

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.”

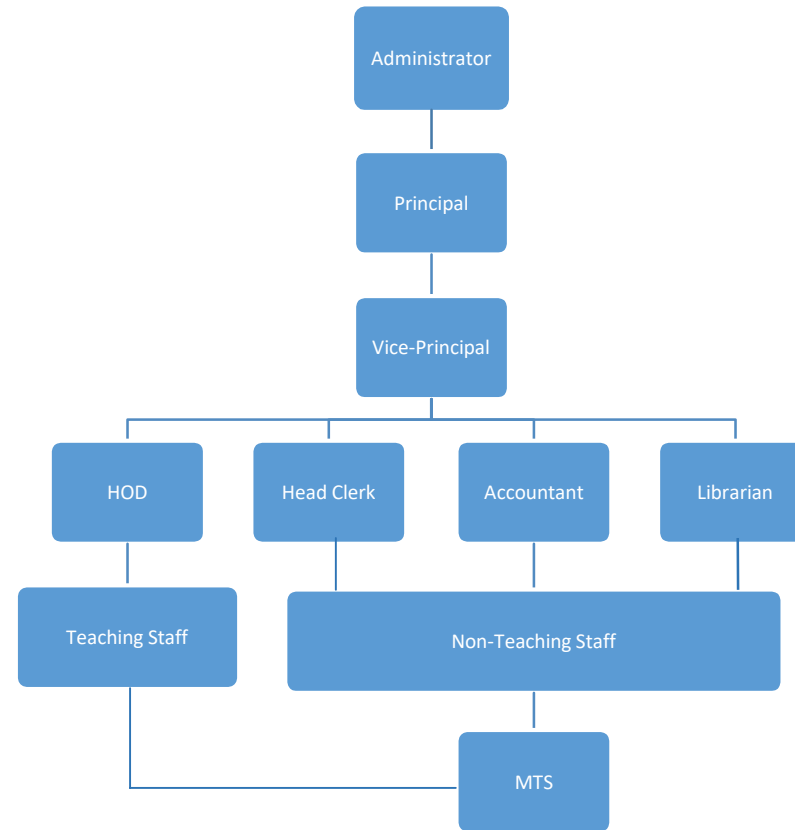
3. Brief history and background of establishment of the public authority

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 is available for staff and students of the college.

COLLEGIATE STUDENT GRIEVANCE REDRESSAL COMMITTEE (CSGRC)

- | | |
|--------------------------------------|---------------------------|
| 1. Ms. Ursula Barreto | - Chairperson |
| 2. Prof. Filipe Rodrigues e Melo | - Member |
| 3. Prof. Mathias Bosco Lawrence | - Member |
| 4. Dr. Sharmila Paes | - Member |
| 5. Ms. Aliya Agha | - Member |
| 6. Ms. Annora Braun Tavares (TYBCOM) | - Student Special Invitee |

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 	<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"/> Conduct of examination <input type="checkbox"/> Assessing reports of teachers & maintenance of service books of teachers and other employees of the college <input type="checkbox"/> Observance of Rules & other directions or orders issued by the management of the college.
2.	Vice-Principal	Nil	Nil	Nil	<ul style="list-style-type: none"> <input type="checkbox"/> Impart instruction to students <input type="checkbox"/> Perform duties assigned by the Principal from time to time
3.	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

4.	Non-Teaching staff	Nil	Nil	Nil	☐ 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:

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	-		
4.	College Handbook	https://drive.google.com/file/d/17GnbLHPZC1_gvCDo0kRcBUNiIHpIFoOs/view?usp=sharing		
5.	College Prospectus	https://drive.google.com/file/d/1-8L4F9MHKwADYcm-bnxYsg8puvdsOS_O/view		

