

## 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

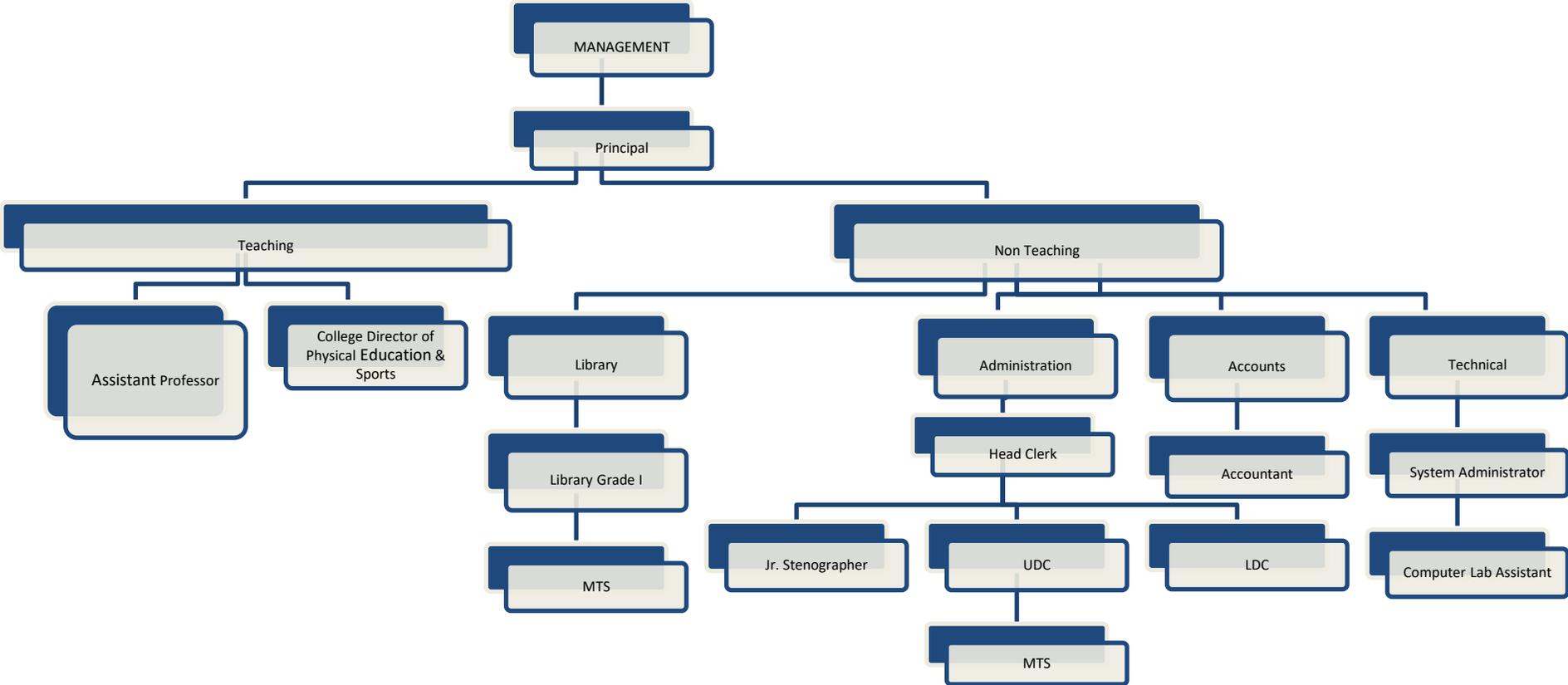
*“Provide youngsters with an integral formation of Academics, Professional and Human commitment”.*

#### 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 2001 by 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.**

**Office working hours:**

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 & resending 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 (An illustrative list is given below)

