

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

1.Aims and objectives of the public authority :

OBJECTIVES

- To provide holistic education to students.
- To liberate them from social conditioning such as ignorance, poverty, exploitation, caste, class and gender bias.
- To sustain, promote and enhance quality of higher education.
- To inculcate in them social, moral and spiritual values.
- To help them to develop competence, commitment and compassion.
- To empower them to distinguish between good and bad, and make right decisions. To uphold self-esteem, equality of men and women, dignity of human labour, belief in social justice and Constitution.
- To make them conscious of responsibilities and duties along with rights and a sense of discipline.
- To promote sanctity of the family- the basic unit of society.
- To motivate them towards nation-building, so as to evolve a New Society, the India of their dream.
- To enable them to face the challenges of globalization.
- To provide an education which nurtures an encounter with God, including an appreciation of, and respect for, other faiths.

CORE VALUES

- Believing in God
- Upholding Human Dignity
- Inculcating a Sense of Patriotism
- Fostering Global Competencies
- Promoting Ethical Values
- Achieving Excellence in Education

2. Mission/Vision Statement of the public authority

Our Vision

“Formation for Transformation”

Our Mission

“To Provide balanced all round education to young men and women to be disciplined citizens, who will display a high intellectual caliber, together with emotional balance and social commitment and particularly, at helping Catholic Youth to be committed followers of Christ.”

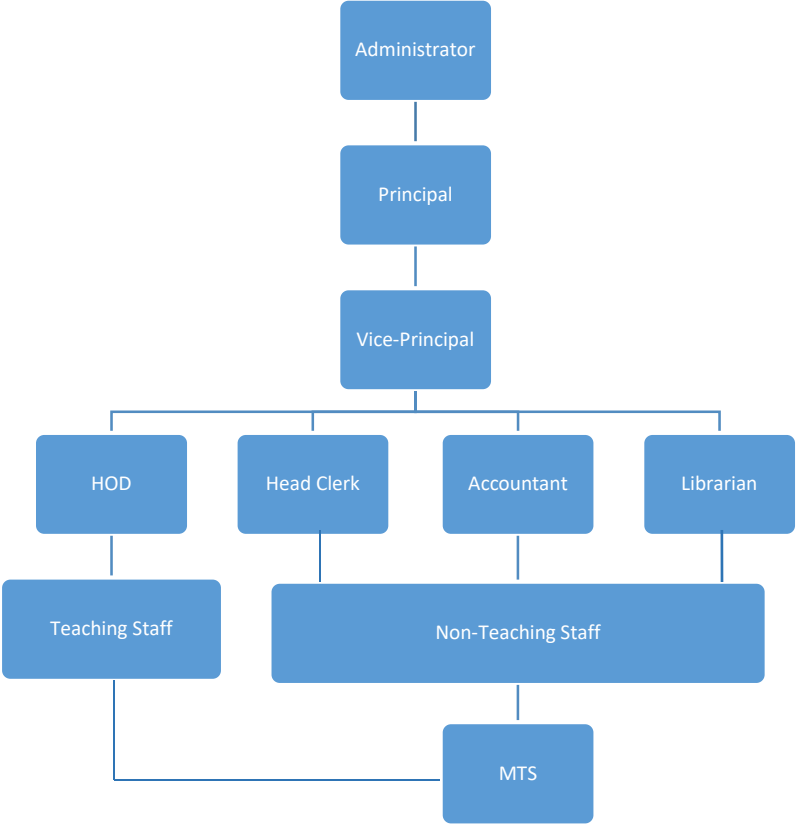
3. **Brief history and background of establishment of the public authority**

St. Xavier's College was founded by the Archdiocese of Goa in June, 1963, and was affiliated to the University of Bombay in the same year. In the academic year 1963-64, it conducted only the First Year Arts and First Year Science classes. In the academic year 1964-65, it conducted the Intermediate Arts and Science classes as well. In the academic year 1965-66, the B.A. and B.Sc. courses were added. In June, 1969, registration of candidates for M.Sc. in Physics, Chemistry and Botany, and M.A. in English, Philosophy and Portuguese were permitted. In June, 1985, Goa University came into existence and its jurisdiction was extended over the whole State of Goa and, as such, the Colleges situated in Goa were delinked from the jurisdiction of the University of Bombay, and were affiliated to Goa University in June, 1986. Consequently, St. Xavier's College is now an Institution affiliated to Goa University.

In June, 1993, both Goa University and the Government of Goa, granted permission for Commerce Faculty at St. Xavier's College. Today, St. Xavier's College is a full-fledged Multi-faculty College with all the three faculties, namely, Arts, Science and Commerce.

From June, 1995, we have been granted affiliation to teach Computer Science and from June, 1996, to teach Electronics, both at the B.Sc. level, and with the permission of Goa University, we have introduced Computer Applications (Vocational Subject) at the B.Com. level, in the year 1994, and Industrial Chemistry in the year 2001. The College introduced M.A. (Psychology) programme in 2001-2002.. In 2005 – 06, B.Sc. degree programme in Biotechnology and Bachelor in Computer Applications were started. St. Xavier's takes pride in stating that it is the first college in Goa offering the Mass Communication & Videography and Journalism undergraduate programmes. The M.Com programme was introduced in the year 2006-2007. In 2007 – 08 degree programmes in Business Administration and Travel and Tourism Management were introduced. The M.Sc. (Physical Chemistry) programme was started in 2008-2009.

4.Organization Chart –



5. Main activities/functions of the public authority

To impart instruction in Arts , Science, Commerce, BCA, BBA and BBA(TT)streams leading to Degree and MA(Psychology), M.Com. , M.Sc. (Physical Chemistry)

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

a)The teaching staff is involved in academic and extra-curricular work whereas the nonteaching staff is involved in administrative work.

b)Provide academic information of passed out students of this college to industries/ business Firms, etc., for placement. c)Issue various certificates to staff and students

d)Library facilities are available for public use with prior permission of the Principal. The working hours of the Library : 8.30 a.m. to 5.00 p.m. on all working days.

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

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

St. Xavier's College, P.O. Box No. 32, Mapusa, Bardez Goa, 403 507 India

9. **Working hours both for office and public**

Office working hours :

Monday - Saturday

08.00 a.m. to 1.00 p.m.

02.00 p.m. to 5.00 p.m.

10. **Grievance redressal mechanism**

Grievance Committee available for staff and students of the college.

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 and overall supervision of staff• Admitting students for various courses.	<ul style="list-style-type: none">• Preparing college budget.• Controlling Receipts and Payments.• Supervising and presenting for audit the financial statements of accounts• Disbursements of salaries to staff	<ul style="list-style-type: none">• Liaising with Government Authorities• Attending, holding meetings, conferences, etc.,• Conducting extracurricular activities	<div><input type="checkbox"/> Maintaining discipline and overall management of the College.</div> <div><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.</div> <div><input type="checkbox"/> Conduct of examination</div> <div><input type="checkbox"/> Assessing reports of teachers & maintenance of service books of teachers and other employees of the college</div> <div><input type="checkbox"/> Observance of Rules & other directions or orders issued by the management of the college.</div>
2.	Vice-Principal	Nil	Nil	Nil	<div><input type="checkbox"/> Impart instruction to students</div> <div><input type="checkbox"/> Perform duties assigned by the Principal from time to time</div>
3.	Teaching staff	Nil	Nil	Nil	<div><input type="checkbox"/> Impart instruction to students</div> <div><input type="checkbox"/> Perform such duties as assigned by the Principal from time to time</div>

4.	Non-Teaching staff	Nil	Nil	Nil	<input type="checkbox"/> Perform such duties as assigned by the Principal from time to time
----	--------------------	-----	-----	-----	---

MANUAL.3
Procedure followed in Decision Making Process

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

The procedure can be described both in narrative form and through Flow process Chart. In narrative form the stages through which a proposal passes, the levels at which it gets examined and the final authority to which it has to go for approval may be explained.

