

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.

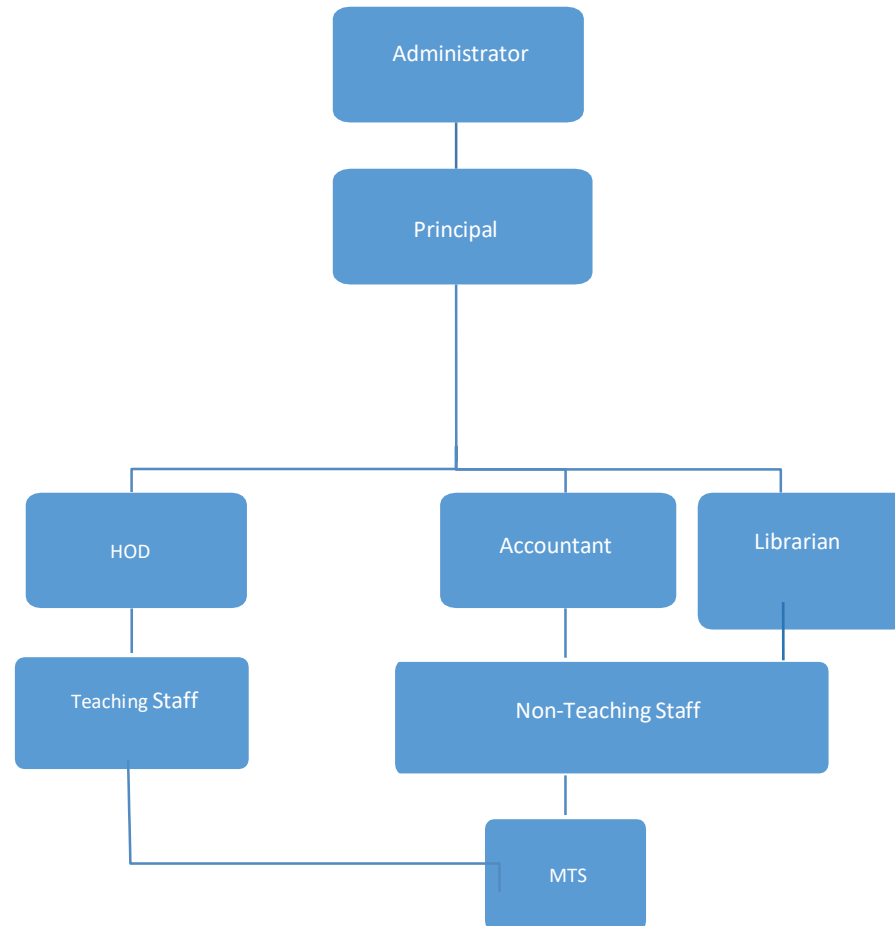
St. Joseph Vaz Educational Society is a sister concern of the Diocesan Society of Education, the largest Educational Society running over 100 educational institutions in the State of Goa and providing quality education to the students enrolled in its institutions. Diocesan Society of Education, established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

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 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.		

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

		<p>Ms. Sultana Nigar Sayyed Ms. Carol Rodrigues Ms. Ryshla Fernandes Mr. Dishant Devu Kankonkar Mr. Umesh Kumar Krishnappa Padasalimani</p>
4.	Local Managing Committee	<p>Rev. Prof. Simao R. Diniz (Chairperson) Rev. Fr. Jesus Rodrigues Dr. Elroy Deus Pinto Ms. Viona Correia Dr. Allan Joseph Abreo Mr. Raghavendraprasad Suryavanshi Mr. Tejeswa Pandurang Naik Mr. Ludiloy Antonio Pereira Ms. Angela Rhalima Serrao Ms. Prajwal R. Sawant 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. Prajwal R. Sawant Ms. Sabirabi Shaikh Ms. Maria Esperanco Pereira 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 Ms. Muskan Kumari</p>

8.	College Examination Committee	Ms. Viona Correia (Convenor) Ms. Angela Rhalima Serrao Dr. Melwin D'souza Ms. Komal Rajendra Gawade 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. Nevita S. Goes
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

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. Komal Gawade 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. Nikita Verenkar
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. Maria Cineola Fernandes 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. Maitreyi Sawant 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

30.	Research, Development And Innovation Cell (RDI)	Dr. Melwin D'souza (Convenor) Dr. (Fr.) Bolmax Pereira Ms. Manali Acharya
31.	Nature Club	Dr. Nikita Verenkar Mr. Allan Almeida
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. Ryshla Fernandes
34.	Skill Development Cell	Ms. Viona Correia (Convenor) Dr. (Fr.) Bolmax Pereira Ms. Komal Gawade Dr. Maria Cineola Fernandes Ms. Savina Regina Diniz
35.	Right to Information (RTI)	Prof. Maria A.A.R. Fonseca (FAA) Ms. Nevita Serena Goes (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)
40.	Student's Council	Mr. Veron Rocha Ms. Anezia Barreto Ms. Prajwal Sawant Ms. Muskan Kumari Ms. Juveny Simoes Mr. Umesh K.K. Padasalimani Ms. Fey Da Silva Ms. Natasha Nadaf Mr. Dishant Kankonkar Ms. Lilee Naik
41.	Entrepreneurship Cell	Dr. Aureen Gomes (Coordinator) Dr. Melwin D'souza

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. Nikita Gokuldas Shet Verenkar	Assistant Professor in Botany	0832 2550812	nikitaverenkar@stjosephvazcollege.in
9	Dr. Maria Cineola Fernandes	Assistant Professor in Botany	0832 2550812	cineolafernandes@stjosephvazcollege.in
10	Ms. Komal Rajendra Gawade	Assistant Professor in Chemistry	0832 2550812	komalgawade@stjosephvazcollege.in
11	Mr. Allan Jose Almeida	Assistant Professor in Botany	0832 2550812	allanalmeida@stjosephvazcollege.in
12	Ms. Luann Romaine D'souza	Assistant Professor in Chemistry	0832 2550812	luannsouza@stjosephvazcollege.in
13	Dr. Aureen Remedios Lemos Godinho Gomes	Assistant Professor in Microbiology	0832 2550812	aureengomes@stjosephvazcollege.in
14	Mr. Seliston Gama	Assistant Professor in Physics	0832 2550812	selistongama@stjosephvazcollege.in
15	Ms. Ayesha Mary Antao	Assistant Professor in English	0832 2550812	ayeeshaantao@stjosephvazcollege.in
16	Ms. Maitreyi Sawant	Assistant Professor in Psychology	0832 2550812	maitreyisawant@stjosephvazcollege.in
17	Ms. Puja Narendra Morajkar	Assistant Professor in Political Science	0832 2550812	pujamorajkar@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
7	*	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	

*to be appointed