

MANUAL 1

I) The Particulars of Organization, Functions and Duties

a) Background to an organization

Founded in June 1988, the Prabodhan Education Society firmly cherishes a vision to develop an educational philosophy in consonance with Bharatiya Culture and Bharatiya life-ideals, so that it may inspire workers dedicated to the noble cause of National Regeneration and help them to march with full self confidence in the competitive world. The society also introduced National core curricula including moral and spiritual Education, Yoga Education, Physical Education, Sanskrit and Music for promoting National Integration and Cultural Development.

The Society also caters to the public need of the surrounding area through various extension services cells such as Adult Education Centre for Women, Yoga Prabodhini, Kreedha Prabodhini (Sports), Lokakala Prabodhini (Folk Art), Nritya Prabodhini (Dance), Natya Prabodhini (Dramatics), Sangeet Prabodhini (Music), Sahitya Prabodhini (Literature), Vidnyan Prabodhini (Science), Darshan Prabodhini (Philosophy), Sanskrit Prabodhini, Saunskar Prabodhini (Value Education), Anusandhan Prabodhini (Research), Vyavasaya Margadarshan Prabodhini (Vocational Guidance), Bal-Vikas Prabodhini (Child's allround Development), Gramvikas Prabodhini (Rural Development), and the Research and Consultancy Cell.

The firm, determined and objective oriented journey of Prabodhan Education Society has gradually flourished into the following institutions, cherishing within its fold, a large family of educational institutions in a short span of 25 years:

1. Vidya Prabodhini College of Commerce, Education, Computer and Management.
2. Vidya Prabodhini Higher Secondary School of Arts, Science & Commerce.
3. L.D. Samant Memorial High School.
4. Prabodhan Poorva Prathamik Vidyalaya, Parvari.
5. Prabodhan Prathamik Vidyalaya Parvari.
6. Prabodhan Poorva Prathamik Vidyalaya, Pomburpha
7. Prabodhan Prathamik Vidyalaya, Pomburpha
8. Jan-Shikshan Saunsthan, Parvari (Sponsored by Central Government)
9. Smt. Sunandabai Bandodkar High School, Salvador -De-Mundo
10. Smt. Sunandabai Bandodkar Poorva Prathamik, Salvador-DeMundo
11. Smt. Sunandabai Bandodkar Prathamik, Salvador-De-Mundo

VISION

Excellence Everywhere Everytime

MISSION

To create and develop a quality learning environment through the integration of conceptual knowledge, application of skills, basic human values and field realities, thereby nurturing competent, value based and resourceful citizens, who selflessly contribute to Nation Building by serving the nation above self.

FUNCTIONS / OBJECTIVES

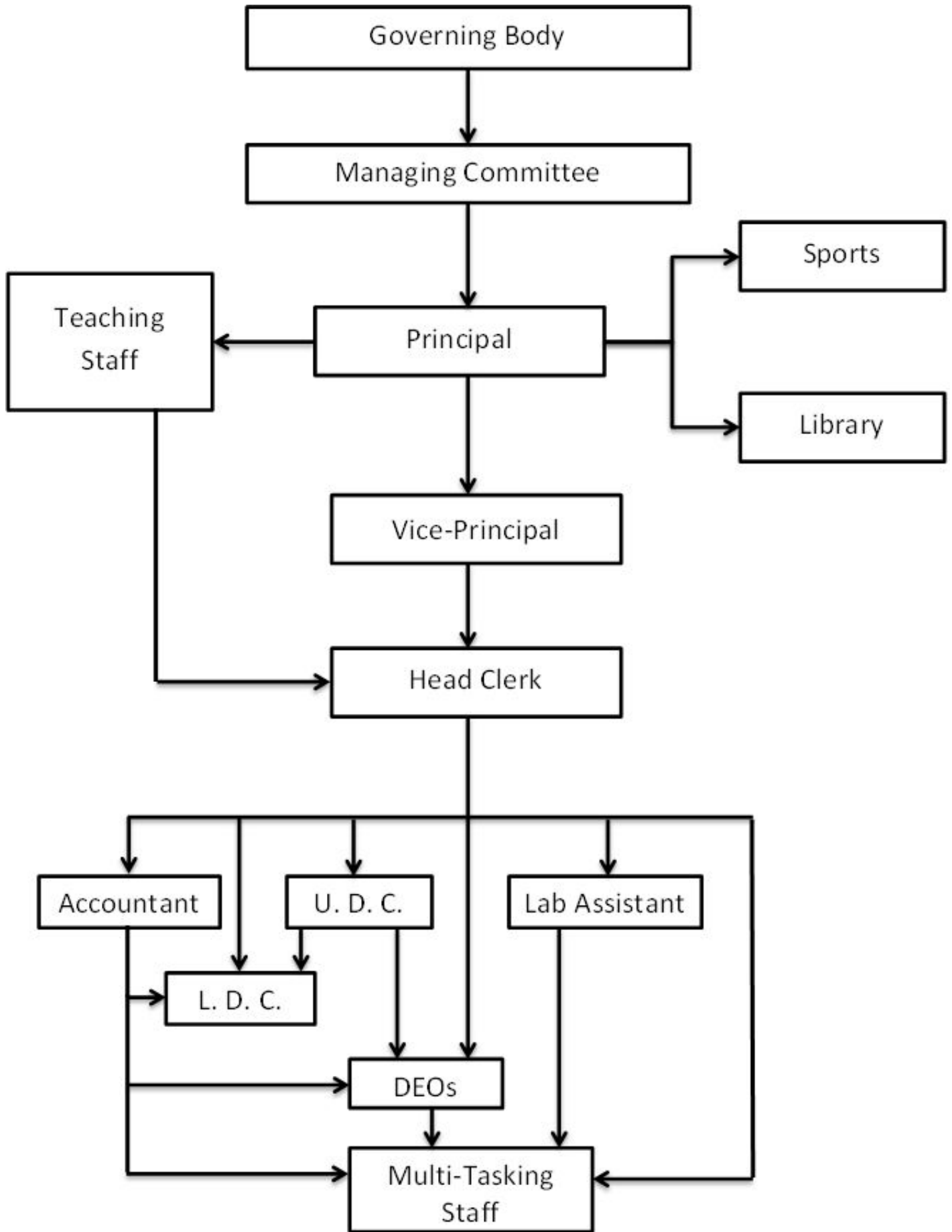
- ❖ Design and develop skill based and practical oriented curriculum.
- ❖ Increase students' learning through classroom teaching-learning process.
- ❖ Inculcate basic human values in students through curriculum.
- ❖ Develop application oriented students' performance evaluating mechanism.
- ❖ Promote teaching of topics of current relevance beyond the syllabus.
- ❖ Promote a research culture and spirit of inquiry among teachers and students.
- ❖ Develop abilities and competencies in research through workshops and training programmes.
- ❖ Inculcate employability skills of students and thereby promote their overall personality development.
- ❖ Increase placement opportunities for students through linkages with business houses and educational institutions/organizations.
- ❖ Promote collaborations and interactions with industry and research institutions for the benefits of institution.
- ❖ Sustain an Institution-Neighborhood network to enhance learning opportunities.
- ❖ Promote participation of students and teachers in outreach and community development activities.
- ❖ Seek feedback from stakeholders for the improvement of the institution's performance.
- ❖ Create industrial and entrepreneurial outlook for self-employment and Employment generation.

