

## ANNEXURE - I

### ANNUAL ADMINISTRATIVE REPORT FOR THE YEAR 2019-20 PERTAINING TO THE GOA COLLEGE OF ENGINEERING, FARMAGUDI, PONDA-GOA.

#### **1. Introduction:**

The Goa College of Engineering, Farmagudi, Ponda – Goa is headed by the Principal who is the Administrative, Academic and Financial Head of the Institution. The College has eight departments viz. –Civil, Electronics & Telecommunication, Mechanical, Electrical & Electronics, Computer Engineering, Information Technology, Mining Engineering and Science & Humanities Departments. Each department is headed by a senior faculty member. The Principal is delegated with Financial Powers under the Delegation of Financial Power Rules. Matters like AICTE affiliations, Goa University affiliations and NBA accreditation etc. are being looked after by the Principal directly with the help of the Heads of departments and its co-ordinators.

The Institution has an Establishment Section which is being headed by Deputy Registrar an Officer of Goa Civil Service. All matters relating to Administration of the institution is looked after by the Establishment Section, Principal being the final deciding authority.

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The Accounts Section is headed by an Officer of the rank of Assistant Accounts Officer deputed from Directorate of Accounts, Panaji. The Accounts Section deals with matters relating to preparation of budget in consultation with various departments for the College and controls the expenditure.

The Academic Section is headed by a experienced senior faculty member alongwith Assistant Registrar (Academic). This Section deals with admission of students, conduct of exam as per University schedule, declaration of exam results. The section also maintains students records and issues relevant certificates.

A complete customized MIS (Management Information System) computerizing official transactions of Academic & Examination, Accounts, Stores, Hostels, Establishment and Payroll & Attendance System. With this, student, staff and administration can access the concerned data online. The collection of fees in on-line mode was implemented and is in operation successfully.

The Library of the institute is headed by Librarian and he is assisted by Sr. Assistant Librarian, Assistant Librarian, Library Assistant etc. Various technical books, reference books, technical periodicals required by students and faculty are housed and issued by the Library. In addition to above Book Bank facility is also available for the benefit of deserving students for grants received under Social Welfare Scheme.

The Library has subscribed for online journals, which helps the students to browse latest and old journals. More than 100 National and International hard copy journals/Magazines have been subscribed. The Library search facility is easily accessible to students through Wi-Fi connectivity.

The Computer Centre is headed by a faculty who acts as a Professor In-charge for the Section. It has a comprehensive setup of Computer systems that can be used by students and faculty to conduct computer training programs and other related activities. The Computer center maintains and updates the college website.

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BSNL internet connection and an additional line of India under National Knowledge Network (NKN) Govt. of India is available in the campus. This is expected to suffice the growing demand of student's internet browsing for retrieving technical and publication information, technical notes and current trends in Engineering practices.

The Engineering Workshop Section is headed by an Officer of the rank of Workshop Superintendent and is under perview of Mechanical department. Currently the duties are looked after by Workshop Superintendent on Officiating basis.

The Stores Section is headed by Stores Officer who ensures the procurement of equipments and materials as per rules and also assist in condemnation of unserviceable machines and materials. Procurement of equipments and machinery as per the requirements of all academic departments and sections of this College are streamlined by constituting the Purchase Advisory Committee (PAC) and monthly meetings are conducted to advice the procurement needs.

The Training & Placement Section is presently headed by a Senior faculty member who acts as a Training & Placement Officer. The Training and placement Cell endeavours to provide jobs to the students of the institution. The institutional emphasis on close links with the Industry and Institute is reflected in the work of the Training & Placement Cell. The students are trained on finer aspects of soft skills viz. resume writing and interview preparation by professionals.

The College Gymkhana is being headed by a faculty member. The Gymkhana helps students in developing their skills in sports. The College campus has huge ground with facility for various sports activity. The College has setup a Power Gym wherein the students make use of the facilities available under the guidance of a Physical Education Teacher provided by the Directorate of Sports and Youth Affairs, Panaji, Goa.

