

Disclosure of information Article 4 (1) (b) of the Right to Information Act, 2005

MANUAL-1

Section 4 (1) (b) (i): Particulars of organization, functions and duties of the employees

Name of the Institute: Don Bosco College of Agriculture, Sulcorna, Quepem, Goa. 403705

a. Aims and objectives

1. To develop students as good human beings, lifelong learners and global citizens contributing to society.
2. To become the institute of choice for agricultural sciences among higher secondary students aspiring to join agriculture program.
3. To provide quality agriculture education as per the Vth Dean Syllabus of ICAR.
4. To expose students to various technologies in labs and fields.
5. To expose students to modern agriculture – precision agriculture, sustainable agriculture, organic farming, use of remote sensing, artificial intelligence, drones etc.
6. To prepare students for competitive exams for their growth in life.
7. To motivate students from the state to join agriculture program to increase gross enrollment of students in the college.
8. To provide technical guidance to farmers, entrepreneurs, industrialists.
9. To become top most institute in the state in the field of Agriculture education.

b. Mission / Vision statement:

Vision:

Train and empower youth for self-sustainability.

Mission:

- Focus on youth empowerment through knowledge and skills.
- Establish Training and R & D centre for Goa and neighboring states.
- Develop entrepreneurship skills in youth.
- Technological intervention for agriculture growth.

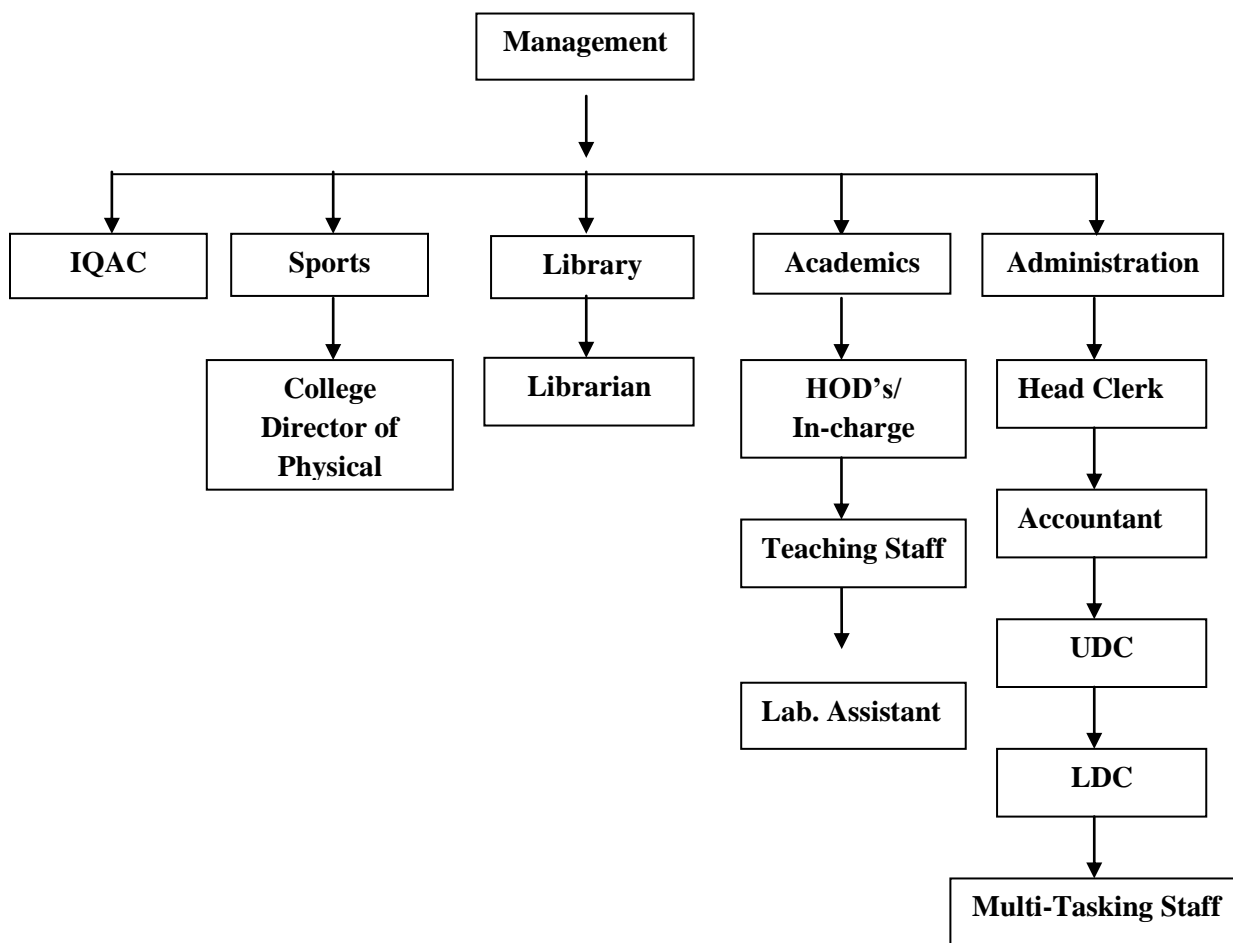
c. Brief history and background of establishment

The Don Bosco College of Agriculture affiliated with Goa University and headed by the Directorate of Higher Education was established in the year 2015. The college has professional four years B. Sc. (Hons.) Agriculture program for students from the state of Goa and other parts of the country. The college has adopted the V Dean Syllabus of ICAR from the academic year 2019-20. The students are exposed to various agricultural activities including fieldwork. They undergo the RAWE program in the VII semester and experiential learning in the VIII semester working on different modules.

The college has meteorological stations to record weather data, which is used for forecasting the incidence of pests and diseases to advise farmers for integrated management in the field. There are two poly houses for growing vegetables and seed production. The experimental plots are used for various field experiments and growing different crops and vegetables such as cucurbits, okra, Brinjal, Chilli, tuber crops and leafy vegetables *etc.* in kharif season and melons and guards, cruciferous and solanaceous vegetables in rabi season. The seedlings of mango, cashew, coconut and ornamentals are grown in the nursery. The college has dairy and poultry units and has developed facilities for composting and vermicomposting,

There are qualified admin and academic staff members in college who are provided with an audio-visual system, a library comprising of academic books, a Wi-Fi facility, and laboratories. The college is well equipped with all sports material for cricket, volleyball, basketball, carom, chess, football, and badminton *etc.* The students are motivated to participate in various competitions organized by universities and different colleges.

d. Organization Chart



e. Main activities/Functions

1. To impart quality agriculture education to students with better lab, library and field facilities.
2. To work towards the holistic development of students - Cognitive Development, Social Skills, Physical Development, Emotional Stability, Creative Development, Spiritual Development.
3. To provide experimental field knowledge to students.
4. To expose students to modern agriculture – Artificial intelligence, Remote sensing, Drones usage, Sustainable agriculture, Precision farming, Organic farming.
5. To train students for Agripreneurship for self-development and sustainability in life.
6. To train students for competitive exams and higher education.

f. List of the services being provided by the Public authority

The college is provided with adequate land, laboratories, equipment and machinery for the under-graduate programme B.Sc. (Hons.) Agriculture. The college campus is spread over 110 acres of fertile land, which is divided into blocks and allotted to different departments. The instructional farm has required facilities such as irrigation, farm machinery and storage space. Apart from farmland, there are two poly houses and shade net houses on the campus for imparting hands-on training and research.

