

GOA DENTAL COLLEGE & HOSPITAL
BAMBOLIM GOA

The Goa Dental College is a professional College established by the Government of Goa in June 1980, which is affiliated to the Goa University and recognized by the Dental Council of India.

It is a teaching Institution for training students for imparting the degree of Bachelor of Dental Surgery (BDS) which is 5 years Course as per Revised DCI B.D.S Course Regulations, 2007.

Masters Degree in Dental Surgery (MDS) which is of 3 years duration course in seven specialties.

**DETAILS OF INFORMATION UNDER SECTION 4
OF THE RIGHT TO INFORMATION ACT, 2005.**

GOA DENTAL COLLEGE & HOSPITAL

Section 4(1)(b)(i) - Particulars of this organization, functions and duties.

Name of Office:- Goa Dental College & Hospital.

Address:- Rajiv Gandhi Medical Complex,
Bambolim, Goa. – 403 202.

Information Officer:-

1. Appellate Authority ---- Dean
2. Public Information Officer ----- Dy. Director (Admn.)
3. Assistant Public Information Officer --- (i) Assistant Accounts Officer
(ii) Office Superintendent

Working Hours:- Office timing – 9.30 am to 5.45 pm. with a lunch break
from 1.15 pm to 2.00 pm.

Clinic timing – 9.00 am to 4.30 pm with a lunch break
from 12.30 pm to 1.30 pm.

Staff Position:-

List of Officers (Gazetted) and staff (Non-Gazetted) with organizational charts (positional and administration) is available at site <http://egov.goa.nic.in/rti> or gdch.goa.gov.in.

Functions:-

The office is headed by the Dean, who is a Professor and Head appointed by the Government to discharge the duties of the Dean and assisted by the officers and staff in administration.

This Institution aims at generating technical and professional manpower in Dentistry in the State and to provide self employment opportunities to the younger generation imparting training in the degree of BDS and MDS Courses. It also has a Hospital section comprising of nine departments in various specialities, which provide comprehensive training to the students and dental care to the public at large.

Citizen Charter highlighting the functions of the hospital is available at site <http://egov.goa.nic.in/rti> or gdch.goa.gov.in.

The hospital section also acts as a referral center for various dental clinics attached to the primary Health Center under the Directorate of Health Services, thus completing the chain in the dental care delivery system.

ii) The powers and duties of its officers and employees.

Sr. No.	Designation/Office	Powers and Duties
I	Dr. Ida de Noronha de Ataide Dean & Prof. of Conservative Dentistry & Endodontics, Incharge – Workshop & Hostel.	1. All powers delegated to the Head of the Departments/this Institution under D.F.P.Rs and other rules applicable to Government Departments. Administrative/Financial Control over the affairs of the Institution including its staff/employees. 2. Administration of the Dept. of Oral Pathology.
II	Smt. Anita Fernandes Dy. Director (Admn.) Incharge of Administration	Delegated powers of Head of Office by H.O.D.
III	Shri Uday Wadkar Assistant Accounts Officer	Delegated powers of D.D.O by HOD, Budget Control etc. Incharge of Accounts & Purchase Section including A.M.C.
IV	Establishment Section	
i)	Smt. Pratibha R.Satardekar	To supervise the working of the staff under administration/Academic Section, helping/advising them etc. and other work assigned by Higher Authorities.
ii)	Shri Mahesh M. Kubal Head Clerk	Administrative work related to Gazetted/Non- Gazetted staff including service matters, General issues and other Misc. matters relating to Establishment Section. Marking of Dak, supervising of work done by staff at Sr. No. (iii), (v), (vi), (vii), (viii) & (ix).
iii)	Smt. Clarina Silveira U.D.C	All correspondence relating to: a) Creation of posts, revival/continuation/ conversion of all posts (Gazetted/Non-Gazetted) and filling up posts and other related work in respect of Group 'C' and 'D' posts. b) Grant of ACP, Increment, Pay fixation of all Group 'C' and 'D' staff. c) Other miscellaneous matter in respect of staff G.D.C&H. d) Any other work assigned by Superiors/Higher Authorities.
iv)	Shri Gopal V. Kunkalekar L.D.C	All work relating to College Hostel viz. all correspondence, allotment of Hostel Accommodation, maintenance of all relevant records including Dead Stock Register, timely payment of Hostel Fees by the students (i.e. term wise), Pest Control bills and Maintenance of Cleanliness in the Hostel. All correspondence including monthly bills pertaining to Security Services, House Keeping Services and Pest Control Services. All correspondence regarding maintenance of the College Garden/its monthly bills. Maintaining of Dead Stock from Administration Block (Office) and Annual Physical Verification of Stock. All correspondence related to Waste Management/its monthly bills. He shall carry out his own typing/computer typing. Any other work as assigned by Superiors/Higher Authorities.
v)	Lower Division Clerk (vacant)	Quarterly Returns of Physical Statistics, Quarterly Returns of Employees Statistics, Quarterly Returns of SC/ST/OBC, Monthly Progress Report on patients/schemes etc. Monthly/Half yearly report showing vacancy position of Group 'A' and 'B'.

		Quarterly Statistical Datas of employees etc. Quarterly Report on Vigilance Cases, Quarterly Report on Public Grievances. Quarterly Report on Women Rights. P.W.D. works, estimates & related work (minor/major works-presently carried through G.S.I.D.C). Honorarium to G.M.C. staff for teaching medical subject to B.D.S./M.D.S. students of this Institution. She shall carry out her own Computer typing including typing work of Section as and when required. Any other work assigned by Superiors/Higher Authorities.
vi)	Shri Vijay Kavlekar Jr. Library Assistant	All types of Leaves in respect of Group 'C' & 'D' staff, Interns, P.G's, Senior/Junior Residents, Contract employees Group 'C' and 'D' and monthly effective reports. APARS of Group 'C'. He shall carry out his own computer typing including typing work of the Section and any other duties assigned by Superiors/Higher Authorities.
vii)	Smt. Deepa H. Karmalkar Data Entry Operator (contract)	Inward/Outward/Despatch. Monthly Report to the Governor. Maintenance of all Registers viz. postage stamps, telegrams etc.
viii)	Shri Manoj Agarwadekar Receptionist-cum-Telephone Operator	As a stop gap arrangement until the post of Sr. Stenographer is filled, Shri Manoj Agarwadekar is entrusted with the work relating to attending calls of EPABX System, APARS of Group 'A' and 'B'. Leave of Gazetted Officers. Link official to Shri Gunaji Amerkar, Receptionist-cum-Telephone Operator (Registration Counter). Any other work assigned by Higher Authorities.
ix)	Smt. Sushanti Chodankar, Lower Division Clerk	All service related matters of Group 'A' and 'B' viz. Employers Certificate, permission to visit abroad, Work Experience Certificate, N.O.C to apply elsewhere, contract appointment of Lecturers, Staff Nurses, Data Entry Operators etc. Maintaining of the Rosters i.e Post Based, P.H. She shall carry out her own Computer typing including typing work of the section and any other duties assigned by Superiors/Higher Authorities.
x)	Smt. Roshan Vernekar Peon	To attend to Dean and Deputy Director (Admn.). Assisting the Dispatch Clerk. Attending to sectional work including posting of letters, dispatch and delivery of correspondence. Link official to Shri Manoj for attending EPABX System/Phone calls etc. Any other work assigned by Superiors/Higher Authorities.
xi)	Kum.Sharmila Harijan Attendant	Attending to the Establishment Sectional work. Assisting the Dispatch Clerk. Any other work assigned by Superiors/Higher Authorities.
xii)	Shri Kush D. Naik, Peon	Work of xeroxing/duplicating machine of the College. Any other work assigned by Superiors/Higher Authorities.
V)	Accounts Section	
i)	Accountant (vacant)	Scrutiny of all Bills, Purchase files, Tenders files, Cash Book, Receipts & Payment, Audit Paras, checking of Income Tax statements of Non-Gazetted & Gazetted Staff, Budget Proposal, preparation of Budget related work and overall supervision of accounts work carried by the Accounts Staff in the Accounts Section. Any other work assigned by Superiors/Higher Authorities.

ii)	Shri Vasu Khutkar Upper Division Clerk	Preparation of Pay Bills, all personnel claims of Non-Gazetted Staff, Issue of Form 16, preparation of scholarship/stipend bills, misc. correspondence and typing work. Put up all Gazetted Salary bills, GPF Advance/Withdrawal bills, Monthly Expenditure/Progressive reports, Review of Bill Registers, Festival Advance, Sanction Order, Wages Bills etc. and any other work assigned by Superiors/Higher Authorities.
iii)	Shri Sarvesh S. Naik Lower Division Clerk	Preparation of Contingent Bills, Budget, attending to Audit Paras, Travelling Allowances Bills, Leave Travel Concession Bills, PAC matters, Annual Plan Expenditure and furnishing information pertaining to Planning Department, typing work etc. and any other work assigned by Superiors/Higher Authorities.
iv)	Shri. Shyam Sunder Parab Lower Division Clerk/Cashier	Handling the cash, maintenance of PLA, Challans, Despatch of Cheques, writing of Cash Books and other connected registers and other work related to cash transaction including typing work and also collecting fees and other receipts and any other work assigned by Superiors/Higher Authorities.
v)	Shri. Sanjiv G. Pawar Attendent	All outdoors work relating to Accounts Section and attending to Assistant Accounts Officer & other staff, Bank work for minor cash. Work of Xeroxing & Cyclostyling of the Institution in the afternoon session. Any other work assigned by Higher Authorities.
VI)	Purchase Section	
i)	Shri Prakash Gawas Upper Division Clerk	Looking after all purchases made by purchase section, floating of Tenders/Quotation, opening of tenders, preparation of comparative statements and placing of orders. Maintenance of EMD Registers. All correspondence relating to repairs of equipments. Annual Maintenance Contract of Equipments. And any other work assigned by Higher Authorities.
ii)	Smt. Geeta S. Kandolkar Lower Division Clerk	Looking after the limited tender and consumable items. Typing work of Purchase/Stores. Maintenance of computers and any other work assigned by Higher Authorities.
iii)	Peon (vacant)	Attending to the Assistant Accounts Officer and work in the Purchase Section. Any other work assigned by Higher Authorities.
VII)	Stores Section	
i)	Shri. Babani V. Kudtarkar Sr. Store Keeper	To handle the records of all types of material purchased by this Institution, indent/material issued to various departments/office/sections and other work pertaining to stores, stationery furniture etc. Maintain dead stock register and any other work assigned by Higher Authorities.
ii)	Shri Chinmay Prabhu Lower Division Clerk	Half day assist Cashier in Accounts Section and half day in Stores and any other work assigned by Higher Authorities.
iii)	Shri. Ballappa Ramanour Sweeper	To assist the Senior Store Keeper in the day to day purchases and other related work in the Section.
iv)	Shri Sitaram Gawas Watchman	- do -
VIII)	Academic Section	
i)	Dr. James Samuel, Prof./Academic Incharge/	1. Administrative. 2. Assisting the Academic Section in day to day function & formulating Procedures thereof. 3. Consulting other staff & taking their help in Academic matters.

ii)	Smt. Lizia Gracias Upper Division Clerk	All correspondence relating to the admission of MDS/BDS courses including maintenance of admission records, etc., correspondence on various issues relating to Dental Council of India, Ministry of Health & Family Welfare, New Delhi and Goa University, relating to examination of BDS/MDS, Affiliation including inspections of A.I.C and D.C.I. inspections, Furnishing of Annual Statistics to Goa University, Directorate of Education, D.C.I., D.T.E., Rajya Sabha/L.A.Qs etc. relating to Academic Section, typing work of Oral & Maxillofacial Pathology and any other work assigned by Higher Authorities.
iii)	Lower Division Clerk (vacant)	Attendance Records, Issuing Circulars regarding condonation of absence, issuing of various types of certificates as requested by students, Identity Cards, RTI Act & any other work assigned by Higher Authorities.
IX)	Transport Section	
i)	Shri. Pranay L. Deulkar Driver (Light Motor Vehicle)	Drive the Dean's official vehicle and any other Light Vehicle as and when required.
ii)	Shri. Kashinath Vaingankar Driver (Heavy Motor Vehicle)	Drive Bus, Mobile Dental Van on regular trips, camps, functions, exams and also drives Dean's official vehicle and any other vehicle as and when required.
iii)	Shri Keshav S. Veluskar Driver (Heavy Motor Vehicle)	- do -
iv)	Shri. Sonu R. Dhatkar Peon-cum-Dispatch Rider	Section outdoor work relating to Establishment Section. Submission of bills and collection of Cheques etc.
X)	Workshop	
i)	Shri. Carlos B. Dias Assistant Engineer (Electrical)	Overall supervision pertaining to his section, subordinate staff and related general college issues. Initiate and implement proposals pertaining to maintenance of Dental Equipments, electrical installations and work of G.D.C&H Phase I/II Building, New works (Phase-II) and act as liaison officer in respect of works executed through outside agencies such as PWD/GSIDC. To assist the Workshop Incharge, Dean Office, Head of the Departments in matters of maintenance of minor/major works (Civil/Plumbing/New Electrical works) of G.D.C&H Building. Provides technical inputs during procurement of equipments as per instructions of the Dean. Nodal Officer for Computers. Technical person to directly oversee maintenance of vehicles of the Institution, scheduling of drivers as per requisitions required, check fuel consumption. Incharge of Security and House Keeping Personnel. All correspondence including monthly bills pertaining to Electricity, Water Supply and Telephone.
ii)	Shri. Indirakant V. Narvekar Electrician	To attend to the works of Electrical nature.
iii)	Shri Sagar U. Dhargalkar Assistant Electrician	Assist Electrician in maintenance of all electrical fixtures, appliances and equipments.
iv)	Shri Mahesh B. Revodkar (Helper Electrician)	Assist Electrician and Asst. Electrician in maintenance of all electrical fixtures, appliances and equipments.
v)	Plumber (vacant)	To attend to all plumbing jobs, general, dental units, assist in all odd jobs of mechanical/electrical/general maintenance.
vi)	Shri. Shekar Gawas Attendant	Accompany and assist Electrician/Plumber, for all maintenance jobs, including additional odd jobs.

