

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 (Fourth Cycle) resulting in an A Grade with a CGPA of 3.21 on a 4 point scale; the quality of education imparted; the phenomenal increase in enrolment of students from a mere 36 to over 1700 (the largest in South Goa); the professional success of its alumni; the numerous awards won in extra-curricular and co-curricular activities. 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 two Research Centres in Commerce & Economics.

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

Administrator, Rev. Fr. Gabriel Coutinho

Principal, Prof. 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.

Head Clerk, Ms. Iriane Fernandes : Handles overall administrative responsibilities of the College.

Accountant, Ms. Linera Rodrigues : Responsible for disbursement of salaries and other payments. Also maintains all records pertaining to receipts and expenditures.

Librarian, Mr. Pranay Sawant Dessai : 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 teacher’s 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 February 2024

Sr.No	Name of the Committee	Name of the Staff
1.	Local Managing Committee	Prof. Helic Barretto (Convenor)
		Rev. Fr Gabriel Coutinho (Administrator)
		Rev. Fr. Jesus Rodrigues
		Rev. Dr. Jeronimo D'Silva (Vice Principal)
		Dr. Sicletica Rebello
		Ms. Tracy Percy Almeida e Aguiar (Academic Coordinator)
		Ms. Muriel Barros (Cultural Coordinator)
		Ms. Iriane Leitao (Head Clerk)
		Ms. Melba Fernandes (Office)
		Mr. Paul Pereira (Ex Sarpanch)
2.	Internal Quality Assurance Cell(IQAC)	Prof. Helic Barretto (Convenor)
		Rev. Fr Gabriel Coutinho (Administrator)
		Rev. Fr. Jesus Rodrigues
		Rev. Dr. Jeronimo D'Silva (Vice Principal)
		Mr. Dharmanshu Singh (Alumnus)
		Mr. Avinash Martins (Industrialist)
		Ms. Priya Almeida (Academics)
		Dr. Denis Vaz (IQAC Coordinator)
		Ms. Tracy Percy Almeida e Aguiar (Academic Coordinator)
		Ms. Muriel Barros (Cultural Coordinator)
		Ms. Lizanne Fernandes (Examination - Convenor)
		Ms. Sonia Kamat
		Ms. Priya Carvalho E Viegas
		Ms. Alison Quadros
		Dr. Aloysius Godinho
		Mr. Mohan R. Undakoti
		Ms. Precy Coutinho
		Mr. Jitendra Rabda
Mr. Pranay Sawant Dessai		
Ms. Iriane Leitao		
Ms. Janet Pereira		
Ms. Pratiksha Surlakar		
3.	DQAC Department Quality Assurance Committee	Commerce: Prof. Helic Barretto (Principal)
		English: Ms. Priya Viegas
		Konkani: Dr. Denis Vaz
		Psychology: Rev. Dr. Jeronimo D'Silva (Vice Principal)
		Economics: Mr. John D'Souza/ Prof. Savio P. Falleiro
		Sociology: Ms. Venisha Fernandes
		Mathematics: Dr. Aloysius Godinho
		History: Ms. Alison Dias
		Geography: Ms. Smita N. Fernandes
		Information Technology: Ms.Precy

		Coutinho/Ms.Alisha De'Souza
		Business Law: Ms. Sonia Kamat
		BCA: Ms. Tracy Percy Almeida e Aguiar
		BBA Ms. Charlotte Concy Fernandes
		BBA T & T: Ms. Maya C. Talwadker
		M.Com: Mr. Jitendra Rabada
4.	Examination Related Committees	Prof. Helic M. Barretto (Principal)
		Rev. Dr. Jeronimo D'Silva (Vice Principal)
		Ms. Lizanne Fernandes
5.	College Examination Committee	Ms. Lizanne Fernandes (Convenor)
		Ms. Ivy Simoes
		Dr. Denis Vaz
		Ms. Venisha Fernandes
		Ms. Alison Quadros
		Ms. Tracy Percy Almeida e Aguiar
		Ms. Charlotte Fernandes
		Ms. Maya Talwadker
		Mr. Jitendra Rabada
6.	College Unfair Means Enquiry Committee	Ms. Tracy Percy Almeida e Aguiar (Convenor)
		Ms. Muriel de Barros
		Dr. Zamila Pacheco
7.	College Grievance Committee	Mr. Jim Barreto (Convenor)
		Ms. Precy Coutinho
		Ms. Alison Dias e Quadros
8.	Internal Committee	Ms. Priya e Viegas (Presiding Officer)
		Ms. Muriel de Barros
		Mr. Mohan Undakoti
		Ms. Linera Rodrigues
		Ms. Genevia Martins
		Ms. Priya Ameida
		Mr. Arfat N Ahmed (SY B.COM D)
		Ms. Midoulee Symona Fernandes (M.COM-1)
		Ms. Ancy Gonsalves
9.	Prevention of Sexual Harassment Committee	Ms. Sonia Kamat (Convenor)
		Ms. Flina Fernandes
		Ms. Riancy Mascarenhas
		Ms. Janet Pereira
		Ms. Jeannette Da Costa
		President : Ms. Anerly Travasso (TY.BCOM)
		Secretary : Muzammil (M.COM II)
		Treasurer : Dinora Barreto (SY BBA T&T)

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.

