

## MANUAL.1

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

#### 1. Mission/Vision Statement of the public authority

##### ***Our Vision***

- Vision    ● Learning ● Innovation    ● Creation ● Inclusion    ● Empowering Society through Multidisciplinary and Holistic Education

##### ***Our Mission***

- To foster participative learning for meaningful knowledge-acquisition.
- To instill scientific temper along with humane values for righteous use of education.
- To promote applicative research and innovative initiatives.
- To develop creativity among students through personality enhancement and skill development programmes.
- To generate functional interfaces with society for inclusive growth.
- To promote global learning for mutual enrichment.

#### 2. 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.

3. Organization Chart –

**Administrator – DCT's Education Institutions**

**Principal - Head of the Institution**

**Vice-Principal**

**Teaching Staff**

**Non-Teaching Staff**

4. Main activities/functions of the public authority

To impart instruction in B.A., B.Sc., B.Sc. Biotechnology (Self Financing), M.Sc. Chemistry (Self Financing) streams.

5. List of services being provided by the public authority with a brief write-up on them

- a) The teaching staff is involved in academics and extra-curricular activities, 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 4.30 p.m. on all working days.

6. Citizens interaction- Expectation of the public authority from the public for enhancing its effectiveness and efficiency

7. 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**

8. Working hours both for office and public

**Office working hours:**

**Monday – Saturday**

**09.30 a.m. to 1.30 p.m.**

**02.00 p.m. to 4.30 p.m.**

9. Grievance redressal mechanism

**Grievance Committee available for staff and students of the college.**



## MANUAL.6

### 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"><li>· All establishment matters</li></ul>		<ul style="list-style-type: none"><li>● Reporting to the Chairman and guiding the Principal.</li></ul>
1.	Principal	<ul style="list-style-type: none"><li>· Appointment of Staff.</li><li>· Allotting work and overall supervision of staff.</li><li>· Admitting students for various courses.</li></ul>	<ul style="list-style-type: none"><li>· Preparing a college budget.</li><li>· Controlling Receipts and Payments.</li><li>· Supervising and presenting for audit the financial statements of accounts</li><li>· Disbursements of salaries to staff</li></ul>	<ul style="list-style-type: none"><li>· Liaising with Government Authorities</li><li>· Attending, holding meetings, conferences, etc.,</li><li>· Conducting extracurricular activities</li></ul>	<ul style="list-style-type: none"><li>· Maintaining discipline and overall management of the College.</li><li>· Correspondence relating to administration, observance of Act, statutes, ordinances, Regulations, Rules &amp; other directions or orders issued by the University and orders issued by the State Government.</li><li>· Conduct of examination</li><li>● Assessing reports of teachers &amp; maintenance of service books of teachers and other employees of the college</li><li>● Observance of Rules &amp; other directions or orders issued by the management of the college.</li></ul>
2.	Vice-Principal	Nil	Nil	Nil	<ul style="list-style-type: none"><li>· Impart instruction to students</li><li>● Perform duties assigned by the Principal from time to time</li></ul>
3.	Teaching staff	Nil	Nil	Nil	<ul style="list-style-type: none"><li>· Impart instruction to students</li><li>● Perform such duties assigned by the Principal from time to time</li></ul>
4.	Non-Teaching staff	Nil	Nil	Nil	<ul style="list-style-type: none"><li>· Perform such duties assigned by the Principal from time to time.</li></ul>

## MANUAL.7

Procedure followed in Decision Making Process

[Section 4(1) 9b) (ii)]

The procedure can be described both in narrative form and through the 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.6

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.7

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.	<b>Statutes &amp; Ordinances of Goa University</b>	<b>Rules for colleges reg. Appointment of staff, leave applicable, etc.</b>		
2.	<b>Central Civil Service (CCS) Rules made applicable by Goa Government</b>	<b>Service conditions for staff</b>		
3.	<b>Government notifications / Circulars</b>	-		
4.	<b>College Handbook</b>	-		
5.	<b>College Prospectus</b>	<a href="#"><u>Prospectus 2022-2023</u></a>		