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. -2024)	Ms. Patricia D'Souza Chairperson Mrs. Ursula Barreto President & Acting Principal Rev. Fr. Antonio Salema Nominated Member Ms. Arina Frank Secretary Mr. Mahesh Nair Joint secretary Dr. Oscar e Melo Treasurer Ms. Eudociana Fernandes Joint Treasurer Mr. Vijay Bhike Member Mr. Desmond Menezes Member Mr. Swapnil Chodankar Member Ms. Maxilia Goves Member Ms. Lavina Fernandes Member Mr. Carmo Barreto Member Ms. Roshell Fernandes Member Mr. Kenneth D'Silva Member Ms. Divya Pai Vernekar Nominated Member Adv. Harsha Naik Nominated Member Ms. Sandra Fernandes Nominated Member Mr. Lisvan Rodrigues Member Ms. Concy Noronha Member Ms. Rosalina A. Fernandes e Mascarenhas Nominated Member Ms. Dakshata Zambulkar Nominated Member Rev. Fr. Noel Costa Nominated 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-2024-25	Fr. Antonio F. Salema Ms. Ursula Barreto Dr. Claudette Gomes Fr. Noel da Costa Fr. Lucio Dias Fr. Agnelo Fernandes Ms. Sandra Fernandes Prof. Blanche Mascarenhas Ms Alice D’Cruz Ms. Difa Fernandes Ms VailaroseFernandes Mr. Paul D’Souza	Chairperson President Secretary Member Member Member Member Member Member Member Member Member	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-2024	Ms. Ursula Barreto Mr. Jonathan Fernandes Mr. Paul D'Souza Ms. Angela Fernandes Dr. Ubaldina Noronha Prof. Bosco Lawrence 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) (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-2024	<u>Ms. Ursula Barreto</u> Ms Sandra Fernandes Dr. Blanche Mascarenhas Dr. Maria Fonseca 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 Sunita Mesquita Dr. Ubaldina Noronha Mr. Conceicao de Souza Mr. Mauricio Carvalho	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 (2024-25)	<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 Ms. Ursula Barreto Dr. Claudette Gomes Fr. Noel da Costa Fr. Lucio Dias Fr. Agnelo Fernandes Ms. Sandra Fernandes Prof. Blanche Mascarenhas Ms Alice D’Cruz Ms. Difa Fernandes Ms Vailarose Fernandes Mr. Paul D’Souza	Chairperson President Secretary Member Member Member Member Member Member Member Member	July 2019	3 years	No	Yes	Once a year	
2.	Collegiate Student Grievance Redressal Committee (2024-2025)		Ms. Ursula Barreto Prof. Filipe Rodrigues e Melo Prof. Mathias Bosco Lawrence Dr. Sharmila Paes Ms. Aliya Agha	Chairperson Member Member Member Member		3 years	No	yes	Once a year	
3.	College Committee for Prevention of Sexual Harassment at the workplace (2024- 2025)		Dr. Claudette Gomes Ms. Alia Agha Ms. Shivta Mhamal	Convenor Member Member						

4.	College Grievance Committee (Exam)		Prof. Dominick Nelson Lobo Ms. Gema Ataide Ms. Mumtaz Mendonca	Chairperson Member Member						
4.	Anti-Ragging Squad(2024-25)		Dr. Prema Rocha Ms. Tricia Berges Ms. Sheryl D’Cruz Ms. Mumtaz Mendonca Dr. Kshipra Vohra Mr. Rommel Pinheiro Mr. Francis D’Souza	Convenor Member Member Member Member Member Member						
5.	Anti-Ragging Committee(2024-25)		Ms. Ursula Barreto Ms. Sandra Fernandes Mr. Clen Madeira Adv. Eshan Usapkar Fr. Maverick Fernandes Mr. Lisvan Rodrigues Prof. Dominick Nelson Lobo Dr. Ramita Gurav Prof. DadapirJakati Ms. Jecy Rego Ms. Pooja Naik Mr. Cassiano Gomes Ms. Roshell Fernandes Ms. ShaluVishwakarma Ms. Thea Fernandes Mr. Roden Gomes Ms. Nupur Bandekar Mr. Shane Fernandes Ms. Melissa T. Cabral Mr. Nathan DaCunha Mr. Gavison Fernandes Ms. Lisa Saldhana Mr. Xellion Gracias Mr. Jovi Moura	Principal Member External Member External Member						

7.	Attendance Committee (2024 -2025)		<p>Regular Dr. Sharmila Pais Convenor Dr. Shefali Kale Member Fr. Ramiro Luis Member Dr. Harshala Shetgaonkar Member Prof. Bosco Lawrence Member Ms. Kimberley Barros Member Mr. Swapnil Belekar Member</p> <p>Self Finance Aquila Afonso Convenor Mr. Worrell D’Souza Member Ms. Vanessa Furtado Member Ms. Sarita Mahale Member Ms. Jocelyn Fernandes Member Ms. Vailarose Pereira Member Mr. Dinesh Nirawdekar Member Ms Mamata Prabhugaonkar Member</p>						
8.	College Examination Committee(2022-2025)		Dr. Santana Fernandes Convenor Mr. Edwin D’Souza Member Ms. Freda Tavares Member Mr. Mahesh Nair Member Ms. Mumtaz Mendonca Member Ms. Eulalia Fernandes Member Mr. Carmelito D’Souza Member Mr. Gajanan Parab Member Dr. Prema Rocha Member Dr. Caje Pinto Member Dr. Oscar De Melo Member Mr. Anzil Fernandes Member Ms. Sarita Mahale Member						
9.	College Unfair Means Inquiry Committee(2022-2025)		Prof. Janet De Souza Chairperson Ms. Sumina Da Costa Member Dr. Balkrishna C. Nair Member						
10.	Internal Complaint		Ms. Magadlene D’Souza Chairperson Member						

	committee(ICC) (2024-25)		Mr. Manoj Salgaonkar Ms. Alia Agha Mr. Suresh Pawar Ms. Rosaline Lobo Ms. Rashmi Palav	Member Member Member Member						
			If matter involves Ms. Charbel Ann D'Souza Ms. Averill Xavier Fernandes Ms. Doris Goves	Students TYBCOM TYBBA TYBSc						
11.	Social Media Champion		Mr. Edwin D'Souza							
15.	Public Grievance Officer(2024-25)		Ms. Kathleen C. Pinto							

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

Teaching Staff (2024-25)

