

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

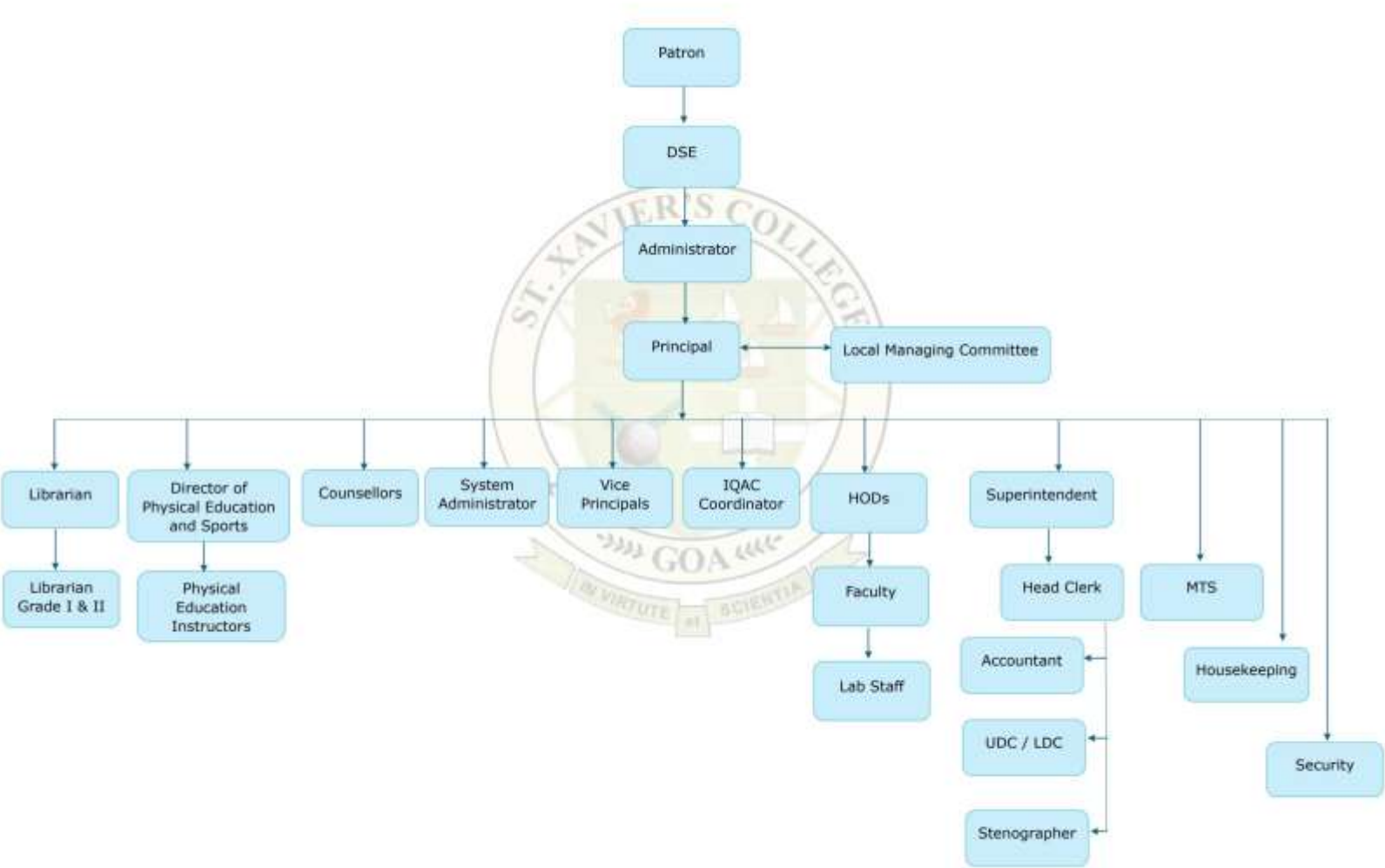
“To provide balanced all round education to young men and women to be disciplined citizens, who will display a high intellectual caliber, together with emotional balance and social commitment and particularly, at helping Catholic Youth to be committed followers of Christ.”

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

St. Xavier's College, Goa 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- 1964, it conducted only the First Year Arts and First Year Science classes. In the academic year 1964-1965 it conducted the Intermediate Arts and Science classes as well. In the academic year 1965-1966, the Junior and Senior BA and B.Sc. courses were added. In June 1969, registration of candidates for M.Sc. in Physical Chemistry and Botany and M.A. in English, Philosophy and Portuguese were permitted. The permission for registration for Ph.D. in Portuguese was also granted.

