

MANUAL.1 Particulars of Organization, Functions and Duties [Section 4(1) (b) (i)]

1.Aims and objectives of the public authority :

OBJECTIVES

- To provide holistic education to students.
- To liberate them from social conditioning such as ignorance, poverty, exploitation, caste, class and gender bias.
- To sustain, promote and enhance quality of higher education.
- To inculcate in them social, moral and spiritual values.
- To help them to develop competence, commitment and compassion.
- To empower them to distinguish between good and bad, and make right decisions. To uphold self-esteem, equality of men and women, dignity of human labour, belief in social justice and Constitution.
- To make them conscious of responsibilities and duties along with rights and a sense of discipline.
- To promote sanctity of the family- the basic unit of society.
- To motivate them towards nation-building, so as to evolve a New Society, the India of their dream.
- To enable them to face the challenges of globalization.
- To provide an education which nurtures an encounter with God, including an appreciation of, and respect for, other faiths.

CORE VALUES

- Believing in God
- Upholding Human Dignity
- Inculcating a Sense of Patriotism
- Fostering Global Competencies
- Promoting Ethical Values
- Achieving Excellence in Education

2. Mission/Vision Statement of the public authority

Our Vision

“Formation for Transformation”

Our Mission

“To Provide balanced all round education to young men and women to be disciplined citizens, who will display a high intellectual caliber, together with emotional balance and social commitment and particularly, at helping Catholic Youth to be committed followers of Christ.”

3. Brief history and background of establishment of the public authority

St. Xavier's College was founded by the Archdiocese of Goa in June, 1963, and was affiliated to the University of Bombay in the same year. In the academic year 1963-64, it conducted only the First Year Arts and First Year Science classes. In the academic year 1964-65, it conducted the Intermediate Arts and Science classes as well. In the academic year 1965-66, the B.A. and B.Sc. courses were added. In June, 1969, registration of candidates for M.Sc. in Physics, Chemistry and Botany, and M.A. in English, Philosophy and Portuguese were permitted. In June, 1985, Goa University came into existence and its jurisdiction was extended over the whole State of Goa and, as such, the Colleges situated in Goa were delinked from the jurisdiction of the University of Bombay, and were affiliated to Goa University in June, 1986. Consequently, St. Xavier's College is now an Institution affiliated to Goa University.

In June, 1993, both Goa University and the Government of Goa, granted permission for Commerce Faculty at St. Xavier's College. Today, St. Xavier's College is a full-fledged Multi-faculty College with all the three faculties, namely, Arts, Science and Commerce.

From June, 1995, we have been granted affiliation to teach Computer Science and from June, 1996, to teach Electronics, both at the B.Sc. level, and with the permission of Goa University, we have introduced Computer Applications (Vocational Subject) at the B.Com. level, in the year 1994, and Industrial Chemistry in the year 2001. The College introduced M.A. (Psychology) programme in 2001-2002.. In 2005 – 06, B.Sc. degree programme in Biotechnology and Bachelor in Computer Applications were started. St. Xavier's takes pride in stating that it is the first college in Goa offering the Mass Communication & Videography and Journalism undergraduate programmes. The M.Com programme was introduced in the year 2006-2007. In 2007 – 08 degree programmes in Business Administration and Travel and Tourism Management were introduced. The M.Sc. (Physical Chemistry) programme was started in 2008-2009.

4. Organization Chart –

Administrator
Principal - Head of the Institution
Vice-Principals
Heads of Departments
Teaching staff
Non-Teaching staff

5. Main activities/functions of the public authority

To impart instruction in Arts, Science, Commerce, BCA, BBA and BBA(TT) streams leading to Degree and MA(Psychology), M.Com., M.Sc. (Physical Chemistry)

6. 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 nonteaching 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 : 8.30 a.m. to 5.00 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. Xavier's College, P.O. Box No. 32, Mapusa, Bardez Goa, 403 507 India

9. Working hours both for office and public

Office working hours :

Monday - Saturday

08.00 a.m. to 1.00 p.m.

02.00 p.m. to 5.00 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

n 4(1) (b) (ii)] Please provide details of the powers and duties of officers and employees of the organization

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"> • Maintaining discipline and overall management of the College. • 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.	Vice-Principal	Nil	Nil	Nil	<ul style="list-style-type: none"> • Impart instruction to students • Perform duties assigned by the Principal from time to time
3.	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
4.	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) 9b) (ii)]

The procedure can be described both in narrative form and through Flow process Chart. In narrative form the stages through which a proposal passes, the levels at which it gets examined and the final authority to which it has to go for approval may be explained.

