Disclosure under Section 4 of R.T.I Act 2005

- **MANUAL - 1**

Particulars of organization/ functions and duties

1. **Aims and objectives of the Colleges**

OBJECTIVES

- Our focus primarily will remain on:
  Holistic Development: Fostering a culture where academics, creativity, sports, and cultural activities together create well-rounded individuals.
- Educational Innovation: Integrating modern teaching-learning methods and technology to provide an enriching and innovative experience.
- Character Building: Instilling core values of respect, integrity, empathy, and social responsibility in our students, preparing them to be future leaders and role models of society.

2. **Mission / Vision Statement of the College Authority:**

Our Vision

"We strive to Promote Holistic Education of the Young, Especially of the Marginalized in the Don Bosco Way Making Them Agents of Transformation for a Better Tomorrow".

Our Mission

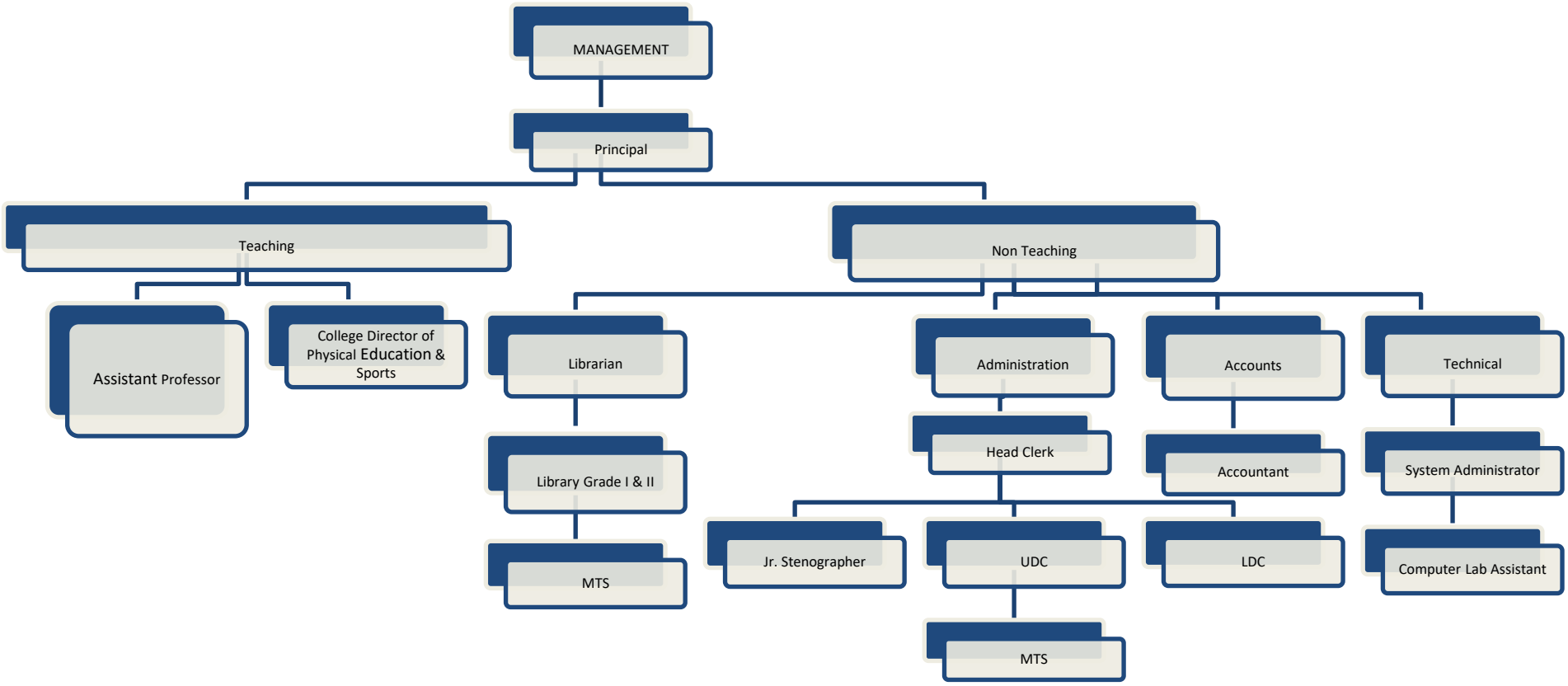
"Provide youngsters with an integral formation of Academics, Professional and Human commitment".

3. **Brief history and background of establishment of the College Authority:**

The Salesians of Don Bosco, a religious order of the Catholic Church, was founded by St John Bosco in the year 1859.Through a global network of educational and social service organizations which include universities, institutions of higher education, schools and social development centres, we care for the less privileged and the marginalized sections of the society.We serve over nine million young people the world over.