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 the state of Goa were delinked from the jurisdiction of the University of Bombay and were affiliated to Goa University in June 1986. Since then, St. Xavier's College is an institution affiliated to Goa University. In June 1993, both Goa University and the Government of Goa granted permission for a Commerce faculty at St. Xavier's College. From June 1995, we have been granted affiliation to teach Computer Science and from June 1996, to teach Electronics, at the B.Sc. level. Computer Applications was introduced at the B.Com level and Industrial Chemistry at the B.Sc. level, sponsored by UGC, New Delhi for the initial period of 5 years. Affiliation for M.A. in Psychology was granted in June 2001. In 2004-2005, the College introduced a B.A. degree programme in Mass Communication and Videography and in 2005-2006 the B.Sc. Degree programme in Biotechnology and B.C.A. degree course. In 2006-2007 degree programmes in Journalism were started as well as the M.Com Programme. In 2007-2008, degree programmes in Bachelor of Business Administration and Bachelor of Tourism and Travel Management were offered. In 2008-2009 a Master's degree in Physical Chemistry was started. Today, St. Xavier's College has many faculties namely Arts, Science, Commerce, Computer Studies, Management, Mass Media and Tourism and Travel Management.

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.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 4.30 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

08.30 a.m. to 1.00 p.m.

02.00 p.m. to 4.30 p.m.

10. Grievance redressal mechanism

Grievance Committee is available for staff and students of the college.

COLLEGIATE STUDENT GRIEVANCE REDRESSAL COMMITTEE (CSGRC) (2025-2028)

- | | |
|----------------------------------|---------------------------|
| 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. Alethra Vieira | - Member |
| 6. Ms. Reyes Barreto (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	• Appointment of Staff. • Allotting work and overall supervision of staff • Admitting students for various courses.	• Preparing college budget. • Controlling Receipts and Payments. • Supervising and presenting for audit the financial statements of accounts • Disbursements of salaries to staff	• Liaising with Government Authorities • Attending, holding meetings, conferences, etc., • Conducting extracurricular activities	☐ Maintaining discipline and overall management of the College. ☐ 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. ☐ Conduct of examination ☐ Assessing reports of teachers & maintenance of service books of teachers and other employees of the college ☐ Observance of Rules & other directions or orders issued by the management of the college.
2.	Vice-Principal	Nil	Nil	Nil	☐ Impart instruction to students ☐ Perform duties assigned by the Principal from time to time
3.	Teaching staff	Nil	Nil	Nil	☐ Impart instruction to students ☐ 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://xavierscollegegoa.ac.in/wp-content/uploads/2026/08/Handbook-1-sxc-2026-27.pdf		
5.	College Prospectus	https://xavierscollegegoa.ac.in/wp-content/uploads/2026/05/Prospectus-2026-27-sxc.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	Mrs. Ursula Barreto Rev. Fr. Antonio Salema Ms. Arina Frank Mr. Mahesh Nair Dr. Oscar e Melo Mr. Lisvan Rodrigues Ms. Maryjane Fernandes Ms. Patricia D'Souza Ms. Eudociana Fernandes Ms. Rosalina A. Fernandes Ms. Dakshata Zambulkar Rev. Fr. Noel Costa Ms. Sandra Fernandes Ms. Esther Noris Mr. Desmond Menezes Mr. Carmo Baretto Mr. Swapnil Chodankar Ms. Roshell Fernandes Mr. Sohan Lal Mr. Mohammed Rafi Bepari Ms. Sonali Costa Frias Ms. Rupa Niloji Ms. Vaishali Shirodkar Mr. Louis Fernandes Mr. Maclin Rodrigues Ms. Sharla D'Souza	President & Officiating Principal Nominated Member Secretarys Joint secretary Treasurer Member Member Nominated Member Nominated Member Nominated Member Nominated Member Nominated Member Chairperson Jt. Treasurer Member Member Member Member Member Member Member Member Member Member Member	- 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

- 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	Fr. Antonio F. Salema Ms. Ursula Barreto Dr. Claudette Gomes Ms. Difa Fernandes Fr. Noel D’Costa Fr. Lucio Dias Fr. Agnelo Fernandes Ms. Sandra Fernandes (VP) Prof. Blanche Mascarenhas Ms. Kathleen Pinto Ms. Vailarose Fernandes 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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3.	IQAC	Ms. Ursula Barreto Dr. Fr. Ramiro Luis Ms. Sandra Fernandes Ms. Vilma Fernandes Mr. Mahesh Nair Mr. Pradeep Morajkar Dr. Fr. Ramiro Luis Prof. Maria Fonseca Dr. Zen Lobo Dr. Sharmila Pais Mr. Herwin Furtado Prof. Bosco Lawrence Dr. Santana Fernandes Dr. Vijay Viegas Dr. Ramita Gurav Mr. Worrel D’Souza Fr. Antonio Salema Mr. Jonathan Fernandes Mr. Thomas Alvares Mr. Mauricio Carvalho Ms. Andrea D’Souza Mr. Salvador D’Souza Mr. Joel Fernandes (SYBSc) MLA Mr. Joshua Peter D’Souza Mrs. Pamela Aiyar Cabral Mr. Rohit Gupta	Chairman (IQAC Coordinator) (Vice-Principal) (Associate Professor) (Assistant Professor) (Associate Professor) (Assistant Professor) (Professor) (Assistant Professor) (Associate Professor) (Associate Professor) (Professor) (Associate Professor) (Assistant Professor) (Associate Professor) (Assistant Professor) (Management Representative) (Systems Administrator) (Head Clerk) (Accountant) (LDC) (Local Society Representative) (Student Representative) (Alumni Representative) (Employer Representative) (Industry Representative)	- 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	<u>Ms. Ursula Barreto</u> Ms Sandra Fernandes Dr. Blanche Mascarenhas Dr. Maria Fonseca Mr. Herwin Furtado Ms Sunita Mesquita Dr. Ubaldina Noronha Mr. Conceicao de Souza Mr. Mauricio Carvalho	<u>Chairperson</u> Secretary Member Member Member Member Member Member Member	- Improvement of facilities/infrastructure - Allocation of funds to various departments	