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)]

Please provide the details of the Norms/Standards set by the department for execution of various activities/programmes

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)]

Prepare a list of rules, regulations, instructions, manuals and records for discharging functions available with the public authority for the smooth discharge of its functions. This can be in the following format:

Srl. No.	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	<i>Refer website</i>		
5.	College Prospectus	<i>Refer website</i>		

MANUAL.6

**A statement of the categories of documents that are held by it or under its control
[Section 4 (1) 9b) (vi)]**

Details of the records available may be made in a statement form, wing wise, unit wise, branch wise and it may be got tabulated, indexed and catalogued 9An illustrative list is given below)

A statement of the categories of documents held

Srl. No.	Nature of record	Details of information available	Unit/Section where available	Retention period, where available
1.	Career/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.	Provident Fund Register	Details of PF deducted monthly	College office	Record room
6.	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

Sr. No.	Name and address of the consultative Committee/bodies	Constitution of the committee/body	Rule and responsibility	F o
1.	Parent Teacher's Association (P.T.A.)	Dr. (Fr.) Jeronimo D'Silva President Mr. Jose Noronha Chairperson Ms Vilma Fernandes Secretary Joint secretary Ms Sumina Da Costa Treasurer Joint Treasurer Mr. Rama Palyekar Member Ms Elizabeth Fernandes Member Ms Alda Monteiro Member Ms Anwar Ali Maniyar Member Mr. Tu;lsidas Porob Member Mr Sagar narvekar Member Mr. Yeshwant Chodankar Member Mr. Linson Thomas Member Ms Aileen Nunes Pinto Member Dr. Greta Costa Member	<ul style="list-style-type: none"> • To strive towards the all round development of the students of the College, by promoting excellence in academics as well as co-curricular activities. • To promote unity and fraternity among Parents, Teachers, Students and the Management of the College by creating a healthy environment in and outside the College. • To actively involve the Parents, the Teachers, the Members of the Community at large and all the people associated with the College in the students' development programmes and other related activities to be taken by the Association. • To serve as a link between the College and the Community at large. • To actively co-operate with and support the College Management in all its endeavors for the benefit of the students' community of the College and for the development of educational activities in and around the college. • To strive for imbibing and inculcating moral, spiritual and social values among the students and the community at large. 	T y
2.	Local Managing Committee	Fr. Zeferino D'Souza Chairperson Dr. (Fr.) Jeronimo D'Silva Secretary Fr. Tony Salema Member Fr. Valeriano Vaz Member Fr. Agnelo Fernandes Member Mr. Rajendra Kanekar Member Ms. Ursula Barreto Member Mr. Mauricio Carvalho Member	•To take care of affairs of the college.	C

3.	IQAC	Dr. (Fr.) Jeronimo D'Silva Chairman Dr. Blanche Mascarenhas Dr. Maria Araujo Dr. Tushar Anvekar Member Secretary /Cordinator Dr. Oscar D'Mello Member Dr. Claudette Gomes Member Ms. Vilma Fernandes Member Mr. Mauricio Carvalho Member Dr. Sagar Salgaonkar Member Ms Maria Luiza Valadares Member	<ul style="list-style-type: none"> • To develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance. • To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices. 	C

Other procedures adapted for formal or informal consultations with the public may also be indicated such as Other details whether the meetings are open to public, minutes are accessible to public, etc., may be indicated.

MANUAL. 8**A statement of boards, council, committees and other bodies constituted****[Section 4 (1) (b) (vii)] This can be prepared in the following format**

S.N.	Name and Address of the body	Main functions of the body	Constitution of the body		Date of constitution	Date up to which valid	Whether meetings open to public	Whether Minutes accessible to public	Frequency of meetings	Remarks
1	Local Managing Committee	<ul style="list-style-type: none">Discuss performance of the college and make suitable suggestions for improvement and growth of the college.Issues pertaining to the programmes (UG and PG) quality enhancement	Fr. Zeferino D'Souza Dr. Fr. Jeronimo D'Silva Fr. Tony Salema Fr. Valeriano Vaz Fr. Agnelo Fernandes Mr. Rajendra Kanekar Ms. Ursula Baretto Mr. Mauricio Carvalho	Chairperson Secretary Member Member Member Member Member Member	July 2016	3 years	No	Yes	Once a year	
2.	Planning Board:Plan	Improvement of facilities/infrastructure	Dr. Fr. Jeronimo D'Silva	Chairperson						

	XII	Allocation of funds to various departments	Dr. Blanche Mascarenhas Dr. Maria Fonseca Dr. Tushar Anvekar Mr. Herwin Furtado Ms Ursula Barreto Mr. Rajendra Kanekar Ms Sandra Fernandes(comp sc) Ms Sunita Mesquita Dr. Ubaldina Noronha Mr. Conceicao de Souza Mr. Mauricio Carvalho	Secretary Member Member Member Member Member Member Member Member Member	July 2017	3 years	No	yes	Once a year	
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Manual –9 Directory of Officers and Employee [Section 4 (1) (b) (ix)]--

Teaching Staff (2013-14)

