

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.”

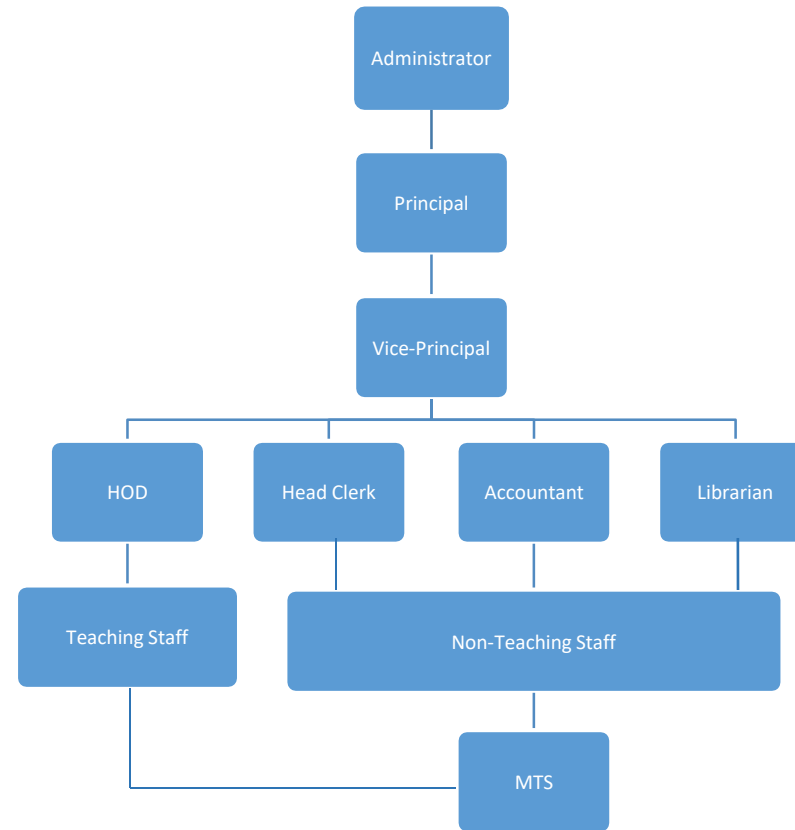
3. Brief history and background of establishment of the public authority

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	<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:

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://xavierscollegegoa.ac.in/wp-content/uploads/2024/11/UG-updated-Handbook-min-1.pdf		
5.	College Prospectus	UG: https://drive.google.com/file/d/1-8L4F9MHKwADYcm-bnxYsg8puvdsOS_O/view PG: https://xavierscollegegoa.ac.in/wp-content/uploads/2024/06/PG-Prospectus-2024-2025_min.pdf		

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. <p>□</p>	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-2023	Prof. Blanche Mascarenhas	Chairman	<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	
		Mr. Jonathan Fernandes	Systems Administrator (UDC)			
		Mr. Paul D'Souza	(UDC)			
		Ms. Angela Fernandes	(UDC)			
		Dr. Marielou Ferrao	(IQAC Coordinator) (June, 2023 onwards)			
		Ms. Ursula Barreto	(NAAC Coordinator)			
		Ms. Sandra Fernandes	(Vice-Principal)			
		Dr. Santana Fernandes	(Examination Convenor)			
		Ms. Sunita Mesquita	(Cultural Co-ordinator)			
		Mr. Herwin Furtado	(Associate Professor)			
		Dr. Oscar D'Melo	(Associate Professor)			
		Ms. Anuradha Kakodkar	(Associate Professor)			
		Ms. Prajoti Chimulkar	(Assistant Professor & PTA Representative)			
		Mr. Manoj Salgaonkar	Associate Professor)			
		Ms. Joslyn D'Souza	(Sport Representative)			
		Dr. Rheane Da Silva	(NSS Representative)			
		Ms. Dakshata G. Zambulkar	(Librarian)			
		Fr. Antonio Salema	(Management Representative)			
		Mr. Salvador D'Souza	(Local Society Representative)			
		Mr. Reeve Fernandes	(Student Representative)			
		MLA Mr. Joshua Peter D'Souza	(Alumini Representative)			
		Mrs. Pamela Aiyar Cabral	(Employer Representative)			
		Mr. Rohit Gupta	(Industry Representative)			
4.	Planning Board: Plan XII-2018	<u>Dr. Fr. Jeronimo D'Silva</u>	<u>Chairperson</u>	<ul style="list-style-type: none"> Improvement of facilities/infrastructure Allocation of funds to various departments 		
		Dr. Blanche Mascarenhas	Secretary			
		Dr. Maria Fonseca	Member			
		Dr. Tushar Anvekar	Member			
		Mr. Herwin Furtado	Member			