5.	Finance Committee	Fr. Antonio F. Salema Ms. Ursula Barreto Prof. Filipe Rodrigues e Melo Ms, Sandra Fernandes Ms. Wendy Martins Fr. Ramiro Luis Mr. Worrel D’Souza Mr. Mauricio Carvalho Ms. Rosalina Lobo	Chairperson Member Secretary 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 (2026-27)	- Discuss performance of the collegeand make suitable suggestions for improvement and growth of the college. - Issues pertaining to the programmes(UG and PG) quality enhancement	Fr. Antonio F. Salema	Chairperson	July 2019	3 years	No	Yes	Once a year	
			Ms. Ursula Barreto	President						
			Dr. Claudette Gomes	Secretary						
			Fr. Noel da Costa	Member						
			Fr. Lucio Dias	Member						
			Fr. Agnelo Fernandes	Member						
			Ms. Sandra Fernandes	Member						
			Ms. Difa Fernandes	Member						
			Prof. Blanche Mascarenhas	Member						
			Ms. Kathleen Pinto	Member						
			Ms Vailarose Fernandes	Member						
			Mr. Paul D’Souza	Member						
2.	Collegiate Student Grievance Redressal Committee (2026-2027)		Ms. Ursula Barreto	Chairperson		3 years	No	Yes	Once a year	
			Prof. Filipe Rodrigues e Melo	Member						
			Prof. Mathias Bosco Lawrence	Member						
			Dr. Sharmila Paes	Member						
			Ms. Aletthra Vieira	Member						
			Mr. Reyes Barreto (TYBCom)	Student Special Invitee						
3.	College Grievance Committee (Exam) (2025-28)		Prof. Janet Fernandes	Chairperson						
			Dr. Santana Fernandes	Member						
			Dr. Maria D’Souza	Member						

4.	Anti-Ragging Squad (2025-28)		Dr. Prema Rocha Ms. Sheryl D’Cruz Ms. Mumtaz Mendonca Mr. Rommel Pinheiro Mr. Francis D’Souza	Convenor Member Member Member Member						
5.	Anti-Ragging Committee (2025-28)		Ms. Ursula Barreto Prof. Filipe Rodrigues e Melo Mr. Braz Menezes Mr. Clive Fernandes Fr. Maverick Fernandes Mr. Dharma Chodankar Ms. Katelyn Gonsalves Ms. Pamela Fernandes Ms.. Silvia Abreu Dr. Prema Rocha Parent Ms. Poonam Palyekar (TYBA) Ms Gabriela Nair (FYBSc)	Principal Vice -Principal Police Inspector ACB Representative of local media Goa 365 Representative of NGO Member - Faculty Member - Faculty Member - Faculty Member Non Teaching Staff Convenor Anti Ragging Squad Member Senior Student Member Fresher/Student						
6.	Attendance Monitoring Committee (2026 -2027)		Dr. Shefali Kale Ms. Sumina Da Costa Ms. Sabina Sales Dr. Averyl Pires Mr. Daryl Gonsalves Ms. Rushita Verlekar Ms. Larissa Menezes Ms. Atika Khan	Convenor Co-Convenor Member Member Member Member Member Member						

7.	College Examination Committee (2025-2028)		Dr. Cajé Pinto Convenor Mr. Edwin D’Souza Member Dr. Claudette Gomes (FYBA) Member Mr. Rahul Naik (FYBSc) Member Ms. Sandra Fernandes (FYBCom) Member Mr. Prasad Naik (SYBA) Member Ms. Zarina Chowdhary (SYBCom) Member Ms. Suraksha Dongrekar (SYBSc) Member Mr. Salim Gaded (TYBA) Member Ms. Janesline Fernandes (TYBSc) Member Mr. Carmelito D’Souza (TYBCom) Member Mr. Nitin Volvoikar Self- Financed (UG) Ms. Charmaine Dias Self- Financed (UG)						
8.	College Unfair Means Inquiry Committee (2025-2028)		Prof. Blanche Mascarenhas Chairperson Ms. Difa Fernandes Member Mr. Parmanand Mandrekar Member						
9.	Internal Complaint Committee (ICC) (2025-26)		Ms. Magadlene D’Souza Chairperson Member Prof. Maria Fonseca Faculty Member Prof. Afonso Botelho Faculty Member Mr. Suresh Pawar Non - Teaching Staff Member Ms. Rosaline Lobo Non - Teaching Staff Member Ms. Rashmi Palav Representative from NGO (COOJ) If matter involves Students Mr. Joel Fernandes (TYB.Sc.) Mr. Shanoor Shaikh (TYBA) Mr. Emreev Fernandes (TYBCom)						
10.	Infrastructure Development Committee (2026-27)		Fr. Antonio F. Salema Chairperson Ms. Ursula Barreto President Mr. Mauricio Carvalho Member Mr. Conceicao De Souza Member Ms. Sumina Da Costa Member Mr. Parmanand Mandrekar Member Ms. Sarita Mahale Member						

