DNYANPRASSARAK MANDAL'S COLLEGE AND RESEARCH CENTRE,

ASSAGAO, BARDEZ-GOA 403 507.

RIGHT TO INFORMATION

COMPILED DATA AS PER SECTION 4 AND SECTION 5

2020-2021.

Sept. 2020

M A N U A L 1

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

Dnyanprassarak Mandal's College and Research Centre, Assagao, Bardez – Goa.

1. Aims and objectives of the public authority.
   1) To impart education and conduct undergraduate and post graduate courses like Bachelor of Arts, Science, Commerce, Business Administration, Computer Application Master in Commerce, Master in Science and Research.
   2) To constantly strive to provide the best of everything to the students for their all-round development with one goal in mind – the welfare of the student community.
2. Mission/Vision Statement of the public authority.

   Vision: **"Education for Social Transformation and Nation Building"**

   Mission: **"To proactively contribute towards the creation of an intellectually dynamic society, which is committed to excellence, human dignity and the realization of human potential"**
3. Brief history and background of establishment of the public authority.

   Dnyanprassarak Mandal, Mapusa, Goa, a charitable institute and dedicated to the cause of promoting social development through education. Dnyanprassarak Mandal's College and Research Centre is located on a spacious campus on the top of Assagao hills in Bardez taluka of Goa. It is well connected by road from Mapusa town as well as the coastal villages. In post liberation Goa, there were no facilities for higher education in Commerce in North Goa. This need was fulfilled in the year 1974 when Dnyanprassarak Mandal set up the first Commerce College on the northern side of river Mandovi to cater to the aspirations of people who wished to graduate in the field of Commerce. In order to adapt itself to the rapidly changing socio-economic global scenario, the college decided to diversify and introduce a wider range of courses. Thus, was introduced the Arts and Science faculties from the year 1996, B.B.A., B.C.A. and M.Com. in 2006, M.Sc. (Pharmaceutical Chemistry) in 2009, Ph.D. in Commerce (2012), and Ph.D. Chemistry (2014) and M.Sc. (Organic Chemistry) in 2017. From the last academic year (2019-20), the college has introduced Honours Program in History, Economics, Mathematics and Geology. This steady progress in the academic and infrastructure profile of the college has been made possible through the support and generosity of the Management i.e. Dnyanprassarak Mandal, Mapusa which was founded way back in 1908 and had unwaveringly moved ahead in the field of education right from K.G. (Primary Education) to P.G. (Higher Education) and Research. The college is accredited by NAAC with A Grade in the 3rd Cycle and has had the distinction of being ranked among the top 150 colleges of India in 2017 under the National Institutional Ranking Framework (N.I.R.F.) of the Ministry of Human Resource Development., Government of India. The college is ranked among the top 120 colleges of India– B.C.A.-83; B.A.-99, B.Sc.-118 and B.Com.-89 by India Today in 2019. The BBA program is ranked 28 among the Management Institutions of India by Times of India. The college was one among the 338 Higher Education Institutions of India selected by the Ministry of Human Resource Development, Government of India under the UNNAT BHARAT ABHIYAN. The college was awarded the "A" under the "Swatchatam Mahavidylaya Scheme (cleanest college)" by Goa University. It was also awarded the "Lokmat Goan of the Year" Award under the Best Educational Institution Category" by the daily Lokmat in May, 2016.
4. Organization Chart: Attached (Annexure 1)

5. Main activities/functions of the public authority: Teaching & Research.
6. List of services being provided by the public authority with a brief write-up on them: ---------
7. Citizens interaction-Expectation of the public authority from the public for enhancing its effectiveness and efficiency: Parent-Teachers Association
8. Postal address of the main office, attached/subordinate office/field units etc.:

   Dnyanprassarak Mandal's College and Research Centre,
   P.O. Box 20, Assagao, Bardez, Goa.

9. Working hours both for office and public:

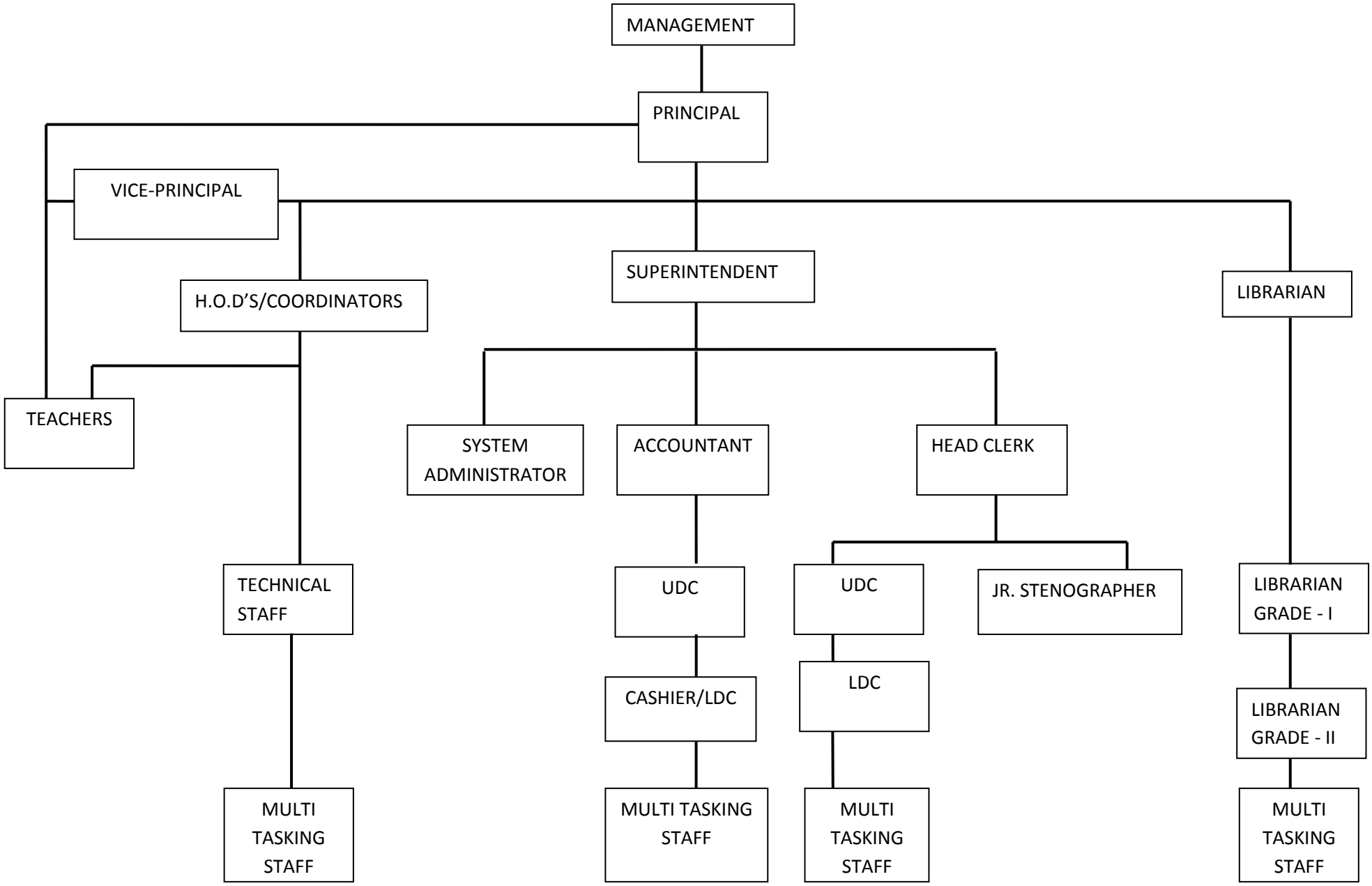
   9.00 a.m. to 1.30 p.m. and 2.30 p.m. to 4.30 p.m.

10. Grievance re-dressal mechanism:

    Different committees viz., Students' Grievance Redressal Cell, Staff Grievance Redressal Committee, Anti Ragging Committee, Anti Ragging Squad, Women Cell and Internal Complaints Committee. (Annexures 2 to 7 attached)

EXHIBIT **Annexure 1**

ORGANISATIONAL CHART



Comm.

Dnyanprassarak Mandal's
College and Research Centre,
Assagao, Bardez, Goa - 403 507.

Ref.No.: DMCRC/CC/2019-2020/10-b/615 Date: 10 /08/2019.

OFFICE ORDER

The undersigned is pleased to constitute a **'Collegiate Student Grievance Redressal Committee'** comprising of following teachers :

1. Dr. D. B. Arolkar .. Chairperson
2. Dr. M. Shanthi .. Member
3. Mr. Mangesh Varerkar .. Member
4. Mr. Jeevan Khedekar .. Member
5. Mr. Sandeep C. Navik .. Speical Invitee

The committee shall examine the grievances of the students, investigate the grievances and send its report with recommendations, if any, to the Vice-Chancellor, Goa University and a copy thereof to the aggrieved student, within a period of 15 days of receipt of the complaint.

The term of the Committee shall be for a period of two years.

PRINCIPAL

To
All the members

Copy to:

a. The Chairman, Dnyanprassarak Mandal, Mapusa, Goa.
b. The Vice-Principal
c. The Superintendent
d. Students' Notice Board

DNYANPRASSARAK MANDAL's
College and Research Centre,
Assagao, BARDEZ-GOA, 403 507.

Ref. No.: DMCRC/CC/2018-2019/22-A-B/1203 Date: 08/12/2018.

OFFICE ORDER

The undersigned is pleased to constitute a **STAFF GRIEVANCE REDRESSAL COMMITTEE** for the college comprising of the following members:

1. Mr. Jaiprakash G. Parkar - CHAIRMAN
   (Member of the Dnyanprassarak Mandal)
2. Mr. M. V. VARERKAR (Associate Professor, Dept. of History) - Member
3. Mrs. Judas E. Mascarenhas (Superintendent) - Member

a) The Committee shall examine the grievances forwarded by the Principal, investigate the grievances and make recommendations to the Principal for further necessary action.

b) If the Grievance pertains to one of the members of the committee, then the Principal shall substitute that member by other member.

c) The term of the committee shall be for a period of three years.

PRINCIPAL

To

All the members

Copy to: 1. The Chairman, Dnyanprassarak Mandal, Mapusa-Goa.
2. Vice-Principal
3. Superintendent
4. Concerned file (22-A and 22-B)
5. NAAC FILE

Dnyanprassarak Mandal's
College and Research Centre,
Assagao, Bardez, Goa – 403 507.

Ref.No.: DMCRC/CC/2018-2019/10-B/1962 Date: 16/04/2019

OFFICE ORDER

The undersigned is pleased to re-constitute the **'Anti-Ragging Committee'** for the college comprising of the following members :

1.	Principal	.. Chairperson
2.	Vice-Principal	.. Vice-Chairperson
3.	Mamlatdar, Bardez	.. Member
4.	Police Inspector, Anjuna Police Station	.. Member
5.	Mr. Kashiram Mhambrey Media Person	.. Member
6.	Mrs. Neetha Rodrigues Member of NGO - COOJ	.. Member
7.	Convenor, Anti-Ragging Squad	.. Member
8.	Ms. T. Reena Devi Representative of the faculty	.. Member
9.	Mr. Shivdatt Shirodkar Representative of the faculty	.. Member
10.	Office Superintendent Representative of Non-Teaching Staff	.. Member
11.	President, Parent-Teacher Association Representative of Parents	.. Member
12.	Senior Students' Representative	.. Member
13.	Fresh Students' Representative	.. Member

The tenure of the members at serial nos. 11, 12 and 13 shall be for one academic year only and shall be replaced by the new members during every subsequent years. The tenure of the other members shall be for a period of three years.

The committee is constituted as per the directives of the Government of Goa circulated vide letter No. 9/182/2006/HE/MISC/2507 dated 13/08/2009 enclosing UGC regulations on curbing the menace of ragging in Higher Educational Institutions, 2009 and the Goa Prohibition of Ragging (Amendment) Bill 2010.

The committee shall perform the following duties :

1. Ensure compliance with the provisions of the UGC regulations and the provisions of the Goa Prohibition of Ragging (Amendment) Bill 2010 on curbing the menace of ragging in college.
2. Monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.
3. Take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
4. Any other related work.

PRINCIPAL

Dnyanprassarak Mandal's College And Research Centre ASSAGAO BARDEZ GOA

To
All the members

Copy to:
1. The Chairman, Dnyanprassarak Mandal , 2. Office Superintendent, 3. Concerned file, 4. Guard file.

Dnyanprassarak Mandal's
College and Research Centre
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Accredited by NAAC with 'A' Grade (3rd cycle)
✆ (O): (0832) 2268488 Fax : (0832) 2268683

Ref. No. DMCRC/CC/2019-20/10-B/1179 Date: 04/11/2019.

OFFICE ORDER

The undersigned is pleased to constitute an 'Anti Ragging Squad' for the college comprising of following members:

1. Mr. Mangesh Varerkar - Convenor
2. Mr. Paresh Sirsat -Joint Convenor
3. Ms. Anabelle Lobo - Member
4. Dr. Rajesh Pednekar - Member
5. Mr. Jeevan Khedekar - Member
6. Mr. Mahendra Teli - Member
7. Ms. Jaya Prabhu Parrikar - Member
8. The Office Superintendent - Member

The tenure of the Squad is for a period of two years.

The Squad shall perform the following duties:

1) To maintain vigil and oversight in the college.
2) To carry out patrolling functions.
3) To make surprise raids on hostels and other places vulnerable to incidents of and having the potential of ragging.
4) To conduct an 'On The Spot Inquiry' into any incident of ragging referred to it by the Head of the Institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be and submit the enquiry report along with recommendations.
5) Any other related work assigned by the Head of the Institution.

(DR. D. B. AROLKAR)
PRINCIPAL

To :
All the members:_____

Copy to: 1.The Chairman, Dnyanprassarak Mandal, Mapusa, Goa.
2. The Vice-Principal
3. Personal file of all the above members
4. Staff Notice Board
5. Student Notice Board (All the buildings)
6. Concerned file (10-B)
7. Superintendent
8. Guard file

Dnyanprassarak Mandal's

College and Research Centre,
Assagao, Bardez, Goa 403 507.

Ref.: DMCRC/CC/2020-2021/22-A/603 Date: 08/09/2020.

OFFICE ORDER

The following working Committees/Associations/Cells are constituted for the academic year 2020-2021 for the effective implementation of various curricular and co-curricular activities in the college.

1.	**DISCIPLINE COMMITTEE**		7.	**LIBRARY COMMITTEE**	
	Mr. Shivdatt F. Shirodkar	..Convenor		Mr. Sunoj Raicar	..Convenor
	Mr. Mangesh Varerkar	.. Jt. Convenor		Dr. Jayaprakash	.. Secretary
	Ms. T. Reena Devi	.. Member		Mr. Sameer Patil	.. Member
	Dr. M. Shanthi	.. Member		Ms. SmitaKuncolienkar	.. Member
	Mr. Somnath Morajkar	.. Member		Dr. Udaysingh V. Rane	.. Member
	Ms. Smita Kuncolienkar	.. Member		Dr. Suchita Golatcar	.. Member
	Mr. Paresh Sirsat	.. Member		Dr. Umesh Gawas	.. Member
	Mr. Mahendra Teli	.. Member		Dr. Dhaneesh Kumar T. K.	.. Member
	Mr. Jeevan Khedekar	.. Member		Dr. Narayan Parab	.. Member
	Mr. Prasann Mayekar	.. Member		Ms. Trupti Raut	.. Member
2.	**STUDENTS' COUNCIL**		8.	**GYMKHANA & SPORTS COMMITTEE**	
	Mr. Girish Abhyankar	..Convenor		Mr. Mahendra Teli	..Convenor
	Mr. Chandru Govekar	.. Jt. Convenor		Dr. Sushant Haldankar	.. Secretary
	Prof. M. R. Patil	.. Member		Dr. Amrut Naik	.. Member
	Mr. S. B. Dharwadkar	.. Member		Ms. Jaya G. Prabhu Parrikar	.. Member
	Ms. T. Reena Devi	.. Member		Dr. Sandesh Naik	.. Member
	Ms. Prashanti Talpankar	.. Member		Mr. Dinanath Volvoikar	.. Member
	Dr. M. Shanthi	.. Member		Mr. Pratik Korkankar	.. Member
	Mr. Somnath Morajkar	.. Member		Mr. Sheshgiri Shettigar	.. Member
	Mr. Mangesh Varerkar	.. Member		Ms. AnupaNaik	.. Member
	Mr. Paresh Sirsat	.. Member		Ms. Shruti alias Nikita R. Dangui	.. Member
	Ms. Anabelle Lobo	.. Member		Ms. MonishaJohn	.. Member
	Mr. Jeevan Khedekar	.. Member		Mr. Swapnil Belekar	.. Member
	Mr. Mahendra Teli	.. Member		Ms. Froila Rodrigues	.. Member
	Mr. Prasann Mayekar	.. Member		Ms. Ekta Shetgaonkar	.. Member
3.	**ADMISSION COMMITTEE**		9.	**MAGAZINE COMMITTEE**	
	Mr. Shivdatt Shirodkar	..Convenor		Dr. M. Shanthi	..Convenor
	Mr. Paresh Sirsat	.. Jt. Convenor		Ms. Lizella FariaGonsalves	.. Jt. Convenor
	Ms. Smita Kuncolienkar	.. Member		Ms. Anabelle Pires Lobo	.. Member
	Dr. Umesh Gawas	.. Member		Mr. Yogeshwar R. Bhosle	.. Member
	Ms. Jaya Prabhu Parrikar	.. Member		Mr. Sandesh J. Naik	.. Member
	Dr. Sandesh Naik	.. Member		Mr. Subhash Y. Kamalkar	.. Member
	Mr. Subhash Kamalkar	.. Member		Ms. UjwalDhulapkar	.. Member
	Mr. Pratik Korkankar	.. Member		Ms. Priyanka Harmalkar	.. Member
	Dr. Narayan Parab	.. Member		Ms. MonishaJohn	.. Member
	Mr. Jayesh B. Mayekar	.. Member		Ms. Irena Mesquita	.. Member
	Mr. Prasann Mayekar	.. Member	10.	**N.S.S.**	
	Ms. Shruti alias Nikita R. Dangui	.. Member		Mr. Somnath Morajkar	.. Advisor
	Mr. KrishnaraoRaneSardessai	.. Member		Mr. Yogeshwar Bhosle	..Convenor
	Mr Sheshgiri Shettigar	.. Member		Dr. Achut Pednekar	.. Member
	Mr. Swapnil Belekar	.. Member		Ms. Jaya Prabhu Parrikar	.. Member
	Mr. Dattaprasad Narulkar	.. Member		Mr. Chandru Govekar	.. Member
	Mr. Prateek Sawant	.. Member		Dr. Dhaneesh Kumar T. K.	.. Member
4.	**PURCHASE COMMITTEE**			Ms. Lizella FariaGonsalves	.. Member
	Mr. Paresh Sirsat	..Convenor		Mr. JayeshMayekar	.. Member
	Mr. Jeevan Khedekar	.. Jt. Convenor		Ms. TruptiRaut	.. Member
	Mr. Sunoj Raicar	.. Member		Ms. Nikita Mangueshkar	.. Member
	Dr. Rajesh Pednekar	.. Member		Ms. Pranaya Naik	.. Member
	Mr. Neville Gama Menezes	.. Member		Ms. Shruti alias Nikita R. Dangui	.. Member
	Mr. Mahendra Teli	.. Member	11.	**GARDENING & LANDSCAPE COMMITTEE**	
5.	**PHOTOGRAPHY COMMITTEE**			Dr. Rajesh Pednekar	..Convenor
	Mr. Paresh Sirsat	..Convenor		Mr. Yogeshwar R. Bhosle	.. Jt. Convenor
	Mr. Subhash Kamalkar	.. Jt. Convenor		Mr. S.D. Patil	.. Member
	Mr. Neville Gama Menezes	.. Member		Dr. Umesh Gawas	.. Member
	Mr. Ashwin de Rosario Souza	.. Member		Mr. Swapnil Belekar	.. Member
				Ms. Kimberly Afonso	.. Member

6.	TIME-TABLE COMMITTEE	
	Mr. Shivdatt Shirodkar	..Convenor
	Mr. Subhash Kamalkar	.. Member
	Mr. Pratik Korkankar	.. Member
	Dr. Narayan Parab	.. Member
13.	LITERARY ASSOCIATION	
	Dr. M. Shanthi	..Convenor
	Ms. Lizella FariaGonsalves	.. Jt. Convenor
	Ms. Prashanti Talpankar	.. Member
	Mr. Sameer Patil	.. Member
	Ms. Anabelle Lobo	.. Member
	Mr. Dinanath Volvoikar	.. Member
	Mr. Subhash Kamalkar	.. Member
	Ms. Sarika Misra	.. Member
	Ms. FabiolaRocha	.. Member
	Ms. Amrita Natekar	.. Member
	Ms. YogitaKarkhanis	.. Member
	Ms. Trupti Raut	.. Member
14.	CULTURAL ASSOCIATION	
	Mr. Chandru Govekar	..Convenor
	Mr. Subhash Kamalkar	.. Jt. Convenor
	Ms. Prashanti Talpankar	.. Member
	Ms. TanviKurtikar	.. Member
	Ms. Prabhat B. Dessai	.. Member
	Ms. Amrita Natekar	.. Member
	Ms. Nikita Mangeshkar	.. Member
	Ms. YogitaKarkhanis	.. Member
	Ms. Irena Mequita	.. Member
	Ms. Fabiola Rocha	.. Member
	Mr. PrateekSawant	.. Member
	Ms. UjwalDhulapkar	.. Member
	Mr. Prasad Kalangutkar	.. Member
	Ms. VassantiMorudkar	.. Member
	Ms. Kimberly Afonso	.. Member
15.	CAREER GUIDANCE CELL	
	Dr. Sandesh J. Naik	..Convenor
	Dr. Dhaneesh Kumar T. K.	.. Jt. Convenor
	Mr. S.D. Patil	.. Member
	Dr. Rajesh Pednekar	.. Member
	Dr. Suchita Golatcar	.. Member
	Dr. Umesh B. Gawas	.. Member
	Ms. PoojaBidye	.. Member
	Dr. Jayaprakash	.. Member
	Mr. Krishnarao Rane Sardessai	.. Member
	Ms. Kimberly Afonso	.. Member
16.	COMMUNITY & EXTENSION SERVICE CELL	
	Dr. Dimple Paul	..Convenor
	Dr. Naresh Shirodkar	.. Jt. Convenor
	Ms. Prashanti Talpankar	..Member
	Mr. Sameer Patil	..Member
	Dr. Rajesh Pednekar	.. Member
	Dr. Amrut Naik	.. Member
	Dr. Dhaneesh Kumar T.K.	.. Member
	Dr. Jayaprakash	.. Member
	Ms. Pranaya M. Naik	.. Member
	Ms. Monisha John	.. Member
	Ms. Vassanti Morudkar	.. Member
	Ms. Yogita Karkhanis	.. Member
	Ms. Froila Rodrigues	.. Member
17.	COUNSELING CELL	
	Ms. Rashmi Redkar	..Convenor
	Ms. Prashanti Talpankar	.. Member
	Ms. Anabelle Lobo	.. Member
	Mr. Mangesh Varerkar	.. Member
	Mr. Girish Abhyankar	.. Member
	Ms. Anupa Naik	.. Member

12.	PUBLIC RELATIONS & PUBLICITY COMMITTEE	
	Mr. Shripad Merchant	..Convenor
	Ms. PrashantiTalpankar	.. Member
	Mr. Subhash Y. Kamalkar	.. Member
	Ms. YogitaKarkhanis	.. Member
18.	COMMERCE - ECONOMICS ASSOCIATION	
	Dr. Dhaneesh Kumar T.K.	.. Convenor
	Dr. NareshShirodkar	.. Jt. Convenor
	Mr. S.D. Patil	.. Member
	Dr. AchutPednekar	.. Member
	Ms. Jaya G. PrabhuParrikar	.. Member
	Dr. Sandesh Naik	.. Member
	Dr. Narayan Parab	.. Member
	Ms. TanviKurtikar	.. Member
	Ms. TruptiRaut	.. Member
	Ms. PallaviKalangutkar	.. Member
	Ms. VassantiMorudkar	. Member
	Ms. Irena Mesquita	.. Member
19.	SCIENCE ASSOCIATION	
	Ms. PoojaBidye	..Convenor
	Dr. UmeshGawas	.. Jt. Convenor
	Shri. Sanjay B. Karapurkar	.. Member
	Mr. SunojRaicar	.. Member
	Prof. Vidya Desai	.. Member
	Ms. Smita Kunkolienkar	.. Member
	Mr. Girish Abhyankar	.. Member
	Dr. Manoj Kothawale	.. Member
	Dr. Umesh Gawas	.. Member
	Ms. Prasanna Kothawale	.. Member
	Mr. Dinanath Volvoikar	.. Member
	Mr. Pratik Korkankar	.. Member
	Dr. E. Vadivel	.. Member
	Ms. Prabhat B. Dessai	.. Member
	Ms. Amrita Natekar	.. Member
	Ms. Pranaya M. Naik	.. Member
	Ms. Nikita Mangeshkar	.. Member
	Mr. SwapnilBelekar	.. Member
	Ms. YogitaKarkhanis	.. Member
	Mr. KrishnaraoRaneSardessai	.. Member
	Ms. Wilma Fernandes	.. Member
	MS. SujataKerkar	.. Member
	Ms. Froila Rodrigues	.. Member
	Ms. Ekta Shetgaonkar	.. Member
	Ms. Kimberly Afonso	.. Member
20.	ATTENDANCE MONITORING CELL	
	Dr. Rajesh Pednekar	..Convenor
	Dr. Dhaneesh Kumar T.K.	.. Jt. Convenor
	Mr. Sunoj Raicar	.. Member
	Dr. Umesh B. Gawas	.. Member
	Mr. Yogeshwar R. Bhosle	.. Member
	Mr. Dinanath P. Volvoikar	.. Member
	Mr. Prasann Mayekar	.. Member
	Mr. Krishnarao Rane Sardessai	.. Member
21.	PLACEMENT CELL	
	Dr. Achut Pednekar	..Convenor
	Dr. Rajesh Pednekar	.. Jt. Convenor
	Prof. Vidya Desai	.. Member
	Dr. Sandesh Naik	.. Member
	Dr. Dhaneesh Kumar T.K.	.. Member
	Mr. Jeevan Khedekar	.. Member
	Mr. Mahendra Teli	.. Member
	Dr. Jayaprakash	.. Member
	Ms. Shruti Dangui	.. Member

