

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.

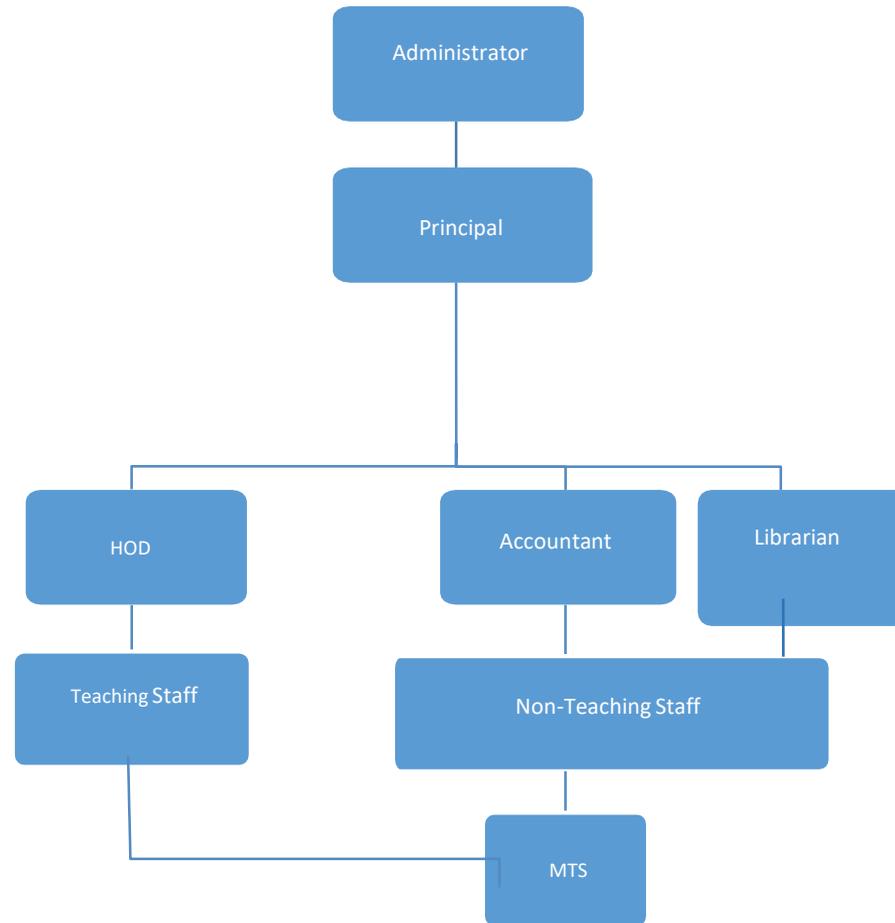
St. Joseph Vaz himself was an educator *par excellence* who from 1655-1711 inspired many as an exemplary teacher. The apostolate of education that he undertook more than three hundred years ago is still relevant even today. His foresight of opening schools and using education for enlightening citizens 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 College is recognized under Section 2 (f) of the UGC Act, 1956. 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 2025-26:

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. Mitali S. Naik Ms. Rosalina Antao Adv. Diya Shetkar Ms. Anezia Barreto
2.	Students' Grievance Redressal Committee	Ms. Viona Correia (Chairperson) Dr. (Fr.) Bolmax F. Pereira Ms. Angela R. Serrao Dr. Melwin D. D'Souza Ms. Menika Narayan Gurav (Special Invitee)
3.	Anti-Ragging Committee	Ms. Viona Correia (Officiating 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 Mr. Seliston Gama Ms. Ryshla Fernandes Ms. Isha Audrey Gomes Ms. Seimoon Khazi
4.	Local Managing Committee	Rev. Prof. Simao R. Diniz (Chairperson) Rev. Fr. Jesus Rodrigues Ms. Angela R. Serrao Dr. Elroy D. Pinto Dr. Melwin D. D'Souza