The proposal is received by the Principal.
The Principal marks the proposal to the concerned committee members.
The concerned committee member, on compliance returns the proposal to the Principal for onward submission to the concerned public.

MANUAL. 4

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

Please provide the details of the Norms/Standards set by the department for execution of various activities/programmes

S.No.	Activity	Time frame/Norm for its completion/ disposal	Remarks
-	-	-	-

MANUAL.5

Rules, regulations, instructions, manuals and records for discharging functions. [Section 4(1) (b) (v)]
Prepare a list of rules, regulations, instructions, manuals and records for discharging functions available with the public authority for the smooth discharge of its functions. This can be in the following format:

Srl. No.	Name of the act, rules, regulations, etc.	Brief gist of the contents	Reference No.(if any)	Price in case of priced publications
1.	Statutes & Ordinances of Goa University	Rules for colleges reg. Appointment of staff, leave applicable, etc.		
2	Central Civil Service (CCS) Rules made applicable by Goa Government	Service conditions for staff		
3.	Government notifications / Circulars	-		
4.	College Handbook	https://drive.google.com/file/d/17GnbLHPZC1_gvCDo0kRcBUNiIHpIFoOs/view?usp=sharing		
5.	College Prospectus	https://drive.google.com/file/d/1fe8Wmki9hRhr5Uy_goYhdcj2rzcgbQBg/view?usp=sharing		

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

Srl. No.	Nature of record	Details of information available	Unit/Section where available	Retention period, where available
1.	Career/General Register	Information of students registered in this college	College Office	Record room
2.	Result Data	Result of all the examinations conducted in the college.	College office	Record room
3.	Service Record of staff	Record of leave, yearly increment, 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

MANUAL. 7

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

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

Sr. No.	Name and address of the consultative Committee/bodies	Constitution of the committee/body	Rule and responsibility	Frequency of meetings
1.	Parent Teacher's Association (P.T.A. -2018)	<div>Dr. (Fr.) Jeronimo D'Silva President</div> <div>Mr. Jose Noronha Chairperson</div> <div>Ms Vilma Fernandes Secretary</div> <div> Joint secretary</div> <div>Ms Sumina Da Costa Treasurer</div> <div> Joint Treasurer</div> <div>Mr. Rama Palyekar Member</div> <div>Ms Elizabeth Fernandes Member</div> <div>Ms Alda Monteiro Member</div> <div>Ms Anwar Ali Maniyar Member</div> <div>Mr. Tulsidas Porob Member</div> <div>Mr Sagar Narvekar Member</div> <div>Mr. Yeshwant Chodankar Member</div> <div>Mr. Linson Thomas Member</div> <div>Ms Aileen Nunes Pinto Member</div> <div>Dr. Greta Costa Member</div>	<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. 	Twice a year
2.	Local Managing Committee-2020	<div>Fr. Antonio F. Salema Chairperson</div> <div>Prof. Blanche Mascarenhas President</div> <div>Dr.(Mrs.) Carmelita D`Mello Secretary</div> <div>Ms. Sandra Fernandes Member</div> <div>Fr. Agnelo Fernandes Member</div> <div>Ms. Isabel Noronha Member</div> <div>Ms. Alice D`Cruz Member</div> <div>Mr. Rajendra Kanekar Member</div>	☐To take care of affairs of the college.	Once a year

		Mr. Mauricio Carvalho Fr.Noel D`Costa	Member		
3.	IQAC-2020	Prof. Blanche Mascarenhas Mr. Maurice Carvalho Mr. Thomas Alvares To be Appointed Mr. Bosco Lawrence Ms. Ursula Barreto Ms. Sandra Fernandes Dr. Santana Fernandes Ms. Charmine Dias Mr. Hermin Furtado Dr. Ramita Gurav Dr. Ubaldina Noronha Ms. Prajoti Chimulkar Ms. Joslyn D`Souza Ms. Swizel Alphonso To be Appointed Fr. Antonio Salema Mr. Clen Maderia To be Appointed Mr. Lavino Jude Mr. Mario Fernandes Mr. Fergus Gonsalves To be Norminated	Chairman (Accountant) (Head Clerk) (Systems Administrator) (IQAC & NAAC Coordinator) (November,2020 onwards) (Vice-Principal) (Vice-Principal) (Examination Convenor) (Cultural Co-ordinator) (Associate Professor) (Associate Professor) (Associate Professor) (Assistant Professor &PTA Representative) (Sport Representative) (NSS Representative) (Library Representative) (Management Representative) (Local Society Representative) (Student Representative) (Alumini Representative) (Employer Representative) (Industry Representative) Stakeholder(Representative of PTA)	<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
4.	Planning Board:Plan XII-2018	<u>Dr. Fr. Jeronimo D`Silva</u> Dr. Blanche Mascarenhas Dr. Maria Fonseca Dr. Tushar Anvekar Mr. Herwin Furtado	<u>Chairperson</u> Secretary Member Member Member	<ul style="list-style-type: none"> Improvement of facilities/infrastructure Allocation of funds to various departments 	

		Ms Ursula Barreto Mr. Rajendra Kanekar Ms Sandra Fernandes(comp sc) Ms Sunita Mesquita Dr. Ubaldina Noronha Mr. Conceicao de Souza Mr. Mauricio Carvalho	Member Member Member Member Member Member Member		
--	--	--	--	--	--

Other procedures adapted for formal or informal consultations with the public may also be indicated such as Other details whether the meetings are open to public, minutes are accessible to public, etc., may be indicated.

MANUAL. 8
A statement of boards, council, committees and other bodies constituted
[Section 4 (1) (b) (vii)] This can be prepared in the following format

S.N.	Name and Address of the body	Main functions of the body	Constitution of the body		Date of constitution	Date up to which valid	Whether meetings open to public	Whether Minutes accessible to public	Frequency of meetings	Remarks
1	Local Managing Committee (2020-21)	<ul style="list-style-type: none">Discuss performance of the college and make suitable suggestions for improvement and growth of the college.Issues pertaining to the programmes (UG and PG) quality enhancement	Fr. Antonio F. Salema Prof. Blanche Mascarenhas Dr.(Mrs.) Carmelita D`Mello Ms. Sandra Fernandes Fr. Agnelo Fernandes Ms. Isabel Noronha Ms. Alice D`Cruz Mr. Rajendra Kanekar Mr. Mauricio Carvalho Fr.Noel D`Costa	Chairperson President Secretary Member Member Member Member Member Member Member	July 2019	3 years	No	Yes	Once a year	
2.	College Grievance Committee(2019-2022)		Dr.Teotone Vaz Dr. Vrunda Kerkar Mr. Carmelito DeSouza	Chairperson Member Member		3 years	No	yes	Once a year	
3.	College Committee for Prevention of Sexual Harassment at the workplace(2019-2020)		Dr. Claudette Gomes Ms. Alia Agha Ms. Shivta Mhamal	Convenor Member Member						

