

MANUAL.1

Particulars of Organization, Functions and Duties [Section 4(1) (b) (i)]

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. Postgraduate Diploma in Computer Applications.
 4. Postgraduate Diploma in Geoinformatics
 5. Master's Degree in Information Technology
 6. Master's Degree in Geography
 7. Master's Degree in Analytical Chemistry
 8. Master's Degree in Economics
 9. Master's Degree in Hindi

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 and Science 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 committee in our college.

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 access public
1.	Governing Body	Discuss performance of the college and make suitable suggestions for improvement and growth of the college.	1. Shri Umaji V.Chowgule ... Chairman 2. Shri Arjun Chowgule ... Member 3. Dr. Rohini Chowgule ... Member 4. Prof. Y. V. Reddy ... Member 5. Dr. Manju Singh ... Member 6. Principal V.R. Shirgurkar ... Member 7. Dr. Ananya Das ... Member 8. Dr. Gunaji Desai ... Member 9. Dr. R.V. Gaonkar Member 10. Prof. Shyam R. Asolekar ... Member 11. Prof. Santosh Tilve ... Member 12. Dr. N. N. Sawant ... Member Secretary	Oct 2016	Oct 2018	No	Yes

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

SN	Name of the Staff	Designation	Tel No.	E-mail Address
1	Dr. N. N. Sawant	Principal	2759504, 2722222	nns001@chowgules.ac.in
2	Dr. E. M. Travassos	Vice-Principal		emt001@chowgules.ac.in
3	Mr. H. S. S. Nadkarni	Vice-Principal		hsn001@chowgules.ac.in
	PHYSICS			
4	Malati S. Desai	Assistant Professor		msd002@chowgules.ac.in
5	Ananya N Das	Assistant Professor		and001@chowgules.ac.in
6	Yatin P. Desai	Assistant Professor		ypd001@chowgules.ac.in
7	Ashish M. Desai	Assistant Professor		amd006@chowgules.ac.in
	CHEMISTRY			
10	N. G. Rivonkar	Associate Professor		ngr001@chowgules.ac.in
11	Ganpat K. Naik	Associate Professor		gkn001@chowgules.ac.in
12	Sachin B. Kakodkar	Assistant Professor		sbk001@chowgules.ac.in
13	Roopa S. Belurkar	Assistant Professor		rsb001@chowgules.ac.in
14	Manjita R. Porob	Assistant Professor		mrp001@chowgules.ac.in
15	Padmini C. Panjekar	Assistant Professor		pcp001@chowgules.ac.in
16	Lactina R. Gonsalves	Assistant Professor		lrg001@chowgules.ac.in
17	Rohan K. Kunkalekar	Assistant Professor		rkk002@chowgules.ac.in
18	Sandesh T. Bugde	Assistant Professor		
	BOTANY			
20	Sangeeta G. Sankhalkar	Assistant Professor		sgs001@chowgules.ac.in
21	Uma A. Masur	Assistant Professor		uam001@chowgules.ac.in
22	Amisha G. Shirodkar	Assistant Professor		ags001@chowgules.ac.in
	ZOOLOGY			
25	K. N. Mishra	Associate Professor		knm001@chowgules.ac.in
26	Mangala Veeresh	Assistant Professor		mjv001@chowgules.ac.in
27	Nandini Vaz Fernandes	Assistant Professor		nvf001@chowgules.ac.in
28	Socorrinha T. DCosta	Assistant Professor on Contractual basis		std004@chowgules.ac.in
	GEOLOGY			
32	Allan Rodrigues	Assistant Professor		alr001@chowgules.ac.in
33	Meghana S. Devli	Assistant Professor		msd001@chowgules.ac.in
34	Hemant B. Pednekar	Assistant Professor on Lecture basis		
	Malcolm Afonso	Assistant Professor on Lecture basis		
	MATHEMATICS			
36	Anand P. Masur	Associate Professor		apm001@chowgules.ac.in
37	Rakhi D. Karapurkar	Assistant Professor		rdk001@chowgules.ac.in
38	Danielle C. S. Monteiro	Assistant Professor		dcm001@chowgules.ac.in