		<p>Mr. Ratish Gaonkar Mr. Raghavendraprasad Suryavanshi Mr. Tejeswa P. Naik Mr. Ludiloy A. Pereira Ms. Fey Aroma Da Silva Ms. Viona Correia</p>
5.	Purchase Committee	<p>Rev. Prof. Simao R. Diniz (Chairperson) Ms. Viona Correia Ms. Manali S. Acharya Ms. Manila V. Diniz Ms. Ryshla Fernandes</p>
6.	Internal Quality Assurance Cell (IQAC)	<p>Ms. Viona Correia (Chairperson/Coordinator) Rev. Prof. Simão R. Diniz Rev. Fr. Jesus Rodrigues Dr. (Fr.) Bolmax F. Pereira Ms. Angela R. Serrao Dr. Elroy D. Pinto Dr. Melwin D. D'Souza Ms. Manali S. Acharya Ms. Manila V. Diniz Ms. Ryshla Fernandes Mr. M. J. Joy Ms. Sunita Fernandes Ms. Fey Aroma Da Silva Mr. Tejeswa P. Naik Mrs. Flavia A. Coutinho e Barreto</p>
7.	Women Development Cell	<p>Ms. Angela R. Serrao (Chairperson) Ms. Pratiksha Dabolkar Ms. Savina R. Diniz Ms. Menika Narayan Gurav Ms. Zuneera Rafik Patvekar</p>
8.	College Examination Committee	<p>Ms. Viona Correia (Convenor) Dr. (Fr.) Bolmax F. Pereira Ms. Arzoo Mulla Mr. Ludiloy A. Pereira Mr. John Fernandes</p>

9.	ISA Committee	Dr. Aureen Gomes (Convenor) Ms. Pratiksha Dabolkar Ms. Savina R. Diniz Mr. Ludiloy A. Pereira
10.	Examination Grievance Redressal Cell	Ms. Manali S. Acharya (Convenor) Dr. Melwin D. D'Souza Ms. Arzoo Mulla
11.	Library Committee	Ms. Manali S. Acharya (Convenor) Dr. Elroy D. Pinto Mr. Ludiloy A. Pereira Ms. Jolene Fernandes
12.	College Promotion Committee	Dr. Elroy D. Pinto (Convenor) Rev. Dr. Bolmax Pereira Ms. Viona Correia Dr. Aureen Gomes Mr. Mervin M. Rodrigues
13.	Time Table Committee	Ms. Viona Correia (Convenor) Ms. Komal R. Gawade Mr. Mervin Rodrigues Ms. Ryshla Fernandes
14.	Canteen Committee	Dr. Aureen Gomes (Chairperson) Dr. Elroy D. Pinto (Food Safety Supervisor) Ms. Ryshla Fernandes (Nodal Officer) Mr. Andrew D'Cunha Ms. Ana Maria Vaz Ms. Isha Audrey Gomes Ms. Seimoon Khazi
15.	College Unfair Means Inquiry Committee	Dr. Melwin D. D'souza (Convenor) Dr. Elroy D. Pinto
16.	Discipline Committee	Dr. Aureen Gomes (Convenor) Dr. Elroy D. Pinto (Co-Convenor) Ms. Clencia Fernandes
17.	Mentor/Mentee Programme Committee	Dr. Alisha Satwani (Convenor) Ms. Mitali S. Naik
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 Mr. Xellion Gracias
20.	Attendance Committee	Dr. Melwin D'souza (Convenor) Mr. Mervin M. Rodrigues Ms. Ryshla Fernandes Ms. Mitali S. Naik
21.	Seminar/Workshop/Conference Committee	Ms. Manali S. Acharya (Convenor) Dr. Melwin M. D'Souza Dr. Aureen Gomes Dr. Alisha Satwani Mr. Ludiloy A. Pereira Mr. Xellion Gracias
22.	Admission Committee	Ms. Viona Correia (Convenor) Dr. (Fr.) Bolmax F. Pereira Dr. Elroy D. Pinto Dr. Aureen Gomes Mr. Mervin M. Rodrigues
23.	Cultural Committee	Ms. Arzoo Mulla (Convenor) Ms. Vindiya Gauns Ms. Twiggie Fernandes Mr. Mervin M. Rodrigues Mr. Andrew N. D'Cunha Ms. Mitali S. Naik Ms. Namrata Sitaram Lamani Mr. Abhisek Arup Chawdary Ms. Menika Narayan Gurav
24.	Magazine Committee	Ms. Manali S. Acharya (Convenor) Ms. Twiggie Fernandes Ms. Vindiya Gauns Ms. Mitali S. Naik Mr. Chetan Vikas Sawant

