

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.

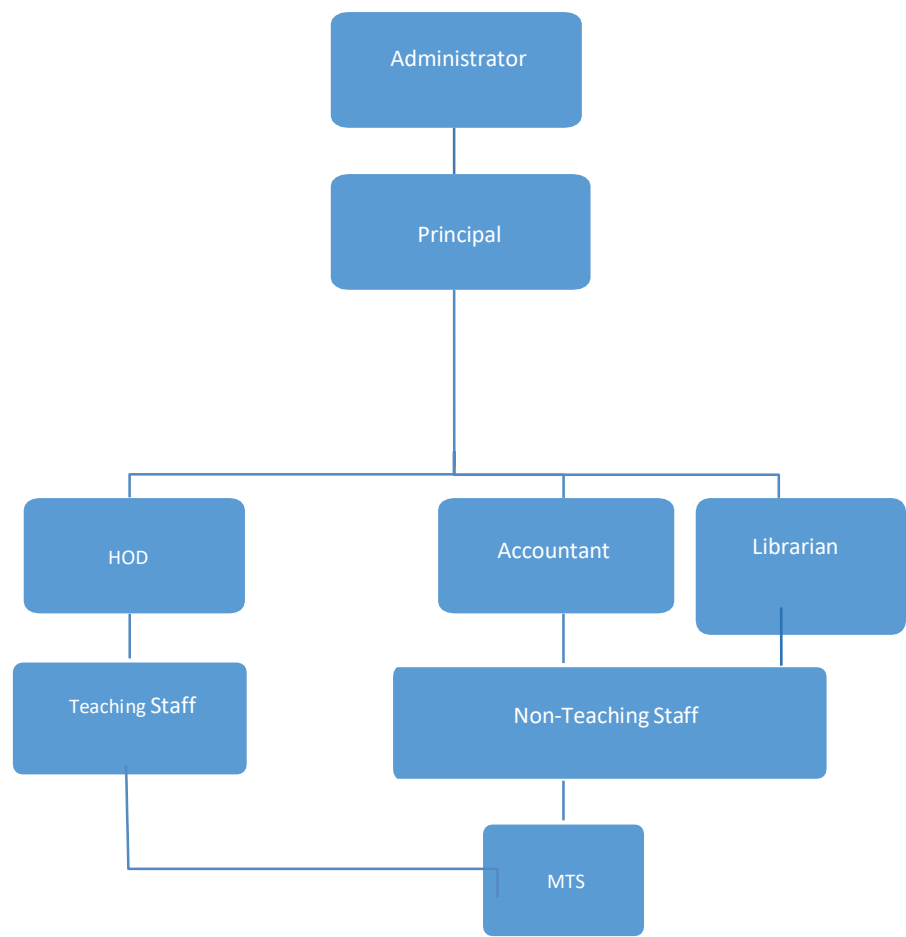
St. Joseph Vaz himself was an educator *par excellence* who from 1655-1711 inspired many as an exemplary teacher. The apostolate of education that he undertook more than three hundred years ago is still relevant even today. His foresight of opening schools and using education for enlightening citizens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

- a) The Teaching staff is involved in Academic and extra-curricular work whereas the Non-teaching staff is involved in administrative work.
- b) Provide academic information of passed out students of this college to industries/ business Firms, etc., for placement.
- c) Issue various certificates to staff and students.
- d) 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	• Appointment of Staff • Allotting work and overall supervision of staff • Admitting students for various courses	• Preparing college budget • Controlling Receipts and Payments • Supervising and presenting for audit the financial statements of accounts • Disbursements of salaries to staff	• Liaising with Government Authorities • Attending, holding meetings, conferences, etc. • Conducting extracurricular activities	• 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	• 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)(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 2026-27:

