

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 canonized by Pope Francis on 14th January, 2015, at Galleface in Colombo, Sri Lanka.

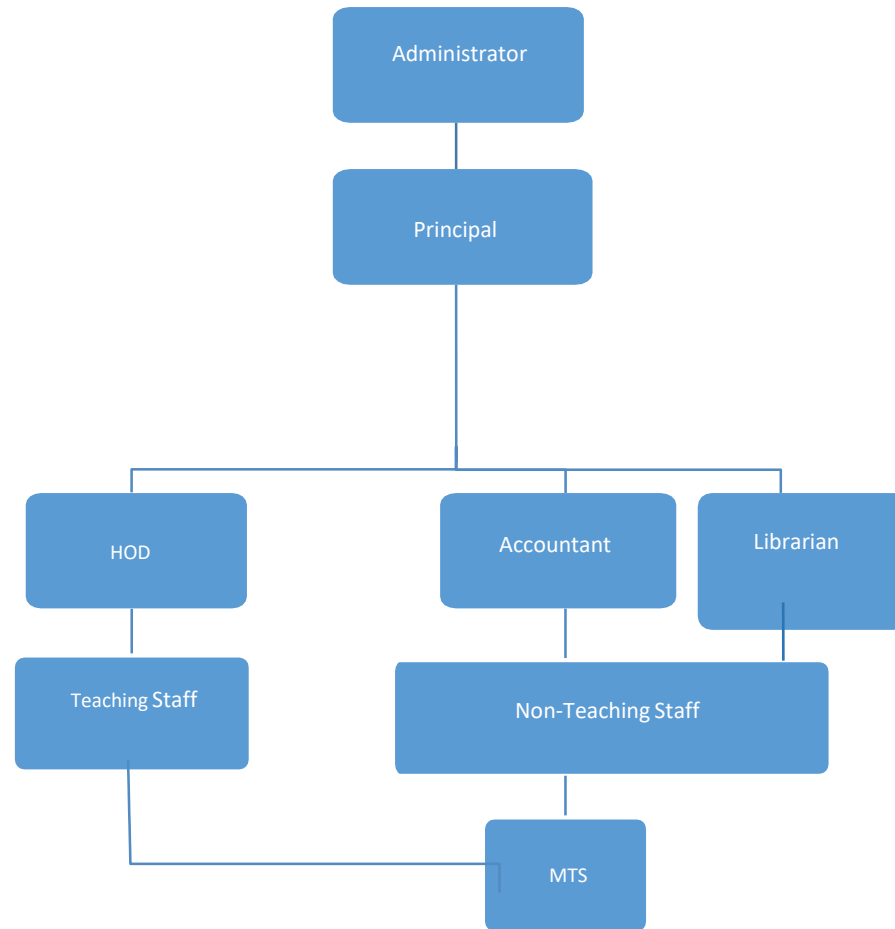
St. Joseph Vaz himself was an educator *par excellence* who from 1655-1711 inspired many as an exemplary teacher. The apostolate of education that he undertook more than three hundred years ago is still relevant even today. His foresight of opening schools and using education for enlightening citizens 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 realized 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 recognized 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.

3. Organizational Chart:



4. Main activities/functions of the public authority:

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

5. 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 Non-teaching 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 is 08:50 a.m. to 4:30 p.m. on all working days.

6. Citizens interaction-Expectation of the public authority from the public for enhancing its effectiveness and efficiency:

7. Postal address of the main office, attached/subordinate office/field units, etc:

St. Joseph Vaz College, Church Street, Cortalim, South Goa. 403 710. INDIA

8. Working hours (both for office and public):

Monday - Saturday

08:50 a.m. to 1.00 p.m.

02.00 p.m. to 4.30 p.m.