XI)	Library Section	
i)	Smt. Sweta V. Kenkre Assistant Librarian	To purchase books, journals and its maintenance. Processing bills of various journals/books. Providing information to H.O.Ds regarding availability of books/journals etc.
iii)	Smt. Anija Dhulapkar Peon	To Open/close the library section doors & windows, keeping the Books, Cupboards and other furniture in the library section clean. To keep the reading materials in respective shelves. Carrying/collecting of files to the concerned tables. Stamping books, journals and other reading materials after verifying the same and any other work assigned by the Superiors. Work of Xeroxing/duplicating machine of the College.
XII)	Illustration Division	
i)	Artist-cum-Photographer (vacant)	

Sr. No.	Designation/Clinics	Powers and Duties
1)	<u>Oral Medicine-Diagnosis/Dento-Maxillofacial Diagnostic Imaging</u>	
i)	Dr. Manisha Khorate Professor	Administration of the Department 1. Teaching duties which include delivering lectures/ conducting practical's & Teaching Clinical skills, to the undergraduate & postgraduate students. 2. Attending to patients in the Department. 3. Supervision of patients treatment carried out by the Postgraduate & undergraduate students/Interns and Junior staff in the department 4. Incharge of various committees appointed by the Dean from time to time. 5. Monitoring Radiation Safety. 6. Internal Examiner for Post Graduates-Goa University
ii)	Asst. Professor (vacant)	To assist the Professor & Head of the Department in the day to day work besides conducting lectures to the students and guiding them in clinical work and treating the patients. Other work assigned by their Head of the Department/Dean.
iii)	Asst. Professor (vacant)	- do -
iv)	Dr. Sapna S. Raut Dessai Lecturer	- To assist the Professor & Head of the Department, Asst. Professor of the concerned speciality in their work, delivering lectures and guiding the students in their clinical work, treatment of patients and other work assigned by their Superiors. - Internal Examiner for Under Graduates – Goa University.
v)	Dr. Nigel Figueiredo Lecturer	- do -
vi)	Dr. Aarathi S. Shenoy Lecturer (Contract)	- do -
vii)	Dr. Nivedita C.K.V.S Senior Resident (tenure post)	Attending to Out Patients and diagnosis of patients. Also guiding the students while treating the patients.
viii)	Smt. Trupti Madkaikar Staff Nurse	To provide chair side assistant to the Consultants, and give appointments to patients, Incharge of sterilization of instruments & overall supervision of the work done by the Sweeper.
ix)	Shri. Uday M. Nayak X-Ray Technician	To attend to Radiography of patients, processing of X-ray films and preparation of processing solution, maintenance of BARC Radiation Protection and quality control check and maintenance of all other records.
x)	Shri Mahesh Velip Radiographic Technician	- do -
xii)	Smt Baby D. Tari Attendant	Cleaning/washing of instrument, unit spittoons, autoclaving of instruments, making gauze & cotton

		swabs, disposing daily waste from the Department and peon book correspondence.
xiii)	Smt. Supriya Mhamal Cleaner	Cleaning/washing of instrument, unit spittoons, autoclaving of instruments, making gauze & cotton swabs, disposing daily waste from the Department and peon book correspondence
	Dental/Medical Records Division Dr. Manisha Korate Incharge (Registration Counter)	
i)	Shri Gunaji Y. Amerkar Receptionist-cum-Telephone Operator	Duties pertaining to the registration counter, dealing with public, collection of cash for treatment and OPD papers, telephonically reminding patients about the OPD appointment in Prosthodontics Dept.
2)	Smt. Sushma Raj Laboratory Assistant	-do-
2)	Pediatric Dentistry – Children’s Dentistry	
i)	Dr. Steven Rodrigues Professor	Administration of the Department 1. Teaching duties which include lectures/practicals/Clinical skills, to the undergraduate students. 2. Attending to patients in the Department. 3. Internal Examiner for Under Graduates – University Examination.
ii)	Dr. Paul Chalakal Assistant Professor	To assist the Professor & Head of the Department in the day to day work besides conducting lectures to the students and guiding them in clinical work and treating the patients. Other work assigned by their Head of the Department/Dean.
iii)	Dr. Elaine S. Barreto, Assistant Professor	- do -
iv)	Dr. Siya Dukle	- Conducting lectures to the students and guiding them in clinical work and treating the patients. Other work assigned by their Head of the Department/Dean. - Internal Examiner for Under Graduates – Goa University.
v)	Dr. Dinesh Francis Swamy, Lecturer on contract	- Conducting lectures to the students and guiding them in clinical work and treating the patients. Other work assigned by their Head of the Department/Dean. - Internal Examiner for Under Graduates – Goa University. -
vi)	Dr. Neil J. Desouza Lecturer (Contract)	- do -
vii)	Dr. Elaine B. Pinto Jr. Resident (tenure post)	Attending to Out Patients
viii)	Dr. Savalkar Jitisha J. Jr. Resident (one year tenure post)	- do -
ix)	Smt. Yogini M. Naik Staff Nurse	Posted in Secretariat from 26/07/2013.
x)	Smt. Suchita Gawas Staff Nurse (contract)	To provided chair side assistant to the Consultants and give appointments to patients, incharge of sterilization of instruments & overall supervision of the work done by the sweepers.
xi)	Shri Sagar Navso Holkar Sweeper	Cleaning/washing of instrument, unit spittoons, autoclaving of instruments, making gauze & cotton swabs, disposing daily waste from the Department and Peon book correspondence.
xii)	Shri Nitin T. Bhomkar, Attendant	- do -

3)	Orthodontics & Dentofacial Orthopedics	
i)	Dr. Nandini Kamat Professor & H.O.D.	Administration of the Department 1. Teaching duties which include lectures/practicals/Clinical skills, to the undergraduate & postgraduate students. 2. Attending to patients in the Department. 3. Supervision of patients treatment carried out by the Postgraduate & undergraduate students, Interns and junior staffs in the department 4. Incharge of various committees appointed by the Dean from time to time. 5. Internal Examiner for Under Graduates/ Post Graduates – University Examination.
ii)	Dr. Sachin Kakodkar Assistant Professor	To assist the Professor & Head of the Department in the day to day work besides conducting lectures to the students and guiding them in clinical work and treating the patients. Other work assigned by their Head of the Department/Dean.
iii)	Dr. Kshama Gaitonde Lecturer	Conducting lectures to the students and guiding them in clinical work and treating the patients. Guiding the students in clinical work and treating the patients. Other work assigned by their Head of the Department/Dean.
iv)	Dr. Anushka Aida Menezes Mesquita, Lecturer	- do -
v)	Dr. Neha Sukhthankar Lecturer (on contract)	- do -
vi)	Dr. Sergio Martires Sr. Resident (tenure post)	Attending to Out Patients and treating patients. Also guiding the students while treating the patients.
vii)	Dr. Johanna M. D'Souza Jr. Resident (one year tenure post)	To attend Out Patients.
viii)	Shri. A. David Dental Technician	To carry out laboratory work of patients given by Interns and teaching staff and maintain all the laboratory equipments.
ix)	Kum. Savita Alekar Staff Nurse	To provide chair side assistant to the Consultants, and give appointments to patients, incharge of sterilization of instruments & overall supervision of the work done by the sweeper.
x)	Smt. Vranda Kankonkar, Staff Nurse.	- do -
xii)	Smt. Laxmi E. Vijapur Sweeper-cum-Library Attendant	Cleaning/washing of instrument, unit spittoons, autoclaving of instruments, making gauze & cotton swabs, disposing daily waste from the Department and peon book correspondence.
xiii)	Smt. Kishore Gaunkar Attendant	- do -
4)	Periodontics	
i)	Dr. Jyoti R. Rao Professor & H.O.D.	Administration of the Department 1. Teaching duties which include Lectures/ Practical/Clinical skills, to the undergraduate & postgraduate students. 2. Attending to patients in the Department. 3. Supervision of patients treatment carried out by the Postgraduate & undergraduate students in the department 4. Incharge of various committees appointed by the Dean for time to time. 5. Internal Examiner for Post Graduates – Goa University.
ii)	Dr. James Samuel, Professor	- do -
iii)	Dr. Gauri Sardesai Assistant Professor	- To assist the professor/Head of the Department in the day to day work besides conducting lectures to the

		students and guiding them in clinical work and treating the patients. Other work assigned by their Head of the Department/Dean. - Internal Examiner for Under Graduates – Goa University.
iv)	Dr. Sandeep Lawande Asst. Professor	- do -
v)	Dr. Gina Silveira, Lecturer (contract)	- To assist the Professor/Head of the Department, Assistant Professor of the concerned speciality in their work, conducting lectures and guiding the students in their clinical work, treatment of patients - - and other work assigned by their superior. - Preparation of Time Table regarding posting of I to IV B.D.S students. - Internal Examiner for Under Graduates – Goa University. -
vi)	Dr. Ritam Tari Lecturer	- do -
vii)	Dr. Shalmali Viraj Dhond, Lecturer	-do-
viii)	Smt. Sandhya Faldessai Staff Nurse	To provide chair side assistant to the Consultants, and give appointments to patients, in charge of sterilization of instruments & overall supervision of the work done by the Sweeper.
vix)	Smt. Varsha Kalangutkar Dental Hygienist	To provide oral prophylaxis (viz. for patients scaling & polishing) and oral hygiene instructions, maintenance of records and other work assigned by the Head of the Departments.
x)	Smt. Pooja Karmalkar, Cleaner	Cleaning/washing of instrument, unit spittoons, autoclaving of instruments, making gauze & cotton swabs, disposing daily waste from the Department and peon book correspondence.
xi)	Smt. Pramila R. Kunkalekar Clinic/Lab.Cleaner/Sweeper	- do -
5)	Oral & Maxillofacial Surgery	
i)	Dr. Vikas Dhupar Professor&H.O.D.	Administration of the Department. 1. Teaching duties which include lectures/practicals/Clinical skills, to the undergraduate & postgraduate students. 2. Attending to patients in the Department. 3. Supervision of patients treatment carried out by the Postgraduate & undergraduate students in the department. 4. Conducting Operation in GMC OT & assisting GATES. 5. In charge of various committees appointed by the Dean for time to time. 6. Internal Examiner for Post Graduates – Goa University.
ii)	Dr. Sujay Francis Akkara Professor	- do -
iii)	Dr. Praveen Kumar, Asst. Prof.	- To assist the Professor/Head of the Department in the day to day work besides conducting lectures to the students and guiding them in clinical work and treating the patients. Other work assigned by their Head of the Department/Dean. - Internal Examiner for Under Graduates – Goa University.
iv)	Dr. Omkar A. Shetye, Asst. Prof.	- do -