### **3. Functions, duties carried out by the department**

The objective of the College is to build an Institute of National repute to provide excellent Engineering education and R & D facilities in all branches of Engineering relevant for technical development of the State by introducing necessary post graduate programmes in all departments including inter disciplinary programmes and introduction of new undergraduate programmes in emerging areas/Technology. The five departments of the Institute are recognized as research centre under Goa University, viz.

1. Civil Engineering Department
2. Mechanical Engineering Department
3. Electrical & Electronics Engineering Department
4. Electronics & Telecommunication Engineering Department
5. Computer Engineering

The departments at their level organize/participate in various Workshops/Seminars and Conference at International & National Level for students and faculty which in turn keeps them abreast of latest developments in their respective fields and upgrades the technical know how/knowledge of students in particular and thereby unleashing their true potential.

Undergraduate Courses offered in this College with an intake capacity are as under:-

|    |   |    |
|----|---|----|
| 1. | Mechanical Engineering                      | 60 |
| 2. | Electrical & Electronics Engineering        | 60 |
| 3. | Civil Engineering                           | 60 |
| 4. | Electronics & Telecommunication Engineering | 60 |
| 5. | Computer Engineering                        | 60 |
| 6. | Information Technology                      | 60 |
| 7. | Mining Engineering                          | 30 |

Another 10% seats are filled under Central Government Quota. Further, 5% additional seats are provided under Tuition Fee Waiver Scheme of AICTE. 10% extra seats are filled from direct admission of Diploma holders of Goa in the second year degree course.

Post graduate Courses offered in this College with an intake capacity are as under:-

|    |  |    |
|----|--|----|
| 1. | M.E. in Foundation Engineering (Civil)                   | 18 |
| 2. | M.E. in Industrial Engineering (Mechanical)              | 18 |
| 3. | M.E. in Microelectronics (ETC)                           | 15 |
| 4. | M.E. in Electronic Communication & Instrumentation (ETC) | 15 |
| 5. | M.E. in Computer Science (Computer)                      | 18 |
| 6. | M.E. in Power & Energy                                   | 18 |
| 7. | M.E. Industrial Automation & Radio Frequency Engineering | 18 |
| 8. | M.E. Structural Engineering                              | 18 |
| 9. | M.E. Information Technology                              | 18 |

#### **4. Acts and Rules implemented by the department.**

The Acts and Rules are implemented as framed by the State Government of Goa.

#### **5. Physical achievements:**

- Institute Library building is renovated by spending amount of 1.70 crores.
- Institute has applied for NBA for all 6 programs.
- New Annex Academic block for Civil, Mechanical, Electrical & Electronics was inaugurated by the Chief Minister and classes are being conducted in the new block.
- New academic curriculum has been implemented from Academic Year 2019-20.
- Internet speed has been upgraded to 90 Mbps.