		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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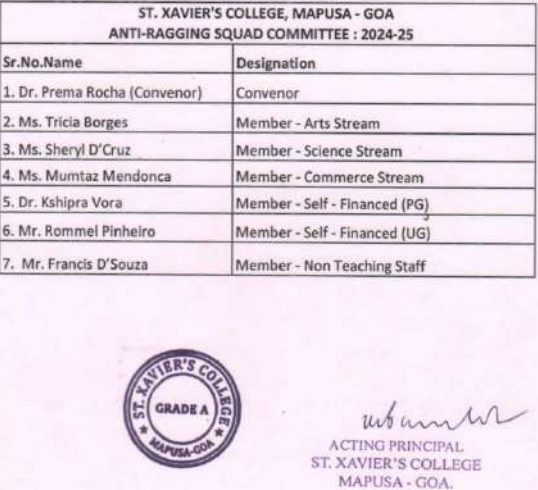

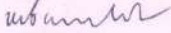
Other procedures adapted for formal or informal consultations with the public may also be indicated such as Other details whether the meetings are open to public, minutes are accessible to public, etc., may be indicated.


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 (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 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 (2019- 2020) -		Dr. Claudette Gomes Ms. Alia Agha Ms. Shivta Mhamal	Convenor Member Member						

4.	College Grievance Committee (Exam)		Prof. Dominick Nelson Lobo Chairperson Ms.GemaAtaide Member Ms.MumtazMendonca Member																								
5.	Anti-Ragging Squad(2024-25)		 <table border="1" data-bbox="962 310 1499 586"> <thead> <tr> <th colspan="2">ST. XAVIER'S COLLEGE, MAPUSA - GOA ANTI-RAGGING SQUAD COMMITTEE : 2024-25</th> </tr> <tr> <th>Sr.No.Name</th> <th>Designation</th> </tr> </thead> <tbody> <tr> <td>1. Dr. Prema Rocha (Convenor)</td> <td>Convenor</td> </tr> <tr> <td>2. Ms. Tricia Borges</td> <td>Member - Arts Stream</td> </tr> <tr> <td>3. Ms. Sheryl D'Cruz</td> <td>Member - Science Stream</td> </tr> <tr> <td>4. Ms. Mumtaz Mendonca</td> <td>Member - Commerce Stream</td> </tr> <tr> <td>5. Dr. Kshipra Vora</td> <td>Member - Self - Financed (PG)</td> </tr> <tr> <td>6. Mr. Rommel Pinheiro</td> <td>Member - Self - Financed (UG)</td> </tr> <tr> <td>7. Mr. Francis D'Souza</td> <td>Member - Non Teaching Staff</td> </tr> </tbody> </table> <p data-bbox="1085 656 1204 776">  </p> <p data-bbox="1271 711 1489 797">  ACTING PRINCIPAL ST. XAVIER'S COLLEGE MAPUSA - GOA. </p>	ST. XAVIER'S COLLEGE, MAPUSA - GOA ANTI-RAGGING SQUAD COMMITTEE : 2024-25		Sr.No.Name	Designation	1. Dr. Prema Rocha (Convenor)	Convenor	2. Ms. Tricia Borges	Member - Arts Stream	3. Ms. Sheryl D'Cruz	Member - Science Stream	4. Ms. Mumtaz Mendonca	Member - Commerce Stream	5. Dr. Kshipra Vora	Member - Self - Financed (PG)	6. Mr. Rommel Pinheiro	Member - Self - Financed (UG)	7. Mr. Francis D'Souza	Member - Non Teaching Staff						
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6.	Anti-Ragging Committee(2024-25)		<p style="text-align: center;">ST. XAVIER'S COLLEGE, MAPUSA - GOA ANTI-RAGGING COMMITTEE : 2024-25</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Sr.No.Name</th> <th style="text-align: left;">Designation</th> </tr> </thead> <tbody> <tr><td>1. Ms. Ursula Barreto</td><td>Head - Principal</td></tr> <tr><td>2. Ms. Sandra Fernandes</td><td>Vice -Principal</td></tr> <tr><td>3. Mr. Clen Madeira</td><td>External Member - Commissioner, Corporation of City, Panaji (Representation of Civil Services)</td></tr> <tr><td>4. Adv. Eeshan Usapkar</td><td>External Member - Lawyer (High Court, Civil & Criminal Court)</td></tr> <tr><td>5. Fr. Maverick Fernandes</td><td>Representative of NGO</td></tr> <tr><td>6. Mr. Lisvan Rodrigues</td><td>Member - Representative of Social Media</td></tr> <tr><td>7. Prof. Dominick Nelson Lobo</td><td>Member - Faculty</td></tr> <tr><td>8. Dr. Ramita Gurav</td><td>Member - Faculty</td></tr> <tr><td>9. Prof. Dadapir Jakati</td><td>Member - Faculty</td></tr> <tr><td>10. Ms. Jecy Rego</td><td>Member - Non