v)	Dr. Saurabh Kamat Lecturer	To assist the Professor, Asst. Professor in the day to day work besides conducting lectures to students and guiding them in clinical work and treating the patients. Other work assigned by their Head of the Department/Dean.
vi)	Dr. Rakshit Khandeparkar Lecturer (contract)	- do -
vii)	Dr.Rahul Kamat , Lecturer(contract)	- do -
viii)	Dr. Pooja Shankar Wagle Anaesthetist	- To provide sedation/general anesthesia in O.Ts for patients at the Oral & Maxillofacial Surgery wards/emergency and for children at Pedodontics. - Undergraduate/Postgraduate training.
ix)	Dr. Edlyn Rodrigues Sr. Resident (tenure post)	- Attending to Out Patients and treating patients. Also guiding the students while treating the patients.
x)	Dr. Purva Khandeparkar Sr. Resident (tenure post)	- do -
xi)	Dr.Kinberly Fernandes Jr. Resident (one year tenure post)	1. Attending to casualty services to GMC. 2. Attending Out Patients 3. Taking round in wards & of post operative patients.
xii)	Dr. Arya M.S. Khandeparkar, Jr. Resident (one year tenure post)	- do -
xiii)	Dr. Aceline Dias, Jr.Resident (one year tenure post)	- do -
xiv)	Dr. Grazina Fernandes, Jr. Resident (one year tenure post)	- do -
xv)	Dr. Veena G. Pednekar, Jr. Resident (one year tenure post)	- do -
xvi)	Dr. Riddhi M. Phadte, Jr. Resident (one year tenure post)	- do -
xvii)	Smt. Maria Blanche Fernandes Staff Nurse	- To assist for minor surgeries. Maintenance of appointment register & records of the Maxillofacial clinic. Supervision of replacement of servants.
xviii)	Smt. Elsa Iva Joao Staff Nurse	- To assist in minor surgeries, Maintenance of daily records of patients and academic records of students. Nurse Incharge of Exodontia Clinic and supervision of departmental servant.
xix)	Shri.Rahul Virnodkar,Staff Nurse	- do -
xx)	Kum. Steffi Catarina Pereira Staff Nurse	<u>Ward of Oral & Maxillofacial Surgery – GMC</u> - Monitoring of admitted patients. - Administration of drugs prescribed by doctors. - Making patients beds & maintaining linen. - Collection of blood samples. - Preparation of patients for O.T. - Assisting doctors in emergency procedures. - Maintaining records like admission, discharge, diet, reference book.
xxi)	Smt.Vajayanti M. Teli, S. Nurse	- do -
xxii)	Vandana Mandrekar, Staff Nurse	- do -
xxiii)	Swarupa Naik, Staff Nurse	- do -
xxiv)	Vijayata Mandrekar, Staff Nurse (2 years Study Leave from 1/11/2016 to 31/10/2018)	- do -
xxv)	Mrs.Clency Fernandes, S. Nurse	- do -
xxvi)	Mrs.Media Almeida, S. Nurse (2 years Study Leave from 7/11/2016 to 06/11/2018)	- do -
xxvii)	Kum.Sharma Gawde, S. Nurse	- do -
xxviii)	Shri Sangam Sawant, S. Nurse (on contract-Study Leave)	- do -
xxix)	Karishma Ugvekar, S.Nurse	- do -
xxx)	Kum. Jovita Mendes, S.Nurse (on contract-Study Leave)	- do -
xxxi)	Smt. Deepasri D. X. Chatim	To render Chair side assistant to consultant in absence of Staff

	Laboratory Assistant	Nurse, Incharge of special clinic, sterilization of equipments and maintain the Dead Stock Register, Inward and Outward correspondence, Routine Blood Investigation in absence of the Laboratory Assistant in the department of Oral Pathology.
xxxii)	Shri Anant Alornekar Attendant	Cleaning/washing of instrument, unit spittoons, autoclaving of instruments, making gauze & cotton swabs, disposing daily waste from the Department and peon book correspondence.
xxxiii)	Shri Shekhar Naik, Attendant	- do -
xxxiv)	Smt. Sumitra Gawas, Attendant	- do - -
6)	Conservative Dentistry & Endodontics.	
i)	Dr. Ida de Noronha de Ataide Professor & H.O.D.	Administration of the Department 1. Teaching duties which include lectures/practicals/clinical skills, to the undergraduate & postgraduate students. 2. Attending to patients in the Department. 3. Supervision of patients treatment carried out by the Postgraduate & undergraduate students in the department. 4. Internal Examiner for Post Graduates – Goa University.
ii)	Dr. Marina Rosita Fernandes Assistant Professor	- To assist the Professor/Head of the Department of the concerned speciality in their work, conducting lectures and guiding the students in their clinical work, treatment of patients and other work assigned by their H.O.D./Dean. - Internal Examiner for Under Graduates – Goa University.
iii)	Dr. Rajan Lambor Assistant Professor	- To assist the Professor/Head of the Department of the concerned speciality in their work, conducting lectures and guiding the students in their clinical work, treatment of patients and other work assigned by their H.O.D./Dean.
iv)	Dr. Jeanne Monteiro, Asst. Prof.	- do -
v)	Dr. Swati Borkar, Lecturer	- Conducting lectures to the students and guiding them in clinical work and treating the patients. Other work assigned by their Head of the Department/Dean.
vi)	Dr. Abhilasha A. Naik, Lecturer	- do -
vii)	Dr. Rajdeep Pawaskar, Lecturer	- do -
viii)	Dr. Mayuri M. Naik, Lecturer (contract)	- do -
ix)	Dr. Pradeep Kumar Lecturer (contract)	- do -
x)	Dr. Renita Soares Sr. Resident (tenure post)	- Attending to Out Patients and treating patients. Also guiding the students while treating the patients.
xi)	Dr. Diksha R. Prabhu Gaunker, Jr. Resident (one year tenure post)	Attending to Out Patients
xii)	Dr. Shefali G. Pednecar, Jr. Resident (one year tenure post)	- do -
xiii)	Dr. Shefali S. Sinai Sangaonkar, Jr. Resident (one year tenure post)	- do -
xiv)	Smt. Shila N. Gaonkar Staff Nurse	To render chair side assistance, sterilization of instruments. Maintenance of dead stock registers, issuing instruments to students, indent management & maintenance of work records etc.
xv)	Smt. Salini Priya Sasidharan Staff Nurse	- do -
xvi)	Kum. Celia P. Gomes, Staff Nurse	- do -

xvii)	Kum.Richa Narvekar,Staff Nurse	- do - -
xviii)	Smt. Sugandha Tirodkar Attendant	Cleaning/washing of instruments, unit spittoons, autoclaving of instruments, making gauze & cotton swabs, disposing daily waste from the Department and peon book correspondence.
xix)	Smt. Ranjana Gaude, Attendant	- do - -
	Smt. Reshma Hadkonkar Sweeper/Lab.Cleaner	- do -
7)	Prosthodontics, Crown & Bridge	
i)	Dr. Meena A. Aras Professor& H.O.D.	Administration of the Department 1. Teaching duties which include lectures/practical/Clinical skills, to the undergraduate & postgraduate students. 2. Attending to patients in the Department. 3. Supervision of patients treatment carried out by the Postgraduate & undergraduate students in the department 4. Incharge of various committees appointed by the Dean for time to time. 5. Internal Examiner for Post Graduates – Goa University.
ii)	Dr. Vidya Chitre Professor	- To assist the Professor/Head of the Department in the day to day work besides conducting lectures to the students and guiding them in clinical work and treating the patients. Other work assigned by their Head of the Department/Dean. - Internal Examiner for Under Graduates – Goa University.
iii)	Dr. Ivy Fernandes e Coutinho Assistant Professor	- To assist the Professor/Head of the Department in the day to day work besides conducting lectures to the students and guiding them in clinical/pre-clinical work and treating the patients. Other work assigned by their Head of the Department/Dean.
iv)	Dr. Praveen Rajagopal Assistant Professor & Vigilance Officer.	- do -
v)	Dr. Aradhana T. Hede Assistant Professor	- do -
vi)	Dr.Ashwin R. Mysore, Lecturer	- To assist the Professor/Head of the Department, Assistant Professor of the concerned speciality in their work, conducting lectures and guiding the students in their clinical/pre-clinical work, treatment of patients and other work assigned by their Superior. - Internal Examiner IInd B.D.S Goa University Exam.
vii)	Dr. Kennedy Mascarenhas Lecturer	- do -
viii)	Dr. Godwin Clovis Lecturer (on Contract)	Conducting lectures to the students and guiding them in clinical/pre-clinical work and treating the patients. Other work assigned by their Head of the Department/Dean.
ix)	Dr. Bhavya Amin Sr.Resident(tenure post–3 years)	- Attending to Out Patients and treating patients. - Also guiding the Interns while treating the patients.
x)	Dr. Veenita Gupta, Jr. Resident(one year tenure post)	Attending to Out Patients
xi)	Dr. Sneha Rathee, Jr. Resident(one year tenure post)	Attending to Out Patients
xii)	Dr. Behlim S. Sajjad Jr. Resident(one year tenure post)	-do -

xiii)	Smt. Ashwini D. Dessai Staff Nurse	To assist teaching staff during clinical work, sterilization of equipments/instruments, maintenance of dead stock & consumable register, patients records, OPD register, hands over materials to staff & students.
xiv)	Kum Clifa Camilo, Staff Nurse	- do -
xv)	Smt. Leela P. Nabar Laboratory Assistant	To render Chair side assistant to consultant in absence of staff nurse, Looks after pre-clinical laboratory & materials, assisting teaching staff during clinical work, hand over materials to students & Staff and maintenance patients records/reports.
xvi)	Shri. R. Ganesan Dental Technician	To handle laboratory works to patients given by Interns and teaching staff and maintain chrome cobalt laboratory equipments.
xvii)	Shri. T. Kalaichelvan Dental Technician	To handle laboratory works to patients given by Interns and teaching staff and maintain all the laboratory equipments.
xviii)	Smt. Kashi Coelho Sweeper	Cleaning/washing of instruments, unit spittoons, autoclaving of instruments, making gauze & cotton swabs, disposing daily waste from the Department and peon book correspondence.
xxi)	Shri Shekhar Dabolkar Attendant	- do -
xx)	Smt. Chitra Chandrakant Harmalkar, Sweeper/Lab. Cleaner	- do -
8)	Community Dentistry (Public Health Dentistry)	
i)	Dr. Amita Kenkre Kamat Professor & Head	Administration of the Department 1. Teaching duties which include lectures/practicals/Clinical skills, to the Undergraduate IIIrd year and Final year students. 2. Attending to patients in the Department. 3. Supervision of patients treatment carried out by the undergraduate students in the department. 4. Incharge of various committees appointed by the Dean for time to time. 5. Conducting of Public Dental Health & Educational camps in various places in Goa 6. Mobile Dental Van which provides treatment to the rural areas of Goa. 7. Conducting University Exams for Under Graduates.
ii)	Dr. Ridhima Gaonkar Asst. Professor	- To assist the Professor/Head of the Department of the concerned speciality in their work, conducting lectures and guiding the students in their clinical work, treatment of patients and other work assigned by their superior. - Attending Dental Camps.
iii)	Dr. Akshata Gadiyar Lecturer	- To assist the Professor/Head of the Department, Assistant Professor of the concerned speciality in their work, conducting lectures and guiding the students in their clinical work, treatment of patients and other work assigned by their superior. - Attending Dental Camps.
iv)	Dr. Vinayak Bola Kamath, Lecturer	- do -
v)	Dr. Amit Kumar Lecturer (Contract)	- do -
vi)	Smt. Pallavi J. Nachinolkar Lecturer in Statistics	1) Conducting lectures on Biostatistics & Research Methodology for Under Graduates and Post Graduates of all departments of this Institution. 2) To help Under Graduates and Post Graduates in their

