

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.”

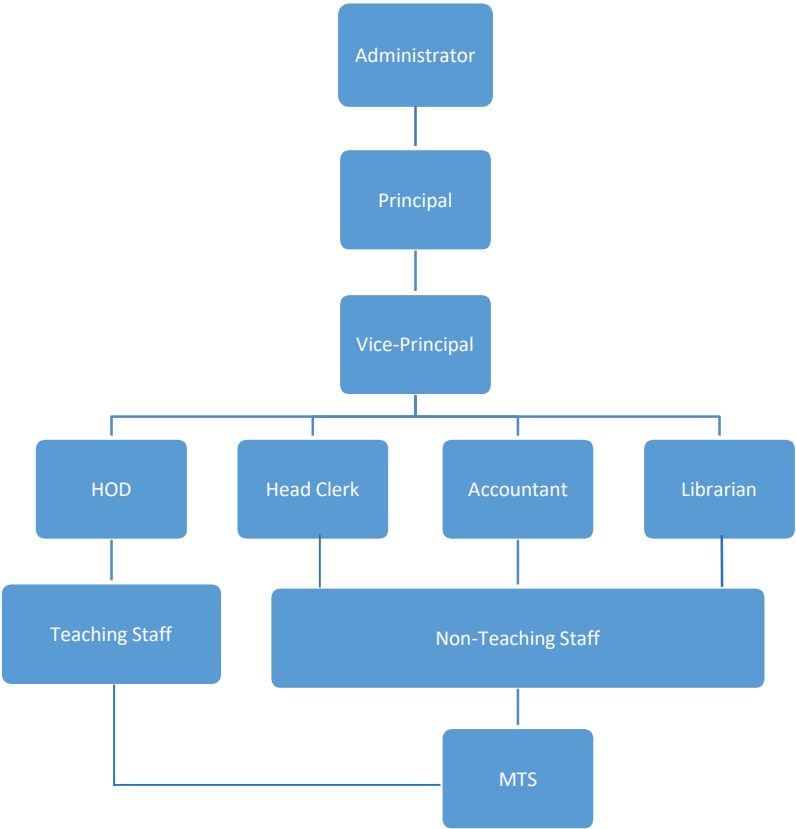
3. Brief history and background of establishment of the public authority

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> |

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|----|--------------------|-----|-----|-----|---|
| 4. | Non-Teaching staff | Nil | Nil | Nil | <input type="checkbox"/> Perform such duties as assigned by the Principal from time to time |
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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_gvCDo0kRcBUNiHpiFoOs/view?usp=sharing | | |
| 5. | College Prospectus | https://xavierscollegegoa.ac.in/under-graduate-prospectus-2023-24/ | | |

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) | Dr. (Fr.) Jeronimo D'Silva President Mr. Jose Noronha Chairperson Ms Vilma Fernandes Secretary Joint secretary Ms Sumina Da Costa Treasurer Joint Treasurer Mr. Rama Palyekar Member Ms Elizabeth Fernandes Member Ms Alda Monteiro Member Ms Anwar Ali Maniyar Member Mr. Tulsidas Porob Member Mr Sagar Narvekar Member Mr. Yeshwant Chodankar Member Mr. Linson Thomas Member Ms Aileen Nunes Pinto Member Dr. Greta Costa 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. | Twice a year |
| 2. | Local Managing Committee-2022-23 | Fr. Antonio F. Salema Chairperson Prof. Blanche Mascarenhas President Dr.(Mrs.) Carmelita D'Mello Secretary Ms. Sandra Fernandes Member Fr. Noel da Costa Member Fr. Lucio Dias Member Fr. Agnelo Fernandes Member Ms. Sandra Fernandes (Vice Member Principal) | □To take care of affairs of the college. | Once a year |

