

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.

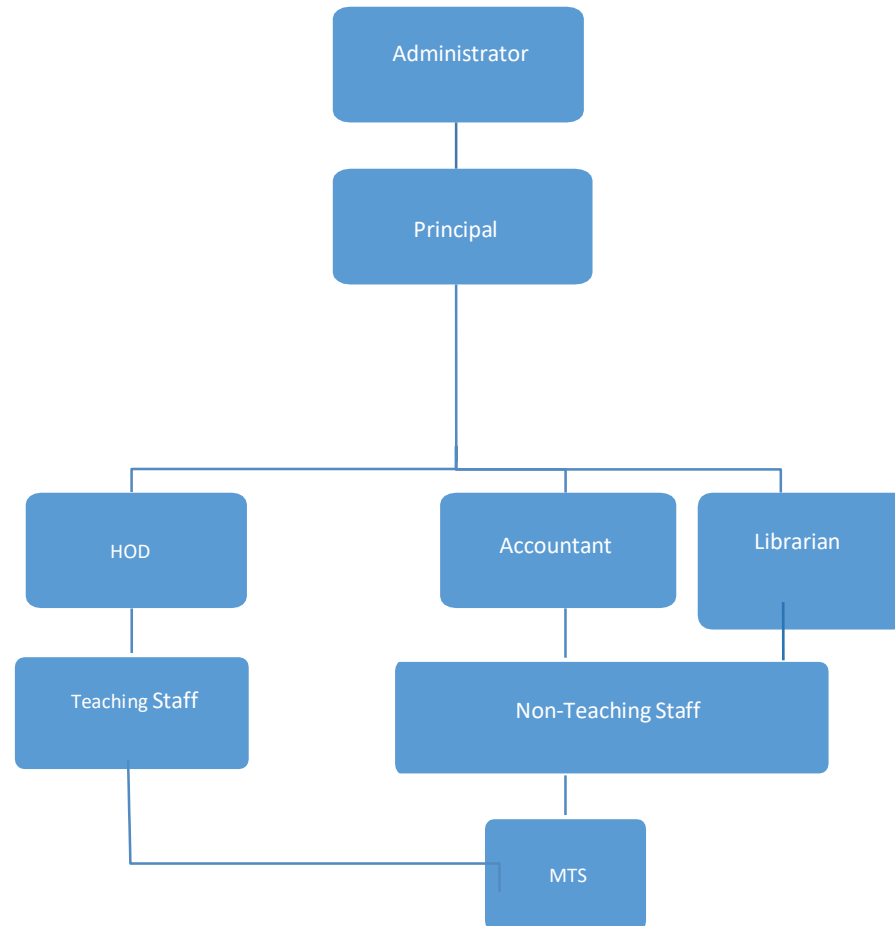
St. Joseph Vaz Educational Society is a sister concern of the Diocesan Society of Education, the largest Educational Society running over 100 educational institutions in the State of Goa and providing quality education to the students enrolled in its institutions. Diocesan Society of Education, established 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

09.00 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)]

| 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> |

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|----|--------------------|-----|-----|-----|--|
| 2. | Teaching staff | Nil | Nil | Nil | Impart instruction to students Perform such duties as assigned by the Principal from time to time |
| 3. | 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 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)]

| 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)]

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

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|----|--|------------------------------|--|--|
| 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)]

| Sr. No. | Nature of record | Details of information available | Unit/Section where available | Retention period, where available |
|---------|---------------------------|---|------------------------------|-----------------------------------|
| 1. | 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, promotions, 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 for the Academic Year 2023-24:

| Sr. No. | Name and address of the consultative Committee/bodies | Constitution of the committee/body |
|---------|---|---|
| 1. | Internal Committee | Ms. Jennefer Tricia Almeida (Presiding Officer) Dr. (Fr.) Bolmax Fidelis Pereira Ms. Angela Rhalima Serrao Ms. Manila Veronica Diniz Mr. Francy Vaz Adv. Diya Shetkar Ms. Muskan Kumari |
| 2. | Grievance Redressal Cell | Ms. Manali Sunil Acharya (Convenor) Mr. Seliston Gama |
| 3. | Anti-Ragging Committee | Prof. Maria A.A.R. Fonseca Dr. (Fr.) Fidelis Bolmax Pereira (Convenor) Dr. Maria Cineola Fernandes Mr. Akshay Anand Gaude Ms. Maria Esperanco Pereira |