SR. No.	NAMES OF THE STAFF MEMBERS	Designation	Tel No.	E-mail Address
	Sociology			
1	Prof. Afonso Manuel Botelho	Professor	0832 226 2356	xavierscollege1963@gmail.com
2	Ms. Sayed Rizwana Parveen	Associate Professor	0832 226 2356	xavierscollege1963@gmail.com
3	Ms. Freda Tavares	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
4	Ms. Elizabeth Bara	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
5	Ms. Simran Kumar	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
	Economics			
5	Prof. Blanche R.C.S.Mascarenhas	Professor	0832 226 2356	xavierscollege1963@gmail.com
6	Ms. Gema Fernandes e Ataide	Associate Professor	0832 226 2356	xavierscollege1963@gmail.com
7	Ms. Jacqueline Monteiro	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
8	Ms. Ana Olimpia Andrade e Souza	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
9	Ms. Averyl Pires	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
10	Ms. Viveka M. S. de Melo e Granjo	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
	English			
11	Ms. Alice B. D'Cruz	Associate Professor	0832 226 2356	xavierscollege1963@gmail.com
12	Dr. Prema A. Rocha	Associate Professor	0832 226 2356	xavierscollege1963@gmail.com
13	Ms. Sunita Mesquita	Associate Professor	0832 226 2356	xavierscollege1963@gmail.com
14	Dr. Maria Claudette Gomes	Associate Professor	0832 226 2356	xavierscollege1963@gmail.com
15	Ms. Shirelene Palha	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
16	Mr. Aaron Paul Fernandes	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com

17	Ms. Eden Ann Fernandes	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
	Hindi			
19	Dr. Ramita Prasad Gurav	Associate Professor	0832 226 2356	xavierscollege1963@gmail.com
20	Ms. Magdalene G. D'Souza	Associate Professor	0832 226 2356	xavierscollege1963@gmail.com
21	Mr. Salim Mohamed Gadad	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
22	Ms. Pritam Pundalik Salgaonkar	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
23	Ms. Kshitija D. Pednekar	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
	History			
22	Ms. Pamela F. Fernandes	Associate Professor	0832 226 2356	xavierscollege1963@gmail.com
23	Dr. Sharmila C. Pais	Associate Professor	0832 226 2356	xavierscollege1963@gmail.com
24	Mr. Dominic S. Fernandes (Lecture Basis)	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
	Konkani			
25	Mr. Dharma S. Chodankar	Associate Professor	0832 226 2356	xavierscollege1963@gmail.com
26	Mr. Silvester Vaz	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
27	Dr. (Fr.) Luis Xavier Gomes	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
28	Ms. Siddhi Thaku Gawas	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
29	Ms. Sayal Tulsidas Kalangutkar	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
	Marathi			
29	Dr. Vrunda M. Kelkar	Associate Professor	0832 226 2356	xavierscollege1963@gmail.com
30	Dr. Apurva P. Betkekar	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
31	Dr. Prachi Ganpat Joshi	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
32	Ms. Veena V. Kerikar	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com

	Philosophy			
33	Ms. Alethra Cynarra Vieira	Associate Professor	0832 226 2356	xavierscollege1963@gmail.com
34	Dr. Shefali D.Kamat	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
	Psychology			
35	Ms. Anuradha Kakodkar	Associate Professor	0832 226 2356	xavierscollege1963@gmail.com
36	Dr. Ubaldina Noronha	Associate Professor	0832 226 2356	xavierscollege1963@gmail.com
37	Prof. Janet Fernandes e De Souza	Professor	0832 226 2356	xavierscollege1963@gmail.com
38	Dr. Eulalia Angela Fernandes	Associate Professor	0832 226 2356	xavierscollege1963@gmail.com
39	Ms. Elvira Pereira	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
40	Dr. (Fr.) Ramiro Luis	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
41	Ms. Nezima Lawrence	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
	Political Science			
41	Ms. Tricia Vaz e Borges	Associate Professor	0832 226 2356	xavierscollege1963@gmail.com
42	Mr. Prasad Shripad Naik	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
43	Ms. Priyanka Chandekar	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
44	Mr. Vijay Talwar	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
45	Mr. Anthony Filipe Lobo	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
46	Ms. Richa Eknath Kajoli	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
	Physics			
45	Dr. Benedict P. Soares	Associate Professor	0832 226 2356	xavierscollege1963@gmail.com
46	Mr. Pradeep V. Morajkar	Associate Professor	0832 226 2356	xavierscollege1963@gmail.com
47	Prof. Dominick Nelson Lobo	Professor	0832 226 2356	xavierscollege1963@gmail.com
48	Dr. Mathias Bosco J. Lawrence	Professor	0832 226 2356	xavierscollege1963@gmail.com
49	Dr. Manoj D. Salgaonkar	Associate Professor	0832 226 2356	xavierscollege1963@gmail.com
50	Ms. Avani Anil Talkatkar	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com