Sr. No.	Name and address of the consultative Committee/bodies	Constitution of the committee/body
1.	Internal Committee	Dr. Dilecta D’Costa (Presiding Officer) Dr. Melwin D. D’Souza Ms. Manali S. Acharya Ms. Mitali Naik Ms. Reena Dias Mr. Tejaswa Naik Ms. Nehemiah Kenaz Sobrinho
2.	Students’ Grievance Redressal Committee	Ms. Viona Correia (Chairperson) Dr. Shravani N. Korgaonker Ms. Angela R. Serrao Dr. Melwin D. D’Souza Ms. Menika Narayan Gurav (Special Invitee)
3.	Anti-Ragging Committee	Ms. Viona Correia (Vice Principal) Ms. Angela R. Serrao (Convenor) Dr. Aureen Gomes (Co-Convenor) Mr. Akshay Anand Gaude (Police) Ms. Milagrina Vaz (Parent) Ms. Sultana Nigar Sayyed (Civil) Mr. Seliston Gama (Youth) Ms. Ryshla Fernandes Ms. Vidhita G. Chari Ms. Nehemiah Kenaz Sobrinho
4.	Local Managing Committee	Rev. Prof. Simao R. Diniz (Chairperson) Rev. Fr. Jesus Rodrigues (Secretary Management) Dr. Elroy D. Pinto Dr. Melwin D. D’Souza Dr. Shravani N. Korgaonker

		Mr. Raghavendraprasad Suryavanshi Mr. Tejeswa P. Naik Mr. Ludiloy A. Pereira Ms. Astrid Lira Maria Fernandes Ms. Viona Correia
5.	Purchase Committee	Rev. Prof. Simao R. Diniz (Chairperson) Ms. Viona Correia Ms. Manali S. Acharya Ms. Manila V. Diniz Ms. Mitali Naik
6.	Internal Quality Assurance Cell (IQAC)	Ms. Viona Correia (Chairperson/Coordinator) Rev. Prof. Simão R. Diniz (Senior Administrative Officer) Rev. Fr. Jesus Rodrigues (Management) Dr. Aureen Gomes Ms. Angela R. Serrao Dr. Elroy D. Pinto Dr. Melwin D. D'Souza Ms. Manali S. Acharya Ms. Manila V. Diniz Mr. Mervin M. Rodrigues Ms. Ryshla Fernandes Mr. M. J. Joy Mrs. Flavia A. Coutinho e Barreto Ms. Astrid Lira Maria Fernandes Mr. Tejeswa P. Naik Ms. Milagrina Vaz
7.	Women Development Cell	Dr. Alisha Satwani (Chairperson) Ms. Komal Gawade Ms. Savina R. Diniz Ms. Jesiah S. Guru Ms. Kshitija Gawas
8.	College Examination Committee	Ms. Angela R. Serrao (Convenor) Dr. Shravani N. Korgaonker Ms. Asmita Patil Mr. Ludiloy A. Pereira Mr. Eliseus Miranda

9.	ISA Committee	Dr. Melwin D. D'Souza (Convenor) Ms. Pratiksha Marathe Ms. Savina R. Diniz Mr. Ludiloy A. Pereira
10.	Examination Grievance Redressal Cell	Ms. Manali S. Acharya (Convenor) Dr. Melwin D. D'Souza Ms. Asmita Patil
11.	Library Committee	Ms. Manali S. Acharya (Convenor) Dr. Elroy D. Pinto Mr. Ludiloy A. Pereira
12.	College Promotion Committee	Dr. Aureen Gomes (Convenor) Dr. Elroy D. Pinto Ms. Viona Correia Dr. Melwin D. D'Souza Ms. Manali S. Acharya Mr. Mervin M. Rodrigues Mr. Xellion Gracias
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. Saroj Rodrigues Ms. Nidhi Anil Shetgaonkar Ms. Alton Agnelo Paes
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. Ria Vaz
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	Ms. Viona Correia (Convenor) Dr. Aureen Gomes 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) Ms. Angela R. Serrao Dr. Elroy D. Pinto Dr. Aureen Gomes Mr. Mervin M. Rodrigues
23.	Cultural Committee	Ms. Pratiksha Marathe (Convenor) Ms. Vindiya Gauns Ms. Twiggie Fernandes Mr. Mervin M. Rodrigues Mr. Andrew N. D’Cunha Ms. Mitali S. Naik Mr. Xellion Gracias Ms. Vishakha Rajaram Bandivadekar Mr. Avinash Raj Shrivastav Ms. Jesiah S. Guru
24.	Magazine Committee	Ms. Manali S. Acharya (Convenor) Ms. Twiggie Fernandes Ms. Vindiya Gauns

