

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

(i) Education – A Lifelong mission of Murgaon Education Society's College of Arts & Commerce.

Murgaon Education Society was established in 1971 with the noble goal of providing educational facilities at Vasco-da-Gama and in other parts of Murgaon Taluka. It has been the endeavour of MES College to develop professional skills among its students by providing a select core of leadership qualities. The college has become over the years, a positive force for national and global development. The first educational institution set up by the Murgaon Education Society was the College of Arts and Commerce, which was established at Vasco-da-Gama in 1972. This was also the first composite Arts and Commerce College in the state of Goa to be affiliated to the University of Mumbai and then to Goa University. The College seeks to bring about all round integrated development of the intellectual, moral and physical faculties of its students, so that they can become self-reliant, play positive role in the nation building and provide leadership to the society in various walks of life. Pursuit of excellence is the motto of the college. The college was shifted to its present Zuarinagar campus in June 1985.

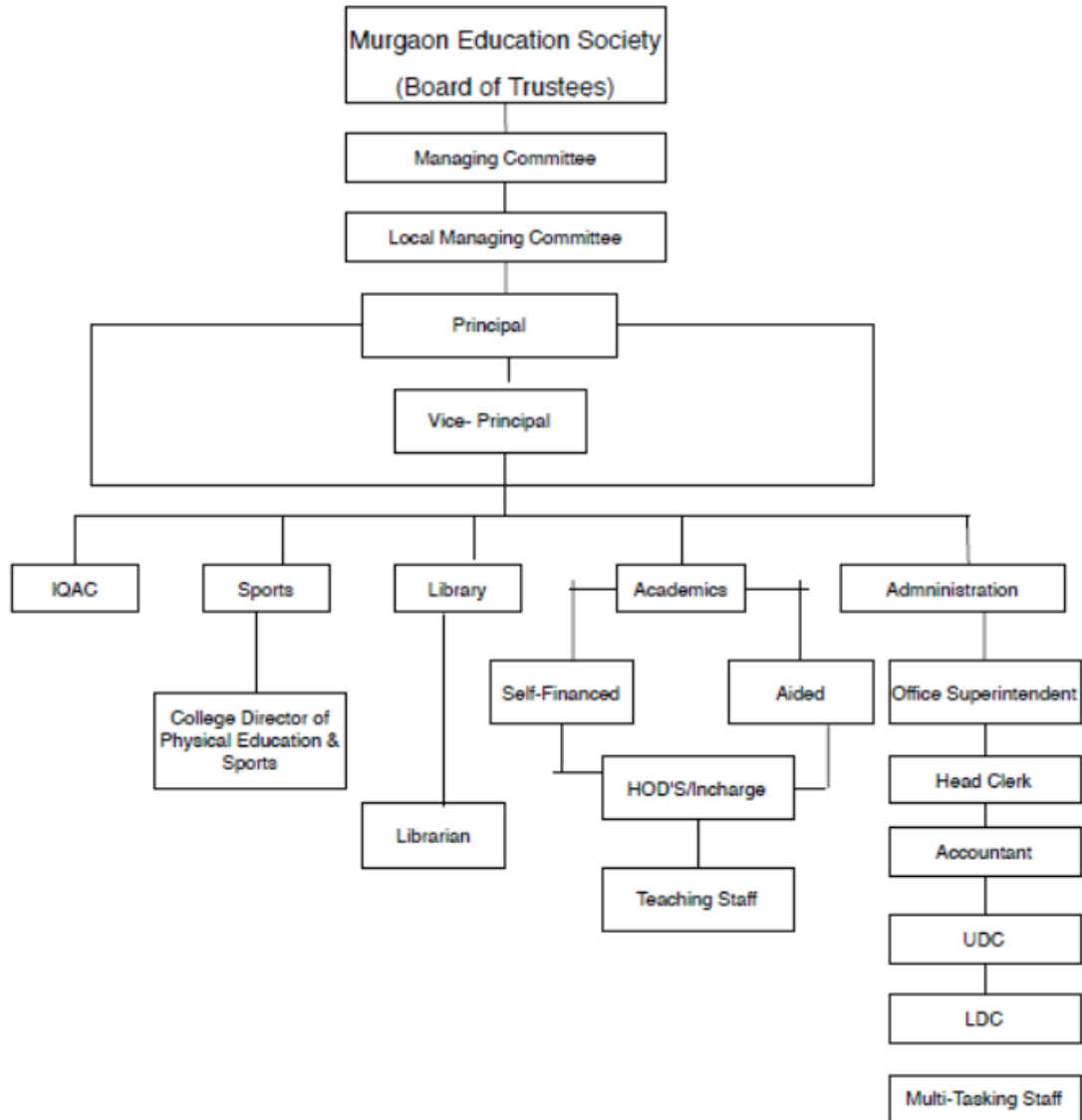
(ii) National and International recognition.