	COMPUTER SCIENCE		
40	Shaila R. Ghanti	Associate Professor	srg001@chowgules.ac.in
41	Alberto Ian A Barreto	Associate Professor	aib001@chowgules.ac.in
42	Animesh Adhikari	Associate Professor	ana001@chowgules.ac.in
43	Kumaresh V. C.	Associate Professor	kvc001@chowgules.ac.in
44	D. Prabakaran	Associate Professor	vdp001@chowgules.ac.in
45	Suchitra R. Bhat	Assistant Professor	srb001@chowgules.ac.in
46	Judith M. Dias Barreto	Assistant Professor	jmb001@chowgules.ac.in
47	Neeta V. Dhopeswarkar	Assistant Professor	nvd001@chowgules.ac.in
48	Sameena S. Falleiro	Assistant Professor	ssf001@chowgules.ac.in
	(Jr.Programmers)		
50	Anant S. Patil	Jr.Programmer	asp001@chowgules.ac.in
51	Vasant S. S. Shirwaikar	Jr.Programmer	vss001@chowgules.ac.in
52	G. V. K. Nagalaskhmi	Jr.Programmer	gvn001@chowgules.ac.in
	GEOGRAPHY		
53	Anagha D. Dicholcar	Assistant Professor	add001@chowgules.ac.in
54	Sanjay D. Gaikwad	Assistant Professor	sdg001@chowgules.ac.in
55	Ashwini Ashish	Assistant Professor	asa003@chowgules.ac.in
56	Adrean Ferro	Assistant Professor on Lecture basis	
	HISTORY		
57	Sarita S. Naik Tari	Associate Professor	sst001@chowgules.ac.in
58	Vanessa V. Fernandes	Assistant Professor	vva002@chowgules.ac.in
59	Clarinda Fernandes	Assistant Professor on Lecture basis	
	ECONOMICS		
60	Debasish Majumdar	Associate Professor	dbm001@chowgules.ac.in
61	Rupali M .Tamuly	Assistant Professor	rmt001@chowgules.ac.in
63	Samantha V. Coutinho	Assistant Professor on Lecture basis	svc004@chowgules.ac.in
	PHILOSOPHY		
	PSYCHOLOGY		
67	Kavita A. Borkar	Assistant Professor	kab001@chowgules.ac.in
68	Sobita V. Kirtani	Assistant Professor	svk004@chowgules.ac.in
69	Golda Vas	Assistant Professor on Contractual basis	
	SOCIOLOGY		
70	Sachin S. Moraes	Assistant Professor	ssm005@chowgules.ac.in
71	Freda A. Tavares	Assistant Professor on Lecture basis	
	ENGLISH		
72	Rajashree R. Desai	Assistant Professor	rrd001@chowgules.ac.in
73	Sonia Fernandes	Assistant Professor	sof002@chowgules.ac.in

74	Andrew S. Barreto	Assistant Professor on Contractual basis		asb002@chowgules.ac.in
75	Eltrin D'Souza	Assistant Professor on Lecture basis		
76	Rucha U. Kamat	Assistant Professor on Lecture basis		
	HINDI			
77	Omprakash Tripathi	Associate Professor		omt001@chowgules.ac.in
78	Pradeep R. Jatal	Assistant Professor		
79	Chiranjiv R. Pednekar	Assistant Professor on Lecture basis		
	MARATHI			
80	Shrikrishna S. Adsul	Associate Professor		ssa001@chowgules.ac.in
81	Sarika S. Advilkar	Assistant Professor on Contractual basis		saa003@chowgules.ac.in
82	Vaishali S. Patil	Assistant Professor on Lecture basis		
	KONKANI			
83	Gunaji S. Desai	Assistant Professor		gsd001@chowgules.ac.in
84	Hanumant C. Chopdekar	Assistant Professor		hcc001@chowgules.ac.in
85	Rakhi V. Amonkar	Assistant Professor on Lecture basis		rva002@chowgules.ac.in
	FRENCH			
86	Mitra D. S. Borkar	Associate Professor		mdb001@chowgules.ac.in
87	Carol Barreto Miranda	Assistant Professor on Lecture basis		cpb002@chowgules.ac.in
	LIBRARY			
88	M. P. Shivalli	Librarian (Sel. Grade)		mpps001@chowgules.ac.in
	PHYSICAL EDUCATION			
89	Devashish Bagchi	Director of Physical Education (Sel. Grade)		dvb001@chowgules.ac.in

	SELF FINANCED TEACHING STAFF			
	INFORMATION TECHNOLOGY			
1	Mahesh P. Matha	Assistant Professor on Contractual basis		mppm001@chowgules.ac.in
2	Abhishek D. Gudekar	Assistant Professor on Contractual basis		adg001@chowgules.ac.in
3	Sanas Shaikh	Assistant Professor on Contractual basis		
	GEOGRAPHY			
4	Vishal R. Malave	Assistant Professor on Contractual basis		vrm002@chowgules.ac.in
5	Sagar P. Mali	Assistant Professor on Contractual basis		