Besides these, the Institution has initiated an innovative concept which has various specialised PRABODHINIS which aim at the all-around development of the students by providing them Prabodhini function as supplementary units of Vidya Prabodhini :

Orientation/Training in specific areas. The following :

1. Natya (Dramatics)
2. Seva (Social Service)
3. Yoga
4. Kreedaa (Sports)
5. Lokakala (Folk art)
6. Nrutya (Dance)
7. Sangeet (Music)
8. Sahitya (Literature)
9. Vidnyan (Science)
10. Darshan (Philosophy)
11. Sanskrit
12. Saunskar (Value Education)
13. Anusandhan (Research)
14. Vyavasaya Margadarshan (Vocational/Career Guidance)
15. Bal-Vikas (Child's all-round development)
16. Gram Vikas (Rural Development)

ORGANISATION CHART



WORKING HOURS OF THE COLLEGE

Monday to Saturday 08:00 A.M. to 06:00 P.M.

MANUAL 2

The powers and duties of its officers and employees;

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

❖ Principal

1. Looking into the academic growth of the College
2. Participation in the teaching, research and training programmes of the college
3. Planning and assisting in planning and implementation of academic programmes, workshops and seminars.
4. Admissions of students and maintaining over all discipline in the college
5. Maintaining and presentation of statement of accounts
6. Administration and supervision of curricular, extra-curricular or extra mural activities of the college.
7. Observation of the Act, Statutes, Ordinances, Regulations, Rules and other direction or Order issued from time to time by the University, state and central Governments
8. Supervision and Conduct of college and university examinations including internal assessment and other work pertaining to the examination
9. Assessing report of teacher and maintaining service book of teachers and other employees of the college in the prescribed form
10. 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.
11. Monitoring and checking regularly muster of attendance and bio-metric attendance of teaching and non- teaching staff members
12. Assigning specific work / task to the subordinates, providing necessary guidance to perform the work, continuous follow and getting the work done systematically within the specified time.
13. Monitoring daily lectures as per the time-table
14. Making necessary timely adjustment of lectures of teachers who remain on leave
15. Attending regularly grievances/ difficulties of students and provide appropriate solutions to the problems and grievances after an adequate opportunity extended to students to hear from them
16. Attending parents in case of any difficulties and receiving their feedback and valuable suggestions for the welfare and well being of the students.
17. Attending visitors / general public and providing necessary assistance and help to them
18. Motivating and guiding teachers in their teaching, evaluation, research, research publication and research projects

19. Encouraging teachers to organize workshops / seminars / conferences on various relevant topics of larger interest.
20. Organizing workshops and seminars (himself), to set an example as well as motivate others to take up such events independently and enthusiastically
21. Conveying periodically meeting of teaching and non teaching staff members separately to discuss academic, administrative and other relevant issues / matters.
22. Conveying meetings of Local Managing Committee and Advisory Committee of the college and recording minutes of both the meetings
23. Guiding and assisting the librarian about how to enrich the library resources and to encourage students to make use the learning resources as efficiently as possible of the library
24. Attending difficulties of the sports director relating to different sports events and students participation
25. Monitoring the campus cleanliness and making necessary suggestions for enhancing the quality of campus cleanliness
26. Monitoring facilities and assets of the college so as to keep them intact and in good condition.
27. Making necessary correspondence with UGC, DHE, NCTE, Goa University, Govt. of Goa and other statutory bodies and adhere to statutory regulatory authorities and also changes from time to time.

❖ **Vice- Principal**

1. Attending grievances and difficulties of students and parents
2. Making necessary adjustment of lectures of teachers who are on leave
3. Monitoring day wise lectures as per the time table.
4. Attending difficulties of teachers and providing necessary guidance.
5. Monitoring office administration and providing necessary guidance to the office staff members
6. Any other duties as may be assigned to him by the Principal from time to time

❖ **Teaching faculty**

1. A teacher shall comply with the provisions of the act, statutes, ordinances, regulations, rules and other directions or orders issued from time to time by the University.
2. Teachers shall engage classes regularly and punctually and impart such lessons and instructions and do such internal assessment / examination evaluation work as the head of the department shall allot to him / her from time to time and shall not remain absent from work without prior permission of the competent authority or grant of leave. No

remuneration shall be payable to the teachers from internal assessment / home examinations conducted by the department.

3. A teacher shall help the head of the department to enforce and maintain discipline among the students.
4. A teacher shall teach the entire syllabus prescribed for the course during the prescribed working days.
5. A teacher shall perform co-curricular and extracurricular work related to the college as may be assigned to him / her from time to time by the principal of the college.
6. A teacher shall perform his or her academic duties and work sincerely and devoting to his or her profession.
7. A teacher shall be objective, impartial and fair in assessment of a student and shall not deliberately over mark, under mark or victimize a student on any ground.
8. A teacher shall strive to distinguish himself by his / her constant progress in advancement of his or her knowledge of the subject and by his or her original research and publications in reputed research journals.

