

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

1) Aims and objectives of the public authority :

OBJECTIVES

ABOUT NIRMALA INSTITUTE OF EDUCATION

Nirmala Institute of Education, Panjim, Goa, a Secondary Teacher Education Institute was established in 1963 by the Society of the Daughters of the Heart of Mary in response to the urgent need for trained teachers in the post liberation Goa. The main goal of Nirmala Institute of Education at that time was to provide the pedagogical bases for educational expansion through formal education. The college, initially affiliated to Bombay University grew into a highly respected institution providing pre-service and in-service teacher education to thousands of teachers. In 1985, it was affiliated to the newly established Goa University. Nirmala Institute of Education completed its Diamond Jubilee.

Approved by the National Council for Teacher Education (NCTE), the college conducts a number of courses in Education like the Bachelor of Education, Post Graduate Diploma in Guidance and Counselling, a Certificate Course in Pre-primary Teacher Education, Diploma in Elementary Education Course and M.A. in Wellness Counselling.

The main objective of the college is to develop universal values in teachers.

2) OUR VISION STATEMENT

“The Institute endeavours to create a cadre of professionals committed to excellence, imbued with values and responsive to the emergent needs and challenges in the local, national and global context.”

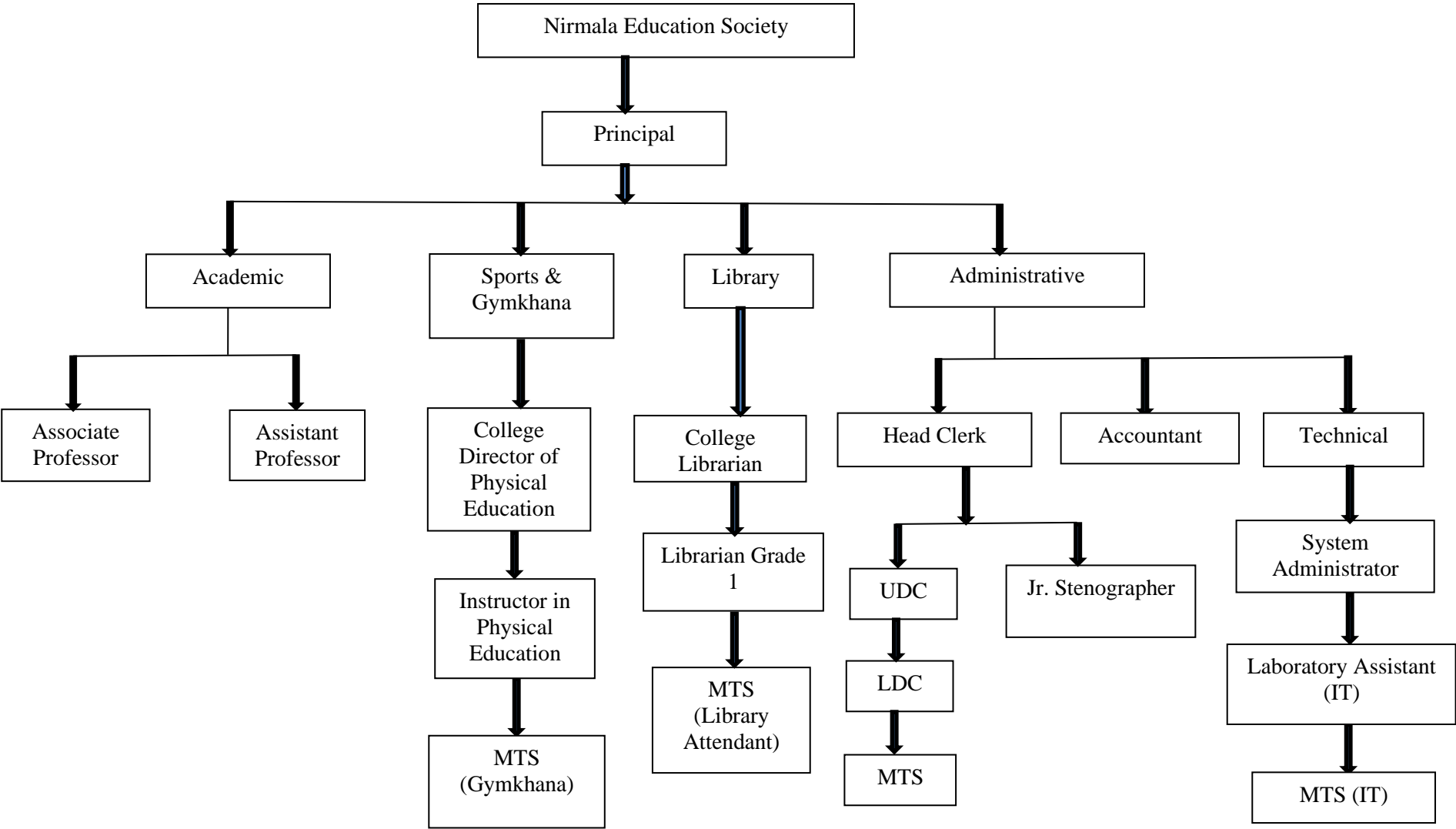
OUR MISSION GOALS

- To help students discover and appreciate their unique vocation in society.
- To create a learning environment which integrates theory and practice.
- To nurture, in particular, the values of peace, justice, equality and fraternity.
- To enable students to understand and cater to the needs of a diverse student population.
- To encourage students to become catalysts of social transformation.
- To revitalize education through partnership with different organisations and universities.

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

The Nirmala Institute of Education, established in 1963, is run by the Society of the Daughters of the Heat of Mary, a Christian Religious Order founded by Fr. de Cloriviere and Marie Adelaide de Cice in 1790.

4) Organization Chart



The Principal is the Administrative and Academic Head of the College and exercises control and supervises all aspects of admission, teaching and conduct of internal and University examinations, finance, discipline, etc. with the assistance of the teaching and administrative staff under the guidance of NES Management

5) Main activities/functions of the public authority

To impart instructions to B.Ed. Teacher Trainees.

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

- a) The teaching staff are 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 schools and Higher Secondary for placement.
- c) Issue various certificates to staff and students