4.	Anti-Ragging Squad(2019-20)		Mr. Herwin Furtado Ms. Pamela Fernandes Mr. ManojSalgaonkar	Convenor Member Member						
5.	Anti-Ragging Committee(2019-20)		Mr. Mahesh Nair Ms. Freda Tavares	Convenor Member						
6.#	Discipline Committee(2019-2020)		Administrator Principal Ms. Ursula Barreto Fr.(Dr.) Jeronimo D'Silva Ms. Difa Fernnades Ms. Sandra Fernandes (Comp.Sc) Dr. Ubaldina Noronha Ms. Wendy Martins Dr. Dadapir Jakati Dr. Marielou Ferrao Fr. Luis Gomes Mr. Dinesh Nirawadekar Dr. Poonam Deshpande Dr. Kshipra Vora Ms. Rushita Verlekar Dr. Yasmin Shaikh Ms. Kimberly Barros Ms. Anna Souza Ms. Leonara Madeira Mr. Rahul Naik Mr. Joel Coutinho	Convenor Member Member Member Member Member Member Member Member Member Member Member Member Member Member Member Member Member						

			<div>Ms. Abigail D’Souza</div> <div>Member</div> <div>Dr. Andrew D’Souza</div> <div>Member</div> <div>Ms. Kathleen Pinto</div> <div>Member</div> <div>Mr. Kenneth Lobo</div> <div>Member</div> <div>Mr. Stalin D’Sa</div> <div>Member</div> <div>Mr. NitinVolvoikar</div> <div>Member</div> <div>Ms. Vailarose Fernandes</div> <div>Member</div> <div>Ms. Concy Noronha</div> <div>Member</div>							
7.	Attendance Committee (2019-2020)		<div>Ms. Avani Kharde</div> <div>Convenor</div> <div>Dr. Sharmila Pais</div> <div>Member</div> <div>Ms. Ana Olimpia Andrade</div> <div>Member</div> <div>Ms. Vilma Fernandes</div> <div>Member</div> <div>Ms. Sheryl D’Cuz</div> <div>Member</div> <div>Mr. Carmelito D’Souza</div> <div>Member</div> <div>Ms. Zarina Chawdari</div> <div>Member</div>							
8.	College Examination Committee(2019-2022)		<div>Dr. Santana Fernandes</div> <div>Convenor</div> <div>Mr. Edwin D’Souza</div> <div>Member</div> <div>Ms. Melissa Rodrigues</div> <div>Member</div> <div>Ms. Kimberly Barros</div> <div>Member</div> <div>Ms. Sandra Fernandes</div> <div>Member</div> <div>(Commerce)</div> <div>Dr. Yasmin Shaikh</div> <div>Member</div> <div>Mr. Aaron Paul Fernandes</div> <div>Member</div> <div>Ms. Venisha Fernandes</div> <div>Member</div> <div>Dr. Vrunda Kelkar</div> <div>Member</div> <div>Ms. Prajoti Chimular</div> <div>Member</div> <div>Ms. Katelyn Gonsalves</div> <div>Member</div> <div>Dr. Manoj Salgoankar</div> <div>Member</div>							

9.	College Unfair Means Inquiry Committee(2019-2022)		Ms. Edwina Pereira Dr. Oscar D’Mello Ms. Shefali Kamat	Chairperson Member Member						
10.	Internal Complaint committee(ICC) (2020-21)		Dr.(Mrs.)Marielou Ferrao Fr. Roman Rodrigues Ms. Pamela Fernandes Ms. Tricia Borges Ms. Aliya Aga Mr. Paul D`Souza Dr.(Mrs.)Maria Emilia Mascarenhas	Presiding Officer Member Member Member Member Member Member						
11.	Social Media Champion		Mr. Edwin D’Souza							
12.	Collegiate Student Grievance Redressal Committee(CSGRC)		Prof. Blanche Mascarenhas Ms.Ursula Barreto Dr. Oscar Braganga e Melo Ms. Anuradha Kakodkar Ms. Jerusha D’Souza							

13.	Committees of Social Distancing, Sanitization, Health Issues and other related matters		<u>Committee 1</u> Mrs. Ursula Barreto Mr. Pradeep Morajkar Ms. PrajotiChimulkar <u>Committee 2</u> Fr.(Dr.) JeronimoD’silva Mr. Mahesh Nair Ms. Sandra Fernandes (Commerce) <u>Committee 3</u> Mrs. Sandra Fernandes Dr. Santana Fernandes Mr. Conceicao De Souza						
14.	Sport Committee (2020-2021)		Prof. Blanche Mascarenhas Ms. Joslyn D’Souza Dr. Cajetan Raposo Mr. Pradeep Morajkar Mr. Parmanand Mandrekar Ms. Kimberly Barros Student Representative Student Representative	Ex-Officio Chairman Director of physical Education Member Member Member Member					
15.	Public Grievance Officer(2020-21)		Ms. Kathleen C. Pinto						

16.	NSS Programme Officers(2020-21)		Ms. Swizel Alphonso Ms. Freda Tavares Dr. James D’Souza Mr. Gajanan Parab Mr. Rahul Ravinda Naik Mr. Salim Mohamed Gaded	Convenor						
17.	NSS Advisory Committee(2020-21)		Prof. Blanche Mascarenhas Mr. Jervin Zen Lobo Ms. Kathleen Pinto Mr. Glen Madeira Fr. Savio Fernandes Students 1 Students 2	Chairperson Faculty Faculty Representative of Development Representative of Welfare To be Appointed To be Appointed						
18.	Committee for Issues Related to Online Sessions(2020)		Mr. Parmanand Mandrekar Mr. Rajendra Kanekar Mr. Conceicao De Souza Mr. Herwin Furtado Mr. Cajetan Raposo	Convenor						
19.	Intellectual Property Rights Cell (IPR) (2020)		Dr. Nelson Lobo Dr. Carmelita D` Mello Dr. Mira Parmekar Dr. Sharmila C. Pais Ms. Aliya Agha Khan Ms. Shirlene Palha Fernandes	Convenor						

20.	Health & Wellness Ambassador and Tobacco Monitor (2020)		Mr. Conceicao De Souza						
21.	Public Awareness to Influence Public Behaviour on Covid-19 (2020-21)		Mr. Mahesh Nair Faculty in Charge						
22.	Observation of Ozone Day		Ms. Arina Frank Faculty in Charge						
23.	Library Committee (2020-2021)		Dr. Claudette Gomes Convenor Ms. Janet Araujo Ms. Anuradha Kakodkar Mr. Sylvester Vaz Ms. Sumina Da Costa Dr. Yasmin Shaikh Ms. Aliya Aga Dr. Benedict Soares Ms. Shivta Mayenkar Dr. Johnross Albuquerque						