		dissertation work. 3) To assist the staff (Teaching) in Research Methodology and Biostatistics pertaining to Academic Studies/Projects.
vii)	Dr. Neetu Yadav, Junior Resident(tenure post of one year)	Attending to Out Patients
viii)	Dr.Sadhvi G. Naik, Junior Resident (tenure post of one year)	- do -
ix)	Kum. Vaishali Vilas Dessai Staff Nurse	- To assist teaching staff during clinical work, sterilization of equipments/instruments, maintenance of dead stock & consumable register, patients records, Out Patients register, hands over materials to staff & students. - Assisting in treatment carried out in the Mobile Dental Van.
x)	Shri Shankar Bhangari Sweeper	- Cleaning/washing of instrument, unit spittoons, autoclaving of instruments, making gauze & cotton swabs, disposing daily waste from the Department and peon book correspondence. -
xi)	Shri Mandar Shirodkar Attendant	Cleaning/washing of instrument, unit spittoons, autoclaving of instruments, making gauze & cotton swabs, disposing daily waste from the Department and peon book correspondence
9)	Oral & Maxillofacial Pathology	
i)	Dr. Anita Spadigam Professor&H.O.D.	1. Administration of Department, 2. UG training – I, II, III BDS, 3. Laboratory investigation of diseases – patients referred for Clinical & Histopathological Investigative services. 4. Post Graduate guide. 5. Hostel and Workshop Incharge. 6. Internal Examiner for Post Graduate –Goa University. 7. Member, Academic Council, Goa University
ii)	Dr. Anita Dhupar, Professor	- do -
iii)	Dr. Shaheen Syed Assistant Professor	1. Supervising Laboratory Operations. 2. UG Training I, II, III – BDS. 3. Lab Investigation & Examining patients 4. Assisting PG teaching 5. Additional – University Exam and any other duties conferred by Dean.
iv)	Dr. Karla Carvalho Maria do Rosario Lecturer	1. UG Training I, II, III – BDS. 2. Lab Investigation & Examining patients 3. Assisting PG teaching 4. Additional – University Exam and any other duties conferred by Dean.
v)	Dr. Shruti Nagvekar, Lecturer	- do -
vi)	Dr. Poonam R. Sawant Lecturer (Invoking Bond)	- do -
vii)	Smt. Vaishali Tandel Laboratory Assistant	- To handle all routine blood investigation, laboratory processing of tissues specimens in the Oral Pathology laboratory, assist examination committee during university examination, maintaining stock register pertaining to indent placement, repairs of departmental equipments. Supervise cleaning staff.
viii)	Darshana Shirodkar Medical Laboratory Assistant	- do -
ix)	Kum. Kumud Naik Attendant	- Cleaning equipments, instruments, glasswares in department, assist with tissue processing, examination duties, and correspondence. -

x)	Smt. Rekha A. Chari, Sweeper/Lab. Cleaner	- do -
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**LIST OF FIRST YEAR B.D.S. STUDENTS FOR THE ACADEMIC YEAR 2017-18
(REGULAR BATCH)**

Sr.No.	Name of the Student	Sr.No.	Name of the Student
01.	Kum. Chaitra Shetty	21.	Kum. Pallavi
02.	Kum Colaco Clency	22.	Kum. Parvatkar Siddhi Anil
03.	Kum. DeMelo Maria Carla	23.	Shri Parwar Akash Ashok
04.	Kum. Divya P.	24.	Kum. Pednekar Saloni Prabhakar
05.	Kum. Dourado Rodrigues Dale Victoria	25.	Shri Pranav Kumar
06.	Kum. Fernandes Swizel	26.	Kum.Sawant Saiely Suresh
07.	Kum. Fernandes Swizel Jeniece	27.	Shri Shaikh Aasim
08.	Kum. Gaonkar Ankita Arjun	28.	Kum. Sharon Johny
09.	Kum. Gaonkar Mallika M.	29.	Shri Shet Karmalker Mayank Vasuraj
10.	Kum. Gawas Akshata R.	30.	Kum. Shet Padma Kishor
11.	Kum. Kakodkar Pooja Uday	31.	Kum. Shet Saisha Ramchandra
12.	Shri Kerkar Ujesh Ulhas	32.	Shri Shivam Goaswami
13.	Kum. Manerkar Riddhi Uday	33.	Kum. Pallavi Raj Ashok Kumar Singh
14.	Kum. Manerkar Sailee Sanjiv	34.	Kum. Talgaonkar Anjani Vijaykumar
15.	Shri Naik Manish Anil	35.	Shri Tar Nupur Gajanan
16.	Kum Naik Reema Kanta	36.	Shri Thakur Ekta Shyamnath
17.	Kum. Naik Yogeeta Mahadu	37.	Kum. Varadkar Saavi Santosh
18.	Kum. Nayak Ravina Vijay	38.	Kum Vaz Sasha Francesca
19.	Kum. Neha Singh	39.	Shri Vishant Narula
20.	Kum. Netalkar Saloni Anup	40.	Kum. Wadikar Apurva Gurudas

**LIST OF FIRST YEAR B.D.S. STUDENTS FOR THE ACADEMIC YEAR 2018-19
(CASUAL BATCH)**

Sr.No.	Name of the Student	Sr.No.	Name of the Student
01.	Kum. Carvalho Divina	05.	Kum. Parvatkar Reshal Rupo
02.	Shri Gawas Shubham Radhakrishna	06.	Shri Phadte Dattraj Shamu
03.	Kum. Naik Bhandari Riya Devanand	07.	Kum. Prabhu Parrikar Padmavi Shrikant
04.	Shri Parab Shaunak	08.	Kum. Shirodkar Latisha Shanu

**LIST OF SECOND YEAR B.D.S. STUDENTS FOR THE ACADEMIC YEAR 2018-19
(REGULAR BATCH)**

Sr.No.	Name of the Student	Sr.No.	Name of the Student
01.	Shri Adarsh Shakya	16.	Kum Monteiro Egipsy Kelly Celina Tessie
02.	Shri Araujo Daniel Mitch	17.	Kum. Morais Stanza
03.	Kum. Arlekar Apurva Anil	18.	Kum Naik Sanjeeta Sanjeev
04.	Kum. Braganza Chrisann Dominique	19.	Kum. Naik Sidhiksha Sadanand
05.	Kum. Braganza Shirley Veneta	20.	Kum. Kamat Nikita Harshad
06.	Shri Chandrakant Sharma	21.	Kum. Pai Aarti Vaman
07.	Shri Chati Aalhad Vivek	22.	Kum. Parab Tanishka Savlo
08.	Kum. De Souza Yuri Jose Eduardo	23.	Kum. Perna Yadav
09.	Shri Fernandes Nyron Jesus	24.	Kum. Satardekar Rakshanda Rajendra
10.	Kum. Fernandes Swizel Grace	25.	Shri Shetye Pranav
11.	Kum. Gaonkar Sharvani Mahesh	26.	Kum. Shigaonkar Ritu Pradip
12.	Kum. Honnekeri Bharati Nagaraj	27.	Kum Souza Schuane Beleza
13.	Kum Kumar Aswathy Suresh	28.	Kum Toscano Maria Leanna Zita
14.	Kum. Mendonza Charmaine Rebecca	29.	Kum. Velguenkar Yamuna a/s Tanali Gurunath
15.	Ku. Miranda Mira	30.	Kum. Desai Sasha S.

**LIST OF SECOND YEAR B.D.S. STUDENTS FOR THE ACADEMIC YEAR 2018-19
(CASUAL BATCH)**

Sr.No.	Name of the Student	Sr.No.	Name of the Student
01.	Kum. Desai Simran Prakash	04.	Kum. Naik Bhavana Mohandas
02.	Shri Mathew Abraham	05.	Kum. Vasta Shivangi Manohar
03.	Kum. Mendes Lizia		

**LIST OF THIRD YEAR B.D.S. STUDENTS FOR THE ACADEMIC YEAR 2018-2019
(REGULAR BATCH)**

Sr.No.	Name of the Student	Sr.No.	Name of the Student
01.	Kum. Agha Asima	18.	Kum. Naik Saisha Ramchandra
02.	Shri Cortez Roanne Eden	19.	Shri Naik Sanil Sudhakar
03.	Shri Da Silva Satchel David	20.	Kum. Naique Gayatri Shamsunder
04.	Shri De Souza Heitor Sebastao	21.	Shri Nayak Varad Dilip
05.	Kum. Dias Fleur Anne	22.	Kum. Nimisha Jayakrishnan
06.	Kum. Diniz Leisha Marie	23.	Kum. Patel Poornima
07.	Kum. Fal Dessai Samidha Sadashiv	24.	Kum. Pokhare Rashmi Ramesh
08.	Shri Fonseca Mac Marwin	25.	Shri Rodrigues Francisco
09.	Kum. Gaunker Swapnila Subhash	26.	Kum. Rodrigues Winnie Edna Francisca
10..	Kum. Gaude Saisha Sadanand	27.	Kum. Rufina George
11.	Kum. Gaunker Deepavi Pandurang	28.	Kum. Sawant Dessai Soniya Gurudas
12.	Kum. George Kirthi Stifen	29.	Kum. Simran
13.	Kum. Kankonkar Tina Devu	30.	Kum.Sinai Sanvordekar Ruhi Girish
14.	Kum. Kunkolienkar Anushka Amit	31.	Shri Strevin Austin Ferrao
15.	Kum. Manerkar Deep a/s Harsh Ulhas	32.	Kum. Vernekar Sailee Suhas
16.	Kum. Mendes Tisha Daniel	33.	Miranda Flossica
17	Kum. Naik Nidhi Prakash		

LIST OF FINAL YEAR B.D.S. SEM-I STUDENTS FOR THE ACADEMIC YEAR 2018-2019 (CASUAL BATCH)

Sr.No.	Name of the Student
1.	Shri Ajgaonkar Siddhesh D.
2.	Kum. Anamika Yadav
3.	Kum. Naik Arti Maruti
4.	Kum. Palkar Priyanka
5.	Shri Tiadi Subhra
6.	Kum. Virdikar Rutvi Gurudas

LIST OF FINAL YEAR B.D.S. SEM-II STUDENTS FOR THE ACADEMIC YEAR 2018-2019 (CASUAL BATCH)

Sr.No.	Name of the Student	Sr.No.	Name of the Student
1.	Shri Amit Kumar	16.	Kum. Mulla Sheefa
2.	Kum. Aswekar Diksha Dattaram	17.	Kum. Naik Suchitra Bhoj
3.	Shri Bhat Damodar Pradip	18.	Kum. Nayak Shrungi Shrinivas
4.	Kum. Colaco Pearl Maria	19.	Kum. Noronha Muriel Adelia
5.	Shri Dalvi Yash Hanumant	20.	Kum. Parvatkar Sonali Bhikaro
6.	Kum. Desai Aishwarya Dilkush	21.	Kum. Patel Avni Chhaganlal
7.	Kum. D'Souza Danii Lauren	22.	Kum. Patil Rutuja Shekhar
8.	Shri D'Souza Orlando Kevin	23.	Kum. Pednekar Trusha Kishor
9.	Kum. Gomes Fiona	24.	Kum. Rodrigues Cheryl Violet
10.	Kum. Gomes Valonia Karen	25.	Shri Sawant Vaibhav Sandeep
11.	Kum. Kamat Shivani Anant	26.	Shri Tari Kaushik Vasant
12.	Kum. Kumar Arsha Anil	27.	Kum. Velip Darshana Santosh
13.	Kum. Mangeshkar Saisha S.	28.	Kum. Volvoikar Prajakta Raghudas
14.	Kum. Mendes Shannon Aureila	29.	Shri Zalmi Kedar Keshav
15.	Kum. Momin Sana Anjun		

LIST OF INTERNS FOR THE PERIOD FROM 01/04/2018 TO 31/03/2019

Sr.No.	Name of the Student
1.	Shri Akash Kumar
2.	Kum Amerkar Alisha Govind
3.	Kum. Cardozo Dorothy
4.	Kum. Dias Fermina
5.	Kum. Gaonker Pravina Premanand
6.	Kum Kamat Bambolkar Isha Mahesh
7.	Kum Kankonker Vidya Srikant
8.	Kum Nachinolkar Riddhi Vasant
9.	Kum Satardekar Aishwarya Jaideep

LIST OF INTERNS FOR THE PERIOD FROM 03/10/2018 TO 02/10/20189

Sr.No.	Name of the Student	Sr.No.	Name of the Student
1.	Kum. Alka Joseph	13.	Kum. Palkar Smita Shashikant
2.	Kum. Braganca Leanne Maria	14.	Kum. Pawaskar Rukma Rajeev
3.	Kum. Joelene Manuela Fernandes	15.	Kum. Powar Shriya Shekhar
4.	Kum Ferrao Twyla Maria Christa	16.	Kum. Prabhu Chodnekar Shamli Sandip
5.	Kum Fijardo Elaine Valansa	17.	Kum. Prabhu Namrata Kishor
6.	Kum. Haldankar Sonam Raghunath	18.	Shri Prabhu Konkar Saeel Prashant
7.	Kum. Kavlekar Apurva Harshan	19.	Kum. Quadros Nalusha
8.	Kum. Kavyashree S. Bhat	20.	Kum. Rebello Lizanne Andrea
9.	Kum. Korgaonkar Raeel Madan	21.	Kum. Sangodkar Divya Digamber
10.	Kum. Lawande Pallavi a/s Laxmi P.	22.	Kum. Sardesai Poonam Mahesh
11.	Kum. Mangaonker Medhana M.,	23.	Kum. Sarmalkar Shubha Damodar
12.	Kum. Oliveira Flozy	24.	Shri Shubham Goyal