Located in the heart of Goa's capital-Panjim, Don Bosco College is vibrant with the common ethos of the numerous Salesian Educational institutions round the world. Established in the year 2001by the Goa Salesian Society, later transferred to the Don Bosco Society for Higher Education, Panjim, the institution has consistently achieved outstanding results and recognition in academics, sports, co-curricular activities and community service.

4. Organization Chart:



5. **Main activities / functions of the Public Authority**

   To impart instruction in Commerce, Arts, BPED, BBA, BBA (T& T), BAMCJ,BCA streams leading to Degree.

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 non-teaching staffs are involved in administrative work. Principal, Vice-Principal, HOD, Teaching Staff, Head Clerk, Accountant, Non-Teaching Staff, M.T.S Staff, Librarian.
   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 3:30 p.m. on all working days.

7. **Citizen 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.**

   Don Bosco Society for Higher Education,
   Don Bosco College,
   M.G. Road, Panjim-Goa.403001
   Phone: 08322421929

9. **Working hours both for office and public.**

   <u>Office working hours:</u>

   Monday - Saturday
   08:30 a.m. to 3:30 p.m.

- **MANUAL - 2**
  Powers and Duties of officers and Employees

Provide details of the Powers and duties of officers and employees of the organisation

Sr.No	Designation	Powers			Duties
		Administration	Financial	Others	
1	**Principal**	Appointment of staff, allotting work & overall supervision of staff, Admitting students for various courses	Preparing college budget, Controlling Receipts & Payments, Supervising & resenting for audit the financial statements of accounts, disbursements of salaries to staff	Liaising with Govt. authorities, attending/ holding meetings, conferences, etc., conducting extra-curricular activities	Maintaining discipline & 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 Govt. 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.
3	**Teaching Staff**				Teaching, mentoring, and counseling form the major duties of the faculty members. Apart from these, the faculty members also assist the students in their various co-curricular activities and thus help nurture the all-round development of the students.
4	**Non-teaching Staff**	NIL	NIL	NIL	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 staff member. The concerned staff 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.

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

S.No.	Activity	Designated Department	Time frame/Norm for its completion/ disposal
1.	Bonafide certificate	Administration	4 days
2.	Character certificate	Administration	4 days
3.	Experience certificate	Administration	4 days
4.	Migration Certificate	Administration	7 days
5.	Transfer certificate	Administration	7 days
6.	Duplicate ID card	Administration	7 days
7.	NOC to join another institute	Administration	3 days
8.	Attestation of documents	Administration	1 day
9.	Duplicate Mark sheets	Before Autonomy (Admn) After Autonomy (Exam Cell)	7 days
10.	Refund of fees	Accounts dept.	8 days from the date of the receipt of complete documents
11.	Salary certificate	Accounts dept.	4 days
12.	NOC to apply in other department	Administration	7 days

- **MANUAL - 5**

Rules, regulations, instruction manuals and records for discharging functions

Sr. No.	**Name of the act rules regulations, etc.**	**Brief gist of the accounts**	**Reference No.**	**Price in case of Priced Publication**
1.	Statues & ordinances of Goa University	Rules for colleges regular Appointment of staff, leave applicable, etc.	Goa University Statutes	Copy given by Goa University
2.	Central Civil Service Rules made applicable by Goa Government	Service conditions for staff	Website	
3.	Ordinances of Goa University	Admissions, Examinations, Leave, Promotions etc.	Goa University Ordinance Book	Copy given by Goa University
4.	Goa University Circulars, Notices, etc	Examinations, Sports, Admissions	Concerned Files	As sent by Goa University from time to time free of cost.
5.	Rules and Regulations and Circulars of the Government of Goa	As forwarded by Directorate of Higher Education	Concerned files	As sent by Directorate of Higher Education Government of Goa, free of Cost.
6.	Swamis book pertaining to rules and regulations of Govt. of India	Various C. C. S. Rules & Regulation	Swami's Handbook	As per market rate

- **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

S. No.	**Nature of record**	**Details of information available**	**Unit/Section where available**	**Retention period, where available**
1.	General Register	Information of students registered in this college	College Office	Record room
2.	Result Data	Result of all the examinations Conducted in the college.	Examination Cell	Examination Cell
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	Accounts 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	Accounts Office	Record room
7.	Register of Consumable stock and Stationary	Details of Consumable stationary	College office	Record room
8.	Attendance Register	Attendance	College office	Record room
9.	Files containing various Circulars	Circulars received from Goa University, DHE, etc.	College office	Record room
10.	Inward and Outward Register Inward and	Inward and Outward letters	College Office	Record room
11.	Accession register of Library books	List of Books	Library	Library
12.	Accounts documents	Audited statement of accounts	Accounts section of Office	Record room
13.	Personal File	Personal records	College Office	Record room

- **MANUAL.7**
  Particulars of any arrangements that exists for consultation with or representation by the members of the public in relation to the formulation of its policy of implementation.

