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

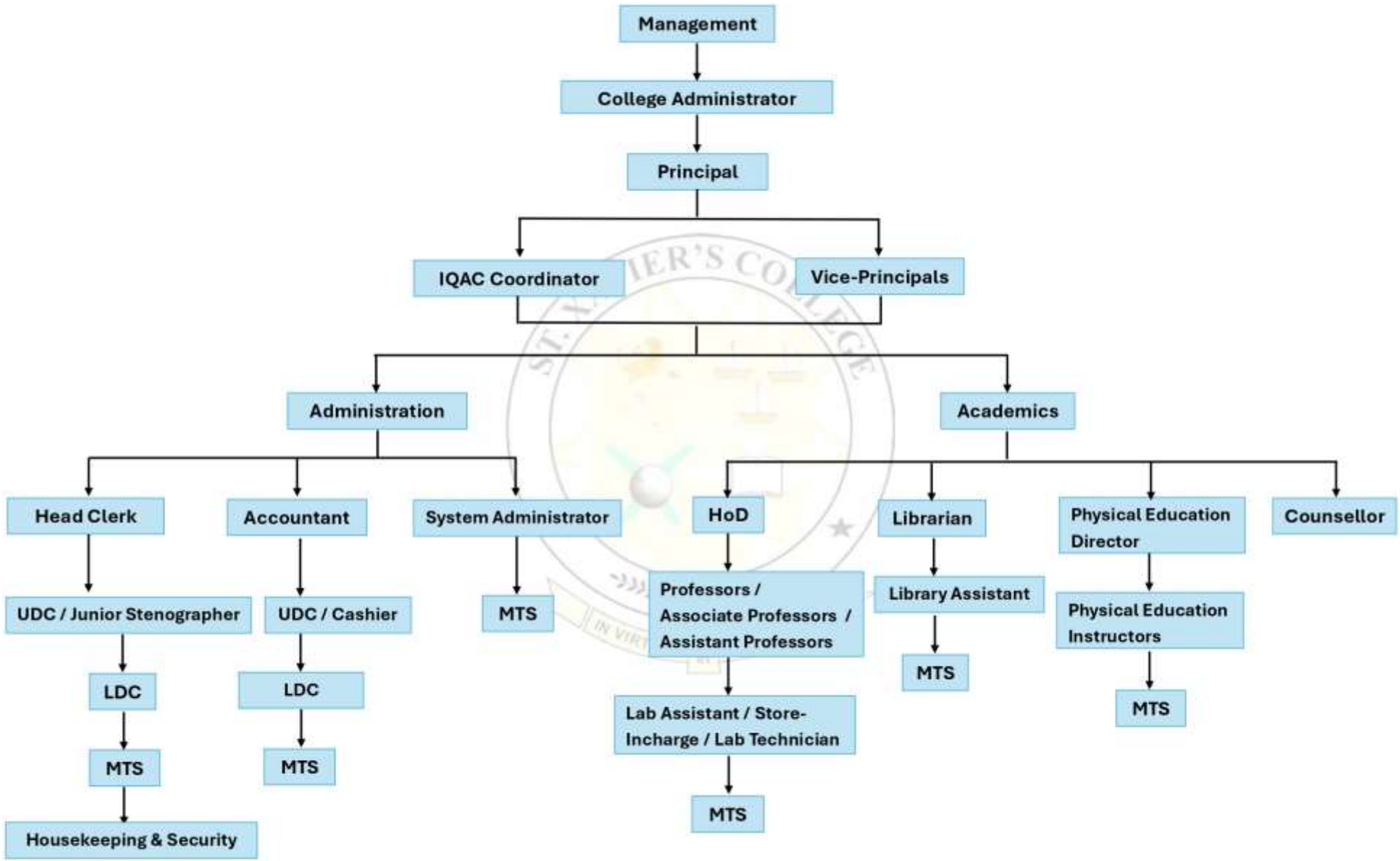
"*To provide balanced all round education to young men and women to be disciplined citizens, who will display a high intellectual caliber, together with emotional balance and social commitment and particularly, at helping Catholic Youth to be committed followers of Christ."*

