

MANUAL.1

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

1. Aims and objectives of the public authority:

OBJECTIVES

- To promote research culture among faculty and students focusing on social welfare and environmental protection.
- To promote the use of information technology and upgrade the quality in academics, research and administrative areas.
- To develop leadership qualities among students.
- To develop skills for the employability of students through Industry linkages, entrepreneurship training and career – oriented courses.
- To develop proactive strategies to encourage the marginalized sections of society.
- To develop professional capacity building programs for the staff.

2. Mission/Vision Statement of the public authority

Our Vision

“To be a Premier Institution of India for the Academic Excellence and Holistic Development of Individuals.”

Our Mission

“To be committed towards making Education Inclusive, Interactive and to enhance Education by a Knowledge – driven, Technology – enabled and Learner – friendly Pedagogy with an endeavour to develop Employable citizens with Humane Values and Social Commitment.”

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

DCT’s Dhempe College of Arts and Science enjoys the illustrious position of being the premier institution of higher learning in the state of Goa. Even as the glory of liberation continued post 1961, a coterie of like – minded individuals did not rest. A select group of educationists, industrialists, philanthropists and the very visionary Dempos envisaged a Goa that would know liberation in its truest sense – a freedom of mind through education.

Their endeavour of love and labour resulted in the birth of Dhempe College of Arts and Science in 1962, only six months after the Portuguese colonial rule ended in the State. Goa was not to be left behind in the arena of academics.

Dhempe College began its illustrious journey with affiliation to the Bombay University till 1985. Thousands of students travelled to the college to have their share of a higher education, grateful for a privilege denied to their forefathers. Dhempe College is thus Alma Mater to leaders across the entire spectrum of societal positions in Goa, India and overseas.

The founders in the true spirit of philanthropy established hostel facilities for outstation students and Night College for working aspirants where students of Dhempe College rose to the occasion and excelled under the Bombay University procuring gold medals in academics and sports. The Dhempe spirit of learning and progress experienced a change in affiliation in 1985 with the inception of the Goa University and our College once again proved its amenability to change and commitment to excellence.

4. Organization Chart –

Administrator – DCT's Education Institutions

Principal - Head of the Institution

Vice-Principal

Teaching staff

Non-Teaching staff

5. Main activities/functions of the public authority

To impart instruction in B.A., B.Sc., B.Sc. Biotechnology, PGDJMC streams.

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 nonteaching 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: 9.30 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.:

Dhempe College of Arts & Science, P.O. Box No. 222, Miramar, Panaji Goa, 403 001 India

9. Working hours both for office and public

Office working hours:

Monday – Friday

09.30 a.m. to 1.00 p.m.

02.30 p.m. to 5.30 p.m.

Saturday – 10.00 a.m. to 12.30 p.m.

10. Grievance redressal mechanism

Grievance Committee available for staff and students of the 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	
	Administrator		<ul style="list-style-type: none"> All establishment matters 		<ul style="list-style-type: none"> Reporting to the Chairman and guiding the Principal.
1.	Principal	<ul style="list-style-type: none"> Appointment of Staff. Allotting work and overall supervision of staff. Admitting students for various courses. 	<ul style="list-style-type: none"> Preparing college budget. Controlling Receipts and Payments. Supervising and presenting for audit the financial statements of accounts Disbursements of salaries to staff 	<ul style="list-style-type: none"> Liaising with Government Authorities Attending, holding meetings, conferences, etc., Conducting extracurricular activities 	<ul style="list-style-type: none"> Maintaining discipline and 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 Government. 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	<ul style="list-style-type: none"> Impart instruction to students Perform duties assigned by the Principal from time to time
3.	Teaching staff	Nil	Nil	Nil	<ul style="list-style-type: none"> Impart instruction to students Perform such duties assigned by the Principal from time to time
4.	Non-Teaching staff	Nil	Nil	Nil	<ul style="list-style-type: none"> Perform such duties 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

Sr. 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:

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.	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 / Circulars	-		
4.	College Handbook	-		
5.	College Prospectus	-		

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

Sr. 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	Stack room
2.	Result Data	Result of all the examinations conducted in the college.	College Office	Stack room
3.	Service Record of staff	Record of leave, yearly increment, promotions, etc.	College Office	Stack room
4.	Salary Statement Register	Monthly disbursement of Salary to staff	College Office	Stack room
5.	Provident Fund Register	Details of PF deducted monthly	College Office	Stack room
6.	Dead Stock Register	Details of Equipment, furniture, etc., purchased by the college	College Office	Stack 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