22.	**WOMEN'S CELL**		29.	**SOCIAL MEDIA MANAGEMENT COMMITTEE**	
	Ms. AnabelleLobo	..Convenor		Mr. Subhash Kamalkar	..Convenor
	Dr. Dimple Paul	.. Jt. Convenor		Mr. Pratik Korkankar	.. Jt. Convenor
	Ms. PrashantiTalpankar	.. Member		Mr. KrishnaraoRaneSardessai	.. Member
	Dr. M. Shanthi	.. Member		Mr. Sheshgiri Shettigar	.. Member
	Ms. SmitaKuncolienkar	.. Member	30.	**STUDENT INTERNSHIP COMMITTEE**	
	Ms. PoojaBidye	.. Member		Dr. Amrut Naik	..Convenor
	Ms. Prabhat B. Dessai	.. Member		Dr. Sandesh J. Naik	.. Jt. Convenor
	Ms. TanviKurtikar	.. Member		Dr. Umesh Gawas	.. Member
	Ms. Nikita Mangeshkar	.. Member		Ms. Jaya Prabhu Parrikar	.. Member
	Ms. Judas Mascarenhas	.. Member		Dr. Narayan Parab	.. Member
23.	**CONSUMER WELFARE CELL**			Mr. Prasann Mayekar	.. Member
	Ms. Jaya G. PrabhuParrikar	..Convenor		Ms. Prabhat Desai	.. Member
	Mr. Dinanath Volvoikar	.. Jt. Convenor		Mr. KrishnaraoRaneSardessai	.. Member
	Mr. S. D. Patil	.. Member		Mr. SwapnilBelekar	.. Member
	Dr. Amrut Naik	.. Member		Ms. Irena Mesquita	.. Member
	Mr. Shripad Merchant	.. Member	31.	**NATURE CLUB**	
	Dr. Sandesh J. Naik	.. Member		Dr. UmeshGawas	..Convenor
	Dr. Narayan Parab	.. Member		Dr. Sandesh J. Naik	.. Jt. Convenor
	Mr. SwapnilBelekar	.. Member		Dr. M. Shanthi	.. Member
	Ms. Irena Mesquita	.. Member		Mr. Sunoj P. Raicar	.. Member
24.	**PROJECT CO-ORDINATOR**			Ms. SmitaKuncolienkar	.. Member
	Mr. S.F. Shirodkar			Ms. AnabelleLobo	.. Member
25.	**N.C.C. (BOYS)**			Mr. Pratik Korkankar	.. Member
	Dr. Sandesh J. Naik	.. Member		Ms. Amrita Natekar	.. Member
26.	**VALUE EDUCATION CELL**			Ms. MonishaJohn	.. Member
	Mr. SunojRaicar	..Convenor		Ms. Anupa Naik	.. Member
	Mr. S. D. Patil	.. Jt. Convenor		Ms. Shruti alias Nikita R. Dangui	.. Member
	Prof. M. R. Patil	..Member		Ms. PrabhatDesai	.. Member
	Mr. Girish Abhyankar	..Member		Dr. E. Vadivel	.. Member
	Ms. Anabelle Pires Lobo	..Member		Ms. Nikita Mangeshkar	.. Member
	Dr. Naresh Shirodkar	.. Member		Ms. Yogita Karkhanis	.. Member
	Ms. Prabhat Dessai	..Member			
	Ms. Yogita Karkhanis	..Member			
27.	**N.C.C. (NAVY)**				
	Lt. UdaysingRane				
28.	**PROSPECTUS (2020-2021)**				
	Ms. Jaya Prabhu Parrikar				

(Prof. D.B. Arolkar)
PROFESSOR & PRINCIPAL

To
All the Teachers

C.c. to: 1. Vice-Principal 2. Superintendent 3. Accountant

- All the Committees shall start their work immediately.
- The convenors of all the Committees shall submit a report of the activities at the end of each term.

Dnyanprassarak Mandal's
College and Research Centre
Assagao, Bardez - Goa 403 507
Inspiring, Igniting and Transforming to Excel

(Affiliated to Goa University and recognised by U.G.C. under sections 2f and 12B of the UGC Act of 1956)
Accredited by NAAC with 'A' Grade (3rd cycle)

✆ (O): (0832) 2268488 / 2910286 Fax : (0832) 2268683

Ref. No.: DMCRC/CC/2017-18/10-B/2098 Date: 16/05/2018.

ORDER

(Issued in supersession of Order No. DMCRC/CC/2017-18/10-B/1891 dated 12/04/2018.)

The undersigned is pleased to constitute the '**Internal Complaints Committee**' under Section 4 of University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 comprising of following members:

1. Ms. Prashanti Talpankar, Associate Professor .. Presiding Officer
2. Ms. Anabelle Pires Lobo, Assistant Professor .. Member
3. Mr. Shripad Merchant, Assistant Professor .. Member
4. Ms. Judas Mascarenhas, Superintendent .. Member
5. Ms. Juliet Pinto, Laboratory Assistant .. Member
6. Ms. Carol Colaco, Advocate & NGO, Bailancho Manch .. Member
7. Ms. Sinthiya Gawandi, Research Scholar .. Member
8. General Secretary, Students' Council .. Member
9. Ladies Representative, Students' Council .. Member

The term of the committee shall be for a period of three years except the members at Sr. No. 8 and 9 whose term shall be for one academic year only.

The committee shall perform the functions as laid down in the above mentioned regulations.

Dnyanprassarak Mandal's College And Research Centre Assagao Bardez Goa 403 507

PRINCIPAL

To
All the Members

M A N U A L 2

Powers and Duties of Officers and Employees

[Section 4(1) (b)(ii)]

Sr. No.	Designation	Powers			Duties
		Admini-strative	Financial	Others	
1.	Principal	Yes	Yes	----	(a) To place before the Local Managing Committee:The budgetary statement for the following financial year and the statement of audited accounts for the previous financial year for consideration and approval. (b) As the Principal is 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. (c) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability; (d) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college; (e) Act as steward of the College's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment; (f) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas; (g) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society. (h) Adhere to a responsible pattern of conduct and demeanor expected of him/herby the community; (i) Manage his/her private affairs in a manner consistent with the dignity of the profession;

					(j) Discourage and not indulge in plagiarism and other unethical behaviour in teaching and research; (k) Participate in extension, co-curricular and extra-curricular activities, including community service. (l) Refrain from allowing considerations of caste, creed, religion, race or gender in his/her professional endeavour.
2.	Teaching Staff	---	-----	-----	(a) A teacher shall comply with the provisions of the Act, Statutes, Ordinances, Regulations, Rules and other directions or orders issued thereunder 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 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.

3.	Non-Teaching Staff	Yes	-----	-----	<u>MRS. JUDAS E. MASCARENHAS – SUPERINTENDENT:</u> ▪ Supervision over Administrative Staff. ▪ Custody of the Principal's signature seal. ▪ Affiliation : o Preparing /Typing Application for affiliation to Goa University, o Collecting and typing the data in the prescribed forms received from Library, concerned departments, account section, examination section to send to University alongwith the application for affiliation. o Arrangements for the visit of the Affiliation Committee. o Sending the compliance reports to Goa University. o Other related work. ▪ Selection and Appointment of Staff – All the work related to Appointment of staff- teaching and non-teaching staff (Regular, Contract basis, Leave vacancy, Maternity Leave, Child Care Leave and Lecture basis) : o Obtaining for NOC for posts from department. o Typing Advertisements o Publishing the advertisements in 2 local dailies and University News o Correspondence with University News – sending advertisement and Demand Draft for publishing etc. o Receiving applications, preparing synopsis, call letters, letters for experts, fixing interview dates, preparation for conduct of interviews. o Issue of Offer of Appointments o Issue of letters for Medical certificates and collection of required documents o Receiving Acceptance of Appointments letters, Joining reports, Medical certificate, documents and filing to the respective personal files. o Issue of Appointment letters o Obtaining names from employment exchange. ▪ Reporting appointments to the University for Approval of Goa University along with relevant document - form reporting appointments, copies of advertisements, synopsis, qualification certificates, NOC letter etc. ▪ Reporting appointments for Approval of Department of Higher Education. ▪ Matter relating to teaching staff under Faculty Development Programme of UGC – forwarding their cases to Goa University, UGC and other related work. ▪ Roster Maintenance – entering the names on the Roster and obtaining the approval of Director of Social Welfare on the Roster.

					▪ Obtaining Self Appraisal of teaching staff and filing. ▪ Obtaining of ACR of non-teaching staff and filing the same. ▪ Career Advancement – Forwarding cases to Goa University, preparing bio-data, selection reports, Service Certificates, Appraisal Certificates, etc. Reporting the cases screened to Goa University for approval. ▪ DPC/Screening of administrative staff. ▪ Supervision over the maintenance of Personal files of teaching and non-teaching staff by the dealing staff. ▪ Workload of teaching staff and timetable. Preparing Workload – Actual and tentative to be sent to Goa University and DHE. ▪ NAAC , IQAC etc. ▪ Inviting tenders, quotations and placing orders for printing / purchases etc. ▪ Maintaining of Dead Stock and consumable registers. ▪ Supervision over the issue and record of stationery / consumable items. ▪ Right to Information related work. Preparing and submitting the required information to the Public Information Officer and maintain the Registers of RTI. ▪ Uploading of RTI information of the Government Website and maintaining a record of the same. ▪ Preparing Statistics and sending information relating to the college to Goa University, Statistics department of UGC , Directorate of Higher Education, Social Welfare etc. ▪ Drafting of letters in reply to letters received from Goa University, Directorate of Higher Education, Social Welfare etc seeking any information of college, staff etc. ▪ Preparing of Certificates of staff – Experience certificate, NOC for Passports, Permission for further studies and residential certificate. ▪ Attending to visitors at college, technicians, and suppliers. ▪ Attending to all phone calls received regarding the purchases and other information pertaining to the college. ▪ Making arrangements for meetings, screenings etc and for refreshments for staff meetings, screening committee meetings and other visitors to the college. ▪ Any other work allotted by the Principal or the Vice-Principal from time to time. <u>MR. SUMANT Y. MARIHAL – HEAD CLERK.</u> ▪ Admissions and all related matters. ▪ Attendance and all related matters. ▪ Writing /Maintaining students register ▪ Matter pertaining to University Registration forms/Enrollment of students.

					▪ Receiving the Leaving Certificates /Transference Certificates of students admitted and filing, recording the same on the Students Register. ▪ Maintenance of records of foreign students and issue of reports etc. ▪ Filing and preparing students admission box files. ▪ Academic statistics – enrolment of students, SC,ST,OBC, Minorities etc. ▪ Counter duties / attending to students. ▪ Typing work. ▪ Outdoor work with various Government departments and the Goa University. ▪ Any other work allotted by the Principal, Vice-Principal or the Superintendent from time to time. <u>MRS. KAMALA SREENIVAS R. K. – JUNIOR STENOGRAPHER</u> ▪ Attending to the telephone calls, taking messages, and giving the message to the concerned person. Accepting payments for the personal calls and submitting to the accounts section. ▪ Updating the telephone directory yearly of all the teaching and non-teaching staff and maintaining a record of the same . ▪ Updating the address book yearly of all the teaching and non-teaching staff and maintaining records. ▪ Maintaining records of dates of Principals meetings, conferences and informing principal about the same from time to time. ▪ Maintaining and updating the notices, activities, and awards won etc on the College Signage Board from time to time. Maintaining a file of the notices, activities uploaded on the College Signage board. ▪ To email notices to the teaching and non-teaching staff and taking a printout of the sent email and maintaining a record. ▪ To download email messages, letters sent by the teaching and non-teaching staff and sending the same to the principal from time to time. ▪ Typing of Minutes of all meetings and ensuring that the same are circulated and filed in the respective file by the dealing clerk. ▪ Typing all articles for college magazines, newspaper publications, college bulletin etc. and maintaining records of the same. ▪ Filing and Indexing of documents in the personal/service files of Principal and Non- teaching staff. ▪ Typing notices, letters, reports of staff, statements, workload, orders etc. ▪ Certification of documents and maintaining cash records and handing over the cash to the accounts section on day to day basis.

					▪ Preparation / typing of synopsis of teachers and non-teaching staff. ▪ Typing of admission data of students and assisting the Admission Committee Convenor to download all required statistics. ▪ Typing reports of N.C.C., N.S.S., Sports, Associations, Meetings, Seminars, Conferences and any other related matters. ▪ Typing of Grace Marks lists. ▪ Maintaining proper records of typing work assigned in proper folders and transferring the same to the respective departments via emails or networking. ▪ Taking dictation from the Principal, Vice-Principal and Superintendent. ▪ All typing work assigned by the Principal, Superintendent, Vice-Principal, H.o.D's, Co-ordinators, Convenors of various committees pertaining to student activities. ▪ Any other work allotted by the Principal, Vice-Principal or the Superintendent from time to time <u>MR. GOVIND SHIRODAR, U.D.C</u> ▪ Examinations – F.Y., S.Y., T.Y. – Supplementary & Preliminary – all matters pertaining to examinations ▪ TY Projects and related work ▪ To prepare and maintain Statistics of all Examinations (B.A., B.Sc., B.Com., B.C.A., M.Com., B.B.A., M.Sc.) and maintain proper records of the same and obtain signature of the Principal. ▪ To backup all the records of the examination section daily on external hard-disk. ▪ To prepare Remittance Statements of all Examinations. ▪ To prepare examinations bills of every examination conducted within 15 days after the declaration of results. ▪ To submit the bills to the Chairman of Examination Committee for Scrutiny and approval of Principal. ▪ To prepare a consolidated single statement of all the examination bills and submit the consolidated statement to the Accountant for passing of payments to the respective staff. ▪ To check Exam forms. ▪ Attending to the students at counter as and when required ▪ Typing work ▪ Photocopying. ▪ Enter exam results of data and to print the Statements of Marks. ▪ To accept question papers of all examinations. ▪ To maintain records of all stationeries purchased and used in the examination section. ▪ To procure the required printing and other stationery for examinations as and when required by placing orders for the same.

					▪ To ensure the proper use of the photocopier. To call the technicians as and when required to service the same. ▪ To arrange to prepare and issue the hall-tickets to the students. ▪ To notify Examination time-table to students and teachers. ▪ Any other work allotted by the Principal, Vice-Principal, Chairman, Examination Committee or the Superintendent from time to time. <u>SHRI PRASHANT MANDREKAR, U.D.C.:</u> ▪ All typing work pertaining to Examination Section. ▪ To prepare and maintain Statistics of all Examinations (B.A., B.Sc., B.Com., B.C.A., M.Com., B.B.A., M.Sc.) ▪ To prepare Remittance Statements of Exams. ▪ To check Exam forms. ▪ Photocopying. ▪ To enter Exam result data. ▪ To assist Exam Incharge in routine administrative matters and to ensure that facilities are not misused by any person. ▪ To assist Exam Incharge during Verification and Grievance. ▪ To work during Examinations as per the instructions of Chairman of College Examination Committee. ▪ All the work pertaining to Examination assigned by Principal/Vice-Principal/Chairman.(Examination Committee)/Superintendent/Exam Incharge. ▪ To attend to such other duties which are assigned by the Chairman, Examination Committee/Superintendent/Exam Incharge with the approval of the Principal. ▪ Any other work allotted by the Principal, Vice-Principal, Chairman, Examination Committee or the Superintendent from time to time. <u>MS. SAISHA S. NARVEKAR - LOWER DIVISION CLERK</u> ▪ Admissions and all related matters. ▪ Attendance and all related matters. ▪ Writing /Maintaining students register ▪ Matter pertaining to University Registration forms/Enrollment of students. ▪ Receiving the Leaving Certificates /Transference Certificates of students admitted and filing, recording the same on the Students Register.

					▪ Maintenance of records of foreign students and issue of reports etc. ▪ Filing and preparing students admission box files. ▪ Academic statistics – enrolment of students, SC,ST,OBC, Minorities etc. ▪ Counter duties / attending to students. ▪ Typing and related work. ▪ Attending to students at the counter in the absence of the dealing hands. ▪ Any other work allotted by the Principal, Vice-Principal, the Superintendent and the Head clerk from time to time. <u>Mr. Suyog S. Sirsat - LOWER DIVISION CLERK</u> ▪ Counter duties/ attending to students. ▪ Maintaining of Leave records of Teaching and Non-teaching staff. Issue of orders for the same. ▪ Entering Leave records on service books of all staff. ▪ Inward and issuing the same to concerned staff and filing to the respective files. ▪ Issue of Leaving, Transference, Bonafide and other certificates and related matters. ▪ Issue of Transcripts, copies of syllabus and related matters. ▪ All types of scholarships – notifying the same on the notice boards, issuing the forms to students, accepting the same, scrutiny and sending to the respective departments. ▪ Fixing and removing notices from all notice boards. ▪ Circulation of notices, circulars, office orders etc. to all the staff. ▪ Filing and preparing files. ▪ Ex-student matters. ▪ Typing, computer and related work. ▪ Maintenance of staff muster – writing the names of the staff every month on all the Musters - (Teaching and Non-teaching staff). ▪ Any other work allotted by the Principal, the Vice-Principal, the Superintendent and Head Clerk from time to time. <u>MS. SUJATA S. KAVLEKAR – LOWER DIVISION CLERK</u> To assist Superintendent in all work pertaining to: ▪ Appointment of staff- teaching and non-teaching staff (Regular, Contract basis, Leave vacancy, Maternity Leave, Child Care Leave and Lecture basis) of Aided

					Courses: ▪ Obtaining NOC for posts from department. ▪ Typing Advertisements. ▪ Publishing the advertisements in 2 local dailies and University News. ▪ Correspondence with University News – sending advertisement and Demand Draft for publishing etc. ▪ Receiving applications, preparing synopsis, call letters, letters for experts, fixing interview dates, preparation for conduct of interviews. ▪ Issue of Offer of Appointments. ▪ Issue of letters for Medical examination and collection of required documents. ▪ Receiving acceptance of Appointments letters, Joining reports, Medical Certificates, documents and filing to the respective personal files. ▪ Issue of Appointment letters ▪ Obtaining names from employment exchange. ▪ Matter relating to teaching staff under Faculty Development Programme of UGC – forwarding their cases to Goa University, UGC and other related work. ▪ DPC/Screening of administrative staff. ▪ Typing of Certificates of staff – Experience certificate, NOC for Passports, Permission for further studies and residential certificate. ▪ GUMS. ▪ Filing of documents to personal files/service files of teaching and Non-Teaching Staff. ▪ Any other work allotted by the Principal, Vice-Principal, the Superintendent and the Head clerk from time to time. <u>SHRI SURAJ K. GAONKAR, ACCOUNTANT:</u> ▪ Checking and passing of all bills for payment - College, C.E.C., Self-Financing courses and other accounts. ▪ Preparing bank/cheque receipts vouchers and filing of vouchers - College, C.E.C., Self-Financing courses and other accounts. ▪ Preparing of Journal Vouchers for accounting/adjustments - College, C.E.C., Self-Financing courses and other accounts.

					▪ Tally - day-to-day data entries (cash/bank payments, receipts, journals, etc.) - College, C.E.C., Self-Financing courses and other accounts. ▪ Updating of all Bank pass books regularly - College, C.E.C., Self-Financing courses and other accounts. ▪ All cash (final), Bank and other A/c's reconciliations - College, C.E.C., Self-Financing courses and other accounts. ▪ Maintaining of file indexing system, opening and closing of new files - College, C.E.C., Self-Financing courses and other accounts. ▪ Arranging internal and final audits. Attending to auditors/bankers - College, C.E.C., Self-Financing courses and other accounts. ▪ Maintaining of various Government Grants/UGC Grants - College, C.E.C., Self-Financing courses and other accounts. ▪ Maintaining all Service books and entering periodical entries (teaching and non-teaching staff). ▪ Handling Income Tax matters. Filing of income tax returns - College, C.E.C., Self-Financing courses and other accounts. ▪ Other statutory matters and compliance relating to accounts - College, C.E.C., Self-Financing courses and other accounts. ▪ Raising all Purchase Orders for purchases/expenses for Accounts section - College, C.E.C., Self-Financing courses and other accounts. ▪ Handling petty cash payments during students admission/examination fees collections/in times of need - College, C.E.C., Self-Financing courses and other accounts. ▪ Taking daily Tally back-up. ▪ Filing of all related papers in the concerned files from time to time. ▪ Typing of letters/statements whenever required. ▪ To report about breakages/losses in the campus to the Principal. ▪ To assist the Superiors in routine administrative matters and to ensure that facilities are not misused by any person. ▪ To report to Principal about misbehaviour inside and outside the premises. ▪ To ensure that all the cupboards, doors, windows and gates are properly closed.

					▪ To attend to such other duties as may be specially brought to the notice, with the approval of the Principal. ▪ To attend to such other duties which are assigned by the Principal, Vice-Principal and Superintendent with the approval of the Principal. ▪ To supervise the office administration in the absence of the Superintendent. ▪ Any other work assigned by the Principal. <u>Shri C.T. Karpe, L.D.C.:</u> ▪ Preparing/typing of monthly salary, salary arrears, other staff benefits bills and sending the same to the Government for financial assistance/grant. Monthly salary bills should be sent to the Directorate of Higher Education on or before 10th of the concerned month) - College and Self-Financing courses. The final salary bills should be prepared on or before 25th of the concerned month and to be forwarded to the Accountant for checking/verification purpose before final payment. ▪ Preparing of salary, other staff benefits and statutory payments (salary deductions) cheques and payment vouchers - College and Self-Financing courses. ▪ Writing and updating Cheque register of all cheques (as above) and obtaining the signature of the Principal on daily basis. ▪ Disbursement of all cheques (as above) to the respective persons/parties and filing of vouchers (in order) in the respective files everyday without fail. ▪ Preparing of pay fixation and salary arrears statements of all teaching and non-teaching staff - College and Self-Financing courses. ▪ To deposit monthly government/statutory payments before due dates - College and Self-Financing courses. ▪ Recoveries of any excess salaries paid from staff - College and Self-Financing courses. ▪ Preparing and issuing monthly pay (salary) slips to all teaching and non-teaching staff and obtaining their respective signatures on the salary/pay bills from time to time - College and Self-Financing courses. ▪ Preparing and issuing Form 16 to all teaching and non-teaching staff on or before 30th June after every financial year ending - College and Self-Financing courses. ▪ Preparing and issuing of salary certificates - College and Self-Financing courses. ▪ Follow up with Directorate of Higher Education and Directorate of Accounts with queries and settlement of salary and other staff benefits matters - College and Self-Financing courses.

					▪ Transfer of funds from UCO Bank S.B. A/c's to other related S.B. A/c's, whenever funds from other S.B. A/c's are utilized - College and Self-Financing courses (salary and salary deductions). ▪ Filing of e-TDS quarterly returns (salaries) on or before the due dates - College and Self-Financing courses. ▪ Filing of all related papers in the concerned files everyday without fail. Typing of letters/statements relating to salary matters. ▪ Assisting Accountant in Finalization of Accounts - College, C.E.C., Self-Financing courses and other accounts. ▪ To report to the Accountant about the work completed and pending from time to time. ▪ To report about breakages/losses in the campus to the Principal. To assist the Superiors in routine administrative matters and to ensure that facilities are not misused by any person. ▪ To report to Principal about misbehaviour inside and outside the premises. ▪ To ensure that all the cupboards, doors, windows and gates are properly closed. ▪ To outward account letters in the absence of the dealing clerks at the counter. ▪ To attend to such other duties as may be specially brought to the notice, with the approval of the Principal. ▪ To attend to such other duties which are assigned by the Principal, Vice-Principal, Superintendent and Accountant with the approval of the Principal. ▪ Any other work assigned by the Principal.

4.	Lab. Assistants	---	----	----	1. To assist students and teachers in conducting practicals and experiments. 2. To maintain dead stock register and register of consumable materials and to undertake physical stock verification of Laboratory materials from time to time. 3. To assist the Head of the Department/Incharge of Laboratory to purchase and procure materials. 4. To supervise the work of laboratory attendant/s working in the laboratory. 5. To assist the Head of the Department/Incharge of the section in routine administrative matters and to ensure that the laboratory section facilities are not misused by any person. 6. To report about breakages/losses in laboratory section to your superiors. 7. To report to Head of the Department/Section Incharge about misbehaviour inside the laboratory. 8. To ensure that all the cupboards, doors, windows and gates are properly closed by the laboratory attendant/s. 9. To attend to such other duties as may be specially brought to the notice, with the approval of the Head of the Department/Principal. 10. To attend to such other duties which are assigned to him by the Head of the Department/Section Incharge, other teachers of the department, Laboratory staff and Head-clerk with the approval of the Head of the Department/Incharge of Laboratory /Principal. 11. Any other work assigned by the Head of the Institution
5.	Multi Tasking Staff	----	-----		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 FAX etc. 5. Other non-clerical work in the Section/Unit. 6. Assisting routine office work like diary, despatch etc., including on computer. 7. Delivering of dak (outside the building) 8. Watch & ward duties. 9. Opening & closing of rooms. 10. Cleaning of rooms. 11. Dusting of furniture etc. 12. Cleaning of building, fixtures, etc. 13. Work related to his ITI qualification if it exists. 14. Driving of vehicles, if in possession of valid driving licence. 15. Upkeep of parks, lawns, potted plants etc.