- d) Library facilities are available for public use with prior permission of the Principal. The working hours of the Library 9.00 a.m. to 5.00 p.m. on all working days.

7) Citizens interaction- Expectation of the public authority from the public for enhancing its effectiveness and efficiency

The Institute provides teachers to the State of Goa – who are absorbed in the schools. The Institute also conducts Community work as part of the curricular requirements of the B.Ed. course.

8) Postal address of the main office, attached/subordinate office/field units, etc:

Nirmala Institute of Education, Altinho, Panaji-Goa – 403 001

9) Working hours both for office and public

Office working hours:

Monday - Friday

09.00 am to 5.00 pm

10) Grievance redressal mechanism

Grievance Committee available for staff and students of the college.

The Faculty can approach the Principal or the Management at any time for redressing their grievances if necessary. The students council represents the needs of the students. The College has introduced a mentoring service. Ten students are assigned to one faculty member. Many of the students problems are resolved through this mechanism.

MANUAL 2
Powers and Duties of Officers and Employees

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

Please provide details of the powers and duties of officers and employees of the organization

Sr. No.	Designation	Powers			Duties
		Administrative	Financial	Others	
1.	Principal	<ul style="list-style-type: none"> • Appointment of Staff. • Allotting work • Admitting students for various courses. 	<ul style="list-style-type: none"> • Preparing college budget. • 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"> <input type="checkbox"/> Maintaining discipline and overall management of the College. <input type="checkbox"/> 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. <input type="checkbox"/> To administer the college and to ensure that the Academic Programme is carried out effectively and efficiently. Conduct of examination <p>The Principal also acts as a liaison between the College and the other Educational Institutions and Educational Bodies. The Principal also takes lectures.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assessing reports of teachers & maintenance of service books of teachers and other employees of the college
2.	Teaching staff	Nil	Nil	Nil	<ul style="list-style-type: none"> <input type="checkbox"/> Impart instruction to students <input type="checkbox"/> Perform such duties as assigned by the Principal from time to time <input type="checkbox"/> Conduct Co-curricular activities
3.	Non-Teaching staff	Nil	Nil	Nil	<ul style="list-style-type: none"> <input type="checkbox"/> Perform such duties as assigned by the Principal from time to time. Maintain Office accounts, Salary records, Inward/Outward correspondence, Leave records, Service books, personal files, Filing, Office Maintenance, Maintaining students records and handling examinations.

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 committee members.