SR. No.	NAMES OF THE STAFF MEMBERS	Designation	Tel No.	E-mail Address
	Sociology			
1.	Ms. Sayed Rizwana Parveen	Assistant Professor		rizwana@xavierscollege-goa.com
	Economics			
4	Dr. Blanche R.C.S Mascarenhas	Associate Professor		blanche@xavierscollege-goa.com
5	Ms. Gema Do Rosario Fernandes e Ataide	Associate Professor		gema@xavierscollege-goa.com
6	Ms. Jacqueline M.J. e Monteiro	Assistant Professor		jacqueline@xavierscollege-goa.com
7	Ms. Ana Olimpia Andrade e Souza	Assistant Professor		ana@xavierscollege-goa.com
	English			
8	Ms. Alice B. D'Cruz	Associate Professor		alice@xavierscollege-goa.com
9	Ms. Sunita Mesquita	Associate Professor		sunita@xavierscollege-goa.com
10	Dr. Maria Claudette Gomes	Associate Professor		claudette@xavierscollege-goa.com
11	Ms. Prema Angela Rocha	Associate Professor		prema@xavierscollege-goa.com
12	Ms. Shirlene M.G. Palha e Fernandes	Assistant Professor		shirlene@xavierscollege-goa.com
	Hindi			
13	Ms. Magdaline G. D'Souza	Associate Professor		magdaline@xavierscollege-goa.com
14	Dr. Ramita B. Prasad Gurav	Associate Professor		ramita@xavierscollege-goa.com
	History			
15	Ms. Pamela F. Fernandes	Associate Professor		pamela@xavierscollege-goa.com
16	Ms. C. Sharmila Pais	Associate Professor		sharmila@xavierscollege-goa.com

	Konkani			
17	Mr. Dharma S. Chodankar	Associate Professor		dharma@xavierscollege-goa.com
18	Mr. Silvester Vaz	Assistant Professor		silvester@xavierscollege-goa.com
	Marathi			
19	Ms. Aruna R. Ganu	Associate Professor		aruna@xavierscollege-goa.com
20	Dr. Vrunda M. Kelkar	Assistant Professor		vrunda@xavierscollege-goa.com
	Philosophy			
21	Ms. Aletthra C. Vieira	Associate Professor		aletthra@xavierscollege-goa.com
22	Ms. Shefali D. Kamat	Assistant Professor		shefali@xavierscollege-goa.com
	Psychology			
23	Ms. Anuradha Kakodkar	Associate Professor		anuradha@xavierscollege-goa.com
24	Dr. Ubaldina Noronha	Associate Professor		ubaldina@xavierscollege-goa.com
25	Ms. Janet Fernandes e De Souza	Associate Professor		janet@xavierscollege-goa.com
26	Ms. Eulalia Angela Fernandes	Associate Professor		eulalia@xavierscollege-goa.com
27	Fr. Jeronimo D'Silva	Assistant Professor		frjeronimo@xavierscollege-goa.com
	Political Science			
28	Ms. Tricia D. Vaz e Borges	Associate Professor		tricia@xavierscollege-goa.com
29	Dr. Cajetan F. Rapose	Associate Professor		cajetan@xavierscollege-goa.com
	Physics			
30	Mr. Rajendra V. Kanekar	Associate Professor		rajendra@xavierscollege-goa.com

31	Mr. Benedict P. Soares	Associate Professor		benedict@xavierscollege-goa.com
32	Mr. Dominick Nelson Lobo	Associate Professor		nelson@xavierscollege-goa.com
33	Mr. Pradeep V. Morajkar	Associate Professor		benedict@xavierscollege-goa.com
34	Mr. Manoj D. Salgaonkar	Associate Professor		manoj@xavierscollege-goa.com
35	Dr. Lawrence M.B. John	Associate Professor		bosco@xavierscollege-goa.com
36	Mr. Andrew J. Dias	Assistant Professor		andrew@xavierscollege-goa.com
	Botany			
37	Ms. Maria Emilia Mascarenhas	Associate Professor		emilia@xavierscollege-goa.com
38	Dr. Maria A.R. Araujo e Fonseca	Associate Professor		maria@xavierscollege-goa.com
39	Ms. Wendy Francisca Martins	Associate Professor		wendy@xavierscollege-goa.com
40	Ms. Sabina M. Sales e Dias	Associate Professor		sabina@xavierscollege-goa.com
41	Mr. Conceicao C. De Souza	Associate Professor		conceicao@xavierscollege-goa.com
42	Ms. Maria Beatriz De Souza	Assistant Professor		beatriz@xavierscollege-goa.com
43	Dr. Harshala S. Gad	Assistant Professor		harshala @xavierscollege-goa.com
	Chemistry			
44	Dr. Tushar S. Anvekar	Associate Professor		tushar@xavierscollege-goa.com
45	Ms. Kathleen C. Pinto	Associate Professor		kathleen@xavierscollege-goa.com
46	Ms. Isabel M.F. De Noronha	Associate Professor		isabel@xavierscollege-goa.com
47	Dr. Teotone Inas M. Vaz	Associate Professor		teotone@xavierscollege-goa.com
48	Ms. Janesline P.D. Vaz	Associate Professor		janesline@xavierscollege-goa.com
49	Ms. Edwina R. Fernandes e Pereira	Assistant Professor		edwina@xavierscollege-goa.com
50	Mr. Mahesh R. Nair	Assistant Professor		mahesh@xavierscollege-goa.com
51	Ms. Sheryl D'Cruz	Assistant Professor		sheryl@xavierscollege-goa.com
52	Dr. Vinod Mandrekar	Assistant Professor		vinod@xavierscollege-goa.com

