



**UNIVERSITY GRANTS COMMISSION**

**MALAVIYA MISSION TEACHER TRAINING CENTRE**

(formerly known as

**Human Resource Development Centre)**

**GOA UNIVERSITY**

organizes a

**Training Programme on  
Academic**

**Administration**

**From 20.03.2024 to 22.03.2024**

For Group B & C Staff members of  
College / University that are included under  
Section 2(f)/12 (B) of the UGC Act

**Click on the following link to apply**

**[https://www.unigoa.ac.in/uploads/config\\_docs/20240102.112648~UGC-MMTTC\\_Appl\\_Form\\_2023-24.pdf](https://www.unigoa.ac.in/uploads/config_docs/20240102.112648~UGC-MMTTC_Appl_Form_2023-24.pdf)**

**Prof. Ms. Purva Hegde Desai, In-Charge Director**

**Dr. Ingrid Anne P. Nazareth, Asst. Professor/Course Coordinator**

**Contact: [hrdcoffice@unigoa.ac.in](mailto:hrdcoffice@unigoa.ac.in)**

**08669609017 / 08669609079 / 08669609279**

**UGC-MALAVIYA MISSION TEACHER TRAINING CENTRE  
GOA UNIVERSITY**

Training Programme on Academic Administration (Offline)

From: 20/03/2024 to 22/03/2024

**REPORT**

1. UGC-MMTTC, Goa University conducted its Training Programme on Academic Administration. Thirty Six participants registered for the Course. Participants were from Goa University and its affiliated Colleges. There were 16 Participants from Goa University and 20 Participants from affiliated Colleges. Total 36 Local participants attended the Programme. The Course was conducted under the leadership of Director-in-Charge, Prof. Purva Hegde Desai and coordinated by Dr. Ingrid Anne P. Nazareth, Assistant Professor, ~~UGC-MMTTC, Goa University.~~
2. Prof. Purva welcomed the participants for the inaugural function of the Training Programme on Academic Administration which was inaugurated by Shri. Donald Rodrigues, Retired Joint Registrar (Academic) Goa University. Dr. Ingrid Anne P. Nazareth gave a brief overview of the course and proposed the vote of thanks.
3. Four lecture sessions were delivered daily between 10:00 a.m. to 5:15 p.m. with a lunch-break of 45 Minutes at 01:15 to 02.00 p.m. The Course was enriched with well experienced ~~resource persons from across the State of Goa.~~
4. The topics during the programme were as follows: (1) Orientation of NEP, 2020 & Office Efficiency Tools (2) Right to Information (3) Campus Amenities and its Challenges (4) Mindful Eating for a Healthy Lifestyle (5) Administrative Support for NAAC (6) Leadership in action (7) Noting and Drafting + Practical's (8) FRs and SRs. (9) Importance of Record Management.
5. Prof. Purva Hegde Desai welcomed the participants for the Valedictory Function of the ~~Training Programme on Academic Administration.~~ Shri. Vinayak Naik, former Joint Director of Accounts, Government of Goa delivered the valedictory speech to the participants. Some of the participants gave their feedback about the course. Dr. Ingrid Anne P. Nazareth read the course report and proposed the vote of thanks.



We are enclosing herewith:

- a. Time-table
- b. List of Resource Persons and topics.
- c. Participants details
- d. Evaluation Participants Summary

*IAN Nazareth*

( Dr. Ingrid Anne P. Nazareth )  
Assistant Professor (UGC-MMTTC)

**DR. INGRID ANNE NAZARETH**  
**ASSISTANT PROFESSOR**  
**UGC - MMTTC**  
**GOA UNIVERSITY**

*PMG*

(Prof. Ms. Purva G. Hegde Desai )  
Director-In-Charge-UGC- MMTTC

**In-Charge DIRECTOR**  
**UGC - MMTTC**  
**GOA UNIVERSITY**  
**GOA - 403 206**



*24/12/24*

**UGC-MALAVIYA MISSION TEACHER TRAINING CENTRE  
Goa University**

Training Programme on Academic Administration (Offline)  
From: 20/03/2024 to 22/03/2024

