

Section 4 (1) (b) of the RTI Act, 2005

MANUAL-1

1. Particulars of organization, Functions and Duties [Section 4(1) (b) (i)]

a. Aims and objectives of the public authority

- i. To empower youth to be responsible citizens through holistic education
- ii. To make effective use of latest technology for enhancing the teaching-learning process
- iii. To promote research culture by stimulating a scientific temper and critical thinking among students and faculty
- iv. To promote entrepreneurial skills through innovative job-oriented courses
- v. To nurture ethical and social responsibility among individuals towards building a sustainable environment
- vi. To sensitize students about the needs of the community by developing programmes for the upliftment of the weaker sections
- vii. To strengthen academia-industry interface through collaborations
- viii. To synergize with reputed institutions by signing MOUs
- ix. To establish a strong link between stakeholders
- x. To create a conducive environment for developing individuals with a healthy body and mind
- xi. To inculcate leadership qualities in students and faculty through curricular, co-curricular and extracurricular programmes
- xii. To respect diverse cultures by instilling empathy and compassion among students and faculty

CORE VALUES

- Integrity
- Pursuit of excellence
- Respect for diversity
- Service to society
- Commitment to sustainable environment

b. Mission / Vision statement of the Public Authority

VISION

A dynamic centre of excellence to learn and innovate, fostering holistic development of the individual.

MISSION

The college is committed to provide a foundation for lifetime learning through innovative and value-based inclusive education responsive to the ever-changing needs of the society.

c. Brief history and background of establishment of the public authority

Brief history:

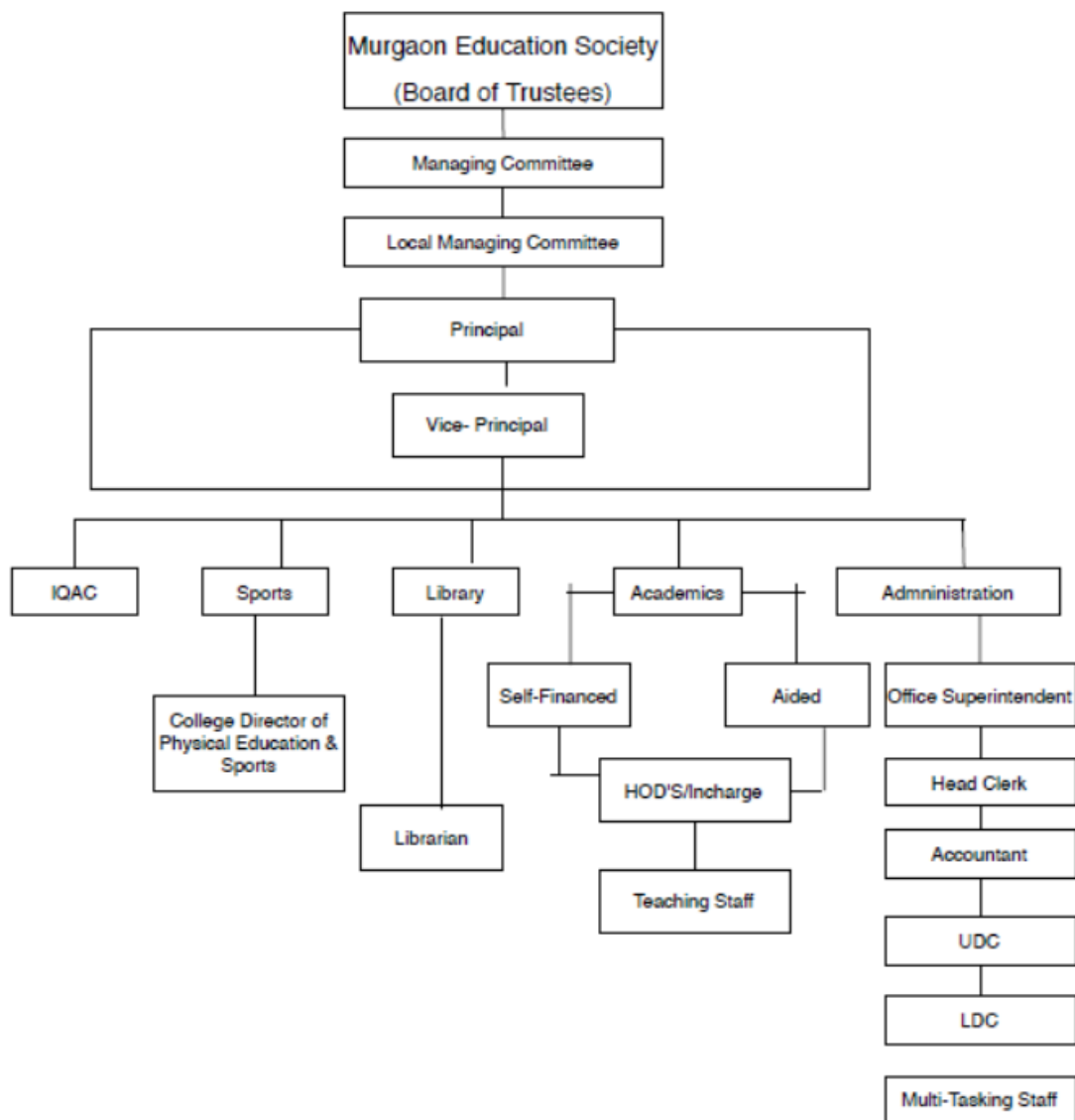
Murgaon Education Society's College of Arts & Commerce is one of the premier institutions of higher education in the state of Goa. The college was founded by the great visionary and philanthropist Late Shri. Vasantrao Subrai Joshi to cater for the need of the educational upliftment of the youth in Vasco- da- Gama in particular and the state of Goa in general. The College shifted to the present campus in 1985. Over the years, the campus has been transformed from barren, rocky and unyielding land into a lush green, fertile paradise where students aspire to pursue their higher studies. It was one of the first composite Arts and Commerce colleges in the state of Goa to be affiliated to the University of Mumbai and then to Goa University.

In recognition of the high standards of education and the all round excellence attained by it, the College was selected by the UGC for introducing vocational courses at the B.A. and B.Com. degree level, and by the Ford Foundation USA for implementing its Campus Diversity Initiative Programme. The college was accredited by NAAC with a B Grade (Third Cycle) in the year 2015.

Courses of instruction provided

The college is currently offering five undergraduate programmes: B.A., B.Com., B.B.A., B.C.A., B.B.A. (Shipping and Logistics) and one postgraduate programme, namely, M.Com. To cater to the requirements of the Shipping and Logistics industry, M.E.S. College introduced B.Com (Shipping Management) which was initially funded by UGC for five years and is currently running as self-financed programme as Bachelor of Business Administration (Shipping & Logistics). The B.B.A. (Shipping and Logistics) programme is the first undergraduate programme in India which addresses the commercial and managerial side of the shipping industry. The college has two Research Centres in Economics and Sociology.

(d) Organization Chart



(e) Main activities/Functions of the Public authority

Imparting quality education is the main function of the institution.

(f) List of the services being provided by the Public authority with a brief write upon them

The college imparts learner-centric education that is relevant for the holistic development of the student community, and accelerates the pace of the all-round development of the individual. The institution emphasizes the use of ICT in teaching and learning.

The college has four computer laboratories, Psychology laboratory and Economics laboratory.

Our library is fully automated and well- equipped and library services are kept open to the public.

The college has to its credit achievements in academics, curricular and co-curricular activities. The college is engaged in many extension activities through its NCC, NSS and other departments. Through the NSS and NCC, the institution organizes various camps for the benefit of the community such as blood donation camps, medical checkup etc. AIDS awareness programmes are undertaken in order to generate social awareness as a part of Red Ribbon Club. Every year a seven- day NSS Special Camp is organized in remote rural areas wherein various activities such as socio- economic survey, construction of check dams and roads, cleanliness drives, etc. are carried out for the benefit of the villagers.

On days of national importance, various rallies are organized to create social awareness in the society on issues of social importance with the help of NSS volunteers.

