

Manual 1

Particulars of Organization, Functions and Duties

(Section 4(1) (b) (i))

- 1. Name :** Institute of Shipbuilding Technology, Goa.
Address : Bogda, Vasco – da- Gama,
Goa 403 802.

2. Mission / Vision Statement of the public authority.

We at ISBT, continuously strive to achieve excellence in need based Technical Education developing Value-Oriented Professional with Global Perspective and dedicated to the Nation

3. Brief History and background of establishment of the public authority.

Institute of Shipbuilding Technology, Goa (ISBT) was established in August 1981 for providing need based technical education. ISBT is managed by Society for Industrial & Technical Education of Goa (SITEG) – formerly known as Shipbuilding Industry Society of Goa. ISBT is approved by the Ministry of Human Resource Development, Government of India and receives its grants from the Government of Goa.

SITEG manages the Institute through its Managing Committee. Its Monitoring Committee assists the Institute wherever necessary in decision-making. Day-to- day affairs are taken care of by the Principal who has been given authority required for efficient and effective management of the Institute. Being an aided Institute, the Institute comes under the purview of the Directorate of Technical Education, Govt. of Goa. ISBT has sufficient and reasonable administrative autonomy.

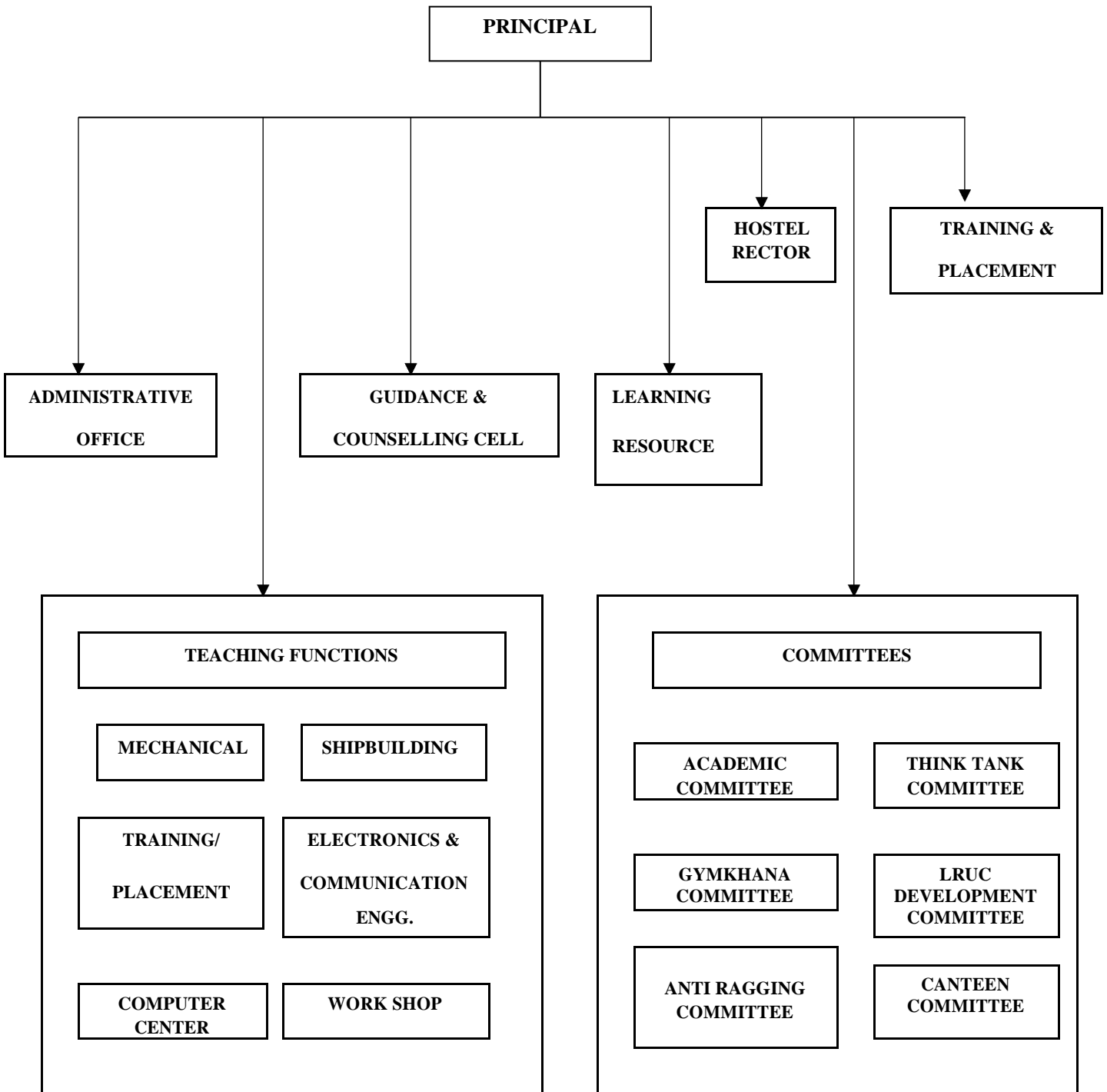
The Institute offers Diploma programmes in Shipbuilding Engineering, Mechanical Engineering and Electronics & Communications Engineering. The diploma programmes are affiliated to the Board of Technical Education, Goa State and are approved by All India Council of Technical Education (AICTE).

