



**Goa University**  
**Directorate of Internal Quality Assurance (DIQA)**

<b>1. Title of the Event/Activity/program</b>	Training Programme to newly recruited employees
<b>2. Date and Time</b>	18 <sup>th</sup> July 2023 from 9.45 am to 1.30 pm Conference Hall, Goa University
<b>3. Mode of conduct (Physical/Online)</b>	Physical/offline
<b>4. School/ Directorate/ Section</b>	<b>Directorate of Internal Quality Assurance (DIQA)</b>
<b>5. Detail of the Resource Person (Brief biodata)</b>	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
<b>6. No. of participants attended</b>	50
<b>7. The objectives of the Program/activity/event</b>	Important topics were covered about higher education intuitions and service relating matters along duties & responsibilities of Government Employees
<b>8. Description of the Program/activity/event</b>	<ul style="list-style-type: none"><li>✓ Academic Administration in Higher Education</li><li>✓ CCS - CCA rules, Leave Rules, RTI, LAQ, any matter pertaining to time bound nature</li><li>✓ Noting &amp; Drafting, SA- 41 Duties &amp; Responsibilities</li></ul>
<b>12. Benefit/Key outcomes of the Program/activity/event</b>	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

	<p>Faculty Recruitment, Academic Policies and Procedures, Student Advising and Support, Assessment and Accreditation, Finance and Resource Allocation etc.</p> <p>Participants were explained &amp; trained on various rules relating to service matters &amp; 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 &amp; 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>
<p><b>13. Enclosures with report</b></p>	<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

Tel : +91-8669609048

Email : registrar@unigoa.ac.in

Website: www.unigoa.ac.in

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

Date : 17 /07/2023

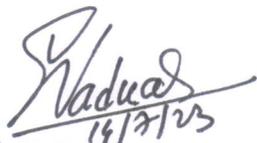
## OFFICE NOTE

A Training programme is organized for the following newly recruit employees on 18<sup>th</sup> 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 18<sup>th</sup> July 2023 in the conference hall of Admin Building.**

Programme Schedule

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

Attendance for the Training Programme held on 18<sup>th</sup> 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	8408077473	
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 18<sup>th</sup> July 2023, Conference Hall, Goa University**

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

27	Shri Paresh S. Chodankar	Multitasking Staff	9518385258	
28	Ms. Sohani Nagesh Chari	Multitasking Staff	8830960976	
29	Shri Vishal vilas Korgaonkar	Multitasking Staff	9168397989	
30	Ms. Pranita Tari	Multitasking Staff	7721023920	
31	Satyam Shrinivas Naik	Multitasking Staff	9607787374	 18/07/23
32	Shri Siddhesh S. Revankar	Multitasking Staff	7507276435	 18/07/2023
33	Shri Brijal Divakar Haldankar	Multitasking Staff	9763458525	 18/7
34	Shri laximan A. Kerkar	Multitasking Staff	9823678137	
35	Shri Dattaraj M. Nanshikar	Multitasking Staff	9284708723	
36	Shri Govind Subhash Ghadi	Multitasking Staff	899996475	
37	Shri Adamsab M. Bilaji	Multitasking Staff	8262843448	
38	Ms. Deslita Dias	Multitasking Staff	8605589029	
39	Shri Sahil S. Revodkar	Multitasking Staff	9146151488	
40	Smt. Tilottama Shashikant Gawas	Multitasking Staff	9075243074	
41	Shri Pravin Ganpat Naik	Multitasking Staff	9823407672	
42	Shri Lakhu Mohan Naik	Multitasking Staff	7769929146	
43	Shri Prasad Keshav Gaonkar	Multitasking Staff	9356823241	
44	Shri Saish Ulhas Salkar	Multitasking Staff	8999076082	
45	Ms. Sanotshi Krishna Tuyekar	Multitasking Staff	9021618493	

**Attendance for the Training Programme held on 18<sup>th</sup> July 2023, Conference Hall, Goa University**

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>