Sr. No.	Name and address of the consultative Committee / bodies	Constitution of the Committee/ body	Rules and Respons ibility	Frequency of meetings
1.	Local Managing Committee (L.M.C)	1. Rev. Fr. Kinley D'Cruz-Director 2. Rev. Fr. Tamatur Cardozo-Rector, Asst. Director DBC 3. Rev. Fr. Jacinto Dias- Campus Administrator 4. Dr. Jose Manuel Noronha-External Member 5. Mr. Kabir Pinto Makhija- External Member 6. Dr. Cedric Silveira-Faculty Representative 7.Dr. Vijay Viegas-IQAC Coordinator 8. Prof. Teotone Vaz-Principal & Member of the Society 9. Mr. Ollywn D'Silva-Head Clerk 10. Mr. Archie Fernandes-Staff Secretary		
2.	IQAC	1. Prof. Teotone Vaz - Chairperson 2. Fr. Kinley D'Cruz-Management Representative 3. Dr. Vijay Viegas-Director IQAC 4. Dr. Cedric Silveira-Teacher Representative 5. Ms. Glenda Mascarenhas-Teacher Representative 6. Mr. Rohan Kerkar-Teacher Representative 7. Dr. Ajith Gopi-Teacher Representative 8. Ms. Alisha Souza-Teacher Representative 9. Dr. Frazer Taylor-Teacher Representative 10. Ms. Arantxa Rangel-Teacher Representative 11. Mr. Archie Fernandes-Teacher Representative 12. Mr. Ollywn Dsilva-Administrative Representative 13. Mr. Gopi Naik- Administrative Representative 14. Ms. Shreesha P.J.- Administrative Representative 15. Mr. Ryan Pereira - Administrative Representative		

		16. Rev. Fr. Tamatur - Administrative Representative 17. Rev. Fr. Jacinto Dias- Administrative Representative 18. Prof.(Dr.) Savio Faleiro- Local Society Representative 19. Mr. Kishor Shah- Employers/ Industry Representative 20. Mrs. Prita Pereira-Parent Representative 21. Ms. Eliza Abraham-Alumni Representative 22. Mr. Velroid Fernandes- Student Representative		
3.	**PTA Committee**	01. Prof. Teotone Vaz-Principal 02. Dr. Cedric Silveira-Vice Principal 03. Ms. Alisha Souza-Convenor 04.Mr. LLidio Noronha-PTA Chairman 05.Mr. Dexter Pereira- PTA Treasurer 06. Mrs. Franquinha Oliveira-PTA Secretary 07.Ms. Belinda Barreto-Member 08.Ms. Ruella Maria Rodricks-Member 09.Mr. Agnelo Sequeira-Member 10.Rohan Kerkar-Teacher Member 11.Archie Fernandes-Teacher Member 12. Dr. Frazer Taylor-Teacher Member		

- **MANUAL.8**
  A statement of boards, Council, Committees and other bodies constituted.

Sr. No	Name and address of body	Main function of the body	Constitution of the body	Date of Constitution	Date up to which Valid	Whether meeting open to Public	Whether minutes accessible to the Public	Frequency of meeting
1.	College Committee for prevention of Sexual Harassment (PoSH) at the work place (2025-26)		Dr. Jessica D'Abreo- Chairperson Ms. Meliza S. Fernandes- Member Ms.Celesta P. Saldanha- Member-Legal Faculty Ms. Glenda Mascarenhas- Member Dr. Madhumita Mahatme- Member Prof. Teotone Vaz- Principal Fr. Kinley D'Cruz- Director Ms. Grebian Alemao- Consellor Ms. Khatija Shaikh- Student Ms. Maryann A. Dias- Student Ms. Lisa E. D'Silva- Student Fr. Mevrick Fernandes- NGO					
4.	Purchasing Committee (PC)		Prof. Teotone Vaz Chairperson Mr. Santosh Naik Member Mr. Ollywn D'Silva Member Dr. Vijay Viegas Member Dr. Ajith Gopi Member Ms. Alisha Souza Member Ms. Arantxa J. Rangel Member Mr. Mario D'Souza (SF Accountant) Member Mr. Agnelo D'Souza (Staff Secretary) Member Dr. Cedric Silveira Member Mr. Archie Fernandes Member Ms. Glenda Mascarenhas Member Mr. rohan Kerkar Member					