**LIST OF THE PARTICIPANTS**

Sr. No	Name	Email Id	Mobile NO	College Name	Gender	Category
1	Smt. Ana Araujo	ana.araujo@unigoa.ac.in	8805250912	Goa University	Female	GEN
2	Shri. Godwin T. Afonso	godwinafonso@gmail.com	9881432156	Goa University	Male	GEN
3	Smt. Jenifer Barreto E Marques	jennifer.marques@unigoa.ac.in	9822173446	Goa University	Female	GEN
4	Smt. Joaninha D'Costa	joaninha@unigoa.ac.in	9922483350	Goa University	Female	GEN
5	Shri. Kamlakar Bandolkar	kamlakar@unigoa.ac.in	9422922776	Goa University	Male	ST
6	Smt. Ketaki K. Sawant	manda@unigoa.ac.in	9921612697	Goa University	Female	OBC
7	Smt. Madhura S. Narvenkar	madhura.verekar@unigoa.ac.in	9637091438	Goa University	Female	GEN
8	Shri. Nanda Gauns	nanda@unigoa.ac.in	9637399822	Goa University	Male	GEN
9	Smt. Premika N. Mandrekar	premikamadgaonkar@gmail.com	8806165824	Goa University	Female	OBC
10	Smt. Priya Sawant	priya@unigoa.ac.in	8605026909	Goa University	Female	ST
11	Ms. Priti Gawande	priti@unigoa.ac.in	9637899658	Goa University	Female	OBC
12	Shri. Rajesh Khorjuvekar	ajeshr@unigoa.ac.in	9850475393	Goa University	Male	GEN
13	Shri. Sajjan L. Sawant	Sajjan15@unigoa.ac.in	7875232251	Goa University	Male	Gen
14	Smt. Samiksha S. Homkhande	shomkhande@gmail.com	9371533551	Goa University	Female	OBC
15	Smt. Sulaksha S. Sawant	sulakshass@unigoa.ac.in	7262064746	Goa University	Female	OBC
16	Smt. Vidhya S. Naik	Vidyavernekar1805@gmail.com	9850987995	Goa University	Female	GEN

17	Mrs. Ameeta V. Bhende	avbhende11@gmail.com	9422429067	S.S. Dempo College of Commerce and Economics Cujira	Female	GEN
18	Mrs. Anagha Mayur Panshikar	anaghakathane106@gmail.com	7038066879	Government College of Commerce and Economics Borda	Female	GEN
19	Mrs. Arya Ritesh Prabhu Gaonkar	aryarprabhugaonkar@gmail.com	8975566955	Government College of Commerce and Economics Borda	Female	GEN
20	Ms. Asha G. Naik	Ashanaik03@gmail.com	7218533488	Fr. Agnel College of Arts and Commerce Pillar	Female	OBC
21	Mrs. Ashu Sunil Mochemadkar	ashumoche99@gmail.com	7038946939	S.S. Dempo College of Commerce and Economics Cujira	Female	GEN
22	Mr. Caetano Fernandes	caetano@fragnelcollege.edu.in	9767184479	Fr. Agnel College of Arts and Commerce Pillar	Male	GEN
23	Ms. Elvira F. Vaz	elviravaz22@gmail.com	9764014065	Carmel College of Arts Science and Commerce for Women Nuvem	Female	ST
24	Ms. Joana Ciena Godinho	jocigodinho@gmail.com	9822182482	Carmel College of Arts Science and Commerce for Women Nuvem	Female	GEN
25	Mrs. Monali M. Rane	sjailaxmi92@gmail.com	8007593192	Shri Bhumika Nursing College	Female	GEN
26	Mrs. Puja N. Naik	pujanagvekar87@gmail.com	9823653984	Swami Vivekanand Vidyaprasarak Mandal College of Commerce	Female	GEN
27	Ms. Richa Sawant	sawantricha8@gmail.com	9545949349	Sai Nursing Institute Sankhali	Female	GEN
28	Mr. Sagar Anand Satarkar	satarkar184@gmail.com	7558685321	Gomantak Ayurveda Mahavidyalaya and Research Centre Shiroda	Male	OBC
29	Ms. Sanjivi Govind Govekar	smkar2518.sg@gmail.com	8806177378	Sai Nursing Institute Sankhali	Female	GEN
30	Mrs. Selma Pinto	Pintoselma106@gmail.com	9322150260	MES Vasant Joshi College of Arts and Commerce Zuarinagar	Female	ST