51	Ms. Sujay Shivaji Rane	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
	Botany			
55	Dr. Wendy F. Xavier Martins	Associate Professor	0832 226 2356	xavierscollege1963@gmail.com
56	Prof. Maria Araujo Fonseca	Associate Professor	0832 226 2356	xavierscollege1963@gmail.com
57	Ms. Sabina M. Sales e Dias	Associate Professor	0832 226 2356	xavierscollege1963@gmail.com
58	Mr. Conceicao De Souza	Associate Professor	0832 226 2356	xavierscollege1963@gmail.com
59	Ms. Maria Beatriz De Souza	Associate Professor	0832 226 2356	xavierscollege1963@gmail.com
60	Dr. Maria A. D'Souza	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
61	Dr. Harshala S. Gad	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
62	Dr. James D'Souza	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
63	Dr. Suraksha S. Dongrekar	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
64	Dr. Seema Dessai e Fernandes	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
	Chemistry			
65	Prof. Tushar S. Anvekar	Professor	0832 226 2356	xavierscollege1963@gmail.com
66	Prof. TeotoneInas M. Vaz	Professor	0832 226 2356	xavierscollege1963@gmail.com
67	Ms. Janesline Fernandes	Associate Professor	0832 226 2356	xavierscollege1963@gmail.com
68	Ms. Kathleen C. Pinto	Associate Professor	0832 226 2356	xavierscollege1963@gmail.com
69	Ms. Edwina R. Pereira	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
70	Mr. Mahesh Nair	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
71	Ms. Sheryl D'Cruz	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
72	Ms. Shivta Tushar Mhamal	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
73	Ms. Flavia S. Travasso	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
74	Dr. Andrew D'Souza	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
75	Dr. Johnross V. Albuquerque	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
76	Dr. Mira Parmekar	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
77	Dr. Rheane Palmira Da Silva	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com

78	Ms. Milagrina D'Souza	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
79	Mr. Clarence Rodrigues	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
	Mathematics			
75	Dr. Balakrishna C. Nair	Associate Professor	0832 226 2356	xavierscollege1963@gmail.com
76	Mr. Gajanan Rama Parab	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
77	Dr. Jervin Zen Lobo	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
78	Mr. Rahul Ravindra Naik	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
79	Mr. Swapnil S. Belekar	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
80	Ms. Jovita Jacklin Rodrigues	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
	Microbiology			
82	Ms. Ursula Pinto Barreto	Acting Principal	0832 226 2356	xavierscollege1963@gmail.com
83	Ms. Linette M. D'Souza	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
84	Ms. Katelyn M. Gonsalves	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
85	Ms. Arina Henriques e Frank	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
86	Ms. Ruella Ayesha D'Souza	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
87	Dr. Marielou Alberto Ferrao	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
88	Dr. Sheryanne Velho Pereira	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
89	Dr. Velerie Gonsalves	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
90	Dr. Trelita Ana Aurea Helena de Souza	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
91	Mr. Siddhesh S. Menon	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
92	Dr. Nadine Ana de Souza	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
93	Mr. Kamlesh Kirtikumar Korgaonkar	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
	Computer Science			
93	Ms. Sandra Fernandes	Vice-Principal	0832 226 2356	xavierscollege1963@gmail.com
84	Mr. Edwin A.J. D'Souza	Associate Professor	0832 226 2356	xavierscollege1963@gmail.com

95	Mr. Parmanand J. Mandrekar	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
96	Ms. Prajoti P. Chimulkar	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
97	Ms. Avani Anil Kharde	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
98	Ms. Melissa Rodrigues	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
99	Mr. Tejas Deepak Lotlikar	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
	Electronics			
100	Dr. Daryl Gonsalves	Associate Professor	0832 226 2356	xavierscollege1963@gmail.com
101	Ms. Vilma M. T. Fernandes	Associate Professor	0832 226 2356	xavierscollege1963@gmail.com
102	Mr. Caje Pinto	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
103	Ms. Sneha Shantaram Talekar	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
104	Mr. Noel G. Tavares (Contract Basis)	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
105	Ms. Viola Fernandes	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
	Commerce			
105	Prof. Filipe Rodrigues e Melo	Associate Professor	0832 226 2356	xavierscollege1963@gmail.com
106	Ms. Maria Difa E. Fernandes	Associate Professor	0832 226 2356	xavierscollege1963@gmail.com
107	Mr. Herwin F. de Menezes Furtado	Associate Professor	0832 226 2356	xavierscollege1963@gmail.com
108	Prof. Dadapir M. Jakati	Associate Professor	0832 226 2356	xavierscollege1963@gmail.com
109	Prof. Oscar B.I. D'Melo	Associate Professor	0832 226 2356	xavierscollege1963@gmail.com
110	Dr. Carmelita A. D'Mello	Associate Professor	0832 226 2356	xavierscollege1963@gmail.com
111	Ms. Sumina L. Da Costa	Associate Professor	0832 226 2356	xavierscollege1963@gmail.com
112	Dr. Yasmin Z. Shaikh	Associate Professor	0832 226 2356	xavierscollege1963@gmail.com
113	Dr. Santana Fernandes	Associate Professor	0832 226 2356	xavierscollege1963@gmail.com
114	Mr. Carmelito G. De Souza	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
115	Ms. Mumtaz R. Mendonsa	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
116	Ms. Sandra Fernandes	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
117	Ms. Zarina Chawdari	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com

