

Chowgule Education Society's
Parvatibai Chowgule College of Arts and Science
(Autonomous)

Gogol, P.O. Fatorda, Margao, Goa- 403602

Affiliated to Goa University

Recognized by UGC under 2f & 12b of UGC Act

RIGHT TO INFORMATION ACT, 2005
MANUAL u/s 4(1) (B) OF ACT

Chowgule Education Society's
Parvatibai Chowgule College of Arts and Science
(Autonomous)

Gogol, P.O. Fatorda, Margao, Goa- 403602

Tel : 0832 – 2722222 E-mail : principal@chowgules.ac.in

Website: www.chowgules.ac.in

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 Geography
 5. Master's Degree in Child Psychology and Child Development
 6. Master's Degree in English
 7. Master's Degree in Analytical Chemistry
 8. Master's Degree in Information Technology
 9. Master's Degree in Geoinformatics
 10. Master's Degree in Life Sciences
 11. Postgraduate Diploma in Computer Applications.
 12. Postgraduate Diploma in Geoinformatics
 13. Post Graduate Diploma in Clinical Genetics and Medical Laboratory Techniques
 14. Ph.D in Geography

The management, staff and students of this institution are committed to achieve the set goals and objectives of the institution. The management of Chowgule Education Society's 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, CES's 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 4.30 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:
**CES's 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	Designated Department	Time frame/Norm for its completion/ disposal
1	Experience certificate	Administration	4 days
2	Character certificate	Administration	2 days
3	Bonafide certificate	Administration	2 days
4	Duplicate ID card	OIT department	4 days
5	Migration Certificate	Administration	7 days
6	Transfer certificate	Administration	7 days
7	NOC to join another institute	Administration	3 days
8	Attestation of documents	Administration	2 days
9	Duplicate Mark sheets	Before Autonomy (Admn) After Autonomy (Exam Cell)	7 days
10	Refund of fees	Accounts dept.	8 days from the date of the receipt of complete documents
11	Salary certificate	Accounts dept.	4 days

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.	Examination Cell	Examination Cell
3.	Service Record of staff	Record of leave, yearly increment, promotions , etc.	College office	Record room
3.	Vacancy Based Recruitment Register	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)]

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 Chairperson 2. Shri Aditya Chowgule Mgmt Representative 3. Cdr. Parijat Sinha Mgmt Representative 4. Prof. Suman Kundu Mgmt Representative 5. Mr. Jose Manuel Noronha Mgmt Representative 6. Prof. Rajan Saxena Educationist 7. Dr. Renji GeorgeState Govt. Nominee 8. Prof. Bernard RodriguesUniversity Nominee 9. Dr. Sameena Falleiro Teacher Representative 10. Dr. Rupali Tamuly Teacher Representative 11. Prof. Sangeeta Sankhalkar Member Secretary	April 2024	April 2027	No	Yes

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

SN	Name of the Staff	Designation	Tel No.	E-mail Address
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	CHEMISTRY			
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8	AVIATION			
10	K J S Prasad	Co-ordinator		kjs002@chowgules.ac.in

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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

CES's PARVATIBAI CHOWGULE COLLEGE OF ARTS AND SCIENCE-AUTONOMOUS
MARGAO-GOIA

TEACHING STAFF

Sr. No.	Name	Designation	Gross Salary
1	Prof. (Dr.) Nandkumar N. Sawant	Professor	₹ 3,71,976.00
2	Prof. (Dr.) Sangeeta Sankhalkar	Professor	₹ 3,26,076.00
6	Dr. Devashish Bagchi	Director of Phy. Edu. (S.G.)	₹ 3,70,128.00
7	Smt. Sarita S. Naik Tari	Associate Professor	₹ 3,59,544.00
8	Dr. (Smt.) Shaila R. Ghanti	Associate Professor	₹ 3,59,544.00
9	Dr. Ganpat K. Naik	Associate Professor	₹ 3,49,296.00
10	Shri Alberto Ian A. Barreto	Associate Professor	₹ 3,29,472.00
11	Shri Kumares V. C.	Associate Professor	₹ 3,29,472.00
12	Shri D. Prabakaran	Associate Professor	₹ 3,20,064.00
13	Dr. Gunaji S. Desai	Associate Professor	₹ 3,20,064.00
14	Smt. Suchitra R. Bhat	Associate Professor	₹ 3,10,824.00
15	Dr. (Smt.) Ananya Das	Associate Professor	₹ 2,93,352.00
16	Dr. (Smt.) Rupali M. Tamuly	Associate Professor	₹ 2,93,352.00

