

Vision: An Educative Community marked by Justice, Cooperation and Integrity.

Mission: To empower young women and men specially the underprivileged as responsive Citizens through Holistic Education

Core values: Faith in God; love of fellow beings; moral uprightness; social responsibility; pursuit of excellence

Objectives:

- To sensitize students to the needs of the community with a special focus on the minority and underprivileged sections of the society.
- To empower students with the necessary skills so as to enable them to play an active role in National Development and to become globally competent.
- To strengthen secular, democratic and non-discriminative spirit among the students through value-based education.
- To use modern technology for effective teaching and learning.
- To make students employable, and empowered to meet the changing needs of industry.

Organizational Chart: [link](#)

Citizen Charter: Please refer to Manual no.15.

Quality Policy: [link](#)

Timings:

Office: 8.15 a.m. to 5.15 p.m. For Public: 8:45 a.m. to 4.45 p.m.

Library: 8.15 a.m. to 5.15 p.m.

Address: Navelim, Salcete, Goa 403 707.

Grievance Redressal Mechanism:

All stakeholders including teaching and non-teaching staff, parents and students besides others have direct access to the Principal to get their grievances addressed. Additionally, the College has two separate committees especially formed to look after grievances. While one looks after examination related grievances (committee formed as per guidelines of Goa University), the other committee is to look after non-examination related grievances of staff and students.

History:

Rosary College was established by the Archdiocese of Goa and Daman in June 1990. The College owes its inception to the magnanimous initiative of Rev. Fr. Jose Robert Vaz, the then Parish Priest of Our Lady of Rosary Church, Navelim. Rosary Educational Complex has been rendering yeoman services without regard to caste, creed and economic background, always keeping in the foreground the needs of the underprivileged. The establishment of the College in 1990 brought to the complex tertiary education thereby rendering the village a complete academic hub from pre-primary to doctorate levels.

The Institution has always stood for progress as evidenced by NAAC re-accreditation (Third Cycle) resulting in an A Grade with a CGPA of 3.29 on a 4 point scale; the quality of education imparted; the phenomenal increase in enrolment of students from a mere 36 to over 1800 (the largest in South Goa); the number of foreign students admitted in our College; the professional success of its alumni; the numerous awards won in extra-curricular and co-curricular activities; and, the fact that the College has held the Goa University Sports Championship for five years. The consistent and constant endeavour of Rosary College to attain the zenith has positioned it in a league of its own.

Departments:

Commerce; Economics; Business Law; Mathematics; History; Geography; English; Konkani; Information Technology; Sociology; Psychology; Computer Application; Business Administration; Business Administration-Travel & Tourism; Physical Education & Sports; Post Graduate Department of Commerce

Programmes:

The College offers one Post Graduation programme (self-financed – M.Com), five Under-Graduate programmes (2 aided: Commerce and Arts; 3 self-financed: Computer Applications, Business Administration and Business Administration – Travel & Tourism) and one Research centre in Commerce.

Manual 2: Powers and Duties of Officers and Employees:”

Administrator, Rev. Fr. Gabriel Coutinho

Acting Principal, Dr. Helic M. Barretto: Looks after the overall management of the College. He is responsible for all actions and activities taken by and on behalf of the College. He acts on behalf of the management. As Head of the Institution, and member of various committees, he actively takes policy decisions for the College.

Vice Principal, Rev. Dr. Jeronimo D’ Silva: Assists the Principal and acts on his behalf in his absence.

Superintendent, Mr. Egidio de Sa: Handles overall administrative responsibilities of the College.

Accountant: Responsible for disbursal of salaries and other payments. Also maintains all records pertaining to receipts and expenditures.

Librarian: Overall in-charge of the library; responsible for provision of facilities and purchase of books.

Manual 5: [“Rules, Regulations, Instructions, Manuals and Records for discharging functions”]
All functions are discharged as per guidelines issued by various statutory bodies like the DHE, UGC, Goa University and others. Instructions and manuals are made available on notice boards and library. A special manual has also been prepared to assist in the discharge of functions pertaining to various clubs, committees and cells established by the College at its level.

Manual 6: [“A statement of the categories of documents that are held by it or under its control”]
Audited statement of accounts, Certificate of 2(f) and 12(B), affiliation letters of Goa University, minority status of the College, approvals of teachers appointments (Goa University and DHE), etc.