**6. Financial aspect of plan and Non Plan Scheme**

| Major Head  | Name of The Scheme   | Plan          |                  |                     | Non-Plan        |                  |                    |
|---|--|---------------|------------------|---------------------|-----------------|------------------|--------------------|
|   |  | Bdget Esimate | Revised Estimate | Actual Ex-penditure | Budget Estimate | Revised Estimate | Actual Expenditure |
| 2203 - Technical Education<br>112- Engg./Tech. Colleges and Institute<br>01- Engineering Colleges & Inst.(NP) | 01 - Salaries *  | 2300.00       | 2400.00          | 2318.24             |                 |                  |                    |
|   | 03 - O.T.  | 0.10          | 0.10             | 0.00                |                 |                  |                    |
|   | 11 - Domestic Travel Expenses  | 5.00          | 5.00             | 5.01                |                 |                  |                    |
|   | 12- Foreign Travel Expenses  | 2.00          | 2.00             | 0.00                |                 |                  |                    |
|   | 13- Office Expenses.   | 100.00        | 100.00           | 99.01               |                 |                  |                    |
|   | 20 - Other Administrative Expenses   | 4.00          | 4.00             | 1.570               |                 |                  |                    |
|   | 24 - P.O.L.  | 10.00         | 10.00            | 4.90                |                 |                  |                    |
|   | 26 - Advertising & Publicity   | 4.00          | 4.00             | 0.96                |                 |                  |                    |
|   | 27 - Minor Works   | 15.00         | 15.00            | 0.00                |                 |                  |                    |
|   | 28 - Professional Services   | 40.00         | 52.00            | 41.79               |                 |                  |                    |
|   | 30 - Other Contractual services  | 180.00        | 370.00           | 357.21              |                 |                  |                    |
|   | 50 - Other Charges   | 25.00         | 25.00            | 21.26               |                 |                  |                    |
|   | <b>08- Modernization of Lab. And Workshop (P)(A)</b>   |               |                  |                     |                 |                  |                    |
|   | 21-Supplies and Materials  |               |                  |                     | 15.00           | 15.00            | 0.00               |
|   | <b>12- Education Tech. Center (P)</b>  |               |                  |                     |                 |                  |                    |
|   | 50- Other Charges  |               |                  |                     | 100.00          | 0.00             | 0.00               |
|   | <b>13 - Testing Consultancy Research Development &amp; continuing Education (NP)</b>   |               |                  |                     |                 |                  |                    |
|   | 50 - Other Charges   | 30.00         | 30.00            | 16.88               |                 |                  |                    |
|   | 2203 - Technical Education<br>112- Engg./ Tech. Colleges and Institute<br>14- Expansion of Goa Engineering Colleges & Inst. (Plan) | 01-Salaries * |                  |                     |                 | 850.00           | 850.00             |
| 02-Wages  |  |               |                  |                     | 5.00            | 5.00             | 0.00               |
| 03-O.T.   |  |               |                  |                     | 0.10            | 0.10             | 0.00               |
| 11-Domestic Travel Expenses   |  |               |                  |                     | 1.00            | 1.00             | 0.09               |
| 13-Office Expenses.   |  |               |                  |                     | 60.00           | 60.00            | 58.15              |
| 21-Supplies & Material  |  |               |                  |                     | 55.00           | 53.00            | 16.58              |
| 27-Minor Works  |  |               |                  |                     | 15.00           | 15.00            | 3.03               |
| 50- Other Charges   |  |               |                  |                     | 15.00           | 15.00            | 1.41               |
| <b>15- Information Security Education and Awareness project (P)(A)</b>  |  |               |                  |                     |                 |                  |                    |
| 11 - Domestic Travel Expenses   |  |               |                  |                     | 0.50            | 0.50             | 0.00               |
| 21-Supplies & Materials   |  |               |                  |                     | 8.00            | 8.00             | 0.00               |
| 28 - Professional Services  |  |               |                  |                     | 2.50            | 2.50             | 0.00               |
| 50- Other Charges   |  |               |                  |                     | 1.00            | 1.00             | 0.00               |

|  |  |  |  |  |               |      |      |
|--|--|--|--|--|---------------|------|------|
|  | <b>17- ENGICO Golden Jubilee Scheme(p)</b> |  |  |  |               |      |      |
|  | 50 - Other Charges                         |  |  |  | <b>200.00</b> | 0.00 | 0.00 |
|  | <b>18 Unnat Bharat Abhiyan (UBA)</b>       |  |  |  |               |      |      |
|  | 11 Domestic travel expenses                |  |  |  | <b>1.25</b>   | 1.25 | 0.00 |
|  | 13 Office expenses                         |  |  |  | <b>1.00</b>   | 1.00 | 0.00 |
|  | 50 Other Charges                           |  |  |  | <b>1.00</b>   | 1.00 | 0.80 |

