




Goa University
Directorate of Internal Quality Assurance (DIQA)

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| 1. Title of the Event/Activity/program | Training Programme to newly recruited employees |
| 2. Date and Time | 18 th July 2023 from 9.45 am to 1.30 pm Conference Hall, Goa University |
| 3. Mode of conduct (Physical/Online) | Physical/offline |
| 4. School/ Directorate/ Section | Directorate of Internal Quality Assurance (DIQA) |
| 5. Detail of the Resource Person (Brief biodata) | 1. Prof. V.S. Nadkarni, Registrar, Chief Guest & Key Note Speaker 2. Shri Ashok N.P. Dessai, Resource Person 3. Shri Alberto Fernandes Resource Person |
| 6. No. of participants attended | 50 |
| 7. The objectives of the Program/activity/event | Important topics were covered about higher education intuitions and service relating matters along duties & responsibilities of Government Employees |
| 8. Description of the Program/activity/event | <ul style="list-style-type: none">✓ Academic Administration in Higher Education✓ CCS - CCA rules, Leave Rules, RTI, LAQ, any matter pertaining to time bound nature✓ Noting & Drafting, SA- 41 Duties & Responsibilities |
| 12. Benefit/Key outcomes of the Program/activity/event | The Newly recruited staffs were made to understand about Academic Administration in Higher Education functioning and advancement of the institution's academic mission. Some key areas of Academic Administration which includes Academic Planning, Curriculum Development |

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| | <p>Faculty Recruitment, Academic Policies and Procedures, Student Advising and Support, Assessment and Accreditation, Finance and Resource Allocation etc.</p> <p>Participants were explained & trained on various rules relating to service matters & Government procedures to gain a better understanding of their tasks and responsibilities, enabling them to perform their jobs more efficiently and effectively which will help them to understand the basic important skill of writing Noting's & Drafting to make effective communicating in official matters, with detailed understanding of the purpose for placing /presenting document. These skills are crucial for professionals who need to create accurate, well-structured, and concise documents to support decision-making processes or communicate with others effectively.</p> |
| 13. Enclosures with report | <p>Brochure, Notice, Geo-tag photos, Attendance of participants, Bio Data of external resource person (if applicable), Any other information.</p> |

Signature: 
 Director, IQAC/DIQA

Date: 09/8/2023

Seal of DIQA





Goa University



Directorate of Internal Quality Assurance (DIQA)

Training to newly recruited Non-Teaching Employees



Prof. V.S. Nadkarni,
Registrar - GU
Chief Guest &
Key Note Speaker
***Topic: Academic
Administration in
Higher Education***



Shri Ashok Dessai,
Resource Person
***Topic: CCS - CCA
Rules, Leave Rules,
RTI, LAQ, any matter
pertaining to time
bound nature***



Shri Alberto Fernandes,
Resource Person
***Topic: Noting & Drafting,
SA- 41 Duties &
Responsibilities***



Prof. S.N. Dhuri,
Director-DIQA

*18 July 2023,
9.30 am onwards
Conference Hall,
Goa University*



गोंय विद्यापीठ

ताळगांव पठार

गोंय - ४०३ २०६

फोन: +९१-८६६९६०९०४८



(Accredited by NAAC)

Goa University

Taleigao Plateau, Goa - 403 206

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Email : registrar@unigoa.ac.in

Website: www.unigoa.ac.in

GU/Admn (NT). /RMNT/593/2023/510

Date : 17 /07/2023

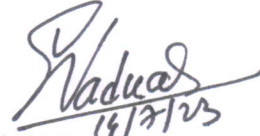
OFFICE NOTE

A Training programme is organized for the following newly recruit employees on 18th July, 2023, at 9.45 a.m. to 1.30 p.m. in the Conference Hall, Main Administrative Building, Goa University.