Sr. No.	Name and address of the consultative Committee/bodies	Constitution of the committee/body	Rule and responsibility	Frequency of meetings
1.	Parent Teacher's Association (P.T.A.)	Dr. Yasmin Modassir President Mrs. Priti Singh Chairperson Mrs. Rita Dey Pereira Vice Chairperson Dr. Shilpa Samant Secretary Dr. Prasanna Kumar Joint Secretary Prof. A. G. Agshikar Treasurer Mrs. Maya Sinai Karapurkar Joint Treasurer Mr. Carlton Fortes Parents Representative Dr. Zinia Da Silva Member Mrs. Suchana Amonkar Member	<ul style="list-style-type: none"> • To strive towards the all-round development of the students of the College, by promoting excellence in academics as well as co-curricular activities. • To promote unity and fraternity among Parents, Teachers, Students and the Management of the College by creating a healthy environment in and outside the College • To actively involve the Parents, the Teachers, the Members of the Community at large and all the people associated with the College in the students' development programmes and other related activities to be taken by the Association. • To serve as a link between the College and the Community at large. • To actively co-operate with and support the College Management in all its endeavours for the benefit of the students' community of the College and for the development of educational activities in and around the college. • To strive for imbibing and inculcating moral, spiritual and social values among the students and the community at large. 	Twice in a semester
2.	Local Managing Committee	Shri. Srinivas V. Dempo Chairman Smt. Pallavi S. Dempo Member Dr. Damodar Bhounsule Member Shri. Manuel Rebello Member Shri. Pandurang Nadkarni Member Shri. P.R. Mahambre Member Shri. G. Balasubramanian Member Shri. G.R. Sardessai Member Shri. Sunil Prabhudessai Member Prof. A. G. Agshikar Member	<ul style="list-style-type: none"> • To take care of affiliation of the college 	Twice a year

		Dr. Swati Pawar Dr. Yasmin Modassir	Member Ex- Officio Secretary		
3.	IQAC	Dr. K. G. Hiremath Dr. Wendy Manuel Dr. Zinia Da Silva Dr. Manoj Ibrampurkar Dr. Swati Pawar Dr. Shilpa Samant NGO INDUSTRY ALUMNI	Coordinator Member Member Member Member Member Member Member Member	<ul style="list-style-type: none"> To develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance. To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices. 	Twice in a semester

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 and 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	Frequency of meetings	Remarks
1.	Local Managing Committee	<ul style="list-style-type: none"> Discuss performance of the college and make suitable suggestions for improvement and growth of the college. Issues pertaining to the programmes (UG and PG) quality enhancement 	Shri. Srinivas V. Dempo Chairman Smt. Pallavi S. Dempo Member Dr. Damodar Bhounsule Member Shri. Manuel Rebello Member Shri. Pandurang Nadkarni Member Shri. P.R. Mahambre Member Shri. G. Balasubramanian Member Shri. G.R. Sardessai Member Shri. Sunil Prabhudessai Member Prof. A. G. Agshikar Member Dr. Swati Pawar Member Dr. Yasmin Modassir Ex- Officio Secretary	-	For 2 years	No	Yes	Twice a year	

Manual –9**Directory of Officers and Employee**

[Section 4 (1) (b) (ix)]--

Teaching Staff (as on June 2015)

SR. No.	NAMES OF THE STAFF MEMBERS	Designation	Tel No.	E-mail Address
	Zoology			
1	Dr. Yasmin Modassir	Principal	91-0832-2462376 91-0832-2461507 Fax : 91-0832-2462315	yasminmodassir@dhempecollege.edu.in
2	Mr. Suhas J. Godse	Associate Professor		sjgodse@dhempecollege.edu.in
3	Ms. Sucheta Halkar	Associate Professor		suchetahalkar@dhempecollege.edu.in
4	Ms. Suchana Amonkar	Assistant Professor		suchanaamonkar@dhempecollege.edu.in
	English			
5	Ms. Clarinda Dias	Assistant Professor		clarindadias@dhempecollege.edu.in
6	Ms. Akshata Bhat	Assistant Professor		akshatabhatt@dhempecollege.edu.in
	Economics			
7	Mr. Edwin Cortez	Associate Professor		edwincortez@dhempecollege.edu.in
8	Dr. Shilpa Samant	Associate Professor		shilpasamant@dhempecollege.edu.in
	Political Science			
9	Dr. Ketan Govekar	Associate Professor		ketangovekar@dhempecollege.edu.in
10	Dr. Karuna Singh	Assistant Professor		
	History			
11	Ms. Vrishali Prabhugaonkar	Associate Professor		vprabhugaonkar@dhempecollege.edu.in
12	Mr. Prajal Sakhardande	Assistant Professor		prajalsakhardande@dhempecollege.edu.in
	Philosophy			
13	Dr. Zinia D'Silva	Associate Professor		ziniadsilva@dhempecollege.edu.in