❖ **Librarian**

1. Librarian is the custodian of learning resources in the library and he / she has to continuously update and enrich learning resources to meet learning needs of students, teachers and other readers.
2. Shall conduct an orientation to students periodically about the upcoming learning resources, reference books, text books, journals, periodicals, new papers, encyclopedias, dictionaries and other resources.
3. He / she has to inculcate good reading habits among the students and teachers.
4. He or she shall supervise and monitor daily cleanliness in the library, maintenance of cupboards, computers, Wi-Fi connection, internet, online learning resources, books and others
5. Shall attend the difficulties of students and teachers with regard to their learning needs and requirements and meet the same within the shortest possible time.
6. He / she has to place an order for books / periodicals / journals as per the needs and priority in consultation with teaching faculty and a prior approval of head of the institution
7. He / she shall prepare budget for the library well in advance and take prior approval of head of the institution
8. Shall update computer technologies from time to time as per the changing needs of students and faculty members

9. He / she shall go through all the new arrivals of books, periodicals, new papers, and other important study resources should be photocopied and the same should be made available to students and teachers
10. He / she shall maintain students and teachers attendance register and supervise the same
11. He / she shall have a healthy interaction with students, teachers and other prominent readers periodically and seek valuable feedback from them so as to enhance the quality of learning resources and library services
12. The librarian and his subordinate library team should be always available to serve the library needs of students and teachers
13. The librarian shall update his / her knowledge in the library management with new changes from time to time.
14. He / she shall update library website and make it more user friendly to students and teachers
15. He / she should arrange book exhibitions of new arrivals from the different reputed publishers so as to enable teachers to choose books and other learning resources for the library
16. Any other library related work particularly in the interest of readers.

❖ **Sports Director**

1. The Sports Director shall plan sports activities viz. College level, Intercollegiate, University, State Level and National Level competitions/Sports events for students for the Academic year in advance and take the prior approval of Head of the Institution.
2. He/She shall motivate and create interest in students to participate in various sports activities.
3. He/She shall strictly adhere to rules and regulations of the College, Goa University, Sports Authorities and other appropriate bodies pertaining to different sports events and activities.
4. He/She shall arranged orientation on different sports events for students about the importance of sports in their career.
5. He/She procure necessary sports equipments as per the minutes with the prior approval of Head of the Institution.
6. He/She shall monitor and supervise sports facilities and maintain the same in a good condition.
7. He/She shall maintain stock register of all sports items and equipments regularly as and when items are purchased.

8. He/She shall hire Coaching staff if required to trained the sports persons with prior approval of Head of the Institutions.
9. He/She shall arranged to buy necessary medals/Trophy/certificates timely for different sports events with the prior approval of Head of the Institutions.
10. He/She shall be always present on the ground for students practice.
11. He/She Shall monitor and supervise discipline and dress code of students participating in sports.
12. He/She hall has to recognise and appreciate students achievements in sports through arranging felicitation programme for the achievers.
13. He/She shall update continuously with the latest developments in sports.
14. He/She shall prepare budget for the sports events for the Academic Year.
15. He/She shall perform any other work/task pertaining to sports department in the College.

❖ **Accountant**

1. Maintenance of all accounts and related transactions
2. Day to day data entries
3. Preparation of Budgets
4. Preparation of financial statements
5. Arranging internal and final audits
6. Calculation of income tax and issue of form no. 16 to teaching and non-teaching staff members and issue of pay slip.
7. Records of lecture basis payments of all the staff members
8. Salary register of teaching and non-teaching members
9. Maintaining GPF/NPS ledgers of the staff members
10. Maintaining of various Govt/UGC and other Grants.
11. Issue of salary certificate.
12. Inviting tenders, quotations and placing orders for printing and purchases
13. Maintenance of Dead stock and consumable registers and registering dead stock
14. Handling petty cash receipts and payments
15. Updating of all bank pass books
16. Recording day today work done/ keeping daily work Dairy
17. Annual Dead stock verification
18. Any other work allotted to you from time to time by the Principal/Vice-Principal and any other superiors.

❖ **Head-Clerk**

1. Supervision of overall administrative staff members.
2. Roster maintenance of all the staff members.
3. DPC/screening of administrative staff
4. Maintenance of personal files of all the teaching and non-teaching staff members
5. Maintaining of service books of teaching and non-teaching staff members and verification from time to time
6. Supervising Work register of all office staff members
7. Movement registers of teaching and non-teaching staff
8. Supervision of cleaning work of the college
9. Records and Documentation of MOUs and collaborations with other institutions
10. Right to Information (RTI) and related records
11. Preparing statistics and sending information of the college to Goa University, UGC, DHE, Social Welfare and other Govt. Departments.
12. Making arrangements for meetings
13. T.Y.B.Com Examination and project work paper
14. Maintenance of teaching and non-teaching musters
15. Recording day to day work done in work register
16. Any other work allotted to you from time to time by the Principal/Vice-Principal and any other superiors

❖ **UDC**

1. Affiliation and all the related work of affiliation
2. All the work related to selection and appointment of teaching and non-teaching staff members
3. Maintenance of personnel files (Job related and general) of all the teaching and non-teaching staff members
4. Obtaining N.O.C and approval for the appointment of teaching and non-teaching staff members
5. Issue of offer of appointment & appointment orders
6. Obtaining self-appraisal form from teaching staff and filing
7. Obtaining of ACR of Non- Teaching staff and filing
8. Career advancement of teachers
9. Reporting appointments to the Goa University and to the Dept. Of Higher Education
10. Workload of teaching staff and time Table
11. Obtaining progress reports of teaching staff members
12. All related work and correspondence of IGNOU Centre
13. S.Y.B.Com (Under study)

14. Scholarships (SC/ST/OBC/Others)
16. Maintenance of University, DHE, UGC, Govt and other Departments Circulars
17. Maintaining of records relating to Refresher /Orientation courses/any other courses of teachers
18. Recording day today work done in Daily diary
19. Any other work allotted to you from time to time by the Principal/Vice-Principal and any other superiors