A statement of the categories of documents held

<b>S. No.</b>	<b>Nature of record</b>	<b>Details of information available</b>	<b>Unit/Section where available</b>	<b>Retention period, where available</b>
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 Responsibility	Frequency of meetings
1.	<b>Local Managing Committee (L.M.C)</b>	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.	<b>IQAC</b>	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.	<b>PTA Committee</b>	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 Ms. Vandana Patil-Member Prof. Teotone Vaz-Principal Fr. Kinley D'Cruz-Director Ms. Grebian Alemao-Consellor Mr. Clinton Rebello-Legal Faculty Ms. Khatija Shaikh-Student Ms. Maryann A. Dias-Student Ms. Lisa E. D'Silva-Student Fr. Mevrick Fernandes-NGO					
4.	Purchasing Committee (PC)		Dr Cedric Silveira Mr Ryan Pereira Mr Archie Fernandes Dr Ajith Gopi Dr Vijay Viegas Ms Alisha Souza Ms Arantxa Rangel Ms Glenda Mascarenhas Mr Rohan Kerkar Mr Preston Mr Gopi Naik	Chairperson Convenor Internal Head (IQAC) Members Members Members Members Members Members Members				

5.	Student Grievance Committee (SGC)		Dr Cedric Silveira Ms Glenda Mascarenhas Sr Cathrine Prisilda Ms Shareen Alphonso Dr Frazer Taylor Mr Prathamesh Salgaonkar Mr Shubham Shetgaonkar Ms Grebian Alemao	Chairperson Member Member Member Member Member Member Member					
6.	Prevention of Ragging Committee (PRC)		Mr Ryan Pereira Ms Palash Raikar Ms Valerie Carvalho Ms Nafisa Da Costa Frias Ms Nerissa Zuzarte Ms Edrea Picardo Mr Dewaraj Hirekurabar Ms Grebian Alemao	Convenor Internal Head Member Member Member Member Member Member					
7.	College Unfair Means Inquiry Committee (CUMIC)		Dr Cedric Silveira Ms Aranxa Rangel Ms Glenda Mascarenhas Dr Ajith Gopi	Convenor Member Member Member					
8.	NSS Committee		Dr Ajith Gopi Ms Aranxa Rangel Ms Marina Martins Mr Dewaraj Hirekurabar Mr Shubham Shetgaonkar	Convenor Internal Head Member Member Member					

9.	TIP Committee		Mr Gopi Naik Mr Shantanu Arlekar Ms Christal Ferrao Mr Chetan Bagaria Ms Vandana Patil Mr Shubham Shetgaonkar Mr Jude Fernandes Mr Tabitha Nunes Ms Divina Dias Mr Alois Colaco	Convenor Internal Head Member 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 Mr Alwyn Abranches Mr Agnelo Dsouza Ms Jyoti Pandey Ms Nerissa Zuzarte Ms Edrea Picardo Mr Dewaraj Hirekurabar Mr Prathamesh Salgaonkar Ms Veena Parwar Mr Nehal Mandrekar	Convenor Member Member(Meteora) Member Member Member Member Member Member Member					
12.	TLET		Dr Ajith Gopi Ms Alisha Souza Dr Frazer Taylor Ms Neeke Golatkar Ms Nafisa Da Costa Frias Ms Jessica D'Abreo	Convenor Member Member Member Member Member					
13.	College Examination Committee		Dr Cedric Silveira Ms Shreesha P J Ms Jessica D'Abreo Ms Marina Martins	Chief Conductor Chairperson Member Member					

			Ms Andrea D'Souza Ms Divina Dias Sr Cathrine Prisilda Ms Shareen Alphonso Ms Valerie Carvalho Ms Jyoti Thakar Mr Tushar Sawant	Member Member Member Member Member Member Member					
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					