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”]
Direct / indirect participation / representation occurs through conduct of various extension programmes, through meetings of the IQAC and LMC (where select individuals from outside the College are incorporated as members), through interaction with employers / industrial representatives, etc. Policy formulation also takes place through interaction with parents and members of the local government bodies.

Manual 8: [“A statement of boards, council, committees and other bodies constituted”]

As of September, 2016

Sr. No	Name of the Committee	Name of the Staff
1.	Local Managing Committee	Dr. Helic M. Barretto (Convenor)
		Rev. Fr. Gabriel Coutinho (Administrator)
		Rev. Fr. Jesus Rodrigues (Management)
		Rev. Fr. Arlino de Mello (Community Representative)
		Dr. Sicletica Rebello (Industry Expert)
		Rev. Dr. Jeronimo D'Silva (Vice Principal)
		Ms. Tracy Almeida (Academic Coordinator)
		Ms. Shelley Mendes (Cultural Coordinator)
		Ms. Iriane Leitao (Head Clerk)
		Ms. Melba Fernandes (Office)
2.	Internal Quality Assurance Cell (IQAC)	Dr. Helic M Barretto (Chairman)
		Rev. Fr. Gabriel Coutinho (Administrator)
		Rev. Fr. Jesus Rodrigues (Management)
		Rev. Fr. Arlino de Mello (Community Representative)
		Mr. Manish Gosalia (Industrial Expert)
		Mr. Siddharth Mehta (Alumnus)
		Rev. Dr. Jeronimo D'Silva (Vice Principal)
		Ms. Priya Viegas
		Ms. Alison Quadros
		Ms. Tracy Almeida (Academic Coordinator)
		Ms. Shelley Mendes (Cultural Coordinator)
		Ms. Jyoti Naik (Examination - Convenor)
		Dr. Denis Vaz (IQAC coordinator)
		Ms. Sonia Kamat (Asst. IQAC Coordinator)
		Dr. Aloysius Godinho
		Mr. Mohan R. Undakoti
		Mr. Leonardo Joanes
		Ms. Iriane Leitao
		Ms. Janet Pereira
		Ms. Pratiksha Surlakar
		Mr. Issac Anand Ahuja (General Secretary)

Sr. No	Name of the Committee	Name of the Staff
3.	DQAC Department Quality Assurance Committee	Commerce: Dr. Helic M Barretto
		English: Ms. Priya Viegas
		Konkani: Mr. Bhalchandra Gaonkar
		Psychology: Rev. Dr. Jeronimo D'Silva (Vice Principal)
		Economics: Ms. Sonia Vaz
		Sociology: Ms. Vanisha Fernandes
		Mathematics: Dr. Aloysius Godinho
		History: Ms. Alison Quadros
		Geography: Ms. Smita N. Fernandes
		Informational Technology: Ms. Precy Coutinho
		Business Law: Ms. Sonia Kamat
		Physical Education: Dr Francis Lobo
		BCA: Ms. Tracy Almeida
		BBA: Ms. Charlotte Concy Fernandes
		BBA (T & T): Ms. Maya C. Talwadker
		M.Com: Mr. Jitendra Rabada
4.	Examination Related Committees	Dr. Helic M. Barretto (Acting Principal)
		Rev. Dr. Jeronimo D'Silva (Vice Principal)
		Ms. Jyoti Naik
5.	College Examination Committee	Ms. Jyoti Naik (Convenor)
		Ms. Sonia Kamat
		Ms. Lizanne Fernandes
		Ms. Alison Quadros
		Dr. Denis Vaz
		Ms. Tracy Almeida
		Ms. Charlotte Fernandes
		Ms. Maya Talwadker
		Mr. Jitendra Rabada
6.	College Unfair Means Enquiry Committee	Ms. Tracy Almeida (Convenor)
		Ms. Jyoti Naik
		Ms. Alison Quadros
7.	College Grievance Committee	Ms. Muriel de Barros (Convenor)
		Ms. Mildred Lemos
		Ms. Precy Coutinho

Sr. No	Name of the Committee	Name of the Staff
8.	Internal Complaints Committee	Ms. Janet Pereira (Presiding Officer)
		Dr. Saba D'Silva
		Asst. Prof. Tracy Almeida
		Asst. Prof. Jyoti Naik
		Ms. Melba Fernandes (Office)
		Mr. Caetano Rodrigues (Office)
9.	Prevention of Sexual Harassment Committee	Ms. Sonia Kamat (Convenor)
		Ms. Flina Fernandes
		Ms. Mildred Lemos
		Ms. Janet Pereira
		Ms. Jeannette Da Costa
		President : Ms. Snifa Cardozo from TYBCOM E
		Secretary: Ms. Nina Anant Naik from TYBBA T&T
		Treasurer: Mr. Sanford Da Costa from TYBCA B