5.	Student Grievance Committee (SGC)		Prof.Teotone Vaz Dr. Cedric Silveira Ms. Glenda Mascarenhas Mr. Rohan Kerkar Ms. Arantxa Rangel Mr. Archie Fernandes Ms. Grebian Alemao	Chairperson Convenor Co-Convenor Member Member Member Member					
6.	Prevention of Ragging Committee (PRC)		Prof. Teotone Vaz Mr. Ryan Pereira Shri Dattaprasad Toraskar, Mamlatdar,Tiswadi Mr. Vijaykumar S. Chodankar, PI,Panjim Police Station Ms. Alisha C. Fernandes Fr. Maverick Fernandes Ms. Nafisa Da Costa Frias Mr. Palash Raikar Ms. Prita Salgaonkar Mr. Ilidio Noronha Ms. Avani Priolkar Ms. Grebian Alemao	Chairperson Convenor Civil Administration Police Administration Local Media NGO Faculty Member Faculty Member Parent Representative Parent Representative Student Representative Non Teaching Staff					
	Anti Ragging Squad		Prof. Teotone Vaz Dr. Ajith Gopi Dr. Vijay Viegas Dr. Frazer Taylor Mr. Gopi Naik Azia D'Silva Ms. Grebian Alemao	Principal Asst. Professor Asst. Professor Asst. Professor Librarian Lab Assistant Consellor					
7.	College Unfair Means Inquiry Committee (CUMIC)		Prof. Teotone Vaz Dr. Cedric Silveira Ms. Arantxa Rangel Ms. Shreesha PJ Ms. Valerie Carvalho	Chairperson Vice -Chairperson Member Member Member					

8.	NSS Committee		Dr Ajith Gopi Ms Aranxa Rangel Mr. Akshay Naik Ms. Ashwini Kumar Ms. Rhea Noronha	Convenor Vice- Convenor Member Member Member					
9.	TIP Committee		Mr Gopi Naik Mr Shantanu Arlekar Ms Christal Ferrao Mr Sandesh Tari Ms Shareen Alphonso Mr Jude Fernandes Mr Tabitha Nunes Mr. Akshay Naik Ms. Rhea Noronha	Convenor Internal Head Member Member Member Member Member Member Member					
10.	Admission Committee (AC)		Mr Gopi Naik Mr Archie Fernandes Office IT Office Accounts Staff	(Coordinator- Aided) (Coordinator -SF) Members Members Members					
11.	Cultural & Literary Committee (CLC)		Mr Jude Fernandes Ms. Neeke Golatkar Mr. Agnelo D'Souza (Meteora Incharge) Dr. Sweta Matonkar Ms. Meliissa Fernandes Ms. Jyoti Pandey Mr. Stanford Dias Ms. Rhea Noronha	Convenor Co-Convenor Member(Meteora) Member Member Member Member Member					
12.	TLET		Dr Ajith Gopi Ms. Nafisa Da Costa Frias Ms. Alisha Souza Dr. Frazer Taylor Ms. Neeke Golatkar Dr. Jesica D'Abreo	Convenor Co-Convenor Member Member Member Member					

13.	College Examination Committee		Prof. Teotone Vaz Ms Shreesha P J Ms Jessica D'Abreo Mr. Jude Fernandes Ms. Andrea D'Souza Ms. Meliissa Fernandes Ms. Valerie Carvalho Ms. Shareen Alphonso Mr. Keenan Costa Ms. Althea Viegas Ms. Jyoti Thakar & Clive Lopes	Chairperson Convenor Member Member Member Member Member Member Member Member LDC					
14.	RTI Committee		Prof. Teotone Vaz- Principal Dr. Ajith Gopi- Asst. Professor Mr. Archie Fernandes	FAA PIO APIO					
15.	IKC Committee		Prof. Teotone Vaz Dr. Ajith Gopi Dr. Jessica D'Abreo Dr. Vijay Viegas Mr. Palash Raikar Ms. Jyoti Pandey Mr. Mukesh Ghatwal Mr. Sagar Naik	Advisor Coordinator Co-ordinator Member Member Member Music Artist Kaavi Artist					

16.	IQAC Committee		Prof. Teotone Vaz Chairperson Fr. Kinley Management Representative Dr. Vijay Viegas IQAC Coordinator Dr. Cedric Silveira Teacher Representative Ms. Glenda Mascarenhas Teacher Representative Mr. Rohan Kerkar Teacher Representative Dr.Ajith Gopi Teacher Representative Ms. Alisha Souza Teacher Representative Dr.Frazer Taylor Teacher Representative Ms.Arantxa Rangel Teacher Representative Mr Archie Fernandes Teacher Representative Mr. Ollywn D'Silva Administrative Representative Mr.Gopi Naik Administrative Representative Ms. Shreesha P.J Administrative Representative Mr. Ryan Pereira Administrative Representative Rev. Fr. Tamatur Cardozo Administrative Representative Rev. Fr. Jacinto Dias Administrative Representative Prof.(Dr.) Savio Falleiro Local Society Representative Mr. Kishor Shah Employers/ Industry Representative Mrs. Prita Pereira Parent Representative Ms. Eliza Abraham Alumni Representative Mr. Velroid Fernandes Student Representative					