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

**TEACHING FACULTY (2025 - 2026)**

**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	<a href="mailto:vijayviegas@donboscogoa.ac.in">vijayviegas@donboscogoa.ac.in</a>
7.	Ms. Andrea Magdalene D'Souza	Asst. Professor in Psychology	08322421929	<a href="mailto:andreadsouza@donboscogoa.ac.in">andreadsouza@donboscogoa.ac.in</a>
8.	Mrs. Tabitha Dolores Nunes	Asst. Professor in Psychology	08322421929	<a href="mailto:tabithanunes@donboscogoa.ac.in">tabithanunes@donboscogoa.ac.in</a>
9.	Ms. Nerissa Rosanne Zuzarte	Asst. Professor in Psychology	08322421929	<a href="mailto:nerissazuzarte@donboscogoa.ac.in">nerissazuzarte@donboscogoa.ac.in</a>
10.	Ms. Maitreyi Sharad Sawant	Asst. Professor in Psychology	08322421929	maitreyisawant@donboscogoa.ac.in
11.	Ms. Alisha Souza	Asst. Professor in English	08322421929	<a href="mailto:alishasouza@donboscogoa.ac.in">alishasouza@donboscogoa.ac.in</a>
12.	Mr. Jude Fernandes	Asst. Professor in English	08322421929	<a href="mailto:judefernandes@donboscogoa.ac.in">judefernandes@donboscogoa.ac.in</a>
13.	Ms. Marina F. Martins	Asst. Professor in English	08322421929	<a href="mailto:marinamartins@donboscogoa.ac.in">marinamartins@donboscogoa.ac.in</a>
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.	Ms. Divina Astra Dias	Asst. Professor in Commerce	08322421929	<a href="mailto:divinadias@donboscogoa.ac.in">divinadias@donboscogoa.ac.in</a>
17.	Ms. Picardo Edrea	Asst. Professor in Commerce	08322421929	<a href="mailto:edrea@donboscogoa.ac.in">edrea@donboscogoa.ac.in</a>
18.	Dr. Frazer Taylor	Asst. Professor in Commerce	08322421929	<a href="mailto:frazertaylor@donboscogoa.ac.in">frazertaylor@donboscogoa.ac.in</a>
19.	Ms. Ashfa Bi Shaikh	Asst. Professor in Commerce	08322421929	ASHFA.shaikh@gmail.com
20.	Ms. Nehal Narayan Mandrekar	Physical Education	08322421929	nehalmandrekar@donboscogoa.ac.in

21.	Mr.Prathamesh Madhusudan Salgaonkar	Physical Education	08322421929	prathameshsalgaonkar@donbosco.goa.ac.in
22.	Mr.Shubham T. Shetgaonkar	Physical Education	08322421929	shubhamshetgaonkar@donbosco.goa.ac.in
23.	Ms. Vina Bala Parwar	Physical Education	08322421929	vinaparwar@donbosco.goa.ac.in
24.	Mr. Dewaraj Y. Hirekurabar	Physical Education	08322421929	<a href="mailto:dewaraj@donbosco.goa.ac.in">dewaraj@donbosco.goa.ac.in</a>
25.	Mr.Alois Colaco	Physical Education	08322421929	<a href="mailto:aloiscolaco@donbosco.goa.ac.in">aloiscolaco@donbosco.goa.ac.in</a>
26.	Ms. Priyanka R. Pednekar	Asst. Professor in Hindi	08322421929	priyankapednekar3030@gmail.com
27.	Ms. Althea Palmira Viegas	Asst. Professor in Mass Communication and Journalism	08322421929	altheaviegas@donbosco.goa.ac.in
28.	Ms. Celesta Philipa Saldanha	Asst. Professor in Political Science	08322421929	celestasaldanha@donbosco.goa.ac.in
29.	Ms. Pallavi T. Hegde	Asst. Professor in EVS	08322421929	pallavihegde@donbosco.goa.ac.in
30.	Ms. Annisha Bapu Polshet	Asst. Professor in Economics	08322421929	annishapolshet@donbosco.goa.ac.in
31.	Ms. Diana Vency Fernandes	Asst. Professor in History	08322421929	dianaferns078@gmail.com
32.	Ms. Grebian Alemao	Counsellor	08322421929	grebianalemao@donbosco.goa.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@donbosco.goa.ac.in
2.	Pranita Premanand Mhapsekar	Librarian Grade I	08322421929	pranitamhapsekar@donbosco.goa.ac.in
3.	Preston Fernandes	System Administrator	08322421929	prestonfernandes@donbosco.goa.ac.in
4.	Santosh Govind Naik	Accountant	08322421929	santoshnaik@donbosco.goa.ac.in
5.	Ollywn D'Silva	Head Clerk	08322421929	ollywndsilva@donbosco.goa.ac.in
6.	Meliza Steffy Fernandes	U.D.C.	08322421929	melizafernandes@donbosco.goa.ac.in
7.	Tushar Prakash Sawant	Jr. Stenographer	08322421929	tusharsawant@donbosco.goa.ac.in
8.	Azia D'Silva	Laboratory Assistant	08322421929	<a href="mailto:azia@donbosco.goa.ac.in">azia@donbosco.goa.ac.in</a>
9.	Sandesh Govind Naik Dessai	L.D.C.	08322421929	sandeshdessai@donbosco.goa.ac.in
10.	Sonia Jennifer Fernandes	L.D.C.	08322421929	soniafernandes@donbosco.goa.ac.in
11.	Flossy Maria Fernandes	L.D.C.	08322421929	flossyfernandes@donbosco.goa.ac.in
12.	Jyoti M. Thakar	L.D.C in Examination	08322421929	<a href="mailto:jyotithakar@donbosco.goa.ac.in">jyotithakar@donbosco.goa.ac.in</a>
13.	Sarvesh Kanta Velip	M.T.S.	08322421929	sarveshvelip@donbosco.goa.ac.in