❖ **LDC 1**

1. Maintenance of F.Y/S.Y/T.Y. B.A.B.Ed Examination records and results
2. Issue of Leaving, Transference, Bonafide, attempt and other certificates
3. Issue of Transcripts, copies of syllabus and related matters
4. Displaying and removing notices from all notice boards
5. Admissions of F.Y/S.Y. B.A.B.Ed and students' data base
6. Maintenance of students' statistics (enrolment, SC, ST, OBC, Minorities, etc)
7. F.Y.B.Com Exam (under study)
8. Company Secretary Exam and related records
9. All inwards and outwards
10. Students and teachers related activities
11. Co-curricular and extra-curricular activities of students and teachers
12. Student council election and related records
13. Maintenance of visitors register
14. Typing of minutes of all meetings, ensuring that the same are circulated and filed
15. Certifying of true copies of statements of mark sheets and other certificates of students
16. Preparation of examination bills of every examination and submit the same to the Accountant for passing of payments to the respective staff members
17. Recording day today work done in Daily diary
18. Any other work allotted to you from time to time by the Principal/Vice-Principal and any other superiors

❖ **LDC 2**

1. Maintaining of Student General Register.
2. Maintaining Salary Register of College Staff.
3. Maintaining/Controlling Stationary Register.
4. Monitoring/Supervising Infrastructure of all Class Rooms, Surrounding of the College.
5. Maintaining Register of Photocopying Machine.
6. Supervising all Multi-Tasking Staff.
7. Assisting the IT Person when he assigned task.
8. Any other work allotted to you from time to time by the Principal/Vice-Principal.

❖ **Data Entry cum Office Assistant 1**

1. Maintaining of Leave records of teaching and non-teaching staff members (CL/DL/EL & other)
2. Maintaining separate Leave file for each staff member
3. Writing Leave register
4. Entering Leave records on service book/Muster Roll of all the staff members
5. Admissions of F.Y/S.Y/T.Y B.Com and students data base
6. Records of attendance of students of all classes of B.Com and B.A.B.Ed courses
7. Matters pertaining to University registration forms/enrolment of students
8. F.Y.B.A.B.Ed Exam (Under study)
9. N.S.S and related Records
10. Sports and related records
11. Students database
12. Typing of admission data of students and assisting the admission committee Convenor
13. Recording day to day work done in Daily dairy
14. Any other work allotted to you from time to time by the Principal/Vice-Principal and any other superiors.

❖ **Data Entry cum Office Assistant 2**

1. F.Y/S.Y/B.Com examination records and results
2. Alumni Association (Ex-Students Association) formation and related records
3. Records of NAAC and other related correspondence
4. Students and teachers I-Cards
5. S.Y. B.A.B.Ed Exam (under study)
6. IQAC and related reports and records
7. Handling of different statutory committees. (Mentoring, Internal complaint, Anti-ragging and others)
8. Writing of students General Register
9. Looking after Research and Consultancy centre
10. Looking after Workshops, Seminars and Conferences
11. Parent – Teacher Association and related records.
12. Research journal (Bi-annual)
13. Records of research projects of teachers
14. Maintenance of meeting and minutes books of teaching and non-teaching staff members
15. Typing of minutes of all meetings, ensuring that the same are circulated and filed
16. Preparation of examination bills of every examination and submit the same to the Accountant for passing of payments to the respective staff members
17. Recording day today work done in Daily diary
18. Any other work allotted to you from time to time by the Principal/Vice-Principal and any other superiors.

❖ **Computer Lab. Assistant**

1. Conducting, arranging and looking after all work of computer Practicals
2. Periodical stock taking & updating stock register
3. Making arrangements for different programmes and events
4. Records of teachers evaluation by the students (Feedback Forms) of all the classes
5. Records of Evaluation by the students (Exit Form, only of Final Year students of T.Y.B.Com and 4th Year B.A.B.Ed Students)
6. College website and its up gradation
7. Maintenance of computer Lab
8. Preparation of Posters and Banners
9. Records of Remedial Classes engaged for the students
10. Any Typing work of Minutes/Reports/Power-point presentations.
11. Recording day to day work done in work register
12. Analysing records of the college
13. Maintaining computer, website and other Electronic equipments and accessories
14. Any other work allotted to you from time to time by the Principal/Vice-Principal and any other superiors.

❖ **MULTI-TASKING STAFF**

The duties would broadly include:

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

MANUAL 3

The Procedure followed in the decision making process, including channels of supervision and accountability.

Section 4(1) (b) (III)

Decision making process of the College is more of participative and consulting in nature. Head of the institution has to take various routine and significant decisions pertaining to different matters of the college. The focus of decision making is in the interest of the institution. The decisions pertaining to purchases, organising events, maintenance, teacher related issues, students related issues and institutional related matters, etc, are to be arrived, and the stages that are followed in decision making are as under:

1. Requisition in writing is sought either from individual teacher or from department.
2. Head of the institution studies thoroughly the requisition/proposal.
3. The same requisition/proposal is discussed with the Vice-principal of the college.
4. Invites the concerned teacher/Head of department who has moved requisition for further clarification and necessity of the said proposal.
5. Head of the institution consults senior most faculty members about the concerned proposal.
6. Once, head of the institution satisfies, the same is forwarded to the management for their approval in case of non routine and significant matters.
7. If required, head personally deliberates with the management and justifies about the proposal.
8. Once it is approved by the management then, head send the proposal to the concerned authority for necessary action and execution

MANUAL 4

The norms set by it for the discharge of its functions.

Section 4(1) (b) (IV)

The following norms are followed:

1. Policies and rules made by the Prabodhan Education Society for the college.
2. Annual calendar for the Academic year highlighting different activity/functions and the time schedule.
3. Different working committees with defined specific duties.

MANUAL 5

The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions.

Section 4(1) (b) (V)

This college is affiliated to Goa University, Goa and recognised by the Govt of Goa and NCTE, Bhopal and UGC New Delhi. The college follows the following rules and regulations for the smooth and effective functioning of the college.