The Foundation For Environment Research and Conservation (FERC) in association with Murgaon Education Society and in collaboration with the Nature Club of MES College, has started a monthly lecture series , namely, “Kasturi” on issues revolving around environmental and social issues. This is an extension activity and the talks are open to the public as well.

(g) Citizen Interaction – Expectation of the public authority from the public for enhancing its effectiveness and efficiency.

The institution expects active participation and support of the parents / public in the academic and other activities of the college. The institution also expects the suggestions from the public to realize its goals and mission.

The IQAC is an integral part of the institution and works towards realizing the goals of quality enhancement and sustenance. The IQAC aims at achieving not only academic excellence but also strives towards ensuring continuous improvement and overall development of the institution. The IQAC believes that the aim of education is not just imparting knowledge to students but also to mould them to become socially responsible citizens of the country. The teachers and students are oriented in this direction.

MES College of Arts & Commerce seeks to bring about an all-round integrated development of the intellectual, moral and physical growth of its students. This is done in order to achieve self-reliance, encourage positive role in the nation building and provide leadership to the society in various walks of life. In keeping with the vision of the College, the Alumni Association of MES College has carried out various events with the focus on building national integration and public-spirited affection. The Parent Teacher Association of M.E.S. College is very active and has always been very supportive for all the development activities in the college.

(h) Postal Address

M.E.S. College of Arts and Commerce, Zuarinagar, Goa 403726

(i) Working hours both for office and public

The college office hours are from 10.00 a.m. to 4.30 p.m.

(j) Grievance redressal Mechanism.

1. Collegiate Student Grievance Redressal Committee: The college has constituted a Collegiate Student Grievance Redressal Committee as per the notification of the University Grants Commission. The procedure is as follows:

(i) A complaint from an aggrieved student relating to a college shall be addressed to the Collegiate Student Grievance Redressal Committee (CSGRC), with the following composition:

a) Principal of the College-Chairperson

b) Three senior members of the teaching faculty to be nominated by the Principal- members

c) A representative from among the students of the college to be nominated by the Principal based on academic merit/ excellence in sports/ performance in co-curricular activities – Special invitee

(ii) The term of the members and the special invitee shall be two years.

(iii) The quorum for the meeting, including the Chairperson, but excluding the special invitee, shall be three.

(iv) In considering the grievances before it, the CSGRC shall follow the principles of natural justice.

(v) The CSGRC shall send its report with recommendations, if any, to the Vice-Chancellor of the affiliating university, and a copy thereof to the aggrieved student, within a period of 15 days from the date of the receipt of the complaint.

2. College Grievance Committee: In order to deal with examination related grievances, the college has constituted a College Grievance Committee in accordance with the Goa University Ordinance OC-66 which is published in the college prospectus.

The mechanism to deal with examination-related grievance is stated in the Goa University Ordinance OC-66.5. Clause 6 as follows:

(a)(i) Revaluation of answer books of the candidates at Semesters V and VI shall be permitted as per the existing provisions of OA-5.15 for revaluation/ verification.

(ii) However, revaluation at Semesters I to IV examinations shall not be permitted. Personal verification of marks shall be granted to the candidate in the presence of Principal/ Vice-Principal and the concerned Examiner, provided he/she has applied for the same along with payment of prescribed fees, within one week of the declaration of result.

(b) The following shall be the procedure for the verification of marks:

(i) On a notified day and time, which should be not later than 10 days after the receipt of application from the candidate, the candidate shall be shown the answer book in the chamber of the Principal/ Vice-Principal in the presence of the Examiner concerned.

(ii) If the candidate is not satisfied with the result on personal verification of answer book, he may apply to the College Grievance Committee within a week.

(iii) The College Grievance Committee shall take appropriate action as per the relevant Ordinance and inform the candidate of the decision taken accordingly.

The investigation of grievance by the College Grievance Committee is stated in the Goa University ordinance OC-66.7.3 as follows:

The Committee shall consider the written complaint by a student on the conduct of examination provided that:

(i) The complaint is submitted within 15 days after the declaration of results;

(ii) The complaint is accompanied with a fee of Rs.200/- (refundable if the complaint is found genuine); and

2. The matter is referred to the Committee by the Principal.

The Committee shall invite a reply to the allegations, if any, made by the student from the concerned party.

3. After considering the reply of the concerned party, the Committee shall recommend a course of action in writing to the Principal.

4. The Principal may inform the student the findings of the Committee and shall take appropriate action including reassessment of the said answer books. However, if the marks

are reduced after revaluation of the said answer books the original marks shall be retained and the student to be communicated that there is no change in his/her result.

5. A minimum fine of Rs.200/- which shall not exceed Rs.500/-, shall be imposed on the student complainant, if the said allegation(s) is (are) found to be a deliberate attempt at casting aspersions on the teacher(s) concerned. If the allegations are found to be genuine and the same is recorded giving reasons, the action shall be taken as provided under OA-5.2.6.

Any malpractices during the examination are referred to the Unfair Means Committee and are investigated as per Goa University Ordinance OC-66.7.2.

MANUAL-2
Power and Duties of Officer and Employees [Section 4(1) (b) (ii)]

❖ **Principal**

As per Goa University Statute SC-3 (ii), Subject to the supervision, general control and direction of the Governing Body the Principal of the College as in administrative and academic Head of the College, shall be responsible for

- (a) Academic growth of the College
- (b) Participation of the teaching work, research and training programme of the College
- (c) Planning and assisting in planning and implementation of academic programmes, such as orientation course, seminars, in service and other training programmes, organised by the University and/or University Department/College for the academic competence of the Faculty members
- (d) Admission of students and maintenance of discipline of the College
- (e) Receipts, expenditure and maintenance of accounts of the College and for causing other bodies, associations, societies, committees etc., to maintain, finalize and present their accounts
- (f) Management of the College Libraries, Gymkhanas and Hostels
- (g) Correspondence relating to the administration of the College
- (h) Administration and supervision of curricular, extracurricular or extramural activities of the college and maintenance of records.
- (i) Observance of the Act, Statutes, Ordinances, Regulations, Rules and other directions or order issued there under from time to time by the University and the orders issued by the Central and the State Governments
- (j) Supervision and conduct of College and University examinations including internal assessment and such other work pertaining to the examinations as assigned
- (k) Assessing reports of teachers and maintenance of service books of teacher and other employees of the College in the forms prescribed by the University and
- (l) Any other work relating to the College and the University as may be assigned to him/her by the University from time to time.

As per Goa University Statute SC-3 (iii), The duties of the Principal are as follows:

- (i) To place before the Local Managing Committee:
 - (a) the budgetary statement for the following financial year and
 - (b) the statement of audited accounts for the previous financial year for consideration and approval.

(ii) As the Principal is the Secretary of the Local Managing Committee, he/she shall convene regularly meetings of the Local Managing Committee, which shall not less than two meeting in a year. However, additional meetings may be called as and when necessary at the request of any two members.

❖ **Vice Principal**

As per Goa University Statute SC-4, the Vice-Principal shall perform such duties as may be assigned to him by the Principal from time to time.

The following are the duties of the Vice-Principal:

1. To sign all the certificates and documents in the absence of Principal
2. To attend to leave applications of teaching staff
3. To check the attendance register of teaching staff
4. To prepare time-tables for the academic year and distribution of individual work with the help of Head of Departments
5. General supervision of lecturing work
6. Attendance of students
7. To prepare the College prospectus
8. To ensure discipline among students
9. To coordinate and monitor the activities of the various Committees and Departments
10. To check and sign the Annual Self-Assessment for the Performance-Based Appraisal
11. Any other responsibility as may be assigned by the Principal from time to time

❖ **Teaching faculty**

As per Goa University Statute SC-5 (viii) the Duties of a teacher are as follows:

(a) A teacher shall comply with the provisions of the Act, Statutes, Ordinances, Regulations, Rules and other directions or orders issued there under from time to time by the University and the Central and State Government.