31	Mr. Shivanand Jaywant Naik	shiva18nov@gmail.com	7038843359	MES Vasant Joshi College of Arts and Commerce Zuarinagar	Male	GEN
32	Mrs. Soniya Prathamesh Shetgaonkar	naiksonia0717@gmail.com	9158740172	Agnel Institute of Technology and Design Mapusa	Female	GEN
33	Mrs. Sushma V. Prabhudesai	Prabhudesaisushma15@gmail.com	9588652439	Gomantak Ayurveda Mahavidyalaya & Research Centre, Shiroda.	Female	GEN
34	Ms. Vandana R. Naik	Naikpooja0275@gmail.com	976564130	Swami Vivekanand Vidyaprasarak Mandal College of Commerce	Female	GEN
35	Mrs. Varsha Prasad Joshi	varshaprasadjoshi@gmail.com	9423595498	S.S. Dempo College of Commerce and Economics Cujira	Female	GEN
36	Mr. Vishwas R. Mangaonkar	vishwasmangaonkar38@gmail.com	9923313396	Sai Nursing Institute Sankhali	Male	SC

# Academic Administration

Date: 20-03-2024 to 22-03-2024

(Offline)

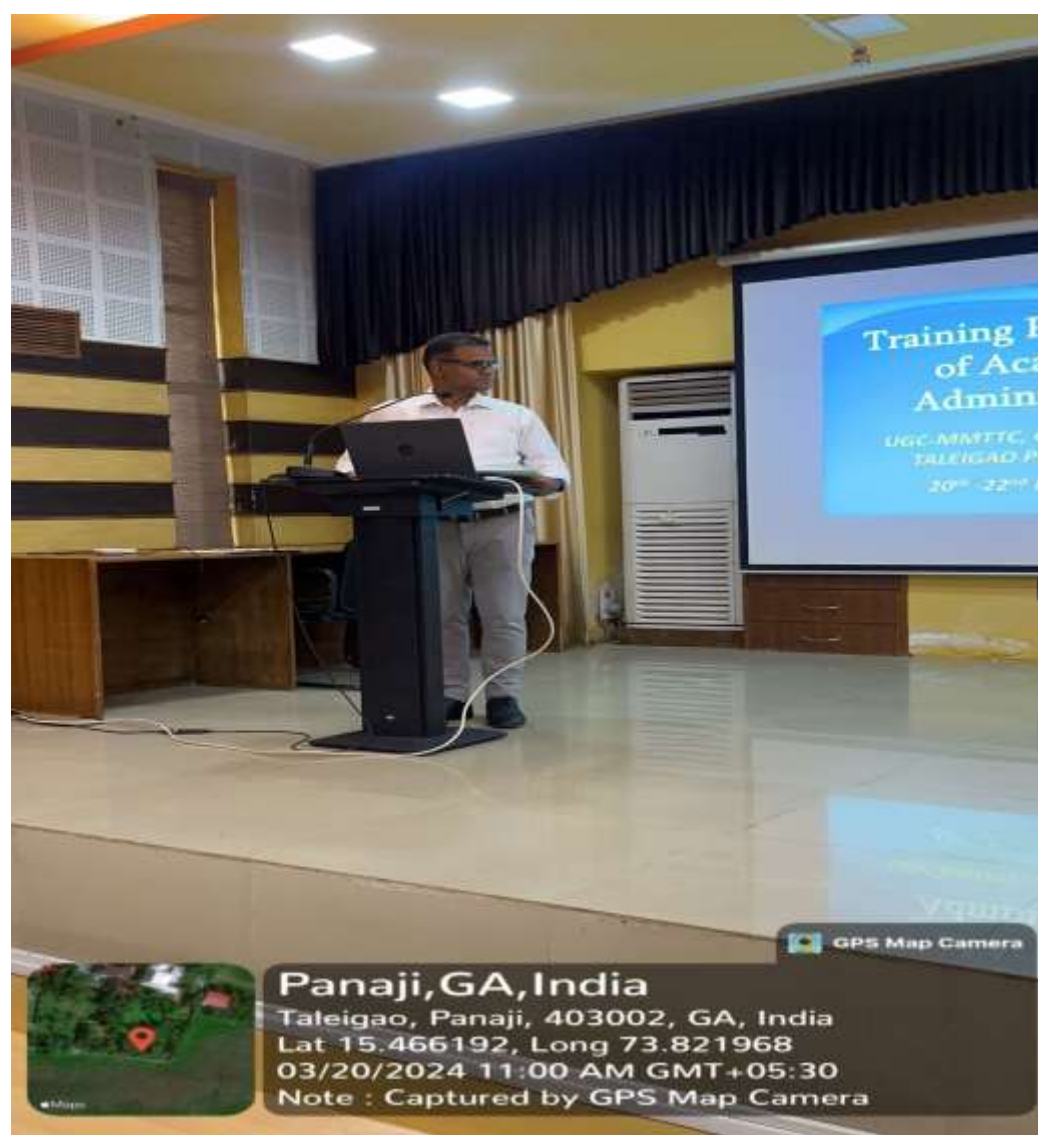
**In-charge Director: Prof. Ms. Purva Hegde Desai**