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

MANUAL.2

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

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 — President & Officiating Principal Rev. Fr. Antonio Salema — Nominated Member Ms. Arina Frank — Secretarys Mr. Mahesh Nair — Joint secretary Dr. Oscar e Melo — Treasurer Mr. Lisvan Rodrigues — Member Ms. Maryjane Fernandes — Member Ms. Patricia D'Souza — Nominated Member Ms. Eudociana Fernandes — Nominated Member Ms. Rosalina A. Fernandes — Nominated Member Ms. Dakshata Zambulkar — Nominated Member Rev. Fr. Noel Costa — Nominated Member Ms. Sandra Fernandes — Nominated Member Ms. Esther Noris — Chairperson Mr. Desmond Menezes — Jt. Treasurer Mr. Carmo Baretto — Member Mr. Swapnil Chodankar — Member Ms. Roshell Fernandes — Member Mr. Sohan Lal — Member Mr. Mohammed Rafi Bepari — Member Ms. Sonali Costa Frias — Member Ms. Rupa Niloji — Member Ms. Vaishali Shirodkar — Member Mr. Louis Fernandes — Member Mr. Maclin Rodrigues — Member Ms. Sharla D'Souza — 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

2.	**Local Managing Committee**	Fr. Antonio F. Salema — Chairperson Ms. Ursula Barreto — President Dr. Claudette Gomes — Secretary Ms. Difa Fernandes — Member Fr. Noel D'Costa — Member Fr. Lucio Dias — Member Fr. Agnelo Fernandes — Member Ms. Sandra Fernandes (VP) — Member Prof. Blanche Mascarenhas — Member Ms. Kathleen Pinto — Member Ms. Vailarose Fernandes — Member Mr. Paul D'Souza — Member	To take care of affairs of the college.	Once a year

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**	Ms. Ursula Barreto 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	Chairperson 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		

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 Ms. Ursula Barreto Dr. Claudette Gomes Fr. Noel da Costa Fr. Lucio Dias Fr. Agnelo Fernandes Ms. Sandra Fernandes Ms. Difa Fernandes 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	July 2019	3 years	No	Yes	Once a year	
2.	Collegiate Student Grievance Redressal Committee (2026-2027)		Ms. Ursula Barreto Prof. Filipe Rodrigues e Melo Prof. Mathias Bosco Lawrence Dr. Sharmila Paes Ms. Aletthra Vieira Mr. Reyes Barreto (TYBCom)	Chairperson Member Member Member Member Student Special Invitee		3 years	No	Yes	Once a year	
3.	College Grievance Committee (Exam) (2025-28)		Prof. Janet Fernandes Dr. Santana Fernandes Dr. Maria D'Souza	Chairperson Member Member						

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

7.	College Examination Committee (2025-2028)		Dr. Caje 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 PTA Representative Ms. Eweny Fernandes Alumni Representative Mr. Edward D'Souza Member						
11.	College Safety Advisory Committee (2026-27)		Fr. Antonio F. Salema Chairperson Ms. Ursula Barreto Co-Chairperson Prof. Filipe Rodrigues e Melo Member Ms. Rizwana Sayed Member Ms. Swizel Alphanso Member Ms. Joslyn D'Souza Member Dr. Vrunda Kelkar Member Ms. Maria Beatriz Member Mr. Dinesh Nirawdekar Member Mr. Cajetan Silveira Member						
12.	Library Advisory Committee (2026-27)		Ms. Ursula Barreto Chairperson Ms. Dakshata Zambulkar Secretary Prof. Oscar D'Mello Member Ms. Edwina Pereira Member Ms. Vrunda Kelkar Member Dr. Kshipra Vora Member						
13.	Canteen Advisory Committee (2026-27)		Fr. Antonio F. Salema Chairperson Ms. Ursula Barreto Member Ms. Gema Ataide Member Ms. Kathleen Pinto Convenor Ms. Shirlene Fernandes Member Dr. Marielou Ferrao Member Ms Rupali Neje Member Ms. Joyce Rodrigues Member						
14.	Student Council Advisory Committee (2026-27)		Ms. Ursula Barreto Chairperson Mr. Aaron Paul Fernandes Convenor Mr. Pradeep Morajkar Member Dr. Carmelita D'Mello Member Mr. Conceicao de Souza Member Mr. Mahesh Nair Member Ms. Sunita Mesquita Member Mr. Worrel D'Souza Member Mr. Stalin D'Sa Member						

