





Dnyan Prabodhini Mandal's
SHREE MALLIKARJUN
 &
 Shri. Chetan Manju Desai College
 Delem, Canacona-Goa 403702

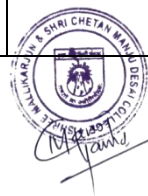


India Today Ranking
 115 (Arts) 150 (Commerce)

E-mail: shreemallikarjuncollege@gmail.com

Website: shreemallikarjuncollege.ac.in

New Permanent Recruitments (Teaching)	<ol style="list-style-type: none"> 1. Conduct HOD Meeting 2. Obtain workload assessment 3. Compile workload assessment 4. Assess the staff requirement 5. Assess the Reservation Policy 6. Apply for NOC 7. Advertise the Post 8. Apply for Panel of Experts 9. Ask for Reservation Representative 10. Receive application along with the required documents 11. Fix date of interview 1. Conduct interview as per Goa University Rules) 12. Report to DHE and University for Approval 13. Issue offers of appointment and letter to Medical Fitness Certificate 14. Obtain Joining Report 15. Orientation 16. Resume the regular duties 			
New Contract / LB/ Adhoc Recruitments (Teaching)	<ol style="list-style-type: none"> 1. Conduct HOD Meeting 2. Obtain workload assessment 3. Compile workload assessment 4. Assess the staff requirement 5. Assess the Reservation Policy 6. Apply for NOC 7. Advertise the Post 8. Apply for Panel of Experts 9. Ask for Reservation Representative 10. Receive application along with the required documents 11. Fix date of interview 12. Conduct interview (As per Goa University Rules) 13. Report to DHE and University for Approval 14. Issue offers of appointment and letter to Medical Fitness Certificate 15. Obtain Joining Report 16. Orientation 			





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	17. Resume the regular duties			
New / Renewal of Contract / LB/ Adhoc Recruitments (Non- Teaching)	<ol style="list-style-type: none"> 1. Assessment of staff as per Staffing Pattern 2. Assess the Reservation Policy 3. Apply for NOC 4. Advertise the Post 5. Seek name of Employment Exchange 6. Inform about the post to the above received names 7. Ask for Government Nominee 8. Ask for Reservation Representative 9. Receive application along with the required documents 10. Fix date of interview 11. Conduct interview as per Goa University Rules) 12. Report to DHE and University for Approval 13. Issue offers of appointment and letter to Medical Fitness Certificate 14. Obtain Joining Report 15. Orientation 16. Resume the regular duties 			
New permanent Recruitments (Non- Teaching)	<ol style="list-style-type: none"> 1. Assessment of staff as per Staffing Pattern 2. Assess the Reservation Policy 3. Apply for NOC 4. Advertise the Post 5. Seek name of Employment Exchange 6. Inform about the post to the above received names 7. Ask for Government Nominee 8. Ask for Reservation Representative 9. Receive application along with the required documents 10. Fix date of interview 			





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	11. Conduct interview as per Goa University Rules) 12. Report to DHE and University for Approval 13. Issue offers of appointment and letter to Medical Fitness Certificate 14. Obtain Joining Report 15. Orientation 16. Resume the regular duties			
Attendance / Deputation to Seminar / Conference / Workshop / Training	1. Fill the Duty Leave Application along with the Proof 2. Submit to the Office 3. Seek the Approval 4. Submit the attendance report 5. Submit the Joining report at 8.30 a.m 6. Resume the regular duties			
Organization of Seminar / Conference / Workshop / Internship / Field Trip / Study Visit	1. Draft the application of conducting Seminar along with the budget of details 2. Seek the approval of Principal 3. Seek the Approval of Management (If needed) 4. Make revisions with the suggestion of Principal 5. Seek the Approval of IQAC Members 6. Draft the notice/letter 7. Draft the notice of Yes/No 8. Advance Permission for reimbursement 9. Letter to Students / Outside Colleges 10. Conduct 11. Submit <ul style="list-style-type: none"> • Report • Feedback • Attendance • Press Note • Accounts to the satisfactory of Accountant 			





