

Devi Sharvani Education Society's.

V.M.Salgaocar College of Law , Miramar -Goa

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

MANUAL-1

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

a. Aims and objectives of the public authority

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

CORE VALUES

V.M. Salgaocar College of Law is committed to and direct its activities towards securing

- Excellence in Legal Education
- Responsible citizenship
- Social justice and humanism
- Fraternity and common brotherhood
- Compassion and respect for fellow beings and for the environment
- Professionalism, ethics and integrity of thought and action
- Equality of opportunity

- Freedom of ideas and novelty of thoughts,
- Scientific temper and the spirit of inquiry and reform

b. Mission / Vision statement of the Public Authority

VISION

The words of the famous Justice Mansfield, "Let justice be done though the heaven fall", is the theme at this institution. The College inspires, motivates and challenges the teacher and the pupil alike, to the attainment of excellence in the field of legal education and emphasizes respect for human dignity and the inculcation of basic values crucial to the legal profession.

MISSION

The mission of the College is 'Excellentia Justitia et Humanitas' which means "Excellence in legal education, in pursuit of justice and service to humanity". The College is committed to academic excellence and affords opportunities for knowledge acquisition and adaptation through training, research, consultancy service to public and through outreach activities.

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

Brief history:

The College owes its existence to the philanthropist, industrialist and founder of Devi Sharvani Education Society, Late Shri Vasudevrao Mahadevrao Salgaocar. "Late Shri V.M. Salgaocar was Goa's first true renaissance man" - so wrote Frank Simoes, the great Indian writer and biographer. Late Shri V. M. Salgaocar hailed from a poor but respectable family in Goa. At the tender age of ten, fate forced him to become the breadwinner of the family and he was deprived of education. His childhood was lost in the sheer struggle for survival.

His dream and vision of providing excellent legal education for the students of Goa shaped the first Law College in Goa in the year 1973. Named after his father, late Shri Mahadevrao Salgaocar, the College of Law was later renamed- "Devi Sharvani Education Society's, V. M. Salgaocar College of Law", as a tribute to its founder, as per the decision of its Governing Council.

Situated in picturesque Panaji, close to the Miramar Beach, the College has its own three storied building of 2525.72sq. meters and an independent library building in addition. To facilitate learning, the College is provided with a sufficient number of spacious and well ventilated classrooms, all of which are air- conditioned.

All Classrooms are also equipped with LCD projectors & have an internet connection. Besides, there are three large air conditioned faculty staff rooms, a well-resourced Moot Court room, Air

Conditioned Conference Hall, Governing Council Room, furnished Child Rights Clinic room, Cyber Room, Canteen, Gymnasium, health centre, Book Bank and other useful facilities.

Annexed to the main building, is the '*Hirabai Vassudev Salagaocar*' Library building of 2379.93sq.mts, **which is the third largest library in Asia**. The Library building is an independent three –storied building with a vast collection of books and an online legal data base and digital library.

Courses of instruction provided

Pursuant to the vision and mission of the College and its service to society through excellence in legal knowledge, the College conducts six law programmes (of which five are self-financed programme) including two under graduate programs, one post graduate program, one Ph.D program and two diploma programs. The inbuilt flexible syllabus of the curriculum as prescribed by the Bar Council of India offers thirty nine value added/career oriented programs.

In addition to the syllabus, the College also inculcates the skills of advocacy and the values and ethics of the profession by various clinical methods of teaching like viz. Client counseling, Moot Court, Alternative Dispute Resolution (negotiation mediation), Consumer Clinic, Child Rights Clinic, Prison Clinic and Mock trial etc.

The Board of studies consisting of Faculty members of both colleges will meet half yearly every year and discuss the changes required it is debated & pondered through a joint faculty meeting proposing changes before the BOS.

At the start of each semester through informed process through notice board/ whatsapp and social media, each faculty designs the subject outline with value added class activities and skill training mock trials and debate. Guest lectures are conducted to provide more practical inputs for students from experts/ lawyers from various fields along with practical training where needed.

The college conducts Diploma in Civil law course and Diploma in Cyber Law in collaboration with Lisbon University and Asian School of Cyber Laws, Pune respectively. Civil law course exposes the students to ideas of western jurisprudence that are in variance with common law, and to initiate them into comparative jurisprudence, while the cyber law helps to train the students in theoretical and practical aspects of computer and its related crimes.

The skills required of a lawyer is also incorporated through inter disciplinary, developmental and innovative learning experience through various workshop/ conferences along with community based Legal Aid cells which initiates socio legal projects and awareness amidst the process of learning. The law degree programme is an intensive course and the students are required to be actively involved in the activities of the College. They have to mandatorily complete 100 hours in Legal Aid and also undergo internship training during the course.

The examination is semester based with internal scrutiny and external university based evaluation. In addition the students are also motivated for all round development to participate in NSS, Sports(intercollegiate/university/state/national level) and other extra curricular

