

DIU COLLEGE, DIU

SUO MOTU PUBLICATION OF 17- MANUALS

MANUAL – 1

THE PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES:-

- 1) The main function of the Diu College, Diu is to offer Bachelor Degree Courses in Arts and Commerce streams. The details of the degree courses are given below:-

Sr. No.	Name of Courses	Students Intake	Duration	Entry Qualification
1)	Bachelors of Arts	120 Students	3 - Years	XII / HSC passed
2)	Bachelor of Commerce	60 Students	3 - Years	XII / HSC passed
	Total	180		

- 2) The Diu College, Diu is affiliated to the Saurashtra University, Rajkot.

ORGANIZATION CHART

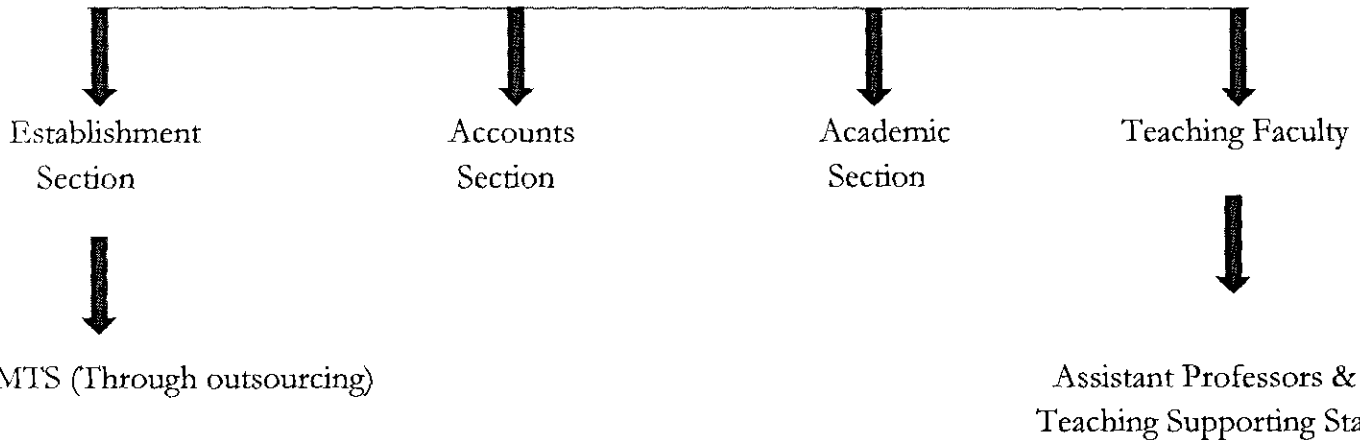
The Administrator, U.T. Administration of Daman & Diu and DNH
&
Chairman, Governing Body, Diu Higher Education Society, Diu



Collector, Diu & Member Secretary, Diu Higher Education Society, Diu
&
Chairman, Executive Committee, Diu Higher Education Society, Diu



Principal, Diu College, Diu



WORK ALLOCATIONS TO STAFFS

The distribution of work among the staff of Diu College, Diu is made as under:-

(A) TEACHING STAFF:-

Sr. No.	Name and Designation of Staff	Work Allotted
1.	Dr. S. Kumar Principal	Administration
2.	Dr. Anilkumar M. Makadia Asst. Professor (Hindi)	Teaching Hindi
3.	Shri Bharkumar K. Pala Asst. Professor (Business Administration)	Teaching Business Administration (Commerce)
4.	Shri Jagu. S. Vadher Asst. Professor (Economics)	Teaching Economics
5.	Ms. Kokilaben J. Dabhi Asst. Professor (Sociology)	Teaching Sociology
6.	Dr. Rajesh P. Vankar Asst. Professor (Gujarati)	Teaching Gujarati
7.	Shri Raunak Kumar Asst. Professor (Sanskrit)	Teaching Sanskrit
8.	Shri Sugat J. Shakya Asst. Professor (Accountancy)	Teaching Accountancy (Commerce)

(B) TEACHING SUPPORTING STAFF

Sr. No.	Name and Designation of Staff	Work Allotted
1.	Shri. Ketan N. Joshi Librarian	In charge of Library.