In recognition of the high standards of education and the all-round excellence attained by it, the College was selected by the University Grants Commission for introducing vocational courses at the B.A. and B.Com. degree level and by the Ford Foundation, U.S.A., for implementing its campus diversity initiative programmes. The college was granted re-accreditation by the National Assessment and Accreditation Council (NAAC) of the University Grants Commission with B grade in the year 2015. The college was ranked among the top 150 colleges of India by NIRF, MHRD, Govt. of India (2016-17). The College was ranked 67 among the Arts Colleges, 110 among the Commerce colleges and 73 among the BCA colleges in India by the India Today MDRA Survey, 2018-19.

(iii) Courses of instruction provided

The College offers the following programmes: B.A., B.Com., B.B.A, B.C.A., B.B.A (Shipping and Logistics), M.A. in English and M.Com. The B.B.A. in Shipping and Logistics is only one of its kind in the country. The college also conducts a diploma course in Counselling Techniques and certificate courses such as MS Excel for Accounting and Taxation, Practical Banking, Quantitative Techniques and Basics of Econometrics, Written Communication, Spoken Portuguese and Tally ERP.9 with GST. Murgao Education Society , in collaboration with Tata Institute of Social Sciences, Mumbai, has started a Post-graduate diploma course in Human Resource and Administration. This is a part of the National Skill Development Program of the Government of India. The college has two Research Centres in Sociology and Economics.

(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 three computer laboratories, Psychology laboratory, Economics laboratory and Commerce 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 Murgaon 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 Murgaon 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. Rekha R. Gaonkar | Principal | 7875434375 | rekha.gaonkar@gmail.com |
| 2 | Dr. Meenakshi Bawa | Vice-Principal & Associate Professor | 9823019832 | bawameenakshi@yahoo.com |
| 3 | Shri B.V. Kolekar | Associate Professor | 8459275359 | bvkolekar@gmail.com |
| 4 | Dr. R. B. Patil | Associate Professor | 9921346559 | revagoudap@rediffmail.com |
| 5 | Dr. Sandhya Bhandare | Associate Professor | 9823755116 | sandhyabhandare@yahoo.co.in |
| 6 | Shri Ashok Sambargi | Associate Professor | 9923638252 | ashok.sambargi@gmail.com |
| 7 | Dr. Champa R. Parab | Associate Professor | 9823162462 | champaparab@yahoo.co.in |
| 8 | Shri Sandeep M. Kadam | Associate Professor | 9423062244 | sandeep68mes@rediffmail.com |
| 9 | Dr. Sanchiliana Faria | Associate Professor | 9850454270 | sanchifaria@yahoo.com |
| 10 | Ms. Rochana Kharangate | Associate Professor | 9823657878 | rk2310@gmail.com |
| 11 | Dr. Cosma Fernandes | Associate Professor | 8806353557 | cosma.fernandes@gmail.com |
| 12 | Shri Ashish Joshi | Associate Professor | 9422593277 | ashishjoshi_2704@rediffmail.com |
| 13 | Dr. Savia Mendes | Associate Professor | 9823151530 | savia.mendes@gmail.com |
| 14 | Dr. Sonal Thakker | Associate Professor | 9881777397 | zinosoni@yahoo.co.in |
| 15 | Shri Sanjeev Shirodkar | Associate Professor | 9049571273 | Sanjeevkshirodkar1@gmail.com |
| 16 | Ms. Gouri K. Manerkar | Associate Professor | 9823915494 | manerkargouri228@gmail.com |
| 17 | Shri Satyawan Naik | Assistant Professor | 9923487755 | satyawanike@gmail.com |
| 18 | Ms. Shivani Shirodkar | Associate Professor | 9421154166 | shivani.shirodkar@rediffmail.com |
| 19 | Dr. Freda Cota e Pereira | Associate Professor | 9421153638 | freeda_cota@rediffmail.com |
| 20 | Shri Sudhir B. | Librarian | 9422576327 | halvegarsb27@gmail.com |