LIST OF POST GRADUATE STUDENTS ADMITTED FOR THE YEAR 2018-2019

Sr. No.	Name of the Student	Speciality
1.	Dr. M.Deepthi Priya	Oral Medicine, Diagnosis & Radiology
2.	Dr. Deepthi M.	Oral Medicine, Diagnosis & Radiology
3.	Dr. Mohammed Anas C P	Orthodontic
4.	Dr. Anuja Ramkrishna Naik	Orthodontics
5.	Dr. Chinju Thomas	Periodontics
6.	Dr. Arati Mathurdas Naik	Periodontics
7.	Dr. Pooja G.Choudhary	Oral & Maxillofacial Surgery
8.	Dr. Neha U. Chodankar	Oral & Maxillofacial Surgery
9.	Dr. Ashina A. Kumar	Conservative Dentistry & Endodontics
10	Dr. Arti Raghuvir Naik	Conservative Dentistry & Endodontics
11	Dr. Shyama P.M.	Prosthodontics & Crown & Bridge
12	Dr. Fouzia Khan..	Prosthodontics & Crown & Bridge
13	Dr. Loveleen Kaur	Prosthodontics & Crown & Bridge
14	Dr. Aneesh V.M.	Oral Pathology & Microbiology
15.	Dr. Sonal A. Prabhudesai	Oral Pathology & Microbiology

31. **The procedures followed in the decision making process, including channels of supervision and accountability.**

On receipt of a proposal/case, the same is processed in the concerned section depending on the nature of issues involved, covering all the relevant aspects with reference to Rules, Policy or precedent wherever available, for decision of the Head of the Institution.

The channel of supervision involve three levels i.e. Dealing hand, Section Incharge and Branch Officer Head of the department as well if concerned with the issue before the case reaches the Head of Institution for decision.

iv) **The norms set up by it for the discharge of its functions:-**

This Institution is governed by Government Rules, which are applicable for Goa Dental College & Hospital. As far as hospital is concerned, all the clinical departments in various specialities render different types of treatment to the patients visiting this hospital. The required services/existing facilities are extended to the patients by the concerned department, based on the diagnosis & treatment plan suggested by the Dept. of Oral Medicine, Diagnosis and Radiology, till the treatment is completed. Patients are given appointments and treatments rendered accordingly.

31. **The rules, regulations, instructions, manuals and records held by Goa Dental College and Hospital or under its control or used by its employees for discharging its functions.**

1a) The Goa (Rules for admission to Post Graduate Degree Courses of the Goa University at the Goa Dental College and Hospital) Rules 1998, published in Government Official Gazette Series I, No.34 dated 19/11/1998.

b) The Goa (Rules for admission to Post Graduate Degree Courses of the Goa University at the Goa Dental College and Hospital) (Amendment) Rules 2000, Published in Government Official Gazette Series I, No.41 dated 10/01/2000.

c) The Goa (Rules for admission to the Post Graduate Degree Courses of the Goa University at the Goa Dental College and Hospital) (Second Amendment) Rules 2002, published in Government Official Gazette (Extra Ordinary) Series I, No.10 dated 07/06/2002.

d) The Goa (Rules for admission to the Post Graduate Degree Courses of the Goa University at the Goa Dental College and Hospital) (Third amendment) Rules 2005, published in Government Official Gazette Series I, No.51 dated 21/03/2005.

2. Govt. of Goa, Goa Dental College & Hospital, Bambolim, Group "A" Gazetted post, Recruitment Rules, 1990, Published in Government Official Gazette Series I, No.41 dated 10/01/1991.

3. Govt. of Goa, Goa Dental College, Group 'A' Gazetted post, Recruitment Rules, 1987 Published in Government Official Gazette, Series I, No.35, Dated 26/11/1987.

4. Govt. of Goa, Goa Dental College, Group 'B' Gazetted post Recruitment Rules, 2000, Published in Government Official Gazette, Series I, No.3 dated 19/04/2001.

5. Govt. of Goa, Goa Dental College & Hospital, Group 'B' Gazetted post Recruitment Rules, 2003, Published in Government Official Gazette (Extra Ordinary) Series I, No.22, dated 28/08/2003.

6. Government of Goa, Goa Dental College & Hospital, Group "D" Ministerial Post, Recruitment Rules, 1996, Published in Government Official Gazette, Series I, No. 20, Dated 16/08/1996.
7. Government of Goa, Daman & Diu, Goa Dental College & Hospital, Group "C" Non-Ministerial, Non-Gazetted post Recruitment Rules 1982, published in Government Official Gazette, Series I, No. 3 dated 15/04/1982.
8. Government of Goa, Daman & Diu, Goa Dental College & Hospital, Group 'C' Non-Ministerial, Non-Gazetted post Recruitment Rules 1984, published in Govt. Official Gazette, Series I, No.47 dated 23/02/1984.
9. Government of Goa, Common posts in Goa Medical College, Goa Dental College, Directorate of Health Services and Institute of Psychiatry & Human Behaviour, Group 'C' posts, Recruitment Rules, 1990 published in the Government Official Gazette Series I No. 28 dated 11-10-1990.
10. Government of Goa, Common posts in Goa Medical College, Goa Dental College, Directorate of Health Services and Institute of Psychiatry & Human Behaviour, Group 'C' posts, Non-Ministerial, Non-Gazetted, Recruitment Rules 2012, published in the Govt. Official Gazette, Series I, No.45 dated 09/02/2012.
11. Government of Goa, Daman and Diu, Goa Dental College and Hospital, Group 'C,' Non-Ministerial, Non-Gazetted post Recruitment Rules 1986 published in Govt. Official Gazette Series I No. 22 dated 28-8-1986.
12. Government of Goa, Goa Dental College and Hospital, Group 'C,' Non-Ministerial, Non-Gazetted posts, Recruitment Rules 2013, published in Govt. Official Gazette Series I No. 48 dated 28-02-2013.
13. Rules for appointment to the post of Jr. Residents, disciplined in Goa Dental College & Hospital Published in Government Official Gazette, Series I, No. 16, dated 21/07/1988.
14. Government of Goa, Goa Dental College and Hospital, Group 'A,' Non-Ministerial, Gazetted posts, Recruitment Rules 2010, published in Govt. Official Gazette Series I No. 16 dated 15-07-2010.
15. Government of Goa, Goa Dental College and Hospital, Group 'C' and Group 'D' Non-Gazetted, Non-Ministerial posts, Recruitment Rules 2014 published in Govt. Official Gazette Series I No. 14 dated 03-07-2014.
16. The Goa (Appointment to the Post of Senior Residents in Goa Medical College) Rules 1989, Published in Government Official Gazette, Series I, No.30 dated 26/10/1989 which are made applicable to Goa Dental College vide Order No.5/11/87-II/PHD dated 18/12/1989.
17. The duration of the B.D.S. Course, which is of 5 years duration (including one year Internship) as per the DCI Revised BDS Course Regulations, 2007. The intake capacity for this course is 40 seats as per the letter No.F.No.U.11011/1/2006-MEC dated 28th July' 2006 from the Directorate General of Health Services, New Delhi. The allocation of BDS seats under 15% All India Quota at present is 6.

M.D.S. Programme in seven out of nine specialities. 1-7 have been recognized by the D.C.I and affiliated to the Goa University admitting 2 students in each speciality/year on the basis of i) All India Entrance Exam. ii) State Merit.

- 1) Oral Medicine and Radiology
- 2) Orthodontics
- 3) Periodontics
- 4) Conservative Dentistry & Endodontics.
- 5) Prosthodontics
- 6) Oral & Maxillofacial Surgery

7) Oral & Maxillofacial Pathology.

vi) Statement of categories of documents that are held by Goa Dental College and Hospital or under its control :-

Sr. No.	Documents	Particulars of Subject
1	Files/Registers	Pertaining to administrative/Accounts/Purchase matters of staff/office and other general/Misc. matters.
2	Service Records	Pertaining to Group "C"& Group "D" Non-Gazetted Staff.
3	Files	Pertaining to Academic Section including admission records/original documents of students both for the undergraduate degree course of BDS and postgraduate degree courses of the Goa University at the Goa Dental College & Hospital and Hostel.

vii) Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formation of its policy or implementation thereof:-

viii) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public:-

STATEMENT

Sr. No.	NAME OF COMMITTEE	INCHARGE	MEMBERS
(1)	(2)	(3)	(4)
1.	Public Information Officer-RTI	PIO: Dy. Director (Admn.) Asst.PIO: Shri Carlos Dias	Asst.PIO(2):Office Supdt.
2.	Public Grievances Committee	Dr. Ivy Coutinho	Dr. Manisha Khorate Dr. Steven Rodrigues Dr. Anushka Mesquita Dr. James Samuel Dr. Omkar Shetye Dr. Rajan LamboR Dr. Ridhima Gaonkar Dr. Shaheen Syed
3.	Public Relations & Liason Committee Nodal Officer (Litigation Policy)	Dr. Rajan Lambor	Dr. Kshama Gaitonde
4.	Committee for Prevention of Sexual Harassment of Women at the Work Place.	Dr. Anita Dhupar,Professor	Dr. Steven J.L. Rodrigues, Dr.Marina Fernandes Dr.Elaine Baretto Smt. Shila G.Naik Shri Babani Kudtarkar Smt. Lizia Gracias Smt. Kishori S.Gaunkar Smt. Shyamalee Roy
5.	Anti-Ragging Committee	Dr. Amita Kenkre Kamat	Dr. Elaine Barretto
6.	Hostel	Dr. Ida de Noronha de Ataide	
7.	ACADEMIC BDS, Affiliation, Advisory Committee	Dr. James Samuel	Dr. Steven Rodrigues Dr. Praveen Rajagopal Dr. Sachin Kakodkar
	Time Tables & Postings	Dr. Gauri SarDessai	Dr. Abhilasha Naik
	Examinations	Dr. Anita Dhupar	
	Admissions (MDS) Online Counseling (BDS, MDS) Directorate of Technical Education	Dr. Ida de Noronha de Ataide Dr. Jyoti Rao Dr. Anita Spadigam	Dr. Sandeep Lawande Dr. Paul Challakal Dr. Rajdeep Pavaskar

			Dr. Sapna Raut Dessai
8.	Library	Dr. Marina Fernandes	
9.	Awards	Dr. Jeanne Monteiro	
10.	Dental Education Cell, Collab DDS	Dr. Nandini Kamat	Dr. Manisha Khorate Dr. Paul Challakal
11.	Ethics & Standards		Heads of Depts Co-opted Members
12.	Statistics	Dr. Amita Kenkre Kamat	Ms. Pallavi Nachinolkar
13.	Website	Dr. Rajan Lambor	Dr. Ashwin Mysore
14.	Hospital Waste Management	Dr. Ridhima Gaonkar	Dr. Vinayat Bole Kamath
15.	Residency & New Programs	Dr. Steven Rodrigues	Dr. Swati Vaze
16.	Vigilance	Dr. Praveen Rajagopal	
17.	Publications	Dr. Jyoti Rao	Dr. Steven Rodrigues
18.	Research	Dr. Amita Kenkre Kamat	Dr. Nandini Kamat Dr. Ridhima Gaonkar
19	Maintenance & AMC	DDA AAO	Heads of Depts Mr. Carlos Dias, Assistant Engineer (Electrical)
20	Stores	Dr. Rajan Lambor	Dr. Praveen Rajagopal
	NON-ACADEMIC	Dr. Rajan Lambor	
	Students Council Advisors: Cultural	Dr. Ivy Coutinho	Dr. Aradhana Nagarsekar
	Students Council Advisors: Sports	Dr. Rajdeep Pavaskar	
	Students Council Advisors: Canteen	Dr. Kshama Vamas Kudchadkar	Dr. Elaine Barreto
	Students Council Advisors: Finance	Dr. Omkar Shetye	
	Students Council Advisors: Literary	Dr. Praveen Rajagopal	Dr. Ridhima Gaonkar
	Students Council Advisors: Welfare(G)	Dr. Ashwin Mysore	

ix. A directory of its officers and employees.

This directory is available at site <http://egov.goa.nic.in/rti>

x. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.