All are requested compulsorily to attend the above training programme.

| Sr. No. | Name | Designation |
|---------|----------------------------------|-------------------------|
| 1 | Shri Shashikant Arjun Morajkar | Assistant Registrar |
| 2 | Shri Sanket Laxman Gaude | Assistant Registrar |
| 3 | Smt. Shambhavi Nikhil Joshi | Assistant Librarian |
| 4 | Shri Sandesh Santosh Gawas | Engineering Assistant |
| 5 | Shri Shivprasad Rajendra Malik | Junior Engineer (Civil) |
| 6 | Shri Krishna Ganesh Velip | Junior Engineer (Civil) |
| 7 | Smt. Maya M. Naik | Warden (Women's Hostel) |
| 8 | Shri Abhinay Prashant Pai | Warden (Men's Hostel) |
| 9 | Shri Shiva Shantaram Gosavi | Field Assistant |
| 10 | Shri Sameer Narayan Salelkar | Pump Operator |
| 11 | Shri Suraj Ramakant Vaigankar | Lower Division Clerk |
| 12 | Ms. Madhuri Mahesh Naik | Lower Division Clerk |
| 13 | Shri Mahesh Ganesh Ainkar | Lower Division Clerk |
| 14 | Ms. Anisha Bharat Naik | Lower Division Clerk |
| 15 | Ms. Aditi Aniruddha sathe | Lower Division Clerk |
| 16 | Shri Rahul Ratnakar Gawde | Multitasking Staff |
| 17 | Ms. Divyata Devidas Khandeparkar | Multitasking Staff |
| 18 | Ms. Ananya Sunil Honawarkar | Multitasking Staff |
| 19 | Ms. Poojadeep Rama Palyekar | Multitasking Staff |
| 20 | Shri. Raj Budhu Mazgaocar | Multitasking Staff |
| 21 | Shri Rohidas Rama Shirodkar | Multitasking Staff |
| 22 | Ms. Harsha Hanumant Narvekar | Multitasking Staff |
| 23 | Ms. Manjeli R. Shirodkar | Multitasking Staff |
| 24 | Sanjana Siddharth Tari | Multitasking Staff |
| 25 | Shri Saeel Hemant Sawant | Multitasking Staff |
| 26 | Ms. Jhuhi Jivan Gadekar | Multitasking Staff |

| | | |
|----|---------------------------------|--------------------|
| 27 | Shri Paresh S. Chodankar | Multitasking Staff |
| 28 | Ms. Sohani Nagesh Chari | Multitasking Staff |
| 29 | Shri Vishal vilas Korgaonkar | Multitasking Staff |
| 30 | Ms. Pranita Tari | Multitasking Staff |
| 31 | Satyam Shrinivas Naik | Multitasking Staff |
| 32 | Shri Siddhesh S. Revankar | Multitasking Staff |
| 33 | Shri Brijal Divakar Haldankar | Multitasking Staff |
| 34 | Shri laximan A. Kerkar | Multitasking Staff |
| 35 | Shri Dattaraj M. Nanshikar | Multitasking Staff |
| 36 | Shri Govind Subhash Ghadi | Multitasking Staff |
| 37 | Shri Adamsab M. Bilaji | Multitasking Staff |
| 38 | Ms. Deslita Dias | Multitasking Staff |
| 39 | Shri Sahil S. Revodkar | Multitasking Staff |
| 40 | Smt. Tilottama Shashikant Gawas | Multitasking Staff |
| 41 | Shri Pravin Ganpat Naik | Multitasking Staff |
| 42 | Shri Lakhu Mohan Naik | Multitasking Staff |
| 43 | Shri Prasad Keshav Gaonkar | Multitasking Staff |
| 44 | Shri Saish Ulhas Salkar | Multitasking Staff |
| 45 | Ms. Sanotshi Krishna Tuyekar | Multitasking Staff |
| 46 | shri Sarvesh Chandrakant Tari | Multitasking Staff |
| 47 | Shri Vishal Kamalakant Gaonkar | Multitasking Staff |
| 48 | Shri Amit Anant Pednekar | Multitasking Staff |
| 49 | Shri Ajay Mahadev Harvalkar | Multitasking Staff |
| 50 | Ms. Siddhi Shrikrishna Naik | Multitasking Staff |
| 51 | Mrs. Mahima Anand Naik | Multitasking Staff |


