

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

MANUAL.1

Particulars of Organization, Functions and Duties

1. Aims and objectives of the public authority :
To provide instruction in Arts and Science streams up to the degree level. We are running the following courses in our college:
 1. Undergraduate B.A. Program
 2. Undergraduate B.Sc. Program
 3. Undergraduate B.Voc. Program
 4. Master's Degree in Information Technology
 5. Master's Degree in Geography
 6. Master's Degree in Analytical Chemistry
 7. Master's Degree in Applied Economics
 8. Master's Degree in Hindi
 9. Master's Degree in Child Psychology and Child Development
 10. Master's Degree in English
 11. Master's Degree in Geoinformatics
 12. Postgraduate Diploma in Computer Applications.
 13. Postgraduate Diploma in Geoinformatics
 14. Post Graduate Diploma in Clinical Genetics and Medical Laboratory Techniques

The management, staff and students of this institution are committed to achieve the set goals and objectives of the institution. The management of Parvatibai Chowgule College has created an extremely good academic environment, which facilitates attainment of high academic excellence.

2. Mission/Vision Statement of the public authority
We at Chowgule College are committed to excellence in education, empowering personalities and developing responsible members of society.
3. Brief history and background of establishment of the public authority
The Chowgule Education Society founded in Margao-Goa, Parvatibai Chowgule College of Arts & Science – Autonomous in June 1962. The college is patronized by Parvatibai Chowgule Cultural Foundation – a foundation raised by the Chowgules in honour of their mother. It is the oldest institution
4. Organization Chart –
Principal - Head of the institution
Vice-Principal
Teaching staff
Non-teaching staff

5. Main activities/functions of the public authority
To impart instruction in Arts, Science and Vocational streams leading to Degree.
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 non-teaching staff is involved in administrative work.**
 - 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 : 9.00 a.m. to 5.00 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:
Parvatibai Chowgule College of Arts & Science-Autonomous, Gogol, Post office :Fatorda, Margao-Goa 403 602.
9. Working hours both for office and public
Office working hours : 9.00 a.m. to 1.15 p.m. &) Monday to Friday
02.00 p.m. to 4.30 p.m.)
9.15 a.m. to 1.00p.m. Saturday
10. Grievance redressal mechanism
- We have grievance redressal committee in our college to address the grievances of students and staff.

MANUAL.2

Powers and Duties of Officers and Employees [Section 4(1) (b) (ii)]

Please provide details of the powers and duties of officers and employees of the organization

| Sr.No. | Designation | Powers | | | Duties |
|--------|--------------------|--|--|--|--|
| | | Administrative | Financial | Others | |
| 1. | Principal | Appointment of staff, allotting work & overall supervision of staff, Admitting students for various courses, | Preparing college budget, Controlling Receipts & Payments, Supervising & presenting for audit the financial statements of accounts, disbursements of salaries to staff | Liaising with Govt. authorities, attending / holding meetings, conferences, etc., conducting extra-curricular activities | Maintaining discipline & overall management of the College, correspondence relating to administration, observance of Act, statutes, ordinances, Regulations, Rules & other directions or orders issued by the University and orders issued by the State Govt. Conduct of examination, assessing reports of teachers & maintenance of service books of teachers and other employees of the college, Observance of Rules & other directions or orders issued by the management of the college. |
| 2. | Vice-Principal | Nil | Nil | Nil | Impart instruction to students, perform duties assigned by the Principal from time to time |
| 3. | Teaching staff | Nil | Nil | Nil | Impart instruction to students and perform such duties as assigned by the Principal from time to time |
| 4. | Non-Teaching staff | Nil | Nil | Nil | As assigned by the Principal from time to time |

MANUAL.3

Procedure followed in Decision Making Process [Section 4(1) 9b) (ii)]

The procedure can be described both in narrative form and through Flow process Chart. In narrative form the stages through which a proposal passes, the levels at which it gets examined and the final authority to which it has to go for approval may be explained.