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Inviting Chief Guest / Guest Faculty / For Attending Meeting / Exam / Interview	<ol style="list-style-type: none"> 1. Discuss with the Principal 2. Request of Deputation to the Principal of College of concerned professor / Guest 3. Seek permission for remuneration 4. Give the Attendance Certificate/ Appreciation Letter 5. Give the Remuneration 			
Thanking Letter & Attendance Certificate to Chief Guest / Guest Faculty / For Attending Meeting / Interview	<ol style="list-style-type: none"> 1. Fill the Thanking/Attendance Application 2. Submit to the Office 3. Mark to the concerned Person 4. Draft the Certificate 5. Submit to the Office 6. Handover to the Guest 			
Draft of Minutes of Meeting for Interviews to Teaching Posts	<ol style="list-style-type: none"> 1. Write down every interview question and the criterion/indicator it is attributed to. Note that interview questions are the questions which are actually asked during the interviews, do not use the phrases specifying the indicators, in most cases they will be too general to elicit any useful answers. The interview questions must also be aligned to the specific interview groups: the same question might be phrased quite differently. 2. Leave enough space in the form to be able to record the gathered information. 3. Print out the interview minutes before the interviews. Alternatively, the form can also be made available on laptop computers/notebooks. Make sure all Peers have all necessary forms before the interview starts. 4. Take minutes by noting key words and statements for each interview question. 			





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	<p>5. The Peer Tandem should then discuss and distil the information collected during the interview in relation to the following questions</p> <ol style="list-style-type: none"> What are the key issues of the interview in relation to the indicators and criteria? What can be considered strengths, what are areas of improvement? How credible and reliable is the information gathered by this interview? What additional meaningful and unusual information (which does not fit into the indicators/criteria) can be outlined? Do you want to record any further questions, assumptions or inconsistencies? 			
<p>Draft of Minutes of Meeting for Interviews to Non-Teaching Posts</p>	<ol style="list-style-type: none"> Write down every interview question and the criterion/indicator it is attributed to. Note that interview questions are the questions which are actually asked during the interviews, do not use the phrases specifying the indicators, in most cases they will be too general to elicit any useful answers. The interview questions must also be aligned to the specific interview groups: the same question might be phrased quite differently. Leave enough space in the form to be able to record the gathered information. Print out the interview minutes before the interviews. Alternatively, the form can also be made available on laptop computers/notebooks. Make sure all Peers have all necessary forms before the interview starts. 			





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	<ol style="list-style-type: none"> 4. Take minutes by noting key words and statements for each interview question. 5. The Peer Tandem should then discuss and distil the information collected during the interview in relation to the following questions <ol style="list-style-type: none"> a. What are the key issues of the interview in relation to the indicators and criteria? What can be considered strengths, what are areas of improvement? b. How credible and reliable is the information gathered by this interview? c. What additional meaningful and unusual information (which does not fit into the indicators/criteria) can be outlined? d. Do you want to record any further questions, assumptions or inconsistencies? 			
Grievance related to Salary / Pay / Service	<ol style="list-style-type: none"> 1. In the first step the grievance is to be submitted to departmental representative, who is a representative of college. He has to give his answer within 48 hours. 2. If the departmental representative fails to provide a solution, the aggrieved employee can take his grievance to head of the department, who has to give his decision within 3 days. 3. If the aggrieved employee is not satisfied with the decision of 			





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	<p>departmental head, he can take the grievance-to-Grievance Committee. The Grievance Committee makes its recommendations to the Principal within 7 days in the form of a report. The final decision of the Principal on the report of Grievance Committee must be communicated to the aggrieved employee within three days of the receipt of report. An appeal for revision of final decision can be made by the Staff if he is not satisfied with it. The Principal must communicate its decision to the Staff within 7 days.</p> <p style="text-align: center;">OR</p> <p>Open door policy</p> <p>Step-ladder policy</p>			
<p>Request for NOC / Salary / Experience Certificate</p>	<ol style="list-style-type: none"> 1. Fill the request <u>Application</u> for NOC/Experience Certificate (<i>Form Number</i>) 2. Submit it to Office 3. Mark to concerned person 4. Collect the required <u>certificate</u> and Acknowledgement Receipt 5. File the application (<i>File number</i>) 			
<p>Disposal of Asset / Waste / Scrap</p>	<ol style="list-style-type: none"> 1. Create list of items to be disposed 2. Match with the Asset Register 3. Conduct disposal committee meeting 4. Dispose on approval, follow Green Practices 5. Cancel the entry in Asset Register 			