The concerned committee member, on compliance returns the proposal to the Principal for onward submission to the concerned public.

DECISION MAKING PROCESS OF THE FLOWCHART IN NARRATIVE FORM

Nirmala Institute of Education is governed by the Nirmala Education Society which is the Governing Body. The Governing Body oversees the overall functioning of the College.

It takes important decisions relating to the appointments / recruitment of staff, development of Infrastructural facilities of the College, decisions regarding financial matters, opening / closing of new bank accounts, starting of new courses and other matters requiring the consent of the Governing Body.

The Principal also functions under the advice and directives of the Local Managing Committee which is appointed once in 3 years.

The Principal who is the head of the Institution allocates the administrative duties to its administrative staff and the academic work and duties through its faculty members. They are directly accountable / responsible to the Principal. The faculty and Administrative Staff along with the accountant are directly accountable / responsible to the Principal. The faculty are involved in decisions regarding curricular transactions.

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
Goa University Statutes & Ordinances, Government of Goa Rules & Regulations, UGC, NCTE Norms			

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	In public domain		
4.	UGC Acts and rules and circulars	In public domain		

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 9An 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.	Enrolment Register	Information of students registered in this college	College Office	Record room
2.	Result Data	Result of all the examinations conducted in the college.	College office	Record room
3.	Service Record of staff	Record of leave, yearly increment, promotion`s, etc.	College office	Record room
4.	Salary Statement Register	Monthly disbursement of Salary to staff	College office	Record room
5.	Provident Fund Register	Details of PF deducted monthly	College office	Record room
6.	Dead Stock Register	Details of Equipment, furniture, etc., purchased by the college	College office	Record room
7.	Inward/Outward Register	Details of Correspondence received and sent by the Institute	College office	Record room
8.	Staff Attendance Registers	Teaching / Non-Teaching / Contract staff register	College office	Record room
9.	Staff/Student`s Movement Register	To record the details while moving in and out of the campus	College office	Record room

MANUAL 7

Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy of implementation [Section 4(1) (b) (vii)]

Details of the consultative committee and other bodies with which consultations are held

Sr. No.	Name and address of the consultative Committee/bodies	Constitution of the committee/body		Role and responsibility	Frequency of meetings
1.	Parent Teacher's Association (P.T.A.)	Ms. Millie Pereira Mr. Raymond Pereira	Coordinator 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 endeavors 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. 	Once a year
2.	Local Managing Committee	Dr. Delia Antao Ms. Olga Vaz Dr. Rita Paes Mr. Basil D'Cunha Dr. Saba V.M. Da Silva Dr. Gervasio Mendes Dr. D.B. Arolkar Dr. Sushila Mendes Ms. Sabina Martins Dr. Denzil Martins Mr. Xavier D'Mello Mrs. Melissa Pacheco	Chairperson Manager Member Member Member Member Member Member Member Member Member Member	<ul style="list-style-type: none"> To take care of affairs of the college. 	Once a year

3.	IQAC-(2022-2024)	Prof. Dr. Maya Carvalho e Rodrigues Ms Survana Gauns Ms Sangeeta Kadam Ms Pratiksha Shirodkar Mr Subodh Haldankar Mr Clifton Fernandes	Coordinator 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. 	Quarterly
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Other procedures adapted for formal or informal consultations with the public may also be indicated such as **NIL**

Other details whether the meetings are open to public, minutes are accessible to public, etc., may be indicated. **NO**

A statement of boards, council, committees and other bodies constituted[Section 4 (1) (b) (vii)]

Sr. No.	Name and Address of the body	Main functions of the body	Constitution of the body		Date up to which valid	Whether meetings open to public	Whether Minutes accessible to public	Frequency of meetings	Remarks
1	Governing Body at Nirmala Niwas	Receive the accounts of the college and discuss matters that may arise in the functioning of the Institute To approve the accounts and to deliberate on issues concerning the college and to advise the college.	Ms Olga Vaz Dr. Rita Paes Ms Elizabeth	Manager Secretary Member	3 years	No		Once a year	
2	Local Managing Committee (2022-23)	Discuss performance of the college and make suitable suggestions for improvement and growth of the college	Dr. Delia Antao Ms. Olga Vaz Dr. Rita Paes Mr. Basil D'Cunha Dr. Saba V.M. Da Silva Dr. Gervasio Mendes Dr. D.B. Arolkar Dr. Sushila Mendes Ms. Sabina Martins Dr. Denzil Martins Mr. Xavier D'Mello Mrs. Melissa Pacheco	Chairperson Manager Member Member Member Member Member Member Member Member	3 years			Once a year	
3	College Grievance Committee		Ms. Shylaja Sherief Ms. Sangeeta Kadam Mr. Subodh Haldankar	Co-ordinator Member Member	2 years			Once a year	