	Mathematics			
53	Dr. Balakrishnan C. Nair	Assistant Professor		bcnair@xavierscollege-goa.com
54	Mr. Gajanan Rama Parab	Assistant Professor		gajanan@xavierscollege-goa.com
55	Mr. Brian Savio D'Souza	Assistant Professor		brian@xavierscollege-goa.com
	Microbiology			
56	Ms. Marina D.Monteiro	Associate Professor		marina@xavierscollege-goa.com
57	Ms. Ursula Pinto Barretto	Associate Professor		ursula@xavierscollege-goa.com
58	Ms. Linette M. De Souza Noronha	Assistant Professor		linette@xavierscollege-goa.com
59	Ms. Maria Katelyn Gonsalves	Assistant Professor		katelyn@xavierscollege-goa.com
60	Ms. Arina Henrique e Frank	Assistant Professor		arina@xavierscollege-goa.com
61	Ms. Ruella Ayesha D'Souza	Assistant Professor		ruella@xavierscollege-goa.com
	Computer Science			
62	Mr. Edwin A.J. D'Souza	Associate Professor		edwin@xavierscollege-goa.com
63	Ms. Sandra Fernandes	Assistant Professor		sandra@xavierscollege-goa.com
64	Mr. Parmanand J. Mandrekar	Assistant Professor		parmanand@xavierscollege-goa.com
65	Ms. Prajoti Prasad Chimulkar	Assistant Professor		prajoti@xavierscollege-goa.com
	Electronics			
66	Mr. Daryl Gonsalves	Associate Professor		daryl@xavierscollege-goa.com
67	Ms. Vilma Maria Theresa Fernandes	Associate Professor		vilma@xavierscollege-goa.com
68	Mr. Cajé Francis Pinto	Assistant Professor		caje@xavierscollege-goa.com
	Commerce			
69	Mr. B. Rajasekhar	Associate Professor		rajasekhar@xavierscollege-goa.com

70	Ms. Maria Difa E. Fernandes	Associate Professor		difa@xavierscollege-goa.com
71	Ms. Sumina L. Da Costa e Dias	Associate Professor		sumina@xavierscollege-goa.com
72	Mr. Herwin F. De Menezes Furtado	Associate Professor		herwin@xavierscollege-goa.com
73	Dr. Oscar Braganza I.E. Melo	Associate Professor		oscar@xavierscollege-goa.com
74	Ms. Carmelita A. D'Mello	Associate Professor		carmelita@xavierscollege-goa.com
75	Dr. Filipe Rodrigues e Melo	Associate Professor		filipe@xavierscollege-goa.com
76	Dr. Yasmin G. Patvekar Z. Shaikh	Associate Professor		yasmin@xavierscollege-goa.com
77	Ms. Santana Fernandes	Assistant Professor		santana@xavierscollege-goa.com
78	Mr. Carmelito De Souza	Assistant Professor		carmelito@xavierscollege-goa.com
79	Ms. Mumtaz R. Mendonsa	Assistant Professor		mumtaz@xavierscollege-goa.com
	Geography			
80	Mr. Dadapir M. Jakati	Assistant Professor		jakati@xavierscollege-goa.com
	Director of Physical Education			
81	Ms. Joslyn M D'Souza	Assistant Professor		joslyn@xavierscollege-goa.com

Non-Teaching Staff

SR. No.	NAMES OF THE STAFF MEMBERS	Designation	Telephone No.	Email Address
1	Mr. Thomas X. Alvares	UDC		thomas@xavierscollege-goa.com
2	Mr. Remigio D'Souza	Lab. Assistant		remigio@xavierscollege-goa.com
3	Mr. Benvinda C.Fernandes	Lab. Assistant		benvinda@xavierscollege-goa.com
4	Mr. Cajetan Francis Silveira	Storekeeper		silveira@xavierscollege-goa.com
5	Mr. Paul T. D'Souza	UDC		paul@xavierscollege-goa.com
6	Ms. Angela C. Fernandes	UDC		angela@xavierscollege-goa.com
7	Ms. Rosalin A. Fernandes e Mascarenhas	LDC		rosalin@xavierscollege-goa.com