(b) A teacher shall engage classes regularly and punctually and impart such lessons and instructions, do such internal assessment/examination evaluation as the Head of the Department/Principal shall allot to him/her from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.

(c) A teacher shall help the Principal to enforce and maintain discipline amongst the students.

(d) A teacher shall perform any other co-curricular and extra-curricular work related to the college as may be assigned to him from time to time by the Principal of the College.

Further, As per Goa University Statute SC-5 (xx), the Code of Conduct for teachers states that:

- (a) A teacher shall carry out the legitimate academic and administrative decisions taken by the authorities of the college/University pertaining to his/her sphere of responsibility/duties.
- (b) A teacher shall not discriminate against a student on political grounds for reasons of race, religion, caste, language or sex or for other reason of an arbitrary or personal nature and shall not incite students/teachers against other students or other teachers, colleagues or administration/Governing body of the college.
- (c) A teacher shall not remain absent from duty without proper sanction of leave in case of emergency.
- (d) A teacher shall desist/refrain from indulging in unscientific publication which would prove to be detrimental to the reputation and the progress of the college/University.
- (e) A teacher may be permitted to take up consultancy under terms and conditions as outlined in the ordinance O.7 as amended from time to time. However, he shall not conduct individually or participate in conducting jointly with others coaching classes directly or indirectly. He/she shall not give any private tuition.
- (f) A teacher shall perform his/her academic duties and work related to examinations as assigned. No remuneration shall be payable to the teachers for internal assessment/home examinations conducted by the college.
- (g) A teacher shall have freedom of thought and expressions. He/she shall not misuse the facilities or forum of the college/University.
- (h) A teacher shall not make use of the resources and/or facilities of the Department/College/University/ Governing Body for personal, commercial, political or religious purposes.
- (i) A teacher shall not be partial in assessment of a student or deliberately overmark, undermark or victimize a student on any grounds.
- (j) A teacher shall not indulge in or resort to directly or indirectly any malpractice or unfair means in teaching/examination / administration.

❖ Librarian

1. The basic duty of the librarian shall be to provide information and information resources to our clientele. The crux of the Librarian's duties shall lie on 3 basic services namely,

a) User Services: The Librarian shall analyze user needs and provides appropriate information. His/Her job shall also involve providing an instructional role, by showing users ways to locate and evaluate information based on their needs.

b) Technical Services: The Librarian shall acquire reading materials according to the syllabus in consultation with teachers, patrons and students needs. He then catalogues, classifies, this material making it available to the Library clientele.

c) Administrative Services: The Librarian shall oversee the management and up keeping of the Library on a daily, weekly, monthly and yearly basis, in tandem with the Institute's Library Advisory Committee, the teachers, the management and the Head of the Institution.

2. The librarian shall help in the evaluation, selection and organization of library resources and materials.

3. The librarian shall organize information according to the needs of the users and provide the same to the end user on a platter.

4. The Librarian shall check the daily operation of the library and supervision of the Library employees.

5. The Librarian shall maintain records and statistics and submit reports as required.

6. The Librarian shall acts as a Public Relations Officer, orienting the users towards effective utilization of library resources and services.

6. The Librarian shall promote a library atmosphere conducive to study, reading and research.

7. He/She shall prepare the budget, keeping a hawk's eye on Library expenditure and the subjectwise allotment, forever striving to maintain a balance between the two.

8. The librarian shall look after the long term and short term needs for Library Equipment, Staff and stationary material are evaluated by the Librarian.

9. The librarian shall attend and participate in library related meetings, workshops/seminars/conference /orientation programmes and any other training programmes.

10. He/She shall organise book talks ,conduct activates, book exhibition display new arrivals in the Library for staff and students

11. He/She shall maintain computerized database of books, putting one's indexing skills to the best possible use to lead the user to his or her information or resource.

❖ College Director of Physical Education

1. The College Director of Physical Education shall conduct orientation program for students for better understanding of sports facilities, University Sports Schemes, College Sports protocol and Sports programs of the college.
2. The College Director of Physical Education shall organize, supervise and administrative Intra-Mural and Extra-Mural Competitions.
3. The College Director of Physical Education shall organize fitness test for the registered Sportsperson. It is mandatory for all the registered Sportsperson to give the test, failing which that particular student will not be allowed to participate in Extra-Mural competition.
4. The College Director of Physical Education shall Organise “Demonstration program” to motivate more participation in Indoor games.
5. The College Director of Physical Education shall keep the game wise attendance record of the students.
6. The College Director of Physical Education shall submit the achievement report of the students to the publicity committee.
7. The College Director of Physical Education shall issue “Duty Leave Forms” to be students participating in Extra-Mural competitions.
8. The College Director of Physical Education shall select the Sports class representatives and all the notices and messages shall be conveyed to the other students through Sports CR and Sports Secretary.
9. The College Director of Physical Education shall inform the Principal before starting any sports program.

❖ **Administrative Staff**

❖ **Accountant**

- 1) Assisting Management, Principal and staff in various financial and other administrative work of Murgaoon Education Society, College, BBA B.Com Shipping Management and BBA Shipping and Logistics course etc.
- 2) Payments of various bills of Murgaoon Education Society and its institutions.
- 3) Disbursement of salaries of teaching staff and non-teaching staff of M.E.S College and its institutions.
- 4) Submission of salary and other claims to the government
- 5) Budget estimates of college etc.
- 6) Payments of G.P.F contributions and income tax calculation of Staff and Murgaoon Education Society and depositing into government treasury in time.

- 7) Deduction of tax and VAT from the bills of contractors and depositing into government treasury in time and annually in respect of college staff and society.
- 8) Maintenance of G.P.F and salary registers of the Staff of M.E.S College.
- 9) Preparation of pay fixation statements of college staff and submitting the same to the government for approval and claiming of arrears of salary on career advancement, promotions, revision of scales etc.
- 10) Preparation of pension calculations and other retirement benefits of the staff members.
- 11) Preparation and submission of G.P.F statements for advances, withdrawals, final payments on retirement etc.
- 12) Writing and maintenance of books and recording of minutes of the meetings of managing committee, General Body meeting and local managing committee of Murgaoon Education Society and any such other work assigned to the principal and management from time to time.

❖ **Head Clerk**

- 1) Assisting Principal, Vice-Principal, teaching staff and Management on various administrative matters
- 2) Service book maintenance
- 3) Revision papers preparation
- 4) Leave records maintenance
- 5) Confidential reports
- 6) New pension scheme forms, nominations etc
- 7) Coordinating admission of students and acceptance etc
- 8) Arrangements for meeting of functions etc
- 9) College maintenance coordination
- 10) College and university examinations
- 11) Petty cash maintenance
- 12) Medical bills of staff
- 13) LTC claim of Staff
- 14) Enrolment and eligibility of students
- 15) MACP cases of staff
- 16) Scholarships
- 17) Statistics submission to DHE, GU and LA to DHE
- 18) Any other work allotted by Principal, Chairman and Management

❖ UDC 1

- 1) Attending the counter
 - a) Issue of Bonafide Certificate
 - b) Issue of N.O.C.
 - c) Issue of Attempt Certificate
 - d) Issue of Transference Certificate and Migration Certificate
 - e) Distribution of I Cards
 - f) Distribution of Mark Sheets
 - g) Attestations
 - h) Distribution of Enrolment forms
 - i) Distribution of Registration Cards
 - j) Morning (8am to 10am) receiving phone calls
- 2) Examination work
 - a) Issue of examination forms
 - b) Collecting of examination fees
 - c) Seating arrangements for students
 - d) Distribution of hall tickets
- 3) College Admission
 - a) Issuing prospectus and admission forms
 - b) Issuing fee challans for the students
 - c) Accepting the admission forms

❖ UDC 2

- 1) Maintaining day-to-day cash and bank transactions of all the Departments i.e. Arts and Commerce, BBA Department, BBA (Shipping and Logistics) Department and BCA Department
- 2) To pass receipt entries of all the Departments as above
- 3) To check and verify data entries of payments including cheques of all the Departments and hand over the same to the Accountant for final clearance of payments
- 4) To maintain student debtors of all the Departments
- 5) To maintain outstanding fees of the students of all the Departments