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

	Philosphy			
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
47	Prof. Mathias Bosco J. Lawrence	Professor	0832 226 2356	Boscolaw@xavierscollegegoa.ac.in
48	Dr. Manoj D. Salgaonkar	Associate Professor	0832 226 2356	Manoj.S@xavierscollegegoa.ac.in
49	Ms. Avani Anil Talkatkar	Assistant Professor	0832 226 2356	Avani.T@xavierscollegegoa.ac.in
50	Ms. Sujay Shivaji Rane	Assistant Professor	0832 226 2356	SUJAY.R@xavierscollegegoa.ac.in

	Botany			
51	Dr. Wendy F. Xavier Martins	Associate Professor	0832 226 2356	Wendy.M@xavierscollegegoa.ac.in
52	Prof. Maria Araujo Fonseca	Professor	0832 226 2356	mariaaninhafonseca@xavierscollegegoa.ac.in
53	Ms. Sabina M. Sales e Dias	Associate Professor	0832 226 2356	Sabina.D@xavierscollegegoa.ac.in
54	Mr. Conceicao De Souza	Associate Professor	0832 226 2356	Conceicao.D@xavierscollegegoa.ac.in
55	Ms. Maria Beatriz De Souza	Associate Professor	0832 226 2356	Maria.D@xavierscollegegoa.ac.in
56	Dr. Maria A. D`Souza	Assistant Professor	0832 226 2356	Maria.A@xavierscollegegoa.ac.in
57	Dr. Harshala S. Gad	Assistant Professor	0832 226 2356	Harshala.G@xavierscollegegoa.ac.in
58	Dr. James D`Souza	Assistant Professor	0832 226 2356	James.D@xavierscollegegoa.ac.in
59	Dr. Suraksha S. Dongrekar	Assistant Professor	0832 226 2356	Suraksha.D@xavierscollegegoa.ac.in
60	Dr. Seema Dessai e Fernandes	Assistant Professor	0832 226 2356	Seema.F@xavierscollegegoa.ac.in
	Chemistry			
61	Prof. Tushar S. Anvekar	Professor	0832 226 2356	Tushar.A@xavierscollegegoa.ac.in
62	Prof. Teotone Inas M. Vaz	Professor	0832 226 2356	Teotone.V@xavierscollegegoa.ac.in
63	Ms. Janesline Fernandes	Associate Professor	0832 226 2356	Janesline.F@xavierscollegegoa.ac.in
64	Ms. Kathleen C. Pinto	Associate Professor	0832 226 2356	Kathleen.P@xavierscollegegoa.ac.in
65	Ms. Edwina R. Pereira	Assistant Professor	0832 226 2356	Edwina.P@xavierscollegegoa.ac.in
66	Mr. Mahesh Nair	Assistant Professor	0832 226 2356	Mahesh.N@xavierscollegegoa.ac.in
67	Ms. Sheryl D'Cruz	Assistant Professor	0832 226 2356	Sheryl.D@xavierscollegegoa.ac.in
68	Ms. Shivta Tushar Mhamal	Assistant Professor	0832 226 2356	Shivta.M@xavierscollegegoa.ac.in
69	Ms. Flavia S. Travasso	Assistant Professor	0832 226 2356	Flavia.T@xavierscollegegoa.ac.in
70	Dr. Andrew D`Souza	Assistant Professor	0832 226 2356	Andrew.D@xavierscollegegoa.ac.in
71	Dr. Johnross V. Albuquerque	Assistant Professor	0832 226 2356	Johnross.A@xavierscollegegoa.ac.in
72	Dr. Mira Parmekar	Assistant Professor	0832 226 2356	Mira.P@xavierscollegegoa.ac.in
73	Dr. Rheane Palmira Da Silva	Assistant Professor	0832 226 2356	Rheane.D@xavierscollegegoa.ac.in
74	Ms. Milagrina D'Souza	Assistant Professor	0832 226 2356	Milagrina.D@xavierscollegegoa.ac.in
75	Mr. Clarence Rodrigues	Assistant Professor	0832 226 2356	Clarence.R@xavierscollegegoa.ac.in