The College library has provided students and staff the learning and teaching resources such as textbooks, reference books, journals, magazines, e-books and videos to meet their academic requirements. They are also provided with LCD projectors, desktops, laptops and interactive boards.

Don Bosco College of Agriculture is engaged in extension activities through the NSS, etc. The college undertakes NSS activities like blood donation camps, tree plantation, sessions on prevention of AIDS, adult education, agriculture technology transfer programme, self-defence for girls *etc.*

The college has collaborative projects with State Agriculture Department, University of Agricultural Sciences, Dharwad, NABARD, FiiRE and Private agricultural industries.

g. Citizen Interaction – Expectation of the public authority from the public for enhancing its effectiveness and efficiency.

1. Participation of parents, well-wishers, elders, local leaders to provide suggestions on quality education, discipline in college, feedback on their children/students performance, students development programs, experiential learning for entrepreneurship and self-sustainability.
2. Organising talks on motivation, leadership, social responsibilities for the development of student's ability, attitude and personality.
3. Involvement of NGO's for training on various aspects such as connecting students to industries for job opportunities, adolescent issues, peer pressure, self-defense *etc.*

h. Postal Address:

At Post Pirla, *via* Rivona,
Sulcorna, Quepem,
Goa 403705

i. Working hours both for office and public

Office: 8.30 am to 5.00 pm

Public: 11.00 am to 3.00 pm (with prior information)

MANUAL-2

Power and Duties of Officer and Employees [Section 4(1) (b) (ii)]

Section 4 (1) (b) ii. Power and duties of the Teaching and non-teaching staff:

Principal:

As per the Goa University statute SC-3 (ii) (Effective from 19th June, 2013) Responsibilities of the Principal of the College include supervision, general control and direction of the Governing Body. The Principal of the College, as in administrative and academic Head of the College, shall be responsible for:

- (a) Academic growth of the College;
- (b) Participation in teaching work, research and training programmes of the College;
- (c) Planning and assisting in planning and implementation of academic programmes such as orientation course, seminars, in service and other training programmes organised by the University and/or University Department/College for the academic competence of the Faculty members;
- (d) Admissions of students and maintenance of discipline of the College;
- (e) Receipts, expenditure and maintenance of accounts of the College and for causing other bodies, associations, societies, committees *etc.* to maintain, finalize and present their accounts;
- (f) Management of the College Libraries, Gymkhanas and Hostels;
- (g) Correspondence relating to the administration of the College;
- (h) Administration and supervision of curricular, extracurricular or extramural activities of the college and maintenance of records.
- (i) Observance of the Act, Statutes, Ordinances, Regulations, Rules and other directions or order issued there under from time to time by the University and the orders issued by the Central and the State Governments;
- (j) Supervision and conduct of College and University examinations including internal assessment and such other work pertaining to the examinations as assigned,
- (k) Assessing reports of teachers and maintenance of service books of teacher and other employees of the College in the forms as prescribed by the University.
- (l) Any other work relating to the College and the University as may be assigned to him/her by the University from time to time.

SC-3 (iii) (Effective from 19th June, 2013) Duties of the Principal of the Colleges:

- (i) To place before the Local Managing Committee:
 - (a) the budgetary statement for the following financial year and
 - (b) the statement of audited accounts for the previous financial year for consideration and approval.
- (ii) As the Principal is the Secretary of the Local Managing Committee he/she shall convene regularly meetings of the Local Managing Committee, which shall not less than two meeting in a year. However, additional meetings may be called as and when necessary at the request of any two members.

Teaching faculty:

As per Goa University Statute SC-5 (viii) the Duties of a teacher are as follows:

- (a) A teacher shall comply with the provisions of the Act, Statutes, Ordinances, Regulations, Rules and other directions or orders issued there under from time to time by the University and the Central and State Government.
- (b) A teacher shall engage classes regularly and punctually and impart such lessons and instructions, do such internal assessment/examination evaluation as the Head of the Department/Principal shall allot to him/her from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.
- (c) A teacher shall help the Principal to enforce and maintain discipline amongst the students.
- (d) A teacher shall perform any other co-curricular and extra-curricular work related to the college as may be assigned to him from time to time by the Principal of the College.

Further, As per Goa University Statute SC-5 (xx), the Code of Conduct for teachers states that:

- (a) A teacher shall carry out the legitimate academic and administrative decisions taken by the authorities of the college/University about his/her sphere of responsibility/duties.
- (b) A teacher shall not discriminate against a student on political grounds for reasons of race, religion, caste, language or sex or other reason of arbitrary or personal nature and shall not incite students/teachers against other students or other teachers, colleagues or administration/Governing body of the college.
- (c) A teacher shall not remain absent from duty without the proper sanction of leave.
- (d) A teacher shall desist/refrain from indulging in the unscientific publication which would prove to be detrimental to the reputation and the progress of the college/University.
- (e) A teacher may be permitted to take up consultancy under terms and conditions as outlined in the ordinance O.7 as amended from time to time. However, he shall not conduct individually or participate in conducting jointly with other coaching classes directly or indirectly. He/she shall not give any private tuition.
- (f) A teacher shall perform his/her academic duties and work related to examinations as assigned. No remuneration shall be payable to the teachers for internal assessment/home examinations conducted by the college.
- (g) A teacher shall have freedom of thought and expressions. He/she shall not misuse the facilities or forum of the college/University.
- (h) A teacher shall not make use of the resources and/or facilities of the Department/College/University/ Governing Body for personal, commercial, political or religious purposes.
- (i) A teacher shall not be partial in the assessment of a student or deliberately overmark, under mark or victimize a student on any grounds.
- (j) A teacher shall not indulge in or resort to directly or indirectly any malpractice or unfair means in teaching/examination/administration.

Librarian:

Librarian tasks may include selecting, acquiring, cataloguing, classifying, circulating, and maintaining library materials; and furnishing reference, bibliographical, and readers' advisory services.

May perform in-depth, strategic research, and synthesize, analyze, edit, and filter information. May set up or work with databases and information systems to catalogue and access information. The Librarian is responsible for providing administrative, technical and user services, which include the following:

1. The librarian shall help in the evaluation, selection and organization of library resources and materials.
2. The librarian shall organize information according to the needs of the users and provide the same to the end-user on a platter.
3. The Librarian shall check the daily operation of the library and supervision of the Library employees.
4. The Librarian shall maintain records and statistics and submit reports as required.
5. The Librarian shall act as a Public Relations Officer, orienting the users towards effective utilization of library resources and services.
6. The Librarian shall promote a library atmosphere conducive to study, reading and research.
7. He/She shall prepare the budget, keeping a hawk's eye on Library expenditure and the subjectwise allotment, forever striving to maintain a balance between the two.
8. The librarian shall look after the long term and short term needs for Library Equipment, Staff and stationary material are evaluated by the Librarian.
9. The librarian shall attend and participate in library-related meetings, workshops/seminars/conference/orientation programmes and any other training programmes.
10. He/She shall organise book talks, conduct activities, book exhibition display new arrivals in the Library for staff and students
11. He/She shall maintain a computerized database of books, putting one's indexing skills to the best possible use to lead the user to his or her information or resource.