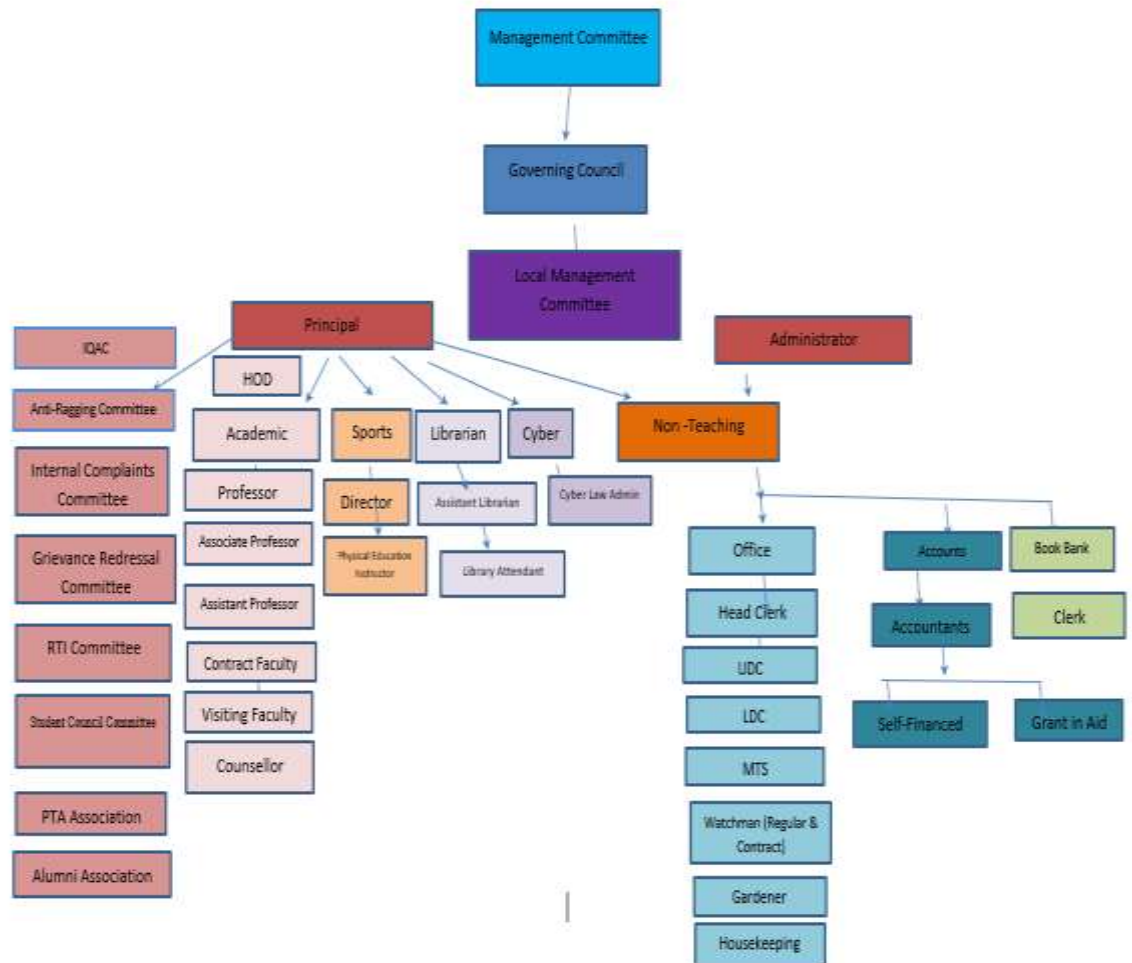
	PROGRAMME OFFERED
1	FIVE YEAR INTEGRATED B.A. LL.B. PROGRAMME (B.A.LL.B.)
2	LL.B. DEGREE (THREEYEAR PROGRAMME)
3	LL.M. (TWO YEARPROGRAMME)
4	Ph.D.
5	CERTIFICATE COURSES

activities.

PROGRAMMES OFFERED

The College offers a number of programmes viz:

(d) Organization Chart



(e) Main activities/Functions of the Public authority

Imparting quality education is the main function of the institution.

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

V.M. Salgaocar College of Law became the pioneer of legal education in the State of Goa, with its establishment in 1973. With a dedicated and well-qualified teaching faculty, competent staff, state-of-the-art facilities and a supportive Management, the College has taken vast strides in its march towards excellence.

Devi Sharvani Education Society's, V. M. Salgaocar college of Law is the first law college amongst various law colleges and institutions of legal learning all over India, to secure 'A' grade rating from NAAC in 2005 and yet again in its re-accreditation in 2012. In 2011, the College was conferred the 'INSTITUTIONAL EXCELLENCE AWARD' for its outstanding efforts in imparting legal education and for its commitment in reaching out to the

public through its 25 Permanent Legal Aid Cells.

The College has taken leadership in adopting Clinical Legal Education methods to facilitate learning by bridging the gap between theory and practice of law. As a part of its mission to create professionally competent and socially responsible citizens, the College has established a permanent Consumer Clinic, Prison Clinic and Child Rights Clinic to facilitate access to justice to deserving parties. Social contexting of the students' practical training programme is visible in the proactive social action by the student body filing substantial number of Public Interest Litigations (PIL) on various issues, in the High Court of Bombay at Goa.

The College Library is fully automated and computerized with open access system. Besides a vast collection of law books, there are also books that cater to diverse interests. Online e-journals, AIR manuals and CDs with multiple user facilities are made available. **Over five lakh pages of rare journals are digitised. The College is recognized as Research Centre for Ph.D. Degree.**

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

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

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

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

(h) Postal Address

V.M Salgaocar College of Law, Miramar, Panjim, Goa.

(i) Working hours both for office and public

The college office hours are from 9.00 a.m. to 5.00 p.m.

(j) Grievance redressal Mechanism.

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

- (i) A complaint from an aggrieved student relating to a college shall be addressed to the Collegiate Student Grievance Redressal Committee (CSGRC), with the following composition:
 - a) Principal of the College-Chairperson
 - b) Three senior members of the teaching faculty to be nominated by the Principal- members
 - c) A representative from among the students of the college to be nominated by the Principal based on academic merit/ excellence in sports/ performance in

co-curricular activities –

Special invitee

- (ii) The term of the members and the special invitee shall be two years.
- (iii) The quorum for the meeting, including the Chairperson, but excluding the special invitee, shall be three.
- (iv) In considering the grievances before it, the CSGRC shall follow the principles of natural justice.
- (v) The CSGRC shall send its report with recommendations, if any, to the Vice-Chancellor of the affiliating university, and a copy thereof to the aggrieved student, within a period of 15 days from the date of the receipt of the complaint.