			Ms. Patricia D’Souza Ms. Eweny Fernandes Mr. Edward D’Souza	PTA Representative Alumni Representative Member						
11.	College Safety Advisory Committee (2026-27)		Fr. Antonio F. Salema Ms. Ursula Barreto Prof. Filipe Rodrigues e Melo Ms. Rizwana Sayed Ms. Swizel Alphanso Ms. Joslyn D’Souza Dr. Vrunda Kelkar Ms. Maria Beatriz Mr. Dinesh Nirawdekar Mr. Cajetan Silveira	Chairperson Co-Chairperson Member Member Member Member Member Member Member Member						
12.	Library Advisory Committee (2026-27)		Ms. Ursula Barreto Ms. Dakshata Zambulkar Prof. Oscar D’Mello Ms. Edwina Pereira Ms. Vrunda Kelkar Dr. Kshipra Vora	Chairperson Secretary Member Member Member Member						
13.	Canteen Advisory Committee (2026-27)		Fr. Antonio F. Salema Ms. Ursula Barreto Ms. Gema Ataide Ms. Kathleen Pinto Ms. Shirlene Fernandes Dr. Marielou Ferrao Ms Rupali Neje Ms. Joyce Rodrigues	Chairperson Member Member Convenor Member Member Member Member						
14.	Student Council Advisory Committee (2026-27)		Ms. Ursula Barreto Mr. Aaron Paul Fernandes Mr. Pradeep Morajkar Dr. Carmelita D’Mello Mr. Conceicao de Souza Mr. Mahesh Nair Ms. Sunita Mesquita Mr. Worrel D’Souza Mr. Stalin D’Sa	Chairperson Convenor Member Member Member Member Member Member Member						

15.	Sports Council Advisory Committee (2026-27)		Ms. Ursula Barreto Ms. Joslyn D’Souza Mr. Pradeep Morajkar Mr. Worrel D’Souza Mr. Dharma Chodankar Mr. Roger Fernandes Ms. Astrid Pereira Chairperson Director Member Member Member Member Member							
16.	ISA Monitoring Committee: (2025-28)		Dr. Carmelita D’mello Ms. Sumina D’Costa Ms. Kimberly Barros Mr. Vijay Talwar Dr. Ramita Gurav Ms Arina Frank Dr. James D’Souza Ms. Aquila Alphonso Convenor Member Member Member Member Member Member Member							
17.	NSS Advisory Committee: (2025-28)		Ms. Ursula Barreto Fr. Savio Fernandes Dr. Sandeep Naik Ms Ana Souza Ms. Sabina Sales e Dias Ms Angelina Fernandes(SYBCom) Mr. Kush Kantamraju (TYBSc) Red Ribbon Club Advisory Committee Ms Linette de Souza Mr. Shanoor Shaikh (TYBA) Ms. Jewelín Fernandes (TYBSc) Chairperson Ex. Sec. Council Social Justice & Peace Representative of Development Faculty Member Faculty Member Student Member Student Member Faculty Member Student Member Student Member							

Manual –9 Directory of Officers and Employee [Section 4 (1) (b) (ix)]--
Teaching Staff (2026-27)

SR. No.	NAMES OF THE STAFF MEMBERS	Designation	Tel No.	E-mail Address
	Sociology			
1	Prof. Afonso Manuel Botelho	Professor	0832 226 2356	Afonso.B@xavierscollegegoa.ac.in
2	Ms. Sayed Rizwana Parveen	Associate Professor	0832 226 2356	Sayed.P@xavierscollegegoa.ac.in
3	Ms. Freda Tavares	Assistant Professor	0832 226 2356	Freda.T@xavierscollegegoa.ac.in
4	Ms. Elizabeth Bara	Assistant Professor	0832 226 2356	elizabeth.b@xavierscollegegoa.ac.in
5	Ms. Shivani S. Calangutkar	Assistant Professor	0832 226 2356	sxcmapusa@xavierscollegegoa.ac.in
	Economics			
6	Prof. Blanche R.C.S.Mascarenhas	Professor	0832 226 2356	Blanche.M@xavierscollegegoa.ac.in
7	Ms. Gema Fernandes e Ataide	Associate Professor	0832 226 2356	Gema.A@xavierscollegegoa.ac.in
8	Ms. Ana Olimpia Andrade e Souza	Assistant Professor	0832 226 2356	Ana.S@xavierscollegegoa.ac.in
9	Ms. Averyl Pires	Assistant Professor	0832 226 2356	Averyl.P@xavierscollegegoa.ac.in
10	Ms. Rekha Neema Lamani	Assistant Professor	0832 226 2356	Rekha.L@xavierscollegegoa.ac.in
	English			
11	Dr. Prema A. Rocha	Associate Professor	0832 226 2356	Prema.R@xavierscollegegoa.ac.in
12	Ms. Sunita Mesquita	Associate Professor	0832 226 2356	Sunita.M@xavierscollegegoa.ac.in
13	Dr. Maria Claudette Gomes	Associate Professor	0832 226 2356	Maria.G@xavierscollegegoa.ac.in