25.	Handbook Committee	Dr. Elroy D. Pinto (Convenor) Ms. Marrisha Quadros Ms. Mitali S. Naik Ms. Ryshla Fernandes
26.	Prospectus Committee	Ms. Komal Gawade (Convenor) Ms. Twiggie Fernandes Mr. Ludiloy A. Pereira
27.	Red Ribbon Club Cell	Mr. Xellion Gracias (Convenor) Mr. Abhisek Arup Chawdary Ms. Menika Narayan Gurav Mr. Varad Parob Ms. Madona Monte Mr. Sangharsh Kadav Ms. Kshitija Gawas
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 Ms. Isha Audrey Gomes
30.	Teaching, Learning and Educational Technology Cell	Dr. Aureen Gomes (Convenor) Ms. Angela R. Serrao Dr. Melwin D. D'souza Ms. Arzoo Mulla Mr. Mervin M. Rodrigues
31.	Research, Development and Innovation Cell (RDI)	Dr. Melwin D. D'souza (Convenor) Dr. (Fr.) Bolmax F. Pereira Dr. Elroy D. Pinto Ms. Manali S. Acharya Dr. Aureen Gomes
32.	Nature Club	Dr. (Fr.) Bolmax F. Pereira (Convenor) Ms. Pratiksha Dabolkar Ms. Marrisha Quadros Mr. Nelson Antao Mr. Shreyas Morudkar Ms. Anezia Barreto

		Ms. Seimoon Khazi Mr. Vernon 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 S. Naik 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. Viona Correia (FAA) Ms. Savina R. Diniz (PIO)
37.	AIACHE	Dr. Melwin D'souza (Nodal Officer) Ms. Ryshla Fernandes
38.	AISHE	Ms. Viona Correia (Nodal Officer) Ms. Savina R. Diniz
39.	NAAC	Ms. Viona Correia (Nodal Officer) Ms. Angela R. Serrao Ms. Mitali S. Naik
40.	SAMARTH	Dr. Melwin D'souza (Nodal Officer) Dr. Alisha Satwani Mr. Mervin Rodrigues Ms. Mitali S. Naik Ms. Ryshla Fernandes
41.	Students' Council	Dr. Elroy D. Pinto (Chairperson) Ms. Arzoo Mulla (Teaching Staff) Mr. Abhisek Arup Chawdary (Gender Champion - Male) Ms. Menika Narayan Gurav (Gender Champion - Female)

		<p>Ms. Fey Aroma Da Silva (General Secretary) Ms. Namrata Sitaram Lamani (Cultural Secretary) Ms. Zuneera Rafik Patvekar (Ladies Representative) Mr. Vighnesh Ullas Naik (Sports Secretary - Male) Ms. Sakshi Satish Nayak (Sports Secretary - Female) Ms. Isha Audrey Gomes (C.R. - T.Y.) Ms. Seimoon Khazi (C.R. - S.Y.) Mr. Chetan Vikas Sawant (C.R. - F.Y.)</p>
42.	Innovation & Entrepreneurship Cell	<p>Ms. Viona Correia (Coordinator) Dr. Melwin D'Souza</p>
43.	Outreach and Extension Activities Cell	<p>Ms. Manali S. Acharya (Convenor) Dr. Aureen Gomes (Co-Convenor) Dr. (Fr.) Bolmax F. Pereira Dr. Elroy D. Pinto Ms. Viona Correia Dr. Melwin D. D'Souza Ms. Arzoo Mulla Mr. Andrew N. D'Cunha Ms. Mitali S. Naik Mr. Francy Vaz Ms. Rosalina Antao Mr. Elvin D'Costa Mr. Iden J. Barreto Ms. Fey A. Da Silva Mr. Sanford J. Dias Ms. Komal Ghanchi Ms. Jade L. Pereira Ms. Sanjana Sharma Mr. Anish K. Maurya</p>
44.	Equal Opportunity Cell	<p>Dr. Elroy D. Pinto (Convenor) Ms. Manali S. Acharya Ms. Mitali S. Naik</p>
45.	ST/ SC Cell	<p>Dr. Melwin D. D'Souza (Coordinator/Nodal Officer) Dr. (Fr.) Bolmax F. Pereira Ms. Ryshla Fernandes</p>