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

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

- (a)(i) Revaluation of answer books of the candidates at Semesters V and VI shall be permitted as per the existing provisions of OA-5.15 for revaluation/ verification.
- (ii) However, revaluation at Semesters I to IV examinations shall not be permitted. Personal verification of marks shall be granted to the candidate in the presence of Principal/ Vice-Principal and the concerned Examiner, provided he/she has applied for the same along with payment of prescribed fees, within one week of the declaration of result.
- (b) The following shall be the procedure for the verification of marks:
 - (i) On a notified day and time, which should be not later than 10 days after the receipt of application from the candidate, the candidate shall be shown the answer book in the chamber of the Principal/ Vice-Principal in the presence of the Examiner concerned.
 - (ii) If the candidate is not satisfied with the result on personal verification of answer book, he may apply to the College Grievance Committee within a week.
 - (iii) The College Grievance Committee shall take appropriate action as per the relevant Ordinance and inform the candidate of the decision taken accordingly.

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

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

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

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

2. The matter is referred to the Committee by the Principal. The Committee shall invite a reply to the allegations, if any, made by the student from the concerned party.

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

4. The Principal may inform the student the findings of the Committee and shall take appropriate action including reassessment of the said answer books. However, if the marks are reduced after revaluation of the said answer books the original marks shall be retained and the student to be communicated that there is no change in his/her result

5. A minimum fine of Rs.200/- which shall not exceed Rs.500/-, shall be imposed on the student complainant, if the said allegation(s) is (are) found to be a deliberate attempt at casting aspersions on the teacher(s) concerned. If the allegations are found to be genuine and the same is recorded giving reasons, the action shall be taken as provided under OA-5.2.6. Any malpractices during the examination are referred to the Unfair Means Committee and are investigated as per Goa University Ordinance OC-66.7.2.

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

❖ **Principal- Dr. G. Shaber Ali (offg. Principal)**

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

Duties and Powers

- To provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, management, optimization of human and resource and concern for environment and sustainability.
- 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.
- Conduct himself with transparency, fairness, honesty, highest degree of ethics and decision making that is in that best interest of the college.
- Act as steward of the college assets in managing the resource responsibility, optimally effectively and efficiently for providing a conducive working and learning environment.
- Promote the collaborative, shared and consultative work culture in the college, paying way for thinking and ideas.
- Endeavor to promote a work culture and ethics that bring about quality, professionalism, satisfaction and service to the nation and society.
- Participate in extension, co-curriculum and extra-curricular activities, including community service.

❖ **Teaching faculty**

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

- Be punctual and follow the timing of the college.
- Encourage students to participate in teaching –learning process.
- Encourage students to inculcate discipline and respect to the community and the environment.
- Help students to differentiate between good from bad and right from wrong.
- Help to keep the campus clean and neat.
- Deal with students justly without any favoritism.
- Undertake research activities for self-development and improve teaching quality.
- Co-operate with the authorities for smooth functioning of the college.
- Participate in extension activities, co-curricular and extracurricular activities including community services.
- Show courtesy, dignity, decency and decorum in their individual and collective behavior or communication with their colleagues.
- Treat other members of the profession in the same manner as they themselves wish to be treated.
- Follow the rule and regulations issued by management, directorate of higher education and Goa University From time to time.
- Assist Principal in maintaining the discipline of the college.

LIBRARY SECTION

Mr. Nalin C. Phaldesai (Librarian)

Duties

- The librarian is a head to the Library and Information center and a certified member of the faculty.
- The basic duty of the librarian shall be to provide information and information resources to our clientele. The crux of the Librarian's duties shall lie on 3 basic services namely,
 - a) User Services: The Librarian shall analyze user needs and provides appropriate information. His/Her job shall also involve providing an instructional role, by showing users ways to locate and evaluate information based on their needs.
 - b) Technical Services: The Librarian shall acquire reading materials according to the syllabus in consultation with teachers, patrons and students needs. He then catalogues, classifies, this material making it available to the Library clientele.
 - c) Administrative Services: The Librarian shall oversee the management and up keeping of the Library on a daily, weekly, monthly and yearly basis, in tandem with the Institute's Library Advisory Committee, the teachers, the management and the Head of the Institution.
- Responsible for the daily operation of the library and supervision of the staff.
- Assist in preparation of the Library Budget.
- Provide reference services as and when required to users/ readers.
- Orienting the users towards effective utilization of library services.
- Responsible for managing the maintenance of print and non-print materials and equipment's in the library.
- Supervising circulation (charging and discharging) of books and learning materials.
- Arranging for stock verification of library collection and weed-out/write-off books.
- Strengthen library automation, e-library-digital aspects.
- Maintain records and statistics and submit reports as required.
- Provide bibliographic instruction upon request.
- Promote and implement mediated instruction, interactive media conferencing and other related emerging technologies.
- Represent the library as a member of college-wide and university-wide committees.
- Assign and supervise the duties of library staff.
- Maintenance and supervision of library premises.
- Teaching students on scholarly communication.

Librarian Grade I – Ms. Sonali Naik

Duties

LIBRARIAN GRADE I

1. Library counter handling (Issuing, receiving and renewal of books)
2. Cataloguing entry in software
3. Books entry on Accession Register
4. Processing books (Pockets, Labeling and writing cards)
5. Newspaper entry/Bills record
6. Shelving of books
7. Reminders to students about returning books
8. Journal entry /Pocketing
9. Stock verification
10. Fine collection and deposit to the office
11. Scanning/filing and uploading question papers on website
12. Gifted/Rare books record
13. Binding books
14. Books of the month (Displaying review of books on notice board)
15. Newspaper clippings
16. Newspaper articles record
17. Any other work allotted to you from time to time by the Principal and other superior.