4.	Anti-Ragging Committee		Ms. Shylaja Sherief Mr. Clifton Fernandes	Co-ordinator Member					
5.	Discipline Committee		Dr. Delia Antao Mr. Clifton Fernandes Prof. Maya Rodrigues	Co-ordinator Member Member					
6.	Attendance Committee		Mr. Clifton Fernandes	Co-ordinator					
7.	College Examination Committee		Ms. Millie Pereira Ms Ciona Valles	Co-ordinator Member					
8.	Internal Complaint committee(ICC)		Mrs. Suvarna Gauns Ms. Shylaja Sherief Mr. Clifton Fernandes Ms. Melissa Pacheco	Co-ordinator Member Member Member					
9.	Sports Committee		Mr. Clifton Fernandes Mr. Subodh Haldankar	Co-ordinator Member					
10.	Public Grievance Officer		Ms. Shylaja Sherief Ms. Sangeeta Kadam Mr. Subodh Haldankar	Co-ordinator Member Member					
11.	Library Committee		Prof. Maya Carvalho e Rodrigues Ms. Sangeeta Kadam Mr. Xavier D'Mello Ms. Ciona Valles	Co-ordinator Member Member Member					
12.	Research Committee		Ms. Pratiksha Shirodkar Dr. Russell D'Souza Ms. Sangeeta Kadam Ms. Sharmila Kerkar Ms. Shylaja Sherief Mr. Subodh Haldankar Ms. Daniella Colaco	Co-ordinator Member Member Member Member Member Member					
13.	Documentation Committee		Ms. Daniella Colaco Mrs. Suvarna Gauns Ms. Ciona Valles	Co-ordinator Member Member					
14.	Curriculum Committee		Mrs. Suvarna Gauns Dr. Russell D'Souza Ms. Millie Pereira Ms. Pratiksha Shirodkar	Co-ordinator Member Member Member					

15.	Time Table Committee		Ms. Sangeeta Kadam Dr. Russell D'Souza Mr. Raymond Pereira	Co-ordinator Member Member						
16.	Elections / Students Council		Dr. Russell D'Souza	Co-ordinator						
17.	RUSA Committee		Dr. Russell D'Souza Mr. Xavier D'Mello	Co-ordinator Member						
18.	Website Committee		Ms. Daniella Colaco Dr. Russell D'Souza Mr. Sachitanand Chatim Haldonkar	Co-ordinator Member Member						
19.	TLETC		Dr. Russell D'Souza Ms. Millie Pereira Mr. Subodh Haldankar Mr. Sachitanand Chatim Haldonkar	Co-ordinator Member Member Member						
20.	SAKSHAM Cell		Ms. Sangeeta Kadam Ms. Millie Pereira Ms. Sharmila Kerkar	Co-ordinator Member Member						
21.	Consumer Rights		Ms. Sharmila Kerkar Ms. Sangeeta Kadam	Co-ordinator Member						
22.	Alumni		Ms Millie Pereira Ms Daniella Colaco	Co-ordinator Member						
23.	Red Ribbon Club		Ms. Sharmila Kerkar	Co-ordinator						
24.	Internship		Ms. Sharmila Kerkar Ms. Pratiksha Shirodkar	Co-ordinator Member						
25.	AISHE		Ms Pratiksha Shirodkar	Co-ordinator						
26.	IAIMS		Ms Pratiksha Shirodkar Mr. Sachitanand Chatim Haldonkar	Co-ordinator Member						
27.	Admissions		Ms. Shylaja Sherief Prof. Maya Carvalho e Rodrigues Ms Karla D'Sa	Co-ordinator Member Member						