76	Ms. Shubhada S. Gawandi	Assistant Professor	0832 226 2356	sxcmapusa@xavierscollegegoa.ac.in
	Mathematics			
77	Dr. Balakrishna C. Nair	Associate Professor	0832 226 2356	Balakrishnan.N@xavierscollegegoa.ac.in
78	Mr. Gajanan Rama Parab	Assistant Professor	0832 226 2356	Gajanan.P@xavierscollegegoa.ac.in
79	Dr. Jervin Zen Lobo	Assistant Professor	0832 226 2356	Zenlobo@xavierscollegegoa.ac.in
80	Mr. Rahul Ravindra Naik	Assistant Professor	0832 226 2356	Rahul.N@xavierscollegegoa.ac.in
81	Mr. Swapnil S. Belekar	Assistant Professor	0832 226 2356	Swapnil.B@xavierscollegegoa.ac.in
82	Dr. Param Tangsali	Assistant Professor	0832 226 2356	sxcmapusa@xavierscollegegoa.ac.in
	Microbiology			
83	Ms. Ursula Pinto Barreto	Vice Principal	0832 226 2356	Ursula.B@xavierscollegegoa.ac.in
84	Ms. Linette M. D'Souza	Associate Professor	0832 226 2356	Linette.D@xavierscollegegoa.ac.in
85	Ms. Katelyn M. Gonsalves	Assistant Professor	0832 226 2356	Katelyn.G@xavierscollegegoa.ac.in
86	Ms. Arina Henriques e Frank	Assistant Professor	0832 226 2356	Arina.F@xavierscollegegoa.ac.in
87	Ms. Ruella Ayesha D'Souza	Assistant Professor	0832 226 2356	Ruella.D@xavierscollegegoa.ac.in
88	Dr. Marielou Alberto Ferrao	Assistant Professor	0832 226 2356	Marielou.F@xavierscollegegoa.ac.in
89	Dr. Sheryanne Velho Pereira	Assistant Professor	0832 226 2356	Sheryanne.P@xavierscollegegoa.ac.in
90	Dr. Valerie Gonsalves	Assistant Professor	0832 226 2356	Valerie.G@xavierscollegegoa.ac.in
91	Dr. Trelita Ana Aurea Helena de Souza	Assistant Professor	0832 226 2356	Trelita.S@xavierscollegegoa.ac.in
92	Mr. Siddhesh S. Menon	Assistant Professor	0832 226 2356	Siddhesh.M@xavierscollegegoa.ac.in
93	Dr. Nadine Ana de Souza	Assistant Professor	0832 226 2356	Nadine.d@xavierscollegegoa.ac.in
	Computer Science			
94	Ms. Sandra Fernandes	Vice-Principal	0832 226 2356	Sandra.F@xavierscollegegoa.ac.in
95	Mr. Edwin A.J. D'Souza	Associate Professor	0832 226 2356	Edwin.D@xavierscollegegoa.ac.in
96	Mr. Parmanand J. Mandrekar	Assistant Professor	0832 226 2356	Parmanand.M@xavierscollegegoa.ac.in
97	Ms. Prajoti P. Chimulkar	Assistant Professor	0832 226 2356	Prajoti.C@xavierscollegegoa.ac.in