24.	Committee for SOPs for Laboratories		Mrs. Katelyn Gonsalves Mrs. Prajoti Chimulkar Mr. Manoj Salgaonkar Mrs. Aquila Afonso Mrs. Jenica Rangel Mr. Mahesh Nair Mrs. Vilma Fernandes Mrs. Maria Beatriz de Souza Mrs. Vailarose Fernandes Dr. Vijay Veigas Mrs. Anuradha Kakodkar	Convenor						
-----	--	--	--	----------	--	--	--	--	--	--

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

Teaching Staff (2019-20)

SR. No.	NAMES OF THE STAFF MEMBERS	Designation	Tel No.	E-mail Address
	Sociology			
1	Ms. Sayed Rizwana Parveen	Associate Professor	0832 226 2356	Sayed.P@xavierscollege-goa.com
2	Ms. Venisha Fernandes	Assistant Professor	0832 226 2356	Venisha.F@xavierscollege-goa.com
3	Ms. Freda Tavares	Assistant Professor	0832 226 2356	Freda.T@xavierscollege-goa.com
4	Ms. Janet Araujo (Contract Basis)	Assistant Professor	0832 226 2356	Janet.A@xavierscollege-goa.com

	Economics			
4	Prof. Blanche R.C.S.Mascarenhas	Principal	0832 226 2356	xavierscollege1963@gmail.com
5	Ms. Gema Fernandes e Ataide	Associate Professor	0832 226 2356	Gema.A@xavierscollege-goa.com
6	Ms. Jacqueline Monteiro	Assistant Professor	0832 226 2356	Jacqueline.M@xavierscollege-goa.com
7	Ms. Ana Olimpia Andrade e Souza	Assistant Professor	0832 226 2356	Ana.S@xavierscollege-goa.com
8	Ms. Averyl Pires	Assistant Professor	0832 226 2356	Averyl.P@xavierscollege-goa.com
9	Mr. Akhil Gawas (Lecture Basis)	Assistant Professor	0832 226 2356	Akhil.G@xavierscollege-goa.com
	English			
10	Ms. Alice B. D'Cruz	Associate Professor	0832 226 2356	Alice.D@xavierscollege-goa.com
11	Dr. Prema A. Rocha	Associate Professor	0832 226 2356	Prema.r@xavierscollege-goa.com
12	Ms. Sunita Mesquita	Associate Professor	0832 226 2356	Sunita.M@xavierscollege-goa.com
13	Dr. Maria Claudette Gomes	Associate Professor	0832 226 2356	Maria.G@xavierscollege-goa.com
14	Ms. Shirelene Palha	Assistant Professor	0832 226 2356	Shirlene.F@xavierscollege-goa.com
15	Mr. Aaron Paul Fernandes	Assistant Professor	0832 226 2356	Aaron.F@xavierscollege-goa.com
16	Ms. Leonara Madeira (Contract Basis)	Assistant Professor	0832 226 2356	Leanora.M@xavierscollege-goa.com
17	Ms. Ratika Chandrakant Rane (Lecture Basis)	Assistant Professor		Ratika.R@xavierscollege-goa.com
	Hindi			
18	Dr. Ramita Prasad Gurav	Associate Professor	0832 226 2356	Ramita.G@xavierscollege-goa.com
19	Ms. Magdalene G. D'Souza	Associate Professor	0832 226 2356	Magdalene.D@xavierscollege-goa.com
20	Mr. Salim Mohamed Gadad	Assistant Professor	0832 226 2356	Salim.M@xavierscollege-goa.com
21	Ms. Rashmi Dessai (Lecture Basis)	Assistant Professor	0832 226 2356	

	History			
22	Ms. Pamela F. Fernandes	Associate Professor	0832 226 2356	Pamela.F@xavierscollege-goa.com
23	Ms. Sharmila C. Pais	Associate Professor	0832 226 2356	Sharmila.P@xavierscollege-goa.com
24	Mr. Dominic S. Fernandes (Lecture Basis)	Assistant Professor	0832 226 2356	Dominic.F@xavierscollege-goa.com
	Konkani			
25	Mr. Dharma S. Chodankar	Associate Professor	0832 226 2356	Dharma.C@xavierscollege-goa.com
26	Mr. Silvester Vaz	Assistant Professor	0832 226 2356	Silvester.V@xavierscollege-goa.com
27	Fr. Luis Gomes	Assistant Professor	0832 226 2356	Luis.G@xavierscollege-goa.com
28	Fr. Roman Rodrigues (Lecture Basis)	Assistant Professor		Roman.R@xavierscollege-goa.com
	Marathi			
29	Ms. Vrunda M. Kelkar	Associate Professor	0832 226 2356	Vrunda.K@xavierscollege-goa.com
30	Ms. Apurva P.Betkekar	Assistant Professor	0832 226 2356	Apurva.B@xavierscollege-goa.com
31	Dr. Geeta Sunil Yerlekar (Contract Basis)	Assistant Professor	0832 226 2356	Geeta.Y@xavierscollege-goa.com
32	Ms. Chaitali Koli (Contract Basis)	Assistant Professor	0832 226 2356	chaitali.k@xavierscollege-goa.com
	Philosophy			
33	Ms. Alethra Cynarra Vieira	Associate Professor	0832 226 2356	Alethra.V@xavierscollege-goa.com
34	Ms. Shefali D.Kamat	Assistant Professor	0832 226 2356	Shefali.K@xavierscollege-goa.com
	Psychology			
35	Fr. (Dr.) Jeronimo D`Silva	Vice-Principal	0832 226 2356	Jeronimo.D@xavierscollege-goa.com
36	Ms. Anuradha Kakodkar	Associate Professor	0832 226 2356	Anuradha,K@xavierscollege-goa.com
37	Dr. Ubaldina Noronha	Associate Professor	0832 226 2356	Ubaldina.N@xavierscollege-goa.com

38	Prof. Janet Fernandes e De Souza	Professor	0832 226 2356	Janet.D@xavierscollege-goa.com
39	Ms. Eulalia Angela Fernandes	Associate Professor	0832 226 2356	Eulalia.F@xavierscollege-goa.com
40	Fr. Ramiro Luis (Lecture Basis)	Assistant Professor	0832 226 2356	Roman.R@xavierscollege-goa.com
	Politcal Science			
41	Ms. Tricia Vaz e Borges	Associate Professor	0832 226 2356	Tricia.B@xavierscollege-goa.com
42	Dr. Cajetan F. Raposo	Associate Professor	0832 226 2356	Cajetan.R@xavierscollege-goa.com
43	Mr. Prasad Shripad Naik	Assistant Professor	0832 226 2356	Prasad.N@xavierscollege-goa.com
44	Ms. Priyanka Vinayak Chandelkar (Lecture Basis)	Assistant Professor	0832 226 2356	PRIYANKA.C@xavierscollege-goa.com
	Physics			
45	Mr. Rajendra V. Kanekar	Associate Professor	0832 226 2356	Rajendra.K@xavierscollege-goa.com
46	Mr. Benedict P. Soares	Associate Professor	0832 226 2356	Benedict.S@xavierscollege-goa.com
47	Mr. Pradeep V. Morajkar	Associate Professor	0832 226 2356	Pradeep.M@xavierscollege-goa.com
48	Prof. Dominick Nelson Lobo	Professor	0832 226 2356	Nelson.L@xavierscollege-goa.com
49	Dr. Mathias Bosco J. Lawrence	Associate Professor	0832 226 2356	Lawrence.J@xavierscollege-goa.com
50	Mr. Manoj D. Salgaonkar	Associate Professor	0832 226 2356	Manoj.S@xavierscollege-goa.com
51	Ms. Abigail D`Souza (Contract Basis)	Assistant Professor	0832 226 2356	Abigail.D@xavierscollege-goa.com
52	Ms. Priyanka Baban Kambli (Contract Basis)	Assistant Professor	0832 226 2356	Priyanka.K@xavierscollege-goa.com
53	Ms. Sujay Shivaji Rane (Contract Basis)	Assistant Professor	0832 226 2356	SUJAY.R@xavierscollege-goa.com
54	Ms. Siddhi Uday Parsekar (Lecture Basis)	Assistant Professor	0832 226 2356	SIDDHI.P@xavierscollege-goa.com