| | | | | |
|----|---------------------------------|--|------------|--|
| | Halvegar | | | |
| 21 | Mrs.Cedila Pereira e Gomes | Assistant Professor | 9923887943 | cedila_123pereira@yahoo.com |
| 22 | Smt. Swati Shigaonkar | Assistant Professor | 9011000246 | swatias1978@reiffmail.com |
| 23 | Ms. Shveta Shanu Desai | Assistant Professor | 9049920544 | shveta.desai16@gmail.com |
| 24 | Mr. Rajesh Vinayak Shetgaonkar | Assistant Professor | 9158607565 | rajeshshetgaokar@yahoo.in |
| 25 | Miss Shruti Bhaskar Nayak | Assistant Professor | 8275683193 | shrutinayak13aug@gmail.com |
| 26 | Ms. Narvekar Safal Suresh | Assistant Professor | 9923270488 | safalnarvekar@gmail.com |
| 27 | Mr. Atmaram M. Tarpe | Assistant Professor | 9923604197 | atmaramtarpe@gmail.com |
| 28 | Ms. Teja C. Temkar | Assistant Professor | 7798876889 | tejatemkar@gmail.com |
| 29 | Mr. Hussain Yasser Razak | Assistant Professor | 9673499311 | yasserh666@gmail.com |
| 30 | Ms. Gomes Fatima Maria | Assistant Professor | 9922022626 | fatimadcosta@rediffmail.com |
| 31 | Ms. Jessy Coutinho | Assistant Professor | 9823026222 | sjessycoutinho123@gmail.com |
| 32 | Dr. S. Susan Deborah | Assistant Professor | 8975293499 | susan.deborah@gmail.com |
| 33 | Mr. Narendra Gaonkar | Assistant Professor | 9405916149 | narendragaonkar17@gmail.com |
| 34 | Shri. Dattaprasad D. Shirgurkar | Assistant Professor | 9923495049 | dattaprasad.shirgurkar@gmail.com |
| 35 | Mr. William De Souza | Assistant Professor | 8390176013 | willsvasc@gmail.com |
| 36 | Mr. Seltan Gomes | Assistant Professor | 8975032287 | seltangomes1994@gmail.com |
| 37 | 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 Shyam V. Satardekar | Head Clerk | 9421249880 | shyamsatardekar1211@gmail.com |
| 2 | Shri Deepak R. Chari | Accountant | 9423317076 | charideepak1@gmail.com |
| 3 | Shri Vinod H. | U.D.C. | 9881509966 | vinodnaik1963@gmail.com |