98	Ms. Avani Anil Kharde	Assistant Professor	0832 226 2356	Avani.K@xavierscollegegoa.ac.in
99	Ms. Melissa Rodrigues	Assistant Professor	0832 226 2356	Melissa.R@xavierscollegegoa.ac.in
100	Ms. Arati P. Kadam	Assistant Professor	0832 226 2356	Arati.K@xavierscollegegoa.ac.in
	Electronics			
101	Dr. Daryl Gonsalves	Associate Professor	0832 226 2356	Daryl.G@xavierscollegegoa.ac.in
102	Ms. Vilma M. T. Fernandes	Associate Professor	0832 226 2356	Vilma.F@xavierscollegegoa.ac.in
103	Dr. Caje Pinto	Associate Professor	0832 226 2356	Caje.P@xavierscollegegoa.ac.in
104	Ms. Sneha Shantaram Talekar	Assistant Professor	0832 226 2356	Sneha.T@xavierscollegegoa.ac.in
105	Ms. Viola Fernandes	Assistant Professor	0832 226 2356	Viola.Fe@xavierscollegegoa.ac.in
	Commerce			
106	Prof. Filipe Rodrigues e Melo	Professor	0832 226 2356	Filipe.M@xavierscollegegoa.ac.in
107	Ms. Maria Difa E. Fernandes	Associate Professor	0832 226 2356	difa.f@xavierscollegegoa.ac.in
108	Mr. Herwin F. de Menezes Furtado	Associate Professor	0832 226 2356	Herwin.F@xavierscollegegoa.ac.in
109	Prof. Dadapir M. Jakati	Professor	0832 226 2356	Dadapir.J@xavierscollegegoa.ac.in
110	Prof. Oscar B.I. D'Melo	Professor	0832 226 2356	Oscar.B@xavierscollegegoa.ac.in
111	Prof. Carmelita A. D'Mello	Professor	0832 226 2356	Carmelita.D@xavierscollegegoa.ac.in
112	Ms. Sumina L. Da Costa	Associate Professor	0832 226 2356	Sumina.D@xavierscollegegoa.ac.in
113	Dr. Yasmin Z. Shaikh	Associate Professor	0832 226 2356	Yasmin.S@xavierscollegegoa.ac.in
114	Dr. Santana Fernandes	Associate Professor	0832 226 2356	Santana.F@xavierscollegegoa.ac.in
115	Mr. Carmelito G. De Souza	Assistant Professor	0832 226 2356	Carmelito.D@xavierscollegegoa.ac.in
116	Ms. Mumtaz R. Mendonsa	Assistant Professor	0832 226 2356	Mumtaz.M@xavierscollegegoa.ac.in
117	Ms. Sandra Fernandes	Assistant Professor	0832 226 2356	sandra.commerce@xavierscollegegoa.ac.in
118	Ms. Zarina Chawdari	Assistant Professor	0832 226 2356	Zarina.C@xavierscollegegoa.ac.in
119	Ms. Alia Kulsum Aga	Assistant Professor	0832 226 2356	Alia.A@xavierscollegegoa.ac.in
120	Ms. Kimberly Maria Barros	Assistant Professor	0832 226 2356	Kimberly.B@xavierscollegegoa.ac.in
121	Ms. Victorya A. Rodrigues	Assistant Professor	0832 226 2356	Victorya.R@xavierscollegegoa.ac.in

122	Ms. Swizel Alphonso	Assistant Professor	0832 226 2356	Swizel.A@xavierscollegegoa.ac.in
125	Ms. Enajia Fernandes	Assistant Professor	0832 226 2356	Enajia.F@xavierscollegegoa.ac.in
127	Ms. Purva Bharat Chodankar	Assistant Professor	0832 226 2356	Purva.C@xavierscollegegoa.ac.in
128	Ms. Alisha Perpetua Lobo	Assistant Professor	0832 226 2356	Alisha.S@xavierscollegegoa.ac.in
	Librarian			
129	Ms. Dakshata Gajanan Zambulkar	Librarian	0832 226 2356	Dakshata.Z@xavierscollegegoa.ac.in
	Director of Physical Education			
130	Ms. Joslyn M D'Souza	Director of Physical Education	0832 226 2356	Joslyn.d@xavierscollegegoa.ac.in