- 6) To maintain account-wise fees and transfer to respective Saving Bank A/c
- 7) To check monthly salaries of members of staff and forward the same to Accountant for final payments of entire Departments
- 8) To prepare month-wise salary certificates/slips for the members of Teaching and Non-Teaching staff of Arts and Commerce
- 9) To prepare Bank reconciliation statements of all the Departments
- 10) To maintain up to date bank balances of 19 Saving Bank Accounts of various Departments
- 11) To maintain fixed deposit and interest schedules of all the Departments
- 12) To maintain fixed assets stock wise
- 13) To prepare and maintain Caution Money Deposit schedule
- 14) To prepare and maintain salary grant assessment statement
- 15) To prepare and maintain non salary grant statement
- 16) To prepare Form 8. Through this statement we come to know how much admissible non salary grants is receivable for the year from the DHE
- 17) To check and clear all the seminar accounts for final audit
- 18) To prepare budget for the year
- 19) To maintain individual ledger a/c
- 20) To maintain cash book and bank book
- 21) To check and take cash advance a/c from the staff issued for various academic activities during the year
- 22) To maintain NSS Account i.e. Regular Grant Activities a/c as well as Special Grant a/c and also check the Income and Expenditure a/c and handover the same to Accountant for final Audit
- 23) To check all the UGC a/c and forward the same to Accountant for final audit
- 24) At the end of the financial year prepare Receipts and Payments Account, Income Expenditure Account, prepare various types of Schedules from Schedule No. 1 to

15, prepare Grouping Accounts, Students Debtors Schedule, prepare analysis of Income and Expenditure Account, prepare comparison statement current year with previous year and prepare Balance Sheet of all the departments of Arts and Commerce, BBA, BBA Logistics, Shipping Management, BCA and prepare the audit file and handover the same to Accountant for Final Audit

25) To attend Internal Auditor M/s J.B. Kamat and Co. during finalizing of accounts

26) To solve and reply audit queries with the help of Accountant and resubmit to Auditor

27) To maintain saral TDS A/c and Generate the Form 16 and Form 16a for the year

28) Besides this college work I am also doing election work as and when required by Mamlatdar of Mormugao Taluka

❖ **LDC 1**

1) Writing Outward Register (M.E.S Society 1, College 2)

- a) Read letters and to put file number on letters referring file index on other typed letter.
- b) Read letter to understand the matter and subject to remember its file number
- c) Write address and subject of letter on register
- d) Prepare envelope by putting address of receivers
- e) Fix postal stamps on letter envelop closed the letter envelop and to give it for posting. If it is registered letter AD then to write a slip of register AD putting file number and outward number on it
- f) Give office copy to peon with request to file it by referring the number of file put on it

2) Writing Inward Register(M.E.S. Society 1, College 2)

- a) Read the received letters and understand it so that I can remember the matter and put the correct file number referring filing index

- b) To deliver inward letter to marked persons by photocopying it and by taking acknowledgment on original letter
- c) To give it for filing to peon by putting file number

3) Appointments of Teachers (Grant in Aid and Self-Financed)

- a) Typing advertisement after Principal's direction of college aided and self-financed courses
- b) Preparing NOC letter attaching workload of required posts
- c) Sorting applications subject wise
- d) Calling candidates for interview as directed by Principal
- e) Preparing Bio data of candidates called
- f) Sending letters to selection committee members as directed by Principal
- g) Preparing Selection Committee reports
- h) Preparing and giving offer letter to selected candidates by taking Principal's signature
- i) Taking joining reports and undertaking from joining teachers
- j) Preparing final appointment letter for faculty who joined the college by accepting our offer
- k) Prepare documents for reporting the appointments to Goa University for their approval and noting
- l) Preparing files of new appointments and putting necessary documents
- m) To ask for approval of appointment of those who joined the college permanent/temporary by preparing and attaching necessary documents

4) Career Advancement Scheme(CAS) to Teachers

- a) Sending letters to members of screening committee as directed by Principal
- b) Preparing papers for CAS
- c) Preparing report of screening committee

- d) Reporting CAS to University for their noting
- e) Submitting required papers to the Accountant for pay fixation on account of promotion

❖ **LDC 2**

- 1) Assisting the Accountant in maintaining accounts of Murgaoon Education Society
 - a) Payment of pending bills
 - b) Accounts of construction work Management Block Women's Hostel
 - c) Issuing receipts
 - d) Coordinating with MES HSS, MES College, MES BBA etc for accounts finalization
 - e) Filing annual returns of society (combined) with income tax authorities
 - f) Filing quarterly returns of VAT with Commercial Tax Department
 - g) Coordinating with administrator Dr N.M. Jambagi for various official work of MES Society
 - h) Coordinating with Vice Chairman for various construction related projects
 - i) To compile all the details for Annual General Body Meeting reports etc
 - j) To assist Dr. Jambagi for all the Managing Committee meetings in college premises or outside
 - k) To coordinate with the contractor for all the building projects
 - l) To coordinate with the architect Mrs Sneha Bhandare for all the building projects
 - m) Renewal of society's revenue application under Society's Registration Act 1860
 - n) To create new FDs and income procedures
 - o) To assist in soft loan scheme correspondence
- 2) College
 - a) Coordinating with organizers of seminars
 - b) Providing account statistics to various government departments
 - c) Providing UGC with statistics as and when required
 - d) Finalization of UGC accounts of seminars conducted, FIP etc
 - e) Finalization of UGC accounts Plan Grants/ PLB/Ministry
 - f) Sending progress reports of various building projects to UGC
 - g) To assist students in all types of government scholarships

- h) To download guidelines for various UGC projects/schemes
- i) To forward major/minor research projects(UGC)
- j) To assist the Accountant in generating E challans for South zone, Margao for GPF payments
- k) To assist in finalizing NSS Regular/Special Camp Grant Accounts
- l) To assist the Accountant in preparing various UGC Scheme Proposals
- m) To finalize claim of GLIC insurance scheme

❖ **LDC 3**

- 1) Receiving calls and directing to concerned persons
- 2) Checking Emails from various email Ids
- 3) Sharing of counter services providing details to students, accepting application forms like Bonafide, migration and transfer certificate
- 4) Preparing bonafide, migration and transfer certificate
- 5) Preparing attendance data sheet for all the semesters and entering data
- 6) Typing letters as per job allotted by Principal and Head Clerk
- 7) Students verification as per email received, data verifying of students as per our college records
- 8) Supplying of scholarship forms to students verifying data and receiving the filled form end forwarding to concern departments
- 9) Eligibility cases- Documents not submitted by the students from outside states, NRI foreign students. Accepting the eligibility certificate is required to be submitted at the time of admission and then has to be forwarded through college within a period of 90 days
- 10) Any other work assigned by Principal and Head Clerk

❖ **Jr. Stenographer**

- 1) Preparing of monthly salary statement and bank letters of college staff, BBA, BCA, Examination and BBA Shipping and Logistics Account, entering in tally ERP, preparing vouchers, removing salary deduction cheques and letters
- 2) Payment vouchers of college, BBA, BCA, Examination, UGC, B.Com Shipping Management, BCA Shipping and Logistics Account, writing cheques, filling vouchers, distributing cheques/cash

- 3) Feeding data of income tax, details of staff and contractors for quarterly ETDS
Income tax returns of college and society
- 4) Writing of GPF Register in GPF Book
- 5) Writing of Pay 2 Book (Salary)
- 6) Typing of various official letters given by seniors and Managing Committee Members