					16. Any other work assigned by the superior authority.
6.	Librarian	-----	------	------	1. Getting recommendations from the teaching staff and informing them at the time of arrival. 2. Acquisition and Classification of reading materials. 3. Reference and Referral Service to the students and staff. 4. Arranging display of New Arrivals to enable users to browse them. 5. Conducting book exhibition. 6. Current Awareness Service and Selective Dissemination of Information to the students and staff. 7. Generating Library Reports, Statistical Reports of the library. 8. Passing of Library Orders and Bills through Principal. 9. Overall supervision and Co – ordination of library work
7.	LIBRARY GRADE - I	-----	------	------	1. Assist readers in finding relevant materials, in their IT related problems and reference questions and understanding the library rules and regulations. 2. Processing of all type of library materials. Provide reference services and documentation services to the faculty members, research scholars and students. 3. To attend correspondence relating to the Library. 4. Collection, compilation, maintenance and supply of all statistical information of the library and assisting Librarian in preparing various reports of the library. 5. Performing and supervising all professional work relating to classification, cataloging, preparing, and organizing library materials according to established policies. 6. Assisting in shelf reading the collection to ensure materials are able to be retrieved quickly. 7. Assisting in weeding of outdated and damaged materials from the collection. 8. Maintain the library in the absence of the Librarian. 9. Address administrative issues like collecting fines and managing reservations. 10. Train and supervise library staff in their duties. 11. Arrange to maintain library clean, safe and organized. 12. Assist Librarian in library promotional activities and prepare press releases and newsletters to attract more readers. 13. Manage and maintain the Library Database, Data entry, library software including library registers and files. 14. Organize book talks, tours, multimedia programs, exhibition and displays. 15. Perform the library work as assigned by the librarian from time to time. 16. Perform any other library duties assigned from time to time. 17. To assist the Librarian in routine administrative matters.

					18. To ensure that the Departmental facilities are not misused by any person. 19. To report about breakages/losses to your superiors. 20. To report to the Librarian about misbehaviour inside and outside the library. 21. To ensure that all the cupboards, doors, windows and gates are properly closed by the Multi-Tasking Staff. 22. To attend to such other duties as may be specially brought to the notice, with the approval of the Librarian/Principal. 23. To attend to such other duties which are assigned to you by the Librarian, other teachers of the department, Superintendent with the approval of the Librarian/Principal. 24. Any other work assigned by the Principal, Vice-Principal, Librarian, Superintendent and Head Clerk.
8.	LIBRARY GRADE - II	-----	------	------	1. Providing reference and referral services to users. 2. Shelves reading of the library collection to ensure material is retrieved quickly. Shelving and rectification of library collection on day to day basis according to the library system. 3. Registering new patrons and keeping patron's transaction files/activities up to date. 4. To render professional assistance to the Librarian and Librarian Grade – I in administration and improvement of the Library Services and also in various library activities. 5. Day to day operation and supervision of circulation section. Checking material out to patrons and ensuring that they are returned and discharged from the patron's card. Keeping the books, ready for circulation. Overall in charge of Circulation Section (issuing, receiving, reminding and getting back library learning material). 6. To permit the users to use the computer and assist them in accessing the library software, e-resources and internet. Also assisting the users towards effective utilization of Library Sources and Services. 7. Responsible for the library equipment, repairs and replacement. 8. Helping in data feeding and maintaining the statistics of the library. 9. Cataloguing and indexing of books and periodicals. 10. Managing special assignments/tasks entrusted by the Librarian. 11. Maintenance of the various library registers (Accession/Periodical) and other statistical records. 12. Maintenance of electronic gadgets such as computers, printers and reprographic machines and their requirements in the library. 13. Maintaining regularity in the subscription of journals and other databases, sending reminder letters to the journals and other related work. 14. Responsible for the publicity of the library activities in the social networking sites.

					15. Maintenance and cleanliness of the library. 16. Any other work allotted by the Principal, Vice-Principal, Librarian, and the Superintendent.
9.	MULTI TASKING STAFF (LIBRARY)				1. He has to maintain the cleanliness of the library materials like Table, Chairs, racks, cupboards and other materials in the library. 2. Assist to librarian and library clerks in their work. 3. Pasting of spine label and book pocket to the reading materials of the library. 4. Shelving of the library materials. 5. Getting Newspapers from the Mapusa. 6. Getting tappals from office and library. 7. Xerox copies for the library whenever needed. Any other works assigned by the librarian.

M A N U A L 3

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

The procedure can be described both in narrative form and through Flow process Chart. In narrative form the stages through which a proposal passes, the levels at which it gets examined and the final authority to which it has to go for approval may be explained.

The procedure followed in the decision making process, including channels of supervision and accountability:

- Principal takes the decisions in consultation with the Management.
- **Channels of Supervision and accountability:**

Authority	Accountability
Principal	Management
Vice-Principal	Principal
Teaching staff	Principal
Non-teaching staff	Principal

M A N U A L 4

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

Sr.No.	Activity	Time frame/Norm for its completion/disposal	Remarks
1.		**The norms set by it for the discharge of its functions** : Rules and regulations of the Management. Rules of the Goa Government and Goa University. **v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions :** ▪ Rules of Goa Government, Goa University and Management. ▪ Statutes and Ordinances of Goa University	

M A N U A L 5

Rules, regulations, instructions, manuals and records for discharging functions.
[Section 4(1) (b)(v)]

Prepare a list of rules, regulations, instructions, manuals and records for discharging functions available with the public authority for the smooth discharge of its functions. This can be in the following format :

Sr. No.	Name of the act, rules, regulations etc.	Brief gist of the contents	Reference No. if any	Price in case of priced publications
1.	• Rules and regulation of the management • Rules of the Goa Government • Statutes and Ordinances of Goa University			

M A N U A L 6

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

Details of the records available may be made in a statement form, wing wise, unit wise, branch wise and it may be got tabulated, indexed and catalogued 9An illustrative list is given below

A statement of the categories of documents held

Sr. No.	Nature of record	Details of information available	Unit/Section where available	Retention period, where available
	1. STATUTES 2. ORDINANCES 3. PROSPECTUS 4. U.G.C. CORRESPONDENCE 5. AFFILIATION 6. ENROLMENT 7. ELIGIBILITY 8. APPOINTMENTS 9. ACADEMIC PARTICIPATION 10. WORKLOAD 11. WORKSHOPS/COURSES CONDUCTED BY THE COLLEGE 12. STUDENTS DATA 13. ADVERTISEMENTS 14. COLLEGE DEPARTMENTS 15. RESULTS 16. DE-RESERVATION OF POSTS 17. STOCK – TENDER, PURCHASES 18. ADMISSIONS 19. PERSONAL FILES 20. LEAVE RECORDS 21. CAREER ADVANCEMENTS 22. APPROVALS OF TEACHING STAFF 23. N.O.C. FROM GOVERNMENT 24. SCREENING COMMITTEE REPORTS 25. N.A.A.C 26. SCHOLARSHIP AND PRIZES 27. STUDENTS AID FUND 28. SALARY GRANTS 29. NON-SALARY GRANTS 30. BUDGET 31. COLLEGE COMMITTEES 32. CERTIFICATES TO STUDENTS - LEAVING, TRANSFERENCE, BONIFIDE, N.O.C.			

M A N U A L 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)]

Details of the consultative committee and other bodies with which consultations rare held.

Sr. No.	Name and address of the consultative Committee/bodies	Constitution of the committee/body	Role and responsibility	Frequency of meetings.
	PTA 1. President (P) Mr. Sanjay Poulekar 2. Vice President (P) Mr. Pradip Joshi 3. Secretary (T) Mr. Chandru Govekar 4. Jt. Secretary (P) Mr. Ramesh Naik 5. Jt. Secretary (T) Ms. Anabelle Lobo 6. Treasurer (T) Mr. Yogeshwar Bhosle 7. Jt. Treasurer (T) Mr. Paresh Sirsat 8. Member (P) Ms. Monalisa Rocha 9. Member (P) Mr. Peter Fernandes 10. Member (P) Ms. Elmira Souza Xavier 11.Member (T) Dr. M. Shanthi 12. Member (T) Mr. Subhash Kamalkar 13. Member (T) Mr. Jayesh Mayekar		1) PTA plays an important role in bringing about cooperation between the college and the community by participating actively in the various college programmes. 2) PTA serves as a link between teachers and community. 3) PTA helps in establishing a healthy rapport between teachers, college and parents to create better educational environment, which ultimately results in better academic and co-curricular achievements by the students. 4) The PTA plays an important role as a coordinating agency between the parents and the college concerning the scholastic progress of the students.	Once in two months

M A N U A L 8

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

Sr No	Name and address of the body	Main functions of the body	Constitution of the body	Date of constitution	Date up to which valid	Whether meeting open to public	Whether minutes accessible to public	Frequency of meetings	Remark/s
1.	**<u>Local Managing Committee</u>**: 1. Shri Shrikrishna T. Pokle 2. Shri Surendra Sirsat 3. Shri Milind T. Shirodkar 4. Shri Kiran H. Shirodkar 5. Shri Gurudas B. Natekar 6. Shri Harish Melwani 7. Shri Manish S. Pokle 8. Mr. Rajiv Meghashyam Nevgi 9. Mr. Sandesh Shripad Gavandalkar 10. Dr. Anil Dinge 11. Dr. Ramesh V. Gaonkar 12. Mrs. Rashmi R. Redkar 13. Ms. T. Reena Devi 14. Mr. Paresh R. Sirsat 15. Mrs. Judas E. Mascarenhas 16. Shri Suraj K. Gaonkar 17. Dr. Dilip B. Arolkar	- Setting the strategic direction to guide and direct the activities of the college. - Ensuring the effective management of the college and its activities; and - Monitoring the activities of the college to ensure they are in keeping with the founding principles, objects and values. -Approving budget and audited statements.	- Nine Members of the Management. -Two Members external experts on Quality Management / Industry / Local Community. -Two Representatives of Teaching Staff. -Two Representatives of Non-Teaching Staff. -Vice-Principal. -Principal and Ex-Officio Secretary.	28/02/2020	27/02/2023	No	No	---	---

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OFFICERS AND EMPLOYEES

SECTION 4 1 (b) (ix) (NON-TEACHING STAFF) (2020-2021)

Sr. No.	Name and Address	Designation	Office Tel.	Email
1	**MRS. JUDAS E. MASCARENHAS**	SUPERINTENDENT	2268488	judasmascarenhas@yahoo.com
2	**MR. SURAJ GAONKAR**	ACCOUNTANT	2268488	surajgaonkar@gmail.com
3	**MR SUMANT Y MARIHAL**	HEAD CLERK	2268488	marihalsumant@yahoo.com
4	**MS. VARADA VAMAN JOG**	LIBRARIAN GRADE - I	2268488	varadajog@ymail.com
5	**MR. UTTAM B. PARAB**	UPPER DIVISION CLERK	2268488	uttam.parab1@gmail.com
6	**MR. GOVIND P. SHIRODKAR**	UPPER DIVISION CLERK	2268488	govind7745@gmail.com
7	**MR. PRASHANT G. MANDREKAR**	UPPER DIVISION CLERK	2268488	prashantom_999@yahoo.in
8	**MRS. KAMALA SREENIVAS R.K.**	JUNIOR STENOGRAPHER	2268488	kamalrk123@gmail.com
9	**MS JULIET PINTO**	LAB. ASSISTANT	2268488	pintojuliet@rediffmail.com
10	**MS PADMAJA N. NAIK**	LAB. ASSISTANT	2268488	pnnaik7@gmail.com
11	**MR. LOWELL NAZARE**	LAB. ASSISTANT	2268488	lowell789@yahoo.com
12	**MS. NAVAMI N. PARULEKAR**	LAB. ASSISTANT	2268488	navami.paru24@gmail.com
13	**MR. SURAJ GUNAJI SAWANT**	STOREKEEPER	2268488	fly2suraj@yahoo.com
14	**MR. S. ANDREW KAROFF**	LAB. TECHNICIAN	2268488	andrewkarof2127@gmail.com
15	**MS. PRASIDHI RAHUL KENI**	LAB. ASSISTANT	2268488	prasidhiken3211@gmail.com
16	**MR. PRATIK PRAKASH GAUNDALKAR**	LAB. ASSISTANT	2268488	pratikgaundalkar@gmail.com
17	**MR. CHAITNYANAND T. KARPE**	L.D.C.	2268488	chetantkarpe109@gmail.com
18	**MS. SAISHA SULESH NARVEKAR**	L.D.C.	2268488	saishanarvekar@rediffmail.com
19	**MR. SUYOG S. SIRSAT**	L.D.C	2268488	suyogsirsat6666@gmail.com
20	SUJATA S. KAVLEKAR	L.D.C	2268488	sujatakavlekar01@gmail.com
21	**MR. SANJAY P. VAIGANKAR**	MULTI-TASKING STAFF	2268488	
22	**MR. GEORGE DIAS**	MULTI-TASKING STAFF	2268488	
23	**MR. SHRIKRISHNA P. KENI**	MULTI-TASKING STAFF	2268488	
24	**MR. DIGAMBAR D. GOVEKAR**	MULTI-TASKING STAFF	2268488	
25	**MR. DEEPAK D. KENI**	MULTI-TASKING STAFF	2268488	
26	**MR VINAY KAVLEKAR**	LABORATORY ATTENDANT	2268488	ABSENT FROM DUTY
27	**MR. ANAND MAYEKAR**	MULTI-TASKING STAFF	2268488	anandmayekar28@gmail.com
28	**MR. ANAND DIVKAR**	MULTI-TASKING STAFF	2268488	
29	**MR. LAXMIKANT G. PARKAR**	MULTI-TASKING STAFF	2268488	parkarlaxmikant88@gmail.com
30	**MR. DATTARAM B. KALANGUTKAR**	MULTI-TASKING STAFF	2268488	
31	**MR. PRALHAD D. KAVLEKAR**	MULTI-TASKING STAFF	2268488	pralhadkavlekar@gmail.com
32	**MR. VIJENDRA B. MANGAONKAR**	MULTI-TASKING STAFF	2268488	vijendramangaonkar@gmail.com
33	**MR. MOHAN S. KALSANAWAR**	MULTI-TASKING STAFF	2268488	
34	**MR. NITEEN P. LOKAPURE**	MULTI-TASKING STAFF	2268488	nitinlokapure255@gmail.com
35	**MR. ATRI S. NAIK**	MULTI-TASKING STAFF	2268488	atrinaik@gmail.com
36	SUMEDH G KITLEKAR	MULTI-TASKING STAFF	2268488	sgkitlekar@gmail.com
37	RIDDHI RAKESH FATARPEKAR	MULTI-TASKING STAFF	2268488	sumitagaude21@gmail.com
38	**MR. RAM PARYEKAR**	MULTI-TASKING STAFF	2268488	

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OFFICERS AND EMPLOYEES

SECTION 4 1 (b) (ix) (TEACHING STAFF) (2020-2021)

Sr. No.	Name and Address	Designation	Office Tel.No.	Email	REMARKS
1	**PROF. D. B. AROLKAR**	PRINCIPAL	2268683	dbarolkar@rediffmail.com	
2	**MRS. RASHMI REDKAR**	VICE PRINCIPAL	2268488	rashmiredkar28@gmail.com	
3	**MR. S. B. DHARWADKAR**	ASSOCIATE PROFESSOR	2268488	shivajidharwadkar@gmail.com	
4	**MRS REENA DEVI**	ASSOCIATE PROFESSOR	2268488	t.reenadevi@gmail.com	
5	**MR. S. D. PATIL**	ASSOCIATE PROFESSOR	2268488	yesdpatil@gmail.com	
6	**PROF. M. R. PATIL**	ASSOCIATE PROFESSOR	2268488	dmsresearchcentre@gmail.com	
7	**MR. S. B. KARAPURKAR**	ASSOCIATE PROFESSOR	2268488	sanjaybk2@yahoo.in	
8	**MRS. P. TALPANKAR**	ASSOCIATE PROFESSOR	2268488	prashantitalpankar@gmail.com	
9	**DR. M. SHANTHI**	ASSOCIATE PROFESSOR	2268488	shanthimuninathan@gmail.com	
10	**MR. SUNOJ P. RAICAR**	ASSOCIATE PROFESSOR	2268488	sunoj_raicar@rediffmail.com	
11	**PROF. V. G. DESAI**	ASSOCIATE PROFESSOR	2268488	vidchem@gmx.net	
12	**MR. S. M. PATIL**	ASSOCIATE PROFESSOR	2268488	sameerpatil29@rediffmail.com	
13	**MRS. S. R. KUNCOLIENKAR**	ASSOCIATE PROFESSOR	2268488	smitarajkuk@gmail.com	
14	**MR. S. P. MORAJKAR**	ASSOCIATE PROFESSOR	2268488	somnathmorajkar@gmail.com	
15	**DR. SHAIKH MOHAMMAD PARVEZ AL-USMANI (ON LIEN)**	ASSOCIATE PROFESSOR	2268488	parvez.goa@yahoo.com	
16	**DR. R. M. PEDNEKAR**	ASSOCIATE PROFESSOR	2268488	aryanraj1087@rediffmail.com	
17	**MR. M.V. VARERKAR**	ASSOCIATE PROFESSOR	2268488	vvmangesh@rediffmail.com	
18	**MR. S. F. SHIRODKAR**	ASSOCIATE PROFESSOR	2268488	shivdatt_shirodkar@yahoo.com	
19	**MR. P. R. SIRSAT**	ASSOCIATE PROFESSOR	2268488	paresh_sirsat@rediffmail.com	
20	**DR. UDAYSINGH RANE**	ASSOCIATE PROFESSOR	2268488	rane184@yahoo.com	
21	**MR. G. G. ABHYANKAR**	ASSOCIATE PROFESSOR	2268488	girishabhyankarg@rediffmail.com	
22	**DR. SUCHITA GOLATKAR**	ASSISTANT PROFESSOR	2268488	suchita.golatkar@yahoo.com	
23	**DR. APARNA LOLAYEKAR (ON LIEN)**	ASSISTANT PROFESSOR	2268488	aparna2502@gmail.com	
24	**DR. MANOJ KOTHAWALE**	ASSISTANT PROFESSOR	2268488	manojkothawale@yahoo.com	
25	**MS. ANABELLE PIRES LOBO**	ASSISTANT PROFESSOR	2268488	anabellelobo@gmail.com	
26	**DR UMESH GAWAS**	ASSISTANT PROFESSOR	2268488	umeshg29@rediffmail.com	
27	**DR AMRUT FATI NAIK**	ASSISTANT PROFESSOR	2268488	mr.amrutnaik@rediffmail.com	
28	**DR. ACHUT PEDNEKAR**	ASSISTANT PROFESSOR	2268488	atchutpednekar@yahoo.com	
29	**MS POOJA BIDYE**	ASSISTANT PROFESSOR	2268488	poojasbidye@gmail.com	
30	**DR. DIMPLE PAUL**	ASSISTANT PROFESSOR	2268488	dimplevp@yahoo.com	
31	**Dr. Naresh alias Pundalik Ganashyam Shirodkar**	ASSISTANT PROFESSOR	2268488	naresh_dmc@rediffmail.com	
32	**MS. JAYA PRABHU DESAI**	ASSISTANT PROFESSOR	2268488	jaya24@gmail.com	
33	**DR. SUSHANT R. HALDANKAR**	DIRECTOR OF PHYSICAL EDUCATION	2268488	hsushant79@rediffmail.com	
34	**MS PRASANNA S. KOTHAWALE**	ASSISTANT PROFESSOR	2268488	prasanna.kothawale@gmail.com	
35	**MR. S. MERCHANT**	ASSISTANT PROFESSOR	2268488	shripadmerchant@gmail.com	
36	**MR. CHANDRU GOVEKAR**	ASSISTANT PROFESSOR	2268488	chandrugvkr@gmail.com	
37	**MR. YOGESHWAR R. BHOSLE**	ASSISTANT PROFESSOR	2268488	yashyogchand@gmail.com	
38	**DR. SANDESH J. NAIK**	ASSISTANT PROFESSOR	2268488	deepsandesh28@rediffmail.com	
39	**MR. DINANATH P. VOLVOIKAR**	ASSISTANT PROFESSOR	2268488	dvolvoikar@rediffmail.com	
40	**MS. LIZELLA FARIA GONSALVES**	ASSISTANT PROFESSOR	2268488	lizella.gonsalves@gmail.com	
41	**DR. DHANESH KUMAR T. K.**	ASSISTANT PROFESSOR	2268488	dhaneesh@gmail.com	
42	**MR. SUBHASH Y. KAMALKAI**	ASSISTANT PROFESSOR	2268488	kamalkarsubhash@gmail.com	
43	**MR. PRATIK KORKANKAR**	ASSISTANT PROFESSOR	2268488	pratikkorkankar91@gmail.com	
44	**DR. NARAYAN PARAB**	ASSISTANT PROFESSOR	2268488	parabnarayan9@gmail.com	
45	**SHRI JAYESH B. MAYEKAR**	ASSISTANT PROFESSOR	2268488	jayeshmkr6@gmail.com	
46	**MS. TANVI KURTIKER**	ASSISTANT PROFESSOR	2268488	tanvikurtikar@gmail.com	
47	**MS. YOGITA K. KARKHANIS**	CONTRACT BASIS ASSISTANT PROFESSOR	2268488	yogita0510@gmail.com	

48	**MS. WILMA FERNANDES**	CONTRACT BASIS ASSISTANT PROFESSOR	2268488	wilmafernandes291@gmail.com	
49	**MS. NIKITA MANGESHKAR**	CONTRACT BASIS ASSISTANT PROFESSOR	2268488	nikicat30@gmail.com	
50	**MR. SHESHGIRI SHETTIGAR**	CONTRACT BASIS ASSISTANT PROFESSOR	2268488	sheshgiri.shettigar@gmail.com	
51	**MR. SWAPNIL BELEKAR**	CONTRACT BASIS ASSISTANT PROFESSOR	2268488	belekarswapnil02@gmail.com	
52	**MS. SARIKA MISRA**	CONTRACT BASIS ASSISTANT PROFESSOR	2268488	misrasarika1@gmail.com	
53	**MS. PALLAVI KALANGUTKAR**	CONTRACT BASIS ASSISTANT PROFESSOR	2268488	pallavikalangutkar29@gmail.com	
54	**MS. UJWAL DHULAPKAR**	CONTRACT BASIS ASSISTANT PROFESSOR	2268488	ujwal.d771@gmail.com	
55	**DR. DATTAPRASAD D. NARULKAR**	CONTRACT BASIS ASSISTANT PROFESSOR	2268488	dp.7@rediffmail.com	
56	**MS. PRANAYA M. NAIK**	CONTRACT BASIS ASSISTANT PROFESSOR	2268488	panu.fadte23@gmail.com	
57	**MR. SARVESH GAWAS**	CONTRACT BASIS ASSISTANT PROFESSOR	2268488	sarveshgawas1997@gmail.com	
58	**MS. POOJA GADEKAR**	CONTRACT BASIS ASSISTANT PROFESSOR	2268488	pooja.sat88@gmail.com	
59	**MS. CHRISELDA RODRIGUES**	CONTRACT BASIS ASSISTANT PROFESSOR	2268488	Chriselda@dmscollege.ac.in	
60	**MS. SUJATA KERKAR**	CONTRACT BASIS ASSISTANT PROFESSOR	2268488	kerkarsujata@gmail.com	
61	**MS. IRENA MESQUITA**	CONTRACT BASIS ASSISTANT PROFESSOR	2268488	mesquitairena28@gmail.com	
62	**MS. FROILA V. RODRIGUES**	CONTRACT BASIS ASSISTANT PROFESSOR	2268488	froilarodrigues@gmail.com	
63	**MS. TRUPTI S. RAUT**	CONTRACT BASIS ASSISTANT PROFESSOR	2268488	rauttrupti3@gmail.com	
64	**MS. PRIYANKA HARMALKAR**	LECTURE BASIS ASSISTANT PROFESSOR	2268488	harmalkarpri@gmail.com	
65	**MS. FABIOLA S. ROCHA**	CONTRACT BASIS ASSISTANT PROFESSOR	2268488	rochasofia1992@gmail.com fabiolarocha1992@gmail.com	
66	**MS. KIMBERLY AFONSO**	CONTRACT BASIS ASSISTANT PROFESSOR	2268488		
67	**MS. VAIBHAVI V. NEUGI**	LECTURE BASIS ASSISTANT PROFESSOR	2268488	kimmie.afonso@gmail.com	
68	**MS. ANURIKA ASWEKAR**	LECTURE BASIS ASSISTANT PROFESSOR	2268488	anurikaaswekar@yahoo.in	
69	**MR. PRATEEK SAWANT (substitute for LIEN (SMP))**	CONTRACT BASIS ASSISTANT PROFESSOR	2268488	prateeksawant1692@gmail.com	
70	**MS. SHOBHA A. HOSMANI (substitute for LIEN (APP))**	CONTRACT BASIS ASSISTANT PROFESSOR	2268488	talwarshobha417@gmail.com	
71	**MS. CHAITALI PARKER**	CONTRACT BASIS ASSISTANT PROFESSOR	2268488	chaitaliparker@gmail.com	
72	**DR. JAYAPRAKASH**	LIBRARIAN	2268488	dmclibrarian@rediffmail.com	

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The monthly remuneration received by each of its officer and employees including the system of computerisation as provided in Regulations [Section 4(1) (b) (x)] (2020-2021)