Non-Teaching Staff

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

22.	Ms. Joyce Rodrigues	Laboratory Assistant	0832 226 2356	sxcmapusa@xavierscollegegoa.ac.in
23.	Mr. Elston J. Dias	Laboratory Assistant	0832 226 2356	Elston.D@xavierscollegegoa.ac.in
24.	Ms. Santana A. Fernandes	Laboratory Assistant	0832 226 2356	sxcmapusa@xavierscollegegoa.ac.in
25.	Ms. Patricia A. Fernandes	Laboratory Assistant	0832 226 2356	sxcmapusa@xavierscollegegoa.ac.in
26.	Mr. Douglas D'Souza	Laboratory Assistant	0832 226 2356	sxcmapusa@xavierscollegegoa.ac.in
27.	Ms. Susmita S. Parab	Laboratory Assistant	0832 226 2356	sxcmapusa@xavierscollegegoa.ac.in
28.	Mr. Bhanudas S. Parsekar	Multi-Tasking Staff	0832 226 2356	sxcmapusa@xavierscollegegoa.ac.in
29.	Mr. Suresh Parwar	Multi-Tasking Staff	0832 226 2356	sxcmapusa@xavierscollegegoa.ac.in
30.	Mr. Suresh S. Parsekar	Multi-Tasking Staff	0832 226 2356	sxcmapusa@xavierscollegegoa.ac.in
31.	Mr. Apollino F. Gomes	Multi-Tasking Staff	0832 226 2356	sxcmapusa@xavierscollegegoa.ac.in
32.	Mr. Orlando Estrocio	Multi-Tasking Staff	0832 226 2356	sxcmapusa@xavierscollegegoa.ac.in
33.	Mr. Cassiano Gomes	Multi-Tasking Staff	0832 226 2356	sxcmapusa@xavierscollegegoa.ac.in
34.	Mr. Narendra N. Parsekar	Multi-Tasking Staff	0832 226 2356	sxcmapusa@xavierscollegegoa.ac.in
35.	Mr. Servulo Menezes	Multi-Tasking Staff	0832 226 2356	sxcmapusa@xavierscollegegoa.ac.in
36.	Mr. Umesh Mayekar	Multi-Tasking Staff	0832 226 2356	sxcmapusa@xavierscollegegoa.ac.in
37.	Mr. Robert E. D'Souza	Multi-Tasking Staff	0832 226 2356	sxcmapusa@xavierscollegegoa.ac.in
38.	Mr. Anthony V. Gonsalves	Multi-Tasking Staff	0832 226 2356	sxcmapusa@xavierscollegegoa.ac.in
39.	Mr. Manuel Cruz	Multi-Tasking Staff	0832 226 2356	sxcmapusa@xavierscollegegoa.ac.in
40.	Mr. Regi Menino Rodrigues	Multi-Tasking Staff	0832 226 2356	sxcmapusa@xavierscollegegoa.ac.in
41.	Mr. Joaquim J. D'Souza	Multi-Tasking Staff	0832 226 2356	sxcmapusa@xavierscollegegoa.ac.in
42.	Mr. Aaron Malcolm S. Dias	Multi-Tasking Staff	0832 226 2356	sxcmapusa@xavierscollegegoa.ac.in
43.	Mr. Savio Coutinho	Multi-Tasking Staff	0832 226 2356	sxcmapusa@xavierscollegegoa.ac.in
44.	Mr. Ashley F. Fernandes	Multi-Tasking Staff	0832 226 2356	sxcmapusa@xavierscollegegoa.ac.in
45.	Mr. Savio A. D'Souza	Multi-Tasking Staff	0832 226 2356	sxcmapusa@xavierscollegegoa.ac.in
46.	Ms. Valencia Romana Trinidade	Multi-Tasking Staff	0832 226 2356	sxcmapusa@xavierscollegegoa.ac.in

47.	Mr. Vishnu Singh	Multi-Tasking Staff	0832 226 2356	sxcmapusa@xavierscollegegoa.ac.in
48.	Ms. Tanya Florinda Fernandes	Multi-Tasking Staff	0832 226 2356	sxcmapusa@xavierscollegegoa.ac.in
49.	Ms. Trescia Pinto	Lower Division Clerk (Examination Section, Contract Basis)	0832 226 2356	sxcmapusa@xavierscollegegoa.ac.in
51.	Ms Sandra D'Mello	Counsellor	0832 226 2356	Sandra.d@xavierscollegegoa.ac.in
52.	Ms. Beverly Monteiro	Counsellor	0832 226 2356	Beverly.M@xavierscollegegoa.ac.in

MANUAL. 10

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 2025-2026)

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	392126
3	13A	Dr. Benedict P. Soares	Asso. Professor	380912
4	10	Ms. Edwina R. Pereira	Assist. Professor	226764
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
13	13A	Dr. Balakrishnan C. Nair	Asso. Professor	339082
14	14	Prof. Dominick Nelson Lobo	Professor	394084
15	13A	Mr. Pradeep V. Morajkar	Asso. Professor	359374
16	13A	Dr. Yasmin G. Patvekar Z. Shaikh	Asso. Professor	380912
17	13A	Ms. Gema Fernandes e Ataide	Asso. Professor	359374
18	13A	Ms. Sumina L. Da Costa e Dias	Asso. Professor	329292
19	13A	Mr. Edwin A.J. D'Souza	Asso. Professor	359374
20	13A	Dr. Magdaline G. D'Souza	Asso. Professor	380912
21	13A	Ms. Janesline Fernandes	Asso. Professor	349050