46.	Training, Internship and Placement Cell (Tip)	Ms. Viona Correia (Convenor) Dr. Elroy D. Pinto Dr. Aureen Gomes Ms. Arzoo Mulla
47.	Institution Innovation Council (IIC) Cell	Dr. Melwin D. D'Souza (Convenor) Dr. (Fr.) Bolmax F. Pereira Dr. Alisha Satwani Ms. Komal Gawade
48.	Consumer Welfare Cell	Ms. Manali S. Acharya (Coordinator) Ms. Twiggie Fernandes Ms. Mitali S. Naik
49.	Grievance Redressal Cell	Ms. Manali S. Acharya (Convenor) Dr. Alisha Satwani
50.	AI/ IT Cell	Mr. Mervin M. Rodrigues (Convenor) Dr. Aureen Gomes Ms. Viona Correia Ms. Manali S. Acharya Mr. Ludiloy A. Pereira
51.	Animal Welfare Society	Dr. Melwin D. D'Souza (Convenor) Ms. Vindiya Gauns Ms. Srushti D. Naik Ms. Prajakta P. Prabhu Gaunker Ms. Prajakta P. Prabhu Gaunker Mr. Vernon L. Monteiro
52.	Internship Cell	Ms. Viona Correia (Internship Nodal Officer) Dr. Melwin D. D'Souza Dr Aureen R. L. G. Gomes
53.	Electoral Literacy Club (ELC)	Dr. Alisha D. Satwani (Nodal Officer) Mr. Raghav M. Shirodkar (Campus Ambassador - Male) Ms. Aachal A. Naik (Campus Ambassador - Female)
54.	Indian Knowledge System (IKS) Cell	Ms. Viona Correia (Advisor) Ms. Manali S. Acharya (Coordinator) Dr. (Fr.) Fidelis Bolmax Pereira (Co-coordinator) Ms. Angela R. Serrao (Member) Dr. Melwin D. D'Souza (Member) Dr. Elroy D. Pinto (Member)

		Mr. Joaquim D'Mello (Local) Mr. Krishna Naik (Local)
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Manual 9: Directory of Officers and Employees [Section 4(1)(b)(ix)]

A) Teaching Staff (2025-26):

S.N.	NAME OF FACULTY	DESIGNATION	CONTACT NO.	EMAIL ID
1	Ms. Viona Correia	Vice Principal	0832 2550812	principal@stjosephvazcollege.in
2	Dr. Fr. Bolmax F. Pereira	Assistant Professor in Botany	0832 2550812	frbolmaxpereira@stjosephvazcollege.in
3	Ms. Angela R. Serrao	Assistant Professor in Chemistry	0832 2550812	angelaserrao@stjosephvazcollege.in
4	Dr. Melwin D. D'souza	Assistant Professor in Chemistry	0832 2550812	melwindsouza@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	Dr. Aureen R. L. G. Gomes	Assistant Professor in Microbiology	0832 2550812	aureengomes@stjosephvazcollege.in
8	Dr. Alisha Dhiraj Satwani	Assistant Professor in Microbiology	0832 2550812	alisha@stjosephvazcollege.in
9	Ms. Komal R. Gawade	Assistant Professor in Chemistry	0832 2550812	komalgawade@stjosephvazcollege.in
10	Ms. Twiggie Fernandes	Assistant Professor in English	0832 2550812	twiggie@stjosephvazcollege.in
11	Ms. Pratiksha Dabolkar	Assistant Professor in Botany	0832 2550812	pratiksha@stjosephvazcollege.in
12	Ms. Vindiya Gauns	Assistant Professor in Konkani	0832 2550812	vindiya@stjosephvazcollege.in
13	Ms. Clencia Fernandes	Assistant Professor in Political Science	0832 2550812	clenciafernandes@stjosephvazcollege.in
14	Ms. Arzoo Mulla	Assistant Professor in Microbiology	0832 2550812	arzoomulla@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
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	Mr. Xellion Gracias	College Counsellor	0832 2550812	counsellor@stjosephvazcollege.in
15	Ms. Rosalina Antao	Multi-Tasking Staff	0832 2550812	rosalina@stjosephvazcollege.in
16	Mr. Francy Vaz	Multi-Tasking Staff	0832 2550812	francy@stjosephvazcollege.in
17	Mr. Joe J. Da Silva	Multi-Tasking Staff	0832 2550812	joe@stjosephvazcollege.in
18	Mr. Inacio L. Colaco	Multi-Tasking Staff	0832 2550812	inacio@stjosephvazcollege.in
19	Ms. Reena A. Dias	Multi-Tasking Staff	0832 2550812	reena@stjosephvazcollege.in
20	Mr. Eliseus A. F. Miranda	Multi-Tasking Staff	0832 2550812	eliseus@stjosephvazcollege.in
21	Mr. John P. Fernandes	Multi-Tasking Staff	0832 2550812	john@stjosephvazcollege.in
22	Mr. Elvin D'costa	Multi-Tasking Staff	0832 2550812	elvin@stjosephvazcollege.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 Joseph Vaz College, Cortalim-Goa