College Director of Physical Education

1. The duties of the College Director of Physical Education include teaching students how to play sports, administering national physical education tests, monitoring students' progress, meeting the physical needs of students with learning and physical disabilities, grading student performance and communicating with teachers and parents.
2. For a deeper understanding of athletic facilities, university sports systems, college sports protocol and college sports services, the College Director of Physical Education will administer an orientation program for students.
3. Intramural and Extramural Events will be coordinated, managed and administered by the College Director of Physical Education.
4. The Director of Physical Education of the College shall coordinate the registered Sportsperson fitness test. It is mandatory to offer the test to all the registered Sportsperson, failing which it will not be eligible to participate in the Extra-Mural competition for that particular student.
5. To promote more interest in indoor sports, the College Director of Physical Education will organize a "Demonstration Program".

6. The College Director of Physical Education must keep the students' game-wise attendance and achievement record.
7. The College Director of Physical Education should coordinate with Sports CR and Sports Secretary.
9. The College Director of Physical Education should inform the Principal before starting any sports program.

Head Clerk

1. College Affiliation work.
2. Correspondence with DHE, GU and Other related offices for work and response to College emails and letters received from different departments.
3. Recruitment and selection process of teaching and non-teaching staff.
4. Preparing Budget at the beginning of the academic year.
5. Maintaining a file and record of the all appointed staff and roster register.
6. Sending Anti-raging report to DHE/GU.
7. NSP Scholarship.
8. Attending to L.A.Q./R.T.I.
9. Service book, personal files, CL, EL, CCL, maternity leave, Children Education Allowance, Medical Reimbursements, Confidential report, etc.
10. Monthly finalization of salaries and forwarding the same to DHE.
11. New pension scheme forms, nominations etc
12. Coordinating admission of student, Goa University registration and eligibility of students.
13. MCAP cases of staff, DPC, Career Advancement Scheme (CAS) to Teachers, Ph. D increment, *etc*
14. College maintenance coordination & maintenance grant claim sends to DHE.
15. Calculating the income tax of all college staff, filling of Quarterly and yearly income tax returns within the time limit as per rules & also issue Form-16 to staff.
16. Tenders if any.
17. Distribution of urgent work to the subordinate and verification of the same.
18. In addition to the above any other responsibilities assigned by principal/Director/HOD.
19. To exercise, check and to follow up the incoming letters received from the University /Centre/College/Student *etc.*

Accountant:

1. Handling college and society accounts.
2. Preparing Trial Balance, Income and expenditure account, Balance Sheet and Audited statement of accounts and getting the same audited as per the pattern of assistance and DHE rules.
3. To send copies of audited statements of accounts to DHE along with Assessment report for drawing a salary and non-salary grants.
4. Preparing and checking of salary bills of TS, NTS, contract, lecture & Daily wage staff and verifying the same with attendance register and sending the same for DHE approval every month.
5. Corresponds with DHE, Bank & Payments.
6. Maintaining annual files of audit, IT, PF, TDS, Department Audit.
7. Preparing vouchers and drawing cheques for all the current and saving accounts of the college.

8. Calculating the income tax of all college staff, filling of Quarterly and yearly income tax returns within the time limit as per rules & also issue Form-16 to staff.
9. To visit DHE, GU and other related offices for work if any.
10. Preparing & settlement of pension & NPS withdrawal papers for retiring staff.
11. Any other work assigned by the Principal/Director/HOD from time to time.

Upper Division Clerk:

1. To prepare salary for regular/contract/lectures of teaching and non-teaching staff and also approving & verifying the same with the Accountant for his approval.
2. Preparing salary slip & maintaining salary register of teaching & non-teaching staff.
3. Preparing the statement of DA arrear if any.
4. Preparing Annexure III & IV to be sent to DHE on monthly basis.
5. Preparing NPS forms of regular appointees.
6. Generating PPAN & PRAN numbers of regular staff.
7. Preparing pay fixation statement to be sent to DHE for approval.
8. Receiving acceptance & joining reports.
9. Society related work such as renewal of society, Submission of the yearly audit report to the Society office, Margao every year, *etc.* as instructed by management.
10. Writing student fee register & reconciliation of the same and reporting the accountant.
11. Writing fee receipt book and issuing the same to students.
12. Hostel record & writing Hostel fee receipt book.
13. Filling of refundable deposit forms of college and Hostel and sending for approval with the accountant.
14. Work in collaboration with Head Clerk.

LDC 1

1. Scholarship work of ST, SC, OBC, Minority students, *etc.*
2. To attend the student admission and scrutinize the forms and to keep the record up to date and to check the documents required for admission of students.
3. Year-wise record keeping, writing student register, *etc.*
4. Cancellation of admission if any.
5. GU student registration and eligibility confirmation.
6. Student correspondence and issue of Bonafide certificate, Character certificate, Attempt Certificate, Transfer Certificate, Migration certificate, Transcript certificate, Fee structure and other related certificates.
7. Record keeping of student attendance submitted by Teachers.
8. All work related to examination under the supervision of Coordinator of exam like registration of admission forms, distribution of exam forms, collecting fees of backlog students, preparing exam supervision chart, preparing exam consolidated chart, preparing & distributing hall tickets, Removing subject wise details of students, removing details of backlog students, Entering marks, preparing & distributing mark sheets, Seating arrangements for students, Entering registration numbers of FY students, Entering aggregate marks, Entering project marks of students, preparing exam remuneration bill of I, II, III and IV semester, Typing of question papers, *etc.*
9. In addition to the above any other responsibilities assigned by principal/Director/HOD.

LDC 2

1. Writing inward and outwards register.
2. Attending the counter.
3. Keeping staff casual leave record.
4. Checking attendance register and report to HOD.
5. Obtaining joining report after availing EL, maternity, CCL, and other such kinds of leaves by any staff.
6. Photocopying and record-keeping of Xerox transactions and money.
7. Postage and courier record. (Speed post register)
8. Giving asset number to assets purchased and gives it to the accountant to record the same on the reverse of the bill duly initialized.
9. Keeping stationery record and registers, dead stock register, *etc.*
10. Attending phone calls of the college and communicating the message to the concerned persons.
11. Housekeeping purchases & stock record and inspection of the same.
12. The work assigned should be completed and reported to the HOD.
13. Monthly submission of salary sheet and correspondence to DHE/GU/Other related Offices if any.

v) Laboratory Assistant

1. To assist students and teachers in conducting practical's and experiments by providing/arranging required laboratory equipment's or preparing various laboratory reagents etc. as the case may be.
2. To maintain stock registers and register of consumable materials and to undertake physical stock verification of laboratory materials.
3. To assist in the purchase and procurement of laboratory materials.
4. To supervise the work of laboratory attendants working under her/him.
5. To assist in routine administrative matters and to ensure that the laboratory facilities are not misused by any person.
6. To report about breakages/losses in the laboratory, to her/his superiors.
7. To ensure that all the cupboards and laboratories are properly closed by the laboratory attendants.
8. if any requirement in the Laboratory the proposal should be moved through HOD with his remark for the final approval of Principal and Director before placing an order of the purchase.

vi) Multi-Tasking Staff

1. Physical Maintenance of records of the section.
2. General cleanliness & upkeep of the Section/Unit.
3. Carrying of files & other papers within the building.
4. All type of fieldwork, laboratory work, etc.
5. Photocopying, sending of FAX and receiving of Telephone Call etc.
6. Other non-clerical work in the Section/Unit.
7. Assisting in routine office work as a diary, dispatch etc., including on computer.
8. Delivering of *dak* (outside the building or Office)
9. Watch & Ward duties.