22	13A	Mr. Herwin F. De Menezes	Asso. Professor	349050
23	13A	Dr. Wendy Francisca X. Martins	Asso. Professor	349050
24	13A	Ms. Sabina M. Sales e Dias	Asso. Professor	329292
25	13A	Mr. Daryl Gonsalves	Asso. Professor	329292
26	13A	Dr. Manoj D. Salgaonkar	Asso. Professor	349050
27	13A	Dr. Ramita Prasad Gurav	Asso. Professor	359374
28	10	Ms. Jacqueline Monteiro	Assist. Professor	208008
29	14	Prof. Oscar I. Braganca De Melo	Professor	350652
30	13A	Dr. Ubaldina Noronha	Asso. Professor	349050
31	12	Dr. Vrunda M. Kelkar	Assist. Professor	314170
32	13A	Mr. Dharma S. Chodankar	Asso. Professor	319858
33	14	Prof. Dadapir M. Jakati	Asso. Professor	330894
34	13A	Ms. Sunita Mesquita	Asso. Professor	329292
35	10	Ms. Sandra Fernandes	Assist. Professor	220356
36	13A	Dr. Carmelita A. D'Mello	Asso. Professor	359374
37	13A	Ms. Vilma M. T. Fernandes	Asso. Professor	329292
38	14	Prof. Janet Fernandes e De Souza	Professor	350652
39	13A	Mr. Conceicao De Souza	Asso. Professor	319858
40	10	Mr. Parmanand J. Mandrekar	Assist. Professor	208074
41	13A	Ms. Aletthra C. Vieira	Asso. Professor	319858
42	14	Dr. Lawrence M.B. John	Professor	360976
43	12	Ms. Linette M. De Souza Noronha	Assist. Professor	233350
44	13A	Ms. Maria Beatriz De Souza	Asso. Professor	301880
45	13A	Dr. Maria Claudette Gomes	Asso. Professor	319858
46	13A	Dr. C. Sharmila Pais	Asso. Professor	349050
47	12	Dr. Santana Fernandes	Assist. Professor	339082
48	13A	Dr. Prema Angela Rocha	Asso. Professor	319858
49	12	Ms. Maria Katelyn Gonsalves	Assist. Professor	196504
50	11	Ms. Sayed Rizwana Parveen	Assist. Professor	202200
51	13A	Dr. Eulalia Angela Fernandes	Asso. Professor	349050

52	14	Dr. Afonso M. Botelho	Professor	394084
53	14	Prof. (Dr.) Filipe Rodrigues e Melo	Professor	394084
54	14	Prof. Maria A.A.R. Fonseca	Professor	340684
55	14	Prof. Tushar S. Anvekar	Professor	388396
56	10	Mr. Carmelito De Souza	Assist. Professor	185396
57	10	Ms. Ana Olimpia Andrade e Souza	Assist. Professor	196602
58	11	Dr. Harshala R. Shetgaokar	Assist. Professor	196602
59	10	Mr. Mahesh R. Nair	Assist. Professor	196602
60	10	Ms. Sheryl D'Cruz	Assist. Professor	196602
61	12	Ms. Mumtaz R. Mendonca	Assist. Professor	208009
62	10	Mr. Gajanan Rama Parab	Assist. Professor	190914
63	10	Ms. Prajoti Prasad Chimulkar	Assist. Professor	190999
64	10	Mr. Sylvester Vaz	Assist. Professor	180393
65	11	Ms. Arina Henrique e Frank	Assist. Professor	202206
66	10	Ms. Shefali D. Kamat	Assist. Professor	180393
67	10	Ms. Ruella Ayesha D'Souza	Assist. Professor	175390
68	11	Dr. Caje Francis Pinto	Assist. Professor	233224
69	10	Ms. Shivta Mhamal	Assist. Professor	150690
70	10	Ms. Flavia S. Travasso	Assist. Professor	150690
71	11	Ms. Sandra Fernandes	Assist. Professor	165584
72	10	Ms. Zarina Chawdari	Assist. Professor	175390
73	10	Mr. Aaron P. Fernandes	Assist. Professor	160781
74	11	Dr. Jervin Zen Lobo	Assist. Professor	190799
75	11	Ms. Kimberly Barros	Assist. Professor	165584
76	10	Ms. Victorya Rodrigues	Assist. Professor	165584
77	11	Ms. Avani Anil Kharde	Assist. Professor	165584
78	10	Mr. Siddesh S. Menon	Assist. Professor	165584
79	10	Ms. Alia Agha	Assist. Professor	155093
80	11	Dr. Marielou Ferrao	Assist. Professor	165584
81	11	Dr. James D'Souza	Assist. Professor	165584
82	10	Ms. Swizel J. Alphonso	Assist. Professor	146088