Note: Besides the above, the College has various other committees, details of which have not been provided herein as they are constituted internally unlike the above, which are mandated by statutory guidelines.
Manual 9: Directory of Officers and Employees”]

As of April, 2021

B.A. / B.COM Faculty

Sr. No	Name of the Faculty	Department	Gross Salary
1.	Dr. Helic M. Barretto	Commerce	267701/-
2.	Rev. Dr. Jeronimo D’ Silva	Psychology	148620/-
3.	Ms. Anna Rodrigues	English	292137/-
4.	Ms. Smita N. Fernandes	Geography	283793/-
5.	Mr. Bhalchandra Gaonkar	Konkani	283793/-
6.	Dr. Francis X. Lobo	Physical Education	292137/-
7.	Ms. Priya Carvalho e Viegas	English	275598/-
8.	Ms. Tanya Marchon e Mascarenhas	Psychology	275598/-
9.	Dr. Rita Braganza	History	252652/-
10.	Ms. Sonia Vaz	Economics	169212/-
11.	Mr. Jim Barreto	Commerce	267701/-
12.	Dr. Juao Costa	Commerce	293478/-
13.	Ms. Alison Dias e Quadros	History	159825/-
14.	Ms. Charmaine D’Souza	Commerce	238497/-
15.	Ms. Precy Coutinho	I.T	238497/-
16.	Ms. Audrey Fernandes	English	252652/-
17.	Mr. John Xavier D’Souza	Commerce	146620/-
18.	Ms. Shilpa Korde	Commerce	159506/-
19.	Ms. Jyoti Naik	Commerce	150804/-
20.	Ms. Seema Bhende	Commerce	154987/-
21.	Ms. Deepa Dhumatkar	Commerce	146620/-

22.	Ms. Shelley Mendes	Commerce	126874/-
23.	Ms. Lorraine R. Gomes	Commerce	127042/-
24.	Ms. Ancy Gonsalves	Commerce	127042/-
25.	Mr. Moses P. Fernandes	Commerce	127042/-
26.	Ms. Maria Sancha Ema De A. Pereira	Commerce	127042/-
27.	Mr. Mohan R. Undakoti	Commerce	127042/-
28.	Ms. Maria Muriel de Barros	Psychology	127042/-
29.	Dr. Denis Vaz	Konkani	123360/-
30.	Ms. Lizanne Fernandes	Commerce	107128/-
31.	Ms. Zamila Elisia Pacheco	Commerce	107128/-
32.	Ms. Ivy Simoes	Economics	107128/-
33.	Dr. Aloysius Godinho	Mathematics	107128/-
34.	Ms. Sonia Kamat	Business Law	107128/-
35.	Ms. Venisha Fernandes	Sociology	119846/-
36.	Ms. Tanvi Deshpande	Geography	
37.	Mr. Anto Shaju Sathish	Commerce	
38.	Ms. Aloma Piedade Antao	Commerce	
39.	Ms. Clima Menezes	Commerce	
40.	Ms. Vembly Colaco	Economics	
41.	Ms. Farah Felizinha Mendonca	Economics	
42.	Ms. Ambika Dias	Economics	
43.	Ms. Canisa Vailanka Marcia Colaco	Economics	
44.	Ms. Daniella Louella Especiosa Fernandes	Psychology	
45.	Ms. Sasha Seone Pereira	English	
46.	Ms. Archana Kumar	English	
47.	Ms. Maria Melissa Fernandes	English	
48.	Ms. Shirley Sousa	Business Law	
49.	Ms. Lavina D'Silva	I.T	
50.	Ms. Lerissa A. D'Costa	Geography	750/- per lecture
51.	Ms. Elvira Sequeira	Konkani	
52.	Mr. Sansico Dias	Konkani	
53.	Ms. Swati Jalgekar	English	
54.	Ms. Maria Melissa Fernandes	English	750/- per lecture
55.	Ms. Fravina Rebello	History	
56.	Mr. Suraj Tukaram Mandekar	History	
57.	Ms. Raisa Cardozo	Sociology	
58.	Ms. Rupa Desai	Hindi	
59.	Mr. Brito Costa	Psychology	
60.	Ms. Gulshan Mullah	Sociology	
61.	Ms. Cera Cynthia Francisca Fernandes	Mathematics	750/- per lecture