118	Ms. Alia Kulsum Aga	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
119	Ms. Kimberly Maria Barros	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
120	Ms. Victorya A. Rodrigues	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
121	Ms. Swizel Alphonso	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
122	Mr. Frazer Taylor	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
123	Ms. Vishweta Pushparaj Mandrekar	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
124	Ms. Enajia Fernandes	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
125	Mr. Priyanshu Rai	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
126	Ms. NamitaParsekar	Assistant Professor	0832 226 2356	xavierscollege1963@gmail.com
	Librarian			
127	Ms. Dakshata Gajanan Zambulkar	Librarian	0832 226 2356	xavierscollege1963@gmail.com
	Director of Physical Education			
128	Ms. Joslyn M D'Souza	Director of Physical Education	0832 226 2356	xavierscollege1963@gmail.com

Non-Teaching Staff

SR. No.	NAMES OF THE STAFF MEMBERS	Designation	Telephone No.	Email Address
1.	Mr. Thomas Alvares	Head Clerk	0832 226 2356	xavierscollege1963@gmail.com
2.	Mr. Mauricio Carvalho	Accountant	0832 226 2356	xavierscollege1963@gmail.com
3.	Mr. Jonathan Antonio Fernandes	System Administrator	0832 226 2356	xavierscollege1963@gmail.com
4.	Mr. Roger Fernandes	Instructor-Physical Education	0832 226 2356	xavierscollege1963@gmail.com
5.	Ms. Astrid Savia Pereira	Instructor-Physical Education	0832 226 2356	xavierscollege1963@gmail.com
6.	Mr. Paul T. D'Souza	Upper Division Clerk	0832 226 2356	xavierscollege1963@gmail.com
7.	Ms. Angela C. Fernandes	Upper Division Clerk	0832 226 2356	xavierscollege1963@gmail.com
8.	Ms. Rosalina Agata Fernandes e Mascarenhas	Upper Division Clerk	0832 226 2356	xavierscollege1963@gmail.com
9.	Ms. Filomena Luciana de Souza	Upper Division Clerk	0832 226 2356	xavierscollege1963@gmail.com
10.	Ms. Rosalina Lobo	Lower Division Clerk	0832 226 2356	xavierscollege1963@gmail.com
11.	Ms. Silvia Annie Abreu e Rodrigues	Lower Division Clerk	0832 226 2356	xavierscollege1963@gmail.com
12.	Ms. Estefania Piedade Fernandes	Lower Division Clerk	0832 226 2356	xavierscollege1963@gmail.com
13.	Ms. Melita Santana Pereira	Lower Division Clerk	0832 226 2356	xavierscollege1963@gmail.com
14.	Ms. Andrea Denisa D'Souza	Lower Division Clerk	0832 226 2356	xavierscollege1963@gmail.com
15.	Ms. Jecy Esperanca D'Souza e Rego	Junior Stenographer	0832 226 2356	xavierscollege1963@gmail.com
16.	Mr. Ivan Savio Fernandes	Laboratory Technician	0832 226 2356	xavierscollege1963@gmail.com
17.	Mr. Cajetan FrancisSilveira	Storekeeper	0832 226 2356	xavierscollege1963@gmail.com
18.	Mr. Sarvesh Santosh Morje	Librarian Grade I	0832 226 2356	xavierscollege1963@gmail.com
19.	Ms. Lina D'Souza	Librarian Grade II	0832 226 2356	xavierscollege1963@gmail.com
20.	Ms. Siya G. Kandolkar	Field & Plant Collector	0832 226 2356	xavierscollege1963@gmail.com

21.	Mr. Remigio D'Souza	Laboratory Assistant	0832 226 2356	xavierscollege1963@gmail.com
22.	Ms. Joyce Rodrigues	Laboratory Assistant	0832 226 2356	xavierscollege1963@gmail.com
23.	Mr. Elston J. Dias	Laboratory Assistant	0832 226 2356	xavierscollege1963@gmail.com
24.	Ms. Santana A. Fernandes	Laboratory Assistant	0832 226 2356	xavierscollege1963@gmail.com
25.	Ms. Patricia A. Fernandes	Laboratory Assistant	0832 226 2356	xavierscollege1963@gmail.com
26.	Mr. Douglas D'Souza	Laboratory Assistant	0832 226 2356	xavierscollege1963@gmail.com
27.	Ms. Susmita S. Parab	Laboratory Assistant	0832 226 2356	xavierscollege1963@gmail.com
28.	Mr. Bhanudas S. Parsekar	Multi-Tasking Staff	0832 226 2356	xavierscollege1963@gmail.com
29.	Mr. Suresh Parwar	Multi-Tasking Staff	0832 226 2356	xavierscollege1963@gmail.com
30.	Mr. Suresh S. Parsekar	Multi-Tasking Staff	0832 226 2356	xavierscollege1963@gmail.com
31.	Mr. Apollino F. Gomes	Multi-Tasking Staff	0832 226 2356	xavierscollege1963@gmail.com
32.	Mr. Orlando Estrocio	Multi-Tasking Staff	0832 226 2356	xavierscollege1963@gmail.com
33.	Mr. Cassiano Gomes	Multi-Tasking Staff	0832 226 2356	xavierscollege1963@gmail.com
34.	Mr. Narendra N. Parsekar	Multi-Tasking Staff	0832 226 2356	xavierscollege1963@gmail.com
35.	Mr. Servulo Menezes	Multi-Tasking Staff	0832 226 2356	xavierscollege1963@gmail.com
36.	Mr. Umesh Mayekar	Multi-Tasking Staff	0832 226 2356	xavierscollege1963@gmail.com
37.	Mr. Robert E. D'Souza	Multi-Tasking Staff (Sports Peon for Gymkhana)	0832 226 2356	xavierscollege1963@gmail.com
38.	Mr. Anthony V. Gonsalves	Multi-Tasking Staff	0832 226 2356	xavierscollege1963@gmail.com
39.	Mr. Manuel Cruz	Multi-Tasking Staff	0832 226 2356	xavierscollege1963@gmail.com
40.	Mr. Regi Menino Rodrigues	Multi-Tasking Staff	0832 226 2356	xavierscollege1963@gmail.com
41.	Mr. Joaquim J. D'Souza	Multi-Tasking Staff	0832 226 2356	xavierscollege1963@gmail.com
42.	Mr. Aaron Malcolm S. Dias	Multi-Tasking Staff	0832 226 2356	xavierscollege1963@gmail.com
43.	Mr. Savio Coutinho	Multi-Tasking Staff	0832 226 2356	xavierscollege1963@gmail.com