Teaching Staff</td></tr> <tr><td>11. Ms. Pooja Naik</td><td>Member - Non Teaching Staff</td></tr> <tr><td>12. Mr. Cassiano Gomes</td><td>Member - Parent</td></tr> <tr><td>13. Ms. Roshell Fernandes</td><td>Member - Parent</td></tr> <tr><td>14. Ms. Shalu Vishwakarma</td><td>Member - Student - UG(Junior)SYBSC</td></tr> <tr><td>15. Ms. Thea Fernandes</td><td>Member - Student - UG(Junior)SYBCA</td></tr> <tr><td>16. Mr. Roden Gomes</td><td>Member- Student - UG(Junior)SYBBA(T&T)</td></tr> <tr><td>17. Ms. Nupur Bandekar</td><td>Member - Student - UG(Senior)TYBSC</td></tr> <tr><td>18. Mr. Shane Fernandes</td><td>Member - Student - UG(Senior)TYBA</td></tr> <tr><td>19. Ms. Mellissa Tereza Cabral</td><td>Member - Student - UG(Senior)TYBCOM A</td></tr> <tr><td>20. Mr. Nathan DaCunha</td><td>Member - Student - UG(Senior)TYBCA</td></tr> <tr><td>21. Mr. Xellion Gracias</td><td>Member - Student - PG(Senior)MA -II</td></tr> <tr><td>22. Mr. Jovi Moura</td><td>Member - Student - PG(Senior)MSC -II</td></tr> </tbody> </table> <p style="text-align: center;"> <i>W. S. M. A.</i> ACTING PRINCIPAL ST. XAVIER'S COLLEGE MAPUSA - GOA.</p>	Sr.No.Name	Designation	1. Ms. Ursula Barreto	Head - Principal	2. Ms. Sandra Fernandes	Vice -Principal	3. Mr. Clen Madeira	External Member - Commissioner, Corporation of City, Panaji (Representation of Civil Services)	4. Adv. Eeshan Usapkar	External Member - Lawyer (High Court, Civil & Criminal Court)	5. Fr. Maverick Fernandes	Representative of NGO	6. Mr. Lisvan Rodrigues	Member - Representative of Social Media	7. Prof. Dominick Nelson Lobo	Member - Faculty	8. Dr. Ramita Gurav	Member - Faculty	9. Prof. Dadapir Jakati	Member - Faculty	10. Ms. Jecy Rego	Member - Non Teaching Staff	11. Ms. Pooja Naik	Member - Non Teaching Staff	12. Mr. Cassiano Gomes	Member - Parent	13. Ms. Roshell Fernandes	Member - Parent	14. Ms. Shalu Vishwakarma	Member - Student - UG(Junior)SYBSC	15. Ms. Thea Fernandes	Member - Student - UG(Junior)SYBCA	16. Mr. Roden Gomes	Member- Student - UG(Junior)SYBBA(T&T)	17. Ms. Nupur Bandekar	Member - Student - UG(Senior)TYBSC	18. Mr. Shane Fernandes	Member - Student - UG(Senior)TYBA	19. Ms. Mellissa Tereza Cabral	Member - Student - UG(Senior)TYBCOM A	20. Mr. Nathan DaCunha	Member - Student - UG(Senior)TYBCA	21. Mr. Xellion Gracias	Member - Student - PG(Senior)MA -II	22. Mr. Jovi Moura	Member - Student - PG(Senior)MSC -II						
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7.	Attendance Committee (2024 -2025)		<p>Regular</p> <table style="width: 100%;"> <tr><td>Dr. Sharmila Pais</td><td>Convenor</td></tr> <tr><td>Dr. Shefali Kale</td><td>Member</td></tr> <tr><td>Fr. Ramiro Luis</td><td>Member</td></tr> <tr><td>Dr. Harshala Shetgaonkar</td><td>Member</td></tr> <tr><td>Prof. Bosco Lawrence</td><td>Member</td></tr> <tr><td>Ms. Kimberley Barros</td><td>Member</td></tr> <tr><td>Mr. Swapnil Belekar</td><td>Member</td></tr> </table> <p>Self Finance</p> <table style="width: 100%;"> <tr><td>Aquila Afonso</td><td>Convenor</td></tr> <tr><td>Mr. Worrell D'Souza</td><td>Member</td></tr> </table>	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	Aquila Afonso	Convenor	Mr. Worrell D'Souza	Member						
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Aquila Afonso	Convenor																										
Mr. Worrell D'Souza	Member																										