1. Statutes and ordinances of Goa University, Goa.
2. Recruitment rules made applicable by the Goa University and Govt of Goa.
3. Central Civil Service Rules (CCSR) – rules made applicable by the Goa Government.
4. NCTE norms and regulations made applicable to B.A.B.Ed course.
5. Govt. circulars, Notifications and Gazette made applicable to the college.
6. UGC circulars/Notifications as made applicable to the college.
7. Policies and rules made by the Prabodhan Education Society.

MANUAL 6

A statement of the categories of documents that are held by it or under its control.

Section 4(1) (b) (VI)

The following documents are held and maintain for smooth functioning of the college.

1. Student enrolment register.
2. General Register of students.
3. Examination Records (Results of all examinations).
4. Service records of all teaching and non-teaching staff members.
5. National Pension scheme (NPS) records of all the employees.
6. Provident fund register.
7. Leave records of all the employees (Casual leave, Medical leave, Earned leave, Duty leave and others).
8. Salary register/records.
9. Personal files and records of all employees.
10. Biometric records of employees.
11. Student attendance records.
12. Stationary register.
13. Stock register.
14. Asset register.
15. Activity/event records.
16. Audited statement of accounts and records.
17. Records of DHE correspondence
18. Records of university correspondence
19. Records of UGC correspondence
20. Records of NCTE correspondence
21. Inward and outward registers
22. Muster roll – Teaching and Non-Teaching staff members
23. Movement register - Teaching and Non-Teaching staff members
24. Students early going register.
25. Teaching and Non-Teaching staff meeting registers.
26. Dead stock register.
27. Advisory committee meeting register
30. Local managing committee meeting register
31. Students and faculty library visiting registers
32. Visitors register

MANUAL 7

The 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 or implementation thereof.

Section 4(1) (b) (VII)

The college consults and seeks advice in formulation of policies from the following.

1. The college Advisory committee.
2. The college Parent Teachers Association (PTA).
3. Ex- students/Alumni of the college.

MANUAL 8

A statement of the Boards, councils, committees and other Bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public or the meeting of such meeting are accessible for public.

Section 4(1) (b) (VIII)

The Managing and other working committees are as under.

A. The college Managing committee.

1.	Shri. Prabhakar N. Bhate	-	Chairman
2.	Shri. Datta B. Naik	-	Vice - Chairman
3.	Shri. Subhash B. Velingker	-	Secretary
4.	Shri. Vithal G. Parrikar	-	Treasurer
5.	Shri. Dnyaneshwar P. Pednekar	-	Jt. Secretary
6.	Shri. Madhav B. Kelkar	-	Member
7.	Shri. Suryakant L. Gawas	-	Member
8.	Shri. Guruprasad R. Pawaskar	-	Member
9.	Shri. Lalji D. Pagi	-	Member

B. The college Local Managing committee.

1.	Shri. Dnyaneshwar P. Pednekar	-	Chairman
2.	Shri. Guruprasad Pawaskar	-	Nominee of Management of Society
3.	Shri. Arun R. Marathe	-	Teaching Staff Representative
4.	Miss. Ujvala Hanjunker	-	Lady Representative
5.	Shri. Shrishkumar S. Patil	-	Administrative Staff Representative
6.	Dr. M. R. Patil	-	Principal, Ex-Officio Secretary

C. The college Advisory committee.

1.	Prof. M. S. Kamat	-	Chairman
2.	Prof. Gorakhnath Mishra	-	Member
3.	Prof. Jayant Budkule	-	Member
4.	Prof. Aruna Rajendra Ganu	-	Member
5.	Adv. Ravindra Sangodkar	-	Member
6.	Shri. Dnyaneshwar P. Pednekar	-	Member
7.	Shri. Mayuresh Dhume	-	Member
8.	Shri. Natubhai Gohil	-	Member
9.	Dr. M. R. Patil	-	Principal, Ex-Officio Secretary

D. Other working committee.

1. Admission Committee
2. Students' Council Committee
3. Examination Committee
4. Unfair means Committee
5. Grievance Committee
6. Discipline Committee
7. Time Table Committee
8. Gymkhana and Sports Committee
9. Internal Complaint Committee
10. Anti-Ragging Committee
11. Anti Ragging Squad
12. Attendance Monitoring Committee

13. Managing Committee for P. T. A.
14. Library Committee
15. Prospectus Committee
16. Research Committee
17. Programmes Committee
18. Canteen Committee
19. Internal Quality Assurance Cell (IQAC)
20. Career Guidance and Placement Cell
21. Research and Consultancy Cell
22. Parents Teachers Association (PTA)
23. Alumni Association
24. Internal Audit Committee
25. Committee for Other Backward Class (OBC)
26. Internal Grievance Committee
27. Committee for SC/ST

MANUAL 9

A Directory of its officers and employees.

Section 4(1) (b) (IX)

Sr. No	Name	Address	Designation	Contact No.	Date of Birth	Date of Joining	Qualification
1	Dr. M. R. Patil	C/o Shri. R.K. Dangi, Laxmi Niwas, Near Kamaleshwar Garage, Khorlim, Mapusa - Goa 403507	Principal	9420979228 / 0832-2251228	22-Jun-1960	22-Jul-2015	Ph.D., M.Phil, M.Com., MBA, LLB
2	Shri. Sukhaji Naik	204/8, Satellite Township, Housing Board Colvale, Colvale, Bardez - Goa	Vice Principal	9422449632	24-Feb-1963	5-Jul-2013	M.Com., B.Ed., LLB, SET
3	Ms. Ujvala Hanjunker	H.No. 181/6, Batty Vaddo, Parra, Bardez - Goa	Asst. Professor	9823815489	31-Mar-1977	19-Jun-2013	M.Com., B.Ed., SET, PGDCA, DCA
4	Shri. Arun R Marathe	H.No. 445, Hasapur, Pedne Goa 403512	Asst. Professor	8796110081	18-May-1983	19-Jun-2013	M.Com., NET, PGDCA
5	Shri. Rudresh U Mhamal	H.No.81 (B) Madhalamaj, Mandre Pedne, Goa 403527	Asst. Professor	9049909065	2-May-1988	21-Jun-2014	M.Com. NET
6	Shri. Pinkesh D Dhabolkar	H.No. 48/1, Dabol Wado, Chapora, Bardez - Goa 403509	Asst. Professor	8411932102	17-Aug-1988	27-Jun-2014	M.Com., B.Ed., NET
7	Miss Varsha B Ingalhalli	C/o B S Ingalhalli, 442/13 (A), Nandini Co-op. Hsg. Society, Ariway Hsg. Colony, Near MES College Zuarinagar - Goa 403726	Asst. Professor	8806646139 / 0832-2555212	4-Mar-1990	1-Jul-2014	M.Com., NET
8	Mr. Sunny Sonu Pandhre	Flat no. 2/213/C6, Apartmentos De Alegria, Duler, Mapusa - Bardez Goa 403507	Asst. Professor	7588445607 / 0832-2251601	16-Apr-1990	15-Jun-2015	M.Com., NET
9	Mr. Pankaj Prakash Shirodker	H.No. 1021, Near Maruti Temple, Maruti Gad, Tisk	Asst. Professor	9545744759	21-Jul-1990	30-Jun-2015	M.Sc., NET