❖ **Examination Clerk**

- 1) All work related to examinations
 - a) Registration of admission forms
 - b) Distribution of exam forms
 - c) Collecting fees of backlog students
 - d) Preparing exam supervision chart
 - e) Preparing exam consolidated chart
 - f) Preparing hall tickets
 - g) Distributing hall tickets
 - h) Removing statistics of students(Subject wise details of BA students)
 - i) Removing details of Backlog students
 - j) Entering marks
 - k) Preparing marksheets
 - l) Distributing marksheets
 - m) Seating arrangements for students
 - n) Entering registration numbers of FY students
 - o) Entering aggregate marks input forms of semester five
 - p) Entering project marks of TY students
 - q) Preparing exam remuneration bill of I, II, III and IV semester
 - r) Typing of question papers
 - s) Preparing and sending NSS, NCC, sports merit Mark's
- 2) Any typing work given by Principal, Head Clerk, Accountant and Teachers
- 3) All typing work related to sports
- 4) Outward/Inward in absence of Shri Vinod Naik
- 5) Work related to tender order and purchase committee
- 6) Looking after the stationary in absence of Shri Anil Arlekar
- 7) Preparing Annual Report (Principal Report)

- 8) Attending counters during admission (Issuing Prospectus and fee challan to students)
- 9) Typing of college Time Table
- 10) Typing of college Committee List
- 11) Work related to NCC (Registration of NCC students)
- 12) Work related to NSS (Registration of NSS students)

❖ **Multi- tasking Staff**

The duties would broadly include:

1. Physical Maintenance of records of the section.
2. General cleanliness & upkeep of the Section/Unit.
3. Carrying of files & other papers within the building.
4. Photocopying, sending of FAX, and receiving of Telephone Call etc.
5. Other non-clerical work in the Section/Unit.
6. Assisting in routine office work like diary, dispatch etc., including on computer.
7. Delivering of dak (outside the building or Office)
8. Watch & Ward duties.
9. Whenever College functions are in progress, you must be present till the entire functions gets over and set high all belongings of the Institutions.
10. Opening & Closing of rooms.
11. Cleaning of Rooms.
12. Lifting and Shifting of Equipment's, cupboards and other furniture.
13. Dusting & Cleaning of Office Furniture, benches, desks etc.
14. Cleaning of building, fixtures etc.
15. Work related to his ITI qualifications, if it exists.
16. In absence of any staff, his/her duty needs to be shared by you along with other staff.
17. Driving of vehicles, if in possessions of valid driving license.
18. Upkeep of parks, lawns, potted plants etc.
19. Any other work assigned by the Superior Authority.

MANUAL-3

Procedure followed in Decision Making Process[Section 4(1) (b) (iii)]

The Principal , in consultation with and with approval of the Management, takes decisions on any academic and administrative matters. He takes such decisions in consultation with the concerned departments / Person / Students' representative etc. The Vice-Principal is adequately empowered to execute the day- to-day functioning of the college. Heads of Departments are responsible for distribution of teaching assignments, curriculum and administration. The Heads of Departments are appointed by rotation every three years. Apart from these, teachers are appointed as chairpersons of various committees which undertake co-curricular and extra-curricular activities.

The college promotes a culture of participative management at all levels viz., management, faculty, administration and students. The process of participative management is achieved through the induction of teaching members in the Local Managing Committee. Suggestions and views put forth by the teaching and administrative staff and other stakeholders are given due place in the decision-making process. The management, teachers and administrative staff meet regularly to solve major issues.

The decisions regarding the infrastructure development or any other larger issues are taken by the management in consultation with the Principal.

MANUAL-4

Norms set by it for the discharge of its functions [Section 4(1) (b) (iv)]

The College calendar for each academic year is prepared and followed for conduct of various activities.

Sr. No.	Activities	Time frame / Norms for its completion / disposal
1.	Admission	Time frame norms are set by the University
2.	Examinations	
3.	College Council Elections	
4.	NSS, NCC & Sports	As per the instructions from the concerned Departments
5.	Cultural and other co-curricular and extra-curricular activities	There is no fixed time frame. This is decided in the College Council Meeting

MANUAL-5

Rules, Regulations, Instructions, Manuals and Records for discharging functions [Section 4(1) (b) (v)]

Sr. No.	Name of the Act, Rules, Regulations	Brief List of the Content	Reference No. if any	Price
1.	Statutes	Appointments, Affiliation, Service Conditions, Disciplinary, Proceeding & Penalties etc	Goa University Statutes Book	Complimentary copy given by the Goa University
2.	Ordinances	Admission, Examinations, Leave, Promotions etc.	Goa University Ordinance Book	Complimentary copy given by the Goa University
3.	Goa University Circulars, Notices, etc.	Examinations, Sports, Admissions	Concerned Files	As sent by Goa University from time to time free of cost.
4.	Bye-Laws of Murgaoon Education Society	Rules & Regulations of Society	Concerned Files	
5.	Rules and Regulations and Circulars of the Government of Goa	As forwarded by Directorate of Higher Education	Concerned files	As sent by Goa University, Government of Goa, Directorate of Higher Education free of Cost.
6.	Swamis book pertaining to rules and regulations of Govt. of India	Various C. C. S. Rules & Regulation	Swami's Handbook	As per market rate

MANUAL-6

A statement of the categories of documents that are held by it or under its control [Section 4(1) (b) (vi)]

Sr. No.	Nature of Record	Details of information available	Unit / Section where available	Retention period where available
1.	Service Book	Service Records	Office	Office Hours
2.	Muster Roll	Attendance	Vice-Principal	Office Hours
3.	Leave Records	Leave	Office	Office Hours
4.	Personal files	Personal Record	Office	Office Hours
5.	Files of various Circulars		Office	Office Hours
6.	Register of Roster	Reservation of Posts, etc.	Office	Office Hours
7.	Salary Register	Salary	Office	Office Hours
8.	Dead Stock Register	Fixed Assets	Office	Office Hours
9.	Inward and Outward Register	Inward and Outward letters	Office	Office Hours
10.	Register of consumables and stationery	Consumables and stationery	Office	Office Hours
11.	Various Books pertaining to accounts and audited statement of account	Financial Position	Office	Office Hours
12.	Fees and Student Register	Details of fees paid by Students	Office	Office Hours
13.	Examination Results	Results of Students	Office	Office Hours
14.	Attendance Register of Students	Class-wise attendance of students	Teachers	Office Hours
15.	Accession register of Library books	List of Books	Library	Office Hours
16.	Accounts documents	Audited statement of accounts	Accounts section of Office	Office Hours

MANUAL-7

**Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy of implementation
[Section 4(1) (b) (vii)]**

Sr. No.	Name and address of the consultative Committee	Constitution of the Committee / body	Role and Responsibility	Frequency of meetings
1.	Parent-Teachers Association of MES College	Chairman Vice-chairman Secretary, Treasurer	Academic and infrastructure development	General Body Meeting - 1 Executive Committee Meetings -2
2.	Alumni Association	President Vice-President Secretary Treasurer	Contribution to academic and infrastructure development	General Body Meeting - 1 Executive Committee Meetings -2
3.	Local Managing Committee of M.E.S. College of Arts & Commerce, Zuarinagar, Goa	Chairman Vice-Chairman Secretary Treasurer 2 Teacher Representatives Principal Ex-officio Member Secretary Members Special Invitee	Considers Budget Estimate and reviews progress of the College	2
4.	Internal Quality Assurance Cell (IQAC)	Chairperson Coordinator Senior faculty members- 6 Management representative- 1 Administrative Staff -2 Students- 2 Alumni -1 Industrialists -1 Local Society-2	Integral part of the institution and works towards realizing the goals of quality enhancement and sustenance.	4

MANUAL-8

A statement of boards, council, committees and other bodies constituted [Section 4(1) (b) (viii)]