8	Ms. Lucia D'Souza e Britto	LDC		lucia@xavierscollege-goa.com
9	Ms. Rosaline Lobo	LDC		rosita@xavierscollege-goa.com
10	Ms. Joyce Rodrigues	Lab. Assistant		joyce@xavierscollege-goa.com
11	Ms. Silvia A. Abreu e Rodrigues	LDC		silvia@xavierscollege-goa.com
12	Mr. Arcadio Costa	Lab. Attendant		
13	Mr. Silvester Rodrigues	Lab. Attendant		
14	Mr. Camilo F. Fernandes	Lab. Attendant		
15	Mr. Manuel F. Gonsalves	Field Plant Collector		
16	Mr. Suresh Parsekar	Library Attendant		
17	Mr. Charles Kerketta	Gardener		
18	Mr. Bhanudas S. Parsekar	Lab. Attendant		
19	Mr. Apollino F. Gomes	Library Attendant		
20	Mr. Cassiano Gomes	Peon		
21	Mr. Narendra N. Parsekar	Lab. Attendant		
22	Mr. Filipe Pacheco	Lab. Attendant		
23	Mr. Bahadur Singh	Watchman		
24	Mr. Vishnu Singh	Watchman		
25	Mr. Douglas D'Souza	Lab. Assistant		douglas@xavierscollege-goa.com
26	Mr. Umesh Mayekar	Peon		
27	Mr. Servulo Menezes	Peon		
28	Mr. Orlando S. Estrochio	Peon		
29	Mr. Mauricio S. Carvalho	Accountant		mauricio@xavierscollege-goa.com
30	Ms. Jecy Rego	Jr. Stenographer		jecy@xavierscollege-goa.com
31	Mr. Robert E. D'Souza	Sports Peon (Gym)		

MANUAL. 10

The Monthly remuneration received by each of its Officers and Employees, including the System of Compensation as provided in Regulations [Section 4(1) (b) (x)]

Please provide information in following format

St. Xavier's College, Mapusa - Goa
Salary Details of Teaching and Non-Teaching Staff

Sr.No.	NAMES OF THE STAFF MEMBERS	Designation	Date of Appointment	Pay Level	Basic Pay
1	Fr. Jeronimo D'Silva	Officiating Principal	15.06.2009	11	76200
2	Ms. Marina D.Monteiro	Associate Professor	16.06.1984	13	179300
3	Ms. Anuradha Kakodkar	Associate Professor	20.06.1988	13	174100
4	Mr. Rajendra V. Kanekar	Associate Professor	01.08.1990	13	174100
5	Dr. Tushar S. Anvekar	Associate Professor	16.08.1990	13	174100
6	Ms. Pamela F. Fernandes	Associate Professor	22.07.1991	13	174100
7	Ms. Aruna R. Ganu	Associate Professor	10.08.1991	13	174100
8	Mr. Benedict P. Soares	Associate Professor	19.08.1992	13	169000
9	Ms. Edwina R. Fernandes e Pereira	Assistant Professor	04.09.1992	10	98400
10	Ms. Shirlene M.G. Palha e Fernandes	Assistant Professor	20.06.1992	10	98400
11	Dr. Blanche R.C.S Mascarenhas	Associate Professor	01.07.1993	13	169000
12	Ms. Ursula Pinto Barreto	Associate Professor	01.07.1993	13	169000
13	Ms. Kathleen C. Pinto	Associate Professor	01.07.1993	13	164100
14	Ms. Alice B. D'Cruz	Associate Professor	22.06.1993	13	164100
15	Ms. Tricia D. Vaz e Borges	Associate Professor	21.07.1993	13	164100
16	Ms. Isabel M.F. De Noronha	Associate Professor	22.07.1993	13	145800
17	Ms. Maria Difa E. Fernandes	Associate Professor	17.08.1993	13	164100
18	Mr. Dominick Nelson Lobo	Associate Professor	20.06.1994	13	169000
19	Mr. Pradeep V. Morajkar	Associate Professor	20.06.1994	13	159300
20	Ms. Yasmin G. Patvekar Z. Shaikh	Associate Professor	22.06.1994	13	154700
21	Ms. Gema Do Rosario Fernandes e Ataide	Associate Professor	22.06.1994	13	159300
22	Ms. Sumina L. Da Costa e Dias	Associate Professor	22.06.1994	13	145800
23	Dr. Teotone Inas M. Vaz	Associate Professor	25.06.1994	13	169000
24	Mr. Edwin A.J. D'Souza	Associate Professor	01.09.1994	13	159300