14	Dr. Roshida Rodrigues	Assistant Professor		roshidarodrigues@dhempecollege.edu.in
	Psychology			
15	Dr. Wendy Manuel	Associate Professor		wendymanuel@dhempecollege.edu.in
16	Ms. Mukta Karamadi	Associate Professor		muktakaramadi@dhempecollege.edu.in
	Konkani			
17	Ms. Anju Sakhardande	Associate Professor		anjusakhardande@dhempecollege.edu.in
	Hindi			
18	Dr. Vaishali Naik	Assistant Professor		vaishalinaik@dhempecollege.edu.in
	Marathi			
19	Mr. Vinay Bapat	Assistant Professor		vinaybapat@dhempecollege.edu.in
	Mathematics			
20	Ms. Susan Miranda	Associate Professor		susanmiranda@dhempecollege.edu.in
	Information Technology			
21	Ms. Annie Rajan	Assistant Professor		annierajan@dhempecollege.edu.in
	Computer Science			
22	Ms. Shilpa Naik	Assistant Professor		shilpanaik@dhempecollege.edu.in
	Chemistry			
23	Mr. Vishwas Prabhudesai	Associate Professor		vishwasprabhudesai@dhempecollege.edu.in
24	Dr. Vrinda S. Borkar	Associate Professor		vrindaborkar@dhempecollege.edu.in
25	Dr. Lina Talwadkar	Associate Professor		linatalwadkar@dhempecollege.edu.in
26	Dr. Udai Naik	Associate Professor		udaynaik@dhempecollege.edu.in
27	Ms. Varsha Virginkar	Associate Professor		varshavirginkar@dhempecollege.edu.in
28	Ms. Soniya Rao	Assistant Professor		soniyarao@dhempecollege.edu.in
29	Ms. Deepa Audi	Assistant Professor		deepaaudi@dhempecollege.edu.in

	Physics			
30	Dr. Swati Pawar	Associate Professor		swatipawar@dhempecollege.edu.in
31	Mr. Sandeep S. Burye	Associate Professor		sandeepburye@dhempecollege.edu.in
32	Dr. Ramu Murthy	Associate Professor		ramumurthy@dhempecollege.edu.in
33	Dr. Miskil Naik	Assistant Professor		miskilnaik@dhempecollege.edu.in
	Botany			
34	Dr. Kashinath G. Hiremath	Associate Professor		kghiremath@dhempecollege.edu.in
35	Ms. Manjiri Barve	Assistant Professor		manjiribarve@dhempecollege.edu.in
	Geology			
36	Mr. Avadhut G. Agshikar	Associate Professor		agagshikar@dhempecollege.edu.in
37	Mr. Dinanath S. Parab	Associate Professor		dinanathparab@dhempecollege.edu.in
38	Dr. Manoj Ibrampurkar	Assistant Professor		manojibrampurkar@dhempecollege.edu.in
	Physical Education Director			
39	Mr. Pandurang Naik	P. E. Director		pandurangnaik@dhempecollege.edu.in
	Librarian			
40	Ms. Surekha Katkar	Librarian		

Non-Teaching Staff

SR. No.	NAMES OF THE STAFF MEMBERS	Designation	Tel No.	E-mail Address
1	Mr. Nandkishor V. Chandelkar	Head Clerk		
2	Mrs. Rachana Pai	Accountant		
3	Ms. Agnela Afonso	Jr. Stenographer		
4	Mr. Sunil Mochemadkar	UDC		
5	Mrs. Rajasi Gauns	UDC		
6	Mrs. Gauri Manerkar	LDC		
7	Mr. Ghansham Kankonkar	LDC		