SR. NO.	NAME	DESIGNATION	PAY SCALE	MONTHLY REMUNERATION AS ON JULY, 2019
1	**Prof. D.B. Arolkar**	**PRINCIPAL**	Level 14	**296418/-**
2	**Mrs. Rashmi R. Redkar**	**VICE-PRINCIPAL**	Level 13A	**219140/-**
3	**Shri Shivaji B. Dharwadkar**	**ASSOCIATE PROFESSOR**	Level 13A	**260769/-**
4	**Mrs. T. Reena Devi**	**ASSOCIATE PROFESSOR**	Level 13A	**260769/-**
5	**Mr. Subhash D. Patil**	**ASSOCIATE PROFESSOR**	Level 13A	**253321/-**
6	**Prof. M. R. Patil (From 22/07/2020 to 31/07/2020)**	**ASSOCIATE PROFESSOR**	Level 14	**84,505/-**
7	**Shri Sanjay B. Karapurkar**	**ASSOCIATE PROFESSOR**	Level 13A	**253321/-**
8	**Mrs. Prashanti Talpankar**	**ASSOCIATE PROFESSOR**	Level 13A	**225524/-**
9	**Dr. M. Shanthi**	**ASSOCIATE PROFESSOR**	Level 13A	**238957/-**
10	**Shri Sunoj P. Raicar**	**ASSOCIATE PROFESSOR**	Level 13A	**219140/-**
11	**Prof. Vidya G. Desai**	**ASSOCIATE PROFESSOR**	Level 13A	**232174/-**
12	**Shri Sameer M. Patil**	**ASSOCIATE PROFESSOR**	Level 13A	**212889/-**
13	**Mrs. Smita R. Kuncolienkar**	**ASSOCIATE PROFESSOR**	Level 13A	**212889/-**
14	**Shri Somnath P. Morajkar**	**ASSOCIATE PROFESSOR**	Level 13A	**212889/-**
15	**Dr. Shaikh Mohd. Parvez Al-Usmani**	**ASSOCIATE PROFESSOR**	-------	**ON LIEN**
16	**Dr. Rajesh M. Pednekar**	**ASSOCIATE PROFESSOR**	Level 13A	**219140/-**
17	**Shri Mangesh V. Varerkar**	**ASSOCIATE PROFESSOR**	Level 13A	**206771/-**
18	**Shri Shivdatt F. Shirodkar**	**ASSOCIATE PROFESSOR**	Level 13A	**212889/-**
19	**Shri Paresh R. Sirsat**	**ASSOCIATE PROFESSOR**	Level 13A	**206771/-**
20	**Dr. Udaysing Rane**	**ASSOCIATE PROFESSOR**	Level 13A	**225524/-**
21	**Shri Girish G. Abhyankar**	**ASSOCIATE PROFESSOR**	Level 12	**151044/-**
22	**Dr. Suchita R. Golatcar**	**ASSISTANT PROFESSOR**	Level 13A	**206771/-**
23	**Dr. Aparna P. Lolayekar**	**ASSISTANT PROFESSOR**	-------	**ON LIEN**
24	**Dr. Manoj M. Kothawale**	**ASSISTANT PROFESSOR**	Level 12	**151044/-**
25	**Ms. Anabelle Pires Lobo**	**ASSISTANT PROFESSOR**	Level 11	**127370/-**
26	**Dr. Umesh B. Gawas**	**ASSISTANT PROFESSOR**	Level 12	**138675/-**
27	**Dr. Amrut F. Naik**	**ASSISTANT PROFESSOR**	Level 12	**138060/-**
28	**Dr. Achut P. Pednekar**	**ASSISTANT PROFESSOR**	Level 12	**142111/-**
29	**Mrs. Pooja S. Bidye**	**ASSISTANT PROFESSOR**	Level 11	**130535/-**

30	**Dr. Dimple V. Paul**	**ASSISTANT PROFESSOR**	Level 11	**142256/-**
31	**Dr. Naresh G. Shirodkar**	**ASSISTANT PROFESSOR**	Level 11	**138509/-**
32	**Ms. Jaya G. Prabhu Parrikar**	**ASSISTANT PROFESSOR**	Level 11	**123300/-**
33	**Dr. Sushant R. Haldankar**	**DIRECTOR OF PHYSICAL EDUCATION**	Level 11	**126918/-**
34	**Ms. Prasanna M. Kothawale**	**ASSISTANT PROFESSOR**	Level 11	**123300/-**
35	**Mr. Shripad S. Merchant**	**ASSISTANT PROFESSOR**	Level 11	**123300/-**
36	**Mr. Chandru H. Govekar**	**ASSISTANT PROFESSOR**	Level 11	**113171/-**
37	**Mr. Yogeshwar R. Bhosle**	**PART TIME ASSISTANT PROFESSOR**	Level 11	**109988/-**
38	**Dr. Sandesh J. Naik**	**ASSISTANT PROFESSOR**	Level 10	**100872/-**
39	**Dr. Dhaneesh Kumar T. K.**	**ASSISTANT PROFESSOR**	Level 10	**100872/-**
40	**Ms. Lizella Faria Gonsalves**	**ASSISTANT PROFESSOR**	Level 10	**100872/-**
41	**Mr. Dinanath P. Volvoikar**	**ASSISTANT PROFESSOR**	Level 10	**100872/-**
42	**Mr. Subhash Y. Kamalkar**	**ASSISTANT PROFESSOR**	Level 10	**100872/-**
43	**MR. PRATIK KORKANKAR**	**ASSISTANT PROFESSOR**	Level 10	**92768/-**
44	**MR. NARAYAN D. PARAB**	**ASSISTANT PROFESSOR**	Level 10	**90164/-**
45	**MR. JAYESH B. MAYEKAR**	**ASSISTANT PROFESSOR**	Level 10	**90164/-**
46	**MS. TANVI KURTIKER**	**ASSISTANT PROFESSOR**	Level 10	**90164/-**
47	**MS. YOGITA K. KARKHANIS**	**ASSISTANT PROFESSOR**	Consolidated salary for NET/SET candidates	**Rs. 65,000/- p.m.**
48	**MS. WILMA FERNANDES (w.e.f.03-08-2020)**	**ASSISTANT PROFESSOR**	Consolidated salary for NET/SET candidates	**Rs. 50,000/- p.m.**
49	**MS. NIKITA MANGESHKAR**	CONTRACT BASIS ASSISTANT PROFESSOR	Consolidated salary for NET/SET candidates	**Rs. 50,000/- p.m.**
50	**MR. SHESHGIRI SHETTIGAR**	CONTRACT BASIS ASSISTANT PROFESSOR	---------	**Rs. 40,000/- p.m.**
51	**MR. SWAPNIL BELEKAR**	CONTRACT BASIS ASSISTANT PROFESSOR	----------	**Rs. 40,000/- p.m.**
52	**MS. SARIKA MISRA**	CONTRACT BASIS ASSISTANT PROFESSOR	Consolidated salary for NET/SET candidates	**Rs. 60,000/- p.m.**
53	**MS. PALLAVI KALANGUTKAR**	CONTRACT BASIS ASSISTANT PROFESSOR	Consolidated salary	**Rs. 40,000/- p.m.**
54	**MS. UJWAL DHULAPKAR**	CONTRAC BASIS ASSISTANT PROFESSOR	Consolidated salary	**Rs. 40,000/- p.m.**
55	**DR. DATTAPRASAD D. NARULKAR**	CONTRACT BASIS ASSISTANT PROFESSOR	----------	**Rs. 55,000/- p.m.**
56	**MS. PRANAYA M. NAIK**	CONTRACT BASIS ASSISTANT PROFESSOR	Consolidated salary for NET/SET candidates	**Rs. 55,000/- p.m.**
57	**MS. POOJA GADEKAR**	CONTRACT BASIS ASSISTANT PROFESSOR	Consolidated salary	**Rs. 40,000/- p.m.**

58	**MS. SUJATA KERKAR**	CONTRACT BASIS ASSISTANT PROFESSOR	Consolidated salary	**Rs. 40,000/- p.m.**
59	**MS. IRENA MESQUITA**	CONTRACT BASIS ASSISTANT PROFESSOR	Consolidated salary	**Rs. 40,000/- p.m.**
60	**MS. FROILA V. RODRIGUES**	CONTRACT BASIS ASSISTANT PROFESSOR	Consolidated salary	**Rs. 40,000/- p.m.**
61	**MS. TRUPTI S. RAUT**	CONTRACT BASIS ASSISTANT PROFESSOR	Consolidated salary for NET/SET candidates	**Rs. 55,000/- p.m.**
62	**MS. PRIYANKA HARMALKAR**	LECTURE BASIS ASSISTANT PROFESSOR	---------	**Rs. 750/- per lect.**
63	**MS. FABIOLA S. ROCHA**	CONTRACT BASIS ASSISTANT PROFESSOR	Consolidated salary	**Rs. 40,000/- p.m.**
64	**MS. KIMBERLY AFONSO (w.e.f.10-08-2020)**	CONTRACT BASIS ASSISTANT PROFESSOR	Consolidated salary for NET/SET candidates	**Rs.50,000/-p.m.**
65	**MS. VAIBHAVI V. NEUGI**	LECTURE BASIS ASSISTANT PROFESSOR	---------	**Rs. 750/- per lect.**
66	**MS. ANURIKA ASWEKAR**	LECTURE BASIS ASSISTANT PROFESSOR	---------	**Rs. 750/- per lect.**
67	**MS. PRATEEK V. SAWANT (Substitute for LIEN (SMP))**	CONTRACT BASIS ASSISTANT PROFESSOR	Consolidated salary	**Rs. 40,000/- p.m.**
68	**MS. SHOBHA A. HOSMANI (w.e.f. 18-09-2020)**	CONTRACT BASIS ASSISTANT PROFESSOR	Consolidated salary	**Rs. 40,000/- p.m.**
69	**MS. CHAITALI P. PARKER (On Lien w.e.f 15-07-2019 to 21-07-2020)** **MS. CHAITALI P. PARKER (On Contract w.e.f.16-09-2020)**	CONTRACT BASIS ASSISTANT PROFESSOR CONTRACT BASIS ASSISTANT PROFESSOR	Consolidated salary for NET/SET candidates Consolidated salary for NET/SET candidates	**Rs.37,258/- (July)** **Rs.55,000/-p.m.**
70	**MR. SARVESH S. GAWAS (w.e.f.18-09-2020)**	CONTRACT BASIS ASSISTANT PROFESSOR	Consolidated salary for NET/SET candidates	**Rs.50,000/-p.m.**
71	**MS. CHRISELDA RODRIGUES (w.e.f.06-10-2020)**	CONTRACT BASIS ASSISTANT PROFESSOR	Consolidated salary	**Rs.40,000/-p.m.**
72	**MR. JAYAPRAKASH**	LIBRARIAN	Level 12	**Rs.1,46,307/-**

MANUAL 10

The monthly remuneration received by each of its officer and employees including the system of computerization as provided in Regulations [Section 4(1) (b) (x)] (As on July 2020)

SR. NO.	NAME	DESIGNATION	PAY SCALE	MONTHLY GROSS SALARY
1	MRS. JUDAS E. MASCARENHAS	SUPERINTENDENT	Level 8	Rs.95,206/-
2	MR. SURAJ GAONKAR	ACCOUNTANT	Level 6	Rs.61,578/-
3	MR. SUMANT Y. MARIHAL	HEAD CLERK	Level 6	Rs.65,414/-
4	MS. VARADA VAMAN JOG	LIBRARIAN GRADE - I	Level 5	Rs.44,358/-
5	MR. UTTAM B. PARAB	UPPER DIVISION CLERK	Level 5	Rs.64,350/-
6	MR. GOVIND P. SHIRODKAR	UPPER DIVISION CLERK	Level 5	Rs.64,350/-
7	MR. PRASHANT MANDREKAR	U.D.C.	Level 4	Rs.40,162/-
8	MRS. KAMALA S.R.K.	JUNIOR STENOGRAPHER	Level 6	Rs.82,438/-
9	MS. JULIET PINTO	LAB. ASSISTANT	Level 6	Rs.71,266/-
10	MRS. PADMAJA N. NAIK	LAB. ASSISTANT	Level 6	Rs.69,271/-
11	MR. LOWELL NAZARE	LAB. ASSISTANT	Level 4	Rs.48,844/-
12	MRS. NAVAMI PARULEKAR	LAB. ASSISTANT	Level 6	Rs.84,832/-
13	MR. SURAJ G. SAWANT	STOREKEEPER	Level 5	Rs.60,565/-
14	MR. S. ANDREW KAROFF	LAB. TECHNICIAN	Level 4	Rs.48,844/-
15	MS. PRASIDHI RAHUL KENI	LAB. ASSISTANT	Level 4	Rs.39,005/-
16	MR. PRATIK PRAKASH GAUNDALKAR	LAB. ASSISTANT	Level 4	Rs.39,005/-
17	MR. CHAITNYANAND T. KARPE	L.D.C.	Level 3	Rs.48,656/-
18	MS. SAISHA SULESH NARVEKAR	L.D.C.	Level 2	Rs.30,264/-
19	MR. SUYOG SANDESH SIRSAT	L.D.C.	Level 2	Rs.30,264/-
20	MS. SUJATA SHANTARAM KAVLEKAR	L.D.C.	Level 2	Rs.30,264/-
21	MR. SANJAY P. VAIGANKAR	MULTI-TASKING STAFF	Level 3	Rs.51,582/-
22	MR. GEORGE DIAS	MULTI-TASKING STAFF	Level 3	Rs.50,119/-
23	MR. SHRIKRISHNA P. KENI	MULTI-TASKING STAFF	Level 3	Rs.48,656/-
24	MR. DIGAMBER GOVEKAR	MULTI-TASKING STAFF	Level 3	Rs.48,656/-
25	MR. DEEPAK KENI	MULTI-TASKING STAFF	Level 2	Rs.43,201/-
26	MR. VINAY KAVLEKAR	LABORATORY ATTENDANT	_____	____
27	MR. ANAND MAYEKAR	MULTI-TASKING STAFF	Level 2	Rs.42,043/-
28	MR. ANAND DIVKAR	MULTI-TASKING STAFF	Level 2	Rs.40,886/-
29	MR. LAXMIKANT G. PARKAR	MULTI-TASKING STAFF	Level 1	Rs.34,045/-
30	MR. DATTARAM KALANGUTKAR	MULTI-TASKING STAFF	Level 1	Rs.33,096/-
31	MR. PRALHAD D. KAVLEKAR	MULTI-TASKING STAFF	Level 1	Rs.34,045/-
32	MR. VIJENDRA B. MANGAONKAR	MULTI-TASKING STAFF	Level 1	Rs.33,096/-
33	MR. MOHAN S. KALSANAWAR	MULTI-TASKING STAFF	Level 1	Rs.34,045/-
34	MR. NITEEN P. LOKAPURE	MULTI-TASKING STAFF	Level 1	Rs.34,045/-
35	MR. ATRI SURYA NAIK	MULTI-TASKING STAFF	Level 1	Rs.33,096/-
36	MS. RIDDHI RAKESH FATERPEKAR	MULTI-TASKING STAFF	Level 1	Rs.27,819/-
37	MR. SUMEDH GURUDAS KITLEKAR	MULTI-TASKING STAFF	Level 1	Rs.27,819/-
38	MR. RAM PARYEKAR	MULTI-TASKING STAFF	Level 1	Rs.27,819/-

M A N U A L 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

Major Head	Activities to be performed	Sanctioned Budget	Budget Estimate	Revised Estimate	Expenditure for the last year

Plan Budget

Name of the Plan scheme	Activities to be undertaken	Date of commencement	Expected date of completion	Amount sanctioned	Amount disbursed/spent

Budget Estimate for the year 2020-2021

Enclosed Annexure - I

Dnyanprassarak Mandal's

College and Research Centre, Assagao, Bardez, Goa 403507

Budget Allocated for 2019-20

Particulars	College (Aided)	B.B.A.	B.C.A.	M.Com.	M.Sc.	C.E.C.	Management Grants	Total
Income: (A)								
Opening Balance of Grant-in-Aid / Financial Assistance / Fund	8,348,000					385,000		**8,733,000**
Grant-in-Aid / Financial Assistance receivable	118,165,000					0		**118,165,000**
S.B. A/c Interest	1,014,000	608,000	458,000	252,000	208,000	194,000		**2,734,000**
Management Contribution	0					0	15,000,000	**15,000,000**
Miscellaneous Income	300,000	118,000	71,000	33,000	67,000	2,512,000		**3,101,000**
Student Fees	7,421,000	8,719,000	5,425,000	2,057,000	9,412,000	256,000		**33,290,000**
Excess of Expenditure over Income **(B)**	4,685,000	0	0	988,000	0	0	0	**5,673,000**
Total (A)+(B)	**139,933,000**	**9,445,000**	**5,954,000**	**3,330,000**	**9,687,000**	**3,347,000**	**15,000,000**	**186,696,000**
Expenditure:								
Salary & Other Allowances	116,935,000	4,767,000	3,274,000	2,189,000	3,258,000	0		**130,423,000**
Interest Payable	255,000					2,000		**257,000**
Student Fees (Refund to Govt.)	1,859,000					0		**1,859,000**
Bank Charges	1,000		1,000			3,000		**5,000**
Audit Expenses	28,000	17,000	16,000	10,000	10,000	10,000		**91,000**
Educational Excursion & Tours	5,000		5,000	9,000	5,000	0		**24,000**
Electricity Charges	247,000	29,000	29,000	29,000	29,000	10,000		**373,000**
Expenses on Extra-curricular Activities	252,000	78,000	30,000	26,000	25,000	111,000		**522,000**
Expenses on Workshops / Seminars / Events	170,000	40,000	138,000	14,000	14,000	130,000		**506,000**
Expenses on Maintenance of College Gardening Balance	234,000	10,000	5,000		5,000	5,000		**259,000**
Gas & Fuel Charges	10,000				9,000	0		**19,000**
Laboratory Apparatus & Consumables	221,000				200,000	2,000		**423,000**
Laboratory Chemicals	97,000				50,000	89,000		**236,000**

Dnyanprassarak Mandal's College And Research Centre ASSAGAO BARDEZ - GOA 403 507

Budget Allocated for 2019-20

Particulars	College (Aided)	B.B.A.	B.C.A.	M.Com.	M.Sc.	C.E.C.	Management Grants	Total
Other Laboratory Expenses	47,000				41,000	0		88,000
Office Contingency	154,000	24,000	15,000	9,000	4,000	34,000		240,000
Printing & Stationery	406,000	55,000	13,000	4,000	7,000	13,000		498,000
Refilling of Fire Extinguishers	10,000					0		10,000
Telephone Charges	56,000	19,000	19,000	19,000	19,000	0		132,000
University Affiliation Fees	40,000			7,000	20,000	0		67,000
Water Charges	100,000	1,000	1,000	1,000	1,000	6,000		110,000
Advertisement Expenses	203,000	57,000	34,000	70,000	49,000	0		413,000
Expenses incurred by Principal on Essential Items	25,000					0		25,000
Expenses on Guests/Visiting Faculty	15,000				1,000	0		16,000
Postage, Telegram & Courier Charges	13,000	1,000	1,000		1,000	0		16,000
Sweeping & Cleaning Charges/Housekeeping	504,000	82,000	77,000	77,000	7,000	0		747,000
Security Charges/Watch & Ward	840,000	336,000	336,000	168,000	336,000	0		2,016,000
Travelling & Daily Allowance Expenses	40,000	20,000	3,000	5,000	2,000	51,000		121,000
Other Petty Contingencies / Miscellaneous Expenses	10,000	5,000	5,000	5,000	5,000	19,000		49,000
Transportation Charges	2,000	1,000	1,000	1,000	1,000	1,000		7,000
Uniform to Multitasking Staff & Washing Charges	39,000	1,000	1,000	1,000	1,000	0		43,000
Membership & Subscription	10,000					0		10,000
Expenditure-Gymkhana Section:								
Other Gymkhana Expenses	18,000					0		18,000
Sports Coaching Fees	22,000					0		22,000
Sports & Gymkhana Kits	17,000					0		17,000
TA/DA & Practice Allowance-Sports & Gymkhana	105,000					0		105,000
University Sports Registration & Affiliation Fees	135,000	8,000	6,000	3,000	4,000	0		156,000
Expenditure-Library Section:								
Other Library Expenses	1,000					0		1,000
Postage, Telegram & Courier Charges	2,000					0		2,000
Subscription to Educational Journals / Magazines / Newspapers	300,000	37,000	3,000		12,000	0		352,000
Transportation Charges	1,000					0		1,000

Dnyanprassarak Mandal's College And Research Centre BARDEZ - GOA

Budget Allocated for 2019-20

Particulars	College (Aided)	B.B.A.	B.C.A.	M.Com.	M.Sc.	C.E.C.	Management Grants	Total
Internet Hire & Networking Charges	0	85,000	85,000		85,000	0		255,000
Participation Fees in UGAT Administration	0	6,000				0		6,000
Research & Development Expenditure	0	100,000	100,000		100,000	0		300,000
Scholarship to Students	0	42,000	5,000	224,000		0		271,000
Website Hosting & Maintenance Charges	0	2,000	8,000	2,000	2,000	0		14,000
Honorarium	0	5,000	27,000	1,000	1,000	27,000		61,000
Co-ordinating Charges	0		60,000		60,000	0		120,000
N.S.E.N.C.C.M.P. Course Fees	0			165,000		0		165,000
Examination Remunration:								
College Examination Remunration	618,000		119,000			0		737,000
Other Examination Expenses	57,000	8,000		4,000	5,000	0		74,000
Revenue Stamps	0	1,000	1,000	1,000	1,000	0		4,000
Expenditure-2 Days Spoken English Workshop-Goa University	40,000					0		40,000
Expenditure-National Mathematics Day-Goa State Council for Science & Technology	42,000					0		42,000
Expenditure-N.S.S.	26,000					0		26,000
Expenditure-Grant-in-Aid-Workshops/Seminars/Conference/Training	346,000					0		346,000
Expenditure-1 Day Workshop on Repair & Maintenace of Household Appliances-Goa State Youth Policy 2015	50,000					0		50,000
Expenditure-Unnat Bharat Abhiyan	3,000					0		3,000
Expenditure-POS Fee Receipts	0					8,000		8,000
Expenditure-Students / Staff Identity Cards	0					80,000		80,000
Financial Assistance for Adjustment of Student Fees	0					48,000		48,000
Financial Assistance to College for Expenses	0					4,000		4,000
Legal Fees	0					10,000		10,000
Maintenance of Student Management Software	0					16,000		16,000
Prizes & Awards to College	0					2,000		2,000

Dnyanprassarak Mandal's College And Research Centre ASSAGAO BARDEZ - GOA 403 507

Budget Allocated for 2019-20

Particulars	College (Aided)	B.B.A.	B.C.A.	M.Com.	M.Sc.	C.E.C.	Management Grants	Total
Staff Welfare Expenses	0					22,000		22,000
Stipend to Project Assistant	0					37,000		37,000
Depriciation	2,200,000	300,000	180,000	100,000	200,000	199,000		3,179,000
Total (A)	**126,811,000**	**6,137,000**	**4,598,000**	**3,144,000**	**4,570,000**	**939,000**	**0**	**146,199,000**
Purchase of Fixed Assets (Infrastructure)								
Building	6,600,000	0	0	0	0	0	12,000,000	18,600,000
Computers & Accessories	400,000	100,000	500,000	0	100,000	325,000		1,425,000
Equipments	4,478,000	100,000	50,000	0	700,000	220,000		5,548,000
Furniture & Fixtures	700,000	100,000	50,000	0	50,000	300,000		1,200,000
Library Books	347,000	400,000	10,000	20,000	30,000	0		807,000
Total Fixed Assets (Infrastructure) (B)	**12,525,000**	**700,000**	**610,000**	**20,000**	**880,000**	**845,000**	**12,000,000**	**27,580,000**
Repair & Maintenance								
Building	63,000	333,000	316,000	112,000	105,000	40,000	1,000,000	1,969,000
Computers & Accessories	385,000	136,000	126,000	35,000	47,000	2,000		731,000
Equipments	144,000	68,000	71,000	16,000	47,000	20,000		366,000
Furniture & Fixtures	5,000	5,000	15,000	3,000	0	0		28,000
Total Repair & Maintenance (C)	**597,000**	**542,000**	**528,000**	**166,000**	**199,000**	**62,000**	**1,000,000**	**3,094,000**
Excess of Income over Expenditure (D)	0	2,066,000	218,000	0	4,038,000	1,501,000	2,000,000	9,823,000
TOTAL (A)+(B)+(C)+(D)	**139,933,000**	**9,445,000**	**5,954,000**	**3,330,000**	**9,687,000**	**3,347,000**	**15,000,000**	**186,696,000**

Place: ASSAGAO, BARDEZ, GOA

Date:

Dnyanprassarak Mandal's College And Research Centre ASSAGAO BARDEZ - GOA 403 507

PRINCIPAL

Dnyanprassarak Mandal's College and Research Centre,
Assagao, Bardez, Goa - 403 507.

M A N U A L 12

[Section 4(1) (b)(xii)]

List of institutions given subsidy

Sr.No.	Name and address of the institution	Purpose for which subsidy provided	No. of beneficiaries	Amount of subsidy	Previous years utilization progress	Previous years achievements
		NOT APPLICABLE				

List of individuals given subsidy

Sr.No.	Name and address of the beneficiary	Purpose for which subsidy provided	Amount of subsidy	Scheme and Criterion for selection	No of time subsidy given in past with purpose
	NOT APPLICABLE				

M A N U A L 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
	NOT APPLICABLE				

M A N U A L 14

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

Information available in an electronic form

15.1 Please provide the details of the information related to the various schemes which are available in the electronic format.

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.
	NOT APPLICABLE			

M A N U A L 15

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

Facilities available for obtaining information :

S.No.	Facility available	Nature of information	Working Hours
Information Counter	Facilities available to citizens for obtaining information:		9.00a.m. to 1.30p.m. 2.30p.m. to 4.30p.m. Lunch break: 1.30p.m. to 2.30p.m.
Web site	www.dmscollege.ac.in		24 x 7
Library	YES		9.00a.m. to 4.30p.m.
Notice Board	YES		9.00a.m. to 4.30p.m.

M A N U A L 16

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

List of Public Information Officers

S. 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.	MRS. RASHMI R. REDKAR Vice-Principal	Dnyanprassarak Mandal's College and Research Centre, Assagao – Goa.	2268488	rashmiredkar28@gmail.com	-----

List of Assistant Public Information Officers

S. 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.	Mrs. JUDAS E. MASCARENHAS SUPERINTENDENT	Dnyanprassarak Mandal's College and Research Centre, Assagao – Goa.	2268488	judasmascarenhas@yahoo,com	-----

First Appellate Authority within the department

S. No.	Designation of the officer designated as First Appellate Authority	Postal address	Telephone No	E-mail address
1.	Prof. D.B. AROLKAR Professor & Principal	Dnyanprassarak Mandal's College and Research Centre, Assagao – Goa.	2268488	dbarolkar@rediffmail.com

M A N U A L 17

[Section 4(1) (b)(xvii)]

Other information as may be prescribed

All other information held by the department which is not provided in the previous manuals shall be collated, tabulated, compiled, collected and provided in the form of manual from time to time.