The proposal is received by the Principal. The Principal marks the proposal to the concerned staff member. The concerned staff member, on compliance returns the proposal to the Principal for onward submission to the concerned public.

MANUAL. 4

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

Please provide the details of the Norms/Standards set by the department for execution of various activities/programmes

| S.No. | Activity | Time frame/Norm for its completion/ disposal | Remarks |
|-------|----------|--|---------|
| - | - | - | - |

MANUAL.5

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

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

Prepare a list of rules, regulations, instructions, manuals and records for discharging functions available with the public authority for the smooth discharge of its functions. This can be in the following format :

| S. No. | Name of the act, rules, regulations, etc. | Brief gist of the contents | Reference No.if any | Price in case of priced publications |
|--------|--|---|---------------------|--------------------------------------|
| 1. | Statutes & Ordinances of Goa University | Rules for colleges reg. Appointment of staff, leave applicable, etc. | | |
| 2 | Central Civil Service (CCS) Rules made applicable by Goa Government | Service conditions for staff | | |
| 3. | Government notifications made applicable to the college | | | |

MANUAL.6

A statement of the categories of documents that are held by it or under its control
[Section 4 (1) 9b) (vi)]

Details of the records available may be made in a statement form, wing wise, unit wise, branch wise and it may be got tabulated, indexed and catalogued (An illustrative list is given below)

A statement of the categories of documents held

| S. No. | Nature of record | Details of information available | Unit/Section where available | Retention period, where available |
|---------------|-----------------------------------|---|-------------------------------------|--|
| 1. | Career/General Register | Information of students registered in this college | College Office | Record room |
| 2. | Result Data | Result of all the examinations conducted in the college. | College office | Record room |
| 3. | Service Record of staff | Record of leave, yearly increment, promotions , etc. | College office | Record room |
| 3. | Vacancy Based Recruitment Rooster | Determination of Reserved posts | College office | College office |
| 4. | Salary Statement Register | Monthly disbursement of Salary to staff | College office | Record room |
| 5. | Provident Fund Register | Details of PF deducted monthly | College office | Record room |
| 6. | Dead Stock Register | Details of Equipment, furniture, etc., purchased by the college | College office | Record room |

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)]

Details of the consultative committee and other bodies with which consultations are held

| S.No. | Name and address of the consultative Committee/bodies | Constitution of the committee/body | Rule and responsibility | Frequency of meetings |
|-------|---|------------------------------------|-------------------------|-----------------------|
| | Nil | Nil | Nil | Nil |

Other procedures adapted for formal or informal consultations with the public may also be indicated such as

Other details whether the meetings are open to public, minutes are accessible to public, etc., may be indicated.

MANUAL. 8

A statement of boards, council, committees and other bodies constituted

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

This can be prepared in the following format

| S.N. | Name & Address of the body | Main functions 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 |
|------|----------------------------|---|--|----------------------|------------------------|---------------------------------|--------------------------------------|
| 1. | Governing Body | Discuss performance of the college and make suitable suggestions for improvement and growth of the college. | 1. Smt Padma Chowgule ... Chairman 2. Shri Arjun Chowgule ... Member 3. Shri Aditya Chowgule ... Member 4. Shri Eshaan Lazarus ... Member 5. Dr. R. V. Gaonkar ... Member 6. Dr. Sucharita ... Member 7. Prof. Rajendra S. Gad ... Member 8. Dr. Renji George ... Member 9. Principal V.R. Shirgurkar ... Member 10. Dr. G. K. Naik ... Member 11. Dr. Sachin Moraes ... Member 12. Dr. Shaila R. Ghanti ... Member Secretary | April 2021 | April 2023 | No | Yes |