44.	Mr. Ashley F. Fernandes	Multi-Tasking Staff	0832 226 2356	xavierscollege1963@gmail.com
45.	Mr. Savio A. D'Souza	Multi-Tasking Staff	0832 226 2356	xavierscollege1963@gmail.com
46.	Ms. Valencia Romana Trindade	Multi-Tasking Staff	0832 226 2356	xavierscollege1963@gmail.com
47.	Mr. Vishnu Singh	Multi-Tasking Staff	0832 226 2356	xavierscollege1963@gmail.com
48.	Ms. Tanya Florinda Fernandes	Multi-Tasking Staff	0832 226 2356	xavierscollege1963@gmail.com
49.	Ms. Svetlana Rebelo	Lower Division Clerk (Examination Section, Contract Basis)	0832 226 2356	xavierscollege1963@gmail.com
50.	Ms. Trescia Pinto	Lower Division Clerk (Examination Section, Contract Basis)	0832 226 2356	xavierscollege1963@gmail.com
51.	Mr. Sigmund Dias	Counsellor	0832 226 2356	xavierscollege1963@gmail.com
52.	Ms. Beverly Monteiro	Counsellor	0832 226 2356	xavierscollege1963@gmail.com

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 FOR FY 2024-2025)

Sr. No.	Pay Level	NAMES OF THE STAFF MEMBERS	Designation	Gross Salary
1	13A	Ms. Anuradha Kakodkar	Asso. Professor	359544
2	13A	Ms. Pamela F. Fernandes	Asso. Professor	359544
3	13A	Dr. Benedict P. Soares	Asso. Professor	343896
4	10	Ms. Edwina R. Pereira	Assist. Professor	208008
5	10	Ms. Shirlene Fernandes	Assist. Professor	208008
6	14	Prof. Blanche R.C.S. Mascarenhas	Professor	361224
7	13A	Ms. Ursula Pinto Barreto	Asso. Professor & Acting Principal	349296
8	13A	Ms. Kathleen C. Pinto	Asso. Professor	339216
9	13A	Ms. Alice B. D'Cruz	Asso. Professor	339216
10	13A	Ms. Tricia D. Vaz e Borges	Asso. Professor	339216
11	13A	Ms. Isabel M.F. De Noronha	Asso. Professor	19478
12	13A	Ms. Maria Difa E. Fernandes	Asso. Professor	339216
13	13A	Dr. Balakrishnan C. Nair	Asso. Professor	310824
14	14	Prof. Dominick Nelson Lobo	Professor	371976
15	13A	Mr. Pradeep V. Morajkar	Asso. Professor	329472
16	13A	Dr. Yasmin G. Patvekar Z. Shaikh	Asso. Professor	349296
17	13A	Ms. Gema Fernandes e Ataide	Asso. Professor	329472
18	13A	Ms. Sumina L. Da Costa e Dias	Asso. Professor	301920
19	13A	Mr. Edwin A.J. D'Souza	Asso. Professor	329472
20	13A	Dr. Magdaline G. D'Souza	Asso. Professor	349296
21	13A	Ms. Janesline Fernandes	Asso. Professor	314664