----- **"NIL" ------**

PUBLIC INFORMATION OFFICERS

DESIGNATED UNDER RIGHT TO INFORMATION ACT, 2005

Appellate Authority : **Prof. Dilip B. Arolkar,**
Professor & Principal

Public Information Officer : **Mrs. Rashmi R. Redkar**
Vice-Principal

Assistant Public Information Officer : **Mrs. Judas E. Mascarenhas**
Superintendent

Address**: P.V.S. Kushe Nagar,**
Assagao, Bardez-Goa, 403 507.

Tel.No**.: 0832 2268488**

Annexure II A

DNYANPRASSARAK MANDAL'S COLLEGE AND RESEARCH CENTRE,
ASSAGAO, BARDEZ-GOA.

Allocation of duties of the Administrative and Examination section staff:

MRS. JUDAS E. MASCARENHAS, SUPERINTENDENT

- Supervision over Administrative Staff.
- Custody of the Principal's signature seal.
- Affiliation :
    - Preparing /Typing Application for affiliation to Goa University,
    - Collecting and getting typed the data in the prescribed forms received from Library, concerned departments, account section, examination section to send to University alongwith the application for affiliation.
    - Arrangements for the visit of the Affiliation Committee.
    - Sending the compliance reports to Goa University.
    - Other related work.
- Selection and Appointment of Staff – All the work related to Appointment of staff- teaching and non-teaching staff (Regular, Contract basis, Leave vacancy, Maternity Leave, Child Care Leave and Lecture basis) :
    - Obtaining for NOC for posts from department.
    - Typing Advertisements
    - Publishing the advertisements in 2 local dailies and University News
    - Correspondence with University News – sending advertisement and Demand Draft for publishing etc.
    - Receiving applications, preparing synopsis, call letters, letters for experts, fixing interview dates, preparation for conduct of interviews.
    - Issue of Offer of Appointments
    - Issue of letters for Medical certificates and collection of required documents
    - Receiving Acceptance of Appointments letters, Joining reports, Medical certificate, documents and getting it filed to the respective personal files.
    - Issue of Appointment letters
    - Obtaining names from employment exchange.
- Reporting appointments to the University for Approval of Goa University along with relevant document - form reporting appointments, copies of advertisements, synopsis, qualification certificates, NOC letter etc.
- Reporting appointments for Approval of Department of Higher Education.
- Matter relating to teaching staff under Faculty Development Programme of UGC – forwarding their cases to Goa University, UGC and other related work.
- Roster Maintenance – entering the names on the Roster and obtaining the approval of Director of Social Welfare on the Roster.
- Obtaining Self Appraisal of teaching staff and filing.
- Obtaining of ACR of non-teaching staff and filing the same.
- Career Advancement – Forwarding cases to Goa University, preparing bio-data, selection reports, Service Certificates, Appraisal Certificates, etc. Reporting the cases screened to Goa University for approval.
- DPC/Screening of administrative staff.
- Supervision over the maintenance of Personal files of teaching and non-teaching staff by the dealing staff.
- Workload of teaching staff and timetable. Preparing Workload – Actual and tentative to be sent to Goa University and DHE.
- NAAC, IQAC etc.
- Inviting tenders, quotations and placing orders for printing / purchases etc.

- Maintaining of Dead Stock and consumable registers.
- Supervision over the issue and record of stationery / consumable items.
- Right to Information related work. Preparing and submitting the required information to the Public Information Officer and maintain the Registers of RTI.
- Uploading of RTI information of the Government Website and maintaining a record of the same.
- Preparing Statistics and sending information relating to the college to Goa University, Statistics department of UGC, Directorate of Higher Education, Social Welfare etc.
- Drafting of letters in reply to letters received from Goa University, Directorate of Higher Education, Social Welfare etc seeking any information of college, staff etc.
- Preparing of Certificates of staff – Experience certificate, NOC for Passports, Permission for further studies and residential certificate.
- Attending to visitors at college, technicians, and suppliers.
- Attending to all phone calls received regarding the purchases and other information pertaining to the college.
- Making arrangements for meetings, screenings etc and for refreshments for staff meetings, screening committee meetings and other visitors to the college.
- Any other work allotted by the Principal or the Vice-Principal from time to time.

MR. SUMANT Y. MARIHAL - HEAD CLERK

- Admissions and all related matters.
- Attendance and all related matters.
- Writing /Maintaining students register
- Matter pertaining to University Registration forms/Enrollment of students.
- Receiving the Leaving Certificates /Transference Certificates of students admitted and filing, recording the same on the Students Register.
- Maintenance of records of foreign students and issue of reports etc.
- Filing and preparing students admission box files.
- Academic statistics – enrolment of students, SC,ST,OBC, Minorities etc.
- Counter duties / attending to students.
- Typing work.
- Outdoor work with various Government departments and the Goa University.
- Any other work allotted by the Principal, Vice-Principal or the Superintendent from time to time.

MR. UTTAM B. PARAB – U.D.C.

1. Responsible for Library Circulation work such as membership, Issue and Return of library reading materials, reminders to students and staffs, collecting fines etc.
2. Responsible for managing and maintaining stack and reading area which includes organising and managing the collection and other related work.
3. Assist Librarian in creating and delivering system based information services.
4. Assist in collection development, generation of library reports.
5. Preparation of list of library books / journals for binding purpose.
6. Dispatch work of the library related orders and others.
7. Journal subscription, registration, reminders to publisher and other work.
8. And any other work assigned by the higher authorities.

MR. GOVIND SHIRODAR, U.D.C

- Examinations – F.Y., S.Y., T.Y. – Supplementary & Preliminary – all matters pertaining to examinations
- TY Projects and related work
- To prepare and maintain Statistics of all Examinations (B.A., B.Sc., B.Com., B.C.A., M.Com., B.B.A., M.Sc.) and maintain proper records of the same and obtain signature of the Principal.
- To backup all the records of the examination section daily on external hard-disk.
- To prepare Remittance Statements of all Examinations.
- To prepare examinations bills of every examination conducted within 15 days after the declaration of results.
- To submit the bills to the Chairman of Examination Committee for Scrutiny and approval of Principal.
- To prepare a consolidated single statement of all the examination bills and submit the consolidated statement to the Accountant for passing of payments to the respective staff.
- To check Exam forms.
- Attending to the students at counter as and when required
- Typing work
- Photocopying .
- Enter exam results of data and to print the Statements of Marks.
- To accept question papers of all examinations.
- To maintain records of all stationeries purchased and used in the examination section.
- To procure the required printing and other stationery for examinations as and when required by placing orders for the same.
- To ensure the proper use of the photocopier. To call the technicians as and when required to service the same.
- To arrange to prepare and issue the hall-tickets to the students.
- To notify Examination time-table to students and teachers.
- Any other work allotted by the Principal, Vice-Principal, Chairman, Examination Committee or the Superintendent from time to time

SHRI PRASHANT MANDREKAR, U.D.C.:

- All typing work pertaining to Examination Section.
- To prepare and maintain Statistics of all Examinations (B.A., B.Sc., B.Com., B.C.A., M.Com., B.B.A., M.Sc.)
- To prepare Remittance Statements of Exams.
- To check Exam forms.
- Photocopying.
- To enter Exam result data.
- To assist Exam Incharge in routine administrative matters and to ensure that facilities are not misused by any person.
- To assist Exam Incharge during Verification and Grievance.
- To work during Examinations as per the instructions of Chairman of College Examination Committee.
- All the work pertaining to Examination assigned by Principal/Vice-Principal/Chairman.(Examination Committee)/Superintendent/Exam Incharge.
- To attend to such other duties which are assigned by the Chairman, Examination Committee/Superintendent/Exam Incharge with the approval of the Principal.
- Any other work allotted by the Principal, Vice-Principal, Chairman, Examination Committee or the Superintendent from time to time.

MRS. KAMALA SREENIVAS R. K. – JUNIOR STENOGRAPHER

- Attending to the telephone calls, taking messages, and giving the message to the concerned person. Accepting payments for the personal calls and submitting to the accounts section.
- Updating the telephone directory yearly of all the teaching and non-teaching staff and maintaining a record of the same.
- Updating the address book yearly of all the teaching and non-teaching staff and maintaining records.
- Maintaining records of dates of Principals meetings, conferences and informing principal about the same from time to time.
- Maintaining and updating the notices, activities, and awards won etc on the College Signage Board from time to time. Maintaining a file of the notices, activities uploaded on the College Signage board.
- To email notices to the teaching and non-teaching staff and taking a printout of the sent email and maintaining a record.
- To download email messages, letters sent by the teaching and non-teaching staff and sending the same to the principal from time to time.
- Typing of Minutes of all meetings and ensuring that the same are circulated and filed in the respective file by the dealing clerk.
- Typing all articles for college magazines, newspaper publications, college bulletin etc. and maintaining records of the same.
- Filing and Indexing of documents in the personal/service files of Principal and Non- teaching staff.
- Typing notices, letters, reports of staff, statements, workload, orders etc.
- Certification of documents and maintaining cash records and handing over the cash to the accounts section on day to day basis.
- Preparation / typing of synopsis of teachers and non-teaching staff.
- Typing of admission data of students and assisting the Admission Committee Convenor to download all required statistics.
- Typing reports of N.C.C., N.S.S., Sports, Associations, Meetings, Seminars, Conferences and any other related matters.
- Typing of Grace Marks lists.
- Maintaining proper records of typing work assigned in proper folders and transferring the same to the respective departments via emails or networking.
- Taking dictation from the Principal, Vice-Principal and Superintendent.
- All typing work assigned by the Principal, Superintendent, Vice-Principal, H.o.D's, Co-ordinators, Convenors of various committees pertaining to student activities.
- Any other work allotted by the Principal, Vice-Principal or the Superintendent from time to time.

MS. SAISHA S. NARVEKAR - LOWER DIVISION CLERK

- Admissions and all related matters.
- Attendance and all related matters.
- Writing /Maintaining students register
- Matter pertaining to University Registration forms/Enrollment of students.
- Receiving the Leaving Certificates /Transference Certificates of students admitted and filing, recording the same on the Students Register.
- Maintenance of records of foreign students and issue of reports etc.
- Filing and preparing students admission box files.
- Academic statistics – enrolment of students, SC,ST,OBC, Minorities etc.
- Counter duties / attending to students.
- Typing and related work.
- Attending to students at the counter in the absence of the dealing hands.
- Any other work allotted by the Principal, Vice-Principal, the Superintendent and the Head clerk from time to time.

Mr. Suyog S. Sirsat - LOWER DIVISION CLERK

- Counter duties/ attending to students.
- Maintaining of Leave records of Teaching and Non-teaching staff. Issue of orders for the same.
- Entering Leave records on service books of all staff.
- Inward and issuing the same to concerned staff and filing to the respective files.
- Issue of Leaving, Transference, Bonafide and other certificates and related matters.
- Issue of Transcripts, copies of syllabus and related matters.
- All types of scholarships – notifying the same on the notice boards, issuing the forms to students, accepting the same, scrutiny and sending to the respective departments.
- Fixing and removing notices from all notice boards.
- Circulation of notices, circulars, office orders etc. to all the staff.
- Filing and preparing files.
- Ex-student matters.
- Typing, computer and related work.
- Maintenance of staff muster – writing the names of the staff every month on all the Musters - (Teaching and Non-teaching staff).
- Any other work allotted by the Principal, the Vice-Principal, the Superintendent and Head Clerk from time to time.

MS. SUJATA S. KAVLEKAR – LOWER DIVISION CLERK

To assist Superintendent in all work pertaining to:

- Appointment of staff- teaching and non-teaching staff (Regular, Contract basis, Leave vacancy, Maternity Leave, Child Care Leave and Lecture basis) of Aided Courses:
- Obtaining NOC for posts from department.
- Typing Advertisements.
- Publishing the advertisements in 2 local dailies and University News.
- Correspondence with University News – sending advertisement and Demand Draft for publishing etc.
- Receiving applications, preparing synopsis, call letters, letters for experts, fixing interview dates, preparation for conduct of interviews.
- Issue of Offer of Appointments.
- Issue of letters for Medical examination and collection of required documents.
- Receiving acceptance of Appointments letters, Joining reports, Medical Certificates, documents and filing to the respective personal files.
- Issue of Appointment letters
- Obtaining names from employment exchange.
- Matter relating to teaching staff under Faculty Development Programme of UGC – forwarding their cases to Goa University, UGC and other related work.
- DPC/Screening of administrative staff.
- Typing of Certificates of staff – Experience certificate, NOC for Passports, Permission for further studies and residential certificate.
- GUMS.
- Filing of documents to personal files/service files of teaching and Non-Teaching Staff.
- Any other work allotted by the Principal, Vice-Principal, the Superintendent and the Head clerk from time to time.

Allocation of duties of the Account section staff shall be as follows:

Shri Suraj K. Gaonkar, Accountant:

- Checking and passing of all bills for payment - College, C.E.C., Self-Financing courses and other accounts.
- Preparing bank/cheque receipts vouchers and filing of vouchers - College, C.E.C., Self-Financing courses and other accounts.
- Preparing of Journal Vouchers for accounting/adjustments - College, C.E.C., Self-Financing courses and other accounts.
- Tally - day-to-day data entries (cash/bank payments, receipts, journals, etc.) - College, C.E.C., Self-Financing courses and other accounts.
- Updating of all Bank pass books regularly - College, C.E.C., Self-Financing courses and other accounts.
- All cash (final), Bank and other A/c's reconciliations - College, C.E.C., Self-Financing courses and other accounts.
- Maintaining of file indexing system, opening and closing of new files - College, C.E.C., Self-Financing courses and other accounts.
- Arranging internal and final audits. Attending to auditors/bankers - College, C.E.C., Self-Financing courses and other accounts.
- Maintaining of various Government Grants/UGC Grants - College, C.E.C., Self-Financing courses and other accounts.
- Maintaining all Service books and entering periodical entries (teaching and non-teaching staff).
- Handling Income Tax matters. Filing of income tax returns - College, C.E.C., Self-Financing courses and other accounts.
- Other statutory matters and compliance relating to accounts - College, C.E.C., Self-Financing courses and other accounts.

- Raising all Purchase Orders for purchases/expenses for Accounts section - College, C.E.C., Self-Financing courses and other accounts.
- Handling petty cash payments during students admission/examination fees collections/in times of need - College, C.E.C., Self-Financing courses and other accounts.
- Taking daily Tally back-up.
- Filing of all related papers in the concerned files from time to time.
- Typing of letters/statements whenever required.
- To report about breakages/losses in the campus to the Principal.
- To assist the Superiors in routine administrative matters and to ensure that facilities are not misused by any person.
- To report to Principal about misbehaviour inside and outside the premises.
- To ensure that all the cupboards, doors, windows and gates are properly closed.
- To attend to such other duties as may be specially brought to the notice, with the approval of the Principal.
- To attend to such other duties which are assigned by the Principal, Vice-Principal and Superintendent with the approval of the Principal.
- To supervise the office administration in the absence of the Superintendent.
- Any other work assigned by the Principal.

Shri C.T. Karpe, L.D.C.:

- Preparing/typing of monthly salary, salary arrears, other staff benefits bills and sending the same to the Government for financial assistance/grant. Monthly salary bills should be sent to the Directorate of Higher Education on or before 10th of the concerned month) - College and Self-Financing courses. The final salary bills should be prepared on or before 25th of the concerned month and to be forwarded to the Accountant for checking/verification purpose before final payment.
- Preparing of salary, other staff benefits and statutory payments (salary deductions) cheques and payment vouchers - College and Self-Financing courses.
- Writing and updating Cheque register of all cheques (as above) and obtaining the signature of the Principal on daily basis.
- Disbursement of all cheques (as above) to the respective persons/parties and filing of vouchers (in order) in the respective files everyday without fail.
- Preparing of pay fixation and salary arrears statements of all teaching and non-teaching staff - College and Self-Financing courses.
- To deposit monthly government/statutory payments before due dates - College and Self-Financing courses.
- Recoveries of any excess salaries paid from staff - College and Self-Financing courses.
- Preparing and issuing monthly pay (salary) slips to all teaching and non-teaching staff and obtaining their respective signatures on the salary/pay bills from time to time - College and Self-Financing courses.
- Preparing and issuing Form 16 to all teaching and non-teaching staff on or before 30th June after every financial year ending - College and Self-Financing courses.
- Preparing and issuing of salary certificates - College and Self-Financing courses.
- Follow up with Directorate of Higher Education and Directorate of Accounts with queries and settlement of salary and other staff benefits matters - College and Self-Financing courses.
- Transfer of funds from UCO Bank S.B. A/c's to other related S.B. A/c's, whenever funds from other S.B. A/c's are utilized - College and Self-Financing courses (salary and salary deductions).
- Filing of e-TDS quarterly returns (salaries) on or before the due dates - College and Self-Financing courses.
- Filing of all related papers in the concerned files everyday without fail.
- Typing of letters/statements relating to salary matters.
- Assisting Accountant in Finalization of Accounts - College, C.E.C., Self-Financing courses and other accounts.
- To report to the Accountant about the work completed and pending from time to time.
- To report about breakages/losses in the campus to the Principal.
- To assist the Superiors in routine administrative matters and to ensure that facilities are not misused by any person.
- To report to Principal about misbehaviour inside and outside the premises.
- To ensure that all the cupboards, doors, windows and gates are properly closed.
- To outward account letters in the absence of the dealing clerks at the counter.
- To attend to such other duties as may be specially brought to the notice, with the approval of the Principal.
- To attend to such other duties which are assigned by the Principal, Vice-Principal, Superintendent and Accountant with the approval of the Principal.
- Any other work assigned by the Principal.

Annexure II A – Library Staff

Librarian Work: -

1. Obtaining recommendations for purchase of books from the teaching staff.
2. Acquisition and Classification of Reading materials.
3. Reference and Referral Service to the students and staff.
4. Arranging display of New Arrivals to enable users to browse them.
5. Conducting Book Exhibition.
6. Current Awareness Service and Selective Dissemination of Information to the students and staff.
7. Generating Library Reports, Statistical Reports of the library.
8. Passing of Library Orders and Bills through Principal.
9. Overall supervision and coordination of library work.

Librarian Grade – I

1. Assist readers in finding relevant materials, in their IT related problems and reference questions and understanding the library rules and regulations.
2. Processing of all type of library materials. Provide reference services and documentation services to the faculty members, research scholars and students.
3. To attend correspondence relating to the Library.
4. Collection, compilation, maintenance and supply of all statistical information of the library and assisting Librarian in preparing various reports of the library.
5. Performing and supervising all professional work relating to classification, cataloging, preparing, and organizing library materials according to established policies.
6. Assisting in shelf reading the collection to ensure materials are able to be retrieved quickly.
7. Assisting in weeding of outdated and damaged materials from the collection.
8. Maintain the library in the absence of the Librarian.
9. Address administrative issues like collecting fines and managing reservations.
10. Train and supervise library staff in their duties.
11. Arrange to maintain library clean, safe and organized.
12. Assist Librarian in library promotional activities and prepare press releases and newsletters to attract more readers.
13. Manage and maintain the Library Database, Data entry, library software including library registers and files.
14. Organize book talks, tours, multimedia programs, exhibition and displays.
15. Perform the library work as assigned by the librarian from time to time.
16. Perform any other library duties assigned from time to time.
17. To assist the Librarian in routine administrative matters.
18. To ensure that the Departmental facilities are not misused by any person.
19. To report about breakages/losses to your superiors.
20. To report to the Librarian about misbehaviour inside and outside the library.
21. To ensure that all the cupboards, doors, windows and gates are properly closed by the Multi-Tasking Staff.
22. To attend to such other duties as may be specially brought to the notice, with the approval of the Librarian/Principal.
23. To attend to such other duties which are assigned to you by the Librarian, other teachers of the department, Superintendent with the approval of the Librarian/Principal.
24. Any other work assigned by the Principal, Vice-Principal, Librarian, Superintendent and Head Clerk.

Library Clerk Work:

1. Responsible for Library Circulation work such as membership, Issue and Return of library reading materials, reminders to students and staffs, collecting fines etc.
2. Responsible for managing and maintaining stack and reading area which includes organising and managing the collection and other related work.
3. Assist Librarian in creating and delivering system based information services.
4. Assist in collection development, generation of library reports.
5. Preparation of list of library books / journals for binding purpose.
6. Dispatch work of the library related orders and others.
7. Journal subscription, registration, reminders to publisher and other work.
8. And any other work assigned by the higher authorities.

Library Grade - II:

1. Providing reference and referral services to users.
2. Shelves reading the collection to ensure materials are able to be retrieved quickly.
3. Registering new patrons and keeping patron files transaction activities up to date.
4. To render professional assistance to Librarian Grade – I in various library activities.
5. Day to day operation and supervision of issue & return of books at the circulation counter. Checking materials out to patrons and ensuring that they are returned and discharged from the patron's card. Keep the books, ready for circulation. Circulation (Issuing and receiving) of books and other learning materials.
6. To permit the users to use the computer and assist them in accessing library software, e-resources and Internet. Assist the users towards effective utilization of Library sources and services.
7. Responsible for the library equipments, repairs and replacement.
8. To type in & input the primary data provided by the supervisor & to maintain, printing data.
9. Cataloguing and indexing of books and periodicals.
10. Assist the Librarian in supervision and administration of Library.
11. Managing special assignments/tasks as entrusted by the Librarian.
12. Maintenance of the various library registers (Accession/periodical) and other statistical records.
13. Shelving and rectification of library collection on day to day basis according to the library system.
14. Any other library work allotted by the Librarian.

Multi-tasking Staff:

1. Maintain the cleanliness of the library materials like tables, chairs, racks, cupboards and other materials in the library.
2. Pasting of spine label and book pocket to the reading materials of the library.
3. Shelving of the library materials.
4. Getting Newspapers from Mapusa.
5. Collecting mail from office.
6. Xerox copies for the library whenever needed.
7. Any other works assigned by the librarian.

Annexure II B (a)

The Group ‘D’ staff designated as Multi-tasking staff (Group ’C’) will perform the following duties in addition to the duties already assigned to them as per order No. DMCRC/CC/2015-2016/22-B/1027 dated 10/12/2015.

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 FAX etc.
5. Other non-clerical work in the Section/Unit.
6. Assisting routine office work like diary, despatch etc., including on computer.
7. Delivering of dak (outside the building)
8. Watch & ward duties.
9. Opening & closing of rooms.
10. Cleaning of rooms.
11. Dusting of furniture etc.
12. Cleaning of building, fixtures, etc.
13. Work related to his ITI qualification if it exists.
14. Driving of vehicles, if in possession of valid driving licence.
15. Upkeep of parks, lawns, potted plants etc.
16. Any other work assigned by the superior authority.

Sr. No.	Name	New designation	Signature
1	Mr. Sanjay P. Vaigankar	Multi Tasking Staff	
2	Mr. George Dias	Multi Tasking Staff	
3	Mr. Shrikrishna P. Keni	Multi Tasking Staff	
4	Mr. Digambar Govekar	Multi Tasking Staff	
5	Mr. Deepak Keni	Multi Tasking Staff	
6	Mr. Anand Mayekar	Multi Tasking Staff	
7	Mr. Anand Divkar	Multi Tasking Staff	
8	Mr. Laxmikant Parkar	Multi Tasking Staff	
9	Mr. Dattaram Kalangutkar	Multi Tasking Staff	
10	Mr. Pralhad Kavlekar	Multi Tasking Staff	
11	Mr. Vijendra Mangaonkar	Multi Tasking Staff	
12	Mr. Mohan Kalsanawar	Multi Tasking Staff	
13	Mr. Niteen Lokapure	Multi Tasking Staff	
14	Mr. Atri Surya Naik	Multi Tasking Staff	
15	Mr. Mahadev N. Naik	Multi Tasking Staff	
16	Mr. Sandeep S. Parsekar	Multi Tasking Staff	

Annexure II B

Dnyanprassarak Mandal's College and Research Centre, Assagao, Bardez-Goa.

The re-allocation of duties for the Peons / Attendants shall be as follows:

DUTIES TO BE PERFORMED FROM 8.00 a.m. to 8.30 a.m. on all days.

Mr. Vijendra Mangaonkar/ Mr. Ram Paryekar	• Opening of all the Classrooms and windows on first floor. • Wiping all the Tables and chairs in the Staffrooms on first floor • Switching on electrical switches on the three distribution boxes and in all class-rooms.
Mr. Anand Divkar	• Opening of all the Class-rooms and windows on ground floor. • Wiping all the Tables and chairs in the Staff-room, Examination room on ground floor. • Switching on electrical switches on the three distribution boxes and in all class-rooms. • Switching ON & OFF of Water Pump at 11.00 a.m.
Mr. Shrikrishna P. Keni	• Cleaning the Principal's cabin. • Cleaning the Vice-Principal's Cabin • Cleaning Visitor's Room • Wiping Tables, Chairs and all other furniture. • Switching on the Display Signage Board.
Mr. Dattaram Kalangutkar	• Switching ON & OFF of Water Pump.

Note:

1. **Incase Mr. Mangaonkar is on leave, Mr. Divkar in addition to his routine duties will also open the first floor classrooms and vice-versa.**
2. **Incase Mr. Kalangutkar is on leave, Mr. Keni in addition to his routine duties will switch on the water pump and vice-versa.**
3. **Incase Mr. Mangaonkar and Mr. Divkar is on leave Mr. Kalangutkar in addition to his routine duties will open the class rooms and Mr. Keni will switch on the pump.**
4. **After completing the above referred work, all the Peons/Attendants should report to their respective offices/Departments/Sections.**

REGULAR DUTIES TO BE PERFORMED

1. Mr. Shrikrishna P. Keni	➢ Attending to visitors, students, ex-students, suppliers and staff visiting the Principal, the Vice-principal, the teaching faculty, the Superintendent or the Accountant. ➢ Refreshments to the visitor's and guests if any. ➢ Ringing the College Bell. ➢ Filing of documents of Administrative and Account section during the afternoon session. ➢ Photo-copying of documents during the afternoon session. ➢ Switching on and off of the Generator incase of power failure. ➢ Other office Work.