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|----|--|---|
| | | <p>Ms. Sultana Nigar Sayyed Ms. Carol Rodrigues Ms. Nazima Barreto Mr. Dishant Devu Kankonkar Ms. Lavina Fernandes</p> |
| 4. | Local Managing Committee | <p>Rev. Prof. Simao R. Diniz (Chairperson) Rev. Fr. Jesus Rodrigues Dr. Elroy Deus Pinto Ms. Viona Correia Ms. Karen Cabral Dr. Allan Joseph Abreo Mr. Raghavendraprasad Suryavanshi Mr. Tejeswa Pandurang Naik Mr. Ludiloy Antonio Pereira Ms. Angela Rhalima Serrao Ms. Enid Francisca Dias Prof. Maria A.A.R. Fonseca</p> |
| 5. | Purchase Committee | <p>Rev. Prof. Simao R. Diniz (Chairperson) Prof. Maria A.A.R. Fonseca Ms. Angela Rhalima Serrao Ms. Manila Veronica Diniz Ms. Nevita Serena Goes</p> |
| 6. | Internal Quality Assurance Cell (IQAC) | <p>Prof. Maria A.A.R. Fonseca Rev. Prof. Simao R. Diniz Rev. Fr. Jesus Rodrigues Dr. Fr. Bolmax Fidelis Pereira Dr. Elroy Deus Pinto Ms. Viona Correia Dr. Melwin D. D'souza Ms. Nevita Serena Goes Ms. Manila Veronica Diniz Mr. M.J. Joy Ms. Sunita Fernandes Ms. Enid Francisca Dias Ms. Sabirabi Shaikh Ms. Edvin Menino Dias Ms. Angela Rhalima Serrao (Coordinator)</p> |
| 7. | Women Development Cell | <p>Prof. Maria A. A. R. Fonseca (Chairperson) Ms. Viona Correia Dr. Elroy Deus Pinto Ms. Savina Regina Diniz</p> |

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| | | Ms. Muskan Kumari |
| 8. | College Examination Committee | Ms. Karen Cabral (Convenor) Ms. Angela Rhalima Serrao Dr. Melwin D'souza Mr. Ludiloy Antonio Pereira Mr. Francy Vaz |
| 9. | Examination Grievance Redressal Cell | Dr. Maria A.A.R. Fonseca (Convenor) Ms. Viona Correia Dr. Melwin D'souza |
| 10. | Library Committee | Ms. Manali Sunil Acharya (Convenor) Dr. Elroy Deus Pinto Mr. Ludiloy Antonio Pereira Ms. Jolene Fernandes Ms. Steffi Fernandes |
| 11. | Promotion Committee | Dr. Maria Cineola Fernandes (Convenor) Dr. (Fr.) Bolmax Fidelis Pereira Ms. Angela Rhalima Serrao Mr. Seliston Gama |
| 12. | Time Table Committee | Ms. Angela Rhalima Serrao (Convenor) Ms. Karen Cabral |
| 13. | Canteen Committee | Prof. Maria A.A.R. Fonseca (Chairperson) Ms. Ryshla Fernandes Dr. Elroy Deus Pinto Ms. Maria Luiza Coutinho Ms. Shreya Ramchandra Mulik |
| 14. | College Unfair Means Committee | Dr. Melwin D'souza Ms. Viona Correia |

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| 15. | Discipline Committee | Dr. (Fr.) Fidelis Bolmax Pereira (Convenor) Dr. Maria Cineola Fernandes |
| 16. | Mentor/Mentee Programme Committee | Dr. Melwin D'souza (Convenor) |
| 17. | Sports Committee | Dr. Elroy Deus Pinto (Convenor) Mr. Inacio Leslie Colaco Mr. Mervin Menino Rodrigues Dr. Melwin D'souza |
| 18. | Value Education Committee | Dr. (Fr.) Fidelis Bolmax Pereira (Convenor) Ms. Viona Correia Ms. Aroma Diniz |
| 19. | Attendance Committee | Dr. Melwin D'souza |
| 20. | Seminar Committee | Ms. Manali Sunil Acharya (Convenor) Mr. Ludiloy Pereira Dr. Melwin D'souza Dr. Viona Correia |
| 21. | Admission Committee | Dr. Maria A.A.R. Fonseca Dr. Elroy Deus Pinto Ms. Angela Rhalima Serrao Dr. (Fr.) Bolmax Pereira |
| 22. | Cultural Committee | Dr. (Fr.) Bolmax Fidelis Pereira Dr. Karen Cabral Mr. Mervin Menino Rodrigues Mr. Merwyn Pedropaulo Colaco |
| 23. | Magazine Committee | Ms. Manali Sunil Acharya (Convenor) |
| 24. | Handbook Committee | Dr. Elroy Deus Pinto (Convenor) |
| 25. | Prospectus Committee | Dr. Maria Cineola Fernandes (Convenor) |
| 26. | Red Ribbon Club Cell | Ms. Aroma Diniz (Convenor) Ms. Richa Muriel Dias Ms. Komal Gawade |
| 27. | Placement Cell | Ms. Viona Correia (Convenor) Ms. Komal Gawade Mr. Mervin Menino Rodrigues |
| 28. | Alumni Cell | Dr. (Fr.) Bolmax Fidelis Pereira (Convenor) Mr. Fraser Stefan Moraes Mr. Sunny Raut |
| 29. | Teaching, Learning And Educational Technology Cell | Ms. Viona Correia (Convenor) Ms. Angela Rhalima Serrao Mr. Mervin Menino Rodrigues |