From the academic year 2006-2007, all the programmes are being offered under semester pattern for all fresh admissions, replacing Multi Point Entry and Exit Credit System (MPEECS).

ISBT campus is located at Bogda, Vasco-da -Gama, Goa, and four kilometers away from Vasco railway station in a picturesque surrounding on a hill, overlooking the Mormugao Harbour. The Institute has well planned, adequately equipped workshop, laboratories, classrooms, a computer center and a library.

ISBT has well qualified faculty members having rich teaching and industrial experience, and outstanding visiting faculty from industries. The supporting staff in workshop, laboratories and administrative office are well trained and well versed in their respective fields.

4. Organization Chart.



- 5. Main activities/functions of the public authority.**
Offering Diploma programmers in:
- 1. Shipbuilding Engineering**
 - 2. Mechanical Engineering**
 - 3. Electronics & Communication Engineering**
- under the Board of Technical Education Government of Goa.
- 6. List of services being provided by the public authority with a brief write-up on them.**
- a. Teaching : Conducting Lectures and practicals following Board of Technical Education (BTE) syllabus.**
 - b. Production, testing & Consultancy services offered to the Industries from within the resources of the Institute.**
- 7. Citizens interaction – Expectation of the public authority from the public for enhancing its effectiveness and efficiency.**
Feedback from Industry on syllabus, its content and usefulness and suitability of passed out students for the intended industry.
- 8. Postal address of the main office attached / subordinate office / field units etc.**

**Institute of Shipbuilding Technology, Goa
Bogda, Vasco da Gama
Goa - 403 802.**

The Institute has no subordinate office/ field units.

- 9. Working hours both for office and public.**

**9:00 am to 5:00 pm
Monday to Friday**

- 10. Grievance redressal mechanism.**

- a) Student's grievances: can be projected through**
- 1. Concerned teaching faculty**
 - 2. Respective House Guides.**
 - 3. Suggestion / Complaint box maintained.**
 - 4. In form of Term end Feedback**

Individual grievances are looked in to by respective H. O. D's and if required by the Principal.

Grievances related to academic issues which are beyond the competence of the Institute viz. admission process, registration for examinations, results verification etc, are referred to the Directorate of Technical Education (DTE).

Staff grievances are addressed during staff association meeting with the Principal, and referred to the Managing Committee if necessary.

Individual staff grievances are processed through organizational hierarchy.

Manual 2

Powers and Duties of Officers and Employees

(Section 4(1) (b) (ii))

Sr. No.	Designation	Powers			
		Administrative	Financial	Others	
1	Principal	Executive control over administration of the Institute	All financial requirements of the Institute	Representing the Institute at the Board of Technical Education , Goa.	<ol style="list-style-type: none"> 1. Responsible for academic and administrative management of the Institution. 2. Promote industry-institution collaboration and industry oriented Research and Development. 3. Public relations and interaction with Community. 4. Promoting and coordinating Continuing Education programmes. 5. Financial aspects of the Institute.
	Heads Of Departments	Overall administration of respective departments	-	-	<ol style="list-style-type: none"> 1. Providing leadership in teaching. 2. Taking care of Departmental administration. 3. Involving in Curriculum development and development of resource material. 4. Organizing Continuing Education activities. 4. Establishing good public relations and interaction with the Community. 5. Reviewing students performance and feedback for measures required to improve the quality management system and enhance customer satisfaction.
	Workshop Superintendent	Overall administration over the workshop	-	-	<ol style="list-style-type: none"> 1. Plan, schedule, organize, coordinate and monitor workshop training, sessions and tasks of the Polytechnic. 2. Plan, deliver and evaluate theoretical and workshop instructions. 3. Procure, erect/install and commission plant and equipment in the workshop. 4. Procure raw material, tools and instruments. 5. Advise and assist students and faculty members in the fabrication of their project work. 6. Manage the maintenance of equipment and tools including preventive and breakdown maintenance. 7. Lay down safety procedures.