2. Mr. Vijendra Mangaonkar	➢ Outdoor duty – delivering letters, bank, post work etc. ➢ Photo-copying of documents. ➢ Filing of documents of Administrative and Account section. ➢ Taking notices to students, staff etc. ➢ Switching on and off of the Generator incase of power failure. ➢ Other office Work.
3. Mr. Anand Mayekar /Ms. Riddhi Rakesh Fatarpekar	➢ Photocopying of documents. ➢ Filing of documents of Administrative and Account section. ➢ Pasting work of Accounts section in the afternoons. ➢ Maintenance of LCD's, electrical fittings, tube-lights, fans, etc. If needed to call the Electrician and do the necessary repairs in consultation with the Superintendent/ Convenor of Purchase Committee. ➢ Switching on and off of the Generator incase of power failure. ➢ Other office Work.
4. Mr. A. Divkar	➢ Outdoor duty – delivering letters, bank, post work etc. ➢ Photocopying of documents. ➢ Filing of documents of Examination section. ➢ Taking notices to students, staff etc. ➢ Switching on and off the Generator incase of power failure. ➢ Other office/Examination Work.
5. Mr. Dattaram Kalangutkar	➢ Computer Lab. work. ➢ Switching on and off the Generator incase of power failure.
6. Mr. Deepak Keni	➢ B.B.A./B.C.A./M.Com./Research Centre in Commerce, department office Work. ➢ Switching on and off the Generator incase of power failure. ➢ Outdoor duty – delivering letters, magazines etc. to Management, govt. offices, etc.
7. Mr. Niteen Lokapure	➢ Outdoor duty – delivering letters to Govt. offices, Goa University etc. ➢ Switching on and off the Generator incase of power failure.
8. Mr. George Dias	➢ Gymkhana ➢ Outdoor duty – delivering letters, magazines etc. to Police station, govt. offices, etc.
9. Mr. Sumedh Kitlekar	➢ Electronics Laboratory work
10. Mr. L. Parkar	➢ Physics Laboratory work
11. Mr. P. Kavlekar	➢ Chemistry Laboratory work
12. Mr. D. Govekar	➢ Chemistry Laboratory work
13. Mr. S. P. Vaigankar	➢ Library department work
14. Mr. Atri S. Naik	➢ Library department work

DUTIES TO BE PERFORMED FROM 3.45 p.m. TO 4.20 p.m.

1. Mr. S. P. Keni/ Ms. Riddhi Rakesh Fatarpekar	➢ Cleaning all the Office Tables, chairs and counter, Wiping, Dusting of all the Glass Partitions and Window Glass Panes of the College Office. ❖ Cleaning cobwebs in the Principal's, Vice-Principal's Cabins and Office and in front of the office near notice board area and the entrance of the college on **every Friday.** If Friday is a holiday or if on leave, than cleaning should be done on the preceding day or succeeding day.
2. Mr. Vijendra Mangaonkar/Mr. Ram Paryekar	**F-1 To F-6 and Staff-room 2:** ➢ To clean the Black-boards, Close windows, close classrooms, put off all the lights, fans, clean tables chairs on the first floor. ➢ To check if all the class-rooms, all rooms in the premises are locked, Toilets locked, Water Cooler, Generator and Water Pump is put off. Locking all the gates and handing over keys to the watchman. To put off the electrical switches on the four distribution boxes. ❖ Cleaning cobwebs in the rooms and corridors on the first floor and staircase from first floor to ground floor of above classrooms on **every Friday**. If Friday is a holiday or if on leave, than cleaning should be done on the preceding day or succeeding day.
3. Mr. Anand Mayekar	**F-7 to F-10, English Laboratory and Staff-room 3:** ➢ To clean the Black-boards, Close windows, close classrooms, put off all the lights, fans, clean tables chairs on the first floor. ❖ Cleaning cobwebs in the above class-rooms and corridors on the first floor and Staircase from first floor to ground floor of above classrooms on **every Friday**. If Friday is a holiday or if on leave, than cleaning should be done on the preceding day or succeeding day.
4. Mr. A. Divkar	**G-1 to G4, Store room and Examination Section.** ➢ To clean all the Black-boards, Close windows, close classrooms, put off all the lights, fans, clean tables chairs on the ground floor. Cleaning cobwebs in all the rooms, Store room, Examination room, toilets and corridors from G-1 to Examination Room and near Electricity Main-board and toilet area on the Ground floor and Staff room -1 on **every Friday**. If Friday is a holiday or if on leave, than cleaning should be done on the preceding day or succeeding day.
5. Mr. Dattaram Kalangutkar	**G-6 to G-10, Counseling Room and Computer Rooms and Conference Hall:** ➢ To clean the Black-boards, Close windows, close classrooms, put off all the lights, fans, clean tables chairs on the ground floor of **G-6 TO G-10.** ❖ Cleaning cobwebs in G-6 to G-9 Classrooms, Counseling Room and corridors from NCC Army Room to Conference Hall on the Ground floor on **every Friday**. If Friday is a holiday or if on leave, than cleaning should be done on the preceding day or succeeding day or as per the instructions of the H.o.D.

6. Mr. Deepak Keni	**Cleanliness of Management building Ground floor and first floor:** ➢ To clean the Black-boards, Close windows, close classrooms, put off all the lights, fans, clean tables chairs. ❖ Cleaning cobwebs in Management building Ground floor and first floor on **every Friday**. If Friday is a holiday or if on leave, than cleaning should be done on the preceding day or succeeding day or as per the instructions of the Co-ordinators.
7. Mr. Sumedh Kitlekar	**Cleanliness of Electronics department and upper ground floor of Sc. Bld. Classrooms, corridors, etc.** ➢ To clean the Blackboards, Close windows, close classrooms, put off all the lights, fans, clean tables, chairs. ❖ Cleaning cobwebs in Electronics department and upper ground floor of Sc. Bld. Classrooms, corridors, toilet area on **every Friday.** If Friday is a holiday or if on leave, than cleaning should be done on the preceding day or succeeding day or as per the instructions of the H.o.D.
8. Mr. Laxmikant Parkar and Mr. Mohan Kalsanawar	**Cleanliness of Physics dept and B floor of Science building:** ➢ To clean the Black-boards, Close windows, close classroom, laboratory, put off all the lights, fans, clean tables, chairs. ❖ Cleaning cobwebs in Physics department and ground floor of Sc. Bld. Classroom, laboratories, corridors on **every Friday.** If Friday is a holiday or if on leave, than cleaning should be done on the preceding day or succeeding day or as per the instructions of the H.o.D.
9. Mr. Pralhad Kavlekar	**Cleanliness of Chemistry dept and laboratories:** ❖ To clean the Black-boards, Close windows, close classroom, laboratory, put off all the lights, fans, clean tables, chairs. ❖ Cleaning cobwebs in Chemistry department, Classroom, and laboratories on **every Friday.** If Friday is a holiday or if on leave, than cleaning should be done on the preceding day or succeeding day or as per the instructions of the H.o.D.
10. Mr. Digambar Govekar	**Cleanliness of Chemistry dept and the classrooms and labs of the Bsc. Dept.:** ❖ To clean the Black-boards, Close windows, close classroom, laboratory, put off all the lights, fans, clean tables, chairs. ❖ Cleaning cobwebs in Staff room, Chemistry-Computer Laboratory, Instrumentation Rooms and corridors on **every Friday**. If Friday is a holiday or if on leave, than cleaning should be done on the preceding day or succeeding day or as per the instructions of the H.o.D.
11. Mr. George Dias	**Cleanliness of College Gymkhana and all adjoining rooms:** ❖ To clean the tables, chairs etc. in gymkhana. ❖ To clean cobwebs in Gymkhana Hall, Store-room, office and all rooms on **every Friday**. If Friday is a holiday or if on leave, than cleaning should be done on the preceding day or succeeding day or as per the instructions of the College Director of Physical Education.

12. Mr. Sanjay P. Vaigankar	**Cleanliness of Library Office, Book bank area:** ❖ To clean all the tables and chairs in the library as per the duties allotted by the Librarian. ❖ To clean cobwebs on **every Friday**. If Friday is a holiday or if on leave, then cleaning should be done on the preceding day or succeeding day or as per the instructions of the Librarian.
13. Mr. Atri S. Naik	**Cleanliness of Library Office Reading Hall:** ❖ To clean all the tables and chairs in the library as per the duties allotted by the Librarian. ❖ To clean cobwebs on **every Friday**. If Friday is a holiday or if on leave, then cleaning should be done on the preceding day or succeeding day or as per the instructions of the Librarian.

Note: Cleaning of Black boards:

1. Incase Mr. Vijendra is on leave, Mr. Mayekar will clean the boards on the first floor and vice-versa.
2. Incase Mr. Divkar is on leave, Mr. Kalangutkar will clean the boards on the ground floor and vice-versa.
3. Mr. Keni will replace in case if the first floor or ground floor, if both the assigned peons are on leave.

Overall duties of the Peons pertaining to cleanliness of the College Buildings:

1. Mr. S. P. Vaigankar	❖ Cleanliness of Stairs and Entrance to Library including area outside conference room.
2. Mr. Atri Naik	➢ Cleanliness of College Library Reading Hall, Book bank etc.
3. Mr. Dattaram Kalangutkar/Mr. Niteen Lokapure	➢ Cleanliness of the entrance to Computer Lab. Cleanliness of Conference Room, Students Consumer Co-op. Room. G-6 to G-9 Classrooms, Counseling Room and corridors from NCC Army Room to Conference Hall on the Ground floor.
4. Mr. S. P. Keni/Ms. Riddhi Rakesh Fatarpekar	➢ Cleanliness of College Office, Principal Cabin, Vice-Principal's Cabin, Corridor in-front of the College Office and entrance of the college office including the stairs.
5 .Mr. A. Divkar	➢ Cleanliness of Corridor from College Office to G-1 and Cleanliness of Classrooms G-1, G-2, G-3, G-4, G-5, Examination room and near Electricity Board and staircase next to office going to first floor.
6. Mr. V. Mangaonkar	➢ Cleanliness of the Classrooms F-1, F-2, F-3, F-4, F-5, Staff Room No 2, Corridors from F-1 to F-5 and staircase.
7. Mr. Anand Mayekar/Mr. Ram F. Paryekar	➢ Cleanliness of the classrooms F-6, F-7, F-8, F-9, F-10 and Staff-room No.3 and corridor from F-6 to F-10.
8. Mr. Deepak Keni	➢ Cleanliness of Management building Ground floor.
9. Mr. Mohan Kalsanawar	➢ Cleanliness of RUSA building.
10. Mr. Digambar Govekar	➢ Cleanliness of the Chemistry Lab. and entrance of the Chemistry Laboratory.
11. Mr. Pralhad Kavlekar	➢ Cleanliness of Chemistry Classroom and Computer Laboratory, staff room and Instrumentation room.
12. Mr. George Dias	➢ Cleanliness of College Gymkhana inside and outside.
13. Mr. Sumedh Kitlekar	➢ Cleanliness of Electronics department and upper ground floor of Sc. Bld. Classrooms, corridors, etc.
14. Mr. Laxmikant Parkar	➢ Cleanliness of Physics dept and basement of Science building, classroom etc.

ANNEXURE III

STATEMENT OF DOCUMENTS HELD BY THE COLLEGE

1. STATUTES
2. ORDINANCES
3. PROSPECTUS
4. U.G.C. CORRESPONDENCE
5. AFFILIATION
6. ENROLMENT
7. ELIGIBILITY
8. APPOINTMENTS
9. ACADEMIC PARTICIPATION
10. WORKLOAD
11. WORKSHOPS/COURSES CONDUCTED BY THE COLLEGE
12. STUDENTS DATA
13. ADVERTISEMENTS
14. COLLEGE DEPARTMENTS
15. RESULTS
16. DE-RESERVATION OF POSTS
17. STOCK – TENDER, PURCHASES
18. ADMISSIONS
19. PERSONAL FILES
20. LEAVE RECORDS
21. CAREER ADVANCEMENTS
22. APPROVALS OF TEACHING STAFF
23. N.O.C. FROM GOVERNMENT
24. SCREENING COMMITTEE REPORTS
25. N.A.A.C
26. SCHOLARSHIP AND PRIZES
27. STUDENTS AID FUND
28. SALARY GRANTS
29. NON-SALARY GRANTS
30. BUDGET
31. COLLEGE COMMITTEES
32. CERTIFICATES TO STUDENTS - LEAVING, TRANSFERENCE, BONIFIDE, N.O.C.

4. (b) (ix) DIRECTORY OF NON-TEACHING STAFF as on September, 2020 ANNEXURE IV

Sr. No.	Name and Address	Designation	Office
1	**MRS. JUDAS E. MASCARENHAS**		
	D-2 CAETAN-PAUL RESIDENCY,	SUPERINTENDENT	
	BEHIND KAMLESHWAR GARAGE,		2268488
	KHORLIM MAPUSA GOA 403 507		
2	**MR.GAONKAR SURAJ K.**	ACCOUNTANT	
	H.NO.88, NEAR DR. BHATIKES CLINIC,		
	ZARIWADA, PODOCEM, SANQUELIM		2268488
	SATTARI, GOA 403 505		
3	**MR SUMANT Y MARIHAL**	HEAD CLERK	
	OPP. ELECTRICITY DEPARTMENT		2268488
	ANSABHAT, MAPUSA GOA		
4	**Ms. Varada Vaman Jog**	LIBRARIAN GRADE - I	2268488
	H. no. 76/1, Bouta Vaddo,		
	Assagao, Bardez, Goa – 403507		
5	**MR. UTTAM B. PARAB**	UPPER DIVISION	
	OPP ELECTRICITY DEPARTMENT	CLERK	
	FLAT NO.13,		
	NEAR GANESH MANDIR, ANSABHAT		2268488
	MAPUSA GOA		
6	**MRS. KAMALA SREENIVAS R.K.**		
	BLOCK BF-3, PARRIKAR HILL RESIDENCY,	JUNIOR	
	KHORLIM, MAPUSA, GOA - 403 507.	STENOGRAPHER	2268488
7	**MR. GOVIND P. SHIRODKAR**		
	HNO 15, WARD NO.8	UPPER DIVISION	
	KENY WADA (FEIRA BAIXA)	CLERK	2268488
	MAPUSA GOA 403 507		
8	**MS JULIET PINTO**	LAB. ASSISTANT	
	BELLA VISTA VADDO		2268488
	ASSAGAO BARDEZ GOA		
9	**MS PADMAJA V. N. GAUNEKAR**	LAB. ASSISTANT	
	OMKAR BUILDING 170/1, Nr. BETIM FOOTBALL		2268488
	GROUND, ALTO BETIM BARDEZ GOA		
10	**MR. SURAJ GUNAJI SAWANT**	STOREKEEPER	2268488
	ASHVE MANDRE, PERNEM GOA		
11	**MR. LOWELL NAZARE**	LAB. ASSISTANT	2268488
	145, BAIRO ALTO, ASSAGAO, BARDEZ, GOA.		
12	**MR. S. ANDREW KAROFF**	LAB. TECHNICIAN	2268488
	H.NO. 66/9, DATTAWADI, NEAR IDGAH MASJID,		
	MAPUSA, GOA - 403 507.		
13	**MS. NAVAMI N. PARULEKAR**	LAB. ASSISTANT	2268488
	GUDEM, SIOLIM, BARDEZ, GOA.		
14	**Mrs. Prasidhi Rahul Keni**	LAB. ASSISTANT	2268488
	H. No. 81/1, Mushirwado,		
	Colvale Housing Board, Bardez Goa- 403513		
15	**Mr. Pratik Prakash Gaundalkar**	LAB. ASSISTANT	2268488
	H.No.248, Angod Wada,		
	Mapusa, Goa- 403507		
16	**MR. PRASHANT G. MANDREKAR**	U.D.C.	
	H.NO. 329, ANANDI NIWAS, CARREM,		
	SOCORRO, PORVORIM, BARDEZ, GOA - 403 501.		
17	**MR. CHAITNYANAND T. KARPE**	LOWER DIVISION	2268488
	L10, TARA GARDEN BLDG., VIDYANAGAR,	CLERK	
	KHORLIM, MAPUSA, GOA - 403 507.		
18	**Mrs. Saisha S. Narvekar,**	LOWER DIVISION	2268488
	H. No. 413, Baman Bhat,	CLERK	
	Merces, Tiswadi Goa		
19	**MR. SUYOG S. SIRSAT**	LOWER DIVISION	2268488
	R/o. H. No. M/8-77,	CLERK	
	Feira Baixa, Mapusa		
	Bardez, Goa 403 507.		
20	**Ms. Sujata Shantaram Kavlekar**	LOWER DIVISION	2268488
	H. No. 169, Madhalamaj,	CLERK	
	Mandrem, Pernem, Goa 403527		

21	**MR. SANJAY P. VAIGANKAR**	MULTI-TASKING STAFF	
	OXEL, H.NO. 133,		2268488
	SIOLIM BARDEZ GOA 403 517		
22	**MR. GEORGE DIAS**	MULTI-TASKING STAFF	
	C/O B.F.X. DIAS		
	ASSAGAO TEMAR VADDO		2268488
	ASSAGAO, BARDEZ GOA		
23	**MR. SHRIKRISHNA P. KENI**	MULTI-TASKING STAFF	
	KENI WADA		2268488
	MAPUSA GOA		
24	**MR. DIGAMBAR D. GOVEKAR**	MULTI-TASKING STAFF	
	SOCCOL VADDO HNO 277		2268488
	ASSAGAO BARDEZ GOA		
25	**MR. DEEPAK D. KENI**	MULTI-TASKING STAFF	2268488
	KENI WADA, MAPUSA GOA		
26	**MR VINAY KAVLEKAR**	MULTI-TASKING STAFF	2268488
	KENI WADA, MAPUSA-GOA		
27	**MR. ANAND MAYEKAR**	MULTI-TASKING STAFF	2268488
	Paraste,		
	Pernem-Goa.		
28	**MR. ANAND DIVKAR**	MULTI-TASKING STAFF	2268488
	H.NO. 217, ANGOD WADA, MAPUSA-GOA		
29	**MR. LAXMIKANT G. PARKAR**	MULTI-TASKING STAFF	2268488
	H.NO. 96, HALULEM KIRLEPAL, DABAL,		
	SANGUEM, GOA.		
30	**MR. PRALHAD D. KAVLEKAR**	MULTI-TASKING STAFF	2268488
	H.NO. 175, BEHIND MARUTI TEMPLE,		
	KENY WADO, MAPUSA, GOA.		
31	**MR. DATTARAM B. KALANGUTKAR**	MULTI-TASKING STAFF	2268488
	THORBE BAG, KERI, PERNEM, GOA - 403 524.		
32	**MR. NITEEN P. LOKAPURE**		
	H.NO. 290/C, OITYANT, TALEIGAO, GOA.	MULTI-TASKING STAFF	2268488
33	**MR. MOHAN S. KALSANAWAR**		
	NEAR REAL SODA FACTORY,	MULTI-TASKING STAFF	2268488
	TONCA, CARANZALEM, PANAJI, GOA.		
34	**MR. VIJENDRA B. MANGAONKAR**	MULTI-TASKING STAFF	2268488
	F.NO. 12/29/B8, ST. SEBASTIAN APTS.,		
	BLOCK D, KHORLIM, MAPUSA, GOA - 403 507.		
35	**MR. ATRI S. NAIK**	MULTI-TASKING STAFF	2268488
	H. No. 363/D, Khalap Wada,		
	Canca-Parra, Bardez, Goa.		
36	**Mrs. Riddhi Rakesh Faterpekar**	MULTI-TASKING STAFF	2268488
	H. No. 420, Voilem Bhat, Merces,		
	Santa Cruz, Tiswadi, Goa		
37	**Mr. Sumedh Gurudas Kitlekar**	MULTI-TASKING STAFF	2268488
	Siddhant tower,		
	2nd floor, Opp. Corporation bank Taliwaddo,		
	Mapusa, Bardez, Goa		
38	**MR. RAM F. PARYEKAR**	MULTI-TASKING STAFF	2268488
	H.No.18, Satode,		
	Valpoi, Sattari-Goa.		

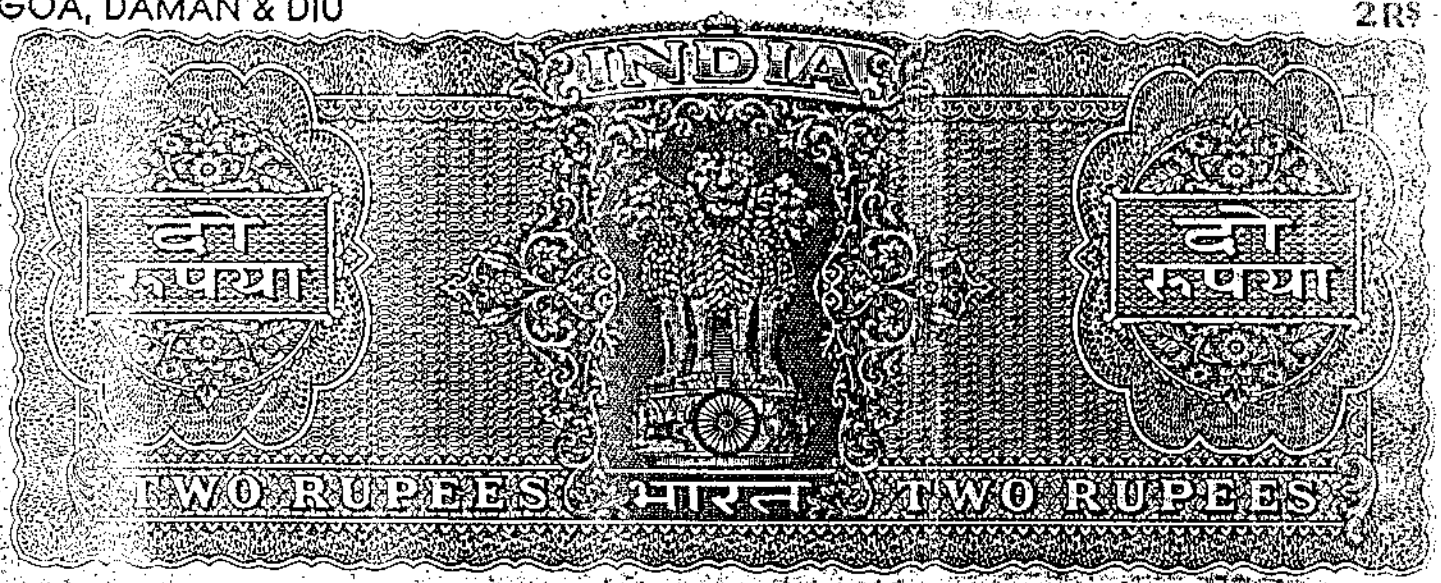
4. (b) (ix) DIRECTORY OF TEACHING STAFF as on September, 2020 **ANNEXURE IV**

Sr. No.	Name and Address	Designation	Office	Residence	Subject
1	**PROF. D. B. AROLKAR**	PROFESSOR & PRINCIPAL	2268683	2463586	
	11-T-4, KAMAT CLASSIC		2268488		Geology
	PHASE IV				
	CARANZALEM, GOA				
2	**MRS. RASHMI REDKAR**	ASSOCIATE PROFESSOR	2268488	6920697	Commerce
	HNO 94/25, Mandal Dham, Greeen View Colony,				
	Ponxem, Madel, Tivim, Bardez Goa 403 502.				
	COLVALE BARDEZ GOA				
3	**MR. S. B. DHARWADKAR,**	ASSOCIATE PROFESSOR			
	Plot No.9, Chamunda Garden, Near Indira Nagar		2268488		Geography
	Karaswada, Mapusa, Post Tivim I.E,				
4	**MRS REENA DEVI**	ASSOCIATE PROFESSOR	2268488	2453461	Commerce
	SAD-28, NIO COLONY,DONAPAULA				
	PANAJI-GOA.				
5	**MR. S. D. PATIL**	ASSOCIATE PROFESSOR	2268488	2256992	Commerce
	A-103, Raj Braganza Residency, Ekta Nagar, Housing				
	Board , Mapusa, Bardez. Goa.				
6	**PROF. M. R. PATIL**	PROFESSOR	2268488	2250856	Commerce
	c/o SHRI. R.K.DANGUI,				
	LAXMI NIVAS, NEAR KAMLESHWAR				
	GARAGE, KHORLIM, MAPUSA - GOA.				
7	**MR. S. B. KARAPURKAR**	ASSOCIATE PROFESSOR			Computer
	BEHIND MAHALAXMI TEMPLE		2268488	2230030	Science
	H.NO. C-82, PANAJI GOA 403 01				
8	**MRS. P. TALPANKAR**	ASSOCIATE PROFESSOR			
	S-104, IIIrd Floor, Block B. Residencia Esmeralda,		2268488	2425222	Commerce
	Shankarwadi, Taleigao, Goa.				
9	**DR. M. SHANTI**	ASSOCIATE PROFESSOR	2268488	2456513	English
	404/2 PHASE II, LA OCEANA COLONY				
	DONA PAULA, OPP TO TELEPHONE				
	EXCHANGE, GOA				
10	**MR. SUNOJ P. RAICAR**	ASSOCIATE PROFESSOR	2268488		Electronics
	OPP GANESH TEMPLE, VAIGUINVADDO				
	NACHINOLA, P.O. ALDONA, BARDEZ GOA				
11	**PROF. V. G. DESAI**	PROFESSOR	2268488		Chemistry
	HHF-45 NEAR SANJAY SCHOOL				
	PUNDALIK NAGAR, ALTO PORVORIM				
	BARDEZ - GOA 403 521				
12	**MR. Sameer M. Patil**	ASSOCIATE PROFESSOR			
	BEHIND PRIMARY SCHOOL		2268488		Electronics
	HNO 15, PILYAM DHARGANDORA				
	GOA 403 406				
13	**MRS. S. R. KUNCOLIENKAR**	ASSOCIATE PROFESSOR	2268488	2421755	Mathematics
	BOCA-DE-VACA, SHARDA BLDG,				
	PANJIM-GOA				
14	**MR. S. P. MORAJKAR**	ASSOCIATE PROFESSOR	2268488	2264555	Accountancy
	NEAR UCCASSAIM VILLAGE				
	PANCHAYAT, PUNOLA,				
	UCCASSAIM, BARDEZ GOA				
15	**DR. SHAIKH MOHAMMAD PARVEZ AL-USMANI**	ASSOCIATE PROFESSOR	2268488	2365802	Physics
	C/O SHAIKH ISAAC, RETD. TEACHER				On lien
	AASHIYANA, IST FLOOR, BEHIND				
	PRATHANA LODGE, NEXT TO				
	SAKHARDANDE HOUSE, GOKULWADI				
	SANQUELIM GOA 403 505				
16	**DR. R. M. PEDNEKAR**	ASSOCIATE PROFESSOR			
	1ST FLOOR PANDURANG NIWAS		2268488		Chemistry
	KHORLIM MAPUSA GOA				
17	**MR. M.V. VARERKAR**	ASSOCIATE PROFESSOR			
	FLAT NO. F-11 EVERGREEN II,		2268488	2255087	History
	CO-OP HSG. SCTY, NEAR SATERI TEMPLE,				
	KHORLIM, MAPUSA-GOA.				