14.	Erfan Sheikh Gaonkar	M.T.S.	08322421929	<a href="mailto:erfansheikh@donbosco.goa.ac.in">erfansheikh@donbosco.goa.ac.in</a>
15.	Rupesh Pandu	M.T.S.	08322421929	<a href="mailto:rupeshgaonkar@donbosco.goa.ac.in">rupeshgaonkar@donbosco.goa.ac.in</a>
16.	Chandresh Barkelo Gaonkar	M.T.S.	08322421929	<a href="mailto:chandreshgaonkar@donbosco.goa.ac.in">chandreshgaonkar@donbosco.goa.ac.in</a>
17.	Dinesh Navlo Rekdo	M.T.S.	08322421929	<a href="mailto:dineshrekdo@donbosco.goa.ac.in">dineshrekdo@donbosco.goa.ac.in</a>
18.	Viraj Krishna Vasu Fotto Dessai	M.T.S.	08322421929	<a href="mailto:virajdessai@donbosco.goa.ac.in">virajdessai@donbosco.goa.ac.in</a>
19.	Aden Fernandes	M.T.S.	08322421929	<a href="mailto:adenfernandes@donbosco.goa.ac.in">adenfernandes@donbosco.goa.ac.in</a>
20.	Jesus Kevin Fernandes	M.T.S.	08322421929	<a href="mailto:jesusfernandes@donbosco.goa.ac.in">jesusfernandes@donbosco.goa.ac.in</a>

- **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**

<b>Sr.No.</b>	<b>Names of the Staff Members</b>	<b>Designation</b>	<b>Gross Salary</b>
1.	Prof. (Dr) Teotone Inas M. Vaz	Principal	3,98,584
2.	Dr. Ajith Gopi	Physical Education	1,31,890
3.	Dr.Jessica Anna D'abreo	Physical Education	1,11,420
4.	Mr. Ryan Neves Albuquerque E Pereira	College Director of Physical Education and Sports	1,14,624
5.	Mr. Gopi alias Gopal Ananad Naik	College Librarian	1,14,624
6.	Dr. Vijay Viegas	Asst. Professor in Psychology	65,000 p.m.
7.	Ms. Andrea Magdalene D'Souza	Asst. Professor in Psychology	60,000 p.m.
8.	Mrs.Tabitha Dolores Nunes	Asst. Professor in Psychology	55,000 p.m.
9.	Ms. Nerissa Rosanne Zuzarte	Asst. Professor in Psychology	50,000 p.m.
10.	Ms. Maitreyi Sharad Sawant	Asst. Professor in Psychology	750 Per Lecture
11.	Ms. Alisha Souza	Asst. Professor in English	65,000 p.m.
12.	Mr. Jude Fernandes	Asst. Professor in English	55,000 p.m.
13.	Ms. Marina F. Martins	Asst. Professor in English	55,000 p.m.
14.	Ms. Chelsea Azavedo	Asst. Professor in English	750 Per Lecture
15.	Mrs.Arantxa Jezina Rangel	Asst. Professor in Commerce	55,000 p.m.
16.	Ms.Divina Astra Dias	Asst. Professor in Commerce	50,000 p.m.
17.	Ms. Picardo Edrea	Asst. Professor in Commerce	55,000 p.m.
18.	Dr. Frazer Taylor	Asst. Professor in Commerce	65,000 p.m.
19.	Ms. Ashfa Bi Shaikh	Asst. Professor in Commerce	60,000 p.m.
20.	Ms.Nehal Narayan Mandrekar	Physical Education	55,000 p.m.
21.	Mr.Prathamesh Madhusudan Salgaonkar	Physical Education	55,000 p.m.
22.	Mr.Shubham T. Shetgaonkar	Physical Education	55,000 p.m.
23.	Ms. Vina Bala Parwar	Physical Education	50,000 p.m.
24.	Mr. Dewaraj Y. Hirekurabar	Physical Education	55,000 p.m.
25.	Mr.Alois Colaco	Physical Education	50,000 p.m.