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|----|------------------------------|--|---|---|-----------|
| | | Ms. Edwina Pereira | Member | | |
| | | Ms. Anuradha Kakodkar | Member | | |
| | | Mr. Mauricio Carvalho | Member | | |
| 3. | IQAC-2023 | Prof. Blanche Mascarenhas Mr. Jonathan Fernandes Mr. Paul D’Souza Ms. Angela Fernandes Dr. Marielou Ferrao Ms. Ursula Barreto Ms. Sandra Fernandes Dr. Santana Fernandes Ms. Sunita Mesquita Mr. Herwin Furtado Dr. Oscar D’Melo Ms. Anuradha Kakodkar Ms. Prajoti Chimulkar Mr. Manoj Salgaonkar Ms. Joslyn D’Souza Dr. Rheane Da Silva Ms. Dakshata G. Zambulkar Fr. Antonio Salema Mr. Salvador D’Souza Mr. Reeve Fernandes MLA Mr. Joshua Peter D’Souza Mrs. Pamela Aiyar Cabral Mr. Rohit Gupta | Chairman Systems Administrator (UDC) (UDC) (IQAC Coordinator) (June, 2023 onwards) (NAAC Coordinator) (Vice-Principal) (Examination Convenor) (Cultural Co-ordinator) (Associate Professor) (Associate Professor) (Associate Professor) (Assistant Professor & PTA Representative) Associate Professor) (Sport Representative) (NSS Representative) (Librarian) (Management Representative) (Local Society Representative) (Student Representative) (Alumini Representative) (Employer Representative) (Industry Representative) | <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 | |

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

MANUAL. 8
A statement of boards, council, committees and other bodies constituted
[Section 4 (1) (b) (vii)] 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 (2022-25) | <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 | Chairperson | July 2019 | 3 years | No | Yes | Once a year | |
| | | | Prof. Blanche Mascarenhas | President | | | | | | |
| | | | Dr. Santana Fernandes | Secretary | | | | | | |
| | | | Fr. Noel da Costa | Member | | | | | | |
| | | | Fr. Lucio Dias | Member | | | | | | |
| | | | Fr. Agnelo Fernandes | Member | | | | | | |
| | | | Ms. Sandra Fernandes | Member | | | | | | |
| | | | Ms. Edwina Pereira | Member | | | | | | |
| | | | Ms. Anuradha Kakodkar | Member | | | | | | |
| | | | Mr. Mauricio Carvalho | Member | | | | | | |
| 2. | College Grievance Committee(2022-2025) | | Professor Dominick Nelson Lobo | Chairperson | | 3 years | No | yes | Once a year | |
| | | | Ms. Gema Ataide | Member | | | | | | |
| | | | Ms. Mumtaz Mendonca | Member | | | | | | |

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| 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 | | | | | | |
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| 4. | Anti-Ragging Squad(2023-24) | | <div><div>Dr. Prema Rocha</div><div>Ms. Sheryl D’Cruz</div><div>Dr. Dadapir Jakati</div><div>Mr. Carmelito D’Souza</div><div>Ms. Tricia Berges</div><div>Ms. Mumtaz Mendonca</div><div>Dr. Vrunda Kelkar</div><div>Mr. Mahesh Nair</div><div>Dr. Vijay Viegas</div><div>Mr. Worrel D’Souza</div><div>Mr. Rommel Pinheiro</div><div>Mr. Dinesh Nirawdekar</div><div>Mr. Suresh Parsekar</div><div>Mr. Francis D’Souza</div></div> <div><div>Convenor</div><div>Member</div><div>Member</div><div>Member</div><div>Member</div><div>Member</div><div>Member</div><div>Member</div><div>Member</div><div>Member</div><div>Member</div><div>Member</div><div>Member</div><div>Member</div></div> | | | | | | |
| 5. | Anti-Ragging Committee(2023-24) | | <div><div>Prof. Blanche Mascarenhas</div><div>Ms. Ursula Barreto</div><div>Ms. Sandra Fernandes</div><div>Mr. Jivba Dalvi</div><div>Mr. Rajesh Mahale</div><div>Fr. Maverick Fernandes</div><div>Mr. Lisvan Rodrigues</div><div>Ms. Annuradha Kakodkar</div><div>Ms. Difa Fernandes</div><div>Ms. Jecy Rego</div><div>Ms. Pooja Naik</div><div>Ms. Patricia D’Souza</div><div>Ms. Delfina Fernandes</div><div>Ms. Shalu Vishwakarma</div><div>Ms. Thea Fernandes</div><div>Mr. Roden Gomes</div><div>Mr. Jason Pereira</div><div>Ms. Vaibhavi Mayenkar</div><div>Mr. Gavison Fernandes</div><div>Ms. Lisa Saldhana</div><div>Mr. Xellion Gracias</div><div>Mr. Jovi Moura</div></div> <div><div>Principal</div><div>Member</div><div>Member</div><div>Member</div><div>Member</div><div>Member</div><div>Member</div><div>Member</div><div>Member</div><div>Member</div><div>Member</div><div>Member</div><div>Member</div><div>Member</div><div>Member</div><div>Member</div><div>Member</div><div>Member</div><div>Member</div><div>Member</div><div>Member</div></div> | | | | | | |