4	System Analyst	Overall administration of the Computer center	-	-	<ol style="list-style-type: none"> 1. Responsible for overall administration of Computer Center. 2. Provide guidance to Computer Center Instructors in planning and conducting practicals. 3. Provide support in computer related matters to institute faculty and staff. 4. Responsible for Maintenance of Computer Systems of the institute jointly with Instructors. 5. Responsible for effective utilization of Intranet and development of MIS. 6. Responsible for maintenance and uploading of institute website. 7. Guide Principal in further development of computer center and computer related activities at Institute campus.
5	Deputy Registrar	Overall administration over the administrative department	-	-	<ol style="list-style-type: none"> 1 Preparation of Budget and control of expenditure. 2. Oversee Maintenance of accounts. 3. Oversee Maintenance of all records, results, admission forms. 4. Smooth functioning of administrative office. 5. Day to day administration. 6. Charge of all transactions. 7. Implement solutions to the quality management system problems, and control any non conformity until deficiency or unsatisfactory condition has been corrected in the administrative office and report about the same to the Principal/ MR.
6	Lecturers	-	-	<ol style="list-style-type: none"> 1. Granting of Terms to students. 2. Design practical assignments to be administered to students. 	<ol style="list-style-type: none"> 1. Teaching Diploma courses including lectures and practicals. 2. Planning and implementation of instruction in laboratory. 3. Students assessment and evaluation. 4. Developing resource material. 5. Assisting in extension of services to the industry and community. 6. Assisting in Continuing Education activities. 7. Co-curricular and extra-curricular activities. 8. Students Counseling.
7	Technical Assistant	-	-	-	Supervision over Laboratory work

8	Instructors	-	-	-	<ol style="list-style-type: none"> 1 He is responsible for designing jobs/practical assignments to be given to students as per curriculum in force. 2. He is responsible for conduct of practical classes to impart desired skills as per curriculum in force. 3. He is responsible for assessment of students. 4. He is responsible for maintenance of equipments and tools provided to shop under his control. 5. He is responsible for identification of raw material / consumables required to be stocked for conduct of practicals.
9	Laboratory Assistant	-	-	-	<ol style="list-style-type: none"> 1 He/she is responsible for upkeep of the equipment at the laboratories assigned to him/ her. 2. He/she is responsible for safe custody of equipments at the laboratories assigned to him/her. 3. He/she will assist faculty member in conduct of practicals. 4. He/she will keep equipments, consumables etc. ready for conduct of practicals as per practical plan given to him/her. 5. He/she is responsible for collection of students term work and return the same after duly certified. 6. He/she is responsible for storage of consumables required for the laboratory under his/her control.
10	Accountant	-	-	-	<ol style="list-style-type: none"> 1. Writing and Maintaining of Books of Accounts of Institute, I.R.G., Society, C.P.W. 2. Drawing of Cheques to make various payments. 3. Preparing and releasing of staff salaries and allowances. 4. Writing and updating of salary register. 5. Issue of salary slips/certificates to the staff members. 6. Preparing of G.P.F./C.P.F. monthly statements and submit the same to the Directorate of Technical Education and depositing the signed challans in Govt. Treasury. 7. Sending of amount deducted from the staff salaries to various organizations and cheques to be released to the suppliers etc. 8. Preparing of budget estimates and submit the same to Directorate of Technical Education after the approval of Principal within the stipulated date. 9. Submitting the letters to Directorate of Technical Education for release of grants. 10. Investing the Institute funds in Fixed Deposit. 11. Scrutinizing of TA/DA/Medical/LTC/Leave Encashment bills submitted by the staff members. 12. Receiving of different fees from students and payments from various parties as per the authorization slip issued.

					<p>13. Depositing the amount collected in the Institute accounts at different banks.</p> <p>14. Preparing of monthly review statements and submit the same to the Principal.</p> <p>15. Finalization of annual auditors statement of accounts.</p> <p>16. Coordinating with internal and external auditors.</p> <p>17. Replying to letters received.</p> <p>18. Sending of Institute statistics to different organizations.</p> <p>19. Any other work assigned by the superiors.</p>
11	Assistant Librarian	-	-	-	To work as directed by the In charge LRUC.
12	Stenographer	-	-	-	Stenographical work
13	Upper Division Clerk	-	-	-	<p>1. Preparing of replies to the correspondences received by the Institute.</p> <p>2. Attending to students related work.</p> <p>3. Updating and maintaining of students register.</p> <p>4. Issue of admits card, mark sheets, result sheets, certificates, identity cards etc. to the students.</p> <p>5. Attending to the works given by the Head of Departments.</p> <p>6. Storage of various Institute records.</p> <p>7. Inviting of quotations, preparing of comparative statements and placing of orders for purchase of store.</p> <p>8. Issue of stores.</p> <p>9. Inviting of applications from students, scrutiny of application received and disbursement of students scholarships and awards.</p> <p>10. Maintaining of staff service books and records.</p> <p>11. Typing work related to gymkhana, magazine, establishment, campus development, recruitment, training, security, etc.</p> <p>12. Making entry in the stock registers.</p>