			Ms. Vanessa Furtado Ms. Sarita Mahale Ms. Jocelyn Fernandes Ms. Vailarose Pereira Mr. Dinesh Nirawdekar Ms Mamata Prabhugaonkar	Member Member Member Member Member Member						
8.	College Examination Committee(2022-2025)		Dr. Santana Fernandes Mr. Edwin D'Souza Ms. Freda Tavares Mr. Mahesh Nair Ms. Mumtaz Mendonca Ms. Eulalia Fernandes Mr. Carmelito D'Souza Mr. Gajanan Parab Dr. Prema Rocha Dr. Caje Pinto Dr. Oscar De Melo Mr. Anzil Fernandes Ms. Sarita Mahale	Convenor Member Member Member Member Member Member Member Member Member Member Member Member						
9.	College Unfair Means Inquiry Committee(2022-2025)		Prof. Janet De Souza Ms. Sumina Da Costa Dr. Balkrishna C. Nair	Chairperson Member Member						
10.	Internal Complaint committee(ICC) (2022-23)		Ms. Magadlene D'Souza Mr. Manoj Salgaonkar Ms. Alia Agha Mr. Suresh Pawar Ms. Rosaline Lobo Ms. Rashmi Palav If matter involves Ms. Charbel Ann D'Souza Ms. Averill Xavier Fernandes Ms. Doris Goves	Chairperson Member Member Member Member Students TYBCOM TYBBA TYBSc						
11.	Social Media Champion		Mr. Edwin D'Souza							

15.	Public Grievance Officer(2020-21)		Ms. Kathleen C. Pinto						
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Manual –9 Directory of Officers and Employee [Section 4 (1) (b) (ix)]--

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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

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3	13A	Dr. Benedict P. Soares	Asso. Professor	343896
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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
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21	13A	Ms. Janesline Fernandes	Asso. Professor	314664

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29	14	Prof. Oscar I. Braganca De Melo	Professor	321576
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31	12	Dr. Vrunda M. Kelkar	Assist. Professor	202128
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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. Estrocio	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	--