(C) ADMINISTRATIVE STAFF

Sr. No.	Name and Designation of Staff	Work Allotted
1.	Shri Shahil S. Jivani	Accounts Section
2.	Shri Chintan K. Modasia	Establishment Section
3.	Mohmad Faizan Kasmani	Academic Section

POSTAL ADDRESS:-

THE PRINCIPAL,
DIU COLLEGE,
FORT ROAD,
DIU – 362520 (U.T.)
PHONE NO: 02875-254115
E-Mail: diucollege@gmail.com

WORKING HOURS

MONDAY TO FRIDAY
1:00 PM TO 6:30 PM

SATURDAY
1:00 PM TO 6:00 PM

MANUAL – 2

THE POWER AND DUTIES OF ITS OFFICERS AND EMPLOYEES:-

The college is working under the society Diu Higher Education Society, Diu, an initiative of UT Administration of Daman & Diu. The power and duties of functionaries are defined in memorandum of association of the society.

The Collector, Diu is the Chairman of Executive Committee, Diu Higher Education Society, Diu.

- 1) He/she shall be whenever present, preside over the Executive Committee meeting meets.
- 2) He shall coordinate the efforts of the various Executive Members for development the Society.
- 3) In case the votes for and against the particular issue are equal, the Chairman shall exercise his/her casting vote.
- 4) The Chairman may direct the Member Secretary to call a special meeting at short notice in case of emergency.
- 5) The Chairman shall be the sole and absolute authority to judge the validity of the votes cast by member's at all Executive Committee meeting.
- 6) He / She shall be entitled to invite any other person to attend the meeting of the Executive Committee provided that such persons shall have to not the power of voting.
- 7) He / She may delegate to the Member Secretary such of his/ her functions and power as he may deem fit.

The Principal is the member secretary of Executive Committee of the society.

- 1) The member secretary shall be responsible for the day to day management of affairs of the Society subject to Terms and Conditions of the Executive Committee. He shall be the Chief Executive of the society.

- 2) He shall be the responsible for management of the staff of the Society. He shall exercise control and discipline over the employees of the Society. (Both full time and part time.)
- 3) He shall verify all bills and countersign them before presenting them to the Bank for payment. He shall maintained proper books of accounts for the funds received and expanded by the Society.
- 4) He shall arrange for the proper audit of accounts of the Society by the auditors appointed by the Executive Committee of the Society.
- 5) He shall convene the meeting of Executive Committee; he shall prepare the agenda for meetings for the circulation to concerned members. The approved minutes of meeting shall be circulated by him.
- 6) He shall sign all deeds and documents on behalf of the Society according to the directions of the Governing Body or The Executive Committee.
- 7) He shall present the report of the Executive Committee at Governing Body meetings.
- 8) He shall sue or to be sued and defend the Society in all legal proceedings.
- 9) Any documents or proceedings requiring authentication by the Society shall be signed and sealed by the Member Secretary.
- 10) The member Secretary shall be responsible for the execution of all policies adopted in deferent meetings.

MANUAL – 3

**THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS,
INCLUDING CHANNELS, SUPERVISION AND ACCOUNTABILITY:-**

Sr. No.	Activities	Level of Action	Time Frame
1.	To receive applications and put it in a diary number	LDC	Same day
2.	To mark applications / letters to concerned dealing assistant	Principal / AO	Same day
3.	To examine the correspondence and put up report.	LDC	Within a week depending on urgency of the letter.
4.	To examine the correctness of notes/letters from office staff	Principal	Within a week
5.	To approve action/file /proposal of department	The Collector & Chairman, EC, DHES, Diu	Within 15-days
6.	Student related matter	Principal	Within a week
7.	Examination & Enrolment related matter	Principal	Within a week
8.	Admission & Counselling related matter	Principal	Within a week
9.	Mark sheet & Leaving Certificate related matter.	LDC (A)	Within a week

MANUAL -4

THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS:-

The service rules prescribed by the Central Government Rules in respect of Group 'A', 'B', 'C' and 'D'. Every proposal containing recruitment / promotion is being placed before the Governing Body through Executive Committee, DHES prescribed for Group 'A' 'B' and 'C' as the case may be. All the proposals are required approval of the appointing authority and the proposal such as framing/amendment of R.Rs approval of the Administrator, UT Administration of Daman & Diu/ Chairman, Governing Body, Diu Higher Education Society, is necessary.

2) Rules and Regulation of Saurashtra University, Rajkot and University Grants Commission, New Delhi, as applicable time to time.

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.

1) The service rules prescribed by the Central Government Rules in respect of Group 'A', 'B', 'C' and 'D'. Every proposal containing recruitment / promotion is being placed before the Governing Body through Executive Committee, DHES prescribed for Group 'A' 'B' and 'C' as the case may be. All the proposals are required approval of the appointing authority and the proposal such as framing/amendment of R.Rs approval of the Administrator, UT Administration of Daman & Diu/ Chairman, Governing Body, Diu Higher Education Society, is necessary.