10. Whenever College functions are in progress, MTS must be present till the entire functions get over and set high all belongings of the Institutions.
11. Opening & Closing of rooms.
12. Cleaning of Rooms.
13. Lifting and Shifting of Equipment's, cupboards and other furniture.
14. Dusting & Cleaning of Office Furniture, benches, desks etc.
15. Cleaning of building, fixtures etc.
16. Work related to his ITI qualifications, if it exists.
17. In absence of any staff, his/her duty needs to be shared by you along with other staff.
18. Driving of vehicles, if in possessions of valid driving license.
19. Upkeep of parks, lawns, potted plants etc.
20. Any other work assigned by the Superior Authority.

Outsourcing Staff

a) Gardener

Monitoring the Garden plants, Nursery, Watering and feeding plants, Trimming trees and shrubs, fertilizing and mowing lawns, grafting, weeding gardens and keeping green spaces and walkways clear of debris and litter, maintaining landscaping equipment, including mowers, trimmers and fertilizers of all kinds. Notify superiors on any damage, deficits, check stocking levels of all consumables and replace when appropriate. Also dairy work, poultry work, milking of a cow, grazing of cow and goats, irrigation of sugarcane, seed plots, harvesting of chillies, okras, vegetables & cashew nuts, etc.

b) Housekeeping

Perform a variety of cleaning activities such as sweeping, mopping, dusting and polishing. Ensure all rooms including washrooms and toilets are cared for and inspected according to standards. Notify superiors on any damage, deficits, check stocking levels of all consumables and replace when appropriate.

MANUAL-3

Procedure followed in Decision Making Process [Section 4(1) (b) (iii)] **Section 4(1) (b) (iii): Procedure to be followed in the decision making process, including channels of supervision and authority**

Principal

- The Principal in consultation with teaching and non-teaching staff, admin, directorate of higher education and Goa University tries to know what is right for the development of any process for the growth of the college. The Principal is also assisted by various committees for maintaining quality in education, discipline and developing mission to achieve the target.
The Principal is the academic and administrative head of the college and therefore he decides day-to-day functioning of the college. The Principal supervises the executions of plans for desirable standards. The Principal is also the convener of important committees for strategic planning and execution.
- The HODs decide on matters related to functioning of their departments with the policies laid down by the college and IQAC. The teachers are appointed as chairpersons of various committees.

MANUAL-4

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

The college provides various services for students:

Sr. No.	Services provided to students	Time frame
1	Issue of Uniforms	Within stipulated time
2	Issue of Identity Cards	15 days from last day of admissions
3	Issue of duplicate Identity Cards- if lost	Within 6 working days
4	Issue of fee structure	Maximum 2 working day
5	Issue of Bonafide Certificate	Maximum 2 working day
6	Issue of Transfer Certificate	Maximum 2 working day
7	Issue of Character Certificate	Maximum 2 working day
8	Processing and forwarding for Migration Certificate to Goa University	Within 3 working days
9	Processing for Transcript Certificate	Within 3 working days
10	Processing different Scholarships forms	Within stipulated time
11	Result declaration	One month after the last date of the examination
12	Issue of mark sheets	After the declaration of results, mark sheets are distributed to parents by mentors
13	Issue of duplicate mark sheets- if lost	Within 3 working days
14	Verification of marks	10 days from the declaration of results on payment of the stipulated fee
15	Student monthly mentorship and counselling meet	Within stipulated time
16	Educational Tour after completion of Sem.II and before start of Sem.III	Within stipulated time

MANUAL-5

Rules, Regulations, Instructions, Manuals and Records for discharging functions [Section 4(1) (b) (v)]

Sr. no.	Name of the Act, Rules, Regulations	Authority	Particulars
1	Statutes of Goa University	Goa University	Appointments, Affiliation, Service Conditions, Disciplinary, Proceeding & Penalties etc.
2	Ordinances of Goa University	Goa University	Admissions, Examinations, Leave, Promotions etc.
3	Goa University Circulars, Notices, etc.	Goa University	Examinations, Sports, Appointments, etc.
4	All related Rules & Regulations and Circulars of Government of Goa/ India	Directorate of Higher Education, Govt. of Goa	Admissions, Appointments, Leave, Promotions, etc.

CODE OF CONDUCT FOR STUDENTS

1. Don Bosco College of Agriculture always expects its students to conduct themselves with dignity, decency and decorum; they are expected to keep up to a very high moral and social behavior even outside the college campus to keep up the name of the college.
2. All the students are responsible to their conduct in the College premises. Students of this college shall abide by the rules that may be made by the Principal or by the persons authorized by her from time to time. Disobedience, misconduct, misbehavior, sexual harassment or failure to comply with any of the rules will entail punishment including expulsion from the college.
3. Every student must wear the College Identity Card during college hours, college and University examination. Failure to do so will entail a fine of Rs.100/- per violation. The Identity Card shall be returned to the College Office without fail for cancellation when the students leave the college.
4. No student should invite any outsider to attend classes, functions or for any other purpose without the prior permission of the Principal.
5. Students applying for certificates, testimonials, letters of reference or any other document requiring the Principal's signature should apply for the same in writing and claim them from the office after three days. No papers should be brought by the students directly to the Principal or Vice-Principal for signature.

6. Students should take particular care to be punctual at all lectures & practicals. Absence from a single lecture must be justified in writing and if the prolonged illness is the cause, a medical certificate must be submitted on the day of resuming class. On duty record for absence due to participation in activities to be submitted on the following day of the activity.
7. Students are required to adhere to the Examination Ordinance of Goa University. Please refer to the Goa University Ordinance OC-64 & OC-64A available at:
https://www.unigoa.ac.in/uploads/config_docs/20201223.043026~Ordinances_Part_C_21_Dec_2020.pdf
8. Students are required to have a minimum attendance of 85% per course to be eligible to appear for the SEA. If a student fails to secure 85% attendance in a particular course but secures 85% attendance overall, s/he will be permitted to appear for the SEA except for that particular course. Exemptions as per OA-17 shall be applicable.
9. Any student having grievance about her attendance should notify the college Principal in writing within three days from the date of declaration of attendance on the College Notice Board.
10. Students should read the notices displayed on the College notice board from time to time. However, some urgent notices may be read out in the class-rooms.
11. Ragging is a cognizable offence and is banned in the institution. Anyone found indulging in 'ragging' is likely to be punished appropriately, which may include expulsion from the college by the Principal.
12. Students will form no association and will arrange no meetings in the College, without prior permission of the Principal.
13. Students should not loiter in the college corridor or cause disturbance on the College premises while the classes are in progress or at any other time.
14. Smoking on college premises is strictly prohibited.
15. Students are expected to take proper care of the college property and to help in keeping the premises neat and tidy; the damage done to the college property is a breach of discipline and will be dealt with severely.
16. Students will refrain from selling tickets or coupons of outside organizations in the college without the prior permission of the Principal.
17. Letters received by day scholars, will not be delivered to them. Students are requested not to give the college address for their personal mail.
18. Students are not allowed to use cell phones in the classrooms. Violation of this rule would result in confiscation.

The decision of the Principal in all matters shall be final and binding on all students.

