

MANUAL.1 Particulars of Organization, Functions and Duties [Section 4(1) (b) (i)]

1. Vision, Mission and Core Values of the public authority:

VISION STATEMENT

“Education for Empowerment, Science and Skills”

MISSION STATEMENT

“Promoting quality education and character formation through proactive strategies”

CORE VALUES

- Competence
- Collaboration
- Commitment
- Creation

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

St. Joseph Vaz Educational Society (SJVES), Panjim, is a registered Educational Society under the Societies Registration Act, 1860 (Central Act 21 of 1860) with Reg. No.: 118/GOA/2015.

The society is named after St. Joseph Vaz, the first Goan Saint who was canonised by Pope Francis on 14th January, 2015, at Galleface in Colombo, Sri Lanka.

St. Joseph Vaz himself was an educator *par excellence* who from 1655-1711 inspired many as an exemplary teacher. The apostolate of education that he undertook more than three hundred years ago is still relevant even today. His foresight of opening schools and using education for enlightening citizens as well as for proclamation of the Good News is praiseworthy. He believed that through education he could achieve the transformation and progress of individuals as well as of society.

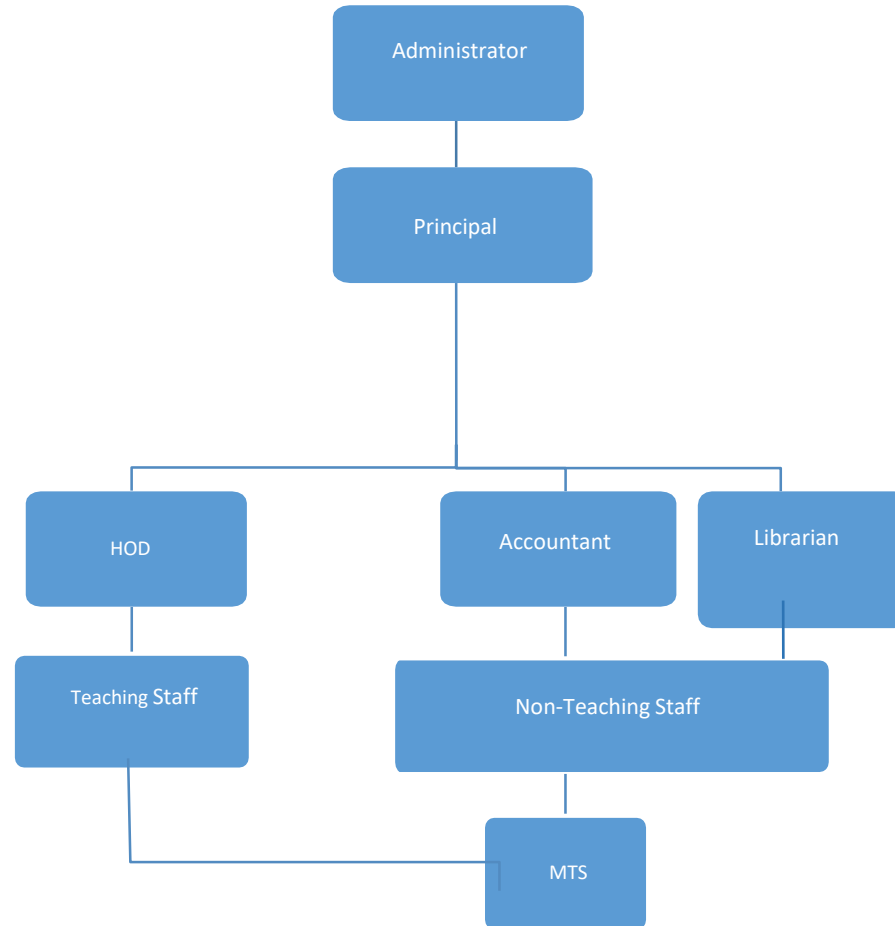
St. Joseph Vaz Educational Society is a sister concern of the Diocesan Society of Education, the largest Educational Society running over 100 educational institutions in the State of Goa and providing quality education to the students enrolled in its institutions. Diocesan Society of Education, established in the year 1974, has been continuously striving to provide spiritual, humanizing, liberating and quality education which has become a gateway to moral, socio-cultural and economic development of persons and thereby of the nation.

St. Joseph Vaz Educational Society, having realised the need of opening an Institution of Higher Education, decided to establish a College of Science named St. Joseph Vaz College to perpetuate the memory of the first Goan Saint for posterity. The College, located in Cortalim, is running an undergraduate course in Science faculty. New job oriented programmes will be introduced in the years to come to cater to the needs of industries and companies. It aims at providing to the stakeholders value and skilled based education.

The College is affiliated to Goa University and recognised by Government of Goa

The St. Joseph Vaz College will always attempt to provide a platform for young minds to enhance their knowledge and skills and thereby contribute to the growth of education in the State and country.

4. Organizational Chart



5. Main activities/functions of the public authority

To impart instruction in science leading to Under -graduate Degree.