22	13A	Mr. Herwin F. De Menezes	Asso. Professor	320064
23	13A	Dr. Wendy Francisca X. Martins	Asso. Professor	320064
24	13A	Ms. Sabina M. Sales e Dias	Asso. Professor	301920
25	13A	Mr. Daryl Gonsalves	Asso. Professor	301920
26	13A	Dr. Manoj D. Salgaonkar	Asso. Professor	310824
27	13A	Dr. Ramita Prasad Gurav	Asso. Professor	329472
28	10	Ms. Jacqueline Monteiro	Assist. Professor	208008
29	14	Prof. Oscar I. Braganca De Melo	Professor	321576
30	13A	Dr. Ubaldina Noronha	Asso. Professor	320064
31	12	Dr. Vrunda M. Kelkar	Assist. Professor	202128
32	13A	Mr. Dharma S. Chodankar	Asso. Professor	293352
33	14	Prof. Dadapir M. Jakati	Asso. Professor	293352
34	13A	Ms. Sunita Mesquita	Asso. Professor	301920
35	10	Ms. Sandra Fernandes	Assist. Professor	202128
36	13A	Dr. Carmelita A. D'Mello	Asso. Professor	329472
37	13A	Ms. Vilma M. T. Fernandes	Asso. Professor	301920
38	14	Prof. Janet Fernandes e De Souza	Professor	321576
39	13A	Mr. Conceicao De Souza	Asso. Professor	293352
40	10	Mr. Parmanand J. Mandrekar	Assist. Professor	190872
41	13A	Ms. Aletthra C. Vieira	Asso. Professor	293352
42	14	Dr. Lawrence M.B. John	Professor	330984
43	12	Ms. Linette M. De Souza Noronha	Assist. Professor	190872
44	13A	Ms. Maria Beatriz De Souza	Asso. Professor	276888
45	13A	Dr. Maria Claudette Gomes	Asso. Professor	293352
46	13A	Dr. C. Sharmila Pais	Asso. Professor	320064
47	12	Dr. Santana Fernandes	Assist. Professor	208008
48	13A	Dr. Prema Angela Rocha	Asso. Professor	293352
49	12	Ms. Maria Katelyn Gonsalves	Assist. Professor	180288
50	11	Ms. Sayed Rizwana Parveen	Assist. Professor	175416
51	13A	Dr. Eulalia Angela Fernandes	Asso. Professor	320064

52	14	Dr. Afonso M. Botelho	Professor	371976
53	14	Prof. (Dr.) Filipe Rodrigues e Melo	Professor	371976
54	10	Mr. Carmelito De Souza	Assist. Professor	170208
55	10	Ms. Ana Olimpia Andrade e Souza	Assist. Professor	170208
56	11	Dr. Harshala R. Shetgaokar	Assist. Professor	180414
57	10	Mr. Mahesh R. Nair	Assist. Professor	170208
58	10	Ms. Sheryl D'Cruz	Assist. Professor	170208
59	12	Ms. Mumtaz R. Mendonca	Assist. Professor	190998
60	10	Mr. Gajanan Rama Parab	Assist. Professor	170208
61	10	Ms. Prajoti Prasad Chimulkar	Assist. Professor	170208
62	10	Mr. Sylvester Vaz	Assist. Professor	160758
63	11	Ms. Arina Henrique e Frank	Assist. Professor	165672
64	10	Ms. Shefali D. Kamat	Assist. Professor	156222
65	10	Ms. Ruella Ayesha D'Souza	Assist. Professor	156222
66	11	Dr. Cajé Francis Pinto	Assist. Professor	202338
67	10	Ms. Shivta Mhamal	Assist. Professor	137970
68	10	Ms. Flavia S. Travasso	Assist. Professor	137970
69	11	Ms. Sandra Fernandes	Assist. Professor	142317
70	10	Ms. Zarina Chawdari	Assist. Professor	156222
71	10	Mr. Aaron P. Fernandes	Assist. Professor	147528
72	11	Dr. Jervin Zen Lobo	Assist. Professor	160947
73	11	Ms. Kimberly Barros	Assist. Professor	152064
74	10	Ms. Victorya Rodrigues	Assist. Professor	147528
75	11	Ms. Avani Anil Kharde	Assist. Professor	152064
76	10	Mr. Siddesh S. Menon	Assist. Professor	147528
77	10	Ms. Alia Agha	Assist. Professor	147528
78	11	Dr. Marielou Ferrao	Assist. Professor	152064
79	11	Dr. James D'Souza	Assist. Professor	152064
80	10	Ms. Swizel J. Alphonso	Assist. Professor	139401
81	10	Ms. Freda A. Tavares	Assist. Professor	139401
82	10	Dr. Maria A. D'Souza	Assist. Professor	139401

83	10	Fr. (Dr.) Luis Xavier Gomes	Assist. Professor	143370
84	10	Dr. Apurva P. Betkekar	Assist. Professor	143370
85	11	Ms. Elvira Pereira	Assist. Professor	160947
86	10	Ms. Averyl Pires	Assist. Professor	119070
87	10	Mr. Salim M. Gaded	Assist. Professor	131652
88	10	Mr. Prasad Shripad Naik	Assist. Professor	122661
89	10	Ms. Melissa G. Rodrigues	Assist. Professor	131652
90	10	Dr. Sheryanne V. Pereira	Assist. Professor	151875
91	10	Dr. Trelita Helena De Souza	Assist. Professor	131652
92	10	Mr. Rahul R. Naik	Assist. Professor	131652
93	10	Dr. Andrew J. D'Souza	Assist. Professor	131652
94	10	Dr. Johnross V . Albuquerque	Assist. Professor	143370
95	10	Dr. Mira Parmekar	Assist. Professor	151875
96	10	Dr. Suraksha S. Dongrekar	Assist. Professor	131652
97	10	Dr. Seema Fernandes	Assist. Professor	131652
98	10	Dr. Valerie Gonsalves	Assist. Professor	151875
99	10	Dr. Rheane P. Da Silva	Assist. Professor	124470
100	10	Mr. Swapnil S. Belekar	Assist. Professor	124470
101	10	Ms. Avani Anil Talkatkar	Assist. Professor	124470
102	10	Mr. Clarence Rodrigues	Assist. Professor	124470
103	10	Ms. Milagrina D'Souza	Assist. Professor	124470
104	10	Dr. Nadine Ana de Souza	Assist. Professor	117666
105	10	Dr. Prachi Ganpat Joshi	Assist. Professor	117666
106	10	Fr. (Dr.) Ramiro J. Luis	Assist. Professor	117666
107	11	Ms. Joslyn M. D'Souza	Dir. of Phy. Edu.	180414
108	10	Ms. Dakshata G. Zambulkar	Coll. Librarian	124470