Directory of Officers and Employee
[Section 4 (1) (b) (ix)]--

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| | PHYSICAL EDUCATION | | | |
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| 11 | Vinod N. Naik Arondekar | Multi Tasking Staff-MACP I | vnn002@chowgules.ac.in |
| 12 | Shekhar D. Gaude | Multi Tasking Staff-MACP I | sdg003@chowgules.ac.in |
| 13 | Deepak K. Naik | Multi Tasking Staff-MACP I | dkn001@chowgules.ac.in |
| 14 | Jayprakash K. Kherkar | Multi Tasking Staff-MACP I | jkk001@chowgules.ac.in |
| 15 | Sandeep B. Velip | Multi Tasking Staff | sbv003@chowgules.ac.in |
| 16 | Shamsundar R. Naik | Multi Tasking Staff | srn006@chowgules.ac.in |

| | | | | |
|----|--------------------|---------------------|--|--|
| 17 | Ashfaque B. Haveri | Multi Tasking Staff | | abh001@chowgules.ac.in |
| 18 | Nilesh S. Shetkar | Multi Tasking Staff | | nns003@chowgules.ac.in |
| 19 | Sudesh S.Manjrekar | Multi Tasking Staff | | ssm022@chowgules.ac.in |
| 20 | Shivprasad Salkar | Multi Tasking Staff | | sgs006@chowgules.ac.in |
| 21 | Poojashree Naik | Multi Tasking Staff | | ppn016@chowgules.ac.in |
| 22 | Anjali Gaonkar | Multi Tasking Staff | | acg000@chowgules.ac.in |

| | | | | |
|----|---|--------------------------------|--|--|
| | SELF FINANCED NON TEACHING STAFF | | | |
| | ADMIN | | | |
| 1 | Kalpana D. Borkar | Admin Assistant | | kdb003@chowgules.ac.in |
| | ACCOUNTS | | | |
| 2 | Rozwin Antao | Accounts Assistant | | rja000@chowgules.ac.in |
| | EXAMINATION | | | |
| 3 | Usha Alokhar | Examination Assistant | | uca001@chowgules.ac.in |
| | INFORMATION TECHNOLOGY | | | |
| 4 | Vaidehi Naik | Technical Assistant | | vvv010@chowgules.ac.in |
| | GEOGRAPHY | | | |
| 5 | Lalita Kunkolienkar | Assistant | | ips000@chowgules.ac.in |
| | CLINICAL GENETICS | | | |
| 6 | Regina V. Fernandes | Research & Technical Assistant | | rvf003@chowgules.ac.in |
| | BIOTECHNOLOGY/ BIOCHEMISTRY | | | |
| 7 | Yeshma Naik | Laboratory Assistant | | ydn001@chowgules.ac.in |
| 8 | Parvati L. Mesta | Laboratory Attendant | | |
| | CHEMISTRY | | | |
| 9 | Sharesh Haldankar | Laboratory Attendant | | sgb001@chowgules.ac.in |
| | B.VOC. | | | |
| 10 | Lester J. Almeida | Co-ordinator | | lja002@chowgules.ac.in |
| | TIGER'S STUDIO | | | |
| 11 | Shubhajit Datta | Subject Expert | | sud001@chowgules.ac.in |
| 12 | Pranesh Desai | Subject Expert | | ppd005@chowgules.ac.in |
| 13 | Pintu Malakar | Technician | | pdm004@chowgules.ac.in |
| 14 | Presley Fernandes | Subject Expert | | pxf001@chowgules.ac.in |
| 15 | Harshad Sawant | Subject Expert | | has007@chowgules.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)]