GAZETTED STAFF

Sr. No.	Name	Designation	Pay Scale
1	2	3	4
	GROUP 'A'		
	NON-PLAN		
1.	Dr. Ida de Noronha de Ataide	Dean/Professor	(PB-4)37400-67000 & Grade Pay Rs.10000 Revised VIIth CPC Pay Matrix Level 14
2.	Dr. Jyoti R. Rao	Professor & H.O.D	(PB-4)37400-67000 & Grade Pay Rs.10000 Revised VIIth CPC Pay Matrix Level 14
3.	Dr. Anita Spadigam	Professor & H.O.D	(PB-4)37400-67000 & Grade Pay Rs.10000 Revised VIIth CPC Pay Matrix Level 14
4.	Dr. Amita Kenkre Kamat	Professor & H.O.D	(PB-4)37400-67000 & Grade Pay Rs.10000 Revised VIIth CPC Pay Matrix Level 14
5.	Dr. Vikas Dhupar	Professor & H.O.D	(PB-4)37400-67000 & Grade Pay Rs.10000 Revised VIIth CPC Pay Matrix Level 14
6.	Dr. Meena A. Aras	Professor & H.O.D	(PB-4)37400-67000 & Grade Pay Rs.10000 Revised VIIth CPC Pay Matrix Level 14
7.	Dr. Nandini Kamat	Professor & H.O.D	(PB-4)37400-67000 & Grade Pay Rs.8700 Revised VIIth CPC Pay Matrix Level 13
8.	Dr. Anita Dhupar	Professor	(PB-4)37400-67000 & Grade Pay Rs.8700 Revised VIIth CPC Pay Matrix Level 13
9.	Dr. Francis Akkara	Professor	(PB-4)37400-67000 & Grade Pay Rs.8700 Revised VIIth CPC Pay Matrix Level 13
10.	Dr. Vidya Chitre	Professor	(PB-4)37400-67000 & Grade Pay Rs.10000 Revised VIIth CPC Pay Matrix Level 14
11.	Dr. James Samuel	Professor	(PB-4)37400-67000 & Grade Pay Rs.10000 Revised VIIth CPC Pay Matrix Level 14
12.	Dr. Steven J.L. Rodrigues	Professor	(PB-4)37400-67000 & Grade Pay Rs.8700

			Revised VIIth CPC Pay Matrix Level 13
13.	Dr. Manisha Khorate	Professor	(PB-3)15600-39100 & Grade Pay Rs.8700 Revised VIIth CPC Pay Matrix Level 13
14.	Dr. Marina Rosita Fernandes	Asst. Professor	(PB-3)15600-39100 & Grade Pay Rs.7600 Revised VIIth CPC Pay Matrix Level 12
15.	Dr. Ivy Coutinho Fernandes	Asst. Professor	(PB-3)15600-39100 & Grade Pay Rs.6600 Revised VIIth CPC Pay Matrix Level 11
16.	Dr. Shaheen Syed	Asst. Professor	(PB-3)15600-39100 & Grade Pay Rs.6600 Revised VIIth CPC Pay Matrix Level 11
17.	Dr. Praveen Rajagopal	Asst. Professor	(PB-3)15600-39100 & Grade Pay Rs.7600 Revised VIIth CPC Pay Matrix Level 12
18.	Dr. Praveen Kumar S.	Asst. Professor	(PB-3)15600-39100 & Grade Pay Rs.6600 Revised VIIth CPC Pay Matrix Level 11
19.	Dr. Gauri Sardesai	Asst. Professor	(PB-3)15600-39100 & Grade Pay Rs.6600 Revised VIIth CPC Pay Matrix Level 11
20.	Dr. Sachin Kakodkar	Asst. Professor	(PB-3)15600-39100 & Grade Pay Rs.6600 Revised VIIth CPC Pay Matrix Level 11
21.	Dr. Jeanne Monteiro	Asst. Professor	(PB-3)15600-39100 & Grade Pay Rs.6600 Revised VIIth CPC Pay Matrix Level 11
22.	Dr. Sandeep Lawande	Asst. Professor	(PB-3)15600-39100 & Grade Pay Rs.7600 Revised VIIth CPC Pay Matrix Level 12
23.	Dr. Omkar Shetye	Asst. Professor	(PB-3)15600-39100 & Grade Pay Rs.6600 Revised VIIth CPC Pay Matrix Level 11
24.	Dr. Aradhana Hede	Asst. Professor	(PB-3)15600-39100 & Grade Pay Rs.6600 Revised VIIth CPC Pay Matrix Level 11
25.	Dr. Paul Chalakkal	Asst. Professor	(PB-3)15600-39100 & Grade Pay Rs.6600 Revised VIIth CPC Pay Matrix Level 11
26.	Dr. Elaine Barreto	Asst. Professor	(PB-3)15600-39100 & Grade Pay Rs.6600 Revised VIIth CPC Pay Matrix Level 11
27.	Dr. Lilian Menezes (on E.O.L)	Lecturer	(PB-3)15600-39100 & Grade Pay Rs.5400 Revised VIIth CPC Pay Matrix Level 10
28.	Smt. Pallavi J. Nachinolkar	Lecturer	(PB-3)15600-39100 & Grade Pay Rs.5400 Revised VIIth CPC Pay Matrix Level 10
29.	Dr. Swati Borkar	Lecturer	(PB-3)15600-39100 & Grade Pay Rs.5400 Revised VIIth CPC Pay Matrix Level 10
30.	Dr. Ashwin Mysore	Lecturer	(PB-3)15600-39100 & Grade Pay Rs.5400 Revised VIIth CPC Pay Matrix Level 10
31.	Dr. Sapna Raut Dessai	Lecturer	(PB-3)15600-39100 & Grade Pay Rs.5400 Revised VIIth CPC Pay Matrix Level 10
32.	Dr. Kennedy Mascarenhas	Lecturer	(PB-3)15600-39100 & Grade Pay Rs.5400 Revised VIIth CPC Pay Matrix Level 10
33.	Dr. Karla Carvalho Maria do Rosario	Lecturer	(PB-3)15600-39100 & Grade Pay Rs.5400 Revised VIIth CPC Pay Matrix Level 10
34.	Dr. Shruti Nagvekar	Lecturer	(PB-3)15600-39100 & Grade Pay Rs.5400 Revised VIIth CPC Pay Matrix Level 10
35.	Dr. Kshama Kudchadkar	Lecturer	(PB-3)15600-39100 & Grade Pay Rs.5400 Revised VIIth CPC Pay Matrix Level 10
36.	Dr. Saurabh Kamat	Lecturer	(PB-3)15600-39100 & Grade Pay Rs.5400 Revised VIIth CPC Pay Matrix Level 10
37.	Dr. Anushka M. Mesquita	Lecturer	(PB-3)15600-39100 & Grade Pay Rs.5400 Revised VIIth CPC Pay Matrix Level 10
38.	Dr. Ritam Naik Tari	Lecturer	(PB-3)15600-39100 & Grade Pay Rs.5400 Revised VIIth CPC Pay Matrix Level 10
39.	Dr. Akshata Gadiyar	Lecturer	(PB-3)15600-39100 & Grade Pay Rs.5400 Revised VIIth CPC Pay Matrix Level 10
40.	Dr. Nigel Figueiredo	Lecturer	(PB-3)15600-39100 & Grade Pay Rs.5400 Revised VIIth CPC Pay Matrix Level 10
41.	Dr. Vinayak Bole Kamath	Lecturer	(PB-3)15600-39100 & Grade Pay Rs.5400 Revised VIIth CPC Pay Matrix Level 10
42.	Dr. Shalmali Viraj Dhond	Lecturer	(PB-3)15600-39100 & Grade Pay Rs.5400 Revised VIIth CPC Pay Matrix Level 10
43.	Dr. Bhavya Amin	Sr. Resident	(PB-3)15600-39100 & Grade Pay Rs.6600 Revised VIIth CPC Pay Matrix Level 11
44.	Dr. Renita Soares	Sr. Resident	(PB-3)15600-39100 & Grade Pay Rs.6600 Revised VIIth CPC Pay Matrix Level 11
45.	Dr. Sergio Martires	Sr. Resident	(PB-3)15600-39100 & Grade Pay Rs.6600

			Revised VIIth CPC Pay Matrix Level 11
46.	Dr. Edlyn Rodrigues	Sr. Resident	(PB-3)15600-39100 & Grade Pay Rs.6600 Revised VIIth CPC Pay Matrix Level 11
47.	Dr. Nivedita C.K.V.S	Sr. Resident	(PB-3)15600-39100 & Grade Pay Rs.6600 Revised VIIth CPC Pay Matrix Level 11
48.	Dr. Elaine B. Pinto	Jr. Resident	(PB-3)15600-39100 & Grade Pay Rs.5400 Revised VIIth CPC Pay Matrix Level 9
51.	Dr. Diksha R. Prabhu Gaunker	Jr. Resident	(PB-3)15600-39100 & Grade Pay Rs.5400 Revised VIIth CPC Pay Matrix Level 9
52.	Dr. Jitisha J. Savalkar	Jr. Resident	(PB-3)15600-39100 & Grade Pay Rs.5400 Revised VIIth CPC Pay Matrix Level 9
53.	Dr. Veenita Gupta	Jr. Resident	(PB-3)15600-39100 & Grade Pay Rs.5400 Revised VIIth CPC Pay Matrix Level 9
	PLAN		
1.	Smt. Anita Fernandes	Dy. Director (Admn.)	(PB-3)15600-39100 & Grade Pay Rs.5400 Revised VIIth CPC Pay Matrix Level 10
2.	Dr. Rajan Lambor	Asst. Professor	(PB-4)37400-67000 & Grade Pay Rs.8700 Revised VIIth CPC Pay Matrix Level 13
3.	Dr. Ridhima Gaonkar	Asst. Professor	(PB-3)15600-39100 & Grade Pay Rs.6600 Revised VIIth CPC Pay Matrix Level 11
4.	Dr. Abhilasha Naik	Lecturer	(PB-3)15600-39100 & Grade Pay Rs.5400 Revised VIIth CPC Pay Matrix Level 10
5.	Dr. Rajdeep Pavaskar	Lecturer	(PB-3)15600-39100 & Grade Pay Rs.5400 Revised VIIth CPC Pay Matrix Level 10
6.	Dr. Pooja Wagle	Anaesthetist	(PB-3)15600-39100 & Grade Pay Rs.5400 Revised VIIth CPC Pay Matrix Level 10
7.	Dr. Purva Khandeparkar	Sr. Resident	(PB-3)15600-39100 & Grade Pay Rs.6600 Revised VIIth CPC Pay Matrix Level 11
8.	Dr. Johanna M. D'Souza	Jr. Resident	(PB-3)15600-39100 & Grade Pay Rs.5400 Revised VIIth CPC Pay Matrix Level 9
9.	Dr. Neetu Yadav	Jr. Resident	(PB-3)15600-39100 & Grade Pay Rs.5400 Revised VIIth CPC Pay Matrix Level 9
10.	Dr. Arya M.S. Khandeparkar	Jr. Resident	(PB-3)15600-39100 & Grade Pay Rs.5400 Revised VIIth CPC Pay Matrix level 9
11.	Dr. Shefali G. Pednecar	Jr. Resident	(PB-3)15600-39100 & Grade Pay Rs.5400 Revised VIIth CPC Pay Matrix Level 9
12.	Dr. Shefali S. Sinai Sangaonkar	Jr. Resident	(PB-3)15600-39100 & Grade Pay Rs.5400 Revised VIIth CPC Pay Matrix Level 9
13.	Dr. Sneha Rathee	Jr. Resident	(PB-3)15600-39100 & Grade Pay Rs.5400 Revised VIIth CPC Pay Matrix Level 9
14.	Dr. Behlim Sohala Sajjad	Jr. Resident	(PB-3)15600-39100 & Grade Pay Rs.5400 Revised VIIth CPC Pay Matrix Level 9
15.	Dr. Aceline Dias	Jr. Resident	(PB-3)15600-39100 & Grade Pay Rs.5400 Revised VIIth CPC Pay Matrix Level 9
16.	Dr. Grazina Fernandes	Jr. Resident	(PB-3)15600-39100 & Grade Pay Rs.5400 Revised VIIth CPC Pay Matrix Level 9
17.	Dr. Sadhvi G. Naik	Jr. Resident	(PB-3)15600-39100 & Grade Pay Rs.5400 Revised VIIth CPC Pay Matrix Level 9
18.	Dr. Kinberly Fernandes	Jr. Resident	(PB-3)15600-39100 & Grade Pay Rs.5400 Revised VIIth CPC Pay Matrix Level 9
19.	Dr. Sonal A. Prabhudessai	Jr. Resident	(PB-3)15600-39100 & Grade Pay Rs.5400 Revised VIIth CPC Pay Matrix Level 9
20.	Dr. Richa R. Borkar	Jr. Resident	(PB-3)15600-39100 & Grade Pay Rs.5400 Revised VIIth CPC Pay Matrix Level 9
	GAZETTED STAFF GROUP 'B'		
	NON-PLAN		
1.	Shri Uday Wadkar	Asst. Accounts Officer	(PB-2) 9300-34800 & Grade Pay 4600 Revised VIIth CPC scale Pay Matrix Level 7
2.	Shri. Carlos B. Dias	Assistant Engineer (Electrical)	(PB-2) 9300-34800 & Grade Pay 4600 Revised VIIth CPC scale Pay Matrix Level 7
	GAZETTED STAFF ON CONTRACT		
1.	Dr. Aarathi S. Shenoy	Lecturer	Rs.55,000/- per month
2.	Dr. Neil J. De Souza	Lecturer	Rs.55,000/- per month
3.	Dr. Neha Sukhthankar	Lecturer	Rs.55,000/- per month
4.	Dr. Rakshit Khandeparkar	Lecturer	Rs.55,000/- per month
5.	Dr. Rahul Kamat	Lecturer	Rs.55,000/- per month
6.	Dr. Amit Kumar	Lecturer	Rs.55,000/- per month