28.	Swachatta Abhiyan Cell		Mr Raymond Pereira Ms. Shylaja Sherief Mr. Subodh Haldankar	Co-ordinator Member Member					
29.	Eco Club		Ms Shylaja Sherief Ms Daneilla Colaco	Co-ordinator Member					
30.	Placement Cell		Mr. Subodh Haldankar Ms Daneilla Colaco	Co-ordinator Member					
31.	Cultural		Mr Raymond Pereira Mr. Clifton Fernandes	Member Member					
32.	Students Welfare		Mr. Clifton Fernandes	Co-ordinator					
33.	Health Officer		Mr. Clifton Fernandes	Co-ordinator					
34.	Electoral Literacy Club		Mr. Clifton Fernandes	Co-ordinator					
35.	Minority Cell		Dr. Delia Antao Ms Millie Pereira Ms Myra Ribeiro	Co-ordinator Member Member					

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

Sr. No.	Names of the Staff Members	Designation	Tel No.	E-mail Address
1	Prof. Maya Carvalho e Rodrigues	College Librarian	0832-2225633	maya@nirmalainstitute.org
2	Dr. Delia Antão	Officiating Principal	0832-2225633	principal@nirmalainstitutet.org
3	Mrs. Suvarna Gauns	Associate Professor	0832-2225633	suvarna@nirmalainstitute.org
4	Dr. Russell D’Souza	Assistant Professor	0832-2225633	russell@nirmalainstitute.org
5	Ms Sangeeta Kadam	Assistant Professor	0832-2225633	sangeeta@nirmalainstitute.org
6	Ms Millie Pereira	Assistant Professor	0832-2225633	millie@nirmalainstitute.org
7	Ms Sharmila Kerkar	Assistant Professor	0832-2225633	sharmila@nirmalainstitute.org
8	Ms Pratiksha Shirodkar	Assistant Professor	0832-2225633	pratiksha@nirmalainstitute.org
9	Ms Shylaja Sherief	Assistant Professor	0832-2225633	shylaja@nirmalainstitute.org
10	Mr. Subodh Haldankar	Assistant Professor	0832-2225633	subodh@nirmalainstitute.org
11	Mrs. Anagha Deshpande	Assistant Professor (Performing Arts)	0832-2225633	anagha@nirmalainstitute.org
12	Mr. Raymond Pereira	Assistant Professor (Fine Arts)	0832-2225633	raymond@nirmalainstitute.org
13	Ms Daniella Colaco	Assistant Professor	0832-2225633	daneilla@nirmalainstitute.org
14	Mr. Clifton Fernandes	College Dir. of Phy. Edu.& Sports	0832-2225633	clifton@nirmalainstitute.org

Non-Teaching Staff

Sr. No.	Names of the Staff Members	Designation	Telephone No.	Email Address
1	Mrs. Lia D’Souza	Head Clerk	0832-2225633	lia@nirmalainstitute.org
2	Mr. Xavier D’Souza	Accountant	0832-2225633	xavier@nirmalainstitute.org
3	Mr. Sachitanand Chatim Haldonkar	Systems Administrator	0832-2225633	sachitanand@nirmalainstitute.org
4	Ms Ayesha Alvares	Instructor in Physical Education	0832-2225633	ayesha@nirmalainstitute.org
5	Ms Ciona Valles	Librarian Grade I	0832-2225633	ciona@nirmalainstitute.org
6	Mr. Paul D’Souza	UDC	0832-2225633	paul@nirmalainstitute.org
7	Mrs. Myra Ribeiro	Jr. Stenographer	0832-2225633	myra@nirmalainstitute.org
8	Mr Milind Anandan	Laboratory Assistant (I.T.)	0832-2225633	milind@nirmalainstitute.org
9	Mrs. Karla Maria D’Sa	LDC	0832-2225633	karla@nirmalainstitute.org
10	Mrs. Melissa Pacheco	LDC	0832-2225633	melissa@nirmalainstitute.org
11	Ms Paula Agnes D’Souza	LDC	0832-2225633	paula@nirmalainstitute.org
12	Mr. Anthony D’Souza	Multi-Tasking Staff	0832-2225633	anthony@nirmalainstitute.org
13	Mr. Vikram Gurkha	Multi-Tasking Staff	0832-2225633	vikram@nirmalainstitute.org
14	Mr. Shivaji Kundargi	Multi-Tasking Staff	0832-2225633	shivaji@nirmalainstitute.org
15	Mr. Sudhir More	Multi-Tasking Staff	0832-2225633	sudhir@nirmalainstitute.org
16	Mrs. Laura Pereira	Multi-Tasking Staff	0832-2225633	laura@nirmalainstitute.org
17	Mr. Hector Correia	Multi-Tasking Staff	0832-2225633	hector@nirmalainstitute.org
18	Mr. Prajyot Naik	Multi-Tasking Staff	0832-2225633	prajyot@nirmalainstitute.org