Please provide information in following format

PARVATIBAI CHOWGULE COLLEGE OF ARTS AND SCIENCE-AUTONOMOUS, MARGAO-GOA

TEACHING STAFF

| Sr. No | Name | Designation | Gross Salary |
|---------------|--------------------------------|------------------------------|---------------------|
| 1 | Dr. Nandkumar N. Sawant | <i>Professor</i> | ₹ 2,61,966.00 |
| 2 | Dr. (Miss) Sangeeta Sankhalkar | <i>Professor</i> | ₹ 2,26,588.00 |
| 3 | Shri H. S. S. Nadkarni | Associate Professor | ₹ 2,60,769.00 |
| 4 | Dr. Debasish Majumdar | Associate Professor | ₹ 2,84,576.00 |
| 5 | Shri Anand P. Masur | Associate Professor | ₹ 2,53,321.00 |
| 6 | Dr. Devashish Bagchi | Director of Phy. Edu. (S.G.) | ₹ 2,76,463.00 |
| 7 | Smt. Sarita S. Naik Tari | Associate Professor | ₹ 2,53,321.00 |
| 8 | Dr. (Smt.) Shaila R. Ghanti | Associate Professor | ₹ 2,46,006.00 |
| 9 | Dr. Ganpat K. Naik | Associate Professor | ₹ 2,46,006.00 |
| 10 | Shri Alberto Ian A. Barreto | Associate Professor | ₹ 2,32,174.00 |
| 11 | Shri Kumaresh V. C. | Associate Professor | ₹ 2,32,174.00 |
| 12 | Shri D. Prabakaran | Associate Professor | ₹ 2,25,524.00 |

| | | | |
|----|--------------------------------|---------------------|---------------|
| 13 | Dr. Gunaji S. Desai | Associate Professor | ₹ 2,25,524.00 |
| 14 | Smt. Suchitra R. Bhat | Associate Professor | ₹ 2,19,140.00 |
| 15 | Dr. (Smt.) Ananya Das | Associate Professor | ₹ 2,06,771.00 |
| 16 | Smt. Rupali M. Tamuly | Associate Professor | ₹ 2,02,559.00 |
| 17 | Dr. (Smt.) Sameena S. Falleiro | Associate Professor | ₹ 2,06,771.00 |
| 18 | Dr. (Smt.) Nandini V Fernandes | Associate Professor | ₹ 2,00,919.00 |
| 19 | Dr. (Smt.) Sonia F. Dacosta | Assistant Professor | ₹ 1,38,675.00 |
| 20 | Dr. (Smt.) Roopa S. Belurkar | Assistant Professor | ₹ 1,34,951.00 |
| 21 | Shri Yatin P. Desai | Assistant Professor | ₹ 1,27,370.00 |
| 22 | Dr. (Smt.) Anagha C. Bicholcar | Assistant Professor | ₹ 1,34,951.00 |
| 23 | Smt. Malati S. Dessai | Assistant Professor | ₹ 1,38,675.00 |
| 24 | Miss Judith M. Dias Barreto | Assistant Professor | ₹ 1,38,675.00 |
| 25 | Dr. Sachin B. Kakodkar | Assistant Professor | ₹ 1,30,961.00 |
| 26 | Dr. (Smt.) Manjita R. Porob | Assistant Professor | ₹ 1,54,845.00 |
| 27 | Dr. (Miss) Meghana S. Devli | Assistant Professor | ₹ 1,50,504.00 |
| 28 | Dr. (Smt.) Uma A. Masur | Assistant Professor | ₹ 1,46,307.00 |
| 29 | Miss Amisha G. Shirodker | Assistant Professor | ₹ 1,23,300.00 |
| 30 | Dr. Sanjay D. Gaikwad | Assistant Professor | ₹ 1,06,804.00 |
| 31 | Smt. Padmini C. Raiker | Assistant Professor | ₹ 1,06,804.00 |

| | | | |
|----|---------------------------------|---------------------|---------------|
| 32 | Shri Ashwini Ashish | Assistant Professor | ₹ 1,06,804.00 |
| 33 | Dr. Sachin S. Moraes | Assistant Professor | ₹ 1,13,026.00 |
| 34 | Dr. (Miss) Lactina R. Gonsalves | Assistant Professor | ₹ 1,03,766.00 |
| 35 | Dr. Ashish M. Desai | Assistant Professor | ₹ 1,03,766.00 |
| 36 | Dr. (Smt.) Sobita V. Kirtani | Assistant Professor | ₹ 1,03,766.00 |
| 37 | Miss Danielle C. S. Monteiro | Assistant Professor | ₹ 1,03,766.00 |
| 38 | Smt. Vanessa Barros Colaco | Assistant Professor | ₹ 1,03,766.00 |
| 39 | Shri Pradeep R. Jatal | Assistant Professor | ₹ 1,06,804.00 |
| 40 | Dr. (Miss) Mayuri M. Naik | Assistant Professor | ₹ 1,03,766.00 |
| 41 | Shri Andrew S. Barreto | Assistant Professor | ₹ 1,00,872.00 |
| 42 | Shri Aresh @ Nimish N.Naik | Assistant Professor | ₹ 98,122.00 |
| 43 | Miss Alka G. Gawas | Assistant Professor | ₹ 95,373.00 |
| 44 | Smt. Swati S. Ghadi | Assistant Professor | ₹ 92,768.00 |
| 45 | Miss Ashweta A. Fondekar | Assistant Professor | ₹ 90,164.00 |