❖ College Director of Physical Education [Dr. Sahadev Mandrekar]

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

Non-Teaching Staff

Administrative Staff

❖ Head Clerk

HEAD CLERK – R. A. Viegas

- Supervision of overall administrative staff members
- Affiliation and all related work of Affiliation
- All work related to recruitment and appointment of teaching and non-teaching members (Regular, Contract/lecture Basis)
- Obtaining self-appraisal form and half yearly progress reports from teaching staff and filing
- Obtaining of APAR/AAR of non-teaching and filing
- Career advancement of teachers
- Submission of Workload to DHE for obtaining NOC
- Understudy for Final year
- Maintenance of Roaster for all Regular/contract/lecture basis post for teaching and non-teaching staff members
- Maintenance of University, DHE, UGC, Govt and other department circulars
- Maintaining or records relating to Refresher/Orientation courses/ any other courses of teachers
- RTI – APIO under Right to Information
- Maintenance of Service Books of all regular employees
- Promotion of Non-teaching staff , asking NOC for resultant vacancies from DHE
- Maintaining Duty Chart of non-teaching staff and issuing Duty Orders
- Data updating for AISHE portal each year
- Maintenance of personal files (job related and general) of all teaching and non-teaching staff members
- Letter of permission for Refresher and Orientation courses to Teaching staff
- Downloading and printing of mails from college mail ID and sending it for inwards and distribution
- Annual Reports to be submitted to Goa University and DHE
- Correspondence to NCTE
- Any other work allotted to you from time to time by the Principal and other superiors

❖ Accountant

ACCOUNTANT – Gajanan Dhuri /Avesh Lanjekar

- Maintenance of all accounts and related transactions
- Day to day data entries
- Preparation of Budgets
- Preparation of financial statements
- Arranging internal; and final audits
- Calculation of Income Tax and issue of Form No.16 to teaching and non-teaching staff members
- Record of lecture/contract basis payments
- Salary Register of teaching and non-teaching staff members
- Maintaining of various Govt/UGC and other Grants
- Issue of salary certificate
- Inviting tenders, quotations and placing orders to printing & purchases
- Maintenance of Dead Stock and consumable registers and registering dead stock
- Handling petty cash receipts and payments
- Updating of all bank pass book
- Annual Dead Stock verification
- Recording day to day work
- Any other work allotted to you from time to time by the Principal and other superiors

UDC

- 1 Maintaining/ Controlling Stationery Register.
- 2 Biometric attendance of Teaching Staff, Non-Teaching staff and students.
- 3 Admissions of Student's data base.
- 4 Matters pertaining to University registration forms/enrolment of students.
- 5 Law Exam (Under Study).
- 6 Preparation of examination bills of every examination and submit the same to the University for payments.
- 7 Students council election and related records.
- 8 Project work paper and submission of Internal Marks/Practical marks to Goa University
- 9 Preparing statistics and sending information of the college to Goa University, UGC, DHE, Social Welfare and other Govt. Departments.
- 10 Supervising Work register of all office staff members.
- 11 Recording day to day work done in Daily dairy.
 - 12 Any other work allotted to you from time to time by the Principal/Vice-Principal and any other superiors.

JUNIOR STENOGRAPHER – Mrs. Shammi Shirodkar

1. Take down dictation word to word as fast as the speaker is speaking or giving dictation in the form of codes which may be decoded/written them in the readable normal script of the particular language.
2. Take dictation in shorthand of correspondence, reports and other matters
3. Perform variety of clerical duties : Drafting and letter typing of all office work
4. Typing of Notices
5. Assisting in Accounts work and in Audit work
6. Maintenance of various Registers like : Salary Register of Teaching and Non-Teaching members
7. Inventory Register : Inventory Register of the stock purchased by the Institution
8. Send Salary slips to the Teaching and Non-Teaching staff members through email
9. Verifying lecture claim of all Lecture Basis teachers
10. Filing of documents and maintaining the records
11. Maintenance of Service Books of all regular employees
12. Documentation of NPS- Maintaining GPF/NPS ledgers of all staff members
13. Sending Challans to DHE and filing of the same
14. Collecting fees from students (Repeat, Revaluation & Admission)

SYSTEM ADMINISTRATOR (IT)

1. Conducting arranging and looking after all work of Computer Practical's.
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).
6. College and Library website and its up gradation.
7. Maintenance of Computer Laboratory.
8. Preparation of posters and banners and college prospectus.
9. Records of Remedial Classes engaged for the students.
10. Any Typing work of Minutes/Reports/Power-point presentations and demonstrations of smart boards.
11. Recording day to day work done in daily diary.
12. Analysing records of the college.
13. Maintaining computer, website and other Electronic equipment and accessories.
14. Assisting students in their projects and any other computer related difficulties.
15. Monitoring LCD projector, smart boards, TV, Sound System/Speakers and other equipment's in classrooms.
16. Online students' registration at Goa University Portal.
17. Students registration for Entrance Examination.
18. LED & TV display presentation.
19. Photography and Videography of different events.
20. Electronic and IT related purchases.
21. Recording day to day work done in Daily diary.
22. Any other work allotted to you from time to time by the Principal/Vice-Principal and any other Superiors.

❖ LDC 1

1. All inward & Outward
2. Numbering and tagging of office files
3. Arrangement of Personal Files as per Auditor
4. Maintaining Register for Xerox machine and reporting
5. Filing of mail and distribution of mail to concerned staff member
6. Certifying of true copies of documents
7. Recording day to day work done in Daily diary
8. Any other work allotted to you from time to time by the Principal and other superiors

❖ LDC 2

1. Records of NAAC and other related correspondence.
2. IQAC and related reports and records.
3. Maintenance of meeting and minutes books of teaching and non-teaching staff members.
4. Understudy/Supervisor of Law exams.
5. Exam Duties: Law Exam.
 - a. Examination Notice
 - b. Students form filling regular/repeat/revaluation etc.
 - c. Examination Timetable.
 - d. Question Paper and Answer Key Collection.
 - e. Giving answer books to teacher for evaluation.
 - f. Preparation of results.
6. Scholarship to students State Govt/Central Govt.
7. NPS registration
8. Gums portal
9. Typing work
10. Checking admission forms during admission.
11. Recording day today work done in Daily diary.
12. Any other work allotted to you from time to time the by 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. Upkeep of green initiative, lawns, potted plants etc.
18. Any other work assigned by the Superior Authority.