9. Grievance Redressal Mechanism:

Grievance Redressal Cell 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 	<ul style="list-style-type: none"> • 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	Teaching staff	Nil	Nil	Nil	<ul style="list-style-type: none"> • Impart instruction to students • Perform such duties as assigned by the Principal from time to time
3	Non-Teaching staff	Nil	Nil	Nil	<ul style="list-style-type: none"> • Perform such duties as assigned by the Principal from time to time

MANUAL 3: Procedure followed in Decision Making Process [Section 4(1)(b)(iii)]

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.N.	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)]

S.N.	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)]

S.N.	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 or implementation [Section 4(1)(b)(vii)]

MANUAL 8: Statement of the Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice [Section 4(1)(b)(viii)]

Details of the consultative committee and other bodies with which consultations are held for the Academic Year 2024-25:

Sr. No.	Name and address of the consultative Committee/bodies	Constitution of the committee/body
1.	Internal Committee	Ms. Jennefer T. Almeida (Presiding Officer) Dr. (Fr.) Bolmax F. Pereira Ms. Viona Correia Ms. Manila V. Diniz Mr. Francy Vaz Adv. Diya Shetkar Ms. Muskan Kumari
2.	Students' Grievance Redressal Committee	Ms. Angela R. Serrao (Chairperson) Dr. Fr. Bolmax F. Pereira Ms. Viona Correia Dr. Melwin D. D'souza Ms. Muskan Kumari (Special Invitee)
3.	Anti-Ragging Committee	Ms. Angela R. Serrao (Acting Principal) Dr. (Fr.) Bolmax F. Pereira (Convenor) Dr. Aureen Gomes (Co-Convenor) Mr. Akshay Anand Gaude Mrs. Flavia A. Coutinho e Barreto Ms. Sultana Nigar Sayyed Ms. Carol Rodrigues Ms. Ryshla Fernandes Mr. Dishant D. Kankonkar Ms. Anezia S. Barreto
4.	Local Managing Committee	Rev. Prof. Simao R. Diniz (Chairperson) Rev. Fr. Jesus Rodrigues Dr. Elroy D. Pinto Dr. Melwin D. D'souza Ms. Viona Correia Mr. Ratish Gaonkar Mr. Raghavendraprasad Suryavanshi Mr. Tejeswa P. Naik

		<p>Mr. Ludiloy A. Pereira Mr. Varad D. Parob Ms. Angela R. Serrao</p>
5.	Purchase Committee	<p>Rev. Prof. Simao R. Diniz (Chairperson) Ms. Angela R. Serrao Ms. Manali S. Acharya Ms. Manila V. Diniz Ms. Nevita S. Goes</p>
6.	Internal Quality Assurance Cell (IQAC)	<p>Ms. Angela R. Serrao Rev. Prof. Simao R. Diniz Rev. Fr. Jesus Rodrigues Dr. (Fr.) Bolmax F. Pereira Dr. Elroy D. Pinto Dr. Melwin D. D'souza Ms. Manali S. Acharya Ms. Manila V. Diniz Ms. Nevita S. Goes Mr. M.J. Joy Ms. Sunita Fernandes Mr. Varad D. Parob Ms. Sabirabi Shaikh Mrs. Flavia A. Coutinho e Barreto Ms. Viona Correia (Coordinator)</p>
7.	Women Development Cell	<p>Ms. Angela R. Serrao (Chairperson) Ms. Diksha Naik Ms. Aroma S. Diniz Ms. Savina R. Diniz Ms. Muskan Kumari Ms. Sneha Lamani</p>
8.	College Examination Committee	<p>Dr. Melwin D. D'souza (Convenor) Dr. (Fr.) Bolmax F. Pereira Ms. Arzoo Mulla Mr. Ludiloy Antonio Pereira</p>