SALARY DETAILS OF TEACHING STAFF MEMBERS

Sr. No	Names Of the Staff Members	Designation	Gross Salary
1	Ms. Viona Correia	Officiating Principal	1,35,566
2	Dr. Fr. Bolmax F. Pereira	Assistant Professor in Botany	1,43,371
3	Ms. Angela R. Serrao	Assistant Professor in Chemistry	1,43,371
4	Dr. Melwin D. D'souza	Assistant Professor in Chemistry	1,35,566
5	Dr. Elroy D. Pinto	College Director of Physical Education and Sports	1,75,390
6	Ms. Manali S. Acharya	College Librarian	1,31,764
7	Dr. Aureen R. L. G. Gomes	Assistant Professor in Microbiology	65,000
8	Dr. Alisha Dhiraj Satwani	Assistant Professor in Microbiology	55,000
9	Ms. Komal R. Gawade	Assistant Professor in Chemistry	Rs. 750/- per lecture
10	Ms. Twiggie Fernandes	Assistant Professor in English	Rs. 750/- per lecture
11	Ms. Pratiksha Dabolkar	Assistant Professor in Botany	Rs. 750/- per lecture
12	Ms. Vindiya Gauns	Assistant Professor in Konkani	Rs. 750/- per lecture
13	Ms. Clencia Fernandes	Assistant Professor in Political Science	Rs. 750/- per lecture
14	Ms. Arzoo Mulla	Assistant Professor in Microbiology	Rs. 750/- per lecture

SALARY DETAILS OF NON-TEACHING STAFF MEMBERS

Sr. No	Names Of the Staff Members	Designation	Gross Salary
1	Mr. Infancio J. Correia	Instructor in Physical Education	95,299
2	Mr. Mervin M. Rodrigues	System Administrator	82,692
3	Ms. Manila V. Diniz	Accountant	82,692
5	Ms. Savina R. Diniz	Lower Division Clerk	46,249
6	Ms. Ryshla Fernandes	Lower Division Clerk	46,249
7	Mr. Ludiloy A. Pereira	Lower Division Clerk	46,249
8	Ms. Mitali S. Naik	Junior Stenographer	57,077
9	Mr. Fraser S. Moraes	Storekeeper	60,278
10	Ms. Medha H. Lotlikar	Chemistry Laboratory Assistant	60,278
11	Ms. Marrisha Quadros	Botany Laboratory Assistant	60,278
12	Mr. Andrew N. D'Cunha	Microbiology Laboratory Assistant	60,278
13	Mr. Nelson Antao	Field and Plant Collector	46,249
14	Mr. Xellion Gracias	College Counsellor	40,000
15	Ms. Rosalina Antao	Multi-Tasking Staff	42,046
16	Mr. Francy Vaz	Multi-Tasking Staff	42,046
17	Mr. Joe J. Da Silva	Multi-Tasking Staff	42,046
18	Mr. Inacio L. Colaco	Multi-Tasking Staff	42,046
19	Ms. Reena A. Dias	Multi-Tasking Staff	42,046
20	Mr. Eliseus A. F. Miranda	Multi-Tasking Staff	42,046
21	Mr. John P. Fernandes	Multi-Tasking Staff	42,046
22	Mr. Elvin D'costa	Multi-Tasking Staff	40,846

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. JOSEPH VAZ COLLEGE - CORTALIM- GOA
BUDGET FOR 2025-2026

ITEMS		Actuals 2024-2025	Estimate for 2025-2026
I	SALARY EXPENDITURE :		
1	Salaries to Teaching Staff	86,38,636.00	99,34,432.00
2	Salaries to Non-Teaching Staff	96,43,797.00	1,10,90,367.00
3	General Provident Fund	33,000.00	-
4	New Pension Scheme - Employee Contribution	16,01,071.00	18,41,231.00
5	New Pension Scheme - Govt. Contribution	22,41,494.00	25,77,718.00
6	Salary Arrears on New Appointment	-	3,00,000.00
7	Salary Arrears	1,23,160.00	1,80,000.00
8	Non Compounded P.hD Increments	-	3,00,000.00
9	Non-Productivity Linked Bonus	1,36,433.00	1,45,000.00
10	Pay Protection Arrears	-	1,00,000.00
11	Salaries - Contractual Faculty	12,60,173.00	15,00,000.00
12	Salaries - Lecture Basis	6,40,750.00	10,00,000.00
13	Counselor's Salary	4,01,634.00	4,80,000.00
15	Children's Education Allowance (CEA)	17,304.00	3,00,000.00
16	Leave Encashment	27,697.00	50,000.00