					<ul style="list-style-type: none"> 13. Receiving of complaints regarding maintenance from the staff members and forward the same to the respective head of departments for further action. 14. Purchases, handling of petty cash, scrutiny of bills, preparing of staff sharing of quarterly statement and annual statements in respect of IRG activities. 15. Attending to admission related work, issue of roll numbers and enrolment numbers 16. Sending of Institute statistics to different organizations. 17. Entry of data related to students registration of courses and forwarding of registration/exemption/enrolment forms to the Board of Technical Education within the stipulated date. 18. Putting of notice for verification of results and forwarding of verification forms received from the students. 19. Displaying of results of verification received from the Board of Technical Education on the students notice board. 20. Issue of railway concession forms to the bonafide students. 21. Making available the bonafide students list to the accountant to accept the fees. 22. Forwarding of TNG list received from the Head of Departments to the Board. 23. Forwarding the Progressive Assessment marks format to the Board of Technical Education. 24. Any other work assigned by the superiors.
14	Lower Division Clerk	-	-	-	<ul style="list-style-type: none"> 1. All type of typing work. 2. Maintaining of inward and outward registers. 3. Receiving and distributing of official mail received by the Institute. 4. Maintaining of staff attendance and leave records. 5. Attending to the telephone calls received at the Institute. 6. Coordination of Petty purchases. 7. Rendering Assistance for the operation of Library, Learning Resource User Center. 8. Maintaining of General Provident Fund/Contributory Provident Fund records of the staff members. 9. Maintaining of registers like Leave encashment, leave travel assistance, etc. 10. Any other work assigned by their superiors

15	Driver	-	-	-	Driving of Institute vehicles
16	Peon	-	-	-	<ol style="list-style-type: none"> 1. Attending to bank work, dispatching/collecting of letters, petty purchases and any other outdoor works. 2. Taking of copies through photocopy/risograph machine as per instructions from the superiors. 3. Opening and closing of classrooms, office, laboratories, workshop, etc. 4. Cleaning of furniture's, fixtures, etc. 5. Arranging of classrooms and shifting of furniture's. 6. Putting the notices on the notice board and removing of the notices as per the instructions. 7. Attending to library/Learning resource users center related works. 8. Any other work assigned by the superiors.
17	Hamal	-	-	-	Physical work
18	Sweeper	-	-	-	Sweeping work

Manual 3

Procedure followed in Decision Making Process

(Section 4(1) (b) (iii))

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

- 1. The Institute is managed by the Society for Industrial And Technical Education of Goa. The managing committee appointed by the Society is the Competent Authority to take policy decisions and to frame rules and regulations for smooth functioning of the Institution.**
- 2. A Monitoring Committee is appointed by the managing committee to oversee functioning of the Institute.**
- 3. The Principal is the head of the Institute responsible for implementation of the decisions of the Managing Committee.**
- 4. The Institute being a Government Aided Polytechnic offering Diploma Courses under the auspicious of the Directorate of Technical Education, Government of Goa, instruction of academic in nature are issued by the DTE and implemented by the Principal at the Institute level.**
- 5. At the Institute level, Head of Departments are the competent authorities to decide on academic and student matters pertaining to respective departments. Administration, Finance and staff matters are looked after by the Deputy Registrar. Issues of broader significance, common to more than one department, Discipline, Moral grievance readdressed, or involving external agencies are brought up to the Principal, who either deals with the matter or refers to DTE or the Monitoring Committee for decision.**

Manual 4

Norms set by it for the discharge of its functions

(Section 4(1) (b) (iv))

Sr. No.	Activity	Time frame/Norm for its completion/disposal	Remarks
1.	Admission to students	Around July of every year.	Done as per the recommendations of the Centralized Admission Committee in the Directorate of Technical Education, Porvorim.
2.	Publication of Term calendar	Four Weeks before the start of the term	
3.	Preparation of Time Table	Three weeks before the start of the term	
4.	Filling of student registration / exam forms	During first week of each term	
5.	Payment of fees	By third week of each term	
6.	Election of C. R. & G. S.	Within two weeks of start of Odd term	
7.	Department meeting	Once a month	
8.	Progressive Assessment	Twice in a term	
9.	Conduct of Board examination	As per Board of Technical Education time table	
10.	Declaration of results	As decided by BTE	
11.	Issue of certificates to Students	03 days	
12.	Issue of Library books	Immediately subject to availability	
13.	Processing applications received from students.	Immediately on receipt	

Manual 5

Rules, regulations, instructions, manuals and records for discharging functions.

(Section 4(1) (b) (v))

Sr. No.	Name of the act, rules, regulations, etc.	Brief gist of the contents	Reference No. if any	Price in case of priced publications.
1.	Board of Technical Education Rules	Rules for Diploma Programmes in Engineering & Technology	No. DTE/GEN/B.R/49-III/2006/260 dated 23-07-2007	-
2.	Financial Rules	All receipts and payments expenditure are conducted through this rules	No. 4/2/82-DTE/813 dated 19-2-1985	-

Institute of Shipbuilding Technology is Govt of Goa aided polytechnic and is managed by the Society for Industrial & Technical Education of Goa. It follows the directions received from the AICTE and the Board of Technical Education (BTE) from time to time.