MANUAL. 10

The Monthly remuneration received by each of its Officers and Employee`s, including the System of Compensation as provided in Regulations [Section 4(1) (b) (x)]

Please provide information in following format

Nirmala Institute of Education, Altinho, Panaji – Goa

SALARY DETAILS OF TEACHING STAFF MEMBERS

Sr.No	NAMES OF THE STAFF MEMBERS	Designation	GrossSalary
1.	Dr. Delia Antão	Officiating Principal	241752
2.	Prof. Maya Carvalho e Rodrigues	College Librarian	264792
3.	Mrs. Suvarna Gauns	Associate Professor	291379
4.	Dr. Russell D’Souza	Assistant Professor	153112
5.	Ms Sangeeta Kadam	Assistant Professor	144699
6.	Ms Millie Pereira	Assistant Professor	140562
7.	Ms Sharmila Kerkar	Assistant Professor	140562
8.	Ms Pratiksha Shirodkar	Assistant Professor	128869
9.	Ms Shylaja Sherief	Assistant Professor	128869
10.	Mr. Subodh Haldankar	Assistant Professor	128869
11.	Mrs. Anagha Deshpande	Assistant Professor (Performing Arts)	On EOL
12.	Mr. Raymond Pereira	Assistant Professor (Fine Arts)	125272
13.	Ms Daneilla Colaco	Assistant Professor	115199
14.	Mr. Clifton Fernandes	College Dir. Of Phy. Edu.& Sports	125272

SALARY DETAILS OF NON-TEACHING STAFF MEMBERS

Sr. No	NAMES OF THE STAFF MEMBERS	Designation	Gross Salary
1	Mrs. Lia D’Souza	Head Clerk	121436
2	Mr. Xavier D’Souza	Accountant	70191
3	Mr. Sachitanand Haldonkar	Systems Administrator	72170
4	Ms Ayesha Alvares	Instructor in Physical Education	83322
5	Ms Ciona Valles	Librarian Grade I	On EOL
6	Mr. Paul D’Souza	UDC	80796
7	Mrs. Myra Ribeiro	Jr. Stenographer	66054
8	Mr. Milind Anandan	Laboratory Assistant (I.T.)	51303
9	Mrs. Karla Maria D’Sa	LDC	66236
10	Mrs. Melissa Pacheco	LDC	65514
11	Ms Paula Agnes D’Souza	LDC	39233
12	Mr. Anthony D’Souza	Multi-Tasking	62076
13	Mr. Vikram Gurkha	Multi-Tasking	60118
14	Mr. Shivaji Kundargi	Multi-Tasking	60118
15	Mr. Sudhir More	Multi-Tasking	58499
16	Mrs. Laura Pereira	Multi-Tasking	42291
17	Mr. Hector Correia	Multi-Tasking	42291
18	Mr. Prajyot Naik	Multi-Tasking	42291

MANUAL. 11

The Budget Allocated to each Agency (Particulars of all plans, proposed Expenditures and reports on disbursement made)
[Section 4 (1) (b) (xi)]

NIRMALA INSTITUTE OF EDUCATION

EXPENDITURE BUDGET FOR 2022 - 2023

(Budget Estimate for Non Salary Items)

Sr. No.	Expenditure	Actuals as on 31/03/2022	Estimate for FY 2022-2023
1	<u>Capital Expenditure</u>		
	Sports Equipment	11,180	12,000
	Equipment	41,200	30,000
	Library Books	22,445	25,000
	Laboratory Equipments	57,293	10,000
	Fire Safety Equipment	11,81,546	-
	Computers & Printers	-	60,000
	Sub-Total (1)	13,13,664	1,37,000
2	<u>Out-Sourcing of Services:</u>		
	Watchman	3,93,120	6,50,000
	Sweepers	2,44,400	5,00,000
	Gardener	1,96,560	2,50,000
	Sub-Total (2)	8,34,080	14,00,000
3	<u>Repairs & Maintenance</u>		
	Furniture & Fixtures	31,544	50,000
	Equipment	22,874	
	Sub-Total (3)	54,418	50,000
4	<u>Contingencies</u>		
	Water Charges	17,169	18,000
	Eletricity Charges	80,008	80,000