	Botany			
55	Ms. Wendy F. Xavier Martins	Associate Professor	0832 226 2356	Wendy.M@xavierscollege-goa.com
56	Ms. Sabina M. Sales e Dias	Associate Professor	0832 226 2356	Sabina.D@xavierscollege-goa.com
57	Mr. Conceicao De Souza	Associate Professor	0832 226 2356	Conceicao.D@xavierscollege-goa.com
58	Ms. Maria Beatriz De Souza	Associate Professor	0832 226 2356	Maria.D@xavierscollege-goa.com
59	Ms. Maria A. D`Souza	Assistant Professor	0832 226 2356	Maria.A@xavierscollege-goa.com
60	Dr. Harshala S. Gad	Assistant Professor	0832 226 2356	Harshala.G@xavierscollege-goa.com
61	Mr. James D`Souza	Assistant Professor	0832 226 2356	James.D@xavierscollege-goa.com
62	Dr. Suraksha S. Dongrekar	Assistant Professor	0832 226 2356	Suraksha.D@xavierscollege-goa.com
63	Dr. Seema Dessai e Fernandes	Assistant Professor	0832 226 2356	Seema.D@xavierscollege-goa.com
64	Ms. Milagrina D`Souza (Contract Basis)	Assistant Professor	0832 226 2356	Milagrina.D@xavierscollege-goa.com
65	Ms. Smruti M. Pathak (Contract Basis)	Assistant Professor	0832 226 2356	Smruti.N@xavierscollege-goa.com
66	Ms. Emma Fernandes (Lecture Basis)	Assistant Professor	0832 226 2356	Emma.F@xavierscollege-goa.com
	Chemistry			
67	Prof. Tushar S. Anvekar	Professor	0832 226 2356	Tushar.A@xavierscollege-goa.com
68	Ms. Kathleen C. Pinto	Associate Professor	0832 226 2356	Kathleen.P@xavierscollege-goa.com
69	Dr. Teotone I.M. Vaz	Associate Professor	0832 226 2356	Teotone.V@xavierscollege-goa.com
70	Ms. Janesline P.D. Fernandes	Associate Professor	0832 226 2356	Janesline.F@xavierscollege-goa.com
71	Ms. Isabel M.F. de Noronha	Associate Professor	0832 226 2356	Isabel.N@xavierscollege-goa.com
72	Ms. Edwina Fernandes e Pereira	Assistant Professor	0832 226 2356	Edwina.P@xavierscollege-goa.com
73	Mr. Mahesh R. Nair	Assistant Professor	0832 226 2356	Mahesh.N@xavierscollege-goa.com
74	Ms. Sheryl D`Cruz	Assistant Professor	0832 226 2356	Sheryl.D@xavierscollege-goa.com
75	Dr. Vinod K. Mandrekar	Assistant Professor	0832 226 2356	Vinod.M@xavierscollege-goa.com

76	Ms. Shivta H. Mhamal	Assistant Professor	0832 226 2356	Shivta.M@xavierscollege-goa.com
77	Ms. Flavia Sheila Travasso	Assistant Professor	0832 226 2356	Flavia.T@xavierscollege-goa.com
78	Mr. Andrew D`Souza	Assistant Professor	0832 226 2356	Andrew.D@xavierscollege-goa.com
79	Dr. Johnross V. Albuquerque	Assistant Professor	0832 226 2356	Johnross.A@xavierscollege-goa.com
80	Dr. Mira Parmekar	Assistant Professor	0832 226 2356	Mira.P@xavierscollege-goa.com
81	Dr. Sudanshana D. Mandolkar (Contract Basis)	Assistant Professor	0832 226 2356	
82	Dr. Sagar Narayan (Contract Basis)	Assistant Professor	0832 226 2356	Sagar.P@xavierscollege-goa.com
83	Ms. Gautami Shetye (Lecture Basis)	Assistant Professor	0832 226 2356	Gautami.S@xavierscollege-goa.com
	Mathematics			
84	Dr. Balakrishna C. Nair	Associate Professor	0832 226 2356	Balkishnan.N@xavierscollege-goa.com
85	Mr. Gajanan Rama Parab	Assistant Professor	0832 226 2356	Gajanan.P@xavierscollege-goa.com
86	Mr. Jervin Zen Lobo	Assistant Professor	0832 226 2356	Zen.L@xavierscollege-goa.com
87	Mr. Rahul Ravindra Naik	Assistant Professor	0832 226 2356	Rahul.N@xavierscollege-goa.com
88	Ms. Vikita Sinari (Contract Basis)	Assistant Professor	0832 226 2356	Vikita.S@xavierscollege-goa.com
89	Ms. Komal Raikar (Contract Basis)	Assistant Professor	0832 226 2356	
90	Ms. Medha Jaibhanat Borkar (lecture Basis)	Assistant Professor	0832 226 2356	Medha.B@xavierscollege-goa.com

	Microbiology			
91	Ms. Ursula Pinto Barreto	Vice-Principal	0832 226 2356	Ursula.B@xavierscollege-goa.com
92	Ms. Linette M. D`Souza	Assistant Professor	0832 226 2356	Linette.D@xavierscollege-goa.com
93	Ms. Katelyn M. Gonsalves	Assistant Professor	0832 226 2356	Katelyn.G@xavierscollege-goa.com
94	Ms. Arina Henriques e Frank	Assistant Professor	0832 226 2356	Arina.F@xavierscollege-goa.com