MANUAL-6

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

Sr. No.	Nature of Record	Details of information available	Unit / Section where available	Retention period where available
1	Service Book	Staff Service Records	Office	Office Hours
2	Attendance Register of Staff	Staff attendance	Office	Office Hours
3	Attendance Register of Students	Class-wise attendance of students	Office	Office Hours
4	Leave Records	Leave	Office	Office Hours
5	Personal files	Personal Record	Office	Office Hours
6	Student General register	Student records	Office	Office Hours
7	Fees Register	Details of fees paid by Students	Office	Office Hours
8	Files containing various Circulars	Circulars received from Goa University, DHE, etc.	Office	Office Hours
9	Staff and Student Register of Roster	Reservation of Posts, student admission, etc.	Office	Office Hours
10	Salary Register	Salary	Office	Office Hours
11	Dead Stock Register	Fixed Assets	Office	Office Hours
12	Inward and Outward Register	Inward and Outward letters	Office	Office Hours
13	Register of consumables and stationery	Consumables and stationery	Office	Office Hours
14	Various Books pertaining to accounts and audited statement of account	Accounts section of Office	Office	Office Hours
15	Examination Results	Results of Students	Office	Office Hours
16	Accession register of Library books	List of Books Library	Library	Office Hours
17	Accounts documents	Accounts section of Office	Office	Office Hours

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)]

Sr. No.	Name and address of the consultative Committee	Constitution of the Committee / body	Role and Responsibility	Frequency of meetings
1	Internal Quality Assurance Cell (IQAC)	College Director-1 Principal-1 Assistant professors-4 Admin Staff-1 Parent-1 Farm Manager-1	Integral aspect of the institution and works to meet the objectives of quality assurance and maintenance.	4
2	College Anti-ragging Committee	Principal-1 Reporter-1 Assistant professors-1 Librarian-1 Sarpanch-1 Ngo-1 Goa Police member-1 Parent-1 Student-2 Admin staff-1	Compliance of provision pertaining to UGC regulations on curbing the menace of ragging, etc.	2

MANUAL-8

A statement of boards, council, committees and other bodies constituted [Section 4(1) (b) (viii)] Constitutions of body (2020-21)

Sl no	Name & address of the body	Main function of the body	Constitutions of the body	Date of constitution	Date up to which valid	Whether meeting open to public	Frequency of meetings
1	College Anti-ragging Squad (ARS)	To work under the overall control of the Anti-Raging Committee	1. Fr. Allwyn D'Souza - Director 2. Fr. Anisio Mota - Administraror 3. Sr. Natal - Wadern Ladies Hostel 4. Dr. Gourish Karanjalker- Assistant Professor 5. Dr. Rachana Kolambkar- Assistant Professor 6. Mr. Geetesh Velip - Laboratory Assistant	Present committee constituted on 21-08-2020	1 year	No	2
2	College Anti-ragging Committee (CARC)		1. Dr. Suresh Kunkaliker - Principal 2. Mr. Mithun Gurav - Reporter 3. Dr. Narayan Gurav - Assistant professor 4. Sulochana Xete Dessai - Librarian 5. Mrs. Samiksha Yogesh Gaonkar - Member (Sarpanch - Pirla Panchayat) 6. Fr. Anisio Mota - NGO 7. Mr. Suraj Palputo Naik Dessai - Goa Police, Quepem 8. Mr. Govind Krishna Raut - Parent 9. Ms. Diis Barros Dhannika Maria	Present committee constituted on 08-09-2020	1 year	No	2

			- Student 10. Ms. Pujari Kavita - Student 11. Ollywn D'Silva - UDC				
3	College Grievance Committee (CGC)		1. Dr. Prashant Patil - Chairperson 2. Mr. Sanjay Nitave - Member 3. Mr. Shrinivas Sable - Member	Present committee constituted on 03-09-2020	1 year	No	2
4	College Student Grievance Redressal Committee (CSGRC)		1. Dr. Suresh Kunkaliker - Chairperson 2. Dr. Rakesh Kawale - Member 3. Dr. Prashant Patil - Member 4. Dr. Shreyas Jadhav - Member 5. Mr. Rajan Shelke - Member 6. Saish Gaonkar - Student Memner (Special Invite)	Present committee constituted on 10-09-2020	1 year	No	2
5	College Unfair Means Inquiry Committee (CUMIC)		1. Dr. Rakesh R. Kawale, Chairperson, Asst. Professor in Agricultural Extension Education. 2. Dr. Harshal V. Wadatkar, Member. Asst. Professor in Animal Science and Dairy Science. 3. Mr. Samir Noronha, Member	Present committee constituted on 30/07/2019	1 year	No	2
6	Internal Complaints Committee (ICC)	To address issues related to Sexual Harassment of women at the workplace.	1. Dr. Rachana Kolambkar, Assistant Professor 2. Dr. Gourish Karanjalker - Asst. Professor 3. Ms. Sulochana Xete Dessai, Librarian 4. Mr. Satish Patil, Assistant Professor 5. Sr. Lucy Rodrigues, Salesian Sister of Don Bosco	Present committee constituted on 17/02/2022	1 years	No	2

7	Internal Quality Assurance Committee (IQAC)	The IQAC works towards realizing the goals of quality enhancement and sustenance. Its prime task is to develop a system for conscious, consistent and catalytic improvement in the performance of the Institution.	<ol style="list-style-type: none"> 1. Fr. Allwyn D'Souza - Chairperson 2. Mr. Rajan Shelke - Member 3. Dr. Prashant Patil - Member 4. Dr. Rakesh Kawale - Member 5. Er. Atkari Vinod Tukaram - Member 6. Mr. Kisan Fal Dessai - Member 7. Mr. Joao Agostinho Fernandes- Member 8. Mr. Dinesh Prayag - External Expert 9. Dr. Suresh Kunkaliker - Member Secretary 	Present committee constituted on 08-09-2020	2 years	No	4
8	Advisory committee for RAWE program		<ol style="list-style-type: none"> 1. Dr. Suresh Kunkaliker - Chairperson 2. Dr. Gourish Karanjalkar, Assistant Professor- RAWE Co-ordinator 3. Mr. Satish Patil, Assistant Professor - Programme Officer 4. Dr. Rachana A. Kolambkar, Assistant Professor - Programme Officer 5. Dr. Rakesh R. Kawale, Assistant Professor- Advisor 	Present committee constituted on 21/08/2020	1 years	No	2