25	Ms. Magdaline G. D'Souza	Associate Professor	20.06.1995	13	150200
26	Dr. Maria A.R. Araujo e Fonseca	Associate Professor	20.06.1995	13	150200
27	Ms. Janesline P.D. Vaz	Associate Professor	20.06.1995	13	154700
28	Mr. Herwin F. De Menezes Furtado	Associate Professor	20.06.1995	13	154700
29	Ms. Wendy Francisca Martins	Associate Professor	14.08.1995	13	145800
30	Ms. Sabina M. Sales e Dias	Associate Professor	20.06.1996	13	145800
31	Mr. Daryl Gonsalves	Associate Professor	20.06.1996	13	145800
32	Mr. Manoj D. Salgaonkar	Associate Professor	18.07.1996	13	150200
33	Dr. Ramita B. Prasad Gurav	Associate Professor	22.06.1995	13	159300
34	Ms. Jacqueline M.J. e Monteiro	Assistant Professor	25.06.1997	12	96900
35	Dr. Oscar Braganza I.E. Melo	Associate Professor	23.08.1996	13	150200
36	Mr. Cajetan F. Rapose	Associate Professor	01.07.1997	13	150200
37	Dr. Ubaldina Noronha	Associate Professor	11.08.1997	13	154700
38	Ms. Vrunda M. Kelkar	Assistant Professor	20.06.1994	11	93800
39	Mr. Dharma S. Chodankar	Associate Professor	20.06.1994	13	141600
40	Mr. Dadapir M. Jakati	Associate Professor	20.06.1995	13	141600
41	Ms. Sunita Mesquita	Associate Professor	11.07.1997	13	145800
42	Ms. Sandra Fernandes	Assistant Professor	30.11.1996	10	95500
43	Ms. Carmelita A. D'Mello	Associate Professor	29.08.1997	13	145800
44	Ms. Vilma Maria Theresa Fernandes	Associate Professor	14.07.1997	13	145800
45	Ms. Janet Fernandes e De Souza	Associate Professor	23.06.1998	13	141600
46	Mr. Conceicao C. De Souza	Associate Professor	01.07.1998	13	141600
47	Mr. Parmanand J. Mandrekar	Assistant Professor	16.12.1998	10	90000
48	Ms. Aletthra C. Vieira	Associate Professor	20.06.1998	13	141600
49	Mr. Lawrence M.B. John	Associate Professor	20.07.1998	13	145800
50	Ms. Linette M. De Souza Noronha	Assistant Professor	20.06.1999	11	88400
51	Dr. Maria Claudette Gomes	Associate Professor	01.07.1999	13	137500
52	Ms. C. Sharmila Pais	Associate Professor	16.08.1999	13	137500
53	Ms. Santana Fernandes	Assistant Professor	21.06.2000	12	88700
54	Ms. Prema Angela Rocha	Associate Professor	29.06.1998	13	141600
55	Ms. Maria Katelyn Gonsalves	Assistant Professor	04.02.2005	11	80900
56	Ms. Sayed Rizwana Parveen	Assistant Professor	04.02.2005	11	80900
57	Dr. Filipe Rodrigues e Melo	Associate Professor	01.07.1992	13	169000
58	Dr. Balakrishnan C. Nair	Associate Professor	06.08.1993	13	150200
59	Ms. Eulalia Angela Fernandes	Associate Professor	22.06.1999	13	137500

60	Mr. Carmelito De Souza	Assistant Professor	15.06.2009	10	71100
61	Ms. Ana Olimpia Andrade e Souza	Assistant Professor	15.06.2009	10	71100
62	Dr. Harshala S. Gad	Assistant Professor	15.06.2009	10	71100
63	Mr. Mahesh R. Nair	Assistant Professor	15.06.2009	10	71100
64	Ms. Sheryl D'Cruz	Assistant Professor	15.06.2009	10	71100
65	Ms. Mumtaz R. Mendonsa	Assistant Professor	15.06.2009	11	74000
66	Mr. Gajanan Rama Parab	Assistant Professor	01.09.2009	10	71100
67	Ms. Prajoti Prasad Chimulkar	Assistant Professor	06.07.2009	10	71100
68	Mr. Brian Savio D'Souza	Assistant Professor	15.06.2010	10	69700
69	Mr. Silvester Vaz	Assistant Professor	15.06.2011	10	67000
70	Ms. Arina Henrique e Frank	Assistant Professor	15.06.2011	10	67000
71	Ms. Shefali D. Kamat	Assistant Professor	05.07.2011	10	67000
72	Dr. Vinod Mandrekar	Assistant Professor	19.06.2012	10	75400
73	Ms. Ruella Ayesha D'Souza	Assistant Professor	19.06.2012	10	65000
74	Ms. Shivta Mayekar	Assistant Professor	21.07.2014	10	61300
75	Ms. Flavia S. Travasso	Assistant Professor	21.07.2014	10	61300
76	Mr. Hari K. Kadam	Assistant Professor	21.07.2014	10	67000
77	Ms. Sandra Fernandes	Assistant Professor	21.07.2014	10	61300
78	Ms. Zarina Chowdari	Assistant Professor	21.07.2014	10	59500
79	Mr. Aaron P. Fernandes	Assistant Professor	21.07.2014	10	61300
80	Ms. Venisha Fernandes	Assistant Professor	21.07.2014	10	59500
81	Mr. Jervin Zen Lobo	Assistant Professor	24.07.2014	10	61300
82	Ms. Kimberly Barros	Assistant Professor	21.07.2014	10	61300
83	Ms. Victoria Rodrigues	Assistant Professor	22.07.2014	10	61300
84	Ms. Avani Anil Kharde	Assistant Professor	21.07.2014	10	61300
85	Mr. Siddhesh S. Menon	Assistant Professor	06.07.2015	10	59500
86	Ms. Alia Agha	Assistant Professor	06.07.2015	10	59500
87	Mr. Cajé Francis Pinto	Assistant Professor	16.06.2008	11	78500
88	Ms. Joslyn M. D'Souza	Dir. Of Phy. Education	16.06.2008	11	74000
89	Mr. Keshav Ramesh Dhuri	Librarian	01.10.2015	10	59500
90	Ms. Maria Beatriz De Souza	Assistant Professor	01.07.1998	VI Pay	32230
91	Mr. Thomas X. Alvares	UDC	02.09.1992	5	48200
92	Mr. Remigio D'Souza	Lab. Assistant	02.09.1992	6	56900
93	Mr. Benvinda C. Fernandes	Lab. Assistant	02.09.1992	6	56900