95	Ms. Ruella Ayesha D’Souza	Assistant Professor	0832 226 2356	Ruella.D@xavierscollege-goa.com
96	Dr. Marielou Alberto Ferrao	Assistant Professor	0832 226 2356	Marielou.F@xavierscollege-goa.com
97	Dr. Sheryanne Velho Pereira	Assistant Professor	0832 226 2356	Sheryanne.P@xavierscollege-goa.com
98	Dr. Velerie Gonsalves	Assistant Professor	0832 226 2356	Velerie.P@xavierscollege-goa.com
99	Dr. Trelita Ana Aurea Helena de Souza	Assistant Professor	0832 226 2356	Trelita.S@xavierscollege-goa.com
100	Mr. Siddhesh S. Menon	Assistant Professor	0832 226 2356	Siddhesh.M@xavierscollege-goa.com
101	Ms. Nadine Ana de Souza (Lecture Basis)	Assistant Professor	0832 226 2356	Nadine.d@xavierscollege-goa.com
	Computer Science			
102	Ms. Sandra Fernandes	Vice-Principal	0832 226 2356	Sandra.F@xavierscollege-goa.com
103	Mr. Edwin A.J. D’Souza	Associate Professor	0832 226 2356	Edwin.D@xavierscollege-goa.com
104	Mr. Parmanand J. Mandrekar	Assistant Professor	0832 226 2356	Parmanand.M@xavierscollege-goa.com
105	Ms. Prajoti P. Chimulkar	Assistant Professor	0832 226 2356	Prajoti.C@xavierscollege-goa.com
106	Ms. Avani Anil Kharde	Assistant Professor	0832 226 2356	Avani.K@xavierscollege-goa.com
107	Ms. Melissa Rodrigues	Assistant Professor	0832 226 2356	Melissa.R@xavierscollege-goa.com
108	Ms. JayadaS.Parab (Contract Basis)	Assistant Professor	0832 226 2356	Jayada.P@xavierscollege-goa.com
	Electronics			
109	Ms. Vilma M. T. Fernandes	Associate Professor	0832 226 2356	Daryl.F@xavierscollege-goa.com
110	Mr. Daryl Gonsalves	Associate Professor	0832 226 2356	Vilma.G@xavierscollege-goa.com
110	Mr. Cajé Pinto	Assistant Professor	0832 226 2356	Caje.P@xavierscollege-goa.com
111	Mr. Noel G. Tavares (Contract Basis)	Assistant Professor	0832 226 2356	Noel.T@xavierscollege-goa.com
112	Mr. Kenneth Shane Lobo (Lecture Basis)	Assistant Professor	0832 226 2356	Kenneth.L@xavierscollege-goa.com

	Commerce			
113	Ms. Maria Difa E. Fernandes	Associate Professor	0832 226 2356	Difa.F@xaverscollege-goa.com
114	Mr. Herwin F. de Menezes Furtado	Associate Professor	0832 226 2356	herwin .F@xaverscollege-goa.com
115	Dr.Dadapir M. Jakati	Associate Professor	0832 226 2356	Dadapir.J@xaverscollege-goa.com
116	Dr. Oscar B.I. D'Melo	Associate Professor	0832 226 2356	Oscar.B@xaverscollege-goa.com
117	Dr. Carmelita A. D'Mello	Associate Professor	0832 226 2356	Carmilita.D@xaverscollege-goa.com
118	Ms. Sumina L. Da Costa	Associate Professor	0832 226 2356	Sumina.D@xaverscollege-goa.com
119	Dr. Yasmin Z. Shaikh	Associate Professor	0832 226 2356	Yasmin.S@xaverscollege-goa.com
120	Dr. Santana Fernandes	Associate Professor	0832 226 2356	Santana.F@xaverscollege-goa.com
121	Mr. Carmelito G. De Souza	Assistant Professor	0832 226 2356	Carmelito.D@xaverscollege-goa.com
122	Ms. Mumtaz R. Mendonsa	Assistant Professor	0832 226 2356	Mumtaz.M@xaverscollege-goa.com
123	Ms. Sandra Fernandes	Assistant Professor	0832 226 2356	Sandra.Commerce@xaverscollege-goa.com
124	Ms. Zarina Chawdari	Assistant Professor	0832 226 2356	Zarina.C@xaverscollege-goa.com
125	Ms. Alia Kulsum Aga	Assistant Professor	0832 226 2356	Alia.A@xaverscollege-goa.com
126	Ms. Kimberly Maria Barros	Assistant Professor	0832 226 2356	Kimberly.B@xaverscollege-goa.com
127	Ms. Victorya A. Rodrigues	Assistant Professor	0832 226 2356	Victoria.R@xaverscollege-goa.com
128	Ms. Swizel Alphonso	Assistant Professor	0832 226 2356	Swizel.A@xaverscollege-goa.com
129	Ms. Karen Fernandes (Lecture Basis)	Assistant Professor	0832 226 2356	karen.F@xaverscollege-goa.com
130	Mr. Conrad D'Souza (Contract Basis)	Assistant Professor	0832 226 2356	Conrad.D@xaverscollege-goa.com
	Portuguese			
131	Ms. Munira U. De Souza (Contract Basis)	Assistant Professor	0832 226 2356	Munira.D@xaverscollege-goa.com

	French			
132	Ms. Crystal Lobo (Lecture Basis)	Assistant Professor	0832 226 2356	Crystal.L@xavierscollege-goa.com
	EVS			
133	Mr. Stephen J. Fernandes (Contract Basis)	Assistant Professor	0832 226 2356	Stephen.F@xavierscollege-goa.com
134	Ms. Saili Swapnil Parab (Lecture Basis)	Assistant Professor	0832 226 2356	Saili.P@xavierscollege-goa.com
	Director of Physical Education			
135	Ms. Joslyn M D'Souza	Physical Director	0832 226 2356	Joslyn.d@xavierscollege-goa.com

Non-Teaching Staff

SR. No.	NAMES OF THE STAFF MEMBERS	Designation	Telephone No.	Email Address
1	Mr. Mauricio Santana Carvalho	Accountant		mauricio@xavierscollege-goa.com
	Mr. Thomas X. Alvares	Head Clerk		thomas@xavierscollege-goa.com
2	Mr. Paul T. D’Souza	UDC		paul@xavierscollege-goa.com
3	Ms. Angela C. Fernandes	UDC		angela@xavierscollege-goa.com
4	Ms. Rosalina AgataFernandes e Mascarenhas	LDC		rosita@xavierscollege-goa.com
5	Ms. Filomena Luciana de Souza	LDC		lucia@xavierscollege-goa.com
6	Ms. Rosaline Lobo	LDC		rosalin@xavierscollege-goa.com
7	Ms. Silvia Annie Abreu e Rodrigues	LDC		silvia@xavierscollege-goa.com
8	Ms. Jecy Esperansa D’Souza e Rego	JR. STENOGRAPHER		jecy@xavierscollege-goa.com
9	Mr. Remigio D’Souza	Lab. Assistant		remigio@xavierscollege-goa.com
10	Ms. Carmelina Benvinda de Almeida e Fernandes	Lab. Assistant		benvinda@xavierscollege-goa.com

11	Ms. Joyce Rodrigues e Lobo	Lab. Assistant		joyce@xavierscollege-goa.com
12	Mr. Douglas A. De Sousa	Lab. Assistant		douglas@xavierscollege-goa.com
13	Mr. Bhanudas S. Parsekar	MULTI TASKING STAFF (MTS)		
14	Mr. Filipe Pacheco	MULTI TASKING STAFF (MTS)		
15	Mr. Narendra N. Parsekar	MULTI TASKING STAFF (MTS)		
16	Mr. Suresh A. Parwar	MULTI TASKING STAFF (MTS)		
17	Mr. Cassiano Gomes	MULTI TASKING STAFF (MTS)		
18	Mr. Umesh Mayekar	MULTI TASKING STAFF (MTS)		
19	Mr. Apollino F. Gomes	MULTI TASKING STAFF (MTS)		
20	Mr. Suresh Parsekar	MULTI TASKING STAFF (MTS)		
21	Mr. Orlando S. Estrocio	MULTI TASKING STAFF (MTS)		
22	Mr. Servulo J. Menezes	MULTI TASKING STAFF (MTS)		
23	Mr. Anthony V. Gonsalves	MULTI TASKING STAFF (MTS)		
24	Mr. Manuel Cruz	MULTI TASKING STAFF (MTS)		
25	Mr. Regi Menino Rodrigues	MULTI TASKING STAFF (MTS)		
26	Mr. Robert E. D'Souza	MULTI TASKING STAFF (MTS)		
27	Mr. Charles Kerketta	MULTI TASKING STAFF (MTS)		
28	Mr. Vishnu Singh	MULTI TASKING STAFF (MTS)		
29	Mr. Ivan Savio Fernandes	LABORATORY TECHNICAN		