Sr. No.	Name & address of the body	Main function of the body	Constitutions of the body	Date of constitution	Date up to which valid	Whether meeting open to public	Whether minutes accessible to public	Frequency of meetings
1	Managing Committee Joshi Building Vasco	Managing various Activities of the Institute	Chairman Vice-Chairman: 2 Treasurer Hon Secretary Members Special Invitee	07/06/1972 (Present committee constituted on 27/05/2019)		No	No	As per the Memorandum of Association/ Rules & Regulations of the Society
2	Local Managing committee	Budgeting Programme of the College	Chairman Vice-Chairman Secretary Treasurer 2 Teacher Representatives Principal Ex-Officio, Member Secretary Members	10/02/1976 (Present committee constituted on 31/10/2018)		No	No	As per the Rules & Regulations in force
3	Internal Quality Assurance Cell (IQAC)		Chairperson (Principal) Coordinator 16 Members	17/04/2004	2 years		Yes	4
4	Internal Complaints Committee		Chairperson Members		One Year			1
5	Placement Cell		Chairperson Members		One Year			2
6	Women's Cell		Chairperson Members		One Year			2
7	Career Guidance cell		Chairperson Members		One Year			2
8	College Council		Chairperson Members		One Year			2
9	Association of Art & Culture		Chairperson Members		One Year			2
10	Literary Association		Chairperson Members		One Year			2
11	Debating Association		Chairperson Members		One Year			2

12	College Examination Committee		Chairperson Members		One Year			2
13	College Unfair Means Inquiry Committee		Chairperson Members		One Year			
14	College Grievance Committee		Chairperson Members		One Year			
15	Collegiate Student Grievance Redressal Committee		Chairperson Members		Two Years			2
16	Attendance Committee		Chairperson Members		One Year			2
17	College Disciplinary Committee		Chairperson Members		One Year			2
18	Time Table Committee		Chairperson Members		One Year			2
19	Library Advisory Committee		Chairperson Members		One Year			2
20	Nature Club		Chairperson Members		One Year			2
21	Staff Club		Chairperson Members		One Year			2
22	Sports Advisory Committee		Chairperson Members		One Year			2
23	Counselling Committee		Chairperson Members		One Year			2
24	College Magazine Committee		Chairperson Members		One Year			2
25	Research Cell		Chairperson Members		One Year			2
26	Readers' Club		Chairperson Members		One Year			2
27	Nature club & Resource management cell		Chairperson Members		One Year			2
28	Value Education Cell		Chairperson Members		One Year			2

29	UGC and RUSA Networking		Chairperson Members		One Year			2
30	Prospectus Committee		Chairperson Members		One Year			2
31	Student Welfare Committee		Chairperson Members		One Year			2
32	Publicity		Chairperson Members		One Year			2
33	Website Updating Committee		Chairperson Members		One Year			2
34	Canteen Advisory Committee		Chairperson Members		One Year			2
35	NSS		Chairperson Members		One Year			2

MANUAL-9

Directory of Officers & Employees [Section 4(1) (b) (ix)] Teaching Staff

Sr. No.	Name	Designation	Phone No.	Email address
1	Dr. Meenakshi Bawa	Officiating Principal	9823019832	bawameenakshi@yahoo.com
2	Shri B.V. Kolekar	Associate Professor	8459275359	bvkolekar@gmail.com
3	Dr. R. B. Patil	Associate Professor	9921346559	revagoudap@rediffmail.com
4	Dr. Sandhya Bhandare	Associate Professor	9823755116	sandhyabhandare@yahoo.co.in
5	Shri Ashok Sambargi	Associate Professor	9923638252	ashok.sambargi@gmail.com
6	Dr. Champa R. Parab	Associate Professor	9823162462	champaparab@yahoo.co.in
7	Shri Sandeep M. Kadam	Associate Professor	9423062244	sandeep68mes@rediffmail.com
8	Dr. Sanchiliana Faria	Associate Professor	9850454270	sanchifaria@yahoo.com
9	Ms. Rochana Kharangate	Associate Professor	9823657878	rk2310@gmail.com
10	Dr. Cosma Fernandes	Associate Professor	8806353557	cosma.fernandes@gmail.com
11	Shri Ashish Joshi	Associate Professor	9422593277	ashishjoshi_2704@rediffmail.com
12	Dr. Savia Mendes	Associate Professor	9823151530	savia.mendes@gmail.com
13	Dr. Sonal Thakker	Associate Professor	9881777397	zinosoni@yahoo.co.in
14	Shri Sanjeev Shirodkar	Associate Professor	9049571273	Sanjeevkshirodkar1@gmail.com
15	Ms. Gouri K. Manerkar	Associate Professor	9823915494	manerkargouri228@gmail.com
16	Shri Satyawan Naik	Assistant Professor	9923487755	satyawanike@gmail.com
17	Ms. Shivani Shirodkar	Associate Professor	9421154166	shivani.shirodkar@rediffmail.com
18	Dr. Freda Cota e Pereira	Associate Professor	9421153638	freeda_cota@rediffmail.com
19	Shri Sudhir B. Halvegar	Librarian	9422576327	halvegarsb27@gmail.com
20	Mrs.Cedila Pereira e Gomes	Assistant Professor	9923887943	cedila_123pereira@yahoo.com
21	Smt. Swati Shigaonkar	Assistant Professor	9011000246	swatias1978@reiffmail.com

22	Ms. Shveta Shanu Desai	Assistant Professor	9049920544	shveta.desai16@gmail.com
23	Mr. Rajesh Vinayak Shetgaonkar	Assistant Professor	9158607565	rajeshshetgaonkar@yahoo.in
24	Miss Shruti Bhaskar Nayak	Assistant Professor	8275683193	shrutinayak13aug@gmail.com
25	Ms. Narvekar Safal Suresh	Assistant Professor	9923270488	safalnarvekar@gmail.com
26	Dr. Atmaram M. Tarpe	Assistant Professor	9923604197	atmaramtarpe@gmail.com
27	Ms. Teja C. Temkar	Assistant Professor	7798876889	tejatemkar@gmail.com
28	Mr. Hussain Yasser Razak	Assistant Professor	9673499311	yasserh666@gmail.com
29	Ms. Gomes Fatima Maria	Assistant Professor	9922022626	fatimadcosta@rediffmail.com
30	Ms. Jessy Coutinho	Assistant Professor	9823026222	sjessycoutinho123@gmail.com
31	Dr. S. Susan Deborah	Assistant Professor	8975293499	susan.deborah@gmail.com
32	Mr. Narendra Gaonkar	Assistant Professor	9405916149	narendragaonkar17@gmail.com
33	Shri. Dattaprasad D. Shirgurkar	Assistant Professor	9923495049	dattaprasad.shirgurkar@gmail.com
34	Mr. William De Souza	Assistant Professor	8390176013	willsvase@gmail.com
35	Mr. Seltan Gomes	Assistant Professor	8975032287	seltangomes1994@gmail.com
36	Mr. Savio Fernandes	College Director of Physical Education	9823075703	saviomessi25@yahoo.com

Non-teaching Staff

Sr. No.	Name	Designation	Phone No.	Email address
1	Shri Deepak R. Chari	Accountant	9423317076	charideepak1@gmail.com
2	Shri Vinod H. Naik	U.D.C.	9881509966	vinodnaik1963@gmail.com
3	Shri Arvind J. Korgaonkar	U.D.C.	9921529763	arvind.korgaonkar@gmail.com
4	Shri Anil S. Arlekar	L.D.C.	9422971257	anilarlekar@gmail.com

5	Shri Shivanand J. Naik	L.D.C.	7038843359	Shiva18nov@gmail.com
6	Miss Sonali Phadte	Mutli Tasking Staff	8390109743	Sonaly1107@gmail.com
7	Shri Sudesh Lujekar	Mutli Tasking Staff	9422447665	mescollege1@rediffmail.com
8	Shri Tukaram Falkar	Mutli Tasking Staff	9637399482	mescollege1@rediffmail.com
9	Shri Ratnadeep Dhargalkar	Mutli Tasking Staff	9764326768	mescollege1@rediffmail.com
10	Shri Shrikant U.Chalwadi	Mutli Tasking Staff	9420220896	mescollege1@rediffmail.com
11	Shri. Sunil Shetkar	Mutli Tasking Staff	9049364233	mescollege1@rediffmail.com
12	Shri. Prashant P. Naik	Library Attendant	9763133172	mescollege1@rediffmail.com
13	Shri. Bhaskar Shripad Naik	Mutli Tasking Staff	9764270041	mescollege1@rediffmail.com
14	Shri. Uttam Alias Chaitanya R. Naique	Mutli Tasking Staff	9923142845	mescollege1@rediffmail.com