NON-TEACHING STAFF

| S.No | Name | Designation | Gross Salary |
|------|-----------------------------|--------------------------------|---------------|
| 1 | Shri Anant S. Patil | Junior Programmer - ACPS I | ₹ 1,16,619.00 |
| 2 | Shri Vasant S.S. Shirwaikar | Junior Programmer - ACPS I | ₹ 1,06,910.00 |
| 3 | Smt. G. V. K. Nagalakshmi | Junior Programmer - ACPS I | ₹ 1,06,910.00 |
| 4 | Shri D. M. Prabhudessai | Accountant - MACP I | ₹ 80,044.00 |
| 5 | Smt. Greta Almeida | Head Clerk - MACP I | ₹ 75,522.00 |
| 6 | Smt. Sidhali M. Kakodkar | Laboratory Assistant - MACP II | ₹ 77,783.00 |
| 7 | Shri S. K. Nagvenker | Laboratory Assistant - MACP II | ₹ 77,783.00 |
| 8 | Shri Deelip T. Satardekar | Store Keeper - MACP II | ₹ 75,522.00 |
| 9 | Smt. Doreen C. De Souza | Laboratory Assistant - MACP II | ₹ 71,266.00 |
| 10 | Smt. Remediana Barreto | Laboratory Assistant - MACP II | ₹ 0.00 |
| 11 | Smt. Sangeeta S. Virdikar | Laboratory Assistant - MACP II | ₹ 69,271.00 |
| 12 | Shri Deepak S. Bhandari | Laboratory Assistant - MACP II | ₹ 69,271.00 |
| 13 | Smt. Leena P. Naik | Technician - MACP II | ₹ 57,434.00 |
| 14 | Shri Mohandas R. Naik | Multi Tasking Staff - MACP III | ₹ 56,636.00 |
| 15 | Shri Uday B. Naik | Multi Tasking Staff - MACP III | ₹ 53,444.00 |
| 16 | Shri Narayan A. Naik | Multi Tasking Staff - MACP III | ₹ 53,444.00 |
| 17 | Shri Prakash G. Sawant | Multi Tasking Staff - MACP II | ₹ 45,996.00 |