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| 30. | Research, Development And Innovation Cell (RDI) | Dr. Melwin D'souza (Convenor) Dr. (Fr.) Bolmax Pereira Ms. Pratiksha Bharat Marathe |
| 31. | Nature Club | Ms. Reshma Nanasaheb Zakane Ms. Pratiksha Marathe |
| 32. | National Education Policy (NEP) | Dr. Elroy Deus Pinto (Convenor) Ms. Viona Correia Ms. Angela Serrao Dr. (Fr.) Bolmax Pereira Dr. Melwin D'souza Ms. Manali Acharya |
| 33. | National Institutional Ranking Framework (NIRF) | Ms. Viona Correia (Convenor) Dr. Melwin Diego D'souza Mr. Mervin Menino Rodrigues Ms. Nazima Barreto |
| 34. | Skill Development Cell | Ms. Viona Correia (Convenor) Dr. (Fr.) Bolmax Pereira Ms. Karen Cabral Ms. Komal Gawade Dr. Maria Cineola Fernandes Ms. Savina Regina Diniz |
| 35. | Right to Information (RTI) | Prof. Maria A.A.R. Fonseca (FAA) Ms. Manila Veronica Diniz (PIO) |
| 36. | AIACHE | Dr. Melwin D'souza (Nodal Officer) |
| 37. | AISHE | Ms. Viona Correia (Nodal Officer) |
| 38. | NAAC | Ms. Viona Correia (Nodal Officer) |
| 39. | IAIMS | Mr. Mervin Menino Rodrigues (Coordinator) |

Manual –9 Directory of Officers and Employee [Section 4 (1) (b) (ix)]**A) Teaching Staff (2023-24):**

| SR. NO. | NAME | DESIGNATION | PHONE NO | EMAIL |
|----------------|------------------------------|---|-----------------|--|
| 1 | Dr. Maria A.A.R. Fonseca | Principal | 0832 2550814 | principal@stjosephvazcollege.in |
| 2 | Fr. Fidelis Bolmax Pereira | Assistant Professor in Botany | 0832 2550812 | frbolmaxpereira@stjosephvazcollege.in |
| 3 | Ms. Angela Rhalima Serrao | Assistant Professor in Chemistry | 0832 2550812 | angelaserrao@stjosephvazcollege.in |
| 4 | Dr. Melwin Diego D'souza | Assistant Professor in Chemistry | 0832 2550812 | melwindsouza@stjosephvazcollege.in |
| 5 | Ms. Viona Correia | Assistant Professor in Mathematics | 0832 2550812 | vionacorreia@stjosephvazcollege.in |
| 6 | Dr. Elroy Deus Pinto | College Director of Physical Education and Sports | 0832 2550812 | elroypinto@stjosephvazcollege.in |
| 7 | Ms. Manali Sunil Acharya | College Librarian | 0832 2550812 | library@stjosephvazcollege.in |
| 8 | Dr. Maria Cineola Fernandes | Assistant Professor in Botany | 0832 2550812 | cineolafernandes@stjosephvazcollege.in |
| 9 | Ms. Karen Lenisha Cabral | Assistant Professor in Botany | 0832 2550812 | karenvaz@stjosephvazcollege.in |
| 10 | Ms. Komal Rajendra Gawade | Assistant Professor in Chemistry | 0832 2550812 | komalgawade@stjosephvazcollege.in |
| 11 | Mr. Seliston Gama | Assistant Professor in Physics | 0832 2550812 | selistongama@stjosephvazcollege.in |
| 12 | Ms. Pratiksha Bharat Marathe | Assistant Professor in Botany | 0832 2550812 | pratikshamarathe@stjosephvazcollege.in |
| 13 | Ms. Richa Muriel Dias | Assistant Professor in Chemistry | 0832 2550812 | richadias@stjosephvazcollege.in |
| 14 | Ms. Niveta Devendra Kudalkar | Assistant Professor in English | 0832 2550812 | nivetakudalkar@stjosephvazcollege.in |
| 15 | Ms. Reshma Nanasheh Zakane | Assistant Professor in Environmental Studies | 0832 2550812 | reshmazakane@stjosephvazcollege.in |

B) Non-Teaching Staff (2023-24):

| 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 | udc@stjosephvazcollege.in |
| 4 | Savina Regina Diniz | Lower Division Clerk | 0832 2550812 | savinadiniz@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 |

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|----|---------------------------------|--------------------------------|--------------|-------------------------------------|
| 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 | Aroma Savia Diniz | College Counsellor | 0832 2550812 | counsellor@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 | |
| 22 | Elvin D'costa | Multi-Tasking Staff | 0832 2550812 | |