs. Vimla Rebello (Registrar)

34. ACADEMIC AUDIT -Dr. Anil Sonawane (In-charge) Prof. Rubina D'Mello
Prof. Stanislaus Lopes - Prof. Gatting Koli
Dr.. Nandkumar Zambare

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) Prof. Teresa Pereira (Teachers Representative)
 - 8) Prof. Stanislaus Lopes (Teachers Representative)
 - 9) Prof. Macnobel D'Cruz (Teachers Representative)
 - 10) Shri. Francis Sajan (Non - Teaching Representative)
 - 11) Dr. Anil Sonawane (Head of the Department)
 - 12) Prof. Jose George (IQAC Coordinator)
 - 13) Mr. Ian D'Mello (S.Y.B.Com.) – Student Representative

36. I. C. C.
- 1) a) Prof. Saritha Kurian (Presiding Officer)
 - b) Prof. Evonne Sakharani
 - c) Prof. Sebastian Rebello
 - 2) Mrs. Vimla Rebello
 - 3) Mr. Chaitanya Veer (Librarian)
 - 4) Students a) Mr. Ibrahim Shaikh (M.A.)
 - 5) NGO Representation: Ms. Kiran Badhe (Samruddhi Mahila Seva (Sanstha, Vasai)

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

38. Internal Academic :- Prof. Saritha Kurien- Vice- Principal
MonitoringCell (In- Charge) :- Prof Rubina D'mello
Dr. Anil Sonawane Dr. Sangeeta Dube
:- Dr. Ramdas Tonde
:- Prof Evonne Sakhrani

39. Result Committee:- Prof. Saritha Kurien- Vice- Principal - Dr. Gatting Koli
:- Dr. Arun Mali - Prof. Calvina Maharao
:- Prof. Sebastian Rebello
:- Prof. Gunwant Gadbadde

<https://ggcollege.ac.in/UserPanel/DisplayPage.aspx?page=caaqc&ItemID=ce>