 (Prof. V.S. Nadkarni)
 Registrar

To,
All the concerned employees

Copy to:

1. The concerned Dean of School/Director of Directorates/Divisional & Sectional Heads – Request to relieve the staff working under them.
2. AR to R
3. P.S to V.C.
4. Concerned File
5. Guard File

**Training to Newly recruited non-teaching Employees of Goa University on 18th July 2023
in the conference hall of Admin Building.**

Programme Schedule

| | | |
|--|---------------------|--|
| Registration | 9.30 am to 9.45 am | |
| Inaugural Session | 9.45 am to 10.00 am | <ul style="list-style-type: none"> • Lighting of Lamp • Short Welcome Remark by Director DIQA, • Chief Guest Speech, Prof. V.S Nadkarni • Vote of Thanks by Dy. Registrar Admin. |
| <ul style="list-style-type: none"> • First Session by Chief Guest & Key Note Speaker Prof V.S Nadkarni. Topic: Academic Administration in Higher Education 10.00 am to 10.45.am | | |
| Tea Break: 10.45 am to 11.00 am | | |
| <ul style="list-style-type: none"> • Second Session by Resource Person Shri Ashok N. P. Dessai. Topic: CCS - CCA rules, Disciplinary Rules, RTI, LAQ, any matter pertaining to time bound nature, 11.00 am to 12.00 am • Third Session by Resource Person Shri Albert Fernandes Topic: Noting & Drafting, SA- 41 Duties & Responsibilities 12.00 noon to 1.30 pm | | |

Attendance for the Training Programme held on 18th July 2023, Conference Hall, Goa University

| Sr.no | Name | Designation | Mobile No | Signature |
|-------|----------------------------------|-------------------------|-------------|-----------|
| 1 | Shri Shashikant Arjun Morajkar | Assistant Registrar | 7755940130 | |
| 2 | Shri Sanket Laxman Gaude | Assistant Registrar | 9404755675 | |
| 3 | Smt. Shambhavi Nikhil Joshi | Assistant Librarian | 9923380740 | |
| 4 | Shri Sandesh Santosh Gawas | Engineering Assistant | 982373 5934 | |
| 5 | Shri Shivprasad Rajendra Malik | Junior Engineer (Civil) | 7066808660 | |
| 6 | Shri Krishna Ganesh Velip | Junior Engineer (Civil) | 9421339183 | |
| 7 | Smt. Maya M. Naik | Warden (Women's Hostel) | 8390317824 | |
| 8 | Shri Abhinay Prashant Pai | Warden (Men's Hostel) | 91586 11900 | |
| 9 | Shri Shiva Shantaram Gosavi | Field Assistant | 7030429060 | |
| 10 | Shri Sameer Narayan Salelkar | Pump Operator | 7507932767 | |
| 11 | Shri Suraj Ramakant Vaigankar | Lower Division Clerk | 7448045265 | |
| 12 | Ms. Madhuri Mahesh Naik | Lower Division Clerk | 7020967600 | |
| 13 | Shri Mahesh Ganesh Ainkar | Lower Division Clerk | 8999477105 | |
| 14 | Ms. Anisha Bharat Naik | Lower Division Clerk | 8408017473 | |
| 15 | Ms. Aditi Aniruddha sathe | Lower Division Clerk | 9422388291 | |
| 16 | Shri Rahul Ratnakar Gawde | Multitasking Staff | 9373358053 | |
| 17 | Ms. Divyata Devidas Khandeparkar | Multitasking Staff | | |
| 18 | Ms. Ananya Sunil Honawarkar | Multitasking Staff | 8975341653 | |
| 19 | Ms. Poojadeep Rama Palyekar | Multitasking Staff | 7262905837 | |
| 20 | Shri. Raj Budhu Mazgaocar | Multitasking Staff | 7756905207 | |