17	Dr. (Smt.) Sameena S. Falleiro	Associate Professor	₹ 2,93,352.00
18	Prof. (Dr.) Nandini V Fernandes	Professor	₹ 2,86,296.00
19	Dr. (Smt.) Sonia F. Dacosta	Associate Professor	₹ 1,96,416.00
20	Dr. (Smt.) Roopa S. Belurkar	Associate Professor	₹ 2,76,888.00
21	Shri Yatin P. Desai	Associate Professor	₹ 2,68,992.00
22	Dr. (Smt.) Bhanumati Pilli	Associate Professor	₹ 1,91,040.00
23	Dr. Malati S. Dessai	Associate Professor	₹ 1,96,496.00
24	Miss Judith M. Dias Barreto	Assistant Professor	₹ 1,90,872.00
25	Dr. Sachin B. Kakodkar	Assistant Professor	₹ 1,85,496.00
26	Dr. (Smt.) Manjita R. Porob	Associate Professor	₹ 2,53,872.00
27	Dr. (Miss) Meghana S. Devli	Associate Professor	₹ 2,53,872.00
28	Dr. (Smt.) Uma A. Masur	Associate Professor	₹ 2,68,992.00
29	Mrs. Amisha G. Shirodker	Assistant Professor	₹ 1,55,400.00
30	Dr. Sanjay D. Gaikwad	Assistant Professor	₹ 1,39,464.00
31	Smt. Padmini C. Raiker	Assistant Professor	₹ 1,39,632.00
32	Shri Ashwini Ashish	Assistant Professor	₹ 1,39,464.00
33	Dr. Sachin S. Moraes	Assistant Professor	₹ 1,47,864.00
34	Dr. (Miss) Lactina R. Gonsalves	Assistant Professor	₹ 1,47,864.00
35	Dr. Ashish M. Desai	Assistant Professor	₹ 1,47,864.00

36	Dr. (Smt.) Sobita V. Kirtani	Assistant Professor	₹ 1,52,064.00
37	Smt. Danielle C. S. Monteiro	Assistant Professor	₹ 1,35,600.00
38	Smt. Vanessa Barros Colaco	Assistant Professor	₹ 1,35,600.00
39	Dr. Pradeep R. Jatal	Assistant Professor	₹ 1,39,464.00
40	Dr. (Miss) Mayuri M. Naik	Assistant Professor	₹ 1,31,736.00
41	Shri Andrew S. Barreto	Assistant Professor	₹ 1,31,736.00
42	Shri Aresh @ Nimish N.Naik	Assistant Professor	₹1,24,512.00
43	Miss Alka G. Gawas	Assistant Professor	₹ 1,20,984.00
44	Smt. Swati S. Ghadi	Assistant Professor	₹ 1,20,984.00
45	Ms. Filomena Pereira	Assistant Professor	₹ 1,11,240.00
46	Ms. Shalma Mascarenhas	Assistant Professor	₹ 1,11,240.00
47	Ms. Saroj Usgaonkar	Assistant Professor	₹ 1,11,240.00
48	Dr. Audrick D'Mello	Assistant Professor	₹ 1,11,240.00
49	Ms. Trupti Faldesai	Assistant Professor	₹ 1,11,240.00
50	Smt. Shradha Gawandi	Assistant Professor	₹ 1,11,240.00
51	Smt. Carol Barreto Miranda	Assistant Professor	₹ 1,11,240.00
52	Miss Ashweta A. Fondekar	Assistant Professor	₹ 1,09,032.00
53	Ms. Sonali Gaonkar	Assistant Professor	₹ 1,08,216.00
54	Shri Sachit Kuttikar	Assistant Professor	₹ 1,08,216.00

55	Ms. Dikshita Aroskar	Assistant Professor	₹ 1,08,216.00
56	Shri Ramu Pagi	Assistant Professor	₹ 1,08,216.00
57	Smt. Poonam M. Joshi	Librarian (S.G.)	₹ 1,08,216.00