7.	Dr. Godwin Clovis	Lecturer	Rs.55,000/- per month
8.	Dr. Dinesh Fransis Swamy	Lecturer	Rs.55,000/- per month
9.	Dr. Kathleen D'Souza	Lecturer	Rs.55,000/- per month
10.	Dr. Poonam R. Sawant	Lecturer(Invoking Bond)	Rs.55,000/- per month
11.	Dr.Gina Silveira	Lecturer	Rs.55,000/- per month
12.	Dr. Pradeep Kumar	Lecturer	Rs.95,000/- per month
	<u>NON-GAZETTED STAFF</u>		
Sr.No	Name	Designation	Pay Scale
1	2	3	4
	<u>NON-PLAN</u>		
1.	Pratibha Satardekar	O.S.(MACP-II)	(PB-2) 9300-34800 & Grade Pay 4600 Revised VIIth CPC scale Pay Matrix Level 7
2.	Mahesh M. Kubal,	Head Clerk (MACP-III)	(PB-2) 9300-34800 & Grade Pay 4600 Revised VIIth CPC scale Pay Matrix Level 7
3.	Yogini M. Naik	Staff Nurse (MACP-III)	(PB-3)15600-39100 & Grade Pay Rs.5400 Revised VIIth CPC Pay Matrix Level 9
4.	Maria Blanche Fernandes,	Staff Nurse (MACP-III)	(PB-3)15600-39100 & Grade Pay Rs.5400 Revised VIIth CPC Pay Matrix Level 9
5.	Ashwini V. N. Dessai	Staff Nurse (MACP-III)	(PB-3)15600-39100 & Grade Pay Rs.5400 Revised VIIth CPC Pay Matrix Level
6.	Elsa Iva Joao,	Staff Nurse (MACP-II)	(PB-2) 9300-34800 & Grade Pay 4800 Revised VIIth CPC scale Pay Matrix Level 8
7.	Sandhya Phaldessai,	Staff Nurse (MACP-II)	(PB-2) 9300-34800 & Grade Pay 4800 Revised VIIth CPC scale Pay Matrix Level 8
8.	Kum Savita Alekar,	Staff Nurse (MACP-I)	(PB-2) 9300-34800 & Grade Pay 4600 Revised VIIth CPC scale Pay Matrix Level 7
9.	Kum. Trupti Madkaikar	Staff Nurse	(PB-2) 9300-34800 & Grade Pay 4200 Revised VIIth CPC scale Pay Matrix Level 6
10.	Kum.Shila N. Gaonkar	Staff Nurse	(PB-2) 9300-34800 & Grade Pay 4200 Revised VIIth CPC scale Pay Matrix Level 6
11.	Kum.Steffi Catarina Pereira	Staff Nurse	(PB-2) 9300-34800 & Grade Pay 4200 Revised VIIth CPC scale Pay Matrix Level 6
12.	Vaijayanti M. Teli	Staff Nurse	(PB-2) 9300-34800 & Grade Pay 4200 Revised VIIth CPC scale Pay Matrix Level 6
13.	Kum. Vandana Mandrekar	Staff Nurse	(PB-2) 9300-34800 & Grade Pay 4200 Revised VIIth CPC scale Pay Matrix Level 6
14.	Smt. Siddhi S. Parab	Staff Nurse	(PB-2) 9300-34800 & Grade Pay 4200 Revised VIIth CPC scale Pay Matrix Level 6
15.	Kum. Vijayata Mandrekar	Staff Nurse	(PB-2) 9300-34800 & Grade Pay 4200 Revised VIIth CPC scale Pay Matrix Level 6
16.	Clency Fernandes	Staff Nurse	(PB-2) 9300-34800 & Grade Pay 4200 Revised VIIth CPC scale Pay Matrix Level 6
17.	Media Almeida	Staff Nurse	(PB-2) 9300-34800 & Grade Pay 4200 Revised VIIth CPC scale Pay Matrix Level 6
18.	Smt. Seema Naik	Staff Nurse	(PB-2) 9300-34800 & Grade Pay 4200 Revised VIIth CPC scale Pay Matrix Level 6
19.	Kum.Vaishali V. Dessai	Staff Nurse	(PB-2) 9300-34800 & Grade Pay 4200 Revised VIIth CPC scale Pay Matrix Level 6
20.	Kum. Richa Narvekar	Staff Nurse	(PB-2) 9300-34800 & Grade Pay 4200 Revised VIIth CPC scale Pay Matrix Level 6
21.	Babani Kudtarkar	Senior Store Keeper	(PB-1)5200-20200 & Grade Pay 2800 Revised VIIth CPC scale Pay Matrix Level 5
22.	Varsha Kalangutkar	Dental Hygienist (MACP-II)	(PB-2) 9300-34800 & Grade Pay 4200 Revised VIIth CPC scale Pay Matrix Level 6
23.	R. Ganesan,	Dental Technician (MACP-II)	(PB-2) 9300-34800 & Grade Pay 4200 Revised VIIth CPC scale Pay Matrix Level 6
24.	T. Kalaichelvan,	Dental Technician (MACP-II)	(PB-2) 9300-34800 & Grade Pay 4200 Revised VIIth CPC scale Pay Matrix Level 6
25.	A. David,	Dental Technician (MACP-II)	(PB-2) 9300-34800 & Grade Pay 4200 Revised VIIth CPC scale Pay Matrix Level 6
26.	Sushma Raj,	Laboratory Assistant (MACP-III)	(PB-2) 9300-34800 & Grade Pay 4600 Revised VIIth CPC scale Pay Matrix Level 7
27.	Vaishali Tandel,	Laboratory Assistant (MACP-III)	(PB-2) 9300-34800 & Grade Pay 4600 Revised VIIth CPC scale Pay Matrix Level 7
28.	Leela Nabar,	Laboratory Assistant (MACP-III)	(PB-2) 9300-34800 & Grade Pay 4600 Revised VIIth CPC scale Pay Matrix Level 7
29.	Deepashri D. X. Chatim,	Laboratory Assistant	(PB-2) 9300-34800 & Grade Pay 4200 Revised

		(MACP-II)	VIIth CPC scale Pay Matrix Level 6
30.	Uday M. Nayak,	X-Ray Technician (MACP-III)	(PB-2) 9300-34800 & Grade Pay 4600 Revised VIIth CPC scale Pay Matrix Level 7
31.	Mahesh Velip	Radiographic Technician	(PB-1)5200-20200 & Grade Pay 2400 Revised VIIth CPC scale Pay Matrix Level 4
32.	Sweta Kenkre	Assistant Librarian	(PB-1)5200-20200 & Grade Pay 2800 Revised VIIth CPC scale Pay Matrix Level 5
33.	Prakash M. Gawas	U.D.C. (MACP-III)	(PB-1)5200-20200 & Grade Pay 2800 Revised VIIth CPC scale Pay Matrix Level 5
34.	Clarina Silveira,	U.D.C. (MACP-II)	(PB-1)5200-20200 & Grade Pay 2400 Revised VIIth CPC scale Pay Matrix Level 4
35.	Vasu Khutkar	U.D.C.	(PB-1)5200-20200 & Grade Pay 2400 Revised VIIth CPC scale Pay Matrix Level 4
36.	Lizia Gracias,	U.D.C. (MACP-II)	(PB-1)5200-20200 & Grade Pay 2400 Revised VIIth CPC scale Pay Matrix Level 4
37.	Geeta Kandolkar	L.D.C. (MACP-II)	(PB-1)5200-20200 & Grade Pay 2400 Revised VIIth CPC scale Pay Matrix Level 4
38.	Shamsunder V. Parab	L.D.C. (MACP-I)	(PB-1)5200-20200 & Grade Pay 2000 Revised VIIth CPC scale Pay Matrix Level 3
39	Chinmay Prabhu	L.D.C.	(PB-1)5200-20200 & Grade Pay 1900 Revised VIIth CPC scale Pay Matrix Level 2
40.	Sarvesh S. Naik	L.D.C	(PB-1)5200-20200 & Grade Pay 1900 Revised VIIth CPC scale Pay Matrix Level 2
41.	Smt. Sushanti D. Chodankar	L.D.C.	(PB-1)5200-20200 & Grade Pay 1900 Revised VIIth CPC scale Pay Matrix Level 2
42.	Gopal V. Kunkalekar	L.D.C	PB-1)5200-20200 & Grade Pay 1900 Revised VIIth CPC scale Pay Matrix Level 2
43.	Sagar Ulhas Dhargalkar	Asst. Electrician	(PB-1)5200-20200 & Grade Pay 1900 Revised VIIth CPC scale Pay Matrix Level 2
44.	Vijay Kavlekar	Library Assistant	(PB-1)5200-20200 & Grade Pay 1900 Revised VIIth CPC scale Pay Matrix Level 2
45	Kashinath Vaingankar	Driver (HMV) (MACP-III)	(PB-2)9300-34800 & Grade Pay 4200 Revised VIIth CPC scale Pay Matrix Level 6
46	Keshav S. Veluskar	Driver (HMV)	(PB-1)5200-20200 & Grade Pay 1900 Revised VIIth CPC scale Pay Matrix Level 2
47.	Pranay Deulkar,	Driver(LMV)	(PB-1)5200-20200 & Grade Pay 1900 Revised VIIth CPC scale Pay Matrix Level 2
48.	Sonu R. Dhatkar	Peon-cum-Rider (MACP-I)	(PB-1)5200-20200 & Grade Pay2000 Revised VIIth CPC scale Pay Matrix Level 3
49.	Roshan Vernekar	Peon	(PB-1)5200-20200 & Grade Pay1800 Revised VIIth CPC scale Pay Matrix Level 1
50.	Anija Dhulapkar,	Peon	(PB-1)5200-20200 & Grade Pay1800 Revised VIIth CPC scale Pay Matrix Level 1
51.	Laxmi Vijapur	Sweeper/Library Attendant (MACP-II)	(PB-1)5200-20200 & Grade Pay2000 Revised VIIth CPC scale Pay Matrix Level 3
52.	Sitaram Gawas	Watchman (MACP-I)	(PB-1)5200-20200 & Grade Pay1900 Revised VIIth CPC scale Pay Matrix Level 2
53.	Ballappa Ramanour,	Sweeper (MACP-III)	(PB-1)5200-20200 & Grade Pay2400 Revised VIIth CPC scale Pay Matrix Level 4
54.	Sagar Navso Holkar	Sweeper	(PB-1)5200-20200 & Grade Pay1800 Revised VIIth CPC scale Pay Matrix Level 1
55.	Kashi Coelho,	Sweeper (MACP-III)	(PB-1)5200-20200 & Grade Pay2400 Revised VIIth CPC scale Pay Matrix Level 4
56.	Supriya S. M. Mhamal,	Cleaner (MACP-III)	(PB-1)5200-20200 & Grade Pay2400 Revised VIIth CPC scale Pay Matrix Level 4
57.	Pooja Karmalkar	Cleaner	(PB-1)5200-20200 & Grade Pay1800 Revised VIIth CPC scale Pay Matrix Level 1
58	Shankar Bhangari	Sweeper	(PB-1)5200-20200 & Grade Pay1800 Revised VIIth CPC scale Pay Matrix Level 1
	PLAN		
1	Clifa Camilo	Staff Nurse	(PB-2)9300-34800 & Grade Pay 4200 Revised VIIth CPC scale Pay Matrix Level 6
2	Mrs.Vrunda Kankonkar	Staff Nurse	(PB-2)9300-34800 & Grade Pay 4200 Revised VIIth CPC scale Pay Matrix Level 6
3	Miss Celia Paulina Gomes	Staff Nurse	(PB-2)9300-34800 & Grade Pay 4200 Revised

