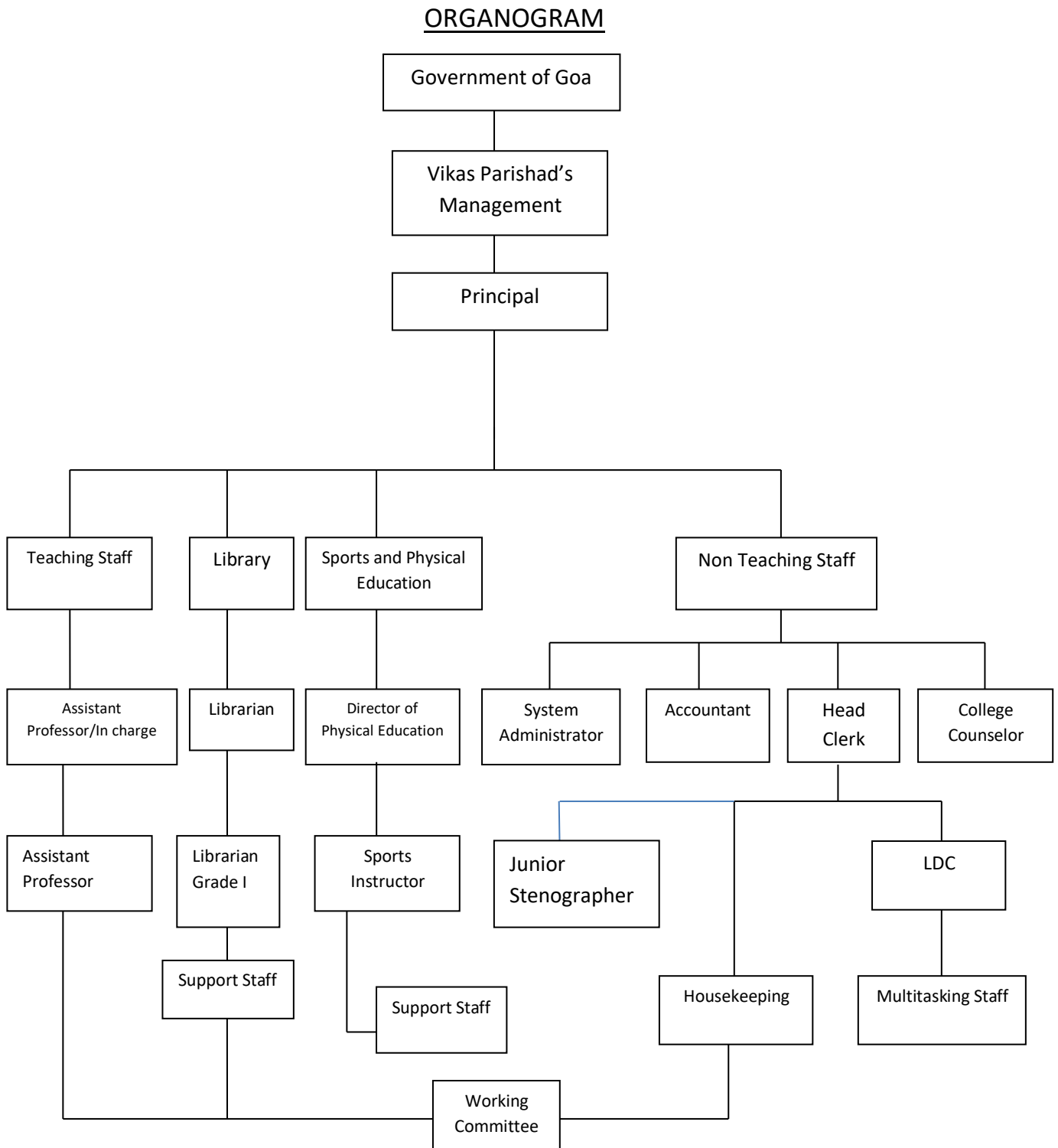


4. Organizational Structure for Operation and Management:



5. Main activities/functions of the public authority

To impart instruction in Bachelor of Commerce.

6. List of services being provided by the public authority with a brief write-up on them

a) The teaching staff is involved in academic and extra-curricular work whereas the Nonteaching staff is involved in administrative work and cooperate in extra curricular activities.

b) Provide academic information of passed out students of this college to industries/ business Firms, etc., for placement. c) Issue various certificates to staff and students

d) Library facilities are available for public use with prior permission of the Principal. The working hours of the Library : 8.30 a.m. to 2.30 p.m. on all working days.

7. Citizens interaction- Expectation of the public authority from the public for enhancing its effectiveness and efficiency

8. Postal address of the main office, attached/subordinate office/field units, etc:

VP's Mandre College of Commerce, Economics & Management, Dev Mandrekar Nagar, Madhlamaj, Mandre, Pernem - Goa.

9. Working hours both for office and public

Office working hours :

Monday - Saturday

08.00 a.m. to 2.30 p.m.

10. Grievance redressal mechanism

Grievance Committee is available for staff and students of the college.

COLLEGIATE STUDENT GRIEVANCE REDRESSAL COMMITTEE (CSGRC)

1. Mrs. Darshana Kerkar

2. Mr. Rohit Maulingkar

3. Mr. Mahadev Sawant (T.Y. B.Com. Student)

4. Mr. Arun Naik - Special Invitee

MANUAL. 15**Particulars of the facilities available to citizens for obtaining information**

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

Facilities available for obtaining information

Sr.No.	Facilities Available	Nature of Information	Working Hours
Information Counter	Counter Service	All information related to staff and students	8.00 a.m. to 2.30 p.m.
Web site	Wi-Fi & Internet Connection	College Prospectus On-line Admission Procedure, Student attendance, All notices concerned to students and stakeholders are available on the College website. Library, accounts and administrative work are totally computerized.	
Library	Counter service On-line information, Reference section, Reading room	Information on books	8.00 a.m. to 2.30 p.m.
Notice Boards	Displayed notices	All notices concerned to students and stakeholders	