## 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

<b>Sr. No.</b>	<b>Nature of record</b>	<b>Details of information available</b>	<b>Unit/Section where available</b>	<b>Retention period, where available</b>
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.	<b>Parent Teacher's Association (P.T.A.)</b>	Prof. Vrinda Borker President Mrs. Suchana Amonkar Member Dr. Trupti Jadhav Member	<ul style="list-style-type: none"><li>● To strive towards the all-round development of the students of the College, by promoting excellence in academics as well as co-curricular activities.</li><li>● 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</li><li>● 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.</li><li>● To serve as a link between the College and the Community at large.</li><li>● 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.</li><li>● To strive for imbining and inculcating moral, spiritual and social values among the students and the community at large.</li></ul>	Twice in a semester
2.	<b>Local Managing Committee</b>	Mr. Shrinivas Dempo Chairman Smt. Pallavi S. Dempo Member Mr. Sanjay Priolkar Member Shri. G. Balasubramaniam Member Mr. Pandurang Nadkarni Member Mr. Sharmila Prabhu Member Prof. Vrinda P. S. Borker Member Dr. Mukta Karamadi Member Mr. Rajesh Bhatikar Member-Secretary Mrs. Suchana Amonkar Member	<ul style="list-style-type: none"><li>● To take care of affiliation of the college.</li></ul>	Twice a year

3.	IQAC	<div> <div>Dr. Mukta Karmadi</div> <div>Coordinator</div> </div> <div> <div>Dr. Shilpa Samant</div> <div>Member</div> </div> <div> <div>Dr. Purnima Ghadi</div> <div>Member</div> </div> <div> <div>Dr. Swati Pawar</div> <div>Member</div> </div> <div> <div>Dr. Roshida Rodrigues</div> <div>Member</div> </div> <div> <div>Dr. Manoj Ibrampurkar</div> <div>Member</div> </div> <div> <div>Member from NGO</div> <div>Member</div> </div> <div> <div>Member from Industry</div> <div>Member</div> </div> <div> <div>Member from Administrative Staff</div> <div>Member</div> </div> <div> <div>Alumni Representative</div> <div>Member</div> </div> <div> <div>Students Representative</div> <div>Member</div> </div>	<ul style="list-style-type: none"> <li>• To develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance.</li> <li>• To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.</li> </ul>	Twice a year
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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 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	<ul style="list-style-type: none"> <li>Discuss performance of the college and suggestions for improvement and growth of the</li> <li>Issues pertaining to the programmes (UG and PG) quality enhancement</li> </ul>	Shri Shrinivas V. Dempo	Chairman	-	For 2 years	No	Yes	Twice a year	
			Smt. Pallavi S. Dempo	Trustee						
			Shri. Sanjay Priolkar	Member						
			Shri. G. Balasubramaniam	Member						
			Shri. Pandurang R. Nadkarni	Member						
			Smt. Sharmila Prabhu	Member						
			Shri Rajesh R. Bhatikar	Member-Secretary						
			Prof. Vrinda P. S. Borker	Member						
			Dr. Mukta Karamadi	Member						
			Mrs.Suchana Amonkar	Member						

**Manual –9**  
**Directory of Officers and Employee**  
**[Section 4 (1) (b) (ix)] --**

**Teaching Staff** (as on December 2024)

SR.NO	NAME OF THE STAFF MEMBERS	DESIGNATION	TEL NO.	EMAIL ADDRESS
1	Prof. Vrinda Borker	Principal	91-0832-2462376 91-0832-2461507	vrindaborker@dhempecollege.edu.in
2	Dr. Swati Pawar	Vice-Principal		swatipawar@dhempecollege.edu.in
<b>Department of English</b>				
3	Ms. Clarinda Dias	Assistant Professor		clarinda@dhempecollege.edu.in
4	Dr. Akshata Bhat	Assistant Professor		akshatabht89@dhempecollege.edu.in
5	Dr. Palia Pandit	Assistant Professor		paliapandit@dhempecollege.edu.in
6	Dr. Svetlana Fernandes	Assistant Professor		svetlana@dhempecollege.edu.in
<b>Department of Economics</b>				
7	Dr. Shilpa Samant	Associate Professor		shilpasamant@dhempecollege.edu.in
8	Mr. Edwin Cortez	Associate Professor		edwin@dhempecollege.edu.in
<b>Department of Political Science</b>				
9	Dr. Karuna Singh	Assistant Professor		karuna@dhempecollege.edu.in
10	Mr. Mohit Sukhtankar	Assistant Professor		mohit@dhempecollege.edu.in
<b>Department of History</b>				
11	Mr. Prajal Sakhardande	Associate Professor		prajal@dhempecollege.edu.in
12	Mr. Noel Sevrto	Assistant Professor		noel@dhempecollege.edu.in
<b>Department of Philosophy</b>				
13	Dr. Roshida Rodrigues	Associate Professor		roshida@dhempecollege.edu.in
14	Ms. Sendra Pereira	Assistant Professor		sendra@dhempecollege.edu.in
<b>Department of Psychology</b>				
15	Dr. Mukta Karamadi	Associate Professor		muktakaramadi@dhempecollege.edu.in
16	Dr. Joslyn Henriques	Assistant Professor		joslynhenriques@dhempecollege.edu.in
17	Ms. Pratisha Harmalkar	Assistant Professor		pratisha.harmalkar@dhempecollege.edu.in