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| 6.# | Discipline Committee(2022- 2023) | | <div> <div>Administrator</div> <div>Principal</div> <div>Ms. Ursula Barreto</div> <div>Ms. Sandra Fernandes</div> <div>(Comp.Sc)</div> <div>Dr. Yasmin Shaikh</div> <div>Prof. Jane De Souza</div> <div>Ms. Wendy Martins</div> <div>Mr. Nitin Volvoikar</div> <div>Mr. Rommel Pinheiro</div> <div>Mr. Prasad Naik</div> <div>Ms. Rupali Neje</div> <div>Ms. Aquilla Afonso</div> <div>Mr. Herwin Furtado</div> <div>Mr. B.C. Nair</div> <div>Ms. Jocelyn Fernandes</div> <div>Ms. Sherlene Fernandes</div> <div>Mr. Edwin D’Souza</div> <div>Dr. Kshipra Vora</div> <div>Dr. Benedict Soares</div> <div>Ms. Shivta Mhamal</div> </div> <div> <div>Member</div> <div>Member</div> <div></div> <div>Member</div> <div>Member</div> <div>Member</div> <div>Member</div> <div>Member</div> <div>Member</div> <div>Member</div> <div>Member</div> <div>Member</div> <div>Member</div> <div>Member</div> <div>Member</div> <div>Member</div> <div>Member</div> <div>Member</div> <div>Member</div> <div>Member</div> <div>Member</div> </div> | | | | | | |

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| | | | <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(2022-2025) | | <div>Dr. Santana Fernandes</div> <div>Convenor</div> <div>Mr. Edwin D’Souza</div> <div>Member</div> <div>Ms. Freda Tavares</div> <div>Member</div> <div>Mr. Mahesh Nair</div> <div>Member</div> <div>Ms. Kimberly Barros</div> <div>Member</div> <div>Ms. Eulalia Fernandes</div> <div>Member</div> <div>Ms. Zarina Chowdari</div> <div>Member</div> <div>Mr. Gajanan Parab</div> <div>Member</div> <div>Dr. Prema Rocha</div> <div>Member</div> <div>Dr. Cajé Pinto</div> <div>Member</div> <div>Dr. Oscar De Melo</div> <div>Member</div> <div>Mr. Anzil Fernandes</div> <div>Member</div> <div>Dr. Vijay Viegas</div> <div>Member</div> | | | | | | |

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| 9. | College Unfair Means Inquiry Committee(2022-2025) | | Prof. Janet De Souza Ms. Gema Ataide Ms. Mumtaz Mendonca | Chairperson Member Member | | | | | | |
| 10. | Internal Complaint committee(ICC) (2022-23) | | Ms Shirlene Palha Fr. Roman Rodrigues Dr. Yasmin Shaikh Mr. Manoj Salgaonkar Ms. Alia Aga Mr. Suresh Pawar 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 | | | | | | | |

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| 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 | | | | | | |

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| 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 | | | | | | |

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| 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 | | | | | | |