		Ms. Mitali S. Naik Ms. Samrin Mohamad Salim Kattimani
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. Avinash Raj Shrivastav Ms. Jesiah S. Guru Ms. Gretchen Carren Fernandes Ms. Salome Chawan Mr. Megh Radheshyam Yadav Mr. Aswini Kumar Mishra
28.	Placement Cell	Dr. Aureen Gomes (Convenor) Dr. Melwin D. D'Souza Mr. Mervin M. Rodrigues
29.	Alumni Cell	Dr. Aureen Gomes (Convenor) Mr. Fraser S. Moraes Ms. Astrid Fernandes
30.	Teaching, Learning and Educational Technology Cell	Dr. Aureen Gomes (Convenor) Ms. Angela R. Serrao Dr. Melwin D. D'souza Ms. Asmita Patil Mr. Mervin M. Rodrigues
31.	Research, Development and Innovation Cell (RDI)	Dr. Melwin D. D'souza (Convenor) Dr. Sharavani N. Korgaonker Dr. Elroy D. Pinto Ms. Manali S. Acharya Dr. Alisha Satwani
32.	Nature Club	Dr. Sharavani N. Korgaonker (Convenor) Ms. Pratiksha Marathe Ms. Marrisha Quadros Mr. Nelson Antao

		Ms. Kshitija Gawas Ms. Veena Naikar Ms. Urmi Raut Mr. Chetan Vikas Sawant
33.	National Education Policy (NEP)	Dr. Elroy D. Pinto (Convenor) Ms. Viona Correia Ms. Angela R. Serrao Dr. Aureen Gomes Dr. Melwin D. D’Souza Ms. Manali S. Acharya
34.	National Institutional Ranking Framework (NIRF)	Ms. Angela R. Serrao (Convenor) Dr. Melwin D. D’Souza Mr. Mervin M. Rodrigues Ms. Mitali S. Naik Ms. Ryshla Fernandes
35.	Skill Development Cell	Dr. Alisha Satwani (Convenor) Dr. Sharavani N. Korgaonker Ms. Komal R. Gawade Dr. Aureen Gomes Ms. Manali S. Acharya Ms. Twiggie Fernandes 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. Manali S. Acharya (Nodal Officer) Ms. Savina R. Diniz
39.	NAAC	Ms. Viona Correia (Nodal Officer) Ms. Angela R. Serrao Ms. Mitali S. Naik Mr. Mervin M. Rodrigues
40.	SAMARTH	Mr. Mervin M. Rodrigues (Nodal Officer) Dr. Alisha Satwani Mr. Mervin Rodrigues Ms. Mitali S. Naik

		Ms. Ryshla Fernandes
41.	Students' Council	Dr. Elroy D. Pinto (Chairperson) Dr. Sharavani N. Korgaonker (Teaching Staff) Mr. Avinash Raj Shrivastav (Gender Champion - Male) Ms. Jesiah S. Guru (Gender Champion - Female) Ms. Astrid Lira Maria Fernnades (General Secretary) Ms. Vishakha Rajaram Bandivadekar (Cultural Secretary) Ms. Kshitija Gawas (Ladies Representative) Mr. Reagan Anthony Rodrigues (Sports Secretary - Male) Ms. Nisha Ranajit Maity (Sports Secretary - Female) Ms. Nidhi Anil Shetgaonkar (C.R. - T.Y.) Mr. Alton Agnelo Paes (C.R. - S.Y.) Ms. Samrin Mohamad Salim Kattimani (C.R. - F.Y.)
42.	Innovation & Entrepreneurship Cell	Ms. Viona Correia (Coordinator) Dr. Melwin D'Souza
43.	Outreach and Extension Activities Cell	Ms. Manali S. Acharya (Convenor) Dr. Aureen Gomes (Co-Convenor) Dr. Sharavani N. Korgaonker Dr. Elroy D. Pinto Ms. Viona Correia Dr. Melwin D. D'Souza Ms. Asmita Patil Mr. Andrew N. D'Cunha Ms. Mitali S. Naik Mr. Ludiloy A. Pereira Mr. Francy Vaz Ms. Rosalina Antao Mr. Elvin D'Costa Mr. Sangharsh Kadav Mr. Sarth Nayak Mr. Aman Kumar Thakur Ms. Kshitija Gawas Mr. Alton Paes Ms. Veena Naikar Ms. Jesiah Guru