		Usgaon - Ponda - Goa					
10	Miss. Shamal Dessai	Flat A-2, Kamson Plaza, Vijaynagar, Alto Parvari, Bardez - Goa 403521	Asst. Professor	7588132718	17-07-1989	15-June-2016	MA, NET
11	Mr. Darshan Gaonkar	H.No. 4/A, Housing Board - Curti, Ponda - Goa 403401	Asst. Professor	9860937211 / 9975525543	17-Feb-1991	26-June-2015	M.Com. NET & SET
12	Mrs. Santoshi Narvencar	Flat No. A-6, Devashri Bhavan, Behind Holy Family High School, Succorro Parvari - Goa 403501	Asst. Professor -EVS	9850164997	19-May-1980	15-June-2017	M.Sc., M.Phil.
13	Shruthi Vasudev Adpaikar	H.No. 720, Gauri Niwas, Pontemol, Curchorem, Goa	Asst. Professor - Computer Application	8390379779	17-12-1992	8-Jan-17	M.E. - Electronics & Communication
14	Sarita Shirodkar Parker	R/o Kamala Spurti, Near Govt. Primary School, Khorlim Mapusa - Goa	Asst. Professor - Bus. Law	8007377984	5-08-1990	15-June-17	LLM
15	Mrs. P Jyoti Kiran	204, Adwalpalkar's Eleganza, Nagali Hills, Near Sateri Temple, Taleigao, Panaji - Goa 403002	Asst. Professor - English	9970125703 / 6513574	31-05-1973	15-June-17	NET, M.A.
16	Mr. Shrikant Basappa Madar	H.No. 345, Near Santoshi Mata Temple, Housing Board Colony, New Vaddem, Vasco - Goa	Asst. Professor - Economics	8378006959 / 9762474521	15-01-1995	17/07/2017	M.A. - Economics
17	Shri. Sunny Kanekar	H.No. 155, Ward No. 10, Valpoi - Sattari - Goa	Director of Phy. Edu.	9923134213 / 9158854550	12-10-1982	19-June-13	M.Phil., M.P.Ed., NET & SET
18	Dr. Anil Tukaram Thosare	2A/202 Sai Sankul Annex, Barve Road, Khadakpada, Kalyan (W) 421301	Associate Professor in Education	9226976104 / 9768431767	21-09-1974	29-Aug-16	SET, Ph.D., M.Ed., MA - History, MA - Pol. Science
19	Mr. Kedarnath	S-5, 1-B, Kamat Plaza, St. Inez, Panaji - Goa 403001	Asst. Professor	9011052015	15-Oct-1980	15-June-15	MA, SET, MBA

	Sudhir Tatkod						
20	Mrs. Rama Dinkar Murkunde	Flat No. 201, Samarth Enclave, M-9, Chidvilas Colony, St Inez, Caranzalem 403002	Asst. Professor	9850468278	26-10-82	20-Jun-16	NET, MA - Linguistics, MA - Konkani, B.Ed.
21	Dr. Sagar Pandurang Mali	C/o Prof. Subhash R Ingale, Flat No. F/SL, 2nd Floor, Vidyanagar, Aquem, Margao	Asst. Professor	9371239893	18-07-82	27-Jun-16	NET, SET, Ph.D., M.Phil, MBA, M.Sc., MA
22	Shri. Uaddhav Vijay Pol	Plot No. 29, Kirnoday Shri Sai Hsg Society, Golibar Maidan, Godoli, Satara - 415001	Asst. Professor	9405606917 / 9404232248	30-05-79	1-Jul-16	SET, M.Phil., M.Ed. MA
23	Priya Suresh Gosavi	Gosaviwada, Barcem, Quepem, South Goa 403703	Asst. Professor	8007170543 / 9923143013	25-Jan-1988	15-Jun-17	SET, M.A., B.Ed.
24	Dr. Sangeeta Rajesh Dessai	Flat No. 1, Shreyash Co-op. Society, Rego Bagh, Alto-Santacruz - Goa	Asst. Professor - English	7507456079 / 9765493232	20/07/1980	19/06/2017	Ph.D., M.A., SET
25	Gautam Gurudas Gaude	H.No. 29, Madder Wada, Near Ganesh Temple, Mangeshi, Ponda - Goa	Asst. Professor - Education	9764600771 / 9145080329	13/12/1987	16/06/2017	SET, NET (JRF), M.Sc., M.Ed.
26	Dr. Sonali Shankhwalkar	F-5, Wadji Bldg., Next to St. Inez Church, St. Inez, Panaji - 403001	Asst. Professor - History - Methods	9420818963 / 0832-2422037 / 2227860	24/7/1974	20/09/2017	NET, Ph.D., M.Ed., M.A. Pol. Sci., LL.B., M.A. - Psychology, M.A. - History
27	Dr. Manisha Vishnupant h Kulkarni	H.No. 218, Kotkarwada, Pernem - Goa 403512	Asst. Professor - Education	9421115847	03/01/1976	15/09/2017	Ph.D., NET - Education, SET - Education, M.Phil. - Edu, M.Ed., M.Sc. - Env., M.A. - Sociology
28	Roopali Viraj Devarde	Shakuntala House, H.No. 1830/18, Haliwada Road, Gopal Nagar, Parvari, Bardez - Goa	Asst. Professor - Geography	8007383476 / 8554051692	23-Jun-1984	14/08/2017	MA, B.Ed.