- **MANUAL.9**
  Directory of officers and Employees

TEACHING FACULTY (2026 - 2027)

PRINCIPAL: Prof. Teotone Vaz
VICE - PRINCIPAL: Dr. Cedric Silveira

Sr. No.	Name of the Staff	Designation	Phone No.	E-mail ID
1.	Prof. (Dr) Teotone Inas M. Vaz	Principal	08322421929	Principal@donboscogoa.ac.in
2.	Dr. Ajith Gopi	Physical Education	08322421929	ajithgopi@donboscogoa.ac.in
3.	Dr.Jessica Anna D'abreo	Physical Education	08322421929	jessicadabreo@donboscogoa.ac.in
4.	Mr. Ryan Neves Albuquerque E Pereira	College Director of Physical Education and Sports	08322421929	cdpes@donboscogoa.ac.in
5.	Mr. Gopi alias Gopal Ananad Naik	College Librarian	08322421929	gopinaik@donboscogoa.ac.in
6.	Dr. Vijay Viegas	Asst. Professor in Psychology	08322421929	vijayviegas@donboscogoa.ac.in
7.	Ms. Andrea Magdalene D'Souza	Asst. Professor in Psychology	08322421929	andreadsouza@donboscogoa.ac.in
8.	Mrs.Tabitha Dolores Nunes	Asst. Professor in Psychology	08322421929	tabithanunes@donboscogoa.ac.in
	Dr. Sweta S. Matonkar	Asst. Professor in Psychology	08322421929	swetamatonkar@donboscogoa.ac.in
9.	Ms. Nerissa Rosanne Zuzarte	Asst. Professor in Psychology	08322421929	nerissazuzarte@donboscogoa.ac.in
11.	Ms. Alisha Souza	Asst. Professor in English	08322421929	alishasouza@donboscogoa.ac.in
12.	Mr. Jude Fernandes	Asst. Professor in English	08322421929	judefernandes@donboscogoa.ac.in
13.	Ms. Ashwini Kumar	Asst. Professor in English	08322421929	ashwinikumar@donboscogoa.ac.in
14.	Ms. Chelsea Azavedo	Asst. Professor in English	08322421929	chelseaazavedo@donboscogoa.ac.in
15.	Mrs.Arantxa Jezina Rangel	Asst. Professor in Commerce	08322421929	arantxarangel@donboscogoa.ac.in
16.	Dr. Frazer Taylor	Asst. Professor in Commerce	08322421929	frazertaylor@donboscogoa.ac.in
17.	Mr. Akshay Naik	Asst. Professor in Commerce	08322421929	akshaynaik@donboscogoa.ac.in
18.	Ms. Meliissa Fernandes	Asst. Professor in Commerce	08322421929	meliissafernandes@donboscogoa.ac.in
18.	Ms.Divina Astra Dias	Asst. Professor in Commerce	08322421929	divinadias@donboscogoa.ac.in
19.	Ms. Ashfa Bi Shaikh	Asst. Professor in Commerce	08322421929	ASHFA.shaikh@gmail.com
20.	Rhea Noronha	Physical Education	08322421929	rheanoronha@donboscogoa.ac.in
25.	Mr.Alois Colaco	Physical Education	08322421929	aloiscolaco@donboscogoa.ac.in
26.	Ms. Dikshita R. Revodkar	Asst. Professor in Hindi	08322421929	dikshitarevodkar@donboscogoa.ac.in
27.	Vindiya V. Gauns	Asst. Professor in Konkani	08322421929	vindiyagauns@donboscogoa.ac.in

29.	Ms. Kanvisha Khema Parsekar	Asst. Professor in EVS	08322421929	kanvishaparsekar@donboscogoa.ac.in
30.	Christabel Fernandes	Asst. Professor in Economics	08322421929	christabelfernandes@donboscogoa.ac.in
31.	Mr. Abednego Remedios Pinto	Asst. Professor in History	08322421929	abednegopinto@donboscogoa.ac.in
32.	Ms. Grebian Alemao	Counsellor	08322421929	grebianalemao@donboscogoa.ac.in