44.	Equal Opportunity Cell	Dr. Elroy D. Pinto (Convenor) Ms. Manali S. Acharya Ms. Mitali S. Naik
45.	ST/ SC Cell	Dr. Melwin D. D’Souza (Coordinator/Nodal Officer) Dr. Sharavani N. Korgaonker Ms. Ryshla Fernandes
46.	Training, Internship and Placement Cell (Tip)	Ms. Viona Correia (Convenor) Dr. Elroy D. Pinto Dr. Aureen Gomes Ms. Angela R. Serrao
47.	Institution Innovation Council (IIC) Cell	Dr. Melwin D. D’Souza (Convenor) Dr. Sharavani N. Korgaonker 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.	College 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 Mr. Sachin Kumar Thakur Ms. Vidhita G. Chari 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. Elroy D. Pinto (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) Ms. Angela R. Serrao (Co-coordinator) Dr. Melwin D. D’Souza (Member) Dr. Elroy D. Pinto (Member) Dr. Sharavani N. Korgaonker Mr. Joaquim D’Mello (Local) Mr. Krishna Naik (Local)
55.	Disaster Risk Reduction (DRR) Club	Ms. Angela R. Serrao (Nodal Officer) Ms. Nehemiah K. Sobrinho Ms. Andini A. Borkar Ms. Priya Saroj Mr. Chetan V. Sawant Mr. Alton A. Paes Mr. Reagan A. Rodrigues
56.	Climate Change Adaption (CCA) Club	Ms. Angela R. Serrao (Nodal Officer) Ms. Nehemiah K. Sobrinho Ms. Andini A. Borkar Ms. Priya Saroj Mr. Chetan V. Sawant Mr. Alton A. Paes Mr. Reagan A. Rodrigues

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

A) Teaching Staff (2026-27):

S.N.	NAME OF FACULTY	DESIGNATION	CONTACT NO.	EMAIL ID
1	Ms. Viona Correia	Vice Principal	0832 2550812	principal@stjosephvazcollege.in
2	Ms. Angela R. Serrao	Assistant Professor in Chemistry	0832 2550812	angelaserrao@stjosephvazcollege.in
3	Dr. Elroy D. Pinto	College Director of Physical Education and Sports	0832 2550812	elroypinto@stjosephvazcollege.in
4	Dr. Melwin D. D’souza	Assistant Professor in Chemistry	0832 2550812	melwindsouza@stjosephvazcollege.in
5	Ms. Manali S. Acharya	College Librarian	0832 2550812	library@stjosephvazcollege.in
6	Dr. Auren R. L. G. Gomes	Assistant Professor in Microbiology	0832 2550812	aurengomes@stjosephvazcollege.in
7	Dr. Alisha Dhiraj Satwani	Assistant Professor in Microbiology	0832 2550812	alisha@stjosephvazcollege.in

8	Dr. Shravani N. Korgaonkar	Assistant Professor in Microbiology	0832 2550812	shravani@stjosephvazcollege.in
9	Ms. Komal R. Gawade	Assistant Professor in Chemistry	0832 2550812	komalgawade@stjosephvazcollege.in
10	Ms. Pratiksha B. Marathe	Assistant Professor in Botany	0832 2550812	pratikshamarathe@stjosephvazcollege.in
11	Ms. Asmita Patil	Assistant Professor in Microbiology	0832 2550812	asmita@stjosephvazcollege.in
12	Ms. Ria Vaz	Assistant Professor in Political Science	0832 2550812	ria@stjosephvazcollege.in
13	Ms. Vindiya Gauns	Assistant Professor in Konkani	0832 2550812	vindiya@stjosephvazcollege.in
14	Ms. Twiggie Fernandes	Assistant Professor in English	0832 2550812	twiggie@stjosephvazcollege.in

B) Non-Teaching Staff (2026-27):