| | | | |
|----|------------------------------|-------------------------------|---------------|
| 18 | Shri Avinash S. Kudnekar | Multi Tasking Staff - MACP I | ₹ 44,666.00 |
| 19 | Shri Vishnu G. Kavlekar | Multi Tasking Staff - MACP I | ₹ 44,666.00 |
| 20 | Shri Ishwar P. Kerkar | Multi Tasking Staff - MACP I | ₹ 42,560.00 |
| 21 | Shri Chandru H. Soso Naik | Multi Tasking Staff - MACP I | ₹ 43,469.00 |
| 22 | Shri Sarvesh S. S. Narvencar | Upper Division Clerk - MACP I | ₹ 0.00 |
| 23 | Shri Anirudh G. S. Kunde | Upper Division Clerk - MACP I | ₹ 60,565.00 |
| 24 | Smt. Reena Fernandes | Junior Stenographer- MACP I | ₹ 54,242.00 |
| 25 | Miss Dakshata R. Gaude | Laboratory Assistant | ₹ 48,844.00 |
| 26 | Shri Mangaldas S. Kerkar | Laboratory Assistant | ₹ 47,542.00 |
| 27 | Smt. Shreya B. Patil | Lower Division Clerk - MACP I | ₹ 47,108.00 |
| 28 | Smt. Puja P. Prabhu Gaonkar | Lower Division Clerk - MACP I | ₹ 47,108.00 |
| 29 | Smt. Suveena S. Tamse | Lower Division Clerk - MACP I | ₹ 47,108.00 |
| 30 | Smt. Anagha G. Parkar | Lower Division Clerk - MACP I | ₹ 47,108.00 |
| 31 | Shri Shalil N. Naik | Multi Tasking Staff - MACP I | ₹ 43,201.00 |
| 32 | Shri Rajesh H. Malgi | Multi Tasking Staff - MACP I | ₹ 42,043.00 |
| 33 | Shri Vinod N. Naik Arondekar | Multi Tasking Staff - MACP I | ₹ 42,043.00 |
| 34 | Shri Shekhar D. Gaude | Multi Tasking Staff - MACP I | ₹ 42,043.00 |
| 35 | Shri Deepak K. Naik | Multi Tasking Staff - MACP I | ₹ 42,043.00 |
| 36 | Shri Jayprakash K. Kherkar | Multi Tasking Staff - MACP I | ₹ 42,043.00 |

| | | | |
|----|--------------------------|---------------------------|-------------|
| 37 | Shri Prasad M. Parab | Field and Plant Collector | ₹ 39,728.00 |
| 38 | Shri Sandeep B. Velip | Multi Tasking Staff | ₹ 35,058.00 |
| 39 | Shri Shamsundar R. Naik | Multi Tasking Staff | ₹ 34,045.00 |
| 40 | Shri Ashfaqe B. Haveri | Multi Tasking Staff | ₹ 34,045.00 |
| 41 | Shri Nilesh S. Shetkar | Multi Tasking Staff | ₹ 34,045.00 |
| 42 | Shri Sudesh S. Manjrekar | Multi Tasking Staff | ₹ 29,559.00 |

MANUAL.11

The Budget Allocated to each Agency (Particulars of all plans,
proposed Expenditures and reports on disbursement made) [Section 4

(1) (b) (xi)]

PARVATIBAI CHOWGULE COLLEGE OF ARTS AND SCIENCE, AUTONOMOUS, MARGAO-GOA.