| | | | | |
|----|---------------------------------------|---------------------|------------|--|
| | Naik | | | |
| 4 | Shri Arvind J. Korgaonkar | U.D.C. | 9921529763 | arvind.korgaonkar@gmail.com |
| 5 | Shri Anil S. Arlekar | L.D.C. | 9422971257 | anilarlekar@gmail.com |
| 6 | Shri Shivanand J. Naik | L.D.C. | 7038843359 | Shiva18nov@gmail.com |
| 7 | Miss Sonali Phadte | Mutli Tasking Staff | 8390109743 | Sonaly1107@gmail.com |
| 8 | Shri Sudesh Lujjekar | Mutli Tasking Staff | 9422447665 | mescollege1@rediffmail.com |
| 9 | Shri Tukaram Falkar | Mutli Tasking Staff | 9637399482 | mescollege1@rediffmail.com |
| 10 | Shri Ratnadeep Dhargalkar | Mutli Tasking Staff | 9764326768 | mescollege1@rediffmail.com |
| 11 | Shri Shrikant U.Chalwadi | Mutli Tasking Staff | 9420220896 | mescollege1@rediffmail.com |
| 12 | Shri. Sunil Shetkar | Mutli Tasking Staff | 9049364233 | mescollege1@rediffmail.com |
| 13 | Shri. Prashant P. Naik | Library Attendant | 9763133172 | mescollege1@rediffmail.com |
| 14 | Shri. Bhaskar Shripad Naik | Mutli Tasking Staff | 9764270041 | mescollege1@rediffmail.com |
| 15 | Shri. Uttam Alias Chaitanya R. Naique | Mutli Tasking Staff | 9923142845 | mescollege1@rediffmail.com |

MANUAL-10

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 2018-19

| Sr. No. | Name | Designation | Pay Scale | | Gross Salary |
|---------|------------------------|--------------------------------------|--------------------------------|------------------------------|--------------|
| | | | Applicable Level in Pay Matrix | Applicable Cell in the Level | |
| 1 | Dr. Rekha R. Gaonkar | Principal | 13A | 14 | 260769.00 |
| 2 | Dr. Meenakshi Bawa | Vice-Principal & Associate Professor | 13A | 15 | 268483.00 |
| 3 | Shri B.V. Kolekar | Associate Professor | 13A | 13 | 253321.00 |
| 4 | Dr. R. B. Patil | Associate Professor | 13A | 14 | 260769.00 |
| 5 | Dr. Sandhya Bhandare | Associate Professor | 13A | 14 | 260769.00 |
| 6 | Shri Ashok Sambargi | Associate Professor | 13A | 13 | 253321.00 |
| 7 | Dr. Champa R. Parab | Associate Professor | 13A | 11 | 238957.00 |
| 8 | Shri Sandeep M. Kadam | Associate Professor | 13A | 9 | 225524.00 |
| 9 | Dr. Sanchiliana Faria | Associate Professor | 13A | 8 | 219140.00 |
| 10 | Ms. Rochana Kharangate | Associate Professor | 13A | 6 | 206771.00 |
| 11 | Dr. Cosma Fernandes | Associate Professor | 13A | 9 | 225524.00 |
| 12 | Shri Ashish Joshi | Associate Professor | 13A | 6 | 206771.00 |
| 13 | Dr. Savia Mendes | Associate Professor | 13A | 5 | 200919.00 |
| 14 | Dr. Sonal Thakker | Associate Professor | 13A | 9 | 225524.00 |
| 15 | Shri Sanjeev Shirodkar | Associate Professor | 13A | 5 | 200919.00 |
| 16 | Ms. Gouri K. Manerkar | Associate Professor | 13A | 4 | 195200.00 |
| 17 | Shri Satyawana Naik | Assistant Professor | 12 | 6 | 127237.00 |
| 18 | Ms. Shivani Shirodkar | Associate Professor | 13A | 3 | 189614.00 |