B.C.A Faculty

Sr.no.	Name	Gross Salary
1	Ms. Tracy Almeida e Aguiar	65000/-
2	Ms. Mildred Susan Lemos	65,000/-
3	Mr. Leonard Joanes	65000/-
4	Mr. Reddy Ramkrishna Shankar	40000/-
5	Ms. Rajlakshmi R. Metri	40000/-
6	Ms. Leona Dias	40000/-
7	Ms. Sonia X. Mashal	40000/-
8	Ms. Roseana Fernandes	750/- per lecture
9	Ms. Dency Fernandes	750/- per lecture
10	Ms. Maria Melissa Fernandes	750/- per lecture

B.B.A Faculty

Sr. no.	Name	Gross Salary
1	Ms. Charlotte Concy Fernandes	65000/-
2	Ms. Thereza Lavita D' Costa	40000/-
3	Ms. Pearl Gomes	65000/-
4	Mr. Salman Khan	50000/-
5	Ms. Neshca Da’Costa	55000/-

B.B.A (T&T) Faculty

Sr. no.	Name	Gross Salary
1	Ms. Maya Talwadker	65000/-
2	Ms. Surabhi Gore	65000/-
3	Ms. Flina Fernandes	40000/-

M.COM Faculty

Sr. no.	Name	Gross Salary
1	Mr. Jitendra Rabada	50000/-
2	Ms. Jovelle Furtado	50000/-
3	Ms. Padma Shanbhag	50000/-
4	Ms. Tanvi Bhandarker	750/- per lecture

Non – Teaching Staff

Sr. No	Name	Designation	Gross Salary
1.	Mr. Egidio De Sa	Superintendent	116343/-
2.		Accountant	
3.	Ms. Iriane Leitaο	Head Clerk	78497/-
4.	Ms. Janet Pereira	U.D.C.	74176/-
5.	Ms. Melba Fernandes	U.D.C.	61660/-
6.	Ms. Maria D’Souza	U..D.C.	61660/-
7.	--	Jr. Stenographer	
8.	Ms. Sibal Torquato	L.D.C.	47205/-
9.	Ms. Genevia Martins	L.D.C	35484/-
10.	Mr. Domnic Lobo	L.D.C	35484/-
11.	Ms. Jeannette Da Costa	Office Assistant	25000/-
12.	Ms. Roma D’Sa	Office Assistant	25000/-
13.	Ms. Shalini Carneiro	Office Assistant	23283/-
14.	Ms. Maclin D’Costa	Examination Clerk	15900/-
15.	Ms. Pratiksha Surlakar	Systems Administrator	63437/-
16.	Mr. Mathias Rodrigues	IT Lab Assistant	46368/-
17.	Mr. Caetano Rodrigues	L.D.C	56147/-
18.	Mr. Anthony Pires	M.T.S	54508/-
19.	Mr. Remete Colaco	M.T.S	51389/-
20.	Mr. Michael Carvalho	M.T.S	51389/-
21.	Mr. Nazareth Colaco	M.T.S	51389/-
22.	Mr. Lawrent Mascarenhas	M.T.S	39333/-
23.	Mr. Lourence Anthony Gomes	M.T.S	39333/-
24.	Ms. Jenifa Almeida	M.T.S	39333/-
25.	Mr. Francisco Xavier Dias	M.T.S	39333/-
26.	Mr. Roque Furtado	M.T.S	32137/-
27.	Mr. Sanju Fernandes	M.T.S	18000/-
28.	Mr. Desmond Simoes	M.T.S	18000/-

Counsellors

Sr. No	Name	Designation	Gross Salary
1	Ms. Kimberly A. Fernandes	Counsellor	40000/-
2	Ms. Neha Manoj Masurkar	Counsellor	40000/-

Library

Sr. No	Name	Designation	Gross Salary
1	Mr. Pranay Sawant Desai	Librarian	101271/-
2	Ms. Sonia Pereira	Library Grade II	45030/-

Other Support Staff

Sr. No	Name	Designation
1.	Mr. Ekka Bahadur Oli	Watchman
2.	Mr. Bir Bahadur Khadka	Watchman
3.	Mr. Sarju Bhandari	Watchman
4.	Ms. Cristalina Simoes	Sweeper
5.	Ms. Antonetta Dias	Sweeper
6.	Ms. Piedade Fernandes	Sweeper
7.	Ms. Sebastiana Carneiro	Sweeper
8.	Ms. Socorrina Furtado	Sweeper
9.	Ms. Nicael Fernandes	Sweeper
10	Ms. Marcelin Vaz	Sweeper