Manual 6

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

(Section 4(1) (b) (vi))

A statement of the categories of documents held

Sr. No.	Nature of record	Details of information available	Unit/Section where available	Retention period where available
1.	Administrative and Establishment Record	<ul style="list-style-type: none"> • Recruitment records pertaining to the various teaching and non-teaching posts in the Institute. • Service Books and personal files of all the regular employees of the Institute. • General files relating to the administrative instructions issued by the Institute as well as received from the Government of Goa and Ministry of HRD, AICTE, etc. • Central out going post, dispatch registers and public postage stamps registers. • Record related to the promotion of teaching and non teaching employees under Assured Progression Scheme and Career Advancement Scheme. 	Administrative Department	<p>10 years</p> <p>Three years after superannuating/resignation</p> <p>10 years</p> <p>10 years</p> <p>Three years after superannuating /resignation</p>
2.	Finance and Accounts Record	<ul style="list-style-type: none"> • Cash Books • Ledgers • Journals • Payment Voucher Files. • Record regarding annual reports. • Demands and collection records of fees realized from student. • Salary Statement/Register. • Annual Grant-in-aid Accounts of the Institute. 	Administrative Department	10 years

		<ul style="list-style-type: none"> ● GPF Records. ● FDRs Record. ● Community Polytechnic Scheme Accounts of the Institute. 		<p>Till superannuating/resignation</p> <p>10 years</p> <p>10 years</p>
3.	Academic and Examination Records	<ul style="list-style-type: none"> ● Personal Records of students in Register. ● Result Sheets. ● Award Lists of students. ● Detailed Mark Sheets of students. ● Academic Schemes of all programmes. ● Files regarding AICTE approvals. 	Guidance and counseling cell	Permanent
4.	Purchase Records	<ul style="list-style-type: none"> ● Purchase files (Invitation of quotation/tender) ● Purchase of Equipment & Consumable files ● Purchase Order file ● Miscellaneous files ● Enlistment of Vendors & Catalogue files 		10 years

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/bodies	Constitution of the committee/body	Rules and responsibility	Frequency of meetings
1.	Academic Committee	HOD / Staff / Academician / Alumni	Advisory	As per Requirement
2.	Think Tank Committee	Faculty / Staff / Students	Advisory	As per Requirement
3.	Canteen Committee	Faculty / Staff / Students	Advisory	As per Requirement
4.	Anti ragging Committee	Faculty / Staff	Advisory	As per Requirement
5.	Time Table Committee	Faculty	Advisory	As per Requirement
6.	Gymkhana Committee	Faculty / Staff / Students	Advisory	As per Requirement

Manual 8

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	Constitution of the body	Date of constitution	Date up to which valid	Whether meetings open to public	Whether minutes accessible to public	Frequency of meetings	Remarks
1.	Managing Committee	Management and administration of the affairs of the Institute	Eleven members from Society plus two Govt representatives.	Every Two Years	2 Years	No	No	Every Quarter	-
2.	Monitoring Committee	- Overall monitoring - To take financial decisions involving more than Rs.10000/-	Principal & Six members of society	As decided by Managing Committee	As decided by Managing Committee	No	No	Monthly/ As required	-
3.	Governing Council	- To manage the affairs of the Institute and to regulate its expenditure. - To determine the cadre and grades of the departments and to create, stipend or abolish posts and to fix up the emoluments and terms of service of the employees of the Institute and to determine service conditions. - To appoint staff. - To consider an annual report and audited accounts for the previous financial year and budget estimate	Total Thirteen members - - Chairman, - Four members of the society, - Nominee of AICTE, - Industrialist (Western region), - Educationist (Western Region), - Director of Directorate of	Every three years	3 years	No	Yes	Annual	-

		<p>of the ensuring year and to take decision thereon.</p> <p>- To appoint qualified auditors every year and fix their remuneration.</p>	<p>Technical Education,</p> <p>- Chairman of Directorate of Technical Education,</p> <p>- Industrialist (Goa Region)</p>						
--	--	---	--	--	--	--	--	--	--

Manual 9

Directory of Officers and Employee

(Section 4(1) (b) (ix))

Sr. No	Name of Official including Head of Office	Designation Gazetted Non Gazetted	Office Tel. No.	E-mail Address
1	2	3	4	5
1.	Mr. Gopal G. Midlagajni	Incharge Principal	2520984	isbt@isbt.ac.in
2	Mr. Steven Gonsalves	Workshop Superintendent	2520984	isbt@isbt.ac.in
3	Mr. Madhup Prakash Nigam	Lecturer in Mathematics (Sel. Grade)	2520984	isbt@isbt.ac.in
4	Mrs. Sifali S. Bandodkar	Lecturer in Science (Sel. Grade)	2520984	isbt@isbt.ac.in
5	Mr. Shridhar D.Mhalsekar	Lecturer in Mechanical Engg (Sel. Grade)	2520984	isbt@isbt.ac.in
6	Mrs. Radha P. Mudholkar	Lecturer in Electronics Engg (Sel. Grade)	2520984	isbt@isbt.ac.in