|  |   |                |                |                |                |                |        |
|--|---|----------------|----------------|----------------|----------------|----------------|--------|
| <b>4202- C.O. on Education Sports, Art &amp; Culture. 02 - Tech. Edn. 105- Engg. Tech. College &amp; Institution</b> | <b>01- Buildings(Engg. College)</b>                                   |                |                |                |                |                |        |
|  | 53- Major Works   |                |                |                | <b>500.00</b>  | 500.00         | 249.42 |
|  | <b>02- Estt. Charges transferred from 2059-PWD</b>                    |                |                |                |                |                |        |
|  | 01- Salaries  |                |                |                | <b>75.00</b>   | 75.00          | 16.21  |
|  | 53- Major Works   |                |                |                | <b>150.00</b>  | 150.00         | 0.00   |
|  | <b>03- T &amp; P Charge transferred from 2059-PWD</b>                 |                |                |                |                |                |        |
|  | 52- Mach. & Equipment   |                |                |                | <b>7.00</b>    | 7.00           | 1.87   |
|  | <b>04- Equipments (Govt. Engg.)</b>                                   |                |                |                |                |                |        |
|  | 51- Motor Vehicles  |                |                |                | <b>70.00</b>   | 70.00          | 0.00   |
|  | 52- Mach. & Equipment   |                |                |                | <b>100.00</b>  | 100.00         | 9.32   |
|  | <b>05- Campus Development</b>   |                |                |                |                |                |        |
|  | 60 - Other Expenditure  |                |                |                | <b>20.00</b>   | 20.00          | 0.00   |
|  | <b>06- Modernisation &amp; Removal of Obsolescence in GEC</b>         |                |                |                |                |                |        |
|  | 52- Mach. & Equipment   |                |                |                | <b>200.00</b>  | 200.00         | 77.17  |
|  | <b>07- Center of Excellence ( Development of Research Laboratory)</b> |                |                |                |                |                |        |
|  | 52- Mach. & Equipment   |                |                |                | <b>90.00</b>   | 90.00          | 16.29  |
|  | <b>08 -Hostel building for SC &amp; ST students (Plan )(A)</b>        |                |                |                |                |                |        |
|  | 53- Major Works   |                |                |                | <b>150.00</b>  | 150.00         | 0.00   |
|  | <b>09- Construction of Goldeen Jubilee Auditorium(P)</b>              |                |                |                |                |                |        |
|  | 53- Major Works   |                |                |                | <b>150.00</b>  | 150.00         | 0.00   |
| <b>Total:</b>  | <b>2715.10</b>  | <b>3017.10</b> | <b>2866.83</b> | <b>2843.35</b> | <b>2541.35</b> | <b>1089.07</b> |        |
| <b>Grand Total</b>   |   |                |                |                |                |                |        |

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## **7.Vision for future.**

### **VISION**

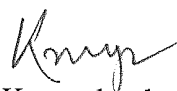
A TECHNICAL INSTITUTE WITH A FOCUS ON EXCELLANCE IN ACADEMICS, RESEARCH, INDUSTRY COLLABORATION AND NURTURING HUMAN VALUES IN STUDENTS

### **MISSION**

1. Formulate and implement curriculum that ensure high academic standards.
2. Provide infrastructure that meets academic and advanced research requirements.
3. Collaborate with national, international institutions, laboratories and industries through student and faculty exchange programs and internships.
4. Undertake consultancy project that are relevant to the State & Nation.
5. Impart human values, awareness of environment and sustainable solutions in students and faculty.
6. Nurture innovation, entrepreneurship, leadership and resource management skills.

### **Following infrastructure projects are planned for next 3-5 years.**

1. Procurement of new bus for students.
2. Construction of Auditorium.
3. Renovation of canteen into food court.
4. Construction of Career Guidance, Training and Placement Cell estimate at a cost of Rs. 70 lakhs from RUSA.
5. Setting up of FSAI laboratory.
6. Setting up of Structures lab.
7. Setting up of Robotics Lab.
8. Setting up of Alumni centre.
9. Setting up of fully functional gym.
10. Extension of Academic section for setting up of CAP centre, Exam Center& Printing Section.



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