6. List of services being provided by the public authority with a brief write-up on them

- The teaching staff is involved in academic and extra-curricular work whereas the nonteaching staff is involved in administrative work.
- Provide academic information of passed out students of this college to industries/ business Firms, etc., for placement.
- Issue various certificates to staff and students
- Library facilities are available for public use with prior permission of the Principal. The working hours of the Library : 9.00 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. Joseph Vaz College, Church Street, Cortalim, South Goa. 403 710. INDIA

9. Working hours both for office and public

Office working hours :

Monday - Saturday

09.0 a.m. to 1.00 p.m.

02.00.p.m. to 4.30 p.m.

10. Grievance redressal mechanism

Grievance Committee available for staff and students of the college.

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	<ul style="list-style-type: none"> • Appointment of Staff. • Allotting work and overall supervision of staff • Admitting students for various courses. 	<ul style="list-style-type: none"> • Preparing college budget. • Controlling Receipts and Payments. • Supervising and presenting for audit the financial statements of accounts • Disbursements of salaries to staff 	<ul style="list-style-type: none"> • Liaising with Government Authorities • Attending, holding meetings, conferences, etc., • Conducting extracurricular activities 	<p>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.</p> <p>Conduct of examination</p> <p>Assessing reports of teachers & maintenance of service books of teachers and other employees of the college</p> <p>Observance of Rules & other directions or orders issued by the management of the college.</p>

2.	Teaching staff	Nil	Nil	Nil	Impart instruction to students Perform such duties as assigned by the Principal fromtime to time
3.	Non-Teaching staff	Nil	Nil	Nil	Perform such duties as assigned by the Principal fromtime 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:

Srl. No.	Name of the act, rules, regulations, etc.	Brief gist of the contents	Reference No.(if any)	Price in case of priced publications
1.	Statutes & Ordinances of Goa University	Rules for colleges reg. Appointment of staff, leave applicable, etc.		

2	Central Civil Service (CCS) Rules made applicable by Goa Government	Service conditions for staff		
3.	Government notifications / Circulars	-		
4.	College Handbook	-		
5.	College Prospectus	-		

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 9 An illustrative list is given below)

A statement of the categories of documents held

Sr. 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.	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

Academic Year 2021-2022

Sr. No.	Name and address of the consultative Committee/bodies	Constitution of the committee/body
1.	Internal Complaint Committee	Ms. Angela Rhalima Serrao (Convenor) Ms. Savina Regina Diniz
2.	Anti-Ragging Committee	Dr. (Fr.) Fidelis Bolmax Pereira (Convenor) Dr. Maria Cineola Fernandes
3.	College Grievance Committee	Mr. Velip Sidharath Fondu (Convenor) Ms. Bandisha Baburao Parwar

4.	College Examination Committee	Ms. Karen Cabral (Convenor) Ms. Angela Rhalima Serrao Dr. Rita Ningappa Jyai Ms. Nevita Serena Goes Mr. Francy Vaz
5.	College Unfair Means Inquiry Committee	Dr. Richa Sharadchandra Sardesai (Convenor) Mr. Brandon Fernandes Dr. Rita Ningappa Jyai
6.	Internal Quality Assurance Cell (IQAC)	
7.	Anti-Sexual Harassment/Vishaka Committee	
8.	Time Table	Ms. Bandisha Baburao Parwar (Convenor) Ms. Karen Cabral
9.	Attendance Committee	Mr. Brandon Fernandes (Convenor)
10.	Discipline Committee	Dr. (Fr.) Fidelis Bolmax Pereira (Convenor) Dr. Maria Cineola Fernandes
11.	Value Education	Dr. (Fr.) Fidelis Bolmax Pereira (Convenor) Dr. Richa Sharadchandra Sardesai Ms. Veloshka Enaida Da Costa
12.	Mentor Programme Committee	Dr. (Fr.) Fidelis Bolmax Pereira
13.	Library Committee	Mr. Velip Sidharath Fondu (Convenor) Dr. Joseph Roque Dollrich Fernandes Mr. Ludiloy Antonio Pereira
14.	Sports Committee	Dr. Elroy Deus Pinto (Convenor) Mr. Inacio Leslie Colaco Mr. Mervin Menino Rodrigues

15.	Green/Environment Committee	Ms. Dorraine Manueline Ferrao (Convenor) Dr. (Fr.) Fidelis Bolmax Pereira
16.	Seminar Committee	Mr. Velip Sidharath Fondu (Convenor) Mr. Ludiloy Antonio Pereira Dr. Richa Sharadchandra Sardesai Mr. Brandon Fernandes
17.	Magazine/Handbook/Prospectus Committee	Ms. Nazima Barreto (Convenor) Ms. Nevita Serena Goes Dr. Maria Cineola Fernandes Ms. Veloshka Enaida Da Costa
18.	Placement/Alumni Cell Committee	Mr. Brandon Fernandes (Convenor)- P Dr. Rita Ningappa Jyai- A Mr. Mervin Menino Rodrigues
19.	Red Ribbon Club	Ms. Veloshka Enaida Da Costa (Convenor) Ms. Daisy D'mello
20.	Research Projects	Dr. Maria Cineola Fernandes (Convenor) Dr. Rita Ningappa Jyai
21.	CSR ACTIVITY (Corporate Social Responsibility)	
22.	Promotion Committee	
23.	NIRF Ranking	Ms. Nevita Serena Goes