Sr. No	Name of Official including Head of Office	Designation Gazetted Non Gazetted	Office Tel. No.	E-mail Address
7	Mr. Ramnath D. Prabhu	Lecturer in Mechanical Engg (Sr. Scale)	2520984	<u>isbt@isbt.ac.in</u>
8	Mr. Rajendra Phadte	Lecturer in Electronics & Comm. Engg.(Sr. Scale)	2520984	<u>isbt@isbt.ac.in</u>
9	Mr. Cruz D'Souza	Lecturer in Mechanical Engg (Sel. Grade)	2520984	<u>isbt@isbt.ac.in</u>
10	Mrs. Rupali S. Bamane	Lecturer in Electronics Engg (Sr. Scale)	2520984	<u>isbt@isbt.ac.in</u>
11	Mr. Satish V. Paliencar	Lecturer in Mechanical Engg.(Sr. Scale)	2520984	<u>isbt@isbt.ac.in</u>
12	Mr. Vinod Bhagat	Lecturer in Mechanical Engg.	2520984	<u>isbt@isbt.ac.in</u>
13	Mr. Mahadev V. Gawas	Workshop Instructor (Carpentry)	2520984	<u>isbt@isbt.ac.in</u>
14	Mr. Agnelo A Mascarenhas	Technical Assistant	2520984	<u>isbt@isbt.ac.in</u>
15	Mr. Ashok B. Padte	Laboratory Assistant	2520984	<u>isbt@isbt.ac.in</u>
16	Mr. Manoj P. Gaunkar	Technical Assistant (SBE)	2520984	<u>isbt@isbt.ac.in</u>

Sr. No	Name of Official including Head of Office	Designation Gazetted Non Gazetted	Office Tel. No.	E-mail Address
17	Mr. Mahesh A. Pai	Workshop Instructor (Multi Skill)	2520984	isbt@isbt.ac.in
18	Mrs. Babita M. Surlicar	Laboratory Assistant (Electronics)	2520984	isbt@isbt.ac.in
19	Mr. Uddhav B. Gaonkar	Laboratory Assistant (Electrical)	2520984	isbt@isbt.ac.in
20	Mrs. Bhavana N.Desai	Instructor (Computer Centre)	2520984	isbt@isbt.ac.in
21	Mr. Santosh R. Kubal	Workshop Instructor (Machine Shop)	2520984	isbt@isbt.ac.in
22	Mr. Liladhar V. Kumbharjuvekar	Instructor (Computer Centre)	2520984	isbt@isbt.ac.in
23	Mr. Prakash V. Nayak	Deputy Registrar	2520984	isbt@isbt.ac.in
24	Mrs. Christine Cardozo	Stenographer	2520984	isbt@isbt.ac.in
25	Mrs. Sneha S. Pawar	Asst. Librarian	2520984	isbt@isbt.ac.in
26	Mrs. Nisha V. Kharangate	Upper Division Clerk	2520984	isbt@isbt.ac.in
27	Mrs. Tanuja R.Nandanikar	Accountant	2520984	isbt@isbt.ac.in
28	Mr. Rajesh R. Kushe	Upper Division Clerk	2520984	isbt@isbt.ac.in

Sr. No	Name of Official including Head of Office	Designation Gazetted Non Gazetted	Office Tel. No.	E-mail Address
29	Mrs. Shivani S. Chandaikar	Upper Division Clerk	2520984	isbt@isbt.ac.in
30	Mr. Shanu R. Gaude	Lower Division Clerk	2520984	isbt@isbt.ac.in
31	Ms. Reshma K. Bandekar	Lower Division Clerk	2520984	isbt@isbt.ac.in
32	Mr. Uday N. Naik	Driver	2520984	isbt@isbt.ac.in
33	Mr. Suresh S Gosavi	Peon	2520984	isbt@isbt.ac.in
34	Mr. Rajendra R. Morje	Peon	2520984	isbt@isbt.ac.in
35	Mr. Gangaram N. Patil	Hamaal	2520984	isbt@isbt.ac.in
36	Mr. Rajaram B. Matondkar	Hamaal	2520984	isbt@isbt.ac.in
37	Mr. Sahadev M Chodankar	Peon	2520984	isbt@isbt.ac.in

Contract Staff Members

1.	Ms. Shwetha Sawant	Lecturer in Electronics and communication Engineering	2520984	isbt@isbt.ac.in
2.	Ms. Ranjana Pagui	Lecturer in Computer Science	2520984	isbt@isbt.ac.in

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))

Sr. No	Name	Designation	Pay Scale	Monthly remuneration (As on Sept 2007)
1	2	3	4	5
1.	Mr. Gopal G. Midlagajni	Lecturer in Mechanical Engg (Sel. Grade)	12000-420-18300	Rs. 30,900.00
2.	Mr. Steven Gonsalves	Workshop Superintendent	10000-325-15200	Rs. 29,932.00
3	Mr. Madhup Prakash Nigam	Lecturer in Mathematics (Sel. Grade)	12000-420-18300	Rs. 30,900.00
4	Mrs. Sifali S. Bandodkar	Lecturer in Science (Sel. Grade)	12000-420-18300	Rs. 29,956 .00
05	Mr. Shridhar D. Mhalsekar	Lecturer in Mechanical Engg (Sel. Grade)	12000-420-18300	Rs. 28,066.00
06	Mrs. Radha P. Mudholkar	Lecturer in Electronics Engg (Sel. Grade)	12000-420-18300	Rs. 27,120.00