Non-Teaching Staff

Sr. No.	Name of the Staff	Designation	Phone No.	E-mail ID
1.	Prissie Fernandes	Instructor in Physical Education	08322421929	prissiefernandes@donboscogoa.ac.in
2.	Pranita Premanand Mhapsekar	Librarian Grade I	08322421929	pranitamhapsekar@donboscogoa.ac.in
3.	Preston Fernandes	System Administrator	08322421929	prestonfernandes@donboscogoa.ac.in
4.	Santosh Govind Naik	Accountant	08322421929	santoshnaik@donboscogoa.ac.in
5.	Ollywn D'Silva	Head Clerk	08322421929	ollywndsilva@donboscogoa.ac.in
6.	Meliza Steffy Fernandes	U.D.C.	08322421929	melizafernandes@donboscogoa.ac.in
7.	Tushar Prakash Sawant	Jr. Stenographer	08322421929	tusharsawant@donboscogoa.ac.in
8.	Azia D'Silva	Laboratory Assistant	08322421929	azia@donboscogoa.ac.in
9.	Sandesh Govind Naik Dessai	L.D.C.	08322421929	sandeshdessai@donboscogoa.ac.in
10.	Sonia Jennifer Fernandes	L.D.C.	08322421929	soniafernandes@donboscogoa.ac.in
11.	Flossy Maria Fernandes	L.D.C.	08322421929	flossyfernandes@donboscogoa.ac.in
12.	Jyoti M. Thakar	L.D.C in Examination	08322421929	jyotithakar@donboscogoa.ac.in
13.	Sarvesh Kanta Velip	M.T.S.	08322421929	sarveshvelip@donboscogoa.ac.in
14.	Erfan Sheikh Gaonkar	M.T.S.	08322421929	erfansheikh@donboscogoa.ac.in
15.	Rupesh Pandu	M.T.S.	08322421929	rupeshgaonkar@donboscogoa.ac.in
16.	Chandresh Barkelo Gaonkar	M.T.S.	08322421929	chandreshgaonkar@donboscogoa.ac.in
17.	Dinesh Navlo Rekdo	M.T.S.	08322421929	dineshrekdo@donboscogoa.ac.in
18.	Viraj Krishna Vasu Fotto Dessai	M.T.S.	08322421929	virajdessai@donboscogoa.ac.in
19.	Aden Fernandes	M.T.S.	08322421929	adenfernandes@donboscogoa.ac.in
20.	Jesus Kevin Fernandes	M.T.S.	08322421929	jesusfernandes@donboscogoa.ac.in

- **MANUAL.10**
  The Monthly remuneration received by each of its officers and Employees, including the system of compensation as provided in Regulations.

SALARY DETAILS OF TEACHING STAFF MEMBERS

Sr.No.	Names of the Staff Members	Designation	Gross Salary
1.	Prof. (Dr) Teotone Inas M. Vaz	Principal	3,82,460
2.	Dr. Ajith Gopi	Physical Education	1,53,512
3.	Dr.Jessica Anna D'abreo	Physical Education	1,37,118
4.	Mr. Ryan Neves Albuquerque E Pereira	College Director of Physical Education and Sports	1,33,272
5.	Mr. Gopi alias Gopal Ananad Naik	College Librarian	1,33,272
6.	Dr. Vijay Viegas	Asst. Professor in Psychology	89,800
7.	Ms. Andrea Magdalene D'Souza	Asst. Professor in Psychology	66,800
8.	Mrs.Tabitha Dolores Nunes	Asst. Professor in Psychology	59,400
9.	Dr. Sweta S. Matonkar	Asst. Professor in Psychology	59,399
10.	Ms. Nerissa Rosanne Zuzarte	Asst. Professor in Psychology	48,000
11.	Ms. Alisha Souza	Asst. Professor in English	66,800
12.	Mr. Jude Fernandes	Asst. Professor in English	59,400
13.	Ms. Ashwini Kumar	Asst. Professor in English	63,000
14.	Ms. Chelsea Azavedo	Asst. Professor in English	33,750
15.	Mrs.Arantxa Jezina Rangel	Asst. Professor in Commerce	63,000
16.	Dr. Frazer Taylor	Asst. Professor in Commerce	70,900
17.	Mr. Akshay Naik	Asst. Professor in Commerce	70,900
18.	Ms. Meliissa Fernandes	Asst. Professor in Commerce	66,800
19.	Ms.Divina Astra Dias	Asst. Professor in Commerce	25,500
20.	Ms. Ashfa Bi Shaikh	Asst. Professor in Commerce	45,000
21.	Rhea Noronha	Physical Education	57,700
22.	Mr.Alois Colaco	Physical Education	48,000
23.	Ms. Dikshita R. Revodkar	Asst. Professor in Hindi	22,500
24.	Vindiya V. Gauns	Asst. Professor in Konkani	21,000
25.	Ms. Kanvisha Khema Parsekar	Asst. Professor in EVS	24,000
26.	Christabel Fernandes	Asst. Professor in Economics	18,750
27.	Mr. Abednego Remedios Pinto	Asst. Professor in History	9,000
28.	Ms. Grebian Alemao	Counsellor	40,000