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 2024-2025

STATEMENT OF ACTUAL EXPENDITURE AND INCOME FOR 2023-24 AND ESTIMATED EXPENDITURE AND INCOME FOR 2024-25

EXPENDITURE					INCOME				
ITEMS		Actual for 2023-24	Estimate for 2024-25		ITEMS		Actual for 2023-24	Estimate for 2024-25	
I. Salaries & Salary Related Expenditure:					I. Opening Balances (Salary A/C):				
1	Salaries of Teaching Staff	289600231.00	325000000.00		1	St. Xavier's College A/c No. 1683131154	1969129.50	2272132.30	
2	Arrears due to promotion/new appointments and other related matters (Teaching Staff)	0.00	5000000.00		2	Grant-in-Aid - Salaries	327210178.00	374900000.00	
3	Salaries of Non-Teaching Staff	35459977.00	40000000.00		3	Bank Interest	152202.00	200000.00	
4	Arrears due to promotion/new appointments and other related matters (Non-Teaching Staff)	0.00	2000000.00		4	Salary Recovery	687514.00	200000.00	
6	Reimbursement of Medical Expenses	22146.00	100000.00		5	CPF-NPS (Emp. Contr. Teach) Receivable	0.00	0	
7	L.T.C. expenses	923478.00	1000000.00		6	TDS Receivable (Staff)	55646.00	0	
8	Reimbursement of CEA	190132.00	300000.00						
9	Leave Encashment	792072.00	1500000.00						
10	Bank Charges	1225.20	2000.00						
11	Audit Recovery	0.00	0.00						
12	Salary Recovery	781870.00	500000.00						
13	Refund of Interest	0.00	0.00						
14	TDS Payable (Staff)	31406.00	0.00						
	Balance c/f	2272132.30	2170132.30						
	Sub-Totals-1	330074669.50	377572132.30			Sub-Totals-1	330074669.50	377572132.30	
II Non-Salary Expenditure:					II Opening Balances (Non-Salary A/c):				
1	Library Expenditure	885437.00	905000.00		1	Cash Balance	40585.38	904.50	
a	Library Books (Details attached)	554821.00	500000.00		2	St. Xavier's College A/c No. 1683130332	108433.13	817499.73	

b	Library Reading Room Expenses Account	67922.00		80000.00		3	St. Xavier's College A/c No. 1683133912	1327258.84	1242859.84
c	Library Running Expenses Account	19328.00		25000.00		4	Admission Fees (As below)	0.00	0
d	Library Equipment	8500.00		25000.00		a	Library Fees	960500.00	1080000
e	Library Books Binding Charges	0.00		5000.00		b	Gymkhana Fees	976000.00	1080000
f	College Educational Journals	234866.00		270000.00		c	Other Fees	976000.00	1080000
	2 Sports Expenditure		1107958.00	1336475.00		d	Lab. Fees	839000.00	898500
a	Sports and Games	577656.00		700000.00		e	I. T. Fees	1546520.00	1771200
b	Annual Sports Day	158177.00		200000.00		5	Grant-in-Aid - Non-Salaries	0.00	7000000
c	Sports Affiliation & Reg. Fees	293750.00		350000.00		6	Bank Interest	61608.00	70000

EXPENDITURE					INCOME				
ITEMS		Actual for 2023-24		Estimate for 2024-25		ITEMS		Actual for 2023-24	Estimate for 2024-25
d	Rent of Playground	11475.00		11475.00		7	Breakages	0.00	10000
e	Sports Equipment	46900.00		75000.00		8	Miscellaneous Income	7000.00	10000
f	Sports Advance	20000.00		0.00		9	Advance (Examination)	6000000.00	0
	3 Laboratory Expenditure		2240839.50	2225000.00		10	Advance (Information & Technology)	1000000.00	0
a	Botany	200705.50		300000.00					
b	Chemistry	930546.00		500000.00					
c	Computer Science	231091.00		300000.00					
d	Electronics	19707.00		200000.00					
e	Microbiology	563194.00		500000.00					
f	Physics	228882.00		300000.00					
g	Psychology	31906.00		40000.00					
h	Language Laboratory	0.00		10000.00					
i	Gas Consumption	34808.00		50000.00					
j	Mathematics	0.00		25000.00					
	4 Other Expenditure		5875856.78	5747500.00					
a	Advertisement	209328.00		250000.00					
b	Audit Fees	42480.00		68000.00					
c	Professional Fees	6490.00		7500.00					
d	Affiliation Fees and Registration	120000.00		138000.00					
e	Bank Charges	2160.40		2500.00					
f	Extra-Curricular: (a) College Magazine	0.00		0.00					
	(b) Extra-Curricular Activities (Attached)	18855.00		159000.00					
	(c) Annual Gatherin	6663.00		50000.00					
g	Garden Equipment	0.00		0.00					
h	College Garden Expenses	0.00		0.00					
i	Conveyance Account	20550.00		25000.00					
j	Refreshment	15132.00		15000.00					