<b>Department of Indian Languages</b>			
<b>Konkani</b>			
18	Mrs. Anju Sakhardande	Associate Professor	anjusakhardande@dhempecollege.edu.in
<b>Hindi</b>			
19	Dr. Vaishali Naik	Assistant Professor	vaishalinaik@dhempecollege.edu.in
<b>Department of Mathematics</b>			
20	Ms. Maria Susan Miranda	Associate Professor	susan@dhempecollege.edu.in
21	Dr. Mamta Kumari	Assistant Professor	mamta.kumari@dhempecollege.edu.in
22	Ms. Rashmi Naik	Assistant Professor	rashmi@dhempecollege.edu.in
<b>Department of Computer Science</b>			
23	Ms. Annie Rajan	Associate Professor	annierajan@dhempecollege.edu.in
24	Ms. Shilpa Naik	Assistant Professor	shilpanaik@dhempecollege.edu.in
25	Mr. Snehal Harmalkar	Assistant Professor	snehal@dhempecollege.edu.in
<b>Department of Chemistry</b>			
26	Ms. Varsha Virginkar	Associate Professor	varshavirginkar@dhempecollege.edu.in
27	Ms. Deepa Audi	Assistant Professor	deepaaudi@dhempecollege.edu.in
28	Ms. Manisha Mhalsekar	Assistant Professor	manishamhalsekar@dhempecollege.edu.in
29	Dr. Durga Kamat	Assistant Professor	durgakamat@dhempecollege.edu.in
30	Dr. Sonia Parsekar	Assistant Professor	soniaparsekar@dhempecollege.edu.in
31	Dr. Chandan Naik	Assistant Professor	chandannaik@dhempecollege.edu.in
32	Dr. Bhanudas Naik	Assistant Professor	bhanudas@dhempecollege.edu.in
33	Dr. Shashank Mhaldar	Assistant Professor	shashank@dhempecollege.edu.in
<b>Department of Physics</b>			
34	Mr. S. S. Burye	Associate Professor	sandeepburye@dhempecollege.edu.in
35	Dr. R. Murthy	Associate Professor	ramumurthy@dhempecollege.edu.in
36	Dr. Miskil Naik	Assistant Professor	miskilko@dhempecollege.edu.in
37	Ms. Siddhi Parsekar	Assistant Professor	siddhi@dhempecollege.edu.in
<b>Department of Botany</b>			
38	Mrs. Manjiri Barve	Associate Professor	manjiribarve@dhempecollege.edu.in