8	Ms. Fauzia Shaikh	LDC		
9	Ms. Archita Dharwadkar	LDC		
10	Mrs. Aruna Rosario	Peon		
11	Mr. Anil Divkar	Peon		
12	Mr. Yogesh Dhuri	Laboratory Attendant		
13	Mr. Pradosh Naik	Laboratory Attendant		
14	Mr. Prakash Ghadi	Gardner		
15	Mr. Vijay Kurandwad	Laboratory Assistant		
16	Mr. Sarvesh Paidarkar	Laboratory Attendant		
17	Mrs. Manisha Pai Kakode	Storekeeper		
18	Mr. Dharmendra Jaiswar	Laboratory Assistant		
19	Mr. Pramod Dhuri	Laboratory Attendant		
20	Mr. Kiran Pokhare	Laboratory Attendant		
21	Mr. Rohidas Mulvi	Peon		
22	Mr. Abhay Bodke	Laboratory Assistant		
23	Mrs. Nita Shetye	Laboratory Technician		
24	Mr. Pravin Shirodkar	Laboratory Attendant		
25	Mr. Vasant Haldankar	Peon		
26	Mrs. Swarupa Parab	Laboratory Assistant		
27	Ms. Supriya Shirvoikar	Laboratory Attendant		
28	Ms. Shalini Bhat	Laboratory Assistant		
29	Mr. Shiva Imbrapurkar	Field Collector		
30	Mr. Vishram Gawas	Laboratory Attendant		
31	Mr. Vasudev Naik	Laboratory Attendant		
32	Mr. Thanu Gawade	Laboratory Assistant		
33	Mr. Prakash Naik	Laboratory Attendant		
34	Ms. Trunali Sawant	Laboratory Attendant		
35	Mr. Surendra Mayenkar	Library Attendant		
36	Ms. Mahjabeen Sheikh	Library Attendant		

MANUAL. 11

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

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

BUDGET FOR 2014-15			
EXPENDITURE		INCOME	
ITEMS	AMOUNT	ITEMS	AMOUNT
SALARY	71829740.00	SALARY GRANT	72535912.00
REPAIRS & MAINTENANCE – COLLEGE BUILDING	131892.00	NON-SALARY GRANT	750000.00
EDUCATIONAL EXPENSES	669715.00	INTEREST	115938.00
ESTABLISHMENT EXPENSES	733136.00	MISC. RECEIPTS	35960.00
FURNITURE, BOOKS & EQUIPMENTS	381907.00	FEES	747730.00
MISCELLANEOUS CHARGES	1768090.00	GRANT IN AID FROM DCT	1700000.00
REPAIRS	261840.00	ADVANCE FROM DCT	120290.00
LABORATORY RUNNING EXPENSES	229510.00		
TOTAL	76005830.00	TOTAL	76005830.00

MANUAL. 12

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

List of institutions given subsidy

Sr. 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

Sr. 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)]

Sr. 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.

Sr. 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

Sr. No.	Facility available	Nature of information	Working hours
Information Counter	Counter Service	All information related to staff and students	9.30 a.m. to 5.30 p.m.
Web site	Wi-Fi & Internet Connection	Student attendance, All notices concerned to students and stakeholders are available on the College website. Library, accounts and administrative work are totally computerized.	9.30 a.m. to 5.30 p.m.
Library	Counter service On-line information, Reference section, Reading room	Information on books	9.30 a.m. to 5.30 p.m.
Notice Board	E notice board	All information of activities	9.30 a.m. to 5.30 p.m.

MANUAL. 16

Name & designation and other particulars of Public Information Officers

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

List of Public Information Officers

Sr. No.	Designation of the officer designated as PIO	Name		Postal address	Telephone No.	E-mail address	Demarcation of area/ activities, if more than one PIO is there
1.	1st Appellate Authority	Dr. Yasmin Modassir	Principal	P.O. Box No. 222, Miramar, Panaji Goa, 403 001 India	0832-2462376 0832-2461507	dhempe@rediffmail.com	As prescribed by the RTI Act
2.	Public Information Officer	Mr. Edwin Cortez	Vice-Principal	P.O. Box No. 222, Miramar, Panaji Goa, 403 001 India	0832-2462376 0832-2461507	edwincortez@dhempecollege.edu.in	As prescribed by the RTI Act
3.	Assistant Public Information Officer	Mrs. Rachana V. Pai	Accountant	P.O. Box No. 222, Miramar, Panaji Goa, 403 001 India	0832-2462376 0832-2461507		As prescribed by the RTI Act

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-----