			VIIth CPC scale Pay Matrix Level 6
4	Mrs.Salini Priya Sasidharan	Staff Nurse	(PB-2)9300-34800 & Grade Pay 4200 Revised VIIth CPC scale Pay Matrix Level 6
5	Shri Rahul A. Virnodkar	Staff Nurse	(PB-2)9300-34800 & Grade Pay 4200 Revised VIIth CPC scale Pay Matrix Level 6
6	Indirakant Narvekar	Electrician(MACP-III)	(PB-2)9300-34800 & Grade Pay 4200 Revised VIIth CPC scale Pay Matrix Level 6
7	Gunaji Y. Amerkar	Receptionist-cum-Telephone Operator	(PB-1)5200-20200 & Grade Pay 1900 Revised VIIth CPC scale Pay Matrix Level 2
8	Manoj C. Agarwadekar	Receptionist-cum-Telephone Operator	(PB-1)5200-20200 & Grade Pay 1900 Revised VIIth CPC scale Pay Matrix Level 2
9	Smt. Darshana Shirodkar	Lab. Assistant	(PB-1)5200-20200 & Grade Pay2400 Revised VIIth CPC scale Pay Matrix Level 4
10	Shri Sanjiv G. Pawar	Attendant	(PB-1)5200-20200 & Grade Pay1800 Revised VIIth CPC scale Pay Matrix Level 1
11	Kum. Kumud Naik	Attendant	(PB-1)5200-20200 & Grade Pay1800 Revised VIIth CPC scale Pay Matrix Level 1
12	Smt. Sumitra Gawas	Attendant	(PB-1)5200-20200 & Grade Pay1800 Revised VIIth CPC scale Pay Matrix Level 1
13	Shri Shekhar Dabolkar	Attendant	(PB-1)5200-20200 & Grade Pay1800 Revised VIIth CPC scale Pay Matrix Level 1
14	Shri Mandar Shirodkar	Attendant	(PB-1)5200-20200 & Grade Pay1800 Revised VIIth CPC scale Pay Matrix Level 1
15	Shri Shekar C. Naik	Attendant	(PB-1)5200-20200 & Grade Pay1800 Revised VIIth CPC scale Pay Matrix Level 1
16	Smt. Sharmila Harijan	Attendant	(PB-1)5200-20200 & Grade Pay1800 Revised VIIth CPC scale Pay Matrix Level 1
17	Shri Anant K. Alornekar	Attendant	(PB-1)5200-20200 & Grade Pay1800 Revised VIIth CPC scale Pay Matrix Level 1
18	Smt. Sugandha Tirodkar	Attendant	(PB-1)5200-20200 & Grade Pay1800 Revised VIIth CPC scale Pay Matrix Level 1
19	Shri Shekhar Gawas	Attendant	(PB-1)5200-20200 & Grade Pay1800 Revised VIIth CPC scale Pay Matrix Level 1
20	Smt Ranjana R. Gaude	Attendant	(PB-1)5200-20200 & Grade Pay1800 Revised VIIth CPC scale Pay Matrix Level 1
21	Smt. Kishori S. Gaunkar	Attendant	(PB-1)5200-20200 & Grade Pay1800 Revised VIIth CPC scale Pay Matrix Level 1
22	Mahesh B. Revodkar	Helper (Electrician)	(PB-1)5200-20200 & Grade Pay1800 Revised VIIth CPC scale Pay Matrix Level 1
23.	Nitin T. Bhomkar	Attendant	(PB-1)5200-20200 & Grade Pay1800 Revised VIIth CPC scale Pay Matrix Level 1
24.	Smt. Pramila R. Kunkalekar	Clinic/Lab.Cleaner/Sweeper	(PB-1)5200-20200 & Grade Pay1800 Revised VIIth CPC scale Pay Matrix Level 1
25.	Smt. Baby Tari	Attendant	(PB-1)5200-20200 & Grade Pay1800 Revised VIIth CPC scale Pay Matrix Level 1
	ON CONTRACT		
01.	Suchita Gawas	Staff Nurse	Rs. 30,375/- p.m
02	Alisha Gomes	Staff Nurse	Rs.30,375/- p.m
03.	Jovita Mendes	Staff Nurse	Rs. 30,375/- p.m
04.	Sangam S. Sawant	Staff Nurse	Rs. 30,375/- p.m
05	Suchita Gawas	Staff Nurse	Rs. 30,375/-p.m.
06.	Smt. Deepa Karmalkar	Data Entry Operator	Rs. 12,000/- p.m.

xi) The budget allocation to each of its agency indicating the particulars of all plans, proposed expenditures and reports on disbursements made financial year 2018-19.

Demand No.51

(Rupees in Lakhs)

2210-Med. & Public Health 05-Med. Edu. Trg. & Research 105-Allopathy 01-GDCH (Plan)	Budget Estimates 2017-18	Expenditure for the financial year 2018-19 upto 30/06/2018
1	2	3
01 – Salaries	371.04	158.97

02 – Wages	30.00	12.96
03 – Over Time	0.01	0.00
11 – Domestic travel expenses	2.00	0.40
13 – Office expenses	200.00	71.09
20 – Other Admn. Expenses	10.00	0.00
21 – Supplies & Materials	160.00	0.00
24 – POL	2.50	0.00
26 – Advertising & Publicity	10.00	5.15
27 – Minor Works	10.00	0.00
28- Professional Services	20.00	0.00
34 – Scholarship & Stipend	250.00	136.18
50 – Other Charges	1.00	0.00
Total	1066.55	383.78

Demand No.51

(Rupees in Lakhs)

4210- Capital outlay on Med. & Public Health	Budget Estimates 2018-19	Expenditure for the financial year 2018-19
01- Urban Health Services		
110-Hospital & Dispes.		
1	2	3
02- Building GDCH		
Phase II		
53 – Major Works	1500.00	0.00
04-Equipment GDCH (Plan)		
51 – Motor Vehicle	7.72	0.00
52 – Machinery & Equipment	1.38	0.00
53 – Major Works	20..00	0.00
Total	1529.10	0.00

Demand No.51

(Rupees in Lakhs)

2210-Med. & Public Health	Budget Estimates 2018-19	Expenditure for the financial year 2018-19
05-Med. Edu. Trg. & Research		
105-Allopathy		
01-GDCH (Non-Plan)		
1	2	3
01 – Salaries	1119.63	419.88
11 – Domestic travel expenses	4.00	1.19
13 – Office expenses	110.00	99.57
21 – Supplies & Materials	60.00	8.47
24 – POL	2.50	0.82
27 – Minor Works	15.00	4.63
28 – Professional services	18.00	0.12
50 – Other Charges	2.00	0.00
Total	1331.13	534.68

xii) **The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;**

--- N. A. ---

xiii) **Particulars of recipients of concessions, permits or authorizations granted by it.**

--- N. A. ---

xiv) **Details in respect of the information available to or held by it, reduced in an electronic form.**

Sr. No.	Details of Documents	Where is it available	Retrieval
1	Citizen Charter	@ http://egov.goa.nic.in/rti	By Internet
2	Directory of Officers by Employees	--- do ---	--- do ---
3	List of Officers (Gazetted) & Staff (Non-Gazetted) with Organizational Charts.(Positional & Administration)	--- do ---	--- do ---

xv) **The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.**

Library facilities are available for staff and students of Goa Dental College and Hospital only.

Treatment facilities available:

Dept. No.1 - Oral Medicine & Radiology

- Diagnosis of Dental diseases
- X-ray Radiographs facilities

Dept. No.2 - Paediatric Dept.

- Children under 12 years are treated.
- Treatment carried out include – fillings
 - Root Canal Treatment
 - Extractions
 - Cleaning of teeth

Dept.No.3 - Dept. of Orthodontics

- Diagnosis and treatment of mal aligned teeth (Malocclusion)
- Includes fixed Orthodontic treatment as well as Removable appliances.
-

Dept. No.4 - Dept. of Periodontics

- Cleaning of teeth
- Specialized surgical procedures (Periodontal treatment) such as flap surgery, mucogingival surgeries)

Dept. No.5 Oral and Maxillofacial Surgery

- Extraction of teeth, Impactias, Dental Implants, Biopsies.
- Specialized surgical procedures (Oral and Maxillofacial Surgery) e.g. Oral Cancer, Orthognathic Surgical procedures, Cleft lip and palate, Accident cases (fractures)(facial).

Dept. No.6 - Conservative & Endodontic Dept.

- Fillings (silver and tooth colored)
- Root canal treatment
- Crowns/onlays
- Bleaching
- Aesthetic Work.

Dept. No.7 - Prosthodontics Dept.

- Removable dentures
- Fixed bridges
- Maxillofacial Prosthodontics and Implant related Prosthesis.

Dept. No.8 - Public Health Dentistry

- Primary treatment facilities available for patients coming from far flung areas and camp patients.
- Cleaning of teeth.

- Providing basic treatment to Oral Cancer patients and other Immune compromised patients on priority.
- Mobile Dental Van with State of Art Equipment which plies every Thursday to the rural areas provides basic treatment such as Diagnosis, X-rays, Extractions, Cleaning of teeth and minor fillings of teeth. Oral Health Education imparted.
- School Health Programme being launched in July 2013 for Government Primary Schools.
- School checkup camps on requisition from schools and corporate.
- Tobacco cessation clinic, to counsel patients to give up smoking as well as smokeless tobacco.

Dept. No.9 - Dept. of Oral Pathology

- Basic laboratory investigations, Microbiology procedures.
- Processing and Reporting of Biopsy specimens.

xvi) The names, designations and other particulars of the Public Information Officers.

1) First Appellate Authority :

Name : Dr. Ida de Noronha de Ataide
 Designation : Dean, Goa Dental College and Hospital
 Telephone Nos:- 0832-2459812 – 15 (Office)

2) Public Information Officer:

Name : Smt. Anita Fernandes
 Designation : Dy. Director (Admn.), Goa Dental College and Hospital.
 Telephone Nos:- 0832-2459812 – 15 (Office)

3) Assistant Public Information Officer:

Name : Shri Carlos B. Dias
 Designation : Asst. Engineer (Electrical), Goa Dental College and Hospital.
 Telephone Nos:- 0832-2459812 – 15 (Office)

xvii) Such other information as may be prescribed.

GOA DENTAL COLLEGE & HOSPITAL
Bambolim – Goa

Sr. No.	Name of the Doctor	Office No.	Residential Tel.No.	Mobile No.
1.	Dr. Ida de Noronha de Ataide Dean/Professor & H.O.D in Conservative Dentistry & Endodontics, idanataide@yahoo.com	2459812-15 Ext.226/213	2413820	9423060880
2.	Dr. Jyoti R. Rao Professor & H.O.D in Periodontics jyotsrao@rediffmail.com	2459812-15 Ext.209	2453392	8600014668
3.	Dr. Anita E. Spadigam Professor & H.O.D. in Oral & Maxillofacial Pathology Anita.spadigam@gmail.com	2459812-15 Ext.217	2451908	9822489755
4.	Dr. Amita Kenkre Kamat Professor & H.O.D in Community Dentistry, Amitakam66@gmail.com	2459812-15 Ext.234	2456960	9823199347
5.	Dr. Vikas Dhupar Professor & H.O.D in Oral & Maxillofacial Surgery vikasdhupar@gmail.com	2459812-15 Ext.211	2462979	9822124787
6.	Dr. Meena A. Aras Professor & H.O.D in Prosthodontic Meena_aras@yahoo.co.in	2459812-15 Ext.216	2464976	9823229150
7.	Dr. Nandini Kamat Professor & H.O.D in Orthodontics plus holding additional charge of Head of the Department of Oral Medicine Radiology and Diagnosis Nandini_kamat@yahoo.co.in	2459812-15 Ext.206	2464186	9326119440
8.	Dr. Steven Rodrigues Professor & H.O.D in Pedodontics thepedodontist@gmail.com	2459812-15 Ext.204	27300022	8087057277