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39	Dr. Purnima Ghadi	Assistant Professor	91-0832-2462376 91-0832-2461507	purnimaghadi@dhempecollege.edu.in
40	Dr. Shilpa Bhonsle	Assistant Professor		shilpabhonsle@dhempecollege.edu.in
41	Dr. Pratibha Prabhugaonkar	Assistant Professor		jalmipratibha@dhempecollege.edu.in
42	Dr. Ashish Prabhugaonkar	Assistant Professor		ashishprabhugaonkar@dhempecollege.edu.in
<b>Department of Zoology</b>				
43	Ms. Suchana Amonkar	Associate Professor		suchanaamonkar@dhempecollege.edu.in
44	Lt. Dr. K. K. Therisa	Assistant Professor		therisak@dhempecollege.edu.in
45	Dr. Trupti D. Jadhav	Assistant Professor		truptijadhav@dhempecollege.edu.in
46	Ms. Swizel Quadros	Assistant Professor		swizel@dhempecollege.edu.in
<b>Department of Geology</b>				
47	Mr. D. S. Parab	Associate Professor		dinanathparab@dhempecollege.edu.in
48	Dr. Manoj Ibrampurkar	Assistant Professor		manojibrampurkar@dhempecollege.edu.in
49	Dr. Raghav Gadgil	Assistant Professor		raghavgadgil@dhempecollege.edu.in
50	Ms. Vinita Mayenkar	Assistant Professor		mayenkarvini96@dhempecollege.edu.in
<b>Department of Physical Education and Sports</b>				
51	Mr. Pandurang Naik	Director of Physical Education and Sports		pandurang@dhempecollege.edu.in
<b>Library</b>				
52	Ms. Surekha Katkar	Librarian		surekha@dhempecollege.edu.in
<b>Biotechnology</b>				
53	Mrs. Mrunal R. Phadke	Assistant Professor		mrunal@dhempecollege.edu.in
54	Dr. Amara Begum Mulla	Assistant Professor		amara@dhempecollege.edu.in
55	Dr. Preethi B. Pandit	Assistant Professor		preethi@dhempecollege.edu.in
56	Mr. Kamlesh Korgaonkar	Assistant Professor		kamlesh@dhempecollege.edu.in
<b>M.Sc. Analytical Chemistry</b>				
57	Dr. Priyanka Bharat Kole	Assistant Professor		priyankakole@dhempecollege.edu.in
58	Ms. Geeta Zalmi	Assistant Professor		geeta@dhempecollege.edu.in
59	Ms. Shubhlaxmi Naik	Assistant Professor		shubhlaxmi@dhempecollege.edu.in

**Administrative Staff** (as on December 2023)

SR.NO	NAME OF THE STAFF MEMBERS	DESIGNATION	TEL.NO
	<b>OFFICE</b>		
1	Mrs. Agnela S.C. Afonso	Head Clerk	
2	Mrs. Rachana V. Pai	Accountant	
3	Mr. Gaurang V. Bane	System Administrator	
4	Mr. Sunil Mochemadkar	UDC	
5	Mrs. Rajasi Gavas	UDC	
6	Ms. Diksha D. Kalangutkar	Jr. Stenographer	
7	Mrs. Gauri S. Manerkar	LDC	
8	Mr. Ghansham Kankonkar	LDC	
9	Ms. Fauzia Shaikh	LDC	
10	Mrs. Shubhalaximi L. S. Assoldekar	LDC	
11	Mr. Anil Divkar	MTS	
12	Mr. Vasant Haldankar	MTS	
13	Mr. Shekhar Kautankar	MTS	
14	Mrs. Aruna Rosario	MTS	
	<b>PHYSICS</b>		
15	Mrs. Nita Shetye	Laboratory Technician	
16	Mrs. Swarupa Parab	Laboratory Assistant	
17	Mr. Pravin Shirodkar	MTS	
18	Mr. Dasu Gauns	MTS	
	<b>CHEMISTRY</b>		
19	Mrs. Manisha Pai Kakode	Storekeeper	
20	Mr. Thanu Gaude	Laboratory Assistant	
21	Mrs. Shreya Vaigankar	Laboratory Assistant	
22	Mr. Pradosh Naik	MTS	
23	Mr. Pramod Dhuri	MTS	
24	Mr. Kiran Pokhare	MTS	
25	Mr. Prakash Ghadi	MTS	
	<b>BOTANY</b>		
26	Mr. Dharmendra Jaiswar	Laboratory Assistant	
27	Ms. Priya Madkaikar	MTS	
28	Mr. Kali Datta Kerkar	MTS	
	<b>ZOOLOGY</b>		
29	Mr. Akshay Phadte	Laboratory Assistant	