9	Subject Matter Specialist (SMS) for RAWEP		<p>1.Mr. Sanjay Nitave, Asst. Professor, Agronomy 2.Dr.Harshal V. Wadatkar,Assistant Professor in Animal Science and Dairy Science. 3.Dr.Prashant P. Patil,Assistant Professorin Botany. 4.Dr.Rachana Kolambkar,Assistant Professor in Agricultural Economics and Statistics. 5.Mr.Rajan T. Shelke,Asst. Professor in Agri.Entomology. 6.Er. Vinod T Atkari,Asst. Professor in Agricultural Engineering. 7.Dr.Rakesh R. Kawale,Asst.Professor in Agricultural Extension Education. 8.Dr.Gourish R. Karanjalker,Asst.Professor in Horticulture. 9.Dr.Narayan Gurav,Asst.Professor in Plant Pathology. 10.Mr.Satish R. Patil,Asst. Professor in Soil science and Agricultural Chemistry. 11.Dr.Shreyas Jadhav,Asst. Professor in Agricultural Extension. 12.Dr.Suresh Kunkaliker,Principal,DBCA</p>	Present committee constituted on 21/08/2020	1 years	No	2
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10	Local Management Committee (LMC)		<p>1. Fr.Allwyn D'Souza, Director,DBCA.</p> <p>2.Fr.Bernardino De Almeida,Member.</p> <p>3.Dr. Prashant P.Patil,Member,Asst.Professor in Botany.</p> <p>4.Dr.Rakesh R.Kawale,Member,Asst.Professor in Agricultural Extension Education.</p> <p>5.Dr. Suresh Kunkalikar,Principal,DBCA-Member Secretary</p>	Present committee constituted on 30/07/2019	1 years	No	2
11	College Examination Committee (CEC)	College Examination Work	<p>1. Dr. Rachana A. Kolambkar, Asst. Professor- Chairperson</p> <p>2. Dr. Harshal V. Wadtkar, Asst. Professor- Member</p> <p>3. Er. Atkari Vinod Tukaram, Asst. Professor- Member</p> <p>4. Mr. Satish R. Paril, Asst. Professor- Member</p> <p>5. Mr. Rajan T. Shelke, Asst. Professor- Advisor</p>	Present committee constituted on 20/08/2020	3 years	No	4
12	Constitution of Subject Matter Specialist (SMS) Committee for DBCA & CSR		<p>1. Mr Sanjay Nitave, Asst. Professor-Agronomy</p> <p>2. Mr. Satish Patil, Asst. Professor-SSAC</p> <p>3. Dr. Harshal Wadtkar, Asst. Professor- ASDS</p> <p>4. Dr. Prashant Patil - Agril. Botany</p> <p>5. Dr. Rachana Kolambkar, Asst. Professor- Agril. Economics</p> <p>6. Mr. Rajan Shelke, Asst.</p>	Present committee constituted on 21/11/2020	1 years	No	4

			Professor-Agril. Entomology 7. Dr. Narayan Gurav, Asst. Professor-Plant Pathology 8. Er. Vinod Atkari, Asst. Professor- Agril. Engineering 9. Dr. Gourish Karanjalker-Asst. Professor- Horticulture 10. Dr. Shreyas Jadhav, Asst. professor- Agril. Extension Education				
13	Publication and social media Committee	Publication related to College	1. Dr. Rakesh Kawale, Assistant professor 2. Dr. Prashant Patil, Assistant professor 3. Dr. Gourish Karanjalker, Assistant professor 4. Ms. Sulochana Xete dessai, Librarian	Present committee constituted on 10/10/2020	1 years	No	2
14	College Purchase and Sale Committee	Purchases & Sale related to college	1. Dr. Suresh Kunkaliker, Principal 2. DR. Gourish Karanjalker, Assistant Professor 3. Dr. Rakesh Kawale, Assistant Professor 4. Mr. Satish Patil, Assistant Professor 5. Mr. Sanjay Nitave, Assistant Professor 6. Dr. Harshal Wadatkar, Assistant Professor 7. FR. Anisio Mota, Rector-Manager	Present committee constituted on 17/11/2021	1 years	No	2

15	College Accounts Committee	Accounts related to College	1. DR. Gourish Karanjalker, Assistant Professor 2. Mr. Satish Patil, Assistant Professor 4. Dr. Rakesh Kawale, Assistant Professor 5. Dr. Harshal Wadatkar, Assistant professor 6. Mr. Rajan Shelke, Assistant Professor 6. FR. Anisio Mota, Rector-Manager 7. Mr. Santosh Naik, Accountant	Present committee constituted on 17/11/2021	2 years	No	2
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MEMBERS OF MANAGEMENT COMMITTEE

Sr. No.	Name	Title
1	Fr. Felix Fernandes	President/Chairman
2	Fr. Clive Telles	Vice-President
3	Fr. Francis Silveira	Treasurer
4	Fr. Jacinto Dias	Member
5	Fr. Sredny Antao	Member
6	Fr. Tamatur Cardozo	Member
7	Fr. Anisio Mota	Secretary

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Directory of Officers & Employees [Section 4(1) (b) (ix)] Teaching Staff

Section 4(1) (b) (ix) & (x): Directory of officers and employees Teaching Staff

Sr. No.	Names	Designation	Department	Mob. No.	Email address
1	Dr. Suresh Kunkaliker	Principal	Plant Pathology	9423889770	suranju_2000@yahoo.com
2	Dr. Gourish Karanjalker	Assistant Professor	Horticulture	9764759914	gourishkaran@gmail.com
3	Dr. Rachana Kolambkar	Assistant Professor	Agricultural Economics	8412867606	kolambkar.rachana14@gmail.com
4	Mr. Sagar Palconda	Assistant Professor	Sports	8698901226	spalconda@gmail.com
5	Dr. Rakesh Kawale	Assistant Professor	Agricultural Extension Education	7030702555	kawale.rakesh@rediffmail.com
6	Dr. Harshal Wadatkar	Assistant Professor	Animal Science and Dairy Science	9511769661	hrshlwdtkr07@gmail.com
7	Mr. Rajan Shelke	Assistant Professor	Agricultural Entomology	7507553762	rajanshelke6691@gmail.com
8	Dr. Shreyas Jadhav	Assistant Professor	Agricultural Extension Education	7020216708	jshreyas409@gmail.com
9	Dr. Narayan Gurav	Assistant Professor	Plant Pathology	8901589178	narayangurav28@gmail.com
10	Mr. Satish Patil	Assistant Professor	Soil Science and Agricultural Chemistry	9049823380	satish.patil18577@gmail.com
11	Mr. Vinod Atkari	Assistant Professor	Agricultural Engineering	9503512521	ervinodatkari@gmail.com
12	Mr. Shrinivas Sabale	Assistant Professor	Agricultural Botany	7558649350	shrinivassabale2915@gmail.com
13	Mr. Sanjay Nitave	Assistant Professor	Agronomy	9975474905	sanjunitave@gmail.com
14	Dr. Haresh Agare	Assistant Professor	Animal Science and Dairy Science	9730581105	hareshagare1990@gmail.com

15	Ms. Sulochana Xete Dessai	Librarian	Library	9673217784	xetedessaisulochana@gmail.com
16	Mr. Rane Omkar Hariskrishna	Assistant Professor	Horticulture	9420135968	raneomkar57@yahoo.com
17	Mr. Kulbhushan Jalandar Patil	Assistant Professor	Agricultural Economics	9854002525	swabhimani09@gmail.com
18	Dr. Dhanashri Gawas	Assistant Professor	Soil Science and Agricultural Chemistry	9423686621	dhanashrigawas007@gmail.com
19	Mr. Eltrin D'souza	Assistant Professor	English	9158370660	eltrindesouza@gmail.com

Non-teaching Staff

Sr. No.	Names	Designation	Mob. No.	Email address
1	Mr. Kisan Fal Dessai	Head Clerk	9689159180	kisanfaldessai@gmail.com
2	Mr. Santosh Naik	Accountant	9545303285	sntshnaik22@gmail.com
3	Mr. Preston Fernandes	System Administrator	9011571498	prestonferns@gmail.com
4	Mr. Ollywn D'Silva	U.D.C.	9923150637	dsilvaollywn@yahoo.com
5	Ms. Meliza Fernandes	L.D.C.	9673913566	fernandesmeliza66@gmail.com
6	Mr. Sandesh Naik Dessai	L.D.C.	9158318302	dessaisandesh30@gmail.com
7	Mrs. Jovina Fernandes	Lab. Asst.	8237525080	fernjovina@gmail.com
8	Mrs. Mamata Udpikar	Lab. Asst.	9404455180	mamtaudpi@gmail.com
9	Ms. Deepashree Naik	Lab. Asst.	9765665003	deepashreenaik4@gmail.com
10	Mr. Shambhu Gaonkar	Lab. Asst.	9404909976	shambhugaunkar44@gmail.com
11	Mr. Geetesh Velip	Lab. Asst.	8550912403	velipgeetesh1992@gmail.com
12	Mr. Deepak Bhavdan	MTS	9673744172	bhavdandeepak@gmail.com