SALARY DETAILS OF NON-TEACHING STAFF MEMBERS

Sr. No.	Names of the Staff Members	Designation	Gross Salary
1.	Prissie Fernandes	Instructor in Physical Education	1,02,056
2.	Pranita Premanand Mhapsekar	Librarian Grade I	67,446
3.	Preston Fernandes	System Administrator	88,495
4.	Santosh Govind Naik	Accountant	91,126
5.	Ollywn D'Silva	Head Clerk	81,209
6.	Meliza Steffy Fernandes	U.D.C.	57,730
7.	Tushar Prakash Sawant	Jr. Stenographer	60,969
8.	Azia D'Silva	Laboratory Assistant	56,111
9.	Sandesh Govind Naik Dessai	L.D.C.	52,445
10.	Sonia Jennifer Fernandes	L.D.C.	45,361
11.	Flossy Maria Fernandes	L.D.C.	42,932
12.	Jyoti M. Thakar	L.D.C in Examination	24,900
13.	Sarvesh Kanta Velip	M.T.S.	47,587
14.	Erfan Sheikh Gaonkar	M.T.S.	47,587
15.	Rupesh Pandu	M.T.S.	47,587
16.	Chandresh Barkelo Gaonkar	M.T.S.	46,170
17.	Dinesh Navlo Rekdo	M.T.S.	46,170
18.	Viraj Krishna Vasu Fotto Dessai	M.T.S.	46,170
19.	Aden Fernandes	M.T.S.	38,884
20.	Jesus Kevin Fernandes	M.T.S.	38,884

- **MANUAL.11**

BUDGET OF DON BOSCO COLLEGE,PANJIM 2026-27(GRANT IN AID)

	COLLEGE (BA,BCOM,BPED- AIDED BY GOVT OF GOA)			
	Income	**Budgeted for 2026-27**	**Expenses**	**Budgeted for 2026-27**
			Other Expenses	
	Academic Fees (as per annexure)	33,60,900.00	Advertisement and Publicity	50,000.00
			Audit Fees	49,560.00
			Bank Charges	1,000.00
			Bio metric software repair	-
			Hiring of Labourers	1,50,000.00
			Casual Hiring of vehicle	75,000.00
			contingency expenditure incurred by Principal	30,000.00
			Trainings and Workshops	
			Conferences and Seminars	50,000.00
			Telephone Charges	20,000.00
			Transportation Charges	20,000.00
			Travel	-
			Travelling Allowance & Daily Allowance	70,000.00
			Tuition Fee Refund	30,000.00
			Uniforms for staff	50,000.00
			Water Charges	1,25,000.00
			converge 3.0 expenditure	1,00,000.00
			Freight Charges	10,000.00
	Development Fund Fee		Honorarium	60,000.00
	Examination Fees(BA,BCOM,BPED)	14,66,280.00	ID Card expenses	15,000.00
	Registration Fees		Interest on salary account refunded to DHE	-
	Tuition Fees		Journal Printing Expenses	60,000.00
	Other Fees (Specify)		Library Expenses	25,000.00
	Donations received		Medical Expenses	10,000.00

	Government Grants received	2,75,00,000.00	Newspaper, Magazine, Journals & Subscriptions	90,000.00
	Special Grants - Agencies		Postage & Courier	1,000.00
	Scholarships received		Printing & Statioanry	1,50,000.00
	Conferences, Seminars, Workshops, Sports Grant	1,70,000.00	Refreshments	45,000.00
	Sale of Prospectus		Purchase of ebooks,books reader,ejournals,edatabase	50,000.00
	Production			-
	PTA Collection			-
	Interest on Fixed Deposits		**Salaries & Wages**	-
	Interest on Saving Bank A/c	1,01,631.00	Salaries paid to Govt.aided staff	2,73,98,452.40
			Bonus Paid	1,01,547.60
				-
	Xerox Income	-		-
			Daily Wage Expenses	-
	Maintenance Grant received from DHE every year(As per actual expenditure)(Limit is Rs.28,75,000/-)	28,75,000.00	Gardening Expenses	3,64,906.00
	Outsourcing Grant Received from DHE(Daily Wage staff Salary as per actual expenditure)(Limit is Rs.15,00,000)	15,00,000.00	Housekeeping Expenses	8,15,772.00
	Loan Received from Management	-	Security Guard Expenses	3,00,192.00
				-
			Repair & Maintenance	-
			Repairs and Maintenance - Building	2,00,000.00
			Repairs and Maintenance - Computers	70,000.00
			Repairs and Maintenance - Equipments	50,000.00
			Repairs and Maintenance - Furniture	50,000.00
			Repairs and Maintenance - General	2,00,000.00
			Repairs and Maintenance - College Ground Work	4,00,000.00
				-
				-
			Fees paid to Goa University/Other Govt. bodies	-
			Tuition Fees paid to DHE	8,80,000.00
			G.U. - Affiliation Fee	78,750.00