29	Amar T Kulkarni	Nangnur K S., Po: Rashing, Tal: Hukkeri, Dist: Belgaum 591313	Asst. Professor - Performing Arts	8624849707	10-06-88	04-08-2017	M.T.A. - Theatre Arts
30	Samata Gajanan Marathe	At/Po: Nanoda, Varchawada, Asnoda, Bicholim - Goa	Asst. Professor - Marathi (Foundation)	9420210752 / 9421151508	26/04/1986	26/07/2017	M.A. Marathi, M.Ed.
31	Yuvaradnyee Narayan Gaonkar	H.No. 08, Nandran Mollem, Dharbandora - Goa 403410	Asst. Professor - Hindi	9637966455	06-07-88	8-Aug-17	M.A. - Hindi
32	Poonam Sachin Patil	H.No. 127, Near Karma Residency, Alto Dabolim, Vasco - Goa 403711	Asst. Professor - Marathi	7776959166	22/10/1982		M.A. - Marathi, M.A.-History, B.Ed.
33	Mr. Kalidas Mhamal	Junaswada Mandrem, Pernem - Goa	Asst. Professor Fine Arts	9823105237	30-05-88		M.F.A.
34	Ms. Ekta Vaswani	CA2/6 Sapna Gardens, Chogam Road, Porvorim - Goa	Asst. Professor - ICT	9764487188	11-03-82		M.Sc. - IT
35	Sneha Babi Ghadi	H.No. 71, Bholwada, Karapur, Sankhali - Goa	Asst. Professor - History	9764780188			
36	Valene Rita Monteiro	H.No. 293/A, Ward No. 4(IV), Dantoloi, Curtorim, Salcete, South Goa 403709	Asst. Professor - History	9850550811 / 2786676	12-01-87		M.A.-History, B.Ed.
37	Dattaram Devu Fale	Flat No. 13, Sesa Apartments, Joefilnagar, Ponda - Goa	Asst. Professor - History	9923784822	20/12/1991		M.A. - History

38	Roopali Viraj Devarde	Shakuntala House, H.No. 1830/18, Haliwada Road, Gopal Nagar, Parvari, Bardez - Goa	Asst. Professo r	800738347 6/ 855405169 2	23-Jun -1984		MA, B.Ed.
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NON-TEACHING STAFF

39	Shri. Nitesh D Naik	H.No.249, Deulwada, Kudne, Sanquelim, Goa.	Librarian	992327258 5	15-Jun -1979	1-Jul- 14	M.Lib, NET & SET
40	Shri. Shrishkuma r S Patil	H. No. 178/26, Parvati Kunj, Narayan Nagar, Honda, Sattari - Goa	Account ant	942073700 6	21-Jul- 1977	19-Oc t-13	M.Com., DCM
41	Shri. Ashay N Naik	H.No. 888/1, Near Holy Family High School, Parvari - Bardez - Goa - 403501	Compute r Laborato ry Assistant	954572512 9, 952795280 9, 0832-24148 85	29-Jan -1987	18-Ja n-16	M.C.A.
42	Shri. Santosh Dhargalkar	H.No. 160, Ward No. 13, Khorlim, Mapusa - Goa	U.D.C.	942331591 9	3-Jul-1 977	5-Oct- 13	BA, B.Ed.,
43	Shri. Rajaram S Sandye	At. Kanekar Chal, Near Municipality Ground, Valpoi, Sattari - Goa	L.D.C.	982303579 9	28-Ma y-1976	1-Aug -13	M.Com., PGDPM&IR, DCM
44	Shri. Chetan H Salgaonkar	H.No. 58/6, Tar Waddo, Colvale, Bardez - Goa	L.D.C. (P.H.)	992303667 9	9-Mar- 1998	15-Se p-14	B.Com., DCA
45	Shri. Siddhesh R Naik	H.No. 225, Ramnagar, Betim - Bardez - Goa 403101	DEO	982215066 6	3-Nov- 1983	12-Ja n-16	HSC
46	Rohit S Pilankar	Near Saibaba Temple, Canca Bandh, Mapusa, Goa	DEO	992382623 7	09-09- 1991	16-Fe b-16	BCA
47	Anand Singh		LDC - Exservice men				
48	Shri. Suhas R Malik	C/o. Dr. Bhiwa L Malik, F-6, Mansukh Appts., Alto Porvorim - Goa	Gymkha na Attendan t	967389465 5	5-May -1974	19-Ju n-13	SSC

49	Shri. Tareshwar Adpaikar	H. No. 46/G, Gawali-Moula, Goa Velha Tiswadi Goa 403108	Peon - O.B.C.	992350708 0	23-Feb -1973	19-Sep-14	VIIIth
50	Shri. Amol H Naik	H.No. 516, Salwodor Do Mundo, Bardez - Goa 403521	Peon-P.H .	965758596 1	30-Jan -1993	19-Jun-13	SSC
51	Shri. Prabhakar Kavlekar	At. Calapur, Oddlem -Bhat, Tiswadi - Goa	Peon	982214133 5	24-Aug-1968	24-Jun-13	SSC
52	Shri. Prakash Pandurang Gauns	H.No. 110, Ward No. 14, Samta Nagar, Khorlim, Mapusa	Peon	750739111 0	2-Jan- 1973	22-Sep-14	VIIIth
53	Shri. Pravin Gajanan Naik	Suvarenbhat, Kumbharjua, Goa	Watchm en	988149289 8	03-12- 68		VIIIth

MANUAL 10

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

Section 4(1) (b) (X)

MANUAL 11

The Budget allocated to each of its agency, indication the particulars of all plans, proposed expenditure and reports on disbursements made.