13	Mr. Dinesh Bhavdan	MTS	7875432991	dineshbhavdan2991@gmail.com
14	Mr. Sarvesh Velip	MTS	8412851924	sarvesh6658@gmail.com
15	Mr. Erfan Sheikh	MTS	9763688966	sheikherfan55@gmail.com
16	Mr. Rupesh Gaonkar	MTS	9423140387	12345rupeshgaonkar@gmail.com
17	Mr. Akshay Rekdo	MTS	9112023783	rekdoakshay09@gmail.com
18	Mr. Viraj Fotto Dessai	MTS	9923658151	snehanaik0311@gmail.com
19	Mr. Chandresh Gaonkar	MTS	8408038457	chandreshgaonkar71@gmail.com
20	Mr. Dinesh Rekdo	MTS	9764692444	dineshrekdo@gmail.com
21	Mr. Bhushan Sawant Dessai	Field & Plant Collector	8698869306	bhushansawantdessai@gmail.com
22	Ms. Rhea Alfanso	Counselor	7350755896	rhealfonso96@gmail.com

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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)]

Teaching Staff (Regular basis)

Sr. No	Name of the Employee	Designation	Pay Scale		Gross Salary
			Applicable Level in Pay Matrix	Applicable Cell in Pay Matrix	
1	Dr.Suresh Ramnath Kunkalikar	Principal	14	4	2,39,540
2	Dr. Gourish Ranganath Karanjalker	Assistant Professor in Horticulture	10	11	1,20,191
3	Dr. Rachana Ashok Kolambkar	Asstt. Prof in Agri. Economics & Statistics	10	5	1,01,417
4	Ms. Sulochana Pralhad Xete Dessai	Librarian	10	5	1,01,417
5	Mr. Sagar Galaya Palconda	College Director of Physical Education	10	3	95,904

Non-teaching Staff (Regular Basis)

Sr. No.	Name of the Employee	Designation	Pay Scale		Gross Salary
			Applicable Level in Pay Matrix	Applicable Cell in Pay Matrix	
1	Mr. Kisan Pramod Fal Dessai	Head Clerk	6	2	56,743
2	Mr. Santosh Govind Naik	Accountant	6	3	58,382
3	Mr. Preston Fernandes	System Admin.	6	3	58,382
4	Mr.Ollywn D'Silva	U.D.C.	4	2	41,545

5	Ms.Meliza Steffy Fernandes	L.D.C.	2	4	32,333
6	Mr.Sandesh Govind Naik Dessai	L.D.C.	2	4	33,512
7	Mr. Bhushan R Sawant Dessai	Field & Plant Coll.	2	3	32,618
8	Mrs.Mamata Paresh Udpikar	Lab. Asst.	4	6	46,462
9	Ms.Jovina Anju Fernandes	Lab. Asst.	4	6	46,462
10	Mr.Geetesh Babu Velip	Lab. Asst.	4	5	45,121
11	Mr.Shambhu Govind Gaunkar	Lab. Asst.	4	5	45,121
12	Ms.Deepashree Ravindra Naik	Lab. Asst.	4	4	41,571
13	Mr.Deepak Nago Bhavdan	MTS	1	5	31,426
14	Mr.Dinesh Nago Bhavdan	MTS	1	5	31,426
15	Mr. Sarvesh Kanta Velip	MTS	1	5	31,426
16	Mr. Erfan Sheikh	MTS	1	5	31,426
17	Mr. Rupesh Pandu Gaonkar	MTS	1	5	31,426
18	Mr. Akshay Bomo Rekdo	MTS	1	5	31,426
19	Mr. Viraj Vasu Fotto Dessai	MTS	1	3	29,800
20	Mr.Chandresh Barkelo Gaonkar	MTS	1	3	29,800
21	Mr. Dinesh Navlo Rekdo	MTS	1	3	29,800

Teaching Staff (Contract basis)

Sl No	Name of the Teacher	Designation/ Subject	Gross Salary
1	Dr. Shreyas S. Jadhav	Assistant Professor in Agricultural Extension	60,000.00
2	Dr. Gurav Narayan Pandit	Assistant Professor in Plant Pathology	60,000.00
3	Er. Atkari Vinod Tukaram	Assistant Professor in Agricultural Engineering	55,000.00
4	Mr. Shrinivas Nivrutti Sabale	Assistant Professor in Agril. Botany	55,000.00
5	Mr. Nitave Sanjay Suresh	Assistant Professor in Agronomy	65,000.00
6	Dr. Kawale Rakesh Ravindra	Assistant Professor in Agricultural Extension	60,000.00
7	Dr. Harshal V. Wadatkar	Assistant Professor in Animal Science and Dairy Science	60,000.00
8	Mr. Rajan T. Shelke	Assistant Professor in Entomology	60,000.00
9	Mr. Haresh Ramesh Agare	Assistant Professor in Animal Husbandry & Dairy Science	55,000.00
10	Mr. Rane Omkar Hariskrishna	Assistant Professor in Horticulture	55,000.00

Teaching Staff (Lecture basis)

Sr. No	Name of the Teacher	Designation/ Subject	Rate Per Lecture	Rate Per Practical
1	Mr. Satish Raosaheb Patil	Assistant Professor in Soil Science and Agricultural Chemistry	750	2250
2	Mr. Patil Kulbhushan Jalandhar	Assistant Professor in Agricultural Economics &	750	2250

		Statistics		
3	Ms. Dhanashri Prakash Gawas	Assistant Professor in Soil Science and Agri. Chemistry	750	2250
4	Mr. Eltrin D'souza	Assistant Professor in English	750	2250

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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 2021-22 Don Bosco College of Agriculture

Major Head	Activities Performed	Sanctioned Budget	Budget Estimate	Revised Estimate	Expenditure for the last year (2020-21)
Salaries for payment to Teaching & Non-Teaching Staff	To Impart Education to students & administrative work by Non-teaching staff	Salary grant is received after submitting monthly salary statement in advance to the Directorate of Higher Education.	Rs.3,00,60,000/-	-	Rs.2,39,92,944/-

Plan Budget 2021-22 Don Bosco College of Agriculture

Name of the Plan Scheme	Activities to be undertaken	Commencement of Academic year 21-22	End of Academic year 21-22	Amount sanctioned	Amount disbursed/ spent upto
Non-Salary Expenditures for	To meet various expenditure of the college as per the pattern of Assistance prescribed by the Directorate of Higher Education Govt. of Goa, Panaji.	01/07/2021	20/08/2022	Expenditure for the AY 2020-21 is sent for approval from Directorate of Higher Education, Govt. of Goa, Panaji.	Rs. 28,07,998/- spent for the AY 2020-21

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List of individuals given subsidy [Section 4(1) (b) (xii)]