Manual 10: [“The monthly Remuneration Received By Each of its Officers and Employees, Including the system of Compensation as Provided in Regulations”]

Manual 11: [“The Budget Allocated to each Agency (Particulars of all plans, proposed expenditure and reports on disbursement made)”]

Manual 12: [“List of institutions/individuals given subsidy”]

Manual 13: [“Particulars of Recipients of Concessions, permits or authorization granted by it”]

Manual 14: [“Particulars of Recipients of Concessions, permits or authorization granted by it”]

Manual 15: [“Particulars of the facilities available to citizens for obtaining information”]

A) Services rendered to students:

Sr. No.	Services	Duration (Timings mentioned are applicable only if the application is complete in all respects)
	Issue of Identity Cards:	
1.	a) F.Y. b) SY / TY c) Late admission	7 to 10 days after the reopening of the College Validity of 3 years As prescribed by Goa University
2.	Issue of duplicate Identity Card	One working day on payment of Rs.200/-
3.	Issue of Transfer Certificate	Maximum 3 working days
4.	Issue of Character Certificate	Maximum 1 working day
5.	Issue of Bonafide Certificate	Maximum 1 working day
6.	Issue of Attempt Certificate	Maximum 2 working days
7.	Change in subject/stream and subsequent changes in the roll call	Shifting within a day, the changes incorporated within maximum 2 working days
8.	Processing and forwarding for Migration Certificate to Goa University	3 working days
9.	Issue of Tour / Vacation / Concession Forms	Within a day

10.	a) Processing application forms for Scholarship / Freeship / Fellowship b) Forwarding application forms for Scholarship / Freeship / Fellowship	2 working days after completion of forms in all details by the students.(As per Online Schedule) When all forms are collected before the prescribed date
11	Declaring the results of F.Y. and S.Y.	Within 30 days after the completion of the last paper
12	Issue of marksheet (first time)	Same day on the declaration of results
13	Issue of duplicate marksheets	Maximum 3 working days
14	Verification of marks of FY and SY	Ten days from the declaration of results on payment of the stipulated fee
15.	Issue of hall tickets of T.Y.	2 working days on receipt from Goa University
16.	Issue of duplicate fee receipt	2 working days of submitting the application form and payment of a fee of Rs.20/-
17.	Issue of Leaving Certificate	Maximum 3 working days
18.	SMS Portal	Every month

B) In House Services Rendered to Public:

Sr. No.	Services	Duration (Timings mentioned are applicable only if the application is complete in all respects
		· Maximum period of 30 days for compliance.
1.	Provision of information to public under Right to Information Act 2005 disclosure subject to sections 8/9 of the Act	· A maximum period of 40 days for compliance where third party interests are involved. · Within 48 hours of the receipt of the request when the information sought for concerns the life and liberty of a person.
2.	Provision for seeking information from Appellate authority in case the request for information is turned down by PIO	A maximum period of 30 days extended to 45 days to give the decision by Appellate Authority.

C) In House Services Rendered to Staff:

Sr. No.	Services	Duration (Timings mentioned are applicable only if the application is complete in all respects
1.	Forwarding of letters / applications / documents to other agencies	Maximum two days on submission
2.	Issue of salary certificate / experience certificate	Maximum two days on submission of application
3.	Issue of letters / circulars / documents received from external agencies	Maximum one day after the Principal puts remarks / comments
4.	Payment of initial advance / settlement of Medical reimbursements	Within two days on receipt of grants from DHE
5.	Issue of Earned Leave / Commuted Leave orders	Within two days on receipt from the management (DSE)

Manual 16: Name & designation and other particulars of Public Information Officers”]

Dr. Helic M. Barretto Acting Principal	–	Appellate Authority
Rev. Dr. Jeronimo D’ Silva Vice Principal	–	Public Information Officer
Mr. Egidio de sa	–	Assistant Public Information Officer

Manual 17: Other information”]

Quality policy of the College

“The College is committed to pursue high standards of excellence in all its endeavours in alignment with its mission and vision by focusing on raising the standards of governance, development of faculty and delivery of service in order to raise student value through engaged teaching-learning and student/teacher progression, while building a culture of inclusion and support, innovation and commitment.”