**Assistant Professor/Course Coordinator: Dr. Ingrid Anne P. Nazareth**



Lighting of lamp for Inagural function on 20.03.2024 at 10:00 am to 11:30 am



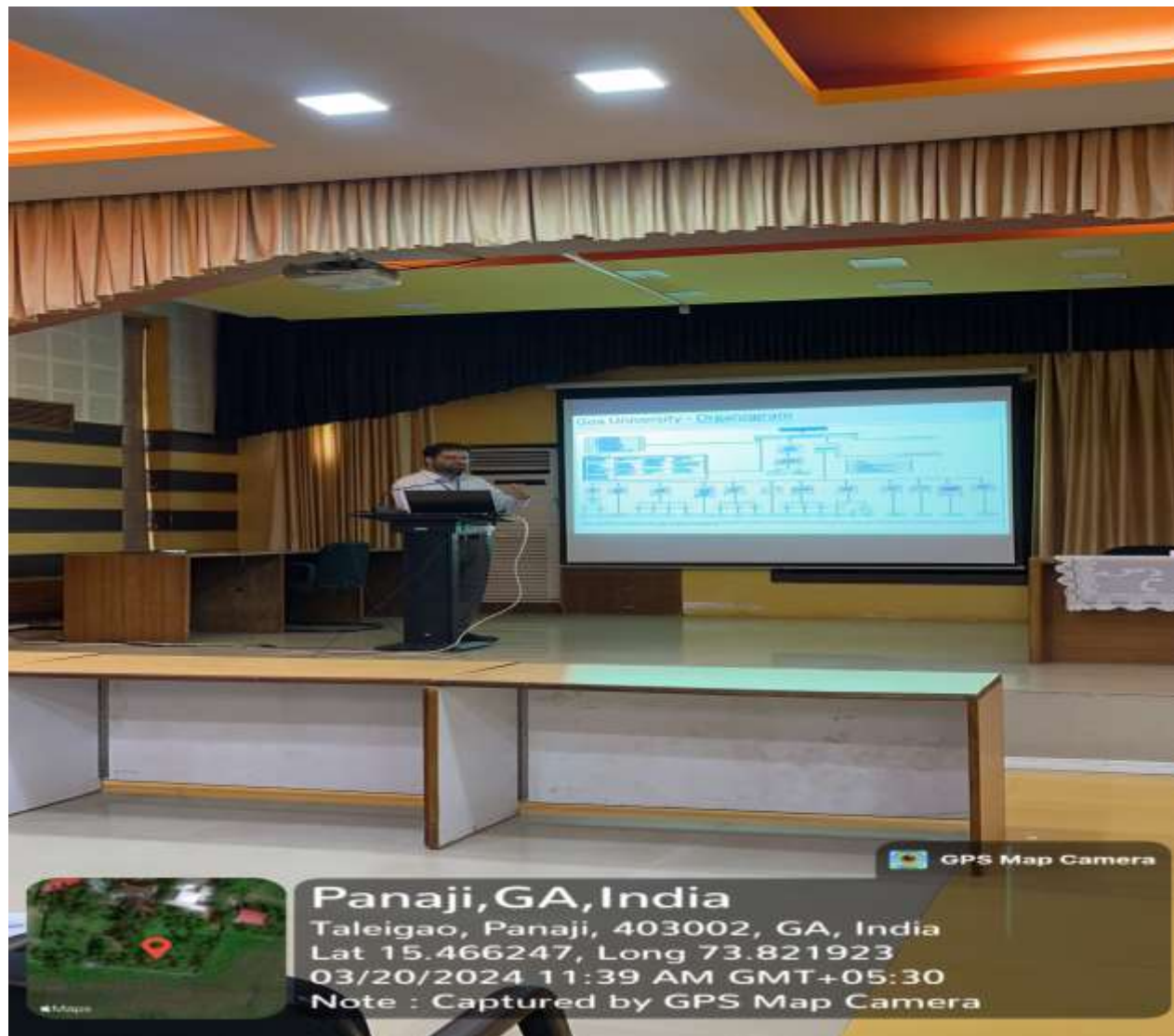


Inaugural Function and Session by Mr. Donald Rodrigues on 20.04.2024 at 10:30 am-11:30 am



Group Photograph





Resource Person Ashwin Lawande on 20.03.2024 at 11:40am – 1:10pm  
Topic: Academic Administrators as Facilitators of Higher Education in Goa