		Mr. Francy Vaz
9.	ISA Committee	Ms. Komal R. Gawade (Convenor) Dr. Aureen Gomes Ms. Savina R. Diniz
10.	Examination Grievance Redressal Cell	Ms. Manali S. Acharya (Convenor) Dr. Melwin D'souza Ms. Komal R. Gawade
11.	Library Committee	Ms. Manali S. Acharya (Convenor) Dr. Elroy D. Pinto Mr. Ludiloy A. Pereira Ms. Jolene Fernandes
12.	College Promotion Committee	Ms. Angela R. Serrao (Convenor) Dr. Elroy D. Pinto Mr. Infancio J. Correia Mr. Mervin M. Rodrigues
13.	Time Table Committee	Ms. Komal R. Gawade (Convenor) Dr. Melwin D. D'souza Ms. Nevita S. Goes
14.	Canteen Committee	Dr. Aureen Gomes (Chairperson) Dr. Elroy D. Pinto (Food Safety Supervisor) Ms. Ryshla Fernandes (Nodal Officer) Mr. Infancio J. Correia Ms. Maria Luiza Coutinho (Conductor of Canteen) Mr. Ashish Gupta Ms. Prajakta P. Gaunkar
15.	College Unfair Means Inquiry Committee	Dr. Melwin D'souza (Convenor) Dr. Elroy D. Pinto
16.	Discipline Committee	Dr. Aureen Gomes (Convenor) Dr. Elroy D. Pinto (Co-Convenor) Mr. Infancio J. Correia
17.	Mentor/Mentee Programme Committee	Dr. Melwin D'souza (Convenor) Ms. Mitali Mandrekar
18.	Sports Committee	Dr. Elroy Deus Pinto (Convenor)

		Dr. Melwin D'souza Mr. Infancio J. Correia Mr. Mervin M. Rodrigues Mr. Francy Vaz Ms. Reena A. Dias
19.	Value Education Committee	Dr. (Fr.) Bolmax F. Pereira (Convenor) Ms. Arzoo Mulla Ms. Aroma Diniz
20.	Attendance Committee	Dr. Melwin D'souza (Convenor) Mr. Mervin M. Rodrigues Ms. Nevita S. Goes
21.	Seminar/Workshop/Conference Committee	Ms. Manali S. Acharya (Convenor) Dr. Melwin D'souza Dr. Aureen Gomes Mr. Ludiloy Pereira Ms. Aroma S. Diniz
22.	Admission Committee	Ms. Angela R. Serrao (Convenor) Dr. (Fr.) Bolmax F. Pereira Dr. Elroy D. Pinto Ms. Viona Correia Mr. Mervin M. Rodrigues
23.	Cultural Committee	Ms. Komal R. Gawade (Convenor) Ms. Arzoo Mulla Mr. Vaibhav Majalikar Mr. Mervin M. Rodrigues Mr. Andrew N. D'Cunha Ms. Mitali Mandrekar Ms. Juvency Simoes Ms. Muskan Kumari
24.	Magazine Committee	Ms. Manali S. Acharya (Convenor) Ms. Niveta Kudalkar Ms. Mitali Mandrekar Ms. Kanak Shirodkar
25.	Handbook Committee	Dr. Elroy D. Pinto (Convenor) Mr. Vaibhav Majalikar

		Ms. Marrisha Quadros Ms. Mitali Mandrekar Ms. Ryshla Fernandes
26.	Prospectus Committee	Ms. Sharon Fernandes (Convenor) Ms. Nevita S. Goes Mr. Ludiloy A. Pereira
27.	Red Ribbon Club Cell	Ms. Aroma Diniz (Convenor) Mr. Dishant Kankonkar Ms. Muskan Kumari Mr. Kshitij S. Naik Ms. Nasreen Chalwadi Mr. Sangharsh S. Kadav Ms. Tejasvini M. Lamani
28.	Placement Cell	Dr. Aureen Gomes (Convenor) Dr. Melwin D. D'souza Mr. Mervin M. Rodrigues
29.	Alumni Cell	Dr. (Fr.) Bolmax F. Pereira (Convenor) Mr. Fraser S. Moraes Mr. Rutik Parab
30.	Teaching, Learning And Educational Technology Cell	Mr. Mervin M. Rodrigues (Convenor) Ms. Angela R. Serrao Dr. Aureen Gomes Ms. Arzoo Mulla
31.	Research, Development And Innovation Cell (RDI)	Dr. Melwin D'souza (Convenor) Dr. (Fr.) Bolmax F. Pereira Dr. Elroy D. Pinto Ms. Manali S. Acharya Dr. Aureen Gomes
32.	Nature Club	Ms. Diksha Naik (Convenor) Dr. (Fr.) Bolmax F. Pereira Ms. Marrisha Quadros Mr. Nelson Antao Ms. Anezia S. Barreto Mr. Shreyas S. Morudkar Ms. Rhenuma Rahaman