6	Bibi Aisha Shaik	Assistant Professor on Lecture basis	bas003@chowgules.ac.in
	BIOTECHNOLOGY		
7	Liesl M. C. DeSilva	Assistant Professor on Contractual basis	lmd001@chowgules.ac.in
8	Madhavi M. Motankar	Assistant Professor on Contractual basis	
9	Lee-Anne A. D'Costa	Assistant Professor on Contractual basis	lad004@chowgules.ac.in
	GEOINFORMATICS		
10	Anil S. Yagade	Assistant Professor on Contractual basis	
	CHEMISTRY		
11	Ashish R. Naik	Assistant Professor on Contractual basis	
12	Royle Fernandes	Assistant Professor on Contractual basis	
13	Kashinath Dhumaskar	Assistant Professor on Contractual basis	
14	Ashwini N. Korgaonkar	Assistant Professor on Contractual basis	
	HINDI		
	ECONOMICS		
	Martina Liza Aguiar	Assistant Professor on Contractual basis	
	PSYCHOLOGY		
	Shobika Jaju	Assistant Professor on Contractual basis	
	Rochelle Maria Pereira	Assistant Professor on Contractual basis	

	Non-Teaching Staff		
1	Greta T. Almeida	Head Clerk	gta001@chowgules.ac.in
2	D. M. Prabhudessai	Accountant	dmp001@chowgules.ac.in
3	Sidhali M. Kakodkar	Laboratory Assistant	smk001@chowgules.ac.in
4	S. K. Nagvenker	Laboratory Assistant	skn001@chowgules.ac.in
5	Remediana M. Barretto	Laboratory Assistant	rmb001@chowgules.ac.in
6	Sangita S. Virdikar	Laboratory Assistant	ssv001@chowgules.ac.in
7	Leena P. Naik	Technician	lpn001@chowgules.ac.in
8	Deelip T. Satardekar	Storekeeper	dts001@chowgules.ac.in
9	Doreen C. D'Souza	Laboratory Assistant	dcd001@chowgules.ac.in
10	Deepak S. Bhandari	Laboratory Assistant	dsb001@chowgules.ac.in
11	Shreya B. Patil	Lower Division Clerk	Gvg001@chowgules.ac.in
12	Sarvesh S.S. Narvencar	Upper Division Clerk	ssn013@chowgules.ac.in

13	Suveena S. Tamse	Lower Division Clerk	sst003@chowgules.ac.in
14	Puja P. Prabhu	Lower Division Clerk	ppp004@chowgules.ac.in
15	Anirudh G.S. Kunde	Upper Division Clerk	agk002@chowgules.ac.in
16	Anagha G. Parkar	Lower Division Clerk	avn003@chowgules.ac.in
17	Reena Goes	Junior Stenographer	rgo001@chowgules.ac.in
18	Prasad M. Parab	Plant & Field Collector	pmp004@chowgules.ac.in
19	Dakshata R. Gaude	Laboratory Assistant	drg002@chowgules.ac.in
20	Mangaldas S. Kerkar	Laboratory Assistant	msk003@chowgules.ac.in

	Non-Teaching Staff		
1	Ramakant K.Gawde	Peon	rkg001@chowgules.ac.in
2	Mohandas R.Naik	Library Attendant	mrn003@chowgules.ac.in
3	Dayanand R.Vasta	Library Attendant	drv001@chowgules.ac.in
4	Uday B.Naik	Laboratory Attendant	ubn001@chowgules.ac.in
5	Narayan A.Naik	Laboratory Attendant	nan003@chowgules.ac.in
6	Carlos Fernandes	Laboratory Attendant	cdf001@chowgules.ac.in
7	Suresh J.Manjrekar	Laboratory Attendant	smm007@chowgules.ac.in
8	Prakash G.Sawant	Gymkhana Peon	pgs001@chowgules.ac.in
9	Avinash S.Kudnekar	Laboratory Attendant	ask009@chowgules.ac.in
10	Ishwar P.Kerkar	Laboratory Attendant	ipk001@chowgules.ac.in
11	Vishnu G.Kavlekar	Laboratory Attendant	vgk002@chowgules.ac.in
12	Chandru H.S.Naik	Laboratory Attendant	chn001@chowgules.ac.in
13	Shalil N. Naik	Laboratory Attendant	snn004@chowgules.ac.in
14	Rajesh H. Malgi	Laboratory Attendant	rhm002@chowgules.ac.in
15	Vinod N. Naik Arondekar	Peon	vnn002@chowgules.ac.in
16	Shekhar D. Gaude	Laboratory Attendant	sdg003@chowgules.ac.in
17	Deepak K.Naik	Peon	dkn001@chowgules.ac.in
18	Jayprakash K. Kherkar	Peon	jkk001@chowgules.ac.in
19	Nilesh S. Shetkar	Laboratory Attendant	nns003@chowgules.ac.in
20	Amiruddin N. Shaikh	Watchman on Contractual basis	ans001@chowgules.ac.in
21	Niwas U. Faldessai	Watchman on Contractual basis	nuf001@chowgules.ac.in
22	Sandeep B. Velip	Gardener	sbv003@chowgules.ac.in