BUDGET FOR 2021-22

STATEMENT OF ACTUAL EXPENDITURE AND INCOME FOR 2020-2021 AND
ESTIMATED EXPENDITURE AND INCOME FOR 2021-2022

| EXPENDITURE | | | | INCOME | | | |
|-------------|---|-----------------------|-----------------------|-----------|---|-----------------------|-----------------------|
| ITEMS | | Actual 2020-2021 | Estimate for 2021-22 | ITEMS | | Actual 2020-2021 | Estimate for 2021-22 |
| I. | Salary Expenditure: | | | I. | Opening Balances (Salary A/c): | | |
| | Salary Expenses | 149,352,156.00 | 136,792,038.00 | | Parvatibai Chowgule College Salary A/c No-100610210000082 | 10,587,143.50 | 3,672,605.25 |
| | Balance C/F | -4,192,419.80 | 6,354,006.25 | | Grant -in-aid-Salaries | 134,250,190.00 | 139,223,439.00 |
| | | | | | Bank Interest | 322,402.70 | 250,000.00 |
| | Sub Total I | 145,159,736.20 | 143,146,044.25 | | Sub Total I | 145,159,736.20 | 143,146,044.25 |
| II | Non-Salary Expenditure: | | | II | Opening Balances (Non-Salary A/c): | | |
| | 1 Advertisements | 207,278.00 | 200,000.00 | | 1 Cash Balance | 1,523.00 | - |
| | 2 Audit fees | 67,260.00 | 35,000.00 | | 2 Parvatibai Chowgule College Non Salary A/c No-100610210000083 | 79,161.16 | 162,288.68 |
| | 3 Affiliation Fees | - | 310,000.00 | | 3 Other Fees/Lab. Fees/Library Fees/Gymkhana Fees | 1,933,444.00 | 2,220,577.00 |
| | 4 Bank/Chq Book Issue/DD charges | 1,820.90 | 5,000.00 | | 4 I) Grant-in-Aid - Non-Salaries | - | - |
| | 5 Binding & other Library expenses | 30,110.00 | 45,000.00 | | II) Grant-in-Aid - Non-Salaries Receivable | 2,750,379.97 | 4,004,351.00 |
| | 6 Outsourcing of activities Housekeeping, security, Garden maintenance & others | 814,354.78 | 1,500,000.00 | | 5 Bank Interest | 28,270.28 | 25,000.00 |
| | 7 College Merit Scholarships | - | 20,000.00 | | 6 Breakages | 31,200.00 | 21,000.00 |
| | 8 Education Journals/ Reading Room | 1,266.00 | 55,000.00 | | 7 Audit Recovery (Management) | - | - |
| | 9 Electricity | 603,826.00 | 600,000.00 | | 8 Miscellaneous Income | 149,509.00 | 200,000.00 |
| | 10 Expenditure on Internet & ISDN Connection | 136,290.00 | 300,000.00 | | 9 Tender Fees | - | - |
| | 11 Extra Curricular Activities | 37,159.00 | 50,000.00 | | | | |
| | 12 Gas Refilling | 2,124.00 | 5,000.00 | | | | |
| | 13 Generator/Fuel for Generator | 80,376.00 | 60,000.00 | | | | |
| | 14 Gymkhana & Sports | 98,690.00 | 70,000.00 | | | | |
| | 15 Insurance Premium Fidelity Cash in Transit | 1,556.00 | 2,000.00 | | | | |
| | 16 Lab Expenses | 297,130.00 | | | | | |
| | 17 Laboratory Equipments | 196,341.00 | 690,000.00 | | | | |
| | 18 Repair & purchase of Lab Equipments | 1,620.00 | | | | | |
| | 19 Laptop, Desktop, Peripherals (Non capital) | 1,180.00 | 260,000.00 | | | | |
| | 20 Laptop, Desktop, Peripherals | 94,855.00 | | | | | |
| | 21 Maintenance & Annual Maintenance contract | 207,274.57 | 100,000.00 | | | | |
| | 22 Maintenance & repairs -College Bldg | 42,260.00 | 175,000.00 | | | | |
| | 23 Other Petty Contingencies | 660.00 | - | | | | |
| | 24 Postage & Telegram | 4,153.00 | 10,000.00 | | | | |
| | 25 Principal Contingency Expenses | 24,654.00 | 20,000.00 | | | | |

| | | | | | | | |
|----|--|-----------------------|-----------------------|--|---------------------|-----------------------|-----------------------|
| 26 | Printing Stationery and Binding Charges | 114,072.00 | 240,000.00 | | | | |
| 27 | Purchase/Development of Software | 156,064.00 | 70,000.00 | | | | |
| 28 | Refreshment Expenses | 14,991.00 | 15,000.00 | | | | |
| 29 | Refilling of Fire Extinguishers | 26,384.00 | 20,000.00 | | | | |
| 30 | Rent Computer Science Building | 245,244.00 | 245,244.00 | | | | |
| 31 | Rent Library Building | 441,600.00 | 441,600.00 | | | | |
| 32 | Repairs/Purchase of Electrical Fixtures | 32,903.00 | 50,000.00 | | | | |
| 33 | Statutory Taxes | 9,434.00 | 7,084.00 | | | | |
| 34 | Subscriptions for E-Library | 5,900.00 | 15,000.00 | | | | |
| 35 | Telephone | 114,512.00 | 100,000.00 | | | | |
| 36 | Travelling & Daily Allowance office work Teaching/Non Teaching | 34,275.00 | | | | | |
| 37 | Travelling & Daily Allowance Teaching Conf/Seminar/Training | - | 360,000.00 | | | | |
| 38 | Travelling & Honorarium to Experts | 63,347.00 | | | | | |
| 39 | Registration Fees seminars/Conf/Workshops | 2,500.00 | | | | | |
| 40 | Uniforms to multi tasking staff | 950.00 | - | | | | |
| 41 | Water Charges | 33,802.00 | - | | | | |
| 42 | Safety & Security equipment like fire extinguishers, CCTV | 178,298.00 | 30,000.00 | | | | |
| 43 | Gymkhana & Sports Equipment | 59,100.00 | 30,000.00 | | | | |
| 44 | Library Books | 287,189.00 | 235,000.00 | | | | |
| 45 | ICT Equipments/LCD projectors/Screen | 120,000.00 | 100,000.00 | | | | |
| | Balance C/F | 80,684.16 | 162,288.68 | | | | |
| | Sub Total II | 4,973,487.41 | 6,633,216.68 | | Sub Total II | 4,973,487.41 | 6,633,216.68 |
| | GRAND TOTALS | 150,133,223.61 | 149,779,260.93 | | GRAND TOTALS | 150,133,223.61 | 149,779,260.93 |