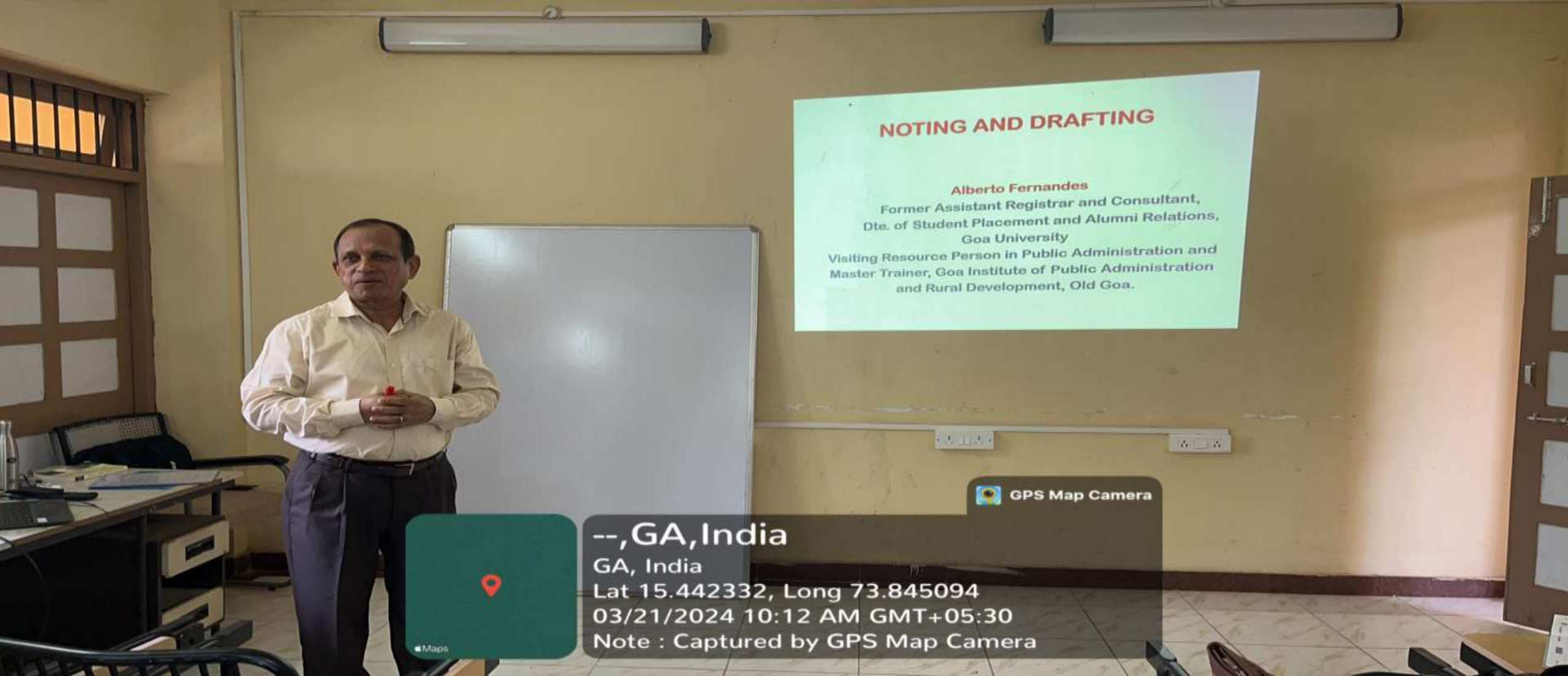


Resource Person Prof. S. Krishnan on 20.03.2024 at 3:40pm – 5:10pm

Topic: 1. Right to Information

2. Campus Amenities and its Challenges





## NOTING AND DRAFTING

**Alberto Fernandes**

Former Assistant Registrar and Consultant,  
Dte. of Student Placement and Alumni Relations,  
Goa University

Visiting Resource Person in Public Administration and  
Master Trainer, Goa Institute of Public Administration  
and Rural Development, Old Goa.

GPS Map Camera

--, GA, India

GA, India

Lat 15.442332, Long 73.845094

03/21/2024 10:12 AM GMT+05:30

Note : Captured by GPS Map Camera

Resource Person Shri. Albert Fernandes on 21.03.2024 at 10:00am – 11:30am to 11:40am – 1:10pm

Topic: Noting and Drafting + Practicals & Importance of Record Management



Resource Person Shri. Atul Shah on 21.03.2024

Topic: Leadership in action at 2:00 – 3:30pm to 3:40pm – 5:10pm



Resource Person Dietitian Nina Figueiredo on 22.03.2024 at  
10:00am – 11:30am  
Topic: Mindful Eating for a Healthy Lifestyle





Resource Person Prof. Sunder Dhuri on 22.03.2024 at 11:40am – 1:10pm  
Topic:Administrative Support for NAAC





Resource Person Shri. Vinayak Naik on 22.03.2024 at 2:00pm – 3:30pm to 3:40pm – 5:10pm  
Topic: FRs and SRs

THANK YOU