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| 24. | Committee for SOPs for Laboratories | | Mrs. Katelyn Gonsalves Convenor 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 | | | | | | |
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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 |
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|----|---|---------------------|---------------|-------------------------------------|
| | Economics | | | |
| 4 | Prof. Blanche R.C.S.Mascarenhas | Principal | 0832 226 2356 | xavierscollege1963@gmail.com |
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| 42 | Mr. Lawrence M.B. John | Professor | 313904 |
| 43 | Ms. Linette M. De Souza Noronha | Assistant Professor | 186312 |
| 44 | Ms. Maria Beatriz De Souza | Associate Professor | 262572 |
| 45 | Dr. Maria Claudette Gomes | Associate Professor | 278152 |
| 46 | Dr. C. Sharmila Pais | Associate Professor | 303408 |
| 47 | Dr. Santana Fernandes | Associate Professor | 197300 |
| 48 | Ms. Prema Angela Rocha | Associate Professor | 278152 |
| 49 | Ms. Maria Katelyn Gonsalves | Assistant Professor | 175980 |
| 50 | Ms. Sayed Rizwana Parveen | Assistant Professor | 166468 |

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|----|---------------------------------|---------------------|---------------|
| 51 | Dr. Filipe Rodrigues e Melo | Professor | 352608 |
| 52 | Dr. Afonso M. Botelho | Associate Professor | 363104 |
| 53 | Dr. Balakrishnan C. Nair | Associate Professor | 294716 |
| 54 | Dr. Eulalia Angela Fernandes | Associate Professor | 303408 |
| 55 | Mr. Carmelito De Souza | Assistant Professor | 161477 |
| 56 | Ms. Ana Olimpia Andrade e Souza | Assistant Professor | 161477 |
| 57 | Dr. Harshala S. Gad | Assistant Professor | 171068 |
| 58 | Mr. Mahesh R. Nair | Assistant Professor | 161477 |
| 59 | Ms. Sheryl D'Cruz | Assistant Professor | 161477 |
| 60 | Ms. Mumtaz R. Mendonsa | Assistant Professor | 181027 |
| 61 | Mr. Gajanan Rama Parab | Assistant Professor | 161477 |
| 62 | Ms. Prajoti Prasad Chimulkar | Assistant Professor | 161477 |
| 63 | Mr. Silvester Vaz | Assistant Professor | 152439 |
| 64 | Ms. Arina Henrique e Frank | Assistant Professor | 161661 |
| 65 | Ms. Shefali D. Kamat | Assistant Professor | 148197 |
| 66 | Ms. Ruella Ayesha D'Souza | Assistant Professor | 148197 |
| 67 | Ms. Shivta Mayekar | Assistant Professor | 139897 |
| 68 | Ms. Flavia S. Travasso | Assistant Professor | 139897 |
| 69 | Ms. Sandra Fernandes | Assistant Professor | 138883 |
| 70 | Ms. Zarina Chowdari | Assistant Professor | 148197 |
| 71 | Mr. Aaron P. Fernandes | Assistant Professor | 139897 |
| 72 | Mr. Jervin Zen Lobo | Assistant Professor | 157050 |
| 73 | Ms. Kimberly Barros | Assistant Professor | 144139 |
| 74 | Ms. Victoria Rodrigues | Assistant Professor | 139897 |
| 75 | Ms. Avani Anil Kharde | Assistant Professor | 144139 |
| 76 | Mr. Siddhesh S. Menon | Assistant Professor | 139897 |