14	Ms. Shirlene Palha	Assistant Professor	0832 226 2356	Shirlene.F@xavierscollegegoa.ac.in
15	Mr. Aaron Paul Fernandes	Assistant Professor	0832 226 2356	Aaron.F@xavierscollegegoa.ac.in
16	Ms. Giann Maria Fernandes	Assistant Professor	0832 226 2356	giann.f@xavierscollegegoa.ac.in
	Hindi			
17	Dr. Ramita Prasad Gurav	Associate Professor	0832 226 2356	Ramita.G@xavierscollegegoa.ac.in
18	Ms. Magdalene G. D'Souza	Associate Professor	0832 226 2356	Magdalene.D@xavierscollegegoa.ac.in
19	Mr. Salim Mohamed Gadad	Assistant Professor	0832 226 2356	SALIM.M@xavierscollegegoa.ac.in
20	Ms. Kshitija D. Pednekar	Assistant Professor	0832 226 2356	Kshitija.P@xavierscollegegoa.ac.in
	History			
21	Ms. Pamela F. Fernandes	Associate Professor	0832 226 2356	Pamela.F@xavierscollegegoa.ac.in
22	Dr. Sharmila C. Pais	Associate Professor	0832 226 2356	Sharmila.P@xavierscollegegoa.ac.in
23	Mr. Mahendra Gaonkar	Assistant Professor	0832 226 2356	sxcmapusa@xavierscollegegoa.ac.in
	Konkani			
24	Mr. Dharma S. Chodankar	Associate Professor	0832 226 2356	Dharma.C@xavierscollegegoa.ac.in
25	Mr. Silvester Vaz	Assistant Professor	0832 226 2356	Silvester.V@xavierscollegegoa.ac.in
26	Dr. (Fr.) Luis Xavier Gomes	Assistant Professor	0832 226 2356	Luis.G@xavierscollegegoa.ac.in
27	Ms. Ankita Zambaulikar	Assistant Professor	0832 226 2356	Ankita.Z@ xavierscollegegoa.ac.in
	Marathi			
28	Dr. Vrunda M. Kelkar	Associate Professor	0832 226 2356	Vrunda.M@xavierscollegegoa.ac.in
29	Dr. Apurva P. Betkekar	Assistant Professor	0832 226 2356	Apurva.B@xavierscollegegoa.ac.in
30	Dr. Prachi Ganpat Joshi	Assistant Professor	0832 226 2356	prachi.j@xavierscollegegoa.ac.in
31	Ms. Veena V. Kerikar	Assistant Professor	0832 226 2356	Veena.K@xavierscollegegoa.ac.in

	Philosophy			
32	Ms. Alethra Cynarra Vieira	Associate Professor	0832 226 2356	Aletthra.V@xavierscollegegoa.ac.in
33	Dr. Shefali D. Kamat	Assistant Professor	0832 226 2356	Shefali.K@xavierscollegegoa.ac.in
	Psychology			
34	Dr. Ubaldina Noronha	Associate Professor	0832 226 2356	Ubaldina.N@xavierscollegegoa.ac.in
35	Prof. Janet Fernandes e De Souza	Professor	0832 226 2356	Janet.F@xavierscollegegoa.ac.in
36	Dr. Eulalia Angela Fernandes	Associate Professor	0832 226 2356	Eulalia.F@xavierscollegegoa.ac.in
37	Ms. Elvira Pereira	Assistant Professor	0832 226 2356	Elvira.P@xavierscollegegoa.ac.in
38	Dr. (Fr.) Ramiro Luis	Assistant Professor	0832 226 2356	Ramiro.L@xavierscollegegoa.ac.in
39	Ms. Saloni Gaonkar	Assistant Professor	0832 226 2356	sxcmapusa@xavierscollegegoa.ac.in
	Political Science			
40	Ms. Tricia Vaz e Borges	Associate Professor	0832 226 2356	Tricia.B@xavierscollegegoa.ac.in
41	Mr. Prasad Shripad Naik	Assistant Professor	0832 226 2356	PRASAD.N@xavierscollegegoa.ac.in
42	Richa Eknath Kajoli	Assistant Professor	0832 226 2356	Richa.k@xavierscollegegoa.ac.in
43	Mr. Vijay Talwar	Assistant Professor	0832 226 2356	Vijay.T@xavierscollegegoa.ac.in
	Physics			
44	Dr. Benedict P. Soares	Associate Professor	0832 226 2356	Benedict.s@xavierscollegegoa.ac.in
45	Mr. Pradeep V. Morajkar	Associate Professor	0832 226 2356	Pradeep.M@xavierscollegegoa.ac.in
46	Prof. Dominick Nelson Lobo	Professor	0832 226 2356	Nelson.L@xavierscollegegoa.ac.in
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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	380912
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5	10	Ms. Shirlene Fernandes	Assist. Professor	226764
6	14	Prof. Blanche R.C.S. Mascarenhas	Professor	394084
7	13A	Ms. Ursula Pinto Barreto	Asso. Professor & Officiating Principal	380912
8	13A	Ms. Kathleen C. Pinto	Asso. Professor	370054
9	13A	Ms. Alice B. D'Cruz	Asso. Professor	339216
10	13A	Ms. Tricia D. Vaz e Borges	Asso. Professor	370054
11	13A	Ms. Isabel M.F. De Noronha	Asso. Professor	19478
12	13A	Ms. Maria Difa E. Fernandes	Asso. Professor	370054
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25	13A	Mr. Daryl Gonsalves	Asso. Professor	329292
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104	10	Mr. Clarence Rodrigues	Assist. Professor	135566
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106	10	Dr. Nadine Ana de Souza	Assist. Professor	139368
107	10	Dr. Prachi Ganpat Joshi	Assist. Professor	147573
108	10	Fr. (Dr.) Ramiro J. Luis	Assist. Professor	128161
109	11	Ms. Joslyn M. D'Souza	Dir. of Phy. Edu.	196602
110	10	Ms. Dakshata G. Zambulkar	Coll. Librarian	135566