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	Vice Principal	1,37,118
2	Ms. Angela R. Serrao	Assistant Professor in Chemistry	1,49,262
3	Dr. Melwin D. D’souza	Assistant Professor in Chemistry	1,37,118
4	Dr. Elroy D. Pinto	College Director of Physical Education and Sports	1,82,455
5	Ms. Manali S. Acharya	College Librarian	1,37,118
6	Dr. Aureen R. L. G. Gomes	Assistant Professor in Microbiology	70,900
7	Dr. Alisha Dhiraj Satwani	Assistant Professor in Microbiology	63,000
8	Dr. Shravani N. Korgaonkar	Assistant Professor in Microbiology	59,400
9	Ms. Komal R. Gawade	Assistant Professor in Chemistry	Rs. 1500/- per lecture
10	Ms. Twiggie Fernandes	Assistant Professor in English	Rs. 1500/- per lecture
11	Ms. Pratiksha B. Marathe	Assistant Professor in Botany	Rs. 1500/- per lecture
12	Ms. Vindiya Gauns	Assistant Professor in Konkani	Rs. 1500/- per lecture
13	Ms. Ria Vaz	Assistant Professor in Political Science	Rs. 1500/- per lecture
14	Ms. Asmita Patil	Assistant Professor in Microbiology	Rs. 1500/- 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	99,222
2	Mr. Mervin M. Rodrigues	System Administrator	86,066
3	Ms. Manila V. Diniz	Accountant	86,066
4	Ms. Savina R. Diniz	Lower Division Clerk	48,194
5	Ms. Ryshla Fernandes	Lower Division Clerk	48,194
6	Mr. Ludiloy A. Pereira	Lower Division Clerk	48,194
7	Ms. Mitali S. Naik	Junior Stenographer	57,730
8	Mr. Fraser S. Moraes	Storekeeper	62,790
9	Ms. Medha H. Lotlikar	Chemistry Laboratory Assistant	62,790
10	Ms. Marrisha Quadros	Botany Laboratory Assistant	62,790
11	Mr. Andrew N. D'Cunha	Microbiology Laboratory Assistant	62,790
12	Mr. Nelson Antao	Field and Plant Collector	48,194
13	Mr. Xellion Gracias	College Counsellor	40,000
14	Ms. Rosalina Antao	Multi-Tasking Staff	43,742
15	Mr. Francy Vaz	Multi-Tasking Staff	43,742
16	Mr. Joe J. Da Silva	Multi-Tasking Staff	43,742
17	Mr. Inacio L. Colaco	Multi-Tasking Staff	43,742
18	Ms. Reena A. Dias	Multi-Tasking Staff	43,742
19	Mr. Eliseus A. F. Miranda	Multi-Tasking Staff	43,742
20	Mr. John P. Fernandes	Multi-Tasking Staff	43,742
21	Mr. Elvin D'costa	Multi-Tasking Staff	42,527

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 2026-2027

I	ITEMS		Actuals 2025-2026	Estimate for 2026-2027
	<u>SALARY EXPENDITURE:</u>			
	1	Salaries to Teaching Staff	82,61,474.00	95,00,600.00
	2	Salaries to Non-Teaching Staff	1,05,16,614.00	1,30,00,000.00
	3	General Provident Fund	-	-
	4	New Pension Scheme - Employee Contribution	17,80,590.00	22,00,000.00
	5	New Pension Scheme - Govt. Contribution	24,92,757.00	32,00,000.00
	6	Salary Arrears on New Appointment	-	3,00,000.00
	7	Salary Arrears	3,82,752.00	4,40,000.00
	8	Non Compounded P.hD Increments	-	5,00,000.00
	9	Career Advancement Scheme (CAS) Arrears	87,744.00	2,00,000.00
	10	Non-Productivity Linked Bonus	1,37,009.00	1,40,000.00
	11	Pay Protection Arrears	-	1,00,000.00
	12	Salaries - Contractual Faculty	3,75,688.00	15,00,000.00
	13	Salaries - Lecture Basis	3,41,250.00	10,00,000.00
	14	Counselor's Salary	4,33,978.00	4,80,000.00
	15	Children’s Education Allowance (CEA)	3,03,750.00	5,00,000.00
	16	Leave Encashment	44,687.00	5,00,000.00
	17	L.T.C. Expenses	78,437.00	2,00,000.00
	18	Uniform Allowance	50,000.00	50,000.00