SALARY DETAILS OF NON-TEACHING STAFF MEMBERS

Sr. No.	Pay Level	NAMES OF THE STAFF MEMBERS	Designation	Gross Salary
1	6	Mr. Thomas X. Alvares	Head Clerk	104172
2	6	Mr. Remigio D'Souza	Lab. Asst.	120300
3	6	Mr. Cajetan Francis Silveira	Storekeeper	107196
4	5	Mr. Paul T. D'Souza	UDC	96444
5	5	Ms. Angela C. Fernandes	UDC	78972
6	5	Ms. Rosalina A. Fernandes e Mascarenhas	UDC	75780
7	5	Ms. Filomena L. de Souza	UDC	75780
8	4	Ms. Rosaline Lobo	LDC	75780
9	6	Ms. Joyce Rodrigues	Lab. Asst.	101148
10	4	Ms. Silvia A. Abreu e Rodrigues	LDC	73596
11	7	Mr. Mauricio Carvalho	Accountant	98292
12	3	Mr. Suresh Parsekar	MTS	75780
13	3	Mr. Bhanudas S. Parsekar	MTS	70908
14	3	Mr. Cassiano Gomes	MTS	67044
15	2	Mr. Narendra N. Parsekar	MTS	68892
16	2	Mr. Vishnu Singh	MTS	63348
17	3	Mr. Orlando S. Estrochio	MTS	63348
18	5	Mr. Douglas D'Souza	Lab. Asst.	86049
19	4	Mr. Elston J. Dias	Lab. Asst.	52407
20	4	Ms. Santana A. Fernandes	Lab. Asst.	52407
21	4	Ms. Susmita S. Parab	Lab. Asst.	52407
22	4	Ms. Patricia A. Fernandes	Lab. Asst.	52407
23	2	Mr. Umesh Mayekar	MTS	61479
24	2	Mr. Servulo Menezes	MTS	61479
25	5	Ms. Jecy Rego	Jr. Steno.	79056

26	1	Mr. Robert E. D'Souza	MTS	49761
27	1	Mr. Suresh A. Parwar	MTS	49761
28	4	Mr. Ivan S. Fernandes	Lab. Tech.	65637
29	2	Ms. Siya Kandolker	Fid. & Plt. Coll.	51840
30	5	Mr. Sarvesh S. Morje	Lib. - Grade I	62991
31	4	Ms. Lina D' Souza	Lib. - Grade II	52407
32	7	Mr. Roger Fernandes	Instr. In Phy. Edu.	95310
33	7	Ms. Astrid Pereira	Instr. In Phy. Edu.	95310
34	6	Mr. Jonathan A. Fernandes	Sys. Adm.	73764
35	1	Mr. Manuel Cruz	MTS	44442
36	1	Mr. Anthony Gonsalves	MTS	44442
37	1	Mr. Regi M. Rodrigues	MTS	44442
38	1	Mr. Savio A. D'Souza	MTS	36585
39	1	Mr. Joaquim J. D'Souza	MTS	36585
40	1	Mr. Ashley F. Fernandes	MTS	36585
41	1	Mr. Aaron M.S. Dias	MTS	36585
42	1	Mr. Savio Coutinho	MTS	36585
43	1	Mr. Roger Diogo De Souza	MTS	--

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 FOR 2022-23 AND ESTIMATED EXPENDITURE AND INCOME FOR 2023-24

EXPENDITURE				INCOME						
ITEMS				Actual for 2022-23	Estimate for 2023-2024	ITEMS			Actual for 2022-2023	Estimate for 2023-2024
I.	Salaries & Salary Related Expenditure:					I.	Opening Balances (Salary A/C):			
	1	Salaries of Teaching Staff		262655659.0 0	280000000.0 0		1	St. Xavier's College A/c No. 1683131154	2516327.70	1969128.50
	2	Arrears due to promotion/new appointments and other related matters (Teaching Staff)		0.00	5000000.00		2	Grant-in-Aid - Salaries	295338336.00	323500000.0 0
	3	Salaries of Non-Teaching Staff		29489277.00	35000000.00		3	Bank Interest	135001.00	200000.00
	4	Arrears due to promotion/new appointments and other related matters (Non-Teaching Staff)		0.00	2000000.00		4	Salary Recovery	177476.00	200000.00
	5	Contributory Provident Fund - Management Share		124970.00	0.00		5	CPF NPS Emp Contr. Payable	0.00	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					

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 data 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	Ms. Ursula Barreto	Acting 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. Sandra Fernandes	Vice Principal	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-----