NON-TEACHING STAFF

S.No	Name	Designation	Gross Salary
1	Shri Anant S. Patil	Junior Programmer - ACPS I	₹ 1,60,788.00
2	Shri Vasant S.S. Shirwaikar	Junior Programmer - ACPS I	₹ 1,47,348.00
3	Smt. G. V. K. Nagalakshmi	Junior Programmer - ACPS I	₹ 1,47,348.00
4	Shri D. M. Prabhudessai	Accountant - MACP I	₹ 1,10,388.00
5	Smt. Sidhali M. Kakodkar	Laboratory Assistant - MACP II	₹ 1,07,196.00
6	Shri S. K. Nagvenker	Laboratory Assistant - MACP II	₹ 1,07,196.00
7	Shri Deelip T. Satardekar	Store Keeper - MACP II	₹ 1,04,172.00
8	Smt. Doreen C. De Souza	Laboratory Assistant - MACP II	₹ 1,01,148.00
9	Smt. Sangeeta S. Virdikar	Laboratory Assistant - MACP II	₹ 95,436.00
10	Shri Deepak S. Bhandari	Laboratory Assistant - MACP II	₹ 95,436.00
11	Smt. Leena P. Naik	Technician - MACP II	₹ 78,972.00
12	Shri Uday B. Naik	Multi Tasking Staff - MACP III	₹ 78,780.00
13	Shri Prakash G. Sawant	Multi Tasking Staff - MACP II	₹ 65,196.00
14	Shri Avinash S. Kudnekar	Multi Tasking Staff - MACP I	₹ 61,500.00
15	Shri Vishnu G. Kavlekar	Multi Tasking Staff - MACP I	₹ 61,500.00
16	Shri Ishwar P. Kerkar	Multi Tasking Staff - MACP I	₹ 61,500.00
17	Shri Chandru H. Soso Naik	Multi Tasking Staff - MACP I	₹ 59,820.00
18	Shri Anirudh G. S. Kunde	Upper Division Clerk - MACP I	₹ 76,788.00
19	Smt. Reena Fernandes	Junior Stenographer- MACP I	₹ 74,604.00
20	Miss Dakshata R. Gaude	Laboratory Assistant - MACP I	₹ 62,004.00
21	Shri Mangaldas S. Kerkar	Laboratory Assistant - MACP I	₹ 60,324.00
22	Smt. Shreya B. Patil	Lower Division Clerk - MACP I	₹ 59,820.00
23	Smt. Puja P. Prabhu Gaonkar	Lower Division Clerk - MACP I	₹ 59,820.00
24	Smt. Suveena S. Tamse	Lower Division Clerk - MACP I	₹ 57,120.00
25	Smt. Anagha G. Parkar	Lower Division Clerk - MACP I	₹ 59,820.00
26	Shri Shalil N. Naik	Multi Tasking Staff - MACP I	₹ 54,948.00
27	Shri Rajesh H. Malgi	Multi Tasking Staff - MACP I	₹ 53,436.00
28	Shri Vinod N. Naik Arondekar	Multi Tasking Staff - MACP I	₹ 53,436.00

29	Shri Shekhar D. Gaude	Multi Tasking Staff - MACP I	₹ 53,436.00
30	Shri Deepak K. Naik	Multi Tasking Staff - MACP I	₹ 53,436.00
31	Shri Jayprakash K. Kherkar	Multi Tasking Staff - MACP I	₹ 53,436.00
32	Shri Prasad M. Parab	Field and Plant Collector – MACP I	₹ 50,412.00
33	Shri Sandeep B. Velip	Multi Tasking Staff - MACP I	₹ 45,708.00
34	Shri Shamsundar R. Naik	Multi Tasking Staff	₹ 44,532.00
35	Shri Ashfaque B. Haveri	Multi Tasking Staff	₹ 44,532.00
36	Shri Nilesh S. Shetkar	Multi Tasking Staff	₹ 44,532.00
37	Shri Sudesh S. Manjrekar	Multi Tasking Staff	₹ 37,470.00
38	Shri Audumbar A Tamse	Instructor in Physical Education	₹ 82,668.00
39	Smt. Aditi Y Malik	Librarian Grade I	₹ 54,780.00
40	Shri Shivprasad G Salkar	Multi Tasking Staff	₹ 33,600.00
41	Smt. Poojashree P Naik	Multi Tasking Staff	₹ 32,250.00
42	Shri Sameer D Gawas	Multi Tasking Staff	₹ 32,700.00
43	Shri Krishnakant Varkhandkar	Multi Tasking Staff	₹ 32,700.00

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**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

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[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 -----					

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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-----					

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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-----				

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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, time-table, forms, all notices concerned to students and stakeholders are available on the College website. Library, accounts and administrative work is 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	-	-	-

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

List of Public Information Officers

Sr. No	Name and Address of Public Authorities Designation of PIOs/APIOs/FAAs	Department	Designation as per sub section (1) & (2) of section 5 of the RTI Act	Phone No./ Mobile/ Fax	Email Address
1	Prof.(Dr.) Sangeeta G. Sankhalkar Principal CES's Parvatibai Chowgule College of Arts and Science(Autonomous)	Administration	First Appellate Authority	Ph.2722222 Mob. 9765436584	principal@chowgules.ac.in
2	Mr. Kumaresh V. C. Vice-Principal CES's Parvatibai Chowgule College of Arts and Science(Autonomous)	Administration	Public Information Officer	Ph.2722222 Mob.9226290335	vp@chowgules.ac.in
3	Mrs. Reena Fernandes Jr. Stenographer CES's Parvatibai Chowgule College of Arts and Science(Autonomous)	Administration	Assistant Public Information Officer	Ph. 2722222 Mob. 9822103001	rgo001@chowgules.ac.in

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[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**-----