	SELF FINANCED NON TEACHING STAFF		
	INFORMATION TECHNOLOGY		
1	Vilson Pinto	Technical Assistant	vip001@chowgules.ac.in
	GEOGRAPHY		
2	Kalpana D. Borkar	Technical Assistant	kdb003@chowgules.ac.in
	HUMAN GENETICS		
3	Regina V. Fernandes	Research Assistant	rvf003@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

1	2	3	4	5
Sr. No.	Name of the Staff	Designation	Present Basic Pay Band	Gross Salary
1	E.M.TRAVASSOS	Associate professor	58100	159751
2	K N MISHRA	Associate professor	54930	152365
3	R V PATIL	Associate professor	54930	152365
4	MITRA D.S.BORKAR	Associate professor	54930	152365
5	M.S.KATTI	Associate professor	54930	152365
6	H.S.S.NADKARNI	Associate professor	54930	152365
7	DEBASHISH MAZUMDAR	Associate professor	54930	156925
8	NARENDRAKUMAR RIVONKAR	Associate professor	53420	148847
9	SHRIKRISHNA ADSUL	Associate professor	54930	152365
10	ANAND MASUR	Associate professor	53420	148847
11	SARITA S.NAIK TARI	Associate professor	53420	148847
12	DEVASHISH BAGCHI	Dir. Of Phy. Edu.	53420	148847
13	DR.NANDKUMAR SAWANT	Associate professor	51600	144606
14	MANGALA VEERESH	Assistant professor	23200	64365
15	SHAILA GHANTI	Associate professor	51600	141198
16	ALBERTO IAN BARRETTO	Associate professor	48110	136474

17	ANIMESH ADHIKARI	Associate professor	48110	136474
18	KUMARESH V.C	Associate professor	48110	136474
19	RAJESHREE R DESAI	Assistant professor	48110	136474
20	DR GANPAT K. NAIK	Associate professor	51600	144606
21	D.PRABHAKARA N	Associate professor	46440	132583
22	GUNAJI S. DESAI	Associate professor	46440	135433
23	MALATI DESAI	Assistant professor	27310	81020
24	KAVITA A. BORKAR	Assistant professor	44820	128809
25	SUCHITRA R. BHAT	Lecturer sel. Grade	44820	128809
26	DR OMPRAKASH TRIPATHI	Associate professor	48110	136474
27	RAKHI D. KARAPURKAR	Assistant professor	27610	81719
28	NANDINI VAZ FERNANDES	Assistant professor	24140	75964
29	ANANYA DAS	Assistant professor	41720	121586
30	JUDITH DIAS BARRETTO	Assistant professor	27610	81719
31	HANUMANT CHOPDEKAR	Assistant professor	24930	77805
32	ALLAN RODRIGUES	Associate professor	41720	121586
33	DR SANGITA SANKHALKAR	Assistant professor	43250	125151
34	RUPALI M. TAMULY	Assistant professor	27460	83700
35	NEETA DHOPESHWARK AR	Assistant professor	27460	83700
36	SAMEENA FERNANDES FALLEIRO	Assistant professor	25600	79366
37	SACHIN KAKODKAR	Assistant professor	25550	76920
38	SONIA F. FERNANDES	Assistant professor	22410	74003
39	YATIN DESAI	Assistant professor	22780	72795
40	ANAGHA BICHOLKAR	Assistant professor	23070	71141