Sr. No	Name	Designation	Pay Scale	Monthly remuneration (As on Sept 2007)
07	Mrs. Radha P. Mudholkar	Lecturer in Electronics Engg (Sel. Grade)	12000-420-18300	Rs. 27,120.00
08	Mr. Ramnath D. Prabhu	Lecturer in Mechanical Engg (Sr. Scale)	10000-325-15200	Rs. 25,546.00
09	Mr. Shantagonda B. Patil	Lecturer in Electronics Engg (Sr. Scale)	10000-325-15200	Rs. 24,814.00
10	Mr. Cruz D'Souza	Lecturer in Mechanical Engg (Sel. Grade)	12000-420-18300	Rs. 28,066.00
11	Mr. Balasaheb S. Patil	Lecturer in Mechanical Engg (Sr. Scale)	10000-325-15200	Rs. 24,814.00
12	Mrs. Rupali S. Bamane	Lecturer in Electronics Engg (Sr. Scale)	10000-325-15200	Rs. 22,620.00
13	Mr. Satish V. Paliencar	Lecturer in Mechanical Engg. (Sr. Scale)	10000-325-15200	Rs. 22,620.00
14.	Mr. Vinod Bhagat	Lecturer in Mechanical Engg.		
15	Mr. Jamuvanta N. Fadte	Workshop Instructor (Fitting)	5500-175-9000	Rs. 17,629.00
16	Mr. Mahadev V. Gawas	Workshop Instructor (Carpentry)	5000-150-8000	Rs. 15,435.00
17	Mr. Agnelo Mascarenhas	Technical Assistant	5000-150-8000	Rs. 14,746.00

Sr. No	Name	Designation	Pay Scale	Monthly remuneration (As on Sept 2007)
18	Mr. Ashok B. Padte	Laboratory Assistant	4500-125-7000	Rs. 14,464.00
19	Mr. Mahesh A. Pai	Workshop Instructor (Multi Skill)	8000-275-13500	Rs. 13,073.00
20	Mrs. Babita M. Surlicar	Laboratory Assistant (Electronics)	4000-100-6000	Rs. 11,146.00
21	Mr. Uddhav B. Gaonkar	Laboratory Assistant (Electrical)	4000-100-6000	Rs. 11,146.00
22	Mrs. Bhavana N. Desai	Instructor (Computer Centre)	5000-150-8000	Rs. 7,532.00
23	Mr. Santosh R. Kubal	Workshop Instructor (Machine Shop)	5000-150-8000	Rs. 14,235.00
24	Mr. Liladhar V. Kumbharjuvekar	Instructor (Computer Centre)	5000-150-8000	Rs. 14,070.00
25	Mr. Prakash V. Nayak	Deputy Registrar	8000-275-13500	Rs. 24,927.00
26	Mrs. Christine Cardozo	Stenographer	4500-125-7000	Rs. 16,152.00
27	Mrs. Sneha S. Pawar	Asstt. Librarian	5500-175-9000	Rs. 17,614.00
28	Mrs. Nisha V. Kharangate	Upper Division Clerk	4500-125-7000	Rs. 14,182.00
29	Mrs. Tanuja R. Nandanikar	Accountant	4500-125-7000	Rs. 13,902.00

Sr. No	Name	Designation	Pay Scale	Monthly remuneration (As on Sept 2007)
30	Mr. Rajesh R. Kushe	Upper Division Clerk	4000-100-6000	Rs. 11,146.00
31	Mrs. Shivani S. Chandaikar	Upper Division Clerk	4000-100-6000	Rs. 10,246.00
32	Mr. Shanu R. Gaude	Lower Division Clerk	3050-75-3950-80-4590	Rs. 8,615.00
33	Ms. Reshma K Bandekar	Lower Division Clerk	3050-75-3950-80-4590	Rs. 6,927.00
34	Mr. Uday N Naik	Driver	3050-75-3950-80-4590	Rs. 8,953.00
35	Mr. Suresh S Gosavi	Peon	2610-60-3150-65-3540	Rs. 8,247.00
36	Mr. Rajendra S. Morje	Peon	2550-55-2660-60-3200	Rs. 7,471.00
37	Mr. Gangaram N.Patil	Hamal	2610-60-3150-65-3540	Rs. 8,100.00
38	Mr. Rajaram B. Matondkar	Hamal	2610-60-3150-65-3540	Rs. 8,015.00
39	Mr. Sahadev M. Chodankar	Peon	2550-55-2660-60-3200	Rs. 7,201.00

Contract Staff Members

Sr. No	Name	Designation	Pay Scale	Monthly remuneration (As on Sept 2007)
1.	Ms.Shwetha Sawant	Lecturer in Electronics and communication Engineering	Consolidate	Rs. 12,000.00
2.	Ms. Ranjana Pagui	Lecturer in Computer Science	Consolidate	Rs. 12,000.00