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	113560
2	6	Mr. Remigio D'Souza	Lab. Asst.	120300
3	6	Mr. Cajetan Francis Silveira	Storekeeper	120324
4	5	Mr. Paul T. D'Souza	UDC	110356
5	5	Ms. Angela C. Fernandes	UDC	86148
6	5	Ms. Rosalina A. Fernandes e Mascarenhas	UDC	82588
7	5	Ms. Filomena L. de Souza	UDC	75780
8	4	Ms. Rosaline Lobo	LDC	82588
9	6	Ms. Joyce Rodrigues	Lab. Asst.	110356
10	4	Ms. Silvia A. Abreu e Rodrigues	LDC	80274
11	7	Mr. Mauricio Carvalho	Accountant	107152
12	3	Mr. Suresh Parsekar	MTS	75780
13	3	Mr. Bhanudas S. Parsekar	MTS	77248
14	3	Mr. Cassiano Gomes	MTS	67044
15	2	Mr. Narendra N. Parsekar	MTS	75112
16	2	Mr. Vishnu Singh	MTS	68174
17	3	Mr. Orlando S. Estrocio	MTS	69060
18	5	Mr. Douglas D'Souza	Lab. Asst.	93698
19	4	Mr. Elston J. Dias	Lab. Asst.	57077
20	4	Ms. Santana A. Fernandes	Lab. Asst.	42246
21	4	Ms. Susmita S. Parab	Lab. Asst.	57077
22	4	Ms. Patricia A. Fernandes	Lab. Asst.	57077
23	4	Ms. Vaillanie S. Fernandes	Lab. Asst.	55476
24	2	Mr. Umesh Mayekar	MTS	66882
25	2	Mr. Servulo Menezes	MTS	66882

26	5	Ms. Jecy Rego	Jr. Steno.	86094
27	1	Mr. Robert E. D'Souza	MTS	54075
28	1	Mr. Suresh A. Parwar	MTS	54075
29	4	Mr. Ivan S. Fernandes	Lab. Tech.	71485
30	2	Ms. Siya Kandolker	Fld. & Plt. Coll.	56476
31	5	Mr. Sarvesh S. Morje	Lib. - Grade I	68683
32	4	Ms. Lina D' Souza	Lib. - Grade II	57077
33	7	Mr. Roger Fernandes	Instr. In Phy. Edu.	103905
34	7	Ms. Astrid Pereira	Instr. In Phy. Edu.	103905
35	6	Mr. Jonathan A. Fernandes	Sys. Adm.	80290
36	2	Ms. Melita S. Pereira	LDC	42447
37	2	Ms. Estefania P. Fernandes	LDC	41025
38	2	Ms. Andrea D. D'Souza	LDC	42447
39	1	Mr. Manuel Cruz	MTS	48450
40	1	Mr. Anthony Gonsalves	MTS	48450
41	1	Mr. Regi M. Rodrigues	MTS	48450
42	1	Mr. Savio A. D'Souza	MTS	39645
43	1	Mr. Joaquim J. D'Souza	MTS	39645
44	1	Mr. Ashley F. Fernandes	MTS	39645
45	1	Mr. Aaron M.S. Dias	MTS	39645
46	1	Mr. Savio Coutinho	MTS	39645
47	1	Ms. Valencia R. Trindade	MTS	38444
48	1	Ms. Tanya F. Fernandes	MTS	38444
49	1	Mr. Roger Diogo De Souza	MTS	23000