Manual –9 Directory of Officers and Employee [Section 4 (1) (b) (ix)]**Teaching Staff (2021-2022)**

SR. NO.	NAME	DESIGNATION	PHONE NO	EMAIL
1	Maria A.A.R. Fonseca	Principal	0832 2550814	mariafonseca@stjosephvazcollege.in
2	Fr. Fidelis Bolmax Pereira	Assistant Professor in Botany	0832 2550812	frbolmaxpereira@stjosephvazcollege.in
3	Angela Rhalima Serrao	Assistant Professor in Chemistry	0832 2550812	angelaserrao@stjosephvazcollege.in
4	Richa Sharadchandra Sardessai	Assistant Professor in Chemistry	0832 2550812	richasardessai@stjosephvazcollege.in
5	Brandon Fernandes	Assistant Professor in Mathematics	0832 2550812	brandonfernandes@stjosephvazcollege.in
6	Bandisha Baburao Parwar	Assistant Professor in Physics	0832 2550812	bandishaparwar@stjosephvazcollege.in
7	Rita Ningappa Jyai	Assistant Professor in Chemistry	0832 2550812	ritajyai@stjosephvazcollege.in
8	Daizy Especiosa D'mello	Assistant Professor in Chemistry	0832 2550812	daizydmello@stjosephvazcollege.in
9	Maria Cineola Fernandes	Assistant Professor in Botany	0832 2550812	cineolafernandes@stjosephvazcollege.in
10	Karen Lenisha Cabral	Assistant Professor in Botany	0832 2550812	karencabral@stjosephvazcollege.in
11	Joseph Roque Dollrich Fernandes	Assistant Professor in Botany	0832 2550812	josephfernandes@stjosephvazcollege.in
12	Dorraine Manueline Ferrao	Assistant Professor in Environmental Studies	0832 2550812	dorraineferrao@stjosephvazcollege.in
13	Elroy Deus Pinto	College Director of Physical Education and Sports	0832 2550812	elroypinto@stjosephvazcollege.in
14	Sidharth Fondu Velip	College Librarian	0832 2550812	library@stjosephvazcollege.in

Non-Teaching Staff (2021-2022)

SR. NO.	NAME	DESIGNATION	PHONE NO	EMAIL
1	Manila Veronica Diniz	Accountant	0832 2550812	accountant@stjosephvazcollege.in
2	Mervin Menino Rodrigues	System Administrator	0832 2550812	systemadmin@stjosephvazcollege.in
3	Nevita Serena Goes	Upper Division Clerk	0832 2550812	office@stjosephvazcollege.in
4	Savina Regina Diniz	Lower Division Clerk	0832 2550812	office@stjosephvazcollege.in

5	Ryshla Fernandes	Lower Division Clerk	0832 2550812	office@stjosephvazcollege.in
6	Ludiloy Antonio Pereira	Lower Division Clerk	0832 2550812	ludiloypereira@stjosephvazcollege.in
7	Nazima Barreto	Junior Stenographer	0832 2550812	office@stjosephvazcollege.in
8	Fraser Stefan Moraes	Storekeeper	0832 2550812	storekeeper@stjosephvazcollege.in
9	Merwyn Pedropaulo Colaco	Technician	0832 2550812	technician@stjosephvazcollege.in
10	Medha Harichandra Lotlikar	Chemistry Laboratory Assistant	0832 2550812	chemistrydept@stjosephvazcollege.in
11	Marrisha Quadros	Botany Laboratory Assistant	0832 2550812	botanydept@stjosephvazcollege.in
12	Andrew Noel D'Cunha	Physics Laboratory Assistant	0832 2550812	physicsdept@stjosephvazcollege.in
13	Nelson Antao	Field and Plant Collector	0832 2550812	fnpcollector@stjosephvazcollege.in
14	Veloshka Enaida Da Costa	College Counsellor	0832 2550812	veloshkadacosta@stjosephvazcollege.in
15	Rosalina Antao	Multi-Tasking Staff	0832 2550812	
16	Francy Vaz	Multi-Tasking Staff	0832 2550812	
17	Joe John Da Silva	Multi-Tasking Staff	0832 2550812	
18	Inacio Leslie Colaco	Multi-Tasking Staff	0832 2550812	
19	Reena Arlete Dias	Multi-Tasking Staff	0832 2550812	
20	Eliseus Anthony Francis Miranda	Multi-Tasking Staff	0832 2550812	
21	John Paul Fernandes	Multi-Tasking Staff	0832 2550812	