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91-0832-2461507

30	Mr. Shiva Ibrampurkar	Field Collector	91-0832-2462376 91-0832-2461507
31	Mr. Vasudev Naik	MTS	
32	Mrs. Prachi Banaulikar	MTS	
	<b>GEOLOGY</b>		
33	Mr. Vijay Kurundwad	Laboratory Assistant	
34	Mr. Yogesh Dhuri	MTS	
	<b>COMPUTER SCIENCE</b>		
35	Ms. Shalini Bhat	Laboratory Assistant	
36	Ms. Vidhisha Phadte	MTS	
37	<b>PSYCHOLOGY</b>		
38	Mr. Sarvesh Paiderkar	MTS	
	<b>LIBRARY</b>		
39	Ms. Akshata Naik	MTS	
40	Ms. Mahjabeen Xequ	MTS	
41	Ms. Karishma Marshelkar	MTS	
	<b>DEPARTMENT OF PHYSICAL EDUCATION AND SPORTS</b>		
42	Mr. Sachin Naik	Instructor in Physical Education	
43	Mr. Surendra Mayenkar	MTS	
	<b>COUNSELLOR</b>		
44	Ms. Afreen Khan	Counsellor	
	<b>BIOTECHNOLOGY</b>		
45	Ms. Radha Kamat	Clerk	
46	Ms. Nurjaha Bagwan	Lab Technician	
47	Mrs. Neeraja Karshetty	MTS	
48	Mr. Suraj Kurtikar	MTS	
	<b>MSC. ANALYTICAL CHEMISTRY</b>		
49	Ms. Sulena Gaonkar	Lab. Assistant	
50	Mr. Krishna Harijan	Lab. Attendant	



**MANUAL. 11**

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

**BUDGET FOR 2022-2023**

<b>EXPENDITURE</b>		<b>INCOME</b>	
<b>ITEMS</b>	<b>AMOUNT</b>	<b>ITEMS</b>	<b>AMOUNT</b>
<b>SALARY</b>	<b>157,500,000.00</b>	<b>SALARY GRANT</b>	<b>166,283,540.00</b>
<b>ESTABLISHMENT EXPENSES</b>	<b>8,783,540.00</b>		
<b>REPAIRS &amp; MAINTENANCE</b>	<b>100,000.00</b>		
<b>COLLEGE BUILDING</b>			
		<b>NON SALARY GRANT</b>	<b>3,783,097.00</b>
<b>EDUCATIONAL EXPENSES</b>	<b>4,000,000.00</b>	<b>INTEREST</b>	<b>33,143.00</b>
		<b>MISC.RECEIPTS</b>	<b>28,181.00</b>
<b>FURNITURE,BOOKS &amp; EQIPMENTS</b>	<b>975,000.00</b>	<b>FEES</b>	<b>1,770,579.00</b>
<b>MISCELLANEOUS CHARGES</b>	<b>20,000.00</b>		
<b>REPAIRS-EQIPMENT</b>	<b>70,000.00</b>		
<b>LABORATORY RUNNING EXPENSES</b>	<b>450,000.00</b>		
<b>TOTAL</b>	<b>171,898,540.00</b>	<b>TOTAL</b>	<b>171,898,540.00</b>

**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
----- <b>NIL</b> ----- -						

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
----- <b>NIL</b> -----					

**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 used 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..00 a.m. to 4.00 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.	09..30 a.m. to 4.30 p.m.
Library	Counter service On-line information, Reference section, Reading room	Information on books	09.00 a.m. to 4.00 p.m.
Notice Board	E notice board	All information of activities	09.30 a.m. to 04.30 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	Designation	Postal address	Telephone No.	E-mail address	Demarcation of area/ activities, if more than one PIO is there
1.	<b>1st Appellate Authority</b>	Prof. Vrinda Pradip Sinai Borker	Principal	P.O. Box No. 222, Miramar, Panaji Goa, 403 001 India	0832-2462376 0832-2461507	principal@dhempecollege.edu.in	As prescribed by the RTI Act
2.	<b>Public Information Officer</b>	Dr. Swati Pawar	Vice-Principal	P.O. Box No. 222, Miramar, Panaji Goa, 403 001 India	0832-2462376 0832-2461507	swatipawar@dhempecollege.edu.in	As prescribed by the RTI Act
3.	<b>Assistant Public Information Officer</b>	Mrs. Agnela S.C. Afonso	Head Clerk	P.O. Box No. 222, Miramar, Panaji Goa, 403001 India	0832-2462376 0832-2461507	agnela@dhempecollege.edu.in	As prescribed by the RTI Act
4.	<b>Assistant Public Information Officer</b>	Mrs. Rachana V. Pai	Accountant	P.O. Box No. 222, Miramar, Panaji Goa, 403 001 India	0832-2462376 0832-2461507	rachana@dhempecollege.edu.in	As prescribed by the RTI Act

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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**-----