| | | | | | |
|----|---------------------------------|--|-----|----|-----------|
| 19 | Dr. Freda Cota e Pereira | Associate Professor | 12 | 11 | 146788.00 |
| 20 | Shri Sudhir B. Halvegar | Librarian | 13A | 5 | 200919.00 |
| 21 | Mrs.Cedila Pereira e Gomes | Assistant Professor | 11 | 8 | 126918.00 |
| 22 | Smt. Swati Shigaonkar | Assistant Professor | 11 | 6 | 119827.00 |
| 23 | Ms. Shveta Shanu Desai | Assistant Professor | 11 | 7 | 123300.00 |
| 24 | Mr. Rajesh Vinayak Shetgaonkar | Assistant Professor | 11 | 6 | 119827.00 |
| 25 | Miss Shruti Bhaskar Nayak | Assistant Professor | 11 | 6 | 119827.00 |
| 26 | Ms. Narvekar Safal Suresh | Assistant Professor | 10 | 6 | 100872.00 |
| 27 | Mr. Atmaram M. Tarpe | Assistant Professor | 10 | 6 | 100872.00 |
| 28 | Ms. Teja C. Temkar | Assistant Professor | 10 | 5 | 98122.00 |
| 29 | Mr. Hussain Yasser Razak | Assistant Professor | 10 | 6 | 100872.00 |
| 30 | Ms. Gomes Fatima Maria | Assistant Professor | 10 | 5 | 98122.00 |
| 31 | Ms. Jessy Coutinho | Assistant Professor | 10 | 4 | 95373.00 |
| 32 | Dr. S. Susan Deborah | Assistant Professor | 10 | 10 | 113026.00 |
| 33 | Mr. Narendra Gaonkar | Assistant Professor | 10 | 5 | 98122.00 |
| 34 | Shri. Dattaprasad D. Shirgurkar | Assistant Professor | 10 | 5 | 98122.00 |
| 35 | Mr. William De Souza | Assistant Professor | 10 | 2 | 90164.00 |
| 36 | Mr. Seltan Gomes | Assistant Professor | 10 | 2 | 90164.00 |
| 37 | Mr. Savio Fernandes | College Director of Physical Education | 10 | 2 | 90164.00 |

Non-teaching Staff-2018-19

| Sr. No. | Name | Designation | Pay Scale | | Gross Salary |
|---------|---------------------------------------|---------------------|--------------------------------|------------------------------|--------------|
| | | | Applicable Level in Pay Matrix | Applicable Cell in the Level | |
| 1 | Shri Shyam V. Satardekar | Head Clerk | 6 | 16 | 75522.00 |
| 2 | Shri Deepak R. Chari | Accountant | 5 | 17 | 64350.00 |
| 3 | Shri Vinod H. Naik | U.D.C. | 5 | 16 | 62488.00 |
| 4 | Shri Arvind J. Korgaonkar | U.D.C | 5 | 16 | 62488.00 |
| 5 | Shri Anil S. Arlekar | L.D.C. | 5 | 12 | 55838.00 |
| 6 | Shri Shivanand J. Naik | L.D.C. | 3 | 6 | 40676.00 |
| 7 | Miss Sonali Phadte | Junior Stenographer | 4 | 6 | 44937.00 |
| 8 | Shri Sudesh Lujjekar | Mutli Tasking Staff | 3 | 18 | 50194.00 |
| 9 | Shri Tukaram Falkar | Mutli Tasking Staff | 3 | 17 | 48731.00 |
| 10 | Shri Ratnadeep Dhargalkar | Mutli Tasking Staff | 3 | 12 | 42347.00 |
| 11 | Shri Shrikant U.Chalwadi | Mutli Tasking Staff | 1 | 8 | 34686.00 |
| 12 | Shri. Sunil Shetkar | Mutli Tasking Staff | 1 | 7 | 32239.00 |
| 13 | Shri. Prashant P. Naik | Library Attendant | 1 | 5 | 32081.00 |
| 14 | Shri. Bhaskar Shripad Naik | Mutli Tasking Staff | 1 | 4 | 29634.00 |
| 15 | Shri. Uttam Alias Chaitanya R. Naique | Mutli Tasking Staff | 1 | 2 | 27898.00 |

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 |

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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 |

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**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. Rekha R. Gaonkar | 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 | Only one PIO |

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 Shyam V. Satardekar, Headclerk | MES College of Arts & Commerce, Zuarinagar | 0832-2555772 0832-2556010 | mescollege1@gmail.com mescollege1@rediffmail.com | Administrative matters |
| 2 | Shri Deepak R. Chari, Accountant | 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)]