5	Telephone Charges	11,119	11,500
	Sub-Total (4)	1,08,296	1,09,500
	<u>Other Expenditures</u>		
	Advertisement	70,438	80,000
	Affiliation Fees	79,000	30,000
	Audit Fees	35,400	35,400
	Bank Charges	5,643	5,000
	Casual Labour	500	1,000
	Co-Curricular Activities	4,250	5,000
	Computer Peripherals	57,341	35,000
	Contigent Expenditure by Principal	4,500	5,000
	Electrical Fittings	1,000	2,000
	Gymkhana Expenses	9,990	10,000
	Honararium & TA to Experts for Recruitment and CAS	37,900	40,000
	Identity Card Expenses	31,270	30,000
	Journals & Periodicals	1,720	2,500
	Laboratory Expenses	3,960	3,000
	Maintenance and AMC	21,440	22,500
	Miscellaneous Expenses	875	1,000
	Newspaper Expenses	17,280	18,000
	Petty Contingencies	33,155	35,000
	Postage & Telegraph	498	500
	Printing & Stationary	47,990	50,000
	Professional Fees	15,930	15,000
	Purchase or Development of Software	33,624	30,000
	Refilling of Fire Safety Equipment	831	1,000
	Refreshment	23,831	15,000
	Registration Fees for Seminars	1,000	5,000
	Sports& Extra Curricular Activities	6,822	8,500
	Travelling Allowances to Non - Teaching Staff	12,843	12,500
	Sub-Total (5)	5,59,031	4,97,900
	Grand Total (1 to 5)	28,69,489	21,94,400

MANUAL. 12
Section 4(1) (b) (xii)]

List of institutions given subsidy

S.No.	Name & address of the Institution	Purpose for which subsidy provided	No. of beneficiaries	Amount of subsidy	Previous years utilization progress	Previous years achievement
-----N/A-----						

List of individuals given subsidy

S.No.	Name & address of the beneficiary	Purpose for which subsidy provided	Amount of subsidy	Scheme and Criterion for selection	No. of time subsidy given in the past with purpose
-----N/A-----					

MANUAL. 13

Particulars of Recipients of Concessions, permits or authorization granted by it [Section 4 (1) (b) (xiii)]

Sr. No	Name & Address ofthe Beneficiary	Nature of concession/ permit/ AuthorizationProvided	Purpose for which granted	Scheme and Criteria for selection	No of similar concession given in pastwith purpose
-----N/A-----					

MANUAL. 14

Particulars of Recipients of Concessions, permits or authorization granted by it [Section4 (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.

Srl. .No.	Activities for which electronic date available	Nature of information available	Can it be shared with public	Is it available or is being use as back end data base
-----N/A-----				

Particulars of the facilities available to citizens for obtaining information

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

Facilities available for obtaining information

	Facility available	Nature of information	Working hours
Information Counter	Counter Service	All information related to staff and students	9.00 a.m. to 5.00 p.m.
Web site	Wi-Fi & Internet Connection	College Prospectus College Handbook Code of Conduct On-line Admission Procedure, Student attendance, All notices concerned to students and stakeholders are available on the College website. Library, accounts and administrative work are totally computerized.	
Library	Counter service On-line information, Reference section, Reading room	Information pertaining to education, books, journals and data bases.	9.00 a.m. to 5.00 p.m.
Notice Boards	Displayed notices	All notices concerned to students. Admissions, Schedules of lectures, circulars	-

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.	1st Appellate Authority	Dr. Delia Antão	Offg. Principal	Nirmala Institute of Education, Altinho Panaji, Goa	0832-2225633	principal@nirmalainstitute.org	
2.	Public Information Officer	Mrs. Suvarna Gauns	Associate Professor	Nirmala Institute of Education, Altinho Panaji, Goa	0832-2225633	suvarna@nirmalainstitute.org	As prescribed by the RTI Act
3.	Assistant Public Information Officer	Mrs. Lia D'Souza	Head Clerk	Nirmala Institute of Education, Altinho Panaji, Goa	0832-2225633	lia@nirmalainstitute.org	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**-----