MANUAL-3

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

- The Principal, in consultation with and with approval of the Management, takes decisions on any academic and administrative matters. He takes such decisions in consultation with the concerned departments / Person / Students' representative etc. The Principal is the academic and administrative head of the college. All decisions pertaining to the day-to-day functioning of the college are taken by the Principal. The Principal supervises the implementation of the plans of the institution and addresses the related issues. The Principal is also the convenor of committees of strategic importance and is directly involved in decision making.
- The Principal, IQAC coordinator, Heads of Departments (HODs), faculty, Office Superintendent, Librarian and College Director of Physical Education.
- The Principal in the day-to-day functioning of the college and performs duties assigned by the Principal from time to time.
- The HODs take decisions pertaining to their Departments with the approval of the Principal and in conformity with the policies laid down by the Management and IQAC. The Heads of Departments are appointed by rotation every three years. Apart from these, teachers are appointed as chairpersons of various committees which undertake co-curricular and extra-curricular activities.
- The college promotes a culture of participative management at all levels viz., management, faculty, administration and students. The process of participative management is achieved through the induction of teaching members in the Local Managing Committee. Suggestions and views put forth by the teaching and administrative staff and other stakeholders are given due place in the decision-making process. The management, teachers and administrative staff meet regularly to solve major issues.
- The decisions regarding the infrastructure development or any other larger issues are taken by the management in consultation with the Principal.

MANUAL-4

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

The college provides various services for students.

Sr. No.	Services provided to students	Time frame
1.	Issue of Identity Cards:	15 days from last day of admissions
2.	Issue of duplicate Identity Card	Within 6 working days
3.	Issue of Transfer Certificate	Same Day of Application
4.	Issue of Character Certificate	
5.	Issue of Bonafide Certificate	
6.	Issue of Attempt Certificate	
8.	Processing and forwarding for Migration Certificate to Goa University	Online mode
9.	Issue of Tour / Vacation / Concession Forms	Same Day
10.	a) Processing application forms for Scholarships / Freeships	Within stipulated time
	b) Forwarding application forms for Scholarships / Freeships	Within stipulated time
11	Declaring the results of F.Y. and S.Y.	Within stipulated time
12	Issue of marksheets	After the declaration of results, marksheets
13	Issue of duplicate marksheets – College level	Same Day
14	Verification of marks of FY and SY	Within stipulated time

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

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

MANUAL-5

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

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

CODE OF CONDUCT FOR STUDENTS

1. In every matter relating to the college, the decision of the Principal shall be final and binding upon every student.
2. Attendance for lectures is compulsory. The minimum requirement for attendance is 75% aggregate and 50% in each course of the respective semester as per Ordinance OA-17 of the Goa University.
3. Students have to abide by all the rules and regulations framed from time to time by the Principal or by the persons authorized by him/her.
4. Insubordination to any teacher or to any college authorities, use of indecent language, misbehaviour or misconduct is liable for disciplinary action as per the rules.
5. Ragging is strictly banned in the college. Any student found indulging in ragging will be severely dealt with, as per UGC Regulations.
6. Wearing of Identity card is mandatory for students in the college premises. Loss of an identity card must be reported to the College Office immediately. A duplicate card will be issued on payment of the prescribed fee.
7. Students are expected to strictly adhere to lecture timings. The lectures are conducted from 8.30 a.m. to 1.30 p.m. The college office timings are from 9.00 a.m. to 5.00 p.m.
8. Damage to college property/reputation in any form is punishable. If found guilty, responsible individual(s) would be liable to pay for the damages in addition to repercussion faced.
9. Students are required to adhere to the Examination Ordinance of Goa University. Please refer to the Goa University Ordinance OC-66 available at:

https://www.unigoa.ac.in/uploads/config_docs/20200309.111858~Ordinances_Part_C_6_Mar_2020.pdf

10. Students shall require prior permission from the Principal for organizing/ involvement in any activity (monetary/non-monetary in nature) in the college premises.
11. Consumption and possession of tobacco or alcohol or any form of intoxicant in the college campus is prohibited and punishable.
12. A student applying for Medical Leave must produce a medical certificate from a registered medical practitioner within seven days of resuming classes.
13. Accompanying of unauthorized personnel in college campus is prohibited and punishable.
14. Students are expected to clear/pay their dues (sports, library, other damages etc.) before collecting their results. On failing to do so, the college reserves the right to withhold the Examination result.
15. Parents/Guardians are advised to contact the College authorities from time to time in order to apprise themselves of the progress of their wards and their attendance.

16. Use of unfair means during examination (ISA/SEE) is strictly prohibited. A student, if found guilty, shall be liable for punishment as per the rules prescribed by Goa University.
17. Unauthorized use of mobile phones in class is strictly prohibited. Any student violating this rule shall face disciplinary action.
18. Due to paucity of parking space, the College does not guarantee parking space for four/two wheelers for students and would not be responsible for any damage/theft caused to vehicles.
19. Security personnel or any staff appointed by the Principal will have full authority to check and verify the identity cards of every student and have right to interrogate any student, in view of security concerns of the college.
20. Maintenance of college discipline, adherence to its rules and code of conduct and obedience to the instruction issued from time to time by Principal or other college authorities will be mandatory and binding on each student. Appropriate disciplinary action will be taken which includes suspension/expulsion and rustication as per the directives of Goa University and College Discipline Committee.