Attendance for the Training Programme held on 18th July 2023, Conference Hall, Goa University

| | | | | |
|----|------------------------------|--------------------|------------|----------------|
| 21 | Shri Rohidas Rama Shirodkar | Multitasking Staff | 9923545597 | <i>Rohidas</i> |
| 22 | Ms. Harsha Hanumant Narvekar | Multitasking Staff | 8080081306 | <i>Harsha</i> |
| 23 | Ms. Manjeli R. Shirodkar | Multitasking Staff | 8007676421 | <i>Manjeli</i> |
| 24 | Sanjana Siddharth Tari | Multitasking Staff | 9834294253 | <i>Sanj</i> |
| 25 | Shri Saeel Hemant Sawant | Multitasking Staff | 8766572559 | <i>Saeel</i> |
| 26 | Ms. Jhuhi Jivan Gadekar | Multitasking Staff | 8308779524 | <i>Jhuhi</i> |

| | | | | |
|----|---------------------------------|--------------------|------------|------------------|
| 27 | Shri Paresh S. Chodankar | Multitasking Staff | 9518385258 | <i>Chodankar</i> |
| 28 | Ms. Sohani Nagesh Chari | Multitasking Staff | 8830060976 | <i>Sohani</i> |
| 29 | Shri Vishal vilas Korgaonkar | Multitasking Staff | 9168397989 | <i>Vishal</i> |
| 30 | Ms. Pranita Tari | Multitasking Staff | 7721023920 | <i>Pranita</i> |
| 31 | Satyam Shrinivas Naik | Multitasking Staff | 9607187374 | <i>Satyam</i> |
| 32 | Shri Siddhesh S. Revankar | Multitasking Staff | 7507276435 | <i>Siddhesh</i> |
| 33 | Shri Brijal Divakar Haldankar | Multitasking Staff | 9763458525 | <i>Brijal</i> |
| 34 | Shri laximan A. Kerkar | Multitasking Staff | 9823678137 | <i>Laximan</i> |
| 35 | Shri Dattaraj M. Nanshikar | Multitasking Staff | 9284708723 | <i>Dattaraj</i> |
| 36 | Shri Govind Subhash Ghadi | Multitasking Staff | 899996475 | <i>Govind</i> |
| 37 | Shri Adamsab M. Bilaji | Multitasking Staff | 8262843448 | <i>Adamsab</i> |
| 38 | Ms. Deslita Dias | Multitasking Staff | 8605589029 | <i>Deslita</i> |
| 39 | Shri Sahil S. Revodkar | Multitasking Staff | 9146151488 | <i>Sahil</i> |
| 40 | Smt. Tilottama Shashikant Gawas | Multitasking Staff | 9075243074 | <i>Tilottama</i> |
| 41 | Shri Pravin Ganpat Naik | Multitasking Staff | 9823407672 | <i>Pravin</i> |
| 42 | Shri Lakhu Mohan Naik | Multitasking Staff | 7769929146 | <i>Lakhu</i> |
| 43 | Shri Prasad Keshav Gaonkar | Multitasking Staff | 9356823241 | <i>Prasad</i> |
| 44 | Shri Saish Ulhas Salkar | Multitasking Staff | 8999076082 | <i>Saish</i> |
| 45 | Ms. Sanotshi Krishna Tuyekar | Multitasking Staff | 9021618493 | <i>Sanotshi</i> |

Attendance for the Training Programme held on 18th July 2023, Conference Hall, Goa University

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|----|--------------------------------|--------------------|------------|-------------------------------|
| 46 | shri Sarvesh Chandrakant Tari | Multitasking Staff | 7507042219 | <i>[Signature]</i> |
| 47 | Shri Vishal Kamalakant Gaonkar | Multitasking Staff | 9545657831 | <i>[Signature]</i> 18/7/23 |
| 48 | Shri Amit Anant Pednekar | Multitasking Staff | 7038050906 | <i>[Signature]</i> 18/7/23 |
| 49 | Shri Ajay Mahadev Harvalkar | Multitasking Staff | 7620429314 | <i>[Signature]</i> |
| 50 | Ms. Siddhi Shrikrishna Naik | Multitasking Staff | 7507650609 | <i>[Signature]</i> |
| 51 | Mrs. Mahima Anand Naik | Multitasking Staff | 7046282541 | <i>[Signature]</i> |