41	DR ROOPA BELURKAR	Assistant professor	22410	71933
42	Dr. M. P. SHIVALLI	Librarian Sr. scale	56480	155976
43	MEGHANA DEVLI	Assistant professor	22220	69161
44	MANJITA POROB	Assistant professor	22220	69161
45	UMA MASUR	Assistant professor	22220	72411
46	AMISHA SHIRODKAR	Assistant professor	19810	63545
47	SANJAY GAIKWAD	Assistant professor	17610	58419
48	PADMINI PANJIKAR	Assistant professor	16920	53404
49	ASHWINI ASHISH	Assistant professor	17610	58419
50	LACTINA R. GONSALVES	Assistant professor	16920	56812
51	ROHAN KUNKALEKAR	Assistant professor	16920	56812
52	SOBITA V. KIRTANI	Assistant professor	16920	56812
53	SACHIN S. MORAES	Assistant professor	16920	56812
54	VANESSA B. COLACO	Assistant professor	16920	56812
55	DANIELLE MONTEIRO	Assistant professor	16920	56812
56	ASHISH M. DESAI	Assistant professor	16920	56812
57	SHRI ANANT S. PATIL	Junior Programme r	23890	68086
58	SHRI VASANT S S SHIRWAIKAR	Junior Programme r	21400	62284
59	SMT G.V.K.NAGALAK SHMI	Junior Programme r	21400	62284
	TOTAL		80777 30	23165485

TEACHING STAFF ON LECTURE BASIS

NAME OF THE STAFF	DESIGNATION	TOTAL LECTURE @ Rs 400/- (PER 45 MINUTE)	TOTAL GROSS AMOUNT
Samantha Coutinho	Lecturer	60.00	Rs.24,000
Anuradha Sharma	Lecturer	86.65	Rs.30,000
Prabha Tiwari	Lecturer	65.65	Rs.26,260
M S Waddar	Lecturer	139.99	Rs.37,464
Rakhi Amonkar	Lecturer	70.66	Rs.28,264
Vaishali Patil	Lecturer	79.99	Rs.31,996
Carol Miranda	Lecturer	94.64	Rs.37,856
Clarinda Fernandes	Lecturer	71.98	Rs.28,792
Vrunda Vernekar	Lecturer	46.66	Rs.18,664
Hemant Pednekar	Lecturer	56.66	Rs.22,664
TOTAL			285,960.00

CONTRACT STAFF

Sr. No.	NAME OF THE STAFF	DESIGNATION	PAYBAND	GROSS TOTAL
1	PRADEEP R. JATAL	Assistant professor	Cons. Salary Rs 36000/- p.m.	Rs.36,000.00
2	ANDREW BARRETO	Assistant professor	Cons. Salary Rs 36000/- p.m.	Rs.36,000.00
3	SOCORRINHA D,COSTA	Assistant professor	Cons. Salary Rs25000/- p.m.	Rs.25,000.00
4	SARIKA ADVILKAR	Assistant professor	Cons. Salary Rs 30000/- p.m.	Rs.30,000.00
5	SANDESH T. BUGDE	Assistant professor	Cons. Salary Rs 36000/- p.m.	Rs.36,000.00
6	CHAITALI C. BHOWMICK	Assistant professor	Cons. Salary Rs 36000/- p.m.	Rs.36,000.00
7	SINDHU POUDYAL	Assistant professor	Cons. Salary Rs 36000/- p.m.	Rs.36,000.00
8	ARTI K. NAIK	Assistant professor	Cons. Salary Rs 30.000/- p.m.	Rs.30,000.00
				265000.00