17	L.T.C. Expenses	9,180.00	2,00,000.00
18	Uniform Allowance	40,000.00	50,000.00
19	Audit Recovery	14,350.00	20,000.00
	TOTAL	2,48,28,679.00	3,00,68,748.00
Non-Salary Expenditure:			
1	Advertisement	55,720.00	80,000.00
2	Affiliation Fee	1,25,000.00	1,50,000.00
3	Air Conditioners	-	1,00,000.00
4	Annual Membership Fee of Principals Forum	-	5,000.00
5	Annual Social Gathering	21,756.00	25,000.00
6	Annual Sports Day	22,877.00	50,000.00
7	Audit Fees	49,560.00	50,000.00
8	Botany Laboratory	3,008.00	75,000.00
9	CCTV Installation		15,000.00
10	Chemistry Laboratory	92,261.00	2,00,000.00
12	Electricity Charges	98,880.00	1,80,000.00
13	Extra-Curricular Activities	44,122.00	1,00,000.00
14	Furniture and Fixtures	62,850.00	-
15	Green Initiative		1,000.00
16	Honorarium to Experts	14,100.00	35,000.00
17	Library	1,34,041.00	4,80,000.00
18	Maintenance & AMC	8,430.00	15,000.00
19	Microbiology Laboratory	1,12,843.00	15,00,000.00
20	Miscellaneous Expenses	642.00	50,000.00

	21	Postage and Courier	430.00	2,500.00
	22	Principal Contingency Expenses	13,070.00	25,000.00
	24	Printing and Stationery	51,612.00	70,000.00
	25	Refilling of Fire Extinguisher	2,360.00	20,000.00
	26	Refilling of Gas Cylinder	5,611.00	20,000.00
	27	Refreshments	10,956.00	15,000.00
	28	Repair/Purchase of Electronics & Electricals	12,68,090.00	40,000.00
	29	Laptop, desktop, Printers/Peripherals, Stabilizers, UPS, Server, LED Display, Devpt. of Software, smart board, ICT Teaching Aids, etc	-	1,10,000.00
	30	Seminar/Workshop Registration Fees	18,800.00	25,000.00
	31	Sports and Gymkhana Expenses	2,67,166.00	3,65,000.00
	32	Sports Affiliation & Registration	12,850.00	15,000.00
	33	TA DA Seminar/Workshop	10,863.00	50,000.00
	34	TA DA Office Work Teaching/Non-Teaching	26,165.00	50,000.00
	35	TDS Return Filing Fees	12,944.00	15,000.00
	36	Telephone and Internet Expenses	4,636.00	30,000.00
	37	Vehicle Hiring/Petrol	7,100.00	2,000.00
		TOTAL	25,58,743.00	39,65,500.00
II	1	Botanical Garden Expenses	-	25,000.00
	2	Cleaning and Sanitation	11,590.00	60,000.00
	3	College Garden Expenses	4,585.00	60,000.00
	4	Gardener (1 No.)	1,57,877.00	1,80,000.00
	5	Housekeeping Staff (2 Nos.)	3,43,807.00	3,60,000.00
	6	Security Guards (3 Nos)	4,80,471.00	8,15,000.00
		TOTALS	9,98,330.00	15,00,000.00

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)]

S.No.	Name & address of the beneficiary	Nature of concession/ permit/ Authorization Provided	Purpose for which granted	Scheme and Criterion 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.

S.No.	Activities for which electronic data 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

Sr.No.	Facility available	Nature of information	Working hours
Information Counter	Counter Service	All information related to staff and students	8.50 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, Reprography	Information on books	8.50 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	Designation	Postal address	Telephone No	E-mail address	Demarcation of area/ activities if more than one PIO is there
1	1 st Appellate Authority	Ms. Viona Correia	Vice Principal	Church Street, Cortalim, South Goa 403 710	0832 2550812	principal@stjosephvazcollege.in	As prescribed by the RTI Act
2	Public Information Officer	Ms. Savina Regina Diniz	Lower Division Clerk	Church Street, Cortalim, South Goa 403 710	0832 2550812	savinadiniz@stjosephvazcollege.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-----