		Mr. Vernon L. Monteiro
33.	National Education Policy (NEP)	Dr. Elroy D. Pinto (Convenor) Ms. Viona Correia Ms. Angela R. Serrao Dr. (Fr.) Bolmax F. Pereira Dr. Melwin D. D'souza Ms. Manali S. Acharya
34.	National Institutional Ranking Framework (NIRF)	Ms. Viona Correia (Convenor) Dr. Melwin D. D'souza Mr. Mervin M. Rodrigues Ms. Mitali Mandrekar Ms. Ryshla Fernandes
35.	Skill Development Cell	Ms. Viona Correia (Convenor) Dr. (Fr.) Bolmax F. Pereira Ms. Komal Gawade Dr. Aureen Gomes Ms. Savina R. Diniz
36.	Right to Information (RTI)	Ms. Angela R. Serrao (FAA) Ms. Nevita S. Goes (PIO)
37.	AIACHE	Dr. Melwin D'souza (Nodal Officer) Ms. Nevita S. Goes
38.	AISHE	Ms. Viona Correia (Nodal Officer) Ms. Ryshla Fernandes
39.	NAAC	Ms. Viona Correia (Nodal Officer) Ms. Angela R. Serrao Ms. Mitali Mandrekar
40.	IAIMS/ SAMARTH	Mr. Mervin M. Rodrigues (Coordinator) Ms. Komal R. Gawade Ms. Mitali Mandrekar
41.	Students' Council	Ms. Viona Correia (Chairperson) Dr. Elroy D. Pinto (Teaching staff) Mr. Dishant Kankonkar (Gender Champion – Male) Ms. Muskan Kumari (Gender Champion – Female) Mr. Varad D. Parob (General Secretary) Ms. Juvency Simoes (Cultural Secretary)

		Ms. Sneha Lamani (Ladies Representative) Mr. Shubham Gauns (Sports Secretary – Male) Ms. Shreya Mulik (Sports Secretary – Female) Mr. Ashish Gupta (Class Representative – TY) Ms. Prajakta P. Gaunker (Class Representative – SY) Ms. Kanak Shirodkar (Class Representative – FY)
42.	Innovation & Entrepreneurship Cell	Dr. Aureen Gomes (Coordinator) Dr. (Fr.) Bolmax F. Pereira Ms. Sharon Fernandes
43.	Outreach Activities	Ms. Manali S. Acharya (Convenor) Dr. Aureen Gomes
44.	Extension Activities	Dr. Aureen Gomes (Convenor) Ms. Komal R. Gawade

Manual 9: Directory of Officers and Employees [Section 4(1)(b)(ix)]

A) Teaching Staff (2024-25):