MANUAL-6

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

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

MANUAL-7

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

Sr. No.	Name and address of the consultative Committee	Constitution of the Committee / body	Role and Responsibility	Frequency of meetings
1.	Parent-Teachers Association	Chairperson- Vice-chairman- Treasurer- Secretary- Joint secretary- Thecommittee members are elected at the General Body Meeting.	Academic and infrastructure development	General Body Meeting - 1 Executive Committee Meetings -2
2.	Alumni Association	President - Vice- President -Joint Vice President - General Secretary - Joint Secretary –Treasurer- Joint Treasurer – The committee members are elected at the General Body Meeting.	Contribution to academic and infrastructure development	General Body Meeting - 1 Executive Committee Meetings -2
3.	Local Managing Committee	Chairman Vice-Chairman Secretary	Considers Budget Estimate and	2

		Treasurer 2 Teacher Representatives Principal Ex-officio Member Secretary Members Special Invitees	reviews progress of the College	
4.	Internal Quality Assurance Cell (IQAC)	Chairperson Coordinator Senior faculty members- 6 Management representative- 1 Administrative Staff -2 Students- 2 Alumni -1 Industrialists -1 Local Society-2	Integral part of the institution and works towards realizing the goals of quality enhancement and sustenance.	4

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

Sr. No.	Name & address of the body	Main function of the body	Constitutions of the body	Date up to which valid	Whether meeting open to public	Whether minutes accessible to public	Frequency of meetings
1	Managing Committee	Managing various Activities of the Institution	Chairman Vice-Chairman: 2 Treasurer Hon Secretary Members Special Invitees	3 years	No	No	As per the Memorandum of Association/ Rules & Regulations of the Society
2	Local Managing committee	Budgeting Programme of the College	Chairman Vice-Chairman Secretary Treasurer 2 Teacher Representatives Principal (Ex- Officio, Member Secretary) Members	3 years	No	No	As per the Rules & Regulations in force
3	Internal Quality Assurance Cell (IQAC)	The IQAC works towards realizing the goals of quality enhancement and sustenance. Its prime task is to develop a system for conscious, consistent and catalytic improvement in the performance of the Institution.	Chairperson (Principal) Coordinator Members	2 years	No	Yes	4
4	Internal Complaints Committee	To address issues related to Sexual	Chairperson Members	One Year	No	No	2

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		Harassment of women at the workplace.					
5	Policy Making Committee	for the purpose of Distribution of Merit scholarship for the students and for the purpose of Incentives to the faculty members for publication of Research articles in in Scopus	Chairperson Members	One year	No	No	2
6	Scrutiny Committee	for the purpose of Verifying, Modifying, Correcting and Changing the format for Intra semester Assessment (ISA) Problem Solving papers and Theory Papers.	Chairperson Members	One year	No	No	2
7	College Students Council	for the academic year-student activities	chairperson				
5	College Grievance Cell	Any grievance from	Chairperson Members	One year	No	No	2
6	Proctorial Board	under the directives of Goa University as per the provision of College Students' Discipline and Conduct Rules 2019 (7.0).	Chairperson Members	two Year	No	No	2

7	HRDC		Chairperson Members	One Year	No	No	2
8	Admission committee		Chairperson Members	One Year	No	No	2

DETAILS OF COMPOSITION OF COMMITTEES

MEMBERS OF MANAGING COMMITTEE

Name	Title	Name	Title
Mr. Dattaraj V. Salgaocar	President	Ms. Shashikala Gurpur	Member
Mr. Bhaskar Nayak	Vice-Chairman	Dr. R. V.Gaonkar	Member
Mr. Dnyaneshwar P. Pednekar	Secretary	Dr. Manoj Kamat	Member
Mr. Anthony E. Barreto	Member	Mr. Anil S. Dinge	Member
Prof. (Dr.) Shaber Ali	Offg Principal.Ex-officio mbr	Adv. Nitin Sardessai	Invitee

MEMBERS OF LOCAL MANAGING COMMITTEE

NO.	NAME	POSITION
1.	Prof Bhaskar Nayak, Advisor Education	Chairman
2.	Dr. G. Shaber Ali	EX Officio Secretary
3.	Mr. D. P. Pednekar	Management Representative
4.	Dr. K. S. Rao, Professor	Teachers' Representative
5.	Dr. Kim Rocha Couto	Ladies Representative
6.	Ms. Rosa A. M. Viegas	Non Teaching Staff Representative
7.	Ms. Resha Prabhu Dessai	Member

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MEMBERS

1. Dr. Shaber Ali : Chairperson, Head of the Institution
2. Dr. B. S. Patil : Director -- IQAC
3. Mr. Gajanan Dhuri : Senior Administrative Officer – Finance
4. Ms. Rosa A. M. Noronha : Senior Administrative Officer – Adm.
5. Dr. M. R. K. Prasad : Member – Teaching Staff
6. Dr. K. S. Rao : Member –Teaching Staff
7. Dr. Kim Couto : Member -- Teaching Staff
8. Dr. Sandhya Ram : Member -- Teaching S
9. Ms. Bhakti Naik : Member -- Teaching Staff
10. Dr. Priya Onsker : Member – Teaching Staff
11. Dr. Mrunmayi Vaidya : Member – Teaching Staff
12. Mr. D. P. Pednekar : Member – Management
13. Dr. Anil Dinge : Member – Nominee – Local Society
14. Mr. Nilesh Amonkar : Member – Nominee – Industry
15. Mr. Dattaprasad Lawande : Member – Nominee – Alumni
16. Mr. Sanjay Dhavalikar : Member – PTA
17. Mr. Nalin Phaldessai : Member – IQAC
18. Ms. Rishwa Prabhu : Member – Nominee – Students

MANUAL-9
Directory of Officers & Employees [Section 4(1) (b) (ix)]
Teaching Staff