			Sports Registration /Gymkhana Fees paid to GU	61,215.00
			Student Registration Fees/Enrollment Fees paid to GU	1,32,348.30
			IAIMS Fee paid to DHE (software fee)	91,901.25
			Examination Fees paid to Goa University	3,34,413.00
			BPED Dept Expenses	-
			BPED Lab Expenses	7,680.75
			Entry Fee Expenses-BPED	38,850.00
			Practice Allw,TA,DA students	80,000.00
			Sports Articles	10,000.00
			Sports Items/Equipments	3,00,000.00
			Electrical Expenses	34,683.60
			Miscellaneous Expenses	20,000.00
			Refreshment Expenses	15,000.00
			Match Expenditure	50,000.00
			Practical Course Expenses	15,000.00
			Electrical Expenses	-
			Electrical fixture & fittings	1,00,000.00
			Electricity Bill Charges	4,00,000.00
				-
			Examination Expenses	-
			Exam Printing & Stationary	1,00,000.00
			Examination Expenses	2,50,000.00
			Salary & Wages	2,98,800.00
				-
				-
			IT Expenses & Camera Maintenance Expenses	-
			Internet & Wifi on campus with equipment etc	1,86,970.00
			IT Expenses	1,46,761.65
			Website Hosting Charges	7,800.00
			Camera Maintenance(network)	30,000.00

			Loan Repayment to Management(F.Y-2023-24 Rs.33,51,286/-, F.Y-2024-25 Rs.40,00,000/-,F.Y-2025-26 Rs.39,70,323/-)	1,13,21,609.00
			College Purchases for the Year	
			Purchase of Interactive Panels 3 nos	4,99,140.00
			Purchase of i5 Computers 10 nos	4,95,600.00
			Classroom Benches	3,00,000.00
			Psychology Dept Equipment purchases	1,00,000.00
			Purchase of Furnitures & Fixtures	1,50,000.00
			Teaching Aids	50,000.00
			Library Books Purchases	1,70,000.00
			BA Dept Expenses	1,00,000.00
	Excess of expenditure over income	1,12,70,141.55	**Bcom Dept Expenses**	1,00,000.00
	TOTAL	4,82,43,952.55	**TOTAL**	4,82,43,952.55

MANUAL 12.
The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes
[Section 4(1) (b)(xi)]

Not applicable

MANUAL 13.
Particulars of recipients of concessions, permits or authorizations granted by it ;
[Section 4(1) (b)(xiii)]

Not applicable

MANUAL 14.
Details in respect of the information, available to or held by it, reduced in anelectronic form ;
[Section 4(1) (b)(xiv)]
- Website: http://www.donboscogoa.ac.in

MANUAL 15.

The particulars of facilities available to citizens for obtaining information, includingthe working hours of a library or reading room, if maintained for public use. [Section 4(1) (b)(xv)]

Particulars of the facilities available to citizens for obtaining information.

Sr. No.	Facility available	Nature of Information	Working Hours
Information Counter	Counter Service	All information related to staff and students	8.30 a.m. to 3.30 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	Information on books	8.30 a.m. to 3.30 p.m.
Notice Boards	Displayed notices	All notices concerned to students and stakeholders	

- **MANUAL.16**

Name & designation and other particulars of public Information Office.

Sr.No.	Designation of the Office designated as PIO	Name	Designation	Postal address	Telephone No.	Email Id	Demarcation of areas/ activities, if more than one PIO is there
1.	**1st Appellate Authority**	Prof. Teotone Vaz	Principal	Don Bosco College, M.G. Road, Panjim, Goa	0832-2421929	Teovaz18@gmail.com	As prescribed by the RTI Act
2.	**Public Information Officer**	Dr. Ajith Gopi	Assistant Professor	Don Bosco College, M.G. Road, Panjim, Goa	0832-2421929	ajithgopi@donboscogoa.ac.in	As prescribed by the RTI Act
3.	**Assistant Public Information Officer**	Mr. Archie Fernandes	Assistant Professor	Don Bosco College, M.G. Road, Panjim, Goa	0832-2421929	archiefernandes@donboscogoa.ac.in	As prescribed by the RTI Act