Note on Non Salary:-Rs. 13,00,000/- has been received in the financial year 2020-21 based on the expenditure for the Financial year 2019-20

MANUAL – 12

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

List of institutions given subsidy

| S.No. | Name & address of the Institution | Purpose for which subsidy provided | No. of beneficiaries | Amount of subsidy | Previous years utilization progress | Previous years achievement |
|------------------------|-----------------------------------|------------------------------------|----------------------|-------------------|-------------------------------------|----------------------------|
| | | | | | | |
| ----- nil ----- | | | | | | |

List of individuals given subsidy

| S.No. | Name & address of the beneficiary | Purpose for which subsidy provided | Amount of subsidy | Scheme and Criterion for selection | No.of time subsidy given in the past with purpose |
|------------------------|-----------------------------------|------------------------------------|-------------------|------------------------------------|---|
| | | | | | |
| ----- nil ----- | | | | | |

MANUAL – 13

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

| S.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 |
|---------------|-----------------------------------|--|---------------------------|-----------------------------------|---|
| | | | | | |
| -----NIL----- | | | | | |

MANUAL – 14

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

Information available in an electronic form

15.1 Please provide the details of the information related to the various schemes which are available in the electronic format.

| S.No. | Activities for which electronic data available | Nature of information available | Can it be shared with public | Is it available or is being use as back end data base |
|---------------|--|---------------------------------|------------------------------|---|
| | | | | |
| -----NIL----- | | | | |

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 |
|---------------------|---|---|-------------------------------|
| Information Counter | Counter Service | All information related to staff and students | 9.00 a.m. to 4.30 p.m. |
| Web site | Wi-Fi & Internet Connection | College Prospectus, On-line Admission Procedure, timetable, 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 | 9.00 a.m. to 4.30 p.m. |
| Notice Board | - | - | - |

MANUAL – 16

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

List of Public Information Officers

| S.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. | Vice-Principal | Parvatibai Chowgule College, Gogol, Margao-Goa | 2759504/2722222 | and001@chowgules.ac.in | |

List of Assistant Public Information officers

| S.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. | Junior Stenographer | Parvatibai Chowgule College, Gogol, Margao-Goa | 2759504/2722222 | rgo001@chowgules.ac.in | |

First Appellate Authority within the department

| S.No. | Designation of the officer designated as First Appellate Authority | Postal Address | Telephone No. | E-mail address |
|-------|--|---|------------------------|----------------------------------|
| 1. | Principal | Parvatibai Chowgule College, Gogol, Margao-Goa | 2759504/2722222 | principal@chowgules.ac.in |

MANUAL -17

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

Other information as may be prescribed

All other information held by the department which is not provided in the previous manuals shall be collated, tabulated, compiled, collected and provided in the form of manual from time to time.

-----**Nil**-----