18	**MR. S. F. SHIRODKAR**	ASSOCIATE PROFESSOR	2268488	2255116	
	HNO 273 WNO.2, NAGARGAO ROAD				
19	**MR. P. R. SIRSAT**	ASSOCIATE PROFESSOR	2268488	2268192	Accountancy
	H.NO. 8, DURGA SMRUTI, VALEM,				
	ASSAGAO, BARDEZ-GOA.				
20	**DR. UDAYSINGH RANE**	ASSOCIATE PROFESSOR			Computer
	HNO 496 DEUL WADA DHARGAL		2268488	2240184	Science
	PERNEM GOA 403 513				
21	**MR. G. G. ABHYANKAR**	ASSOCIATE PROFESSOR	2268488	2255153	Electronics
	GIRISH SADAN, HNO. 63 E, VIDYANAGAR				
	KHORLIM MAPUSA GOA 403 507				
22	**DR. SUCHITA GOLATKAR**	ASSOCIATE PROFESSOR			
	HNO M 34B/12		2268488	2253731	Mathematics
	KHORLIM MAPUSA GOA 403 507.				
23	**DR. APARNA LOLAYEKAR**	ASSISTANT PROFESSOR			
	D-13-C, GOVT. QTS. OPP POLYTECHNIC		2268488	2421740	Economics
	HOSTEL, ALTINHO, PANAJI-GOA				on FIP leave
24	**DR. MANOJ KOTHAWALE**	ASSISTANT PROFESSOR			
	C/O MUKUND KOTHAWALE		2268488	2353007	Physics
	NEAR D.B.B. OFFICE				
	VANDAMOL VELGUEM GOA				
25	**MS. ANABELLE PIRES LOBO**	ASSISTANT PROFESSOR			
	C/O MR. AGNEL LOBO		2268488	2276139	History
	PORBA VADDO, CALANGUTE, BARDEZ - GOA				
26	**DR. UMESH GAWAS**	ASSISTANT PROFESSOR			
	HNO 53 BAGWADA MORLEM SATTARI		2268488		Chemistry
	SANQUELIM GOA 403 505				
27	**DR AMRUT FATI NAIK**	ASSISTANT PROFESSOR			
	H.NO. 39, AT DHUMASEM, MENKUREM,		2268488	2389357	Accountancy
	GOA 403 513.				
28	**DR. ACHUT PEDNEKAR**	ASSISTANT PROFESSOR	2268488	2281259	Commerce
	HNO 2/167(789) POST CALANGUTE				
	NAIKA VADDO, BARDEZ GOA 43-516				
29	**MS POOJA BIDYE**	ASSISTANT PROFESSOR			Computer
	VASANT, FEIRE ALTO		2268488	2251897	Science
	MAPUSA GOA				
30	**DR. DIMPLE PAUL**	ASSISTANT PROFESSOR	2268488	2751784	COMPUTER
	H.NO. 627/1, GAULI WADDO, PENHA DE FRANCA,				SCIENCE
	BETIM, BARDEZ, GOA - 403 101.				
31	**Dr. Naresh alias Pundalik G. Shirodkar**	ASSISTANT PROFESSOR	2268488	3260870	ECONOMICS
	H.No.181-F, Marna, Siolim,				
	Bardez-Goa.				
32	**MS. JAYA G. PRABHU PARRIKAR**	ASSISTANT PROFESSOR	2268488	2413018	Commerce
	"Aarya", PDA Colony,				
	Porvorim – Goa 403 521.				
33	**DR. SUSHANT R. HALDANKAR**	DIRECTOR OF	2268488		DIRECTOR OF
	H.No.M-II-27, Housing Board Colony,	PHYSICAL			PHYSICAL
	Bordem, Bicholim	EDUCATION			EDUCATION
	Goa 403 504.				
34	**MS PRASANNA M. KOTHAWALE**	ASSISTANT PROFESSOR	2268488	2464624	Computer
	924/8, NIO COLONY, NR. KADAMBA DEPOT,				Science
	PORVORIM, GOA.				
35	**MR. S. MERCHANT**	ASSISTANT PROFESSOR	2268488	2421841	Business
	HNO 136 BOCA-DE-VACA, PANAJI GOA				Law
36	**MR. CHANDRU GOVEKAR**	ASSISTANT PROFESSOR	2268488	2268504	Accountancy
	H.NO. 410, NEAR PANCHAYAT,				
	ASSAGAO, BARDEZ-GOA.				
37	**MR. YOGESHWAR R. BHOSLE**	ASSISTANT PROFESSOR	2268488		Commerce
	FNO. K4, TARA GARDEN,				
	NEAR SARASWAT SCHOOL, KHORLIM,				
	MAPUSA, GOA.				
38	**DR. DHANEESH KUMAR T. K.**	ASSISTANT PROFESSOR	2268488		Economics
	F-3, Desai Apartments, Alto-Porvorim, Goa 403 526				

39	**DR. SANDESH J. NAIK**		2268488	6535849	Commerce
	H.NO. 63/A, BEHIND ASHOK LIBRARY, WADACHA	ASSISTANT PROFESSOR			
	WADA, BORDEM, BICHOLIM, GOA.				
40	**MS. LIZELLA FARIA GONSALVES**	ASSISTANT PROFESSOR	2268488		English
	Near Neura Church, P.O. Neura, Ilhas Goa				
41	**MR. DINANATH P. VOLVOIKAR**	ASSISTANT PROFESSOR	2268488	2295443	Mathematics
	H.No.32, Pomburpa, Bardez-Goa 403 523.				
42	**MR. SUBHASH Y. KAMALKAR**	ASSISTANT PROFESSOR	2268488		English
	HNO245, TALEWADA, DHARGAL, PERNEM				
	GOA 403 513.				
43	**Mr. Pratik D. Korkankar**	ASSISTANT PROFESSOR	2268488		Computer Science
	H. No. 330/H-2,				
	Phulamol, Sao Jose De Areal,				
	Curtorim - Goa.				
44	**Dr. Narayan Parab**	ASSISTANT PROFESSOR	2268488		Accountancy
	H.No.: 527, Vinayak Nagar, Shirodwadi,				
	Mulgao, Bicholim, Goa, 403503				
45	**MR. JAYESH MAYEKAR**	ASSISTANT PROFESSOR	2268488		Commerce
	H.No.1/39, Paraste,				
	Pernem, Goa 403 512.				
46	**MS. TANVI KURTIKER**	ASSISTANT PROFESSOR	2268488		Economics
	H.No. 128, Near Government Primary School,				
	St. Pedro, Ribandar-Goa.				
47	**Ms. Yogita K Karkhanis**	CONTRACT BASIS	2268488		Geology
	401, Atlantis I, Above SBI,	ASSISTANT PROFESSOR			
	Kerant, Caranzalem.				
48	**Wilma Fernandes**	CONTRACT BASIS	2268488		Physical Chemistry
	H.No. 470, Chinchawada Ambaulim,	ASSISTANT PROFESSOR			
	Quepem-Goa				
49	**MS. NIKITA MANGESHKAR**	CONTRACT BASIS	2268488		Environmental
	H.No.225,	ASSISTANT PROFESSOR			Studies
	Near Sateri Temple,				
	Mangeshi, Mardol, Goa 403 404.				
50	**Shri SHESHGIRI SHETTIGAR**	CONTRACT BASIS	2268488		Physics
	H.NO. 147/F, BOA VISTA,	ASSISTANT PROFESSOR			
	BASTORA, BARDEZ,				
	GOA, 403507				
51	**MR. SWAPNIL BELEKAR**	CONTRACT BASIS	2268488		Mathematics
	H. No. 109, Vathadev-Sarvan,	ASSISTANT PROFESSOR			
	Near Zantye College,				
	Bicholim-Goa.				
52	**MS. SARIKA MISRA**	CONTRACT BASIS			English
	Row House No. 6, Raj Braganca Residency,	ASSISTANT PROFESSOR			
	Ekta Nagar, Mapusa, Goa.				
53	**MS. PALLAVI KALANGUTKAR**	ASSISTANT PROFESSOR	2268488		Economics
	H. No. 697/2, Maina, Sodiem,	CONTRACT BASIS			
	Siolim, Bardez, Goa.				
54	**MS. UJWAL DHULAPKAR**	CONTRACT BASIS			History
	H. No. 369/5, Dhulapi Corlim, Tiswadi Goa.	ASSISTANT PROFESSOR			
55	**Dr. Dattaprasad Damu Narulkar,**	CONTRACT BASIS	2268488		Inorganic Chemistry
	H. No. 125B, Ambegal Pale,	ASSISTANT PROFESSOR			
	Bicholim Goa.				
56	**Ms. Pranaya M. Naik,**	CONTRACT BASIS	2268488		Organic Chemistry
	H.No. 79/3, Varchawada,	ASSISTANT PROFESSOR			
	Mencurem, Bicholim, Goa.				
57	**MS. POOJA D. GADEKAR**	CONTRACT BASIS	2268488		Physical Chemistry
	H. No. 839, Soddo,	ASSISTANT PROFESSOR			
	Aldona, Bardez Goa.				
58	**Ms. Chriselda Saviola Rodrigues**	CONTRACT BASIS	2268488		Organic Chemistry
	House No. 747,	ASSISTANT PROFESSOR			
	2nd Fatrade, P.O. Varca,				
	Salcete Goa				
59	**Ms. Sujata Kerkar**	CONTRACT BASIS	2268488		Physical Chemistry
	H.No. 846/1, Sorronto Vaddo,	ASSISTANT PROFESSOR			
	Anjuna, Bardez, Goa.				
60	**MS. IRENA MESQUITA**	CONTRACT BASIS	2268488		Economics
	H.No. 234/C, Souza Vaddo,	ASSISTANT PROFESSOR			
	Candolim Bardez Goa.				

61	**Froila Valency Rodrigues,**	CONTRACT BASIS	2268488		Electronics
	Flat No. 4E/G1 Models Complex,	ASSISTANT PROFESSOR			
	Sai Paulo, Taleigao.				
62	**MS. TRUPTI RAUT**	CONTRACT BASIS	2268488		Accountancy
	Madhalwada Sal,	ASSISTANT PROFESSOR			
	Bicholim, Goa.				
63	**MS. PRIYANKA HARMALKAR**	LECTURE BASIS	2268488		Hindi
	Naikawaddo,	ASSISTANT PROFESSOR			
	Calangute, Bardez-Goa.				
64	**MS. FABIOLA S. ROCHA**	CONTRACT BASIS	2268488		English
	H.No. 1115, Lankdem, Carona,	ASSISTANT PROFESSOR			
	Aldona, Bardez-Goa.				
65	**Ms. Kimberly Fiona Afonso,**	CONTRACT BASIS	2268488		Geology
	H.NO 725, MURIDA FATORDA,	ASSISTANT PROFESSOR			
	SALCETE GOA.				
66	**MS. VAIBHAVI V. NEUGI**	LECTURE BASIS	2268488		Mathematics
	H. No. 2156, Opposite to I.T.I., Housing Board Colony, Bicholim-Goa.	ASSISTANT PROFESSOR			
67	**Ms. Anurika Satyawan Aswekar**	LECTURE BASIS	2268488		History
	H.no 93/1, Khalchawada sal	ASSISTANT PROFESSOR			
	Near Bhumika temple,				
	Bicholim Goa.				
68	**Ms. Lopes Meryl Celian**	LECTURE BASIS	2268488		Electronics
	Hno.609/1, Dandeavaddo,	ASSISTANT PROFESSOR			
	Chinchinim, Salcete-Goa				
69	**Mr. Prateek V. Sawant**	CONTRACT BASIS	2268488		Physics
	C-16/677/5, Pragati Homes,	ASSISTANT PROFESSOR			
	Cardoz Waddo, Taleigao, Goa.				
70	**Shobha Anand Hosmani**	CONTRACT BASIS	2268488		Economics
	Hno.125 Indira Nagar Chimbel	ASSISTANT PROFESSOR			
71	Ms. Yougali Y. Parab,	CONTRACT BASIS	2268488		Computer Science
	H.No.555, Ambeshiwadda Amona,	ASSISTANT PROFESSOR			
	Bicholim Goa – 403107				
72	**MS. CHAITALI PARKER**	CONTRACT BASIS	2268488		Commerce
	H.No.6a/10, Kamala Smurthi, Near Govt. High School, Khorlim, Mapusa, Goa 403 507.	ASSISTANT PROFESSOR			
73	**Mr. Sarvesh Sushant Gawas,**	CONTRACT BASIS	2268488		Mathematics
	H.No. 214A/10 Near Govt.	ASSISTANT PROFESSOR			
	Primary School, Khorlim,				
	Mapusa, Goa 403507				
74	**DR. JAYAPRAKASH**				
	L-1, Gr. Floor, Tara Gardens,				
	Khorlim, Mapusa-Goa.	LIBRARIAN	2268488		



C E R T I F I E D C O P Y
****

It is hereby certified that the file No.75 existing in the records of this Office relating to the registration of the Society "DNYANPRASSARAK MANDAL" contains an Order dated 24-7-1965, which is as follows:-

No.RS/DCA/65/9798

Office of the Registrar of Societies and Director of Civil Administration Palace, Panjim. 24th July 1965

O R D E R

In exercise of the powers vested in Director of Civil Administration, Goa, Daman and Diu, under Government Notification dated 6th June 1964, published in the Government Gazette No.24, Series II, dated 11th June 1964, the society viz. "DNYANPRASSARAK MANDAL" Mapsa is registered today at Serial No.75 of 1965 under the Societies Registration Act, 1860.

Sd/-

(S. S. Tinaikar)
Registrar of Societies and
Director of Civil Administration.

Copy to

1. Venkatesh P. Savant,
Secretary, Dnyanprassarak Mandal,
Dnyanprassarak Vidyalaya, Mapsa, Bardez.
2. The Administrator, Government Printing Press

C E R T I F I C A T E

In view of the Affidavit filed by the President of the Society' DNYANPRASARAK MANDAL ' for the purpose of 3(B) (4) of the Societies Registration (Goa Amendment) Act,1998, it is hereby certified that the registration of the said Society,registered under the Societies Registration Act,1860 under No.75 of 1965,is hereby renewed for a further period of five years w.e.f.11-6-2000.

Dated:- 7th July,2000.

(V. S. Sardessai)
Inspector General
By Order

Registration renewed till 11-6-2010
Dated 21-7-2005
Inspector General
District Registrar (Ndly Order

Registration renewed till 11-06-2015
Dated 11/03/2011
(P.S.S. Bodke)
Inspector General of Societies/
/District Registrar (North Goa)
By Order
11/3/2011

Registration renewed till 11/06/2020
Dated 12/07/2016
Inspector General of Societies/
/District Registrar (North Goa)
By Order
12/7/2016

Registration renewed till 11/06/2025
Dated 24/09/2020
24/09/2020
Inspector General of Societies/
District Registrar (North Goa)

C E R T I F I C A T E

In view of the Affidavit filed by the President of the Society' DNYANPRASARAK MANDAL ' for the purpose of 3(8) (4) of the,Societies Registration (Goa Amendment) Act,1998, it is hereby certified that the registration of the said Society,registered under the Societies Registration Act,1860 under No.75 of 1965,is hereby renewed for a further period of five years w.e.f.11-6-2000.

Dated:- 7th July,2000.

(P. V. S. Sardessai)
Inspector General
By Order

11-6-2010
21-7-2005
Societies
District Registrar(New)

Registration renewed till 11-06-2015
Dated 11/03/2011
(P.S.S. Bodke) 11/3/2011
Inspector General of Societies/
/District Registrar (North Goa)
By Order/AP

Registration renewed till 11/06/2020
Dated 12/07/2016
12/7/2016
Inspector General of Societies/
/District Registrar (North Goa)
By Order

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APPENDIX-2A

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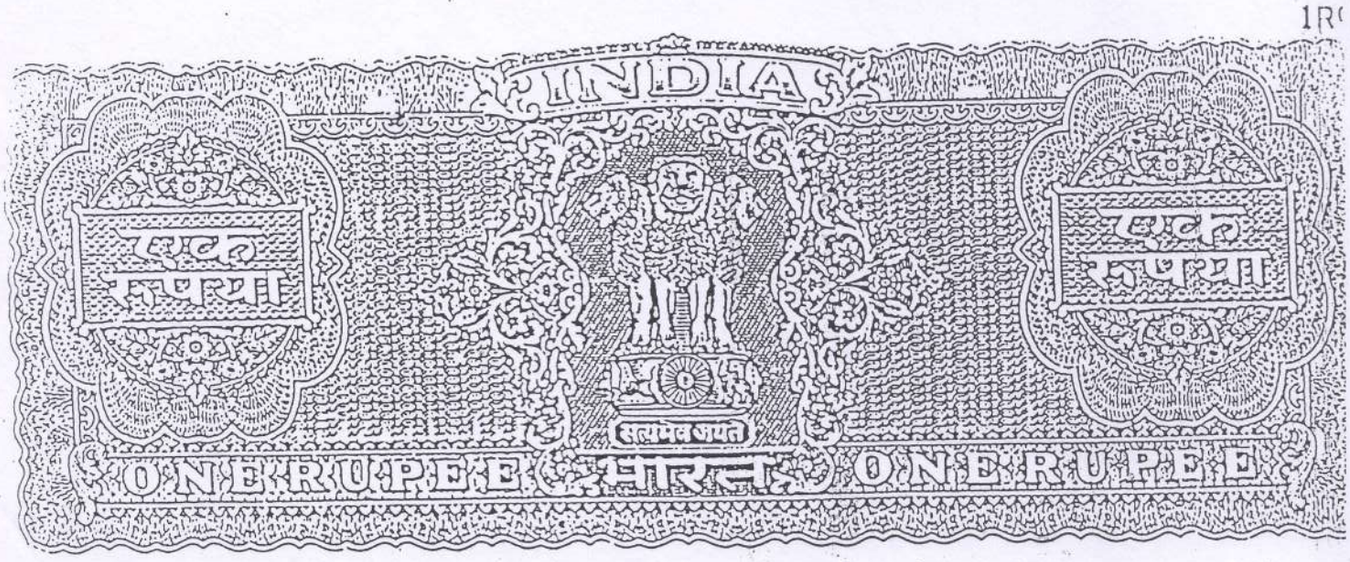

CERTIFIED COPY

It is hereby certified that the file No. 75 of 196
existing in the records of this Office relating to the

Contd...

D.M.'s COLLEGE OF ARTS, SCIENCE & COMMERCE ASSAGAO

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VICE PRINCIPAL

D.m's Arts, Science & Commerce College
Assagao, Goa

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D.m's Arts Science & Commerce College
Assagao, Goa

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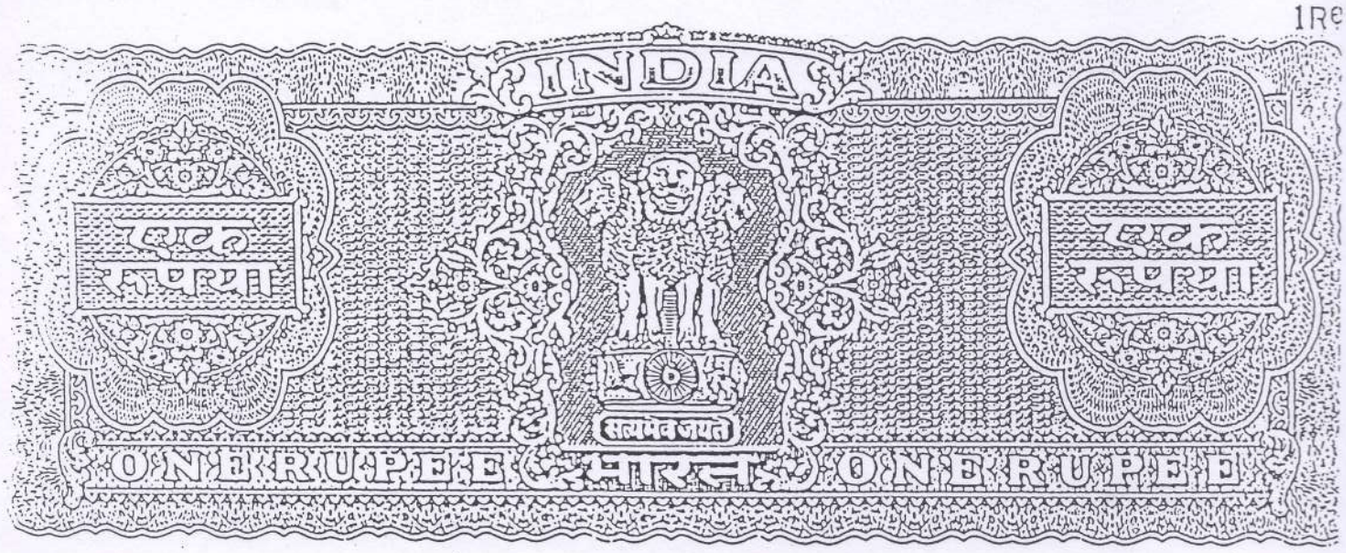

registration of the Society 'DNYANPRASSARAK MANDAL' Maps contains a letter dated 15-12-1988 alongwith its enclosu which is as follows:-

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D.m's Arts, Science and Commerce College
Assagao-Goa

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PRINCIPAL
D.m's Arts, Science and Commerce College
Assagao-Goa

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3 1

Dnyanprassarak Mandal

Estd. 18-6-1908

MAPUSA, GOA.

Ref. No.

Date 15th December, 1988

To,
The District Registrar &
Head of the Notory Services,
Government of Goa,
Panaji-Goa.

Sub: Ammendment of The Memorandum of Association and The Rules and Regulations.

Sir,

With reference to your letter bearing No. DM/128/86-87/33 dtd. 7.4.86, we are sending herewith the copies in duplicate, of the Memorandum and Rules and Regulations ammended, for your approval.

The necessary notice dtd. 5.6.1985 of the General Body Meeting held on 23.6.1985, was published on 10.6.1985 in the local Newspaper 'Daily Gomantak'. The meeting was adjourned for want of quorum and the same was held after half an hour at the same place.

The copy of the resolution of the meeting is already submitted to your office.

Kindly do the needful and oblige.

Yours faithfully,

(J.V. MANERKAR)
Chairman

Enclosed as above.

342
15.12.1988

20/12/88

HEAD OF NOTARY SERVICES

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PRINCIPAL
D.m's Arts Science & Commerce College
Ass. Goa. Goa

L.M.'S COLLEGE OF ARTS, SCIENCE & COMMERCE ASSAGAO

OF "DNYANPRASARAK MANDAL, MAPUSA-GOA."

3. AIMS AND OBJECTS

a) To start and conduct Educational Magazines and Periodicals and issue pamphlets to carry on educational propaganda and further the aims and objects of the Society by means of lectures and various other means.

AMMENDED AS:

a) To start and conduct Educational Magazines and periodicals and issue pamphlets to carry on educational propaganda and to further the aims and objects of the Society by means of lectures and various other means.

---

i) To solicit, obtain or accept subscriptions, donations, grants, gifts, devices, bequests and trusts from any persons, firm, company, corporation or institution.

AMMENDED AS:

i) To solicit, obtain or accept subscriptions, donations, grants, gifts, devices, bequests and trusts from any persons, firm, company, corporation or Institution for the furtherance of all or any of the objects of the Society.

---

j) To acquire, by gifts, purchase, exchange, lease, or hire or otherwise, howsoever any lands, buildings, easements rights, of common playground, parks and any property mobable and/or immovable and for any estate or interest for the furtherance of all or any of the objects of the Society.

AMMENDED AS:

j) To acquire by gifts, purchase, exchange, lease, or hire or otherwise, any lands, buildings, easements rights of common playground, parks and any property movable and/or immovable and any estate or interest therein for the furtherance of all or any of the objects of the Society.

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VICE PRINCIPAL
D.M's Arts, Science and Commerce College
Assagao-Goa

P.T.O.....2/-

D.M.'s COLLEGE OF ARTS, SCIENCE & COMMERCE ASSAGAO

3. AIMS AND OBJECTS

1) To build, construct and maintain houses or other buildings and alter, extend, improve, repair, enlarge or modify the same including any existing buildings and to provide and equip the same with light, water, drains, furniture, fittings, instruments, apparatus and appliances and all other necessaries for the use to which each building is to be put up or held.

AMENDED AS:

1) To built, construct and maintain houses or other buildings and alter, extend, improve, repair, enlarge or modify the same including any existing buildings and to provide and equipe the same with light, water, drains, furniture, fittings, instruments, apparatus and appliances and all other necessaries for the use to which each buildings is to be put up or held for the furtherence of all or any of the objects of the Society.

---

n) To sell, let, lease, manage, transfer, exchange, mortgage, dospose of or otherwise deal with any property whatever belonging to the Society.

AMENDED AS:

n) To sell, let, lease, manage, transfer, exchange, mortgage, dispose-off or otherwise deal with any property whatever belonging to the Society for the furtherence of all or any of the objects of the Society.

---

o) To borrow and raise moneys with or without security or on the security of a Mortgage, charge or Hypothecation or pledge over all or any of the immovable or movable properties belonging to the Society or in any other manner whatever.

AMENDED AS:

o) To borrow and raise moneys with or without security or on the security of a Mortgage, charge or Hypothecation or pledge over all or any of the immovable or movable properties belonging to the Society or in any other manner whatever for the furtherence of all or any of the objects of the Society.