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<p style="text-align: center;">Complaint of Sexual Harassment / Ragging</p>	<ol style="list-style-type: none"> 6. Follow either 7. Open door policy 8. Step-ladder policy <li style="text-align: center;">9. Or 10. 11. Form Visaka Committee 12. Orientation to the Students and Staff 13. Maintain Sexual Harassment Book 14. Keep the copies available in library, office and common room. 15. The formal grievance procedure begins with the student's preparation of a written statement of the grievance, including supporting particulars and remedies sought. The student will present this statement to the LR, who will present it to the faculty member with a copy to the Head of the department. The LR will arrange a meeting of the student, faculty member, and the LR. 16. The LR will prepare a written record of this meeting, at which every effort will be made to resolve the problem, and will provide all the parties with a copy of this record. This information will also be noted in the LR's monthly report to the Principal, with copies to the Department Chair and GS. The student and faculty member may also prepare and submit to all the parties a written record of this meeting. When a grievance reaches Stage I, copies of all written statements shall be sent by the LR to the GS. 		
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	<p>17. If the grievance is not resolved to the satisfaction of the student, that student may appeal to the HOD for a decision. The HOD, together with the LR, will attempt to resolve the problem in accordance with the written procedures established by the department and approved by the GOA-UGC. These procedures will guarantee:</p> <p>18. the speedy disposition of the grievance</p> <p>19. the right of the faculty member to reply in writing to the grievance</p> <p>20. the hearing of all parties to the grievance, and their opportunity to provide supporting material</p> <p>21. review of disputed material by qualified faculty members where appropriate</p> <p>22. involvement of other students wherever appropriate</p> <p>23. the preparation by the HOD and by the LR, of written records of all proceedings, these records to be held – along with any written material provided by the student and faculty member - by both the LR and the HOD</p> <p>24. and prompt written notification of the HOD's decision (with rationale) sent to the student, the faculty member and the LR</p> <p>25. It is strongly urged that each department establish a grievance committee, or designate an appropriate standing committee to hear grievances. It is further urged that this committee include students, and that a majority of its members be faculty members (except that on questions arising over evaluation of performance on examinations and assigned</p>		
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	<p>projects, the department may choose to involve faculty members only).</p> <p>26. All methods for settlement at the departmental level having been exhausted, the student may appeal the department's decision to the GOA-UGC. A letter from the student requesting a review of the grievance should be addressed to the GOA-UGC care of the Associate Dean of the Undergraduate Division in GU. A copy of the original grievance should accompany this letter, and a copy of the letter should be sent to the department chairperson. The LR will forward to the GOS-UGC copies of all written documents collected at Stage II. The GOA-UGC will review all documentation to determine whether further information is needed. If not, a decision on the grievance will be made on the basis of the material in hand. If it is felt that more information is needed, it may be requested in writing, or a hearing of all parties to the grievance (including the HOD and the representative, if any, referred to Stage II) may be scheduled, after which a decision will be made.</p> <p>27. The GOA-UGC shall consist of three student members from the pool of LR in the College chosen by the CST-UGC, three faculty members selected by the Executive Committee, and a representative of the Dean's office. In no case shall a member of the GOA-UGC come from the</p>			
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	<p>department from which the grievance originated.</p> <p>28. It shall be the duty of the GOA-UGC to receive information from all parties involved in a grievance. The Dean's representative shall chair the GOA-UGC, and the majority of its seven members must approve the final decision on the grievance issued by the GOA-UGC. The GOA-UGC shall transmit its decision and rationale in writing to the student, the faculty member, the LR, the chairperson, and to the Dean for implementation if necessary. This decision shall be the final recourse available within the College for the arbitration of a student grievance. It can be appealed to the Vice Provost of Undergraduate Studies and his/her designate for final review on procedural grounds only.</p>			
Process of Inward	<ol style="list-style-type: none"> 1. Receive Letter 2. Submit to the Office 3. Marked to the LDC and Concerned person 4. LDC will make entry on Inward Register 5. If required take Print Out 			
Process of Outward	<ol style="list-style-type: none"> 1. Draft the application 2. Take 3 copies of application (Number of copies vary depend on copy to) 3. Submit to the Office 4. Mark to the LDC 			