30	Ms. Siya G. Kandolkar	FIELD PLANT COLLECTOR		
31	Mr. Cajetan Francis Silveira	STOREKEEPER		

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

St. Xavier’s College, Mapusa-Goa

SALARY DETAILS OF TEACHING STAFF MEMBERS (2018-2019)

Sr. No	NAMES OF THE STAFF MEMBERS	Designation	Gross Salary
1	Ms. Marina D. Monteiro	Associate Professor	226236
2	Ms. Anuradha Kakodkar	Associate Professor	219717
3	Mr. Rajendra V. Kanekar	Associate Professor	219717
4	Dr. Tushar S. Anvekar	Associate Professor	219717
5	Ms. Pamela F. Fernandes	Associate Professor	219717
6	Mr. Benedict P. Soares	Associate Professor	213444
7	Ms. Edwina R. Fernandes e Pereira	Assistant Professor	128574
8	Ms. Shirlene M.G. Palha e Fernandes	Assistant Professor	128574
9	Dr. Blanche R.C.S Mascarenhas	Associate Professor	219717
10	Ms. Ursula Pinto Barretto	Associate Professor	213444
11	Ms. Kathleen C. Pinto	Associate Professor	207294
12	Ms. Alice B. D'Cruz	Associate Professor	207294
13	Ms. Tricia D. Vaz e Borges	Associate Professor	207294
14	Ms. Isabel M.F. De Noronha	Associate Professor	184662
15	Ms. Maria Difa E. Fernandes	Associate Professor	207294
16	Mr. Dominick Nelson Lobo	Associate Professor	219717
17	Mr. Pradeep V. Morajkar	Associate Professor	201390
18	Ms. Yasmin G. Patvekar Z. Shaikh	Associate Professor	213444
19	Ms. Gema Do Rosario Fernandes e Ataide	Associate Professor	201390
20	Ms.Sumina L. Da Costa e Dias	Associate Professor	184662
21	Dr. Teotonelinas M. Vaz	Associate Professor	213444
22	Mr. Edwin A.J. D'Souza	Associate Professor	201390

23	Ms. Magdaline G. D'Souza	Associate Professor	195609
24	Dr. Maria A.R. Araujo e Fonseca	Associate Professor	195609
25	Ms. Janesline P.D. Vaz	Associate Professor	195609
26	Mr. Herwin F. De Menezes Furtado	Associate Professor	195609
27	Ms. Wendy Francisca Martins	Associate Professor	184662
28	Ms. Sabina M. Sales e Dias	Associate Professor	184662
29	Mr. Daryl Gonsalves	Associate Professor	184662
30	Mr. Manoj D. Salgaonkar	Associate Professor	190074
31	Dr. Ramita B. Prasad Gurav	Associate Professor	201390
32	Ms. Jacqueline M.J. e Monteiro	Assistant Professor	126606
33	Dr. Oscar Braganza I.E. Melo	Associate Professor	190074
34	Mr. Cajetan F. Rapose	Associate Professor	195609
35	Dr. Ubaldina Noronha	Associate Professor	195609
36	Ms. Vrunda M. Kelkar	Assistant Professor	123039
37	Mr. Dharma S. Chodankar	Associate Professor	179373
38	Mr. Dadapir M. Jakati	Associate Professor	179373
39	Ms. Sunita Mesquita	Associate Professor	184662
40	Ms. Sandra Fernandes	Assistant Professor	124884
41	Ms. Carmelita A. D'Mello	Associate Professor	184662
42	Ms. Vilma Maria Theresa Fernandes	Associate Professor	184662
43	Ms. Janet Fernandes e De Souza	Associate Professor	179373
44	Mr. Conceicao C. De Souza	Associate Professor	179373
45	Mr. Parmanand J. Mandrekar	Assistant Professor	117873
46	Ms. Aletthra C. Vieira	Associate Professor	179373
47	Mr. Lawrence M.B. John	Associate Professor	190074
48	Ms. Linette M. De Souza Noronha	Assistant Professor	116274
49	Ms. Maria Beatriz De Souza	Assistant Professor	84940
50	Dr. Maria Claudette Gomes	Associate Professor	174207
51	Ms. C. Sharmila Pais	Associate Professor	174207
52	Ms. Santana Fernandes	Assistant Professor	116274
53	Ms. Prema Angela Rocha	Associate Professor	179373
54	Ms. Maria Katelyn Gonsalves	Assistant Professor	106680
55	Ms. Sayed Rizwana Parveen	Assistant Professor	106311

56	Dr. Filipe Rodrigues e Melo (on lien for period of 5 yrs. w.e.f. 03.07.18 to take charge of new post as Principal at Govt. College of Arts & Commerce, Pernem, Goa.)(Paid Salary for two days - 01/07/18 & 02/07/18)	Associate Professor	13772
57	Dr. Balakrishnan C. Nair	Associate Professor	190074
58	Ms. Eulalia Angela Fernandes	Associate Professor	174207
59	Mr. Carmelito De Souza	Assistant Professor	93888
60	Ms. Ana Olimpia Andrade e Souza	Assistant Professor	93888
61	Dr. Harshala S. Gad	Assistant Professor	97578
62	Mr. Mahesh R. Nair	Assistant Professor	93888
63	Ms. Sheryl D'Cruz	Assistant Professor	93888
64	Ms. Mumtaz R. Mendonsa	Assistant Professor	91020
65	Mr. Gajanan Rama Parab	Assistant Professor	93888
66	Ms. Prajoti Prasad Chimulkar	Assistant Professor	93888
67	Mr. Brian Savio D'Souza	Assistant Professor	92166
68	Mr. Silvester Vaz	Assistant Professor	88722
69	Ms. Arina Henrique e Frank	Assistant Professor	89583
70	Ms. Shefali D. Kamat	Assistant Professor	88722
71	Dr. Vinod Mandrekar	Assistant Professor	99423
72	Ms. Ruella Ayesha D'Souza	Assistant Professor	86262
73	Ms. Shivta Mayekar	Assistant Professor	81465
74	Ms. Flavia S. Travasso	Assistant Professor	81465
75	Mr. Hari K. Kadam	Assistant Professor	88722
76	Ms. Sandra Fernandes	Assistant Professor	81465
77	Ms. Zarina Chowdari	Assistant Professor	81465
78	Mr. Aaron P. Fernandes	Assistant Professor	81465
79	Ms. Venisha Fernandes	Assistant Professor	81465
80	Mr. Jervin Zen Lobo	Assistant Professor	81465
81	Ms. Kimberly Barros	Assistant Professor	81465
82	Ms. Victoria Rodrigues	Assistant Professor	75399
83	Ms. Avani Anil Kharde	Assistant Professor	81465
84	Mr. Siddhesh S. Menon	Assistant Professor	79251