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

Major Head	Activities to be performed	Sanctioned Budget	Budget Estimate	Revised Estimate	Expenditure for the last year
RECURRING EXPENDITURE					
Pay, D.A.,H.R.A & C.C.A.for existing posts 50% of vacant posts	Release of salary	90,08,160.00	90,08,160.00	Not Applicable	1,02,27,053.00
Payment of Bonus Leave	Release of salary	13,72,110.00	13,72,110.00		0.00
Travel Concession	Release of bonus	64,100.00	64,100.00		61,675.00
Medical expenses	Release of LTC	1,00,000.00	1,00,000.00		37,072.00
TA/DA expenses	Release of medical	3,25,000.00	3,25,000.00		2,92,691.92
Remuneration to Visiting Staff	Release of TA/DA	80,000.00	80,000.00		28,368.50
Insurance Expenses/Municipal Taxes	Release of salary	30,000.00	30,000.00		0.00
Newspapers and Periodicals	Towards Insurance/Taxes	1,75,000.00	1,75,000.00		1,80,722.00
Employers Contribution – CPF)	Towards newspaper	11,100.00	11,100.00		9,744.00
SUB TOTAL ----- > A	Release of salary	25,000.00	25,000.00		18,032.00
CONTINGENCY EXPENDITURE		1,11,90,470.00	1,11,90,470.00		1,08,55,358.42
Diesel and Traveling Expenses	TOWARDS CONTINGENCY	10,000.00	10,000.00		17,500.00
Telephone Expenses		15,000.00	15,000.00		62,558.00
Printing and Stationary Expenses		20,000.00	20,000.00		30,264.00
Postage and Telegram		5,000.00	5,000.00		7,759.00
Water and Electricity		80,000.00	80,000.00	3,09,742.00	
Advertisement Expenses		5,000.00	5,000.00	38,637.00	
Audit Fees		10,500.00	10,500.00	16,274.00	
Freight and Transport		500	500	0.00	
Miscellaneous Expenses		5,000.00	5,000.00	6,750.00	
Livery Expenses		1,000.00	1,000.00	885.00	

Bank Charges		500	500	983.00
Office Expenses		1,000.00	1,000.00	1,960.00
Gardening Expenses		1,500.00	1,500.00	750.00
Consumables		30,000.00	30,000.00	1,14,324.14
SUB TOTAL ----- > B		1,85,000.00	1,85,000.00	6,08,386.14
GRAND TOTAL (A + B) ---- >		1,13,75,470.00	1,13,75,470.00	1,14,63,744.56

* Budget estimate as submitted to Directorate of Technical Education for the year 2007-08 by the Institute.

Plan Budget

Name of the Plan scheme	Activities to be undertaken	Date of commencement	Expected date of completion	Amount sanctioned	Amount disbursed/spent
- NIL -					

**Ma
nu
al
12**

(
S
e
c
t
i
o
n
4
(
1
)
(
b
)
(
x
i
i
)
)

**Li
st
of**

**In
sti
tut
io
ns
giv
en
su
bsi
dy
:
NI
L**

Manual 13

Particulars of Recipients of Concessions, permits or authorization granted by it

(Section 4(1) (b) (xiv))

Particulars of recipients of concessions, permits or authorization granted by it:

- 1. The Institute issues Identity Cards to Bonafide students of ISBT, which help them in getting concessions in Road Transport in the State of Goa.**
- 2. The Institute facilitates the students in acquiring Railway concession by filling up the requisite forms and following the procedures as prescribed by Indian Railways.**

Manual 14

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

(Section 4(1) (b) (xv))

Information available in an electronic form

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.	Student Data Base	Student personal & academic information	Yes	Both
2.	Financial	Receipts and Payment data	Yes	Yes

Manual 15

Particulars of the facilities available to citizens for obtaining information

(Section 4(1) (b) (xv))

Facilities available for obtaining information

S. No.	Facility available	Nature of information	Working Hours
1.	Information Counter (Principal Office)	All Institute matters	9:00 am to 5:00 pm
2.	Website (www.isbt.ac.in)	Information about Institute	-
3.	Library	Availability of Books	9:00 am to 5:00 pm
4.	Notice Board	Student related activities	9:00 am to 5:00 pm

Manual 16

Name & designation and other particulars of Public Information Officers

(Section 491) (b) (xvi))

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.	Principal, Institute of Shipbuilding Technology, Goa.	Institute of Shipbuilding Technology, Goa Bogda, Vasco da Gama Goa - 403 802.	2520984 2524033	principal@isbt.ac.in isbt@isbt.ac.in	

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	Dy. Registrar, Institute of Shipbuilding Technology,Goa	Institute of Shipbuilding Technology, Goa Bogda, Vasco da Gama Goa - 403 802.	2520984	isbt@isbt.ac.in	

First Appellate Authority with in the department

Sr. No.	Designation of the Officer designation as First Appellate Authority	Postal address	Telephone No	E-mail address
1.	Director of Technical Education	Directorate of Technical Education Alto – Provorum, Bardez – Goa.	0832 – 2413571 / 2413572	dte_goa@sancharnet.in

Manual 17

(Section 4(1) (b) (xvii))

Other information as may be prescribed.

- NIL -