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	<ol style="list-style-type: none"> 5. LDC will make entry on Outward Register 6. One copy letter will be delivered either through post or hand delivery 7. One copy will be filed to respective File 8. One copy will be filed to Outward File 			
Resignation from services	<ol style="list-style-type: none"> 1. Submit the Resignation Application to Office 2. Submit it to the Office 3. Mark to the concerned person 4. Complete handover/responsibility 5. Collect No dues Certificate from Accountant, library Lab and HOD 6. Collect the Experience Certificate 7. Collect the Relieving Certificate 8. Fill up Exit Feedback 9. Settlement of Accounts 			
Stock, Stores and Inventory Maintenance and Management	<ol style="list-style-type: none"> 1. Draft the Purchase Order along with the estimate of budget 2. If budget is less than 5000 <ul style="list-style-type: none"> • Seek Approval of Principal • Get the Invoice • Verify the asset with the Bill • Entry on Stock register • Verify the rate as per the quotation supplied by the supplier • Send bill for payment • Numbering the asset • Rent the asset as per the requirement. 3. If purchase is more than 5000 <ul style="list-style-type: none"> • Conduct Purchase Committee Meeting • Seek approval of Purchase Committee 			





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	<ul style="list-style-type: none"> • Draft the Tender Notice • Draft the Comparative statement • Send the Order • Get the Invoice • Verify the asset with the Bill • Entry on Stock register • Verify the rate as per the quotation supplied by the supplier • Send bill for payment • Numbering the asset • Rent the asset as per the requirement. 			
IT, Mobile & Internet usage Policy, Confidentiality & Privacy	<ol style="list-style-type: none"> 1. Follow the IT Policy 2. implement the Policy by framing appropriate Rules and Regulations. 3. take suitable action on all IT-related complaints/queries/violations addressed to this Committee. 4. continuously review and update the Rules and regulations in view of the rapid changes in technology and institutional factors. 5. record any violation of the policy and initiate/recommend disciplinary action by the competent authority, third party administrator or the government as per existing rules from time to time. 			
360⁰ Feedback, Peer Review, Audits and Certification	<ol style="list-style-type: none"> 1. Review parameters and questions 2. Distribute the questionnaire 3. Review 4. Analysis 5. Report 			





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Student Related				
Request for Salary Certificate	1. Application to Principal 2. Mark to concerned person 3. Collect Certificate	A-1 C-1	Prin RG/SF RG	3 days
Request for Experience Certificate	1. Application to Principal 2. Mark to concerned person 3. Collect Certificate	A-2 C-2	Prin RG RG	3 days
Application for Character / Bonafide Certificate/ NOC	1. Application to Principal 2. Mark to concerned person 3. Collect Certificate	A-3 C-3	Prin RG	3 days
Student Admission Process	1. Online Admission form filling Information 2. Original Leaving Certificate 3. Xerox Copies of XII Marksheet 4. Submit Form 5. online fees deposited in bank 6. Fill the Online Univ. Registration 7. Print the University Registration Card 8. Writing General Register 9. Writing Daily Fees Register		RG	
Student Leaving Process	1. Application of Leaving/Transference Certificate 2. Online application of Migration 3. Collect fees & deposited in bank 4. Transference certificate sending to the Colleges. 5. Exit Feedback Form	A-3 C-3	RG	7 days





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		Form 1		
Application for Duplicate Mark sheet / Id Card	1. Application to Principal 2. Mark to concerned person 3. Pay the fees of dup.Marksheet/Dup. Id Card 4. Fees deposited in bank 5. Collect the document	A-3	Prin RG	2 days
Application for Leave of Absence from Regular Classes	1. Application to Principal 2. Marked to concerned Committee 3. Concerned Person adjusts	A-4	Prin	1 day
Application for Change in Subject / Class / Division	1. Application to Principal 2. Marked to concerned Committee 3. Admin/V.P – Change 4. Exam Department Inform	A-5 Form 2	Prin	3 days
Student Elections	1. Election notice displayed on Notice Board 2. Fill the Nomination form for C.R., G.S. S.S., C.S. & Ladies representative. 3. Scrutiny of Nomination. 4. Withdrawal of Candidature. 5. Date of Election/Record of Votes. 6. Elected C.R., G.S. S.S., C.S. & Ladies Reps.	As per requi-red	RG	As per schedule
Salary Claim for Regular Staff	1. Find any staff is on leave for complete month (Check Leave Sanction Order) 2. Find any changes in Compulsory deductions 3. Print Salary Claims 4. Send for Principal Signature 5. Send for outward Post/H.D.		H.C. Accountant	Not later than 5 th of every month