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The Monthly Remuneration Received by Each of its Officers and Employees, Including the System of Compensation as Provided in Regulations [Section 4(1) (b) (x)] Teaching Staff 2019-20

Sr. No.	Name	Designation	Pay Scale		Gross Salary
			Applicable Level in Pay Matrix	Applicable Cell in the Level	
1	Dr. Meenakshi Bawa	Officiating Principal	13A	15	268483.00
2	Shri B.V. Kolekar	Associate Professor	13A	13	253321.00
3	Dr. R. B. Patil	Associate Professor	13A	14	260769.00
4	Dr. Sandhya Bhandare	Associate Professor	13A	14	260769.00
5	Shri Ashok Sambargi	Associate Professor	13A	13	253321.00
6	Dr. Champa R. Parab	Associate Professor	13A	11	238957.00
7	Shri Sandeep M. Kadam	Associate Professor	13A	9	225524.00
8	Dr. Sanchiliana Faria	Associate Professor	13A	8	219140.00
9	Ms. Rochana Kharangate	Associate Professor	13A	6	206771.00
10	Dr. Cosma Fernandes	Associate Professor	13A	9	225524.00
11	Shri Ashish Joshi	Associate Professor	13A	6	206771.00
12	Dr. Savia Mendes	Associate Professor	13A	5	200919.00
13	Dr. Sonal Thakker	Associate Professor	13A	9	225524.00
14	Shri Sanjeev Shirodkar	Associate Professor	13A	5	200919.00
15	Ms. Gouri K. Manerkar	Associate Professor	13A	5	200919.00
16	Shri Satyawan Naik	Assistant Professor	12	7	130961.00
17	Ms. Shivani Shirodkar	Associate Professor	13A	3	189614.00
18	Dr. Freda Cota e Pereira	Associate Professor	13A	2	179949.00
19	Shri Sudhir B. Halvegar	Librarian	13A	5	200919.00
20	Mrs.Cedila Pereira e Gomes	Assistant Professor	11	8	126918.00

21	Smt. Swati Shigaonkar	Assistant Professor	11	6	119827.00
22	Ms. Shveta Shanu Desai	Assistant Professor	11	7	123300.00
23	Mr. Rajesh Vinayak Shetgaonkar	Assistant Professor	11	6	119827.00
24	Miss Shruti Bhaskar Nayak	Assistant Professor	11	6	119827.00
25	Ms. Narvekar Safal Suresh	Assistant Professor	10	6	100872.00
26	Dr. Atmaram M. Tarpe	Assistant Professor	10	6	100872.00
27	Ms. Teja C. Temkar	Assistant Professor	10	5	98122.00
28	Mr. Hussain Yasser Razak	Assistant Professor	10	6	100872.00
29	Ms. Gomes Fatima Maria	Assistant Professor	10	5	98122.00
30	Ms. Jessy Coutinho	Assistant Professor	10	4	95373.00
31	Dr. S. Susan Deborah	Assistant Professor	10	10	113026.00
32	Mr. Narendra Gaonkar	Assistant Professor	10	5	98122.00
33	Shri. Dattaprasad D. Shirgurkar	Assistant Professor	10	5	98122.00
34	Mr. William De Souza	Assistant Professor	10	3	92768.00
35	Mr. Seltan Gomes	Assistant Professor	10	3	92768.00
36	Mr. Savio Fernandes	College Director of Physical Education	10	2	90164.00

Non-teaching Staff-2019-20

Sr. No.	Name	Designation	Pay Scale		Gross Salary
			Applicable Level in Pay Matrix	Applicable Cell in the Level	
1	Shri Deepak R. Chari	Accountant	5	17	64350.00
2	Shri Vinod H. Naik	U.D.C.	5	16	62488.00
3	Shri Arvind J. Korgaonkar	U.D.C	5	16	62488.00
4	Shri Anil S. Arlekar	L.D.C.	5	12	55838.00
5	Shri Shivanand J. Naik	L.D.C.	3	6	40676.00
6	Miss Sonali Phadte	Junior Stenographer	4	6	44937.00
7	Shri Sudesh Lujjekar	Mutli Tasking Staff	3	18	50194.00
8	Shri Tukaram Falkar	Mutli Tasking Staff	3	17	48731.00
9	Shri Ratnadeep Dhargalkar	Mutli Tasking Staff	3	12	42347.00
10	Shri Shrikant U.Chalwadi	Mutli Tasking Staff	1	8	34686.00
11	Shri. Sunil Shetkar	Mutli Tasking Staff	1	7	32239.00
12	Shri. Prashant P. Naik	Library Attendant	1	5	32081.00
13	Shri. Bhaskar Shripad Naik	Mutli Tasking Staff	1	5	30502.00
14	Shri. Uttam Alias Chaitanya R. Naique	Mutli Tasking Staff	1	3	28766.00

MANUAL-11

The Budget Allocated to each Agency (Particulars of all plans, proposed expenditures and reports on disbursement made) [Section 4(1) (b) (xi)]

Non-Plan Budget 2018-19 M.E.S. College of Arts and Commerce

Major Head	Activities Performed	Sanctioned Budget	Budget Estimate	Revised Estimate	Expenditure for the last year
Salaries for payment to Teaching & Non-Teaching Staff	To Impart Education to students & administrative work by Non-teaching staff	Salary grant is related every month after submitting monthly salary claim in advance during previous month	Rs.8,15,89,741/-	-	Rs.9,84,83,107.36

Non-Plan Budget 2018-19 M.E.S. B.B.A. Self-financed course

Major Head	Activities performed	Sanctioned Budget	Budget Estimate	Revised Estimate	Expenditure for the Last year
Salaries to Teaching & Non-Teaching staff	To impart Education to students & administrative work by Non-teaching Staff	Salary is released to staff on actual salary payable	Rs. 42,96,000/-	-	Rs. 39,27,975/-

Non-Plan Budget 2018-19 M.E.S. B.B.A. (Shipping & Logistics) Self-financed course

Major Head	Activities performed	Sanctioned Budget	Budget Estimate	Revised Estimate	Expenditure for the Last year
Salaries to Teaching & Non-Teaching staff	To impart Education to students & administrative work by Non-teaching Staff	Salary is released to staff on actual salary payable	Rs.21,33,000/-	Rs.21,97,500/-	Rs.18,22,797/-

Non-Plan Budget 2018-19 M.E.S. B.C.A. Self-Financed Course

Major Head	Activities performed	Sanctioned Budget	Budget Estimate	Revised Estimate	Expenditure for the Last year (2017-18)
Salaries to Teaching & Non-Teaching staff	To impart Education to students & administrative work by Non-teaching Staff	Salary is released to staff on actual salary payable	Rs.50,00,000/-	-	Rs.31,10,415/-

Non-Plan Budget 2018-19 M.E.S. M.Com. Self-Financed Course

Major Head	Activities performed	Sanctioned Budget	Budget Estimate	Revised Estimate	Expenditure for the Last year
Salaries to Teaching & Non-Teaching staff	To impart Education to students & administrative work by Non-teaching Staff	Salary is released to staff on actual salary payable	Rs.16,95,000/-	-	Rs.12,30,753/-

Non-Plan Budget 2018-19 M.E.S. M.A. in English Self-Financed Course

Major Head	Activities performed	Sanctioned Budget	Budget Estimate	Revised Estimate	Expenditure for the Last year
Salaries to Teaching & Non-Teaching staff	To impart Education to students & administrative work by Non-teaching Staff	Salary is released to staff on actual salary payable	Rs.3,96,000/-	-	Rs.3,99,400/-