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|-----|------------------------------|---------------------|---------------|
| 77 | Ms. Alia Agha | Assistant Professor | 139897 |
| 78 | Dr. Caje Francis Pinto | Assistant Professor | 191909 |
| 79 | Dr. James D'Souza | Assistant Professor | 148381 |
| 80 | Dr. Marielou Ferrao | Assistant Professor | 148381 |
| 81 | Dr. Maria Augusta D'Souza | Assistant Professor | 132151 |
| 82 | Ms. Swizel Alphonso | Assistant Professor | 136024 |
| 83 | Ms. Freda A. Tavares | Assistant Professor | 136024 |
| 84 | Ms. Joslyn M. D'Souza | Dir. Of Phy. Edu. | 171068 |
| 85 | Fr. Luis Xavier Gomes | Assistant Professor | 128462 |
| 86 | Dr. Apurva P. Betkekar | Assistant Professor | 136024 |
| 87 | Ms. Elvira Pereira | Assistant Professor | 157050 |
| 88 | Ms. Averyl Pires | Assistant Professor | 116197 |
| 89 | Mr. Salim M. Gaded | Assistant Professor | 124958 |
| 90 | Mr. Prasad Shripad Naik | Assistant Professor | 124958 |
| 91 | Ms. Melissa G. Rodrigues | Assistant Professor | 124958 |
| 92 | Dr. Sheryanne V. Pereira | Assistant Professor | 143955 |
| 93 | Dr. Trelita Helena De Souza | Assistant Professor | 124958 |
| 94 | Mr. Rahul R. Naik | Assistant Professor | 124958 |
| 95 | Dr. Andrew J. D'Souza | Assistant Professor | 124958 |
| 96 | Dr. Johnross V . Albuquerque | Assistant Professor | 136024 |
| 97 | Dr. Mira Parmekar | Assistant Professor | 143955 |
| 98 | Dr. Suraksha S. Dongrekar | Assistant Professor | 124958 |
| 99 | Dr. Seema Fernandes | Assistant Professor | 124958 |
| 100 | Dr. Valerie Gonsalves | Assistant Professor | 143955 |
| 101 | Dr. Rheane P. Da Silva | Assistant Professor | 121453 |
| 102 | Mr. Swapnil S. Belekar | Assistant Professor | 121453 |
| 103 | Ms. Avani Anil Talkatkar | Assistant Professor | 118133 |
| 104 | Mr. Clarence Rodrigues | Assistant Professor | 118133 |
| 105 | Ms. Milagrina D'Souza | Assistant Professor | 118133 |
| 106 | Ms. Nadine Ana de Souza | Assistant Professor | 114813 |
| 107 | Dr. Prachi Ganpat Joshi | Assistant Professor | 114813 |
| 108 | Ms. Dakshata G. Zambulkar | College Librarian | 121453 |

SALARY DETAILS OF NON-TEACHING STAFF MEMBERS

| Sr. No | NAMES OF THE STAFF MEMBERS | Designation | Gross Salary |
|---------------|---|--------------------|---------------------|
| 1 | Mr. Thomas X. Alvares | Head Clerk | 98732 |
| 2 | Mr. Remigio D'Souza | Lab. Assistant | 114148 |
| 3 | Ms. Benvinda C. Fernandes | Lab. Assistant | 74004 |
| 4 | Mr. Cajetan Francis Silveira | Storekeeper | 101684 |
| 5 | Mr. Paul T. D'Souza | UDC | 91516 |
| 6 | Ms. Angela C. Fernandes | UDC | 77084 |
| 7 | Ms. Rosalina A. Fernandes e Mascarenhas | UDC | 71836 |
| 8 | Ms. Lucia D'Souza e Britto | UDC | 71836 |
| 9 | Ms. Rosaline Lobo | LDC | 71836 |

| | | | |
|----|---------------------------------|-----------------------|-------|
| 10 | Ms. Joyce Rodrigues | Lab. Assistant | 91516 |
| 11 | Ms. Silvia A. Abreu e Rodrigues | LDC | 67244 |
| 12 | Mr. Suresh Parsekar | Multi-Tasking | 69212 |
| 13 | Mr. Charles Kerketta | Multi-Tasking | 67244 |
| 14 | Mr. Bhanudas S. Parsekar | Multi-Tasking | 67244 |
| 15 | Mr. Apollino F. Gomes | Multi-Tasking | 63636 |
| 16 | Mr. Cassiano Gomes | Multi-Tasking | 63636 |
| 17 | Mr. Narendra N. Parsekar | Multi-Tasking | 63636 |
| 18 | Mr. Vishnu Singh | Multi-Tasking | 60028 |
| 19 | Mr. Umesh Mayekar | Multi-Tasking | 55747 |
| 20 | Mr. Servulo Menezes | Multi-Tasking | 55747 |
| 21 | Mr. Orlando S. Estrocio | Multi-Tasking | 58388 |
| 22 | Mr. Mauricio S. Carvalho | Accountant | 90532 |
| 23 | Mr. Robert E. D'Souza | Multi-Tasking | 47262 |
| 24 | Mr. Suresh Pawar | Multi-Tasking | 47262 |
| 25 | Ms. Siya Kandolkar | Field Plant Collector | 49107 |
| 26 | Mr. Douglas D'Souza | Lab. Assistant | 78248 |
| 27 | Mr. Ivan S. Fernandes | Laboratory Tech. | 36243 |