94	Mr. Cajetan Francis Silveira	Storekeeper	02.09.1992	6	50500
95	Mr. Paul T. D'Souza	UDC	02.09.1992	5	45400
96	Ms. Angela C. Fernandes	UDC	08.01.1996	4	37000
97	Ms. Rosalina A. Fernandes e Mascarenhas	LDC	01.11.1996	3	35300
98	Ms. Lucia D'Souza e Britto	LDC	01.11.1996	3	35300
99	Ms. Rosaline Lobo	LDC	04.12.1996	3	35300
100	Ms. Joyce Rodrigues	Lab. Assistant	25.08.1997	5	45400
101	Ms. Silvia A. Abreu e Rodrigues	LDC	17.08.1998	3	33000
102	Mr. Suresh Parsekar	Library Attendant	01.04.1989	3	34000
103	Mr. Charles Kerketta	Gardener	02.09.1992	3	33000
104	Mr. Bhanudas S. Parsekar	Lab. Attendant	15.09.1995	3	33000
105	Mr. Apollino F. Gomes	Library Attendant	04.11.1996	2	31100
106	Mr. Cassiano Gomes	Lab. Attendant	01.09.1997	2	30200
107	Mr. Narendra N. Parsekar	Lab. Attendant	02.01.1998	2	31100
108	Mr. Filipe Pacheco	Lab. Attendant	02.01.1998	2	31100
109	Mr. Vishnu Singh	Watchman	15.01.1999	2	29300
110	Mr. Umesh Mayekar	Lab. Attendant	01.07.2008	1	24200
111	Mr. Servulo Menezes	Peon	01.07.2008	1	24200
112	Mr. Orlando S. Estrocio	Lab. Attendant	07.11.1996	2	28400
113	Mr. Mauricio S. Carvalho	Accountant	02.08.2010	6	44900
114	Mr. Robert E. D'Souza	Sports Peon (Gym)	19.06.2013	1	20300
115	Mr. Suresh Pawar	Laboratory Attnd.	15.12.2014	1	20300
116	Ms. Siya Kandolkar	Field Plant Collector	16.12.2015	2	21100
117	Mr. Douglas D'Souza	Lab. Assistant	08.07.2008	4	34300
118	Mr. Ivan S. Fernandes	Laboratory Tech.	01.09.2015	4	27100
119	Ms. Jecy Rego	Jr. Stenographer	02.01.2011	4	31400
120	Mr. Anthony V. Gonsalves	Multi-Tasking	10.08.2016	1	18500
121	Mr. Manuel Cruz	Multi-Tasking	10.08.2016	1	18500
122	Mr. Regi Menino Rodrigues	Multi-Tasking	10.08.2016	1	18500
123	Mr. Bahadur Singh	Watchman	02.09.1992	VI Pay	6893

MANUAL. 11

The Budget Allocated to each Agency (Particulars of all plans, proposed Expenditures and reports on disbursement made)

[Section 4 (1) (b) (xi)]

BUDGET FOR 2017-2018

STATEMENT OF ACTUAL EXPENDITURE AND INCOME FOR 2016-2017 AND ESTIMATED EXPENDITURE AND INCOME FOR 2017-18

EXPENDITURE				INCOME			
ITEMS		Actual for 2016-2017	Estimate for 2017-2018	ITEMS		Actual for 2016-2017	Estimate for 2017-2018
I.	Salaries & Salary Related Expenditure:			I.	Opening Balances (Salary A/C):		
	1 Salaries of Teaching Staff	134019000.00	161119112.00		1 St. Xavier's College A/c No. 1683131154	2368158.60	3716179.50
	2 Arrears due to promotion and other related matters	0.00	150000.00		2 Grant-in-Aid - Salaries	152524236.00	210000000.00
	3 Salaries of Non-Teaching Staff	12709045.00	16608312.00		3 Bank Interest	255591.00	281150.00
	4 Arrears due to promotion and other related matters	0.00	40500.00		4 Salary Recovery	444473.00	240000.00
	5 Contributory Provident Fund - Management Share	110919.00	215160.00		5 CPF NPS Emp Contr. Payable	32028.00	0.00
	6 CPF-Management Share - Under New Pension Scheme	2433379.00	3048106.00		6 CPF NPS Govt. Contr. Payable	32028.00	0.00
	7 Provision to Gratuity	84206.00	95600.00		7 Audit Recovery (Mgt)	279142.00	0.00
	8 Reimbursement of Medical Expenses	35513.50	90500.00				
	9 L.T.C. expenses	218214.00	326000.00				
	10 Reimbursement of Tution Fees	184466.00	240000.00				
	11 Leave Encashment	2419237.00	4500000.00				
	12 Bank Charges	859.60	0.00				
	13 Small Family Planning Scheme	0.00	10615.00				
	14 Loan (Repaid)	0.00	0.00				
	15 7th Pay arrears Teaching Staff	0.00	20298696.00				
	16 7th pay arrears Non-Teaching Staff	0.00	1875399.00				
	17 CPF-NPS Emp N. Teaching Payable	2319.00	0.00				
	18 CPF-NPS Govt N Teaching Pavable	2319.00	0.00				