Plan Budget 2018-19 M.E.S. College of Arts and Commerce

Name of the Plan Scheme	Activities to be undertaken	Date of Commencement	Expected date of completion	Amount sanctioned	Amount disbursed/ spent upto
Non-Salary Expenditures for	To meet various expenditure of the college as per the pattern of Assistance prescribed by the Directorate of Higher Education Govt. of Goa, Panaji	01/04/2018	31/03/2019	Rs.25,85,365/-	Rs.40,37,130.27

Plan Budget 2018-19 M.E.S. B.B.A. Self-financed Course

Name of the Plan Scheme	Activities to be undertaken	Date of Commencement	Expected date of completion	Amount sanctioned	Amount disbursed/ spent upto
Non-Salary Expenditures for	To meet various expenditure to run the Self-finance course requirements	01/04/2018	31/03/2019	-	Rs.10,91,619.80

Plan Budget 2018-19 M.E.S. B.B.A. (Shipping & logistics) Self-financed Course

Name of the Plan Scheme	Activities to be undertaken	Date of Commencement	Expected date of completion	Amount sanctioned	Amount disbursed/ spent upto
Non-Salary Expenditures for	To meet various expenditure to run the Self-finance course requirements	01/01/2018	31/03/2019	-	Rs.2,44,201.16

Plan Budget 2018-19 M.E.S. B.C.A. Self-financed Course

Name of the Plan Scheme	Activities to be undertaken	Date of Commencement	Expected date of completion	Amount sanctioned	Amount disbursed/ spent upto
Non-Salary Expenditures for	To meet various expenditure to run the Self-finance course requirements	01/04/2018	31/03/2019	-	Rs.6,83,347.02

Plan Budget 2018-19 M.E.S. M.Com. Self-financed Course

Name of the Plan Scheme	Activities to be undertaken	Date of Commencement	Expected date of completion	Amount sanctioned	Amount disbursed/ spent upto
Non-Salary Expenditures for	To meet various expenditure to run the Self-finance course requirements	01/04/2018	31/03/2019	-	Rs.1,82,597.52

Plan Budget 2018-19 M.E.S. M.A. in English Self-financed Course

Name of the Plan Scheme	Activities to be undertaken	Date of Commencement	Expected date of completion	Amount sanctioned	Amount disbursed/ spent upto
Non-Salary Expenditures for	To meet various expenditure to run the Self-finance course requirements	01/04/2018	31/03/2019	-	Rs.20,442/-

Plan Budget 2018-19 M.E.S. Research Centre- Self-financed Course

Name of the Plan Scheme	Activities to be undertaken	Date of Commencement	Expected date of completion	Amount sanctioned	Amount disbursed/ spent upto
Non-Salary Expenditures for	To meet various expenditure to run the Self-finance course requirements	01/04/2018	31/03/2019	-	Rs.71,225.70

MANUAL-12

List of individuals given subsidy [Section 4(1) (b) (xii)]

Sr. No.	Name & address of the institution	Purpose for which subsidy provided	No. of beneficiaries	Amount of subsidy	Previous years Utilisation progress	Previous years achievement
1.	M.E.S. College of Arts & Commerce	Nil	Nil	Nil	Nil	Nil

MANUAL-13

Particulars of Recipients of Concessions, permits or authorization granted by it. [Section 4(1) (b) (xiii)]

Sr. No.	Name & address of the beneficiary	Nature of Concession/ Permit/ Authorization Provided	Purpose for which granted	Scheme and criteria for selection	No of Similar concession given in past with purpose
1	18 college students	Financial Assistance under Students Aid Fund @ Rs.3000/-each paid out of SAF Fees	For continuing their education	Needy students whose parents income does not exceed Rs. 2,00,000/- per annum	Paid for the previous academic year <u>2018-19</u>
2	07 college students	Financial Assistance under Students Education Fund @ Rs.3000/- each paid out of SEF Fees	For continuing their education	Needy students whose parents income does not exceed Rs. 1,50,000/- per annum	Paid for the previous academic year <u>2018-19</u>
3	16 college students (ST)	Post Matric and Ganga Bharari Scholarship to ST student by Directorate of Tribal Welfare Govt. of Goa Sanctioned amount Rs. 4,01,900/-	For continuing their education	Needy ST students whose parents income does not exceed Rs. 2,50,000/- per annum	Paid for the previous academic year <u>2018-19</u>
4	03 college students	Merit Based Award to ST Students by Directorate of Tribal Welfare, Govt. of Goa @ Rs. 8000/- each per student.	“Merit Based Award”	Recognition of High Performance in the Board exams of HSSC	Paid for the previous academic year <u>2018-19</u>

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Particulars of Recipients of Concessions, permits or authorization granted by it [Section 4(1) (b) (xiv)]

Sr. No.	Activities for which electronic data available	Nature of information available	Can it be shared with public	Is it available or is being use as back end data base
1	Data Base for placement of students of college	Educational Academic qualification of students	Yes	Used as back end data base

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Particulars of the facilities available to citizens for obtaining information [Section 4(1) (b) (xv)]

Sr.No.	Section where available	Facility Available	Nature of Information	Working Hours
1	Information Counter	With Principal, Vice-Principal & College Office counter	College academic, co-curricular & extra-curricular activities, Results, Examinations, Placement of students, freeships, concessions, scholarships, attendance, etc	8.00 a.m. to 5.00 p.m.
2	Web Site	Yes	College academic, co-curricular & extra-curricular activities, Placement of students, freeships, concessions, scholarships, attendance, etc	Continuous
3	Library	Yes	College academic, co- curricular & extra-curricular activities, Placement of students, freeships, concessions, scholarships, etc	8.00 a.m. to 4.00 p.m.
4	Notice Board	Yes	College academic, co-curricular & extra- Curricular activities, Placement of students, freeships, concessions, scholarships, attendance, etc	8.00 a.m. to 5.00 p.m
5	Prospectus	Yes	Schedule of academic year, college academic calendar, admission procedure, eligibility for admission, fee structure, financial assistance, other facilities, identity card, attendance and eligibility to appear for examination, co-curricular and extra-curricular activities, code of conduct, college committees, Internal Complaints Committee, UGC rules and regulations on anti-ragging, revised fees for eligibility and migration certificate, course structure, scope and career prospects of different subjects, medium of instruction and examinations, award of grace marks, certificate courses, teaching and non-teaching staff, scholars for previous year	Available on website
6	College magazine-	Yes	Departmental Profiles, Report of activities, achievements of students and teachers, articles written by students and teachers	8.00 a.m to 5.00 p.m.

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Name & designation and other particulars of Public Information Officers [Section 4(1) (b) (xvi)]

First Appellate Authority within the department

Sr. No.	Designation of the officer designated as Appellate Authority	Postal address	Telephone No.	E-mail address
1	Dr. Meenakshi Bawa Officiating Principal	MES College of Arts & Commerce, Zuarinagar	0832-2555772 0832-2556010	mescollege1@gmail.com mescollege1@rediffmail.com

List of Public Information Officers

Sr. No.	Designation of the officer designated as PIO	Postal address	Telephone No.	E-mail address	Demarcation of area/ activities, if more than one PIO is there
1	Dr. Meenakshi Bawa	MES College of Arts & Commerce, Zuarinagar	0832-2555772 0832-2556010	mescollege1@gmail.com mescollege1@rediffmail.com	-

List of Assistant Public Information Officers

Sr. No.	Designation of the officer designated as APIO	Postal address	Telephone No.	E-mail address	Demarcation of area/ activities, if more than one APIO is there
1	Shri Deepak R. Chari, Accountant	MES College of Arts & Commerce, Zuarinagar	0832-2555772 0832-2556010	mescollege1@gmail.com mescollege1@rediffmail.com	Administrative matters
2	Shri, Arvind Korgaonkar UDC	MES College of Arts & Commerce, Zuarinagar	0832-2555772 0832-2556010	mescollege1@gmail.com mescollege1@rediffmail.com	Finance related matters

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Such other information as may be prescribed [Section 4(1) (b) (xvii)]