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		A/c-1	Accountant	of
		A/c-2	MTS	proceeding
			MTS	month
			MTS	
Salary Payment Regular Staff	a. Find salary Grant Order from DHE	A/c-16	Sargam	1 st of
	b. Whether grant is as per Claim or not		Accountant	every
	c. If not as per claim, see changes and rectify		Accountant	month
	d. Find any changes in staff salary deductions		Accountant	or
	e. Print salary sheets with covering letters to Bank , write voucher and draw cheques		Accountant	after
	f. Send for Principal signature		Accountant	salary
	a. Send for Treasurer Signature			grant
	b. Find whether grant credited to bank account			credit
	c. Send for outward and bank	A/c-5		ed to
	d. Print Pay Slips & issue to staff	A/c-6	MTS	A/c
	e. Send someone for collecting GPF/PPF challan to DHE and payment of TDS challan to SBI Margao		MTS	
	f. Payment of GPF & PPF challans to SBI Canacona		MTS	
	g. Payment of staff loan instalment & LIC premium		MTS	
	Obtain copy of Salary sheets from bank duly stamp and sign by the Manager		MTS	
		A/c-17	MTS	





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		A/c-8 A/c-9 A/c-10 A/c-15 A/c-12 A/c-13 A/c-14	MTS MTS MTS MTS	
Claim of Contact and Lecture Basis Teachers	a. Obtain letter of approval of appointment from DHE & Goa University b. Verify attendance of contract basis teachers from muster roll c. Verify lecture basis register and bills submitted by L.B. Teachers d. Prepare claim of C.B. & L.B. as per DHE format along with covering letter e. Send for Principal signature Send for outward Post/ H.D.	A/c-3 A/c-4	H.C. Accountant Accountant Accountant MTS MTS	
Payment of Contact and Lecture Basis Teachers	a. Find salary Grant Order from DHE b. Whether grant is as per Claim or not c. If not as per claim, see changes and rectify d. Prepare contract Basis Salary Sheet with covering letter to Bank e. Send for Principal Signature	A/c-16	Accountant Accountant Accountant MTS	





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	f. Send for Treasurer Signature g. Find whether grant credited to bank account h. Send for outward and bank i. Obtain copy of Salary sheet from bank duly stamp and sign by the Manager j. Write vouchers and cheques of Lecture Basis Teachers Disburse cheques to L.B. teachers by signing on vouchers	A/c-7	MTS Accountant MTS MTS Accountant MTS MTS Accountant Accountant	
Payments of staff Re-imburement	a. Verify bills and find in order/not in order b. If not in order explain to staff c. Staff make the required corrections and make in order d. Letter to Principal for Approval with Bills e. Account number to which the bills to be settle f. Write voucher and draw cheque g. Send for Principal signature h. Send for Treasurer signature Cheque disbursed to staff by obtaining sign on voucher		Accountant Accountant Accountant MTS Accountant	



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Daily wages/outsources payment	a. Contract for housekeeping activities with agencies/ contract for daily wages for each workers sweepers/gardners/watchman b. Check attendance of workers from muster roll c. Calculate monthly payment for number of days present d. Write voucher and draw cheques e. Send for Principal Signature f. Send for Treasurer Signature Disbursed cheque to the workers duly signing on voucher		H.C. Accountant Accountant Accountant MTS MTS Accountant	
Writing GPF Register	a. Find paid GPF challan and verify date of payment and challan number b. See monthly contribution of staff from monthly contribution sheet c. Write Register and cumulative balance d. Total individual Ledger of Register at the end of year e. Verify rate of interest during the financial year f. Calculate interest and balance of each staff and consolidated interest calculation			





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	g. Send calculation sheets to DHE with covering letter Issue balance certificate to each staff	A/c-11	Accountant	Before 31 st March Till 30 th April
Writing PPF Register	a. Find paid PPF challan and verify date of payment and challan number b. See monthly contribution of staff and Govt. contribution from monthly contribution sheet c. Write register d. Total of register of each staff Ledger at the end of financial year e. Send details of contribution to Directorate of Accounts and demand for yearly slip f. After receiving slip verify with Register and see the total yearly contribution is in order If not in order write to Directorate of Accounts.		Accountant	Till 30 th April
Income Tax TDS	a. Calculate estimated yearly salary of each staff b. Calculate yearly estimated Income Tax to each staff and divided equally for 12 months c. Deduct the amount from monthly salary of staff d. Total income tax of staff paid by TDS challan to SBI Margao			30 th March of Proceeding year





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	<p>e. File quarterly ETDS return by from no. 24Q of Income Tax by sending salary data to C.A. for each quarter and finally yearly salary data at the end of financial year</p> <p>f. Download form no. 16 of each staff members</p> <p>Issue Form No. 16 to each staff members</p>	A/c-18	Accountant	
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