2) Rules and Regulation of Saurashtra University, Rajkot and University Grants Commission, New Delhi, as applicable time to time.

MANUAL – 6

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL:

1. Cash Book
2. Budget file.
3. Pay Bill File.
4. Personnel files in respect of all staff
5. Dead stocks register.
6. Consumable register.
7. Monthly/Quarterly Report file.
8. Identity card to students/staff.
9. Internal Assessment Records.
10. Students Admission / Enrolment record.

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:

The Diu College, Diu has no direct dealing with the public. Hence, no such arrangement exists at present. All the decision regarding formulation of policy is being taken as per the orders of the Competent Authority/ Governing Body of the society. The main function of Diu College, Diu is academic only.

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 MEETING OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC OR THE MINUTES OF SUCH MEETING ARE ACCESSIBLE FOR PUBLIC:

1. Governing Body members:-

1	Hon'ble Administrator, Daman & Diu	Chairman
2	Hon'ble Member of Parliament, Daman & Diu	Member
3	The Development Commissioner, Daman & Diu	Member
4	Finance Secretary, Daman & Diu	Member
5	Secretary Education, Daman & Diu	Member
6	The President, DMC, Diu	Member
7	The Vice-President, District Panchayat, Daman & Diu	Member
8	The Director of Education, Daman & Diu	Member
9	The Director, Social Welfare Dept., Daman & Diu	Member
10	The Jt. Secretary (Finance), Daman & Diu	Member
11	The Principal, Diu College, Diu	Member
12	The Education Officer, Collectorate, Diu	Member
13	One representative from the Saurashtra University	Member
14	One representative from University Grant Commission	Member
15	One representative from the Ministry of Human Resource Development, New Delhi	Member
16	One experts in the field of Higher Education nominated by U. T. Administration of Daman and Diu	Member
17	The Collector, Diu	Member Secretary

2. Executive Committee:-

1.	The Collector, Diu	Chairman
2.	The Director of Education, Daman & Diu	Member
3.	The Deputy Collector, Diu	Member
4.	The Executive Engineer, PWD, Diu	Member
5.	The Mamlatdar cum BDO, Diu	Member
6.	The Asstt. Accounts Officer, Diu	Member
7.	The Education Officer, Diu	Member
8.	The Nodal Officer/ADEI, Collectorate, Diu	Member
9.	One representative from Saurashtra University, Rajkot	Member
10.	One Expert in the field of Higher Education nominated by UT Administration	Member
11.	The Principal, Diu College, Diu	Member Secretary

3. Anti-Ragging Committee:-

1.	Principal, Diu College, Diu,	Chairman
2.	Asst. Professor / Lecturer	Member Secretary
3.	Civil Police	Member
4.	Women Representative	Member
5.	One Lady Parent	Member
6.	One Member of N.G.O	Member
7.	One Student (Fresher Category)	Member
8.	One Person of Local Media	Member
9.	One Special Invitee (Nominated by Principal, Diu College, Diu)	Member

4. Purchase Committee:-

1.	The Principal, Diu College, Diu	Chairman
2.	The Education Officer, Collectorate, Diu	Member
3.	The Asst. Professor in Accountancy, Diu College	Member
4.	The Accountant, Education Collectorate, Diu	Member
5.	The Accountant, Diu College, Diu	Member

5. Academic Committee:-

1.	Shri Jagu S. Vadher, Asstt. Professor	Co-ordinator
2.	Shri Sugat J. Shakya , Asstt. Professor	Member
3.	Shri Anilkumar M. Makadia, Asstt. Professor	Member

MANUAL – 9

A DIRECTORY OF ITS OFFICERS AND EMPLOYEES:

The Directory of Officers and employees of the department is enclosed as Annexure I

MANUAL -10

The Monthly Emoluments Received By Each Officers And Employees, Including The System Of Compensation As Provided In Its Regulations:

Monthly emoluments received by Officers and employees is enclosed as Annexure II

MANUAL – 11

THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INCLUDING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURE AND REPORTS ON DISBURSEMENTS MADE:

Budget Allocation for the Financial year 2013-14 as given below:

Sr. No.	Budget Head	Allocation for 2013-14 (Rs. In Thousand)
A	2202 – Plan General education, 03- University and Higher Education 001 - Direction and Administration 01 – Government College 01.00.31 – Grant-in-aid General.	9550

MANUAL -12

THE MANNER OF EXECUTIVE OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATES AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES:

The department has not executed any subsidy programs.