S r. N o .	Name	Designation	Depart ment	Phone No.	Email address
1	Dr. Shaber Ali G	Officiating Principal	Law	9421246973	shaberalig@vmslaw.edu.in
2	Dr. M.R.K.Prasad	Professor	Law	7350198881	mrkprasad@vmslaw.edu.in
3	Dr. Kim Couto	Professor	Law	7758971030	kimcouto@vmslaw.edu.in
4	Dr. K.S.Rao	Associate Professor	Law	9420596600	srinivasarao@vmslaw.edu.in
5	Dr. Sandhya Ram	Associate Professor	Law	9823994805	sandhyaram@vmslaw.edu.in
6	Ms. Pearl Monteiro	Assistant Professor	Law	9822386355	pearlmonteiro@vmslaw.edu.in
7	Dr. B.S.Patil	Associate Professor	Law	8975356046	bspatil@vmslaw.edu.in
8	Dr. Ranjana Souza Cordeiro	Associate Professor	Law	9822955004	ranjanaferrao@vmslaw.edu.in
9	Dr. Mrunmayi M. Vaidya	Associate Professor	Law	9822789209	mrunmayimv@vmslaw.edu.in
10	Dr. Sahadev A. Mandrekar	College Director of Physical Education	Physical Educatio n	8390327395	sahadev.mandrekar@vmslaw.edu.in
11	Prof Bhakti Naik	Assistant Professor	Law	9763640748	bhaktinaik@vmslaw.edu.in
12	Dr. Aamod Shirali	Assistant Professor	Law	9890238582	aamodshirali@vmslaw.edu.in
13	Dr. Priya Onsker	Assistant Professor	Law	7030421499	priya.onsker@vmslaw.edu.in
14	Prof Shruti Kamat Dalal	Assistant Professor	Law	9834049790	shrutikamatdalal@vmslaw.edu.in
15	Dr. Sonal Sardessai	Assistant Professor	Law	9673196448	sonalsardessai@vmslaw.edu.in
16	Prof.Meghana Kapdi	Assistant Professor	History	9890254884	meghanakapdi@vmslaw.edu.in
17	Mr. Ramrai Naik	Assistant Professor	Pol Sc	9689444393	ramrai@vmslaw.edu.in
18	Mr.Siddesh Tari	Assistant Professor	Pol Sci		

19.	Ms. Priscilla Fernandes	Assistant Professor	Pol Sci	7507798820	priscillafernandes@vmslaw.edu.in
20.	Ms Ruhi Phadte	Assistant Professor	Law	9096659929	ruhiphadte@vmslaw.edu.in
21	Mrs. Ruchira Naik	Assistant Professor	Law	9850757694	ruchiranaik@vmslaw.edu.in
22.	Mr. Roshant Parwar	Assistant Professor	Law	9923569857	roshantparwar@vmslaw.edu.in
23	Mr. Nalin Phaldesai	Librarian	Lib	9637092304	nalinhaldesai@vmslaw.edu.in
24	Ms.Sonali Naik	Lib Grade I	Lib		sonalinaik@vmslaw.edu.in
25	Ms. Trisha	Counsellor	Counsellor	9545225023	trishaalmeida@vmslaw.edu.in
26	Ms. Ameya Nayak	Assistant Professor(Contract)	Law	9764967230	ameyanayak@vmslaw.edu.in
27.	Mrs. Jyoti Pisaphati	Assistant Professor (Contract)	English	9970125703	vyotipisipati@vmslaw.edu.in
28.	Mrs. Disha Sardesai	Assistant Professor (Contract)	Law	7875472105	dishasardesai@vmslaw.edu.in
29	Mr. Sandesh Gawas	Asst Professor (Lecture basis)	Env. Studies	9923651972	sandeshgawas@vmslaw.edu.in
30	Ms. Divika Naik	Asst Professor (Lecture basis)	Eco	9623473828	divikanaik@vmslaw.edu.in
31	Mrs Gail Zacharias	Asst Professor (Lecture basis)	Eco	9730308787	gail.zacharia@vmslaw.edu.in

Non-teaching Staff

Sr. No.	Name	Designation	Phone No.
	R.A.Viegas	Head Clerk	9545020868
	Gajanan Dhuri	Accountant	8208887255
	Avesh Lanjrekar	Accountant	9823984652
	Shaami Shirodkar	Junior Steno	9049598392
	Prashant Chodankar`	U.D.C.	7057555321
	Rupam Chawdikar	L.D.C.	9765237807
	Ramakant Naik	L.D.C.	9850657757
	Kiran Dhuri	Exam Clerk	8007987615
	Sneha Kalangutkar	Book Bank Staff	
	Vishwas Bhairegaonkar	Multitasking Staff	9764598282
	Bharat Amonkar	Multitasking Staff	9923487278
	Mangaldas Gaude	Multitasking Staff	9881758290
	Audumber Uskaikar	Multitasking Staff	9049657847
	Anant Mandrekar	Multitasking Staff	9765847617
	Alind Naik	Sys Admin(cyber)	9762155512
	Yeshwant	Watchman	9822001355
	Anand Naik		

MANUAL-10

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

Sr. No.	Name	Designation	Pay Scale		Gross Salary
			Applicable Level in Pay Matrix	Applicable Cell in the Level	
1	Dr. Shaber Ali	Officiating Principal	13A	8	156900.00
2	Dr. M.R.K.Prasad	Professor	14	11	188200.00
3	Dr. Kim Couto	HOD, Asso. Professor	13A	8	156900.00
4	Dr. K.S.Rao	Associate Professor	13A	7	152300.00
5	Dr. Sandhya Ram	Associate Professor	13A	9	147900.00
6	Ms. Pearl Monteiro	Assistant Professor	11	13	95400.00
7	Dr. B.S.Patil	Associate Professor	13A	6	147900.00
8	Dr. Sahadev Mandrekar	Associate Professor	13A	6	147900.00
9	Dr Ranjana Ferrao	Associate Professor	12	9	98200.00
10	Dr. Mrunmayi Vaidya	Assistant Professor	11	11	89900.00
11	Prof Bhakti Naik	Associate Professor	10	7	64900.00
12	Dr. Aamod Shirali	Assistant Professor	10	3	59400.00
13	Dr. Priya Onsker	Assistant Professor	10	6	64900.00
14	Prof Shruti Kamat Dalal	Assistant Professor	10	3	59400.00
15	Dr. Sonal Sardessai	Assistant Professor	10	8	68800.00
16	Prof.Meghana Kapdi	Assistant Professor	10	3	59400.00
17	Mr. Ramrai Naik	Assistant Professor			
18	Mr.Siddesh Tari	Assistant Professor			
19.	Ms. Priscilla Fernandes	Assistant Professor			
20.	Ms Ruhi Phadte	Assistant Professor			
21	Mrs. Ruchira Naik	Assistant Professor			
22.	Mr. Roshant Pawar	Assistant Professor			