Section 4(1) (b) (XI)

BUDGET ESTIMATES FOR THE YEAR 2017-18 (B.COM. & BA. B.Ed COURSE)

Sr. No	RECEIPT	ACTUALS 2016-17	ESTIMATES 2017-18	Sr. No.	PAYEMENT	ACTUALS 2016-17	ESTIMATES 2017-18
1	Advances from PES	0.00	0.00	1	PES Loan	0.00	0.00
2	Tution Fees	1518450.00	2112800.00	2	Tution Fee to DHE	1518450.00	2112800.00
3	Salary Grant (Regular)	22370484.00	32121476.00	3	Salaries Paid (Regular)	22370484.00	32121476.00
4	Automation fee	120000.00	139000.00	4	Automation Expnd.	120000.00	139000.00
5	Teaching Aid	279000.00	372000.00	5	Teaching Aid	28963.00	0.00
6	Cultural Activity	101760.00	117440.00	6	Cultural Activity	0.00	0.00
7	Library Deposit (Refundable)	63135.00	39580.00	7	Library Deposit (Refundable)	0.00	39580.00
8	Caution money	47785.00	47930.00	8	Caution money	0.00	47930.00
9	Students Aid Fund	49200.00	59420.00	9	Students Aid Fund	0.00	59420.00
10	P. T. A			10	P. T. A		
	PTA Membership Fee	49300.00	60400.00		PTA Expnd.	4500.00	7000.00
	PTA Development Fee	49300.00	60400.00		PTA Expnd (Assets)	90000.00	35000.00
		98600.00	120800.00			94500.00	42000.00
	MAINTENANCE RECEIPTS				EXPENDITURE		
1	Gymkhana Fees	245000.00	275400.00	1	Gymkhana Fees		
					Sports Regist. & Affiliation Fees	105496.00	150000.00
					Sports Materials (Assets)	142880.00	150000.00
						248376.00	300000.00
2	OTHER FEES			2	LIBRARY		
	University Registration Fees	115500.00	114800.00		Library Expenses	14299.00	10000.00
	Other Fees	135800.00	190400.00		Library Book	220808.00	300000.00
	Library Fees	234400.00	287000.00		Reading Room Expenses	38479.00	50000.00
	Computer Lab Fees (Account)	153400.00	169300.00		Purchase of Furniture for Library	33750.00	50000.00
	Information Technology Charge	224850.00	90480.00			305136.00	410000.00
		863950.00	851980.00				
				3	ASSETS		
3	Maintenance Grant	1000000.00	2237048.00		Furniture & Fixtures	1271743.00	828000.00
4	Bank Interest	164133.00	50000.00		Computers & El. Equipments	74000.00	200000.00
					Teaching Aid	65306.00	203000.00
5	Grant form Red Ribbon Club	4000.00	4000.00			1411049.00	1231000.00
				4	OFFICE CONTINGENCIES		
6	Workshop/ Seminar Fees	41400.00	0.00		Advertisement & Publicity	47568.00	100000.00
7	Workshop/ Seminar Grants	37250.00	37250.00		Uniform to Class 'D' Staff	0.00	10000.00
					Miscellaneous Expenses	4172.00	10000.00
8	Sem V & VI Fees	99750.00	472200.00		Sweeping & Cleaning Charges	9569.00	25000.00
					Bank Charges	1000.00	1500.00
					Essential (Principal Office)	9900.00	15000.00
					Official Refreshment	3707.00	10000.00
					Audit Expenses	15500.00	15500.00
					Interview Exp.	11940.00	28000.00
					Daily Wages	85272.00	120000.00
					Admission Cancel	58701.00	50000.00
					Extra-curricular (Shrujan)	81184.00	225000.00
					Printing & Stationery	163521.00	150000.00
					Travelling & Conveyance	71800.00	100000.00
					Water Charges	1292.00	1500.00
					Telephone Charges	43664.00	75000.00
					Postage & Telegrams	5874.00	9000.00
					Repairs & Maintenance	110769.00	150000.00
					Univ. Regis. Fees paid to G.U.	226275.00	114800.00
					Affiliation Refreshemnt	4722.00	10000.00
					Electricity Charges	54277.00	72000.00
					Garden Expnd	6430.00	15000.00
						1017137.00	1307300.00
				5	Red Ribbon Club Expenditure	4000.00	4000.00
				6	Research and Development	164798.00	250000.00
19	Expnd over Receipts	794763.00	46622.00	7	Sem V & VI Fees	99750.00	472200.00
	GRAND TOTAL	3250246.00	3974500.00		GRAND TOTAL	3250246.00	3974500.00

Principal

PRINCIPAL
Vidya Prabodhini College of Commerce,
Education Computer & Management
Vidyanagar, Parvari - Goa.

Secretary

SECRETARY
Prabodhan Education Society
Parvari-Goa.

Chairman

CHAIRMAN
Prabodhan Education Society
Parvari-Goa

MANUAL 12

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

Section 4(1) (b) (XII)

NIL

MANUAL13

Particulars of Recipients of concessions, permits or authorisations granted by it.

Section 4(1) (b) (XIII)

NIL

MANUAL 14

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

Section 4(1) (b) (XIV)

NIL

MANUAL 15

The particulars of facilities available to citizens for obtaining information including the working hour of library or reading room, if maintained for public use.

Section 4(1) (b) (XV)

The facilities available for obtaining information

1. The college website.
2. Wi-Fi Internet.
3. Library
4. Notice boards
5. Library working hours: from 8.00 a.m. To 5.00 p.m.

MANUAL 16

The names, designations and other particulars of the public information officers.

Section 4(1) (b) (XVI)

The following are the public information officers.

Information under the Right to information Act 2005

FIRST APPELLATE AUTHORITY

Dr.M.R.Patil

Principal, VPCCECM

PUBLIC INFORMATION OFFICER

Dr. Sukahji G. Naik

Vice-Principal, VPCCECM

ASSISTANT PUBLIC INFORMATION OFFICER

Shri. Santosh Dhargalkar

Head Clerk, VPCCECM

0832-2410500, 2413600 / info@Vidyaprabodhnicollege.edu.in /

www.vidyaprbodhnicollege.edu.in

MANUAL 17

Such other information as may be prescribed, and thereafter update these publications every year.

Section 4(1) (b) (XVII)

NIL