S.N.	NAME OF FACULTY	DESIGNATION	CONTACT NO.	EMAIL ID
1	Ms. Angela R. Serrao	Acting Principal	0832 2550814	principal@stjosephvazcollege.in
2	Dr. Fr. Bolmax F. Pereira	Assistant Professor in Botany	0832 2550812	frbolmaxpereira@stjosephvazcollege.in
3	Dr. Melwin D. D'souza	Assistant Professor in Chemistry	0832 2550812	melwindsouza@stjosephvazcollege.in
4	Ms. Viona Correia	Assistant Professor in Mathematics	0832 2550812	vionacorreia@stjosephvazcollege.in
5	Dr. Elroy D. Pinto	College Director of Physical Education and Sports	0832 2550812	elroypinto@stjosephvazcollege.in
6	Ms. Manali S. Acharya	College Librarian	0832 2550812	library@stjosephvazcollege.in
7	Ms. Komal R. Gawade	Assistant Professor in Chemistry	0832 2550812	komalgawade@stjosephvazcollege.in
8	Dr. Aureen R. L. G. Gomes	Assistant Professor in Microbiology	0832 2550812	aureengomes@stjosephvazcollege.in
9	Ms. Sharon Fernandes	Assistant Professor in Chemistry	0832 2550812	sharonfernandes@stjosephvazcollege.in
10	Ms. Diksha Naik	Assistant Professor in Botany	0832 2550812	dikshanaik@stjosephvazcollege.in
11	Ms. Arzoo Mulla	Assistant Professor in Microbiology	0832 2550812	arzoomulla@stjosephvazcollege.in
12	Ms. Niveta D. Kudalkar	Assistant Professor in English	0832 2550812	nivetakudalkar@stjosephvazcollege.in
13	Ms. Clencia Fernandes	Assistant Professor in Political Science	0832 2550812	clenciafernandes@stjosephvazcollege.in
14	Mr. Vaibhav V. Majalikal	Assistant Professor in Konkani	0832 2550812	vaibhavmajalikal@stjosephvazcollege.in

B) Non-Teaching Staff (2024-25):

S.N.	NAME OF STAFF	DESIGNATION	CONTACT NO.	EMAIL ID
1	Mr. Infancio J. Correia	Instructor in Physical Education	0832 2550812	infanciocorreia@stjosephvazcollege.in
2	Mr. Mervin M. Rodrigues	System Administrator	0832 2550812	systemadmin@stjosephvazcollege.in
3	Ms. Manila V. Diniz	Accountant	0832 2550812	accountant@stjosephvazcollege.in
4	Ms. Nevita S. Goes	Upper Division Clerk	0832 2550812	udc@stjosephvazcollege.in
5	Ms. Savina R. Diniz	Lower Division Clerk	0832 2550812	savinadiniz@stjosephvazcollege.in
6	Ms. Ryshla Fernandes	Lower Division Clerk	0832 2550812	office@stjosephvazcollege.in
7	Mr. Ludiloy A. Pereira	Lower Division Clerk	0832 2550812	ludiloypereira@stjosephvazcollege.in
8	Ms. Mitali S. Naik	Junior Stenographer	0832 2550812	steno@stjosephvazcollege.in
9	Mr. Fraser S. Moraes	Storekeeper	0832 2550812	storekeeper@stjosephvazcollege.in
10	Ms. Medha H. Lotlikar	Chemistry Laboratory Assistant	0832 2550812	chemistrydept@stjosephvazcollege.in
11	Ms. Marrisha Quadros	Botany Laboratory Assistant	0832 2550812	botanydept@stjosephvazcollege.in
12	Mr. Andrew N. D'Cunha	Microbiology Laboratory Assistant	0832 2550812	physicsdept@stjosephvazcollege.in
13	Mr. Nelson Antao	Field and Plant Collector	0832 2550812	fnpcollector@stjosephvazcollege.in
14	Ms. Aroma S. Diniz	College Counsellor	0832 2550812	counsellor@stjosephvazcollege.in
15	Ms. Rosalina Antao	Multi-Tasking Staff	0832 2550812	--
16	Mr. Francy Vaz	Multi-Tasking Staff	0832 2550812	--
17	Mr. Joe J. Da Silva	Multi-Tasking Staff	0832 2550812	--
18	Mr. Inacio L. Colaco	Multi-Tasking Staff	0832 2550812	--
19	Ms. Reena A. Dias	Multi-Tasking Staff	0832 2550812	--
20	Mr. Eliseus A. F. Miranda	Multi-Tasking Staff	0832 2550812	--
21	Mr. John P. Fernandes	Multi-Tasking Staff	0832 2550812	--
22	Mr. Elvin D'costa	Multi-Tasking Staff	0832 2550812	--