NON-TEACHING STAFF

1	2	3	4	5
Sr No	Name of the Staff	Designation	Basic Pay Band	Gross Salary
1	SHRI RAMAKANT K GAWDE	SWEEPER TBPS	10780	31481
2	SHRI MOHANDAS R NAIK	LIBRARY ATTD. -TBPS	11170	33322
3	SHRI DAYANAND R VASTA	LIBRARY ATTD. -TBPS	10590	31039
4	SHRI UDAY B NAIK	LAB. ATTENDANT-TBPS	10390	30573
5	SHRI SURESH J MANJREKAR	LAB. ATTENDANT	9460	28173
6	SHRI NARAYAN A NAIK	LAB. ATTENDANT-TBPS	10200	30130
7	SHRI CARLOS FERNANDES	LAB. ATTENDANT	10200	30130
8	SMT. GRETA ALMEIDA	HEAD CLERK	13450	42829
9	SHRI D M PRABHUDESAI	ACCOUNTANT M	14570	46370
10	SMT.SIDHALI M. KAKODKAR	LAB. ASSISTANT - ACPS	13950	40732
11	SMT. LEENA P. NAIK	TECHNICIAN - ACPS	10590	31039
12	SHRI DEELIP T. SATARDEKAR	STOREKEEPER	13690	40126
13	SHRI S.K. NAGVEKAR	LAB. ASSISTANT - ACPS	13950	40732
14	SMT. DORREN C. D'SOUZA	LABORATORY ASSISTANT	13690	40126
15	SMT. REMEDIANA BARRETO	LABORATORY ASSISTANT	13180	38937
16	SMT. SANGITA S VIRDIKAR	LABORATORY ASSISTANT	13180	38937
17	SHRI DEEPAK S BHANDARI	LABORATORY ASSISTANT	13180	38937
18	SHRI PRAKASH G. SAWANT	PEON	8660	26309
19	SHRI VISHNU D. KAVLEKAR	LABORATORY ATTENDANT	8640	26262
20	SHRI ISHWAR P. KERKAR	LABORATORY ATTENDANT	8640	26262
21	SHRI AVINASH S. KUDNEKAR	LABORATORY ATTENDANT	8640	26262
22	SHRI CHANDRU H. NAIK	LABORATORY ATTENDANT	8400	25703
23	SMT SHREYA B. PATIL	LOWER DIVISION CLERK	7930	24608
24	SHRI SARVESH NARVENKAR	UPPER DIVISION CLERK	10190	31039
25	SMT SUVEENA S TAMSE	LOWER DIVISION CLERK	7930	24608
26	SMT. PUJA P PRABHU	LOWER DIVISION CLERK	7930	24608

27	MISS ANAGHA G. PARKAR	LOWER DIVISION CLERK	7930	24608
28	SHRI ANIRUDH G. S. KUNDE	UPPER DIVISION CLERK	10190	31039
29	SMT REENA GOES	JUNIOR STENOGRAPHER	9820	30177
30	SHRI SHALIL N NAIK	LABORATORY ATTENDANT	7100	21589
31	SHRI RAJESH H MALGI	LABORATORY ATTENDANT	6840	20983
32	SHRI VINOD N N ARONDEKAR	PEON	6840	20983
33	SHRI SHEKHAR D GAUDE	LABORATORY ATTENDANT	6840	20983
34	SHRI DEEPAK K NAIK	PEON	6840	20983
35	SHRI JAYPRAKASH KHERKAR	PEON	6840	20983
36	SHRI SANDEEP B. VELIP	GARDNER	6090	19236
37	SHRI SHAMSUNDAR R. NAIK	LABORATORY ATTENDANT	5860	18700
38	SHRI ASHFAQUE B. HAVERI	LABORATORY ATTENDANT	5860	18700
39	SHRI NILESH S. SHETKAR	LABORATORY ATTENDANT	5860	18700
40	SHRI PRASAD MADHU PARAB	FIELD & PLANT COLLECTOR	6560	20564
41	MISS DAKSHATA R. GAUDE	LABORATORY ASSISTANT	8440	26961
42	SHRI MANGALDAS S. KERKAR	LABORATORY ASSISTANT	8120	26216
43	AMIRUDDIN SHAIKH	WATCHMAN	CONSOLIDATED SALARY RS. 5740 P.M.	
44	NIWAS DESAI	WATCHMAN	CONSOLIDATED SALARY RS.5740 P.M.	
	TOTAL		981430	2969923

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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)]

Non-Plan Budget

Major Head	Activities to be performed	Sanctioned Budget	Budget Estimates	Revised Estimates	Expenditure for the last year
Salary Payment		-	-	-	2,45,37,653/-

Plan Budget

Name of the Plan scheme	Activities to be undertaken	Date of commencement	Expected date of completion	Amount sanctioned	Amount disbursed/spent
Non-Salary Expenditure	Recurring & Non-Recurring Expenditure	April to March		12% of Salary expenditure	On actual basis

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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-----				

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	10.00 a.m. to 5.30 p.m.
Web site	Wi-Fi & Internet Connection	College Prospectus, On-line Admission Procedure, time-table, all notices concerned to students and stakeholders are available on the College website. Library, accounts and administrative work are totally computerized.	
Library	Counter service On-line information, reference section, reading room	Information on books	8.30 a.m. to 5.00 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

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	hsn001@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.	Head Clerk	Parvatibai Chowgule College, Gogol, Margao-Goa	2759504/2722222	gta001@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

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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**-----