26.	Ms. Priyanka R. Pednekar	Asst. Professor in Hindi	750 Per Lecture
27.	Ms. Althea Palmira Viegas	Asst. Professor in Mass Communication and Journalism	750 Per Lecture
28.	Ms. Celesta Philipa Saldanha	Asst. Professor in Political Science	750 Per Lecture
29.	Ms. Pallavi T. Hegde	Asst. Professor in EVS	750 Per Lecture
30.	Ms. Annisha Bapu Polshet	Asst. Professor in Economics	750 Per Lecture
31.	Ms. Diana Vency Fernandes	Asst. Professor in History	750 Per Lecture
32.	Ms. Grebian Alemao	Counsellor	40,000 p.m

**SALARY DETAILS OF NON-TEACHING STAFF MEMBERS**

<b>Sr. No.</b>	<b>Names of the Staff Members</b>	<b>Designation</b>	<b>Gross Salary</b>
1.	Prissie Fernandes	Instructor in Physical Education	87,572
2.	Pranita Premanand Mhapsekar	Librarian Grade I	58,024
3.	Preston Fernandes	System Administrator	78,138
4.	Santosh Govind Naik	Accountant	78,138
5.	Ollywn D'Silva	Head Clerk	69,772
6.	Meliza Steffy Fernandes	U.D.C.	51,082
7.	Tushar Prakash Sawant	Jr. Stenographer	53,930
8.	Azia D'Silva	Laboratory Assistant	49,658
9.	Sandesh Govind Naik Dessai	L.D.C.	45,032
10.	Sonia Jennifer Fernandes	L.D.C.	38,980
11.	Flossy Maria Fernandes	L.D.C.	37,912
12.	Jyoti M. Thakar	L.D.C in Examination	24,900
13.	Sarvesh Kanta Velip	M.T.S.	42,006
14.	Erfan Sheikh Gaonkar	M.T.S.	42,006
15.	Rupesh Pandu	M.T.S.	42,006
16.	Chandresh Barkelo Gaonkar	M.T.S.	39,692
17.	Dinesh Navlo Rekdo	M.T.S.	39,692
18.	Viraj Krishna Vasu Fotto Dessai	M.T.S.	39,692
19.	Aden Fernandes	M.T.S.	34,352
20.	Jesus Kevin Fernandes	M.T.S.	34,352