k	Electricity Charges	755092.00		600000.00						
l	Fire Extinguisher (Equipments)	0.00		10000.00						
m	Other Miscellaneous Expenses Account	24549.00		40000.00						
n	LCD Projector	0.00		200000.00						
o	Repairs to Gas Pipeline	0.00		10000.00						
p	Postage Account	3953.38		5000.00						
q	Furniture Account	20766.00		50000.00						
r	CCTV	57900.00		100000.00						
s	Stationary and Printing Expenses	100325.00		125000.00						
t	Sanitary Expenses	40276.00		50000.00						
EXPENDITURE					INCOME					
ITEMS		Actual for 2023-24		Estimate for 2024-25		ITEMS		Actual for 2023-24		Estimate for 2024-25
u	Telephone Line Expenses Account	47618.00		50000.00						
v	Water Consumption Account	27704.00		50000.00						
w	Study Tour Expenses	0.00		50000.00						
x	Visiting faculty Expenses Account	0.00		10000.00						
y	Public Address System	0.00		50000.00						
z	First Aid Expenses	3314.00		10000.00						
aa	Computer Accessories	69555.00		150000.00						
ab	Fire Extinguisher Expenses	9599.00		20000.00						
ac	Seminar & Refresher Courses Workshops & Training Prog. (Registration)	59780.00		50000.00						
ad	Seminar & Refresher Courses Workshops & Training Prog.(Travelling)	37203.00		150000.00						
ae	Office Equipments/ Computer/Computer F	66420.00		150000.00						
ag	Repairs of Projector	0.00		50000.00						
ah	Maintenance/AMC	11432.00		100000.00						
ai	Internet Expenses	551310.00		600000.00						
aj	Rent of Building	87500.00		87500.00						
ak	Registration Fees	0.00		10000.00						
al	Principal Forum	10000.00		5000.00						
am	Honorarium	68000.00		80000.00						
ao	Hiring of Labour	1700.00		5000.00						
ap	Hiring of Vehicle	9900.00		15000.00						
aq	Freight Charges	0.00		5000.00						
ar	Salary of Outsource Employee	1781006.00		2000000.00						
as	Electrical Equipment	0.00		10000.00						

at	Intercom	14608.00		20000.00					
au	Bio-metric	4248.00		10000.00					
av	Invertor	0.00		0.00					
aw	Generator Expenses	2036.00		5000.00					
ax	National Seminar on Post 1960 Payable	6244.00		0.00					
ay	Classroom Expenses	62160.00		100000.00					
az	Advances Repaid - Examination	1500000.00		0.00					
5	Information & Technology Expenditure		1671550.00		1779000.00				
a	Audit Fees (IT)	16520.00		19000.00					
b	Computer Accessories (IT)	20895.00		30000.00					
c	Internet Expenses (IT)	630135.00		725000.00					
EXPENDITURE					INCOME				
ITEMS		Actual for 2023-24		Estimate for 2024-25		ITEMS		Actual for 2023-24	Estimate for 2024-25
d	Repairs & Maintenance (IT)	4000.00		5000.00					
e	Advances - Information & Technology	1000000.00		1000000.00	0.00				
6	Balance C/f (Cash - Rs.904.50+Bank - Rs.8,17,499.73+1242859.84)		2061264.07		3067989.07				
	Sub-Totals-2		13842905.35		15060964.07		Sub-Totals-2	13842905.35	15060964.07
	GRAND TOTALS		<u>343917574.85</u>		<u>392633096.37</u>		GRAND TOTALS	343917574.85	392633096.37

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	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-----