85	Ms. Alia Agha	Assistant Professor	79251
86	Fr. Jeronimo D'Silva	Assistant Professor	100407
87	Mr. Cajé Francis Pinto	Assistant Professor	103359
88	Dr. James D'Souza	Assistant Professor	77037
89	Dr. ReshmaSadaRautDessai	Assistant Professor	77037
90	Dr. Marielou Ferrao	Assistant Professor	77037
91	Dr. Maria Augusta D'Souza	Assistant Professor	74946
92	Ms. Swizel Alphonso	Assistant Professor	74946
93	Ms. Freda A. Tavares	Assistant Professor	74946
94	Ms. Joslyn M. D'Souza	Dir. Of Phy. Edu.	100407
95	Mr. Keshav Ramesh Dhuri	Librarian	79251

SALARY DETAILS OF NON-TEACHING STAFF MEMBERS

Sr. No	NAMES OF THE STAFF MEMBERS	Designation	Gross Salary
1	Mr. Thomas X. Alvares	Head Clerk	62934
2	Mr. Remigio D'Souza	Lab. Assistant	74004
3	Ms. Benvinda C. Fernandes	Lab. Assistant	74004
4	Mr. Cajetan Francis Silveira	Storekeeper	65886
5	Mr. Paul T. D'Souza	UDC	59490
6	Ms. Angela C. Fernandes	UDC	48789
7	Ms. Rosalina A. Fernandes e Mascarenhas	LDC	46698
8	Ms. Lucia D'Souza e Britto	LDC	46698
9	Ms. Rosaline Lobo	LDC	46698

10	Ms. Joyce Rodrigues	Lab. Assistant	59490
11	Ms. Silvia A. Abreu e Rodrigues	LDC	43746
12	Mr. Suresh Parsekar	Library Attendant	44976
13	Mr. Bahadur Singh	Multi-Tasking	16888
14	Mr. Charles Kerketta	Multi-Tasking	43746
15	Mr. Bhanudas S. Parsekar	Multi-Tasking	43746
16	Mr. Apollino F. Gomes	Multi-Tasking	40323
17	Mr. Cassiano Gomes	Multi-Tasking	40323
18	Mr. Narendra N. Parsekar	Multi-Tasking	40323
19	Mr. Filipe Pacheco	Multi-Tasking	40323
20	Mr. Vishnu Singh	Multi-Tasking	38109
21	Mr. Umesh Mayekar	Multi-Tasking	31590
22	Mr. Servulo Menezes	Multi-Tasking	31590
23	Mr. Orlando S. Estrocio	Multi-Tasking	37002
24	Mr. Mauricio S. Carvalho	Accountant	58752
25	Mr. Robert E. D'Souza	Multi-Tasking	26670
26	Mr. Suresh Pawar	Multi-Tasking	26670
27	Ms. Siya Kandolkar	Field Plant Collector	27654
28	Mr. Douglas D'Souza	Lab. Assistant	45345
29	Mr. Ivan S. Fernandes	Laboratory Tech.	36243

30	Ms. Jecy Rego	Jr. Stenographer	41655
31	Mr. Anthony V. Gonsalves	Multi-Tasking	24456
32	Mr. Manuel Cruz	Multi-Tasking	24456
33	Mr. Regi Menino Rodrigues	Multi-Tasking	24456

MANUAL. 11

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

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

ST. XAVIER'S COLLEGE - MAPUSA - GOA
BUDGET FOR 2019-2020

STATEMENT OF ACTUAL EXPENDITURE AND INCOME AS ON 31.12.2018 (2018-2019) AND ESTIMATED EXPENDITURE AND INCOME FOR 2019-20

EXPENDITURE					INCOME				
ITEMS			Actual for as on 31.12.2018 (2018-2019)	Estimate for 2019-2020	ITEMS			Actual for 2018-2019	Estimate for 2019-2020
I.	Salaries & Salary Related Expenditure:				I.	Opening Balances (Salary A/C):			
	1	Salaries of Teaching Staff	141975004.0 0	176172505.0 0		1	St. Xavier's College A/c No. 1683131154	6143292.30	8097892.40
	2	Arrears due to promotion/new appointments and other related matters (Teaching Staff)	0.00	1230000.00		2	Grant-in-Aid - Salaries	162038077.00	205936335.0 0
	3	Salaries of Non-Teaching Staff	12951426.00	19598998.00		3	Bank Interest	329771.00	362749.00
	4	Arrears due to promotion/new appointments and other related matters (Non-Teaching Staff)	0.00	2659464.00		4	Salary Recovery	270503.00	2304734.00
	5	Contributory Provident Fund - Management Share	124970.00	0.00		5	CPF NPS Emp Contr. Payable	0.00	0.00
	6	CPF-Management Share - Under New Pension Scheme	3148694.00	3851644.00		6	CPF NPS Govt. Contr. Payable	0.00	0.00
	7	Provision to Gratuity	94133.00	0.00		7	Audit Recovery (Mgt)	0.00	0.00
	8	Reimbursement of Medical Expenses	38012.00	61814.00					
	9	L.T.C. expenses	216981.00	438680.00					
	10	Reimbursement of Tution Fees	187144.00	205859.00					
	11	Leave Encashment	1945576.00	1717371.00					
	12	Bank Charges	1705.90	1877.00					

		Balance C/f (Cash - Rs.561.43+Bank - Rs.751014.79)	751576.62	2363854.77					-	-
		Sub-Totals-2	5554748.17	12552474.17				Sub-Totals-2	5554748.17	12552474.17
GRAND TOTALS			<u>174336391.7</u>	<u>229254184.7</u>				GRAND TOTALS	174336391.47	229254184.7

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
-----nil-----						

List of individuals given subsidy

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

MANUAL. 13

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

Srl..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.

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
-----NIL-----				

Particulars of the facilities available to citizens for obtaining information

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

Facilities available for obtaining information

Srl.No.	Facility available	Nature of information	Working hours
Information Counter	Counter Service	All information related to staff and students	8.30 a.m. to 5.00 p.m.
Web site	Wi-Fi & Internet Connection	College Prospectus College Handbook 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 on books	8.30 a.m. to 5.00 p.m.
Notice Boards	Displayed notices	All notices concerned to students and stakeholders	-

MANUAL. 16

Name & designation and other particulars of Public Information Officers

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

List of Public Information Officers

Sr. No.	Designation of the officer designated as PIO	Name		Postal address	Telephone No.	E-mail address	Demarcation of area/ activities, if more than one PIO is there
1.	1st Appellate Authority	Prof. Blanche Mascarenhas	Principal	P.O. Box No. 32, Mapusa, Bardez, Goa, 403 507 India	0832-2262356 0832-2263031	xavierscollege1963@gmail.com	As prescribed by the RTI Act
2.	Public Information Officer	Ms. Ursula Barreto	Associate Professor	P.O. Box No. 32, Mapusa, Bardez, Goa, 403 507 India	0832-2262356 (Extension 212)	xavierscollege1963@gmail.com	As prescribed by the RTI Act
3.	Assistant Public Information Officer	Mr. Mauricio Carvalho	Accountant	P.O. Box No. 32, Mapusa, Bardez, Goa, 403 507 India	0832-2262356	xavierscollege1963@gmail.com	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**-----