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 2025-2026

STATEMENT OF ACTUAL EXPENDITURE AND INCOME FOR 2024-25 AND ESTIMATED EXPENDITURE AND INCOME FOR 2025-26

EXPENDITURE						INCOME					
ITEMS			Actual for 2024-25		Estimate for 2025-26		ITEMS			Actual for 2024-25	Estimate for 2025-26
I.	Salaries & Salary Related Expenditure:						I.	Opening Balances (Salary A/C):			
	1	Salaries of Teaching Staff		308616528.00		330000000.00		1	St. Xavier's College A/c No. 1683131154	2272132.30	2005914.50
	2	Salaries of Non-Teaching Staff		37501168.00		45000000.00		2	Grant-in-Aid - Salaries	347163047.00	376500000.00
	3	Reimbursement of Medical Expenses		16564.00		50000.00		3	Bank Interest	148230.00	300000.00
	4	L.T.C. expenses		206400.00		400000.00		4	Salary Recovery	177611.00	0.00
	6	Reimbursement of CEA		288493.00		350000.00		5	CPF-NPS (Emp. Contr. Teach) Receivable	0.00	0
	7	Leave Encashment		591000.00		700000.00		6	TDS Receivable (Staff)	31406.00	0
	8	Bank Charges		660.80		1000.00					0
	9	Audit Recovery		0.00		0.00					
	10	Salary Recovery		278495.00		0.00					
	11	Refund of Interest		287203.00		300000.00					
	12	TDS Payable (Staff)		0.00		0.00					
	13	Others 1		0.00		0.00					
	14	Others 2		0.00		0.00					
		Balance c/f		2005914.50		2004914.50					
		Sub-Totals-1		349792426.30		378805914.50			Sub-Totals-1	349792426.30	378805914.50
II	Non-Salary Expenditure:						II	Opening Balances (Non-Salary A/c):			
	1	Library Expenditure		1022779.00		1190000.00		1	Cash Balance	904.50	3548.50
	a	Library Books (Details attached)	448630.00		500000.00			2	St. Xavier's College A/c No. 1683130332	817449.73	387813.13
	b	Library Reading Room Expenses Account	72378.00		80000.00			3	St. Xavier's College A/c No. 1683133912	1242859.84	560205.84
	c	Library Running Expenses Account	75770.00		100000.00			4	St. Xavier's College A/c No. 1683131165	2386229.72	928143.64
	d	Library Equipment	151680.00		200000.00			a	Library Fees	949525.00	1080000
	e	Library Books Binding Charges	490.00		10000.00			b	Gymkhana Fees	964100.00	1080000

	f	College Educational Journals	273831.00		300000.00			c	Other Fees	961100.00	1080000
	2	Sports Expenditure		1115367.00		1346475.00		d	Lab. Fees	951007.00	898500
	a	Sports and Games	617800.00		700000.00			e	I. T. Fees	1506911.00	1771200
	b	Annual Sports Day	144423.00		200000.00			f	IAIMS Fees	432477.00	500000
	c	Sports Affiliation & Reg. Fees	341669.00		360000.00			g	P.T.A.	961100.00	0
	d	Rent of Playground	11475.00		11475.00		5	5	St. Xavier's College A/c No.1683131110	167998.65	172739.65
	e	Sports Equipment	0.00		75000.00		5	5	Grant-in-Aid - Non-Salaries	5402751.00	7000000
	f	Sports Advance	0.00		0.00		6	6	Bank Interest	365853.00	70000
	3	Laboratory Equipment/Expenditure		1970418.00		2210000.00		7	Breakages	1650.00	10000
EXPENDITURE							INCOME				
ITEMS			Actual for 2024-25		Estimate for 2025-26		ITEMS			Actual for 2024-25	Estimate for 2025-26
	a	Botany	231366.00		300000.00			8	Miscellaneous Income	0.00	10000
	b	Chemistry	331065.00		500000.00			9	Advance (Examination)	500000.00	0
	c	Computer Science	308688.00		320000.00			10	Advance (Information & Technology)	2000000.00	0
	d	Electronics	223337.00		200000.00			11	Advance (Admission Fees)	500000.00	0
	e	Microbiology	495268.00		500000.00			12	Sports Advance	20000.00	0
	f	Physics	356765.00		300000.00			13	Fee Waivers	87850.00	100000
	g	Psychology	4604.00		25000.00			14	Excess Fees	89896.29	0
	h	Language Laboratory	0.00		10000.00						
	i	Gas Consumption	19325.00		30000.00						
	j	Mathematics	0.00		25000.00						
	4	Other Expenditure		11923845.97		7507500.00					
	a	Advertisement	83496.00		150000.00						
	b	Audit Fees	49560.00		60000.00						
	c	Professional Fees	9440.00		15000.00						
	d	Affiliation Fees and Registration	141600.00		150000.00						
	e	Bank Charges	3690.47		5000.00						
	f	Extra-Curricular: (a) College Magazine	0.00		0.00						
		(b) Extra-Curricular Activities (Attached)	211139.00		160000.00						
		(c) Annual Gathering	39962.00		50000.00						
	g	Garden Equipment	0.00		0.00						
	h	College Garden Expenses	0.00		0.00						
	i	Conveyance Account	20800.00		25000.00						
	j	Refreshment	35990.00		50000.00						
	k	Electricity Charges	1071606.00		1200000.00						
	l	Fire Extinguisher (Equipments)	2348.00		10000.00						
	m	Other Miscellaneous Expenses Account (I	66726.00		40000.00						
	n	LCD Projector/Screen	112280.00		200000.00						
	o	Repairs to Gas Pipeline	0.00		10000.00						