MANUAL -13

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT:

There is no recipient of concession, permit or authorization provided by this Department.

MANUAL - 14

DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AND ELECTRONIC FORM:

There are no facilities available with this department.

MANUAL - 15

THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE;

There are no facilities available with the department.

MANUAL – 16

THE NAMES, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS:

The Head of Office i.e. Dr. S. Kumar, Principal, Diu College, Diu.

MANUAL – 17

SUCH OTHER INFORMATIN AS MAY BE PRESCRIBED; AND THEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR;

All Information are updated in the official website such as orders, notification, tender etc.

ADMINISTRATION OF DAMAN & DIU (U.T.)
OFFICE OF THE DIU COLLEGE, DIU
DIRECTORY OF OFFICERS & EMPLOYEES

ANNEXURE - I

Sr. No.	Name of Staff	Designation	Scale of pay/ STC (Fixed Amount)
1.	Dr. S. Kumar	Principal	Rs.37400-67000 + AGP - 10000
2.	Dr. Anilkumar M. Makadia	Asst. Professor (Hindi)	Rs. 35,000/-
3.	Shri Bharatkumar K. Pala	Asst. Professor (Business Administration)	Rs. 35,000/-
4.	Shri Jagu. S. Vadher	Asst. Professor (Economics)	Rs. 35,000/-
5.	Ms. Kokilaben J. Dabhi	Asst. Professor (Sociology)	Rs. 35,000/-
6.	Dr. Rajesh P. Vankar	Asst. Professor (Gujarati)	Rs. 35,000/-
7.	Shri Raunak Kumar	Asst. Professor (Sanskrit)	Rs. 35,000/-
8.	Shri Sugat J. Shakya	Asst. Professor (Accountancy)	Rs. 35,000/-

Sr. No.	Name of Incumbent	Designation	Scale of pay STC (Fixed)
1.	Shri Ketan N. Joshi	Librarian	Rs. 25,000/-
2.	Shri Shahil S. Jivani	Accountant	Rs. 25,000/-
3.	Shri Chintan K. Modasia	Lower Division Clerk	Rs. 15,000/-
4.	Mohmad Faizan Kasmani	Lower Division Clerk	Rs. 15,000/-

ADMINISTRATION OF DAMAN & DIU (U.T.)
OFFICE OF THE DIU COLLEGE, DIU
DIRECTORY OF OFFICERS & EMPLOYEES

ANNEXURE – II

Sr. No.	Name of Incumbent	Designation	Date of Birth	Date of Joining	Category	Scale of pay STC (Fixed)
1.	Dr. S. Kumar	Principal	23-07-19	04-07-2013	General	PB-4 Rs.37400-67000 + AGP 10000
2.	Dr. Anilkumar M. Makadia	Asst. Professor (Hindi)	16-03-1984	25-11-2013	SC	Rs. 35,000/-
3.	Shri Bharkat Kumar K. Pala	Asst. Professor (Business Administration)	29-09-1979	25-11-2013	General	Rs. 35,000/-
4.	Shri Jagu. S. Vadher	Asst. Professor (Economics)	09-03-1985	01-07-2013	SC	Rs. 35,000/-
5.	Ms. Kokilaben J. Dabhi	Asst. Professor (Sociology)	23-12-1980	25-11-2013	SC	Rs. 35,000/-
6.	Dr. Rajesh P. Vankar	Asst. Professor (Gujarati)	04-09-1981	01-07-2013	SC	Rs. 35,000/-
7.	Shri Raunak Kumar	Asst. Professor (Sanskrit)	04-06-1988	01-07-2013	General	Rs. 35,000/-
8.	Shri Sugat J. Shakya	Asst. Professor (Accountancy)	12-12-1981	01-07-2013	SC	Rs. 35,000/-

Sr. No.	Name of Incumbent	Designation	Date of Birth	Date of Joining	Category	Scale of pay STC (Fixed)
1.	Shri. Ketan N. Joshi	Librarian	12-08-1990	25-11-2013	General	Rs. 25,000/-
2.	Shri Shahil S. Jivani	Accountant	29-12-1989	21-06-2013	General	Rs. 25,000/-
3.	Shri Chintan K. Modasia	Lower Division Clerk	24-09-1991	21-06-2013	OBC	Rs. 15,000/-
4.	Mohmad Faizan Kasmani	Lower Division Clerk	30-05-1987	21-06-2013	General	Rs. 15,000/-