Sr. No.	Name & address of the institution	Purpose for which subsidy provided	No. of beneficiaries	Amount of subsidy	Previous years Utilisation progress	Previous years achievement
1	Don Bosco College of Agriculture	Nil	Nil	Nil	Nil	Nil

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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
1	<p>23 ST students applied</p> <p><u>First Year B.Sc. (Hons.) Agriculture</u></p> <ul style="list-style-type: none"> ♦ Veewal Henlie D'Souza ♦ Neah Colaco ♦ Darshan Janu Velip ♦ Mayuresh Tulshidas Gaonkar <p>Hila Madhu Gaonkar</p> <p><u>Second Year B.Sc. (Agri.)</u></p> <ul style="list-style-type: none"> ♦ Saish Vithoba Gaonkar ♦ Siddhesh Jorgo Zaraunkar ♦ Suvidha Laxman Gaonkar ♦ Preeti Khushali Zalmi <p><u>Third Year B.Sc. (Agri.)</u></p> <ul style="list-style-type: none"> ♦ Gaonkar Sainath Laxman ♦ Dessai Pranjali Prashant ♦ Velip Aniket Arjun ♦ Mesquita Jesus Domnick ♦ Gaonkar Harsha Gaonkar ♦ Velip Adarsh Laximan ♦ Velip Durvesh Kushali ♦ Velip Pratiksha Puno <p><u>Fourth Year B.Sc. (Agri.)</u></p> <ul style="list-style-type: none"> ♦ Gauncar Prajot Kusta ♦ Velip Dhiraj Devu ♦ Velip Gaurav Pandhari ♦ Simoes Joyd ♦ Velip Bhavna Tulo ♦ Gaonkar Vibha Vithal 	<p>Post Matric, Gagan Bharari Shiksha Yojana and Merit Based Award Scholarship to ST students by Directorate of Tribal Welfare Govt. of Goa</p>	<p>For continuing their education</p>	<p>Needy ST students whose parents income does not exceed Rs. 2,50,000/-per annum for Post Matric/ 3,00,000/- per annum for Gagan Bharari/ 5,00,000 per annum for Merit Base Scholarship.</p>	<p>Paid for the previous academic year 2020-2021</p>

2	<p>4 OBC/SC students applied First Year B.Sc. (Hons.) Agriculture ♦Shalom Hilario Rodrigues Second Year B.Sc. (Agri.) ♦Ria Vaz Third Year B.Sc.(Agri.) ♦Ena Vaz ♦Roma Rohidas Khandekar</p>	<p>Post Matric/ Gagan Bharari Scholarship Scheme to OBC/SC students by Directorate of Social Welfare Govt. of Goa</p>	<p>For OBC</p>	<p>Needy OBC/SC students whose parents income does not exceed Rs. 2,50,000/-per annum for SC / 1,00,000 per annum respectively</p>	<p>Paid for the previous academic year 2020- 2021</p>
3	<p>23 students applied First Year B.Sc. (Hons.) Agriculture ♦Aadesh Anant Mapseker ♦Rahul Ramesh Gaonkar ♦Rucha Vikas Nadkarni ♦Shareef Hullur ♦Pranjali Premanand Turi Second Year B.Sc.(Agri.) ♦Mahesh Santosh Shet Mapari ♦Porob Prathamesh Premanand ♦J Samarth Govind Dhond Third Year B.Sc.(Agri.) ♦Usapkar Digvijay Vithoba ♦Fal Dessai Kuntilesh Premanand ♦Desai Kuldeep Bajirao ♦Avula Sirisha Sanjeeva ♦Gaonkar Pritesh Krishna ♦Desai Yash Amol ♦Shetye Vignesh Mahendra ♦Raut Krutika Govind ♦Dias Barros Pereira Dhannika Maria Fourth Year B.Sc.(Agri.) ♦Makandar Saniya Mohammad Ali ♦Jaggal Krutika Raju ♦Malkarnekar Saharsh Shashikar ♦Dessai Sriti Shanu ♦Dessai Pragati Prasad ♦Kolvekar Shivam Suresh</p>	<p>The Sant Sohirobanath Ambiye Dnyanvruddhi Shishyavrutti (Bursary Scheme)</p>	<p>For continuing their education</p>	<p>Needy students whose parents income does not exceed Rs. 3,00,000/-per annum/</p>	<p>Paid for the previous academic year 2020- 2022</p>

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

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Particulars of the facilities available to citizens for obtaining information [Section 4(1) (b) (xv)]

Information counter, library, magazine table form

Sr. No.	Section where available	Facility Available	Nature of Information	Working Hours
1	Information Counter	With Principal, Vice-Principal & College Office counter	College academic, co-curricular & extra-curricular activities, Results, Examinations, Placement of students, freeships, concessions, scholarships, attendance, etc	8.30 a.m. to 5.00 p.m.
2	Web Site	Yes	College academic, co-curricular & extra-curricular activities, Placement of students, freeships, concessions, scholarships, attendance, College Magazine, etc	Continuous update
3	Library	Yes	College academic, co-curricular & extra-curricular activities, Placement of students, freeships, concessions, scholarships, etc	8.30 a.m. to 5.00 p.m.
4	Notice Board	Yes	College academic, co-curricular & extra-curricular activities, Placement of students, freeships, concessions, scholarships, attendance, etc	8.30 a.m. to 5.00 p.m.
5	Prospectus	Yes	Schedule of academic year, college academic calendar, admission procedure, eligibility for admission, fee structure, financial assistance, other facilities, identity card, attendance and eligibility to appear for examination, co-curricular and extra-curricular activities, code of conduct, college committees, Internal Complaints Committee, UGC rules and regulations on anti-ragging, revised fees for eligibility and migration certificate, course structure, scope and career prospects of different subjects, examinations, award of grace marks, teaching and non-teaching staff, scholars for previous year	8.30 a.m. to 5.00 p.m.
6	College Magazine	Yes	Departmental Profiles, Report of activities, achievements of students and teachers, articles written by students and teachers	8.30 a.m. to 5.00 p.m.

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

First Appellate Authority

Sr. No.	Designation of the officer designated as Appellate Authority	Postal address	Contact No.	E-mail address
1	Dr. Suresh Kunkaliker Principal	Don Bosco College of Agriculture, Sulcorna Quepem Goa. Pin Code: 403705	9423889770	dbcprincipal@gmail.com

List of Public Information Officer

Sr. No.	Designation of the officer designated as PIO	Postal address	Contact No.	E-mail address	Demarcation of area/ activities, if more than one PIO is there
1	Dr. Gourish Karanjalker, Assistant Professor	Don Bosco College of Agriculture, Sulcorna Quepem Goa. Pin Code: 403705	9764759914	gourishkaran@gmail.com	-

List of Assistant Public Information Officer

Sr. No.	Designation of the officer designated as APIO	Postal address	Contact No.	E-mail address	Demarcation of area/ activities, if more than one APIO is there
1	Mr. Satish Patil, Assistant Professor	Don Bosco College of Agriculture, Sulcorna Quepem Goa. Pin Code: 403705	7588683321	satish.patil18577@gmail.com	-

List of Member

Sr. No.	Designation of the officer designated as Member	Postal address	Contact No.	E-mail address	Remark
1	Mr. Kisan Fal Dessai, Head Clerk	Don Bosco College of Agriculture, Sulcorna Quepem Goa. Pin Code: 403705	9689159180	kisanfaldessai@gmail.com	-