II	19	Audit Recovery	-	-
		TOTAL	2,52,86,730.00	3,38,10,600.00
	<u>Non-Salary Expenditure:</u>	-	-	
	1	Advertisement	₹ 57,900.00	₹ 80,000.00
	2	Affiliation Fee	₹ 50,000.00	₹ 1,50,000.00
	3	Air Conditioners	₹ -	₹ 60,000.00
	4	Annual Membership Fee of Principals Forum	₹ -	₹ 5,000.00
	5	Annual Social Gathering	₹ 17,431.00	₹ 25,000.00
	6	Annual Sports Day	₹ 18,685.00	₹ 50,000.00
	7	Audit Fees	₹ 49,560.00	₹ 60,000.00
	8	Botany Laboratory	₹ 10,945.00	₹ 25,000.00
	9	CCTV		₹ 15,000.00
	10	Chemistry Laboratory	₹ 25,420.00	₹ 1,20,000.00
	11	DG Fuel Consumption	₹ 20,000.00	₹ 50,000.00
	12	Educational Excursion & Field Visits	₹ 16,766.00	₹ 25,000.00
	13	Electricity Charges	₹ 1,58,198.00	₹ 3,00,000.00
	14	Extra-Curricular Activities	₹ 55,312.00	₹ 1,00,000.00
	15	Furniture and Fixtures	₹ 71,690.00	₹ 50,000.00
	16	Honorarium to Experts	₹ 7,342.00	₹ 35,000.00
	17	Laptop, desktop, Printers/Peripherals, Stabilizers, UPS, Server, LED Display, Devpt. of Software, smart board, ICT Teaching Aids, etc	₹ -	₹ 6,00,000.00
	18	Library	₹ 2,63,575.00	₹ 3,00,000.00
	19	Maintenance & AMC	₹ 17,830.00	₹ 15,000.00
	20	Microbiology Laboratory	₹ 4,13,192.00	₹ 7,00,000.00
	21	Miscellaneous Expenses	₹ 1,629.00	₹ 50,000.00
	22	Postage and Courier	₹ 589.00	₹ 2,500.00

II	23	Principal Contingency Expenses	₹ 9,230.00	₹ 30,000.00
	24	Printing and Stationery	₹ 71,448.00	₹ 1,00,000.00
	25	Purchase and Development of Software	₹ 1,19,344.00	₹ 25,000.00
	26	Refilling of Fire Extinguisher	₹ 4,130.00	₹ 15,000.00
	27	Refilling of Gas Cylinder	₹ 5,270.00	₹ 15,000.00
	28	Refreshments	₹ 4,540.00	₹ 15,000.00
	29	Repair/Purchase of Electronics & Electricals	₹ 12,338.00	₹ 40,000.00
	30	Seminar/Workshop Registration Fees	₹ 18,100.00	₹ 25,000.00
	31	Sports Affiliation & Registration	₹ 13,900.00	₹ 15,000.00
	32	Sports and Gymkhana Expenses	₹ 3,07,466.00	₹ 3,65,000.00
	33	TA DA Office Work Teaching/Non-Teaching	₹ 43,881.00	₹ 50,000.00
	34	TA DA Seminar/Workshop	₹ 15,310.00	₹ 75,000.00
	35	TDS Return Filing Fees	₹ 13,619.00	₹ 15,000.00
	36	Telephone and Internet/Wifi Expenses	₹ 18,292.00	₹ 9,54,000.00
	37	Vehicle Hiring/Petrol	₹ 4,900.00	25,000.00
	38	Water charges	₹ 7,337.00	1,00,000.00
		TOTAL	₹ 19,25,169.00	₹ 45,81,500.00
	1	Botanical Garden Expenses	₹ -	5,000.00
	2	Cleaning and Sanitation	₹ 5,209.00	50,000.00
	3	College Garden Expenses	₹ 1,210.00	30,000.00
	4	Gardener (1 No.)	₹ 96,265.00	2,35,000.00
	5	Housekeeping Staff (2 Nos.)	₹ 3,59,135.00	4,80,000.00
	6	Security Guards (3 Nos)	₹ 5,97,301.00	7,00,000.00
		TOTALS	₹ 10,59,120.00	₹ 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 date available	Nature of information available	Can it be shared with public	Is it available or is being use as back end data base
-----nil-----				

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

[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-----