• MANUAL.11

**BUDGET ESTIMATE OF DON BOSCO COLLEGE,PANJIM FOR F.Y - 2025-26**

<b>COLLEGE (BA,BCOM,BPED- AIDED BY GOVT OF GOA)</b>				
<b>Income</b>	<b>Budgeted for 2025-26</b>		<b>Expenses</b>	<b>Budgeted for 2025-26</b>
			<b><u>Other Expenses</u></b>	
<b><u>Academic Fees (as per annexure)</u></b>	35,99,380.00		Advertisement and Publicity	29,613.00
Development Fund Fee			Audit Fees	56,994.00
Examination Fees	7,17,255.00		Bank Charges	174.52
Registration Fees			Bio metric software repair	9,159.00
Tuition Fees			Hiring of Labourers	1,33,400.00
Other Fees (Specify)			Casual Hiring of vehicle	1,725.00
Donations received			contingency expenditure incurred by Principal	29,122.00
Government Grants received	1,76,04,519.00		Trainings and Workshops	13,797.00
Special Grants - Agencies			Conferences and Seminars	
Scholarships received			Telephone Charges	5,738.00
Conferences,Seminars, Workshops,Sports Grant	50,000.00		Transportation Charges	23,598.00
Sale of Prospectus			Travel	897.00
Production			Travelling Allowance & Daily Allowance	23,598.00
PTA Collection			Tuition Fee Refund	34,500.00
Interest on Fixed Deposits				
Interest on Saving Bank A/c	1,01,313.74		Uniforms for staff	41,170.00
			Water Charges	55,039.00
			converge 2.0 expenditure	57,500.00
Xerox Income	4,300.74		Freight Charges	1,537.00
			Honorarium	23,862.00
<b>Maintenance Grant received from DHE every year</b>	25,00,000.00		ID Card expenses	276.00
<b>Maintenance Grant Received from DHE(Daily Wage staff Salary)</b>	15,00,000.00		Interest on salary account refunded to DHE	2,119.00
			Journal Printing Expenses	18,400.00
			Library Expenses	1,150.00

			Medical Expenses	5,107.00
			Newspaper, Magazine, Journals & Subscriptions	73,303.44
			Postage & Courier	34.50
			Printing & Stationery	93,823.00
			Refreshments	19,851.00
			Purchase of ebooks,books reader,ejournals,edatabase	40,710
			<b><u>Salaries &amp; Wages</u></b>	
			Salaries paid to Govt.aided staff	1,87,28,704.00
			Bonus Paid	90,956.00
			<b><u>Daily Wage Expenses</u></b>	
			Gardening Expenses	5,03,513.00
			Housekeeping Expenses	7,99,891.00
			Security Guard Expenses	2,74,161.00
			<b><u>Repair &amp; Maintenance</u></b>	
			Repairs and Maintenance - Building	5,65,363.00
			Repairs and Maintenance - Computers	28,699.00
			Repairs and Maintenance - Equipments	17,089.00
			Repairs and Maintenance - Furniture	13,556.00
			Repairs and Maintenance - General	2,54,000.00
			Repairs and Maintenance - College Ground Work	5,52,138.00
			<b><u>Fees paid to Goa University/Other Govt. bodies</u></b>	
			Tuition Fees paid to DHE	7,15,300.00
			G.U. - Affiliation Fee	82,600.00

			Sports Registration /Gymkhana Fees paid to GU	57,404.00
			Student Registration Fees/Enrollment Fees paid to GU	77,369.50
			IAIMS Fee paid to DHE (software fee)	61,200.00
			<b><u>BPED Lab Expenses</u></b>	
			BPED Lab Expenses	1,88,848.00
			Entry Fee Expenses-BPED	3,220.00
			Practice Allw,TA,DA students	1,23,630.00
			Sports Articles	4,373.00
			Sports Items	27,600.00
			<b><u>Electrical Expenses</u></b>	
			Electrical fixture & fittings	62,732.50
			Electricity Bill Charges	3,60,172.00
			<b><u>Examination Expenses</u></b>	
			Exam Printing & Stationary	1,26,165.00
			Examination Expenses	24,150.00
			<b><u>IT Expenses/Camera Maintenance Expenses</u></b>	
			Internet & Wifi on campus with equipment etc	2,17,120.00
			IT Expenses	46,592.00
			Website Hosting Charges	7,599.00
			Camera Maintenance(network)	8,700.00



**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 an electronic form ;  
[Section 4(1) (b)(xiv)]

- Website: <http://www.donboscogoa.ac.in>

**MANUAL 15.**

The particulars of facilities available to citizens for obtaining information, including the 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.**

<b>Sr. No.</b>	<b>Facility available</b>	<b>Nature of Information</b>	<b>Working Hours</b>
<b>Information Counter</b>	Counter Service	All information related to staff and students	8.30 a.m. to 3.30 p.m.
<b>Web site</b>	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.	
<b>Library</b>	Counter service On-line information, Reference section, Reading room	Information on books	8.30 a.m. to 3.30 p.m.
<b>Notice Boards</b>	Displayed notices	All notices concerned to students and stakeholders	

- MANUAL.16

**Name & designation and other particulars of public Information Office.**

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