	p	Postage Account	559.00		5000.00						
	q	Furniture Account	161834.00		200000.00						
	r	CCTV	196312.00		250000.00						
	s	Stationary and Printing Expenses	170219.00		200000.00						
	t	Sanitary Expenses	30380.00		50000.00						
	u	Telephone Line Expenses Account (Landline & Mobile Phone Charges	20208.00		25000.00						
	v	Water Consumption Account	51730.00		55000.00						
EXPENDITURE						INCOME					
ITEMS		Actual for 2024-25		Estimate for 2025-26		ITEMS		Actual for 2024-25		Estimate for 2025-26	
	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	6862.00		10000.00						
	aa	Computer Accessories	124240.00		150000.00						
	ab	Fire Extinguisher Expenses	0.00		20000.00						
	ac	Seminar & Refresher Courses Workshops & Training Prog. (Registration)	137470.00		150000.00						
	ad	Seminar & Refresher Courses Workshops & Training Prog.(Travelling)	71537.00		150000.00						
	ae	Office Equipments/ Computer/Computer Printer	248399.00		300000.00						
	ag	Repairs (1. Projector 2. Electrical 3. Furniture 4. Others)	58016.00		75000.00						
	ah	Maintenance/AMC	0.00		100000.00						
	ai	Internet Expenses	558900.00		600000.00						
	aj	Rent of Building	87500.00		87500.00						
	ak	Registration Fees	0.00		10000.00						
	al	Principal Forum	0.00		5000.00						
	am	Honorarium	59500.00		80000.00						
	ao	Hiring of Labour	15900.00		20000.00						
	ap	Hiring of Vehicle	0.00		15000.00						
	aq	Freight Charges	0.00		5000.00						
	ar	Salary of Outsource Employee	1878794.00		2250000.00						
	as	Electrical Equipment/Fitting'	1381.00		10000.00						
	at	Intercom - Equipment/Expenses	171119.00		200000.00						
	au	Bio-metric	0.00		10000.00						

	av	Invertor	0.00		0.00					
	aw	Generator Expenses	20000.00		30000.00					
	ax	Advance (Non-Salary Grants)	500000.00		0.00					
	ay	Classroom Expenses	150001.00		200000.00					
	az	Advances Repaid - Examination/Management	2000000.00		0.00					
	ba	Electrtrical Accessories	4567.00		10000.00					
	bb	Contingency Expenses	42667.00		50000.00					
	bc	Green Initiative Expenses/Audit	53990.00		75000.00					

EXPENDITURE						INCOME				
ITEMS			Actual for 2024-25		Estimate for 2025-26		ITEM S		Actual for 2024-25	Estimate for 2025-26
	bd	NAAC (SSR)	119393.00		150000.00					
	be	Fan - Ceiling/Pedestal	2900.00		5000.00					
	bf	Softwares	18054.00		10000.00					
	bg	Digital Cameras	205002.00		250000.00					
	bh	Advances - Shivprasad Enterprises	102867.00		0.00					
	bi	IAIMS	655987.50		500000.00					
	bj	PTA Fees	2148920.00		0.00					
	5	Information & Technology Expenditure	2224802.00		330000.00					
	a	Audit Fees (IT)	18880.00		20000.00					
	b	Computer Accessories (IT)	200822.00		300000.00					
	c	Repairs & Maintenance (IT)	5100.00		10000.00					
	d	Advances - Information & Technology	2000000.00		0.00	0.00				
	6	Balance C/f (Cash - Rs.3,548.50+Bank - Rs.3,87,813.13+5,60,205.84+928143.64+172739.65)								
				2052450.76		3068175.76				
		Sub-Totals-2		20309662.73		15652150.76		Sub-Totals-2	20309662.73	15652150.76
		GRAND TOTALS		370102089.03		394458065.26		GRAND TOTALS	370102089.03	394458065.26

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

List of institutions given subsidy

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

List of individuals given subsidy

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

MANUAL. 13

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

Srl..No	Name & Address of the Beneficiary	Nature of concession/ permit/ Authorization Provided	Purpose for which granted	Scheme and Criteria for selection	No of similar concession given in past with purpose
-----NIL-----					

MANUAL. 14

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

Information available in an electronic form 15.1 Please provide the details of the information related to the various schemes which are available in the electronic format.

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

Particulars of the facilities available to citizens for obtaining information

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

Facilities available for obtaining information

Srl.No.	Facility available	Nature of information	Working hours
Information Counter	Counter Service	All information related to staff and students	8.30 a.m. to 4.30 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 4.30 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	Officiating Principal	P.O. Box No. 32, Mapusa, Bardez, Goa, 403 507 India	0832-2262356 0832-2263031	sxcmapusa@xavierscollegegoa.ac.in	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)	sxcmapusa@xavierscollegegoa.ac.in	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	sxcmapusa@xavierscollegegoa.ac.in	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**-----