83	10	Ms. Freda A. Tavares	Assist. Professor	146088
84	10	Dr. Maria A. D'Souza	Assist. Professor	160981
85	10	Fr. (Dr.) Luis Xavier Gomes	Assist. Professor	156178
86	10	Dr. Apurva P. Betkekar	Assist. Professor	156178
87	11	Ms. Elvira Pereira	Assist. Professor	179708
88	10	Ms. Averyl Pires	Assist. Professor	143371
89	10	Mr. Salim M. Gaded	Assist. Professor	143371
90	10	Mr. Prasad Shripad Naik	Assist. Professor	143371
91	10	Ms. Melissa G. Rodrigues	Assist. Professor	143371
92	10	Dr. Sheryanne V. Pereira	Assist. Professor	170387
93	10	Dr. Trelita Helena De Souza	Assist. Professor	151976
94	10	Mr. Rahul R. Naik	Assist. Professor	143371
95	10	Dr. Andrew J. D'Souza	Assist. Professor	151976
96	10	Dr. Johnross V . Albuquerque	Assist. Professor	160981
97	10	Dr. Mira Parmekar	Assist. Professor	170387
98	10	Dr. Suraksha S. Dongrekar	Assist. Professor	151976
99	10	Dr. Seema Fernandes	Assist. Professor	146288
100	10	Dr. Valerie Gonsalves	Assist. Professor	170387
101	10	Dr. Rheane P. Da Silva	Assist. Professor	135566
102	10	Mr. Swapnil S. Belekar	Assist. Professor	135566
103	10	Ms. Avani Anil Talkatkar	Assist. Professor	126076
104	10	Mr. Clarence Rodrigues	Assist. Professor	135566
105	10	Ms. Milagrina D'Souza	Assist. Professor	126076
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. Trinidade	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		
2	**Sports Expenditure**		**1115367.00**		**1346475.00**	
a	Sports and Games	617800.00		700000.00		
b	Annual Sports Day	144423.00		200000.00		
c	Sports Affiliation & Reg. Fees	341669.00		360000.00		
d	Rent of Playground	11475.00		11475.00		
e	Sports Equipment	0.00		75000.00		
f	Sports Advance	0.00		0.00		
3	**Laboratory Equipment/Expenditure**		**1970418.00**		**2210000.00**	

c	Other Fees	961100.00	1080000
d	Lab. Fees	951007.00	898500
e	I. T. Fees	1506911.00	1771200
f	IAIMS Fees	432477.00	500000
g	P.T.A.	961100.00	0
5	St. Xavier's College A/c No.1683131110	167998.65	172739.65
5	Grant-in-Aid - Non-Salaries	5402751.00	7000000
6	Bank Interest	365853.00	70000
7	Breakages	1650.00	10000

EXPENDITURE

	ITEMS	Actual for 2024-25		Estimate for 2025-26	
a	Botany	231366.00		300000.00	
b	Chemistry	331065.00		500000.00	
c	Computer Science	308688.00		320000.00	
d	Electronics	223337.00		200000.00	
e	Microbiology	495268.00		500000.00	
f	Physics	356765.00		300000.00	
g	Psychology	4604.00		25000.00	
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	

INCOME

	ITEMS	Actual for 2024-25	Estimate for 2025-26
8	Miscellaneous Income	0.00	10000
9	Advance (Examination)	500000.00	0
10	Advance (Information & Technology)	2000000.00	0
11	Advance (Admission Fees)	500000.00	0
12	Sports Advance	20000.00	0
13	Fee Waivers	87850.00	100000
14	Excess Fees	89896.29	0

	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	Elecrtrical 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		ITEMS			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----------				

MANUAL. 15

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----------