P.T.O.....3/-

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D.m's Arts, Science and Comm

Assagao-Goa

D.M.'S COLLEGE OF ARTS, SCIENCE & COMMERCE ASSAGAO

4. The income and property of the Society whereso over derived shall be applied solely towards the promotion of the aims and objects of the Society as set forth in this Memorandum of Association. No portion of the income and property of the Society shall be paid or transferred directly or indirectly by way of dividend, bonus, or otherwise howsoever by way of profit to the members of the Society, provided that nothing herein shall prevent the payment of reasonable and proper remuneration to any officer or servant of the Society or the Managing Committee in return for any services actually rendered to the Society nor prevent the payment of interest at the rate not exceeding 6% per annum on moneys lent or reasonable and proper rent for premises let by any member of the Society or the Managing Committee.

AMMENDED AS:

4. The income and property of the Society whatsoever derived shall be applied solely towards the promotion of the aims and objects of the Society as set forth in this Memorandum of Association. No portion of the income and property of the Society shall be paid or transferred directly or indirectly by way of dividend, bonus, or otherwise howsoever by way of profit to the memberes of the Society, provided that nothing herein shall prevent the payment of reasonable and proper remuneration to any officer or servant of the Society or the Managing Committee in return for any services actually rendered to the Society, not prevent the payment of interest at rate not exceeding 12% per annum on moneys lent or ~~xxxxxxxxx~~ reasonable and proper rent for premises let by any member of the Society or the Managing Committee.

CERTIFIED TRUE COPY

P.T.O.....4/-

VICE PRINCIPAL
G.m's Arts, Science and Commerce College

RULES AND REGULATIONS OF "DNYANPRASSARAK MANDAL"

I N T E R P R E T A T I O N

Definations: 1. In the interpretation of these rules the following shall have the following meaning unless contrary or inconsistant with the subject or context:-

"The Society" means DNYANPRASSARAK MANDAL

"The Rules" means and include rules and regulations of the Society from time to time in force.

"Property" means the movable and immovable property from time to time belonging to or vested in or under the control or the management of the Society or which may from time to time be vested in any person or persons in trust for the Society.

"The Member" means a member of the Society in accordance with the Rules.

"The President" means the President for the time being of the Society.

" The Managing Committee" means the Managing Committee constituted in accordance with Rules.

"The Secretary" means the Secretary from time to time of the Society and any temporary substitutes or substitute for them.

"The Treasurer" means the treasurer from time to time of the Society and any temporary substitutes or substitute for them.

"Board of The Trustees" shall mean the trustees for the time being under the Rules.

"Year" means from the 1st April to the 31st March, both days inclusive.

" Persons" shall include any company or association or body of individuals whether incorporated or not. Words importing the singular number only include plural number and vice versa. Words importing the masculine gender only include feminine gender also.

AMMENDED AS:

Definitions

1. In the interpretation of these rules the following shall have the following meaning unless contrary or inconsistant with the subject or context:-

" The Society" means DNYANPRASSARAK MANDAL.

" The Rules" means and include rules and regulations of the society from time to time in force.

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P.T.O.....5/-

"Property" means the movable and immovable property from time to time belonging to or vested in or under the control or the management of the Society or which may from time to time be vested in any person or persons in trust for the society.

"The Member" means a member of the Society in accordance with the Rules.

"The President" means the President for the time being of the society.

"The Managing Committee" means the Managing Committee constituted in accordance with the Rules.

"The Chairman" means Chairman of the Managing Committee so elected by it.

"The Secretary" means the Secretary from time to time of the Society and any temporary substitues or substitute for them.

"The Treasurer" means the Treasurer from time to time of the Society and any temporary substitutes or substitute for them.

"Year" means from 1st April to the 31st March, both days inclusive.

"Persons" shall include any company or association or body of indivisuals whether incorporated or not. Words importing the singular number only include plural number and vice verse. Words importing the masculine gender only include feminine gender also.

MEMBERS

The Vaishya Mandal, Mapusa, founded in the year 1924 with the sole aim and object to help this Mandal and which has contributed a great deal towards the activities of this Mandal for all those years have been enrolled as special "Trustee" and will enjoy equal rights as enjoyed by any other Trustee, subject to the condition that their nominee will always represent on the Managing Committee of this Mandal and in that capacity, will enjoy equal rights as enjoyed by any other Member of the Managing Committee.

2. The Society shall consist of the following classes of members:-

a) TRUSTEES - All persons who donate Rupees 1.00.000/- in cash to the funds of the Society.

b) DONORS - All persons who donate Rupees 25.000/- in cash to the funds of the Society.

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P.T.O.....6/-

S.M.S. COLLEGE OF ARTS, SCIENCE & COMMERCE ASSAGAO

c) PATRONS - All persons who donate Rupees 10.000/- in cash to the funds of the Society.

d) BENEFACTORS - All persons who donate Rupees 5.000/- in cash to the funds of the Society.

e) LIFE MEMBERS - All persons who donate Rupees 1.000/- in cash to the funds of the Society.

f) SYMPATHISERS - All persons who donate Rupees 500/- in cash to the funds of the Society.

g) MEMBERS - All persons who donate Rupees 125/- initially and Rupees 10/- per annum in subsequent years.

h) HONORARY MEMBERS - Managing Committee may enroll any persons as honorary members of the Society for such period as they may think fit. Such members may participate in the General Body Meetings but shall have no right to vote.

AMENDED AS: MEMBERSHIP (CATEGORIES)

1. a) The "VAISHYA MANDAL, MAPUSA", founded in the year 1924 with the sole aim and objects of helping the Dnyanprassarak Mandal, has contributed a great deal towards its activities all the time, is the "SPECIAL MEMBER".

b) SPECIAL DONOR MEMBER :- All persons who donate Rupees 1.00.000/- or more in cash to the funds of the society.

c) DONOR MEMBER:- All persons who donate Rupees 25.000/- or more in cash to the funds of the society.

d) PATRON MEMBER:-All the persons who donate Rs. 10.000/- or more in cash to the funds of the society.

e) BENEFACTOR MEMBER:- All persons who donate Rs. 5.000/- or more in cash to the funds of the society.

f) LIFE MEMBER :- All persons who donate a minimum of Rs. 1000/- in cash to the funds of the society.

g) SYMPATHISER MEMBER:- All persons who donate Rs.500 in cash to the funds of the society.

h) ORDINARY MEMBER:- All persons who donate Rs. 125/- initially and Rupees 10/- per annum in subsequent years.

i) HONORARY MEMBER:- Managing Committee may enroll any person as Honorary Member of the Society for such period as they may think fit. Such members may participate in the General Body Meetings but shall have no right to vote.

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ASSAGAO

P.T.O. . . . 7/-

3. In case of donations in any of the above classes are received from collective organizations like business concerns, corporations, trusts, Societies or joint families such donor organisations will be entitled to only one seat on the General Body in the respective class to which the prospective donor will belong according to the amount donated, in terms of ~~Rule~~ Rule 2 above.

AMMENDED AS:

2. In case of donations in any of the above classes are received from collective organizations like business concerns, corporations, trusts, Societies or joint families, such donor organizations will be entitled to only one seat on the General Body in the respective class to which the proppective donor will belong according to the amount donated, in terms of Rule 1 above.

---

4. All donations should be paid in cash, either by lumpsum or a minimum of 40% (Forty per centum) of the total sum at the timex of enrolment of the respdtive Member and the balance 60 (Sixty per centum) within a maximum period of twenty four calender months (2 years) from the date of enrolment.

AMMENDED AS:

3. All donations should ordinarily be paid in cash, demand draft or cheque either by lumpsum or a minimum of 40% (Forty percent) of the total sum at the time of enrolment of the respective Member and the balance 60% (Sixty percent) within a maximum period of twenty four calender months (2 years) from the date of enrolment.

---

5. Each Member of the Society shall be entitled to one vote and shall be entitled to stand for election as a Member of the Managing Committee.

AMMENDED AS:

5x

5. Each Member of the Society x shall be entitled to one vote.

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P.T.O.....8/-

GOVT. COLLEGE OF ARTS, SCIENCE & COMMERCE ASSAGAO

) a) A Member shall cease to be a Member of the Society:-

i) On his death, or if a Member is a Company or an Association or body of individuals, whether incorporated or not, on its liquidation or dissolution.

ii) On submitting his resignation in writing to the Secretary.

iii) On failure to pay the balance amount within the specified time limit as per Rule 4 above.

iv) On failure, by the member under Rule 2 (g) to pay the Annual Subscription, within a period of one month from the last due date.

v) If he is adjudged an insolvent, provided, however, that when the debtor ought not to have been adjudged an insolvent where debts are paid in full, the Managing Committee shall be entitled to and amy re-instate such a Member as a Member of the Society on his producing satisfactory proof of the ground on which the Adjudication order was annulled.

vi) On expulsion from the Society under Sub-rule (c) hereof.

vii) A Trustee who has paid a subscription of Rs. 1.00000/- or more to the Society may during his or her lifetime nominate any person to be his or her representative in the Society during his or her lifetime or after his or her death provided that the trustee may revoke such a nomination and re-appoint himself or herself or any nominee either during his or her lifetime or an the death of the nominee and always provided that on the resignation or death of a trustee a nominee named by the trustee shall represent him or her on the Managing Committee of the Society and that only three such successive nominees shall be entitled to all the privilages of a trustee including the right of nominating their successors and the fourth of such nominee being the last to represent the trustee on the Committee of the Society and after the fourth of such a nominee by such trustee or his or her nominee, the members of the Society at a General Meeting shall in its sole discretion appoint a person related to such a trustee as a nominee for and on behalf of such a trustee.

CERTIFIED TRUE COPY

P.T.O.....9/-

D.M.'s COLLEGE OF ARTS, SCIENCE & COMMERCE * ASSAGAO

AMENDED AS:

5. a) A Member shall cease to be a Member of the Society:-

i) On his death, or if a Member is a Company or an Association or body of individuals, whether incopporated or not, on its liquidation or dissolution.

ii) On submitting his resignation in writing to the Secretary.

iii) On failure to pay hhe balance amount within the specified time limit as per Rule 3 above.

iv) On failure, by the member under Rule 1(h) to pay the Annual Subscription, within a period of one month from the last due date.

v) If he is adjudged an insolvent, provided, however, that when the debtor ought not to have been adjudged an insolvent where debts are paid in full, the Managing Committee shall be entitled to and may re-instate such a Member as Member of the Society on his producing satisfactory proof of the ground on which the Adjudication order was annulled.

vi) On expulsion from the Society under Sub-rule (c) hereof.

vii) A Special Donor Member who has paid a subscription of Rs. 1000.00 or more to the Society may during his or her lifetime or after his or her death nominate any person to be his or her representative in the Society during his or her lifetime or after his or her death provided that the Special Donor Member may revoke such a nomination and re-appoint himself or herself or any nominee either during his or her lifetime or on the death of the nominee and always provided that on the resignation or death of a Special Donor Member nominated by him shall represent him or her on the Managing Committee of the Society and that only three such successive nominee shall be entitled to all the privilages of a Special donor member including the right of nominating their successors and fourth of such nominee being the last to represent the Special donor Member on the Committee of the Society and the fourth of such a nominee by such special donor member or his or her nominee, the members of the Society at a General Meeting shall in its sole discretion appoint a person related to such a trustee as a nominee for and on behalf of such a special donor member.

CERTIFIED TRUE COPY

P.T.O.....10/-

5. a) A Member shall cease to be a Member of the Society:-

i) On his death, or if a Member is a Company or an Association or body of individuals, whether incopporated or not, on its liquidation or

FR's COLLEGE OF ARTS, SCIENCE & COMMERCE ASSAGAO

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6. b) In case a member ceases to be a member under (a) (iii) he will be entitled to continue his membership provided he pays the balance amount within three months after the date on which he ceases to be a member.

Provided that a Member unable to pay the balance amount as per the Rule 4 above, may in writting within three months after he ceases to be a member apply to the Secretary of the Managing Committee to place himself in the suitable catagories according to the amount already paid by him.

AMENDED AS:

5. b) In case a member ceases to be a member under 5(a) (iii) he will be entitled to continue his membership provided he pays the balance amount within three months from the date on which he ceases to be a member.

Provided that a Member unable to pay the balance amount as per the Rule 3 above, may in writing within three months after he ceases to be a member apply to the Secretary of the Managing Committee to place himself in the suitable categories according to the amount already paid by him.

---

6. c) If any member shall refuse or neglect to comply with any provisions of the Memorandum of Association or the Rules, or shall be guilty of misconduct such as the Managing Committee consider likely to endanger the harmony or affect the character or stability or insterests of the Society, such Member shall be liable to expulsion by a resolution of the Managing Committee, provided that no less than two ~~thirds~~ thirds of the number of members of the Managing Committee shall have voted in favour of the same and provided also that at least 14 days before the meeting at which such resolution is passed, such Member shall have had notice thereof and of the intended resolution for his expulsion and that he shall at such meeting and before the passing of such resolution have had an opportunity of giving oral or in writing any explanation or defence he may think fit. The resolution of the Managing Committee expelling a Member shall be final and binding on the Member. The Managing Committee shall have power to exclude such Member from the Society till such resolution has either been passed or rejected. The Managing Committee shall forward to him a copy of the said resolution. On passing of such resolution the Member shall forthwith cease to be a member of the Society or the Managing Committee and any amount or any part hereof already paid by him by way of subscription, contribution or donation shall NOT be refunded.

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P.T.O.....11/-

LAKE COLLEGE OF ARTS, SCIENCE & COMMERCE ASSAGAO

AMMENDED AS:

5. c) If any member shall refuse or neglect to comply with any provisions of the Memorandum of Association or the Rules, or shall be guilty of misconduct such as the Managing Committee consider likely to endanger the harmony or affect the character or stability or interests of the Society, such Member shall be liable to expulsion by a resolution of the Managing Committee, provided that no less than two third of the number of members of the Managing Committee shall have voted in favour of the same and provided also that atleast 14 days before the meeting at which such resolution is passed, such member shall have had notice thereof and of the intended resolution for his expulsion and that he shall at such meeting and before the passing of such resolution have had an opportunity of giving oral or in writing any explanation or defence he may think fit. The resolution of the Managing Committee expelling a Member shall be final and binding on the Member. The Managing Committee shall have power to exclude such Member from the Society till such resolution has either been passed or rejected. The Managing Committee shall forward to him a copy of the said resolution. On passing of such resolution the Member shall forthwith cease to be a member of the Society or the Managing Committee and any amount or any part thereof already paid by him by way of Subscription, contribution or donation shall NOT be refunded.

CERTIFIED TRUE COPY

P.T.O..... 12/-

7. AUTHORITIES OF THE SOCIETY

Following will be the authorities of the Society:-

1) GENERAL BODY
2) MANAGING COMMITTEE
3) GOVERNING COUNCIL
4) BOARD OF TRUSTEES

AMENDED AS:

6. AUTHORITIES OF THE SOCIETY

1) GENERAL BODY
2) MANAGING COMMITTEE

The following ~~dr~~ clause is added in the Rules and Regulations of the Mandal.

7. COMPOSITION OF AUTHORITIES

1) THE GENERAL BODY: All the members of the Society constitute the General Body of the Society.

2) THE MANAGING COMMITTEE: will consist of 11 members as follows:

a) The Special Donor Member (Vaishya Mandal) will have the permanent right to nominate 6 persons on the Managing Committee, who will have all the rights of the other members of the Managing Committee.

b) The Honorary Secretary of the Society.

c) The Treasurer of the Society.

d) Five other members of the Society elected by the General Body.

---

8. ~~ii~~. OFFICE BEARERS OF THE SOCIETY

The following will be office bearers of the Society.

1) President.
2) Two Vice-Presidents.
3) Hon. Secretary.
4) Treasurer.

8. These will be elected by the Managing Committee in its first meeting from among the members of the Managing Committee.

AMENDED AS:

8. OFFICE BEARERS OF THE SOCIETY

The following will be Office bearers of the Society.

1) President - Should be elected by the General Body.
2) Vice President - Should be elected by the General Body.
3) Hon. Secretary - Should be elected by the Managing Committee.
4) Hon. Treasurer - Should be elected by the Managing Committee.

P.T.O.

16

9. MANAGING COMMITTEE

The composition of the Managing Committee will be as follows:

i) Three Members, one being nominated by "VAISHYA MANDAL" and other two being elected by other Trustees from among themselves.

ii) Three Members elected by the Donors from among themselves.

iii) Three Members elected by the Patrons from among themselves.

iv) Three Members elected by the Benefactors from among themselves.

v) Three Members elected by the Life Members from among themselves.

vi) Three Members elected by the sympathysers from among themselves.

vii) Three Members elected by the Members from among themselves.

viii) The Managing Committee will hold office for two years till the next General Election.

ix) The Managing Committee shall have Power to Act notwithstanding any vacancy which may exist in its membership.

x) The quorum of the Managing Committee will be NINE Members. If the meeting is adjourned for want of quorum, the adjourned meeting will be held after half an hour at the same place with the same agenda and the Members of the Managing Committee then present shall be a quorum.

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AMENDMENT:

9. The Clause is deleted and replaced by adding clause no. 7 as mentdoned above.

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10. POWERS OF THE GENERAL BODY:-

The General Body shall

i) Adopt General Report from the Managing Committee.

ii) Adopt Account and condider Auditor's Report.

iii) Apppint Auditors.

iv) Consider resolutions and recommendations made by the Managing Comittee, including the ammendments to the Constitution if found necessary.

v) Consider any other matter of which at least 14 days' notice has been received.

vi) Consider any other business with the permission of the Chairman.

vii) The Quorum of the General Body will be 35 members of the Society. If the meeting is adjourned for want of quorum the adjourned meeting will be held after an hour at the same place with the same agenda and the members then present shall be the quorum.

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AMENDED AS :

10. POWERS AND FUNCTIONS OF THE GENERAL BODY:

1) The General Body is the supreme authority of the Society. As such it has all the powers. However it will act only through the Managing Committee which is the supreme executive Authority.

2) A meeting of the General Body will be held within six months of the end of each Financial year annually. Every meeting of the General Body will require a notice of 14 days.

3) In particular the Annual General Body meeting of the Society will,.

a) Adopt reports of the Managing Committee.

b) Adopt Accounts and consider the Auditor's report.

c) Appoint Auditors.

d) Accept or reject amendments of the Constitution, rules and regulations of the Society proposed by the Managing Committee or members.

4) The General Body shall elect 5 members of the Managing Committee once in 3 years including Hon. Secretary and Hon. Treasurer.

5) The General Body shall elect the President, Vice-President once in 3 years.

6) Consider, accept or reject any resolutions, proposals or any other matter or business brought before it by the Managing Committee.

7) All business to be transacted in the General Body meeting shall be proposed by the Managing Committee only.

8) Members' proposal for consideration by the General Body shall be submitted to the Managing Committee atleast 30 days before the meeting of the General Body.

9) Quorum for the meeting will be of 35 members. If a meeting is adjourned for want of Quorum it will be held after an hour at the same place with the same AGENDA and the members then present shall be the quorum.

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11. POWERS OF THE MANAGING COMMITTEE

Subject to the provisions of any law for the time being in force and the Rules, the Managing Committee shall be entitled to exercise all such powers and to do all such acts and things as the Society is authorised to exercise and do.

Provided that the Managing Committee shall not exercise any power or do any act or thing which is directed or required whether by any law or by the Memorandum of Association of the Society or the Rules or otherwise to be exercised or done by the Society in General Meeting.

And Provided further that in exercising any such power or doing any such act or thing the Managing Committee shall be subject to the provisions contained in that behalf in any law for the time being in force or in the Memorandum of Association of the Society or in the rules not inconsistent therewith duly made thereunder including Rules made by the Society in General Meeting.

AMMENDED AS:

11. POWERS AND FUNCTIONS OF THE MANAGING COMMITTEE.

The Managing Committee is the chief executive Agency of the Society. As such it will exercise all powers required to carry on the day to day activities of the Society. Viz:-

1) Control and manage the conduct of the educational and charitable Institutions of the Society.

2) Manage the estates and properties of the Society by seeing to their repairs and maintenance, collections, rents and other revenues, payments of taxes and rates, maintain proper records of titles of properties, and stock registeres of movable pooperties and all steps in all matters ancillary to and emerging therefrom.

3) (a) The Managing Committee will have the power to borrow monies, and accept deposites, with or without interest.

(b) Maintain accounts and got them audited in due time and submit all returns to the Government as required by law.

4) Enter into Contracts and agreements necessary for the Society's day to day activities.

5) Call the meetings of General Body and submit to the meetings, resolutions, reports and accounts and allmatters relevant.

6) Propose the names for the posts of office bearers of Society: Viz:- One Vice-President.

7) Open and maintain Bank Accounts of Mandal and its Institutions.

8) Invest surplus and endowment funds in securities, Bank Deposits and properties.

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9) The Managing Committee will not transfer, sell, give on long lease any immovable properties, investment and endowment funds of the Society without the consent of the President and the Vice-President.

10) Be responsible for and make all appointments of servants of the Society and executive Officers of the Institutions.

11) The Managing Committee will elect one amongst them as the Chairman of the Managing Committee.

12) The Managing Committee will meet atleast once a month.

13) The Chairman, the Hon. Secretary and the Treasurer will be the Chief Executive Officers of the Managing Committee and therefore of the Society.

14) The Managing Committee may co-opt technical experts and heads of the Institutions as ex-officio members but they will not have the power to vote.

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12) POWERS AND DUTIES OF THE PRESIDENT
The President shall

i) Preside over the Meetings of General Body, Managing Committee and the Governing Council.

ii) Convene the Extraordinary General Meetings whenever necessary.

iii) Convene a requisition meeting within 30 days from the date of the receipt of the requisition in writingx signed by not less than five members of the Managing Committee or Ten Members of the Society. Such requisition shall specify the object of the meeting and shall be delivered at the Office of the Society.

Fourteen days clear notice of the meeting shall be given to all the Members of the Society. Such notice shall specify the time and place, where such meetings shall be held and the general nature of the business to be transacted.

The accidental ommissions to give any such notices aforesaid to any of the members or the Non-receipts thereof shall not invalidate any resolution passed at any such meetings.

iv) Exercise overall supervision on the working of the Society and its Institutions.

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AMENDED AS:

11. POWERS AND DUTIES OF THE PRESIDENT:

The President shall have right to preside in all meetings of the General Body and also of the Managing Committee.

The President shall have power to advice the Managing Committee and call for any information regarding the affairs of the Society. Recommendations and suggestions if any made by the President will will be placed before the General Body in its Annual General Meeting.

B. Clause no. 13 is changed as Clause No. 12

14. POWERS AND DUTIES OF THE SECRETARY
The Secretary shall

i) Look after the affairs of the Society under the direction of the Managing Committee and shall convene whenever necessary the meetings of the Society and of any committee or sub-committee and any other meeting which may be necessary to be called in consultation with the President.

ii) Keep proper minutes of the proceedings of the General Meetings and the Managing Committee Meetings and he will do everything to give effect to the resolution adopted in the meetings.

iii) Supervise the working of Management of the Institutions of the Society and carry on all correspondence and keep proper records and prepare and place before the Managing Committee all the necessary information and such material as may be necessary or as may be required by the Managing Committee.

iv) Be at liberty to expend for the purpose of the Society any sum not more than Rs. 100/- without the previous sanction of the Managing Committee.

v) Keep all records of the Society at a place to be determined by the Managing Committee.

vi) Subject to these rules the Secretary shall plan and conduct the Organisation and further development of the Society, supervise the working of the Society, attend to the Legal affairs of the Society, cause to record the minutes of all the meetings of the Managing Committee and other committees, conduct, correspondence and prepare jointly with the Treasurer, the budget of the Society.

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AMMENDED AS:

13. POWERS AND DUTIES OF THE SECRETARY

The Secretary shall:

ii) Keep proper minutes of proceeding of the General Body Meetings and the Managing Committee Meetings and he will do everything to give effect to the resolutions adopted in the meetings.

iii) Supervise the working of Management of the Institution of the Society and carry on all correspondence and keep proper record and prepare and place before the Managing Committee all the necessary information and such material as may be required by the Managing Committee.

iv) Be at liberty to spend for the purpose of the Society any sum not more than Rs. 1000/- without the previous sanction of the Managing Committee.

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15. POWERS AND DUTIES OF THE TREASURER
The Treasurer shall

ii) Any amount exceeding Rs. 100/- which is not required for immediate use, shall be paid into such Bank or Banks, as may be approved of by the Managing Committee.

iv) The banking accout of the Society shall be kept in the name of the Society and shall be operated upon jointly be any two of the following Office bearers:-

The President, Treasurer and Secretaries.

v) The Treasurer shall:
a) Maintain regularly the books of the accounts of the Society.

AMENDED AS:

14. POWERS AND DUTIES OF THE TREASURER
The Treasurer shall

ii) Any amount exceeding Rs. 1000/- which is not required for immediate use, shall be paid into such Bank or Banks, as may be approved of by the Managing Committee.

iv) The banking account of the Society shall be ke in the name of the Society and shall be operat upon jointly by any two of the following offic bearers:-

The Chairman Managing Committee, Treasurer and Secretaries.

v) The Treasurer shall:

a) Maintain or/and caused to be maintained regularly the books of the accounts of the Society.

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The following Clauses to be added:

INVESTMENT OF FUNDS

The funds of the Mandal shall be invested in the modes specified under the provisions of section 13(1) (d) read with section 11(5) of the Income Tax Act, 1961, as amended from time to time.

ACCOUNTS CLAUSE

There shall be maintained all accounts of the Society regularley. The accounts shall be audited by a Chartered Accountant every year. Accounts will be closed by 31st March.

The benefits of the Society shall be open to all irrespective of Caste, Creed or religion.

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It is certified that this is a true xerox copy of t above letter dated 15-12-1988 alongwith its enclosure.

Office of the District Registrar and Head of Notary Services, Panaji, dated 15th February, 1989.

DISTRICT REGISTRAR AND HEAD OF NOTARY SERVICES • PANAJI •

Domingos A.C. Morais
(Domingos A.C. Morais)
DISTRICT REGISTRAR
AND
HEAD OF NOTARY SERVICES.

Read by:

Compared by:

Certified True Copy
Principal
VNS Bandekar College

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