EXPENDITURE				INCOME			
ITEMS		Actual for 2016-2017	Estimate for 2017-2018	ITEMS		Actual for 2016-2017	Estimate for 2017-2018
7	College Garden Expenses	11715.00	18000.00				
8	Conveyance Account	23433.00	28500.00				
9	Repairs to Furniture	42100.00	50000.00				
10	College Educational Journals	142018.00	165000.00				
11	Electricl Repairs	675.00	1200.00				
12	Electricity and Gas Consumption	476729.00	510000.00				
13	Faculty Improvement Expenses Account	0.00	0.00				
14	Fire Extinguisher	4472.00	0.00				
15	Library Reading Room Expenses Account	55926.50	85000.00				
16	Repairs to Telephone line	1800.00	3000.00				
17	Other Miscellaneous Expenses Account	35062.81	55000.00				
18	Counsellor Charges	72000.00	92000.00				
19	Repairs to Gas Pipeline	10395.00	20000.00				
20	Library Running Expenses Account	30526.00	42000.00				
21	Laboratory Running Expenses	792245.50	850000.00				
22	Library Books	462267.00	500000.00				
23	Postage Account	8524.00	9100.00				
24	Furniture Account	65500.00	85000.00				
25	Stationary and Printing Exenses	89625.00	98000.00				
26	Sports and Games	438270.25	470000.00				
27	Sanitary Expenses	47663.00	75500.00				
28	Telephone Line Expenses Account	17247.00	24000.00				
29	Water Consumption Account	99233.00	135000.00				
30	Repairs to Equipment	36893.00	45000.00				
31	Study Tour Expenses	0.00	0.00				
32	Uniform to Watchmen	0.00	0.00				
33	Visiting faculty Expenses Account	0.00	0.00				
34	Sanitary Service Charges Account	370409.00	432000.00				
35	Public Address System	16560.00	10000.00				
36	Contingent Liability	0.00	0.00				
37	Electrical Equipments	18250.00	20000.00				
38	First Aid Expenses	9399.00	12500.00				
39	Language Laboratory Account	0.00	0.00				
40	Computer Accessories	950.00	2500.00				

EXPENDITURE				INCOME			
ITEMS		Actual for 2016-2017	Estimate for 2017-2018	ITEMS		Actual for 2016-2017	Estimate for 2017-2018
41	Fire Extinguisher Expenses	5801.00	6000.00				
42	Seminar & Refresher Courses Workshops & Training Prog.	32210.00	43000.00				
43	Office Equipments/ Computer/Computer Printer	79080.00	90000.00				
44	Laboratory Equipment	141353.00	180000.00				
45	Repairs to Electrical Fittings	27048.00	40000.00				
46	Repairs to Water-Pipeline System	20442.00	30000.00				
47	Rent of Building	87500.00	87500.00				
48	Rent of Playground	11475.00	11475.00				
49	Extra Curricular Assit a/c	36700.00	0.00				
50	Library Books Binding Charges	24790.00	40000.00				
51	Security Charges	153708.00	180000.00				
	Balance c/f(Cash - Rs. 217.88 + Rs.162811.63)	163028.51	722917.51				
	Sub-Totals-2	4604631.07	5619477.51		Sub-Totals-2	4604631.07	5619477.51
	GRAND TOTALS	<u>160540287.67</u>	<u>219856807.01</u>		GRAND TOTALS	160540287.67	219856807.01

Fr. (Dr.) Jeronimo D'Silva
Officiating Principal

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)]

Srl.No	Name & Address of the Beneficiary	Nature of concession/ permit/ Authorization Provided	Purpose for which granted	Scheme and Criteria 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.

Srl. .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**

Srl.No.	Facility available	Nature of information	Working hours
Information Counter	Counter Service	All information related to staff and students	8.30 a.m. to 5.00 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	Information on books	8.30 a.m. to 5.00 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		Postal address	Telephone No.	E-mail address	Demarcation of area/ activities, if more than one PIO is there
1.	1st Appellate Authority	Dr. Fr. Jeronimo D'Silva	Officiating Principal	P.O. Box No. 32, Mapusa, Bardez, Goa, 403 507 India	0832-2262356 0832-2263031	xavierscollege@bsnl.in	As prescribed by the RTI Act
2.	Public Information Officer	Ms. Ursula Barreto	Associate Professor	P.O. Box No. 32, Mapusa, Bardez, Goa, 403 507 India	0832-2262356 (Extension 212)	ursula@xavierscollege-goa.com	As prescribed by the RTI Act
3.	Assistant Public Information Officer	Mr. Mauricio Carvalho	Accountant	P.O. Box No. 32, Mapusa, Bardez, Goa, 403 507 India	0832-2262356	mauricio@xavierscollege-goa.com	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**-----