23	Mr. Nalin Phaldesai	Librarian	10	3	59400
24	Ms.Sonali Naik	Lib Grade I	5	2	29200
25	Ms. Trisha	Counsellor			
26	Ms. Ameya Nayak	Assistant Professor (Contract)			
27.	Mrs. Jyoti Pisaphati	Assistant Professor (Contract)			

Non-teaching Staff-2019-20

Sr. No.	Name	Designation	Pay Scale		Gross Salary
			Applicable Level in Pay Matrix	Applicable Cell in the Level	
1.	R.A.Viegas	Head Clerk	7	5	49000.00
2.	Gajanan Dhuri	Accountant	7	9	55200.00
3.	Shaami Shirodkar	Junior Steno	4	2	25500.00
4.	Prashant Chodankar`	U.D.C.	4	12	34000.00
5.	Rupam Chawdikar	LDC	2	12	26800.00
6.	Ramakant Naik	LDC	2	21	35000.00
7.	Vishwas Bhaironkar	Lib Attn	2	20	34000.00
8.	Bharat Amonkar	Multitasking Staff	2	16	30200.00
9.	Anand Naik	Lib Staff	2	16	30200.00
10	Mangaldas Gaude	Multitasking Staff	1	9	22100.00
11	Audumber Uskaikar	Multitasking Staff	1	6	20300.00
12	Anant Mandrekar	Multitasking Staff	1	4	19100.00
13	Yeshawant Yellapur	Watchman	2	15	29300.00

MANUAL-11

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

Non-Plan Budget 2019-20

Major Head	Activities Performed	Sanctioned Budget	Year	Budget Estimate	Expenditure
Salaries for payment to Teaching & Non-Teaching Staff	To Impart Education to students & administrative work by Non- teaching staff	Salary grant is related every month after submitting monthly salary claim in advance during previous month	2019-20	40220000.00	39401411.00
			2020-21	42566176.00	43611549
			2021-22	58305629.00	--As on date

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

Sr. No.	Name & address of the institution	Purpose for which subsidy provided	No. of beneficiaries	Amount of subsidy	Previous years Utilisation progress	Previous years achievement
1.	V.M.Salgaocar college of Law	Nil	Nil	Nil	Nil	Nil

MANUAL-13

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

Sr. No.	Name & address of the beneficiary	Nature of Concession/ Permit/ Authorization Provided	Purpose for which granted	Scheme and criteria for selection	No of Similar concession given in past with purpose
1	Aditya Parab	Scholarship of Rs. 1500/-	Prof.Madhav Menon Endowment Scholarship for the Academic year 19-20	Refer Prospectus	-
2	Afrah Sheikh	Rs 650	Adv Tamba Scholarship For 2015-16	Refer Prospectus	-
3.	-	Student Aid Fund	Financial Assistance	Refer Prospectus	-

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

Sr. No.	Activities for which electronic data available	Nature of information available	Can it be shared with public	Is it available or is being used as back end data base
1.	Financial assistance to students	Amount of financial assistance and criteria for selection	Yes	Yes

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

Sr.No.	Section where available	Facility Available	Nature of Information	Working Hours
1	Information Counter	With Principal, Vice-Principal & College Office counter	College academic, co-curricular & extra-curricular activities, Results, Examinations, Placement of students, freeships, concessions, scholarships, attendance, etc	9.00 a.m. to 4.30 p.m.
2	Web Site	Yes	College academic, co-curricular & extra-curricular activities, Placement of students, freeships, concessions, scholarships, attendance, etc	Continuous
3	Library	Yes	College academic, co- curricular & extra-curricular activities, Placement of students, freeships, concessions, scholarships, etc	8.00 a.m. to 4.30 p.m.
4	Notice Board	Yes	College academic, co-curricular & extra- Curricular activities, Placement of students, freeships, concessions, scholarships, attendance, etc	College timings
5	Prospectus	Yes	Schedule of academic year, college academic calendar, admission procedure, eligibility for admission, fee structure, financial assistance, other facilities, identity card, attendance and eligibility to appear for examination, co-curricular and extra-curricular activities, code of conduct, college committees, Internal Complaints Committee, UGC rules and regulations on anti-ragging, revised fees for eligibility and migration certificate, course structure, scope and career prospects of different subjects, medium of instruction and examinations, award of grace marks, certificate courses, teaching and non-teaching staff, scholars for previous year	Available on website

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

First Appellate Authority within the department

Sr. No.	Designation of the officer designated as Appellate Authority	Postal address	Telephone No.	E-mail address
1	Dr. Shaber Ali Officiating Principal	V.M .Salgaocar College of Law	08322462225	principal@vmslaw.edu.in

List of Public Information Officers

Sr. No.	Designation of the officer designated as PIO	Postal address	Telephone No.	E-mail address	Demarcation of area/ activities, if more than one PIO is there
1	Dr. Kim Couto	V.M .Salgaocar College of Law	7758971030	kimcouto@vmslaw.edu.in	Only 1 PIO

List of Assistant Public Information Officers

Sr. No.	Designation of the officer designated as APIO	Postal address	Telephone No.	E-mail address	Demarcation of area/ activities, if more than one APIO is there
1	R.Viegas	V.M .Salgaocar College of Law	9545020868	rosa.viegas@vmslaw.edu.in	1 PIO

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