| | | | |
|----|---------------------------|-----------------------------|-------|
| 28 | Ms. Jecy Rego | Jr. Stenographer | 71793 |
| 29 | Mr. Anthony V. Gonsalves | Multi-Tasking | 24456 |
| 30 | Mr. Manuel Cruz | Multi-Tasking | 42075 |
| 31 | Mr. Regi Menino Rodrigues | Multi-Tasking | 42075 |
| 32 | Mr. Elston J. Dias | Lab. Assistant | 51136 |
| 33 | Ms. Santana A. Fernandes | Lab. Assistant | 51136 |
| 34 | Ms. Susmita S. Parab | Lab. Assistant | 51136 |
| 35 | Ms. Patricia A. Fernandes | Lab. Assistant | 51136 |
| 36 | Mr. Sarvesh S. Morje | Librarian - Grade I | 59804 |
| 37 | Ms. Lina D' Souza | Librarian - Grade II | 51136 |
| 38 | Mr. Roger Fernandes | Instr. In Phy. Education | 90421 |
| 39 | Ms. Astrid Pereira | Instr. In Phy. Education | 90421 |
| 40 | Mr. Jonathan A. Fernandes | System Administrator | 71977 |
| | | | |

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 2023-2024

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

| EXPENDITURE | | | | |
|-------------|--|--|-----------------------|---------------------------|
| ITEMS | | | Actual for 2022-23 | Estimate for 2023-2024 |
| I. | Salaries & Salary Related Expenditure: | | | |
| | 1 | Salaries of Teaching Staff | 262655659.0 0 | 280000000.0 0 |
| | 2 | Arrears due to promotion/new appointments and other related matters (Teaching Staff) | 0.00 | 5000000.00 |
| | 3 | Salaries of Non-Teaching Staff | 29489277.00 | 35000000.00 |
| | 4 | Arrears due to promotion/new appointments and other related matters (Non-Teaching Staff) | 0.00 | 2000000.00 |
| | 5 | Contributory Provident Fund - Management Share | 124970.00 | 0.00 |
| | 6 | Reimbursement of CEA | 298002.00 | 100000.00 |
| | 7 | Reimbursement of Medical Expenses | 47648.00 | 100000.00 |
| | 8 | L.T.C. expenses | 256936.00 | 500000.00 |
| | 9 | TDS Receivable (Staff) | 55646.00 | 0.00 |
| | 10 | Leave Encashment | 2584860.00 | 1000000.00 |
| | 11 | Bank Charges | 165.20 | 500.00 |
| | 12 | Audit Recovery | 0.00 | 0.00 |

| INCOME | | | | |
|--------|--------------------------------|---|-------------------------|---------------------------|
| ITEMS | | | Actual for 2022-2023 | Estimate for 2023-2024 |
| I. | Opening Balances (Salary A/C): | | | |
| | 1 | St. Xavier's College A/c No. 1683131154 | 2516327.70 | 1969128.50 |
| | 2 | Grant-in-Aid - Salaries | 295338336.00 | 323500000.0 0 |
| | 3 | Bank Interest | 135001.00 | 200000.00 |
| | 4 | Salary Recovery | 177476.00 | 200000.00 |
| | 5 | CPF NPS Emp Contr. Payable | 0.00 | 0.00 |
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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**-----