As of February 2024

BA/B.Com Faculty

Sr. No.	NAME OF THE STAFF		Gross Salary
1	Prof. Savio P. Falleiro	Regular	3,63,104
2	Ms. Anna Rodrigues	Regular	3,40,964
3	Ms. Smita Fernandes	Regular	3,31,124
4	Dr. Francis X.Lobo	Regular	3,40,964
5	Ms. Priya Carvalho	Regular	3,21,612
6	Ms. Tanya Marchon	Regular	3,21,612
7	Dr. Rita Braganza	Regular	2,94,716
8	Ms. Audrey Fernandes	Regular	2,94,716
9	Prof. Helic Barretto	Regular	3,57,108
10	Ms. Sonia F. Vaz	Regular	1,97,300
11	Mr. Jim Barretto	Regular	3,12,428
12	Prof. Juao Costa	Regular	3,42,440
13	Ms. Charmaine D'Souza	Regular	2,78,152
14	Ms. Alison Dias	Regular	1,86,312
15	Ms. Precy Coutinho	Regular	2,78,152
16	Mr. John Xavier D'Souza	Regular	1,86,376
17	Fr. (Dr.) Jeronimo D'Silva	Regular	1,73,068
18	Ms. Shilpa S. Sawaikar	Regular	1,91,725
19	Ms. Seema K. Bhende	Regular	1,81,027
20	Ms. Jyoti S. Naik	Regular	1,91,725
21	Ms. Deepa Dhumatkar	Regular	1,86,376
22	Ms. Shelley Mendes	Regular	1,57,050
23	Dr. Denis Vaz	Regular	1,61,661
24	Ms. Lorraine R. Gomes	Regular	1,43,125
25	Ms. Ancy Gonsalves	Regular	1,52,624
26	Mr. Moses P. Fernandes	Regular	1,52,624
27	Ms. Maria Sancha Pereira	Regular	1,52,624
28	Dr. Maria Muriel Barros	Regular	1,52,624
29	Mr. Mohan R. Undakoti	Regular	1,52,624
30	Ms. Venisha Fernandes	Regular	1,39,897
31	Ms. Lizanne Fernandes	Regular	1,24,958
32	Ms. Sonia Kamat	Regular	1,24,958
33	Ms. Ivy Simoes	Regular	1,24,958
34	Dr. Zamila Elisia Pacheco	Regular	1,19,702
35	Dr. Aloysius Godinho	Regular	1,24,958
36	Mr. Maurice G Almeida	Regular	1,14,813
37	Fr. Roman Rodrigues	Regular	1,14,813
38	Ms. Radhika Jayshankar Pandey	Regular	1,09,557
39	Mr. Pranay U. Sawant Dessai	Librarian	1,18,133
40	Ms. Raisa Cardozo	Contract Basis	55,000

41	Ms. Archana Kumar	Contract Basis	55,000
42	Ms. Pratiksha Tanaji Gurav	Contract Basis	50,000
43	Ms. Daniella Fernandes	Contract Basis	40,000
44	Mr. Anto Shaju Sathish	Contract Basis	55,000
45	Mr. Robinson Colaco	Contract Basis	50,000
46	Mr. Sansico Dias	Contract Basis	50,000
47	Ms. Nerissa Da Cruz	Contract Basis	50,000
48	Mr. Amitabh Hari Om Yadav	Contract Basis	50,000
49	Ms. Valerie Jacinta Afonso	Contract Basis	50,000
50	Ms. Dale Da Cruz	Contract Basis	50,000
51	Ms. Lerissa A. D'Costa	Lecture Basis	Rs. 750/- per lecture
52	Ms. Clima Menezes	Lecture Basis	Rs. 750/- per lecture
53	Ms. Fravina Rebello	Lecture Basis	Rs. 750/- per lecture
54	Ms. Canisa Colaco	Lecture Basis	Rs. 750/- per lecture
55	Ms. Varsha Prabhu Gaunkar	Lecture Basis	Rs. 750/- per lecture
56	Ms. Elaine Furtado	Lecture Basis	Rs. 750/- per lecture
57	Ms. Achiella Fernandes	Lecture Basis	Rs. 750/- per lecture
58	Ms. Asha Gaonkar	Lecture Basis	Rs. 750/- per lecture
59	Ms. Heena Shaikh shabali	Lecture Basis	Rs. 750/- per lecture
60	Ms. Shrini Fal Dessai	Lecture Basis	Rs. 750/- per lecture
61	Ms. Irena Mesquita	Lecture Basis	Rs. 750/- per lecture
62	Ms. Lynn Marie Dias	Lecture Basis	Rs. 750/- per lecture
63	Ms. Alisha De Souza	Lecture Basis	Rs. 750/- per lecture

Non Teaching Staff

Sr. No.	Name of the Staff	Designation	Gross Salary
1	Ms. Linera Rodrigues	Accountant	67,321
2	Ms Pratiksha S. Surlakar	System Administrator	74,006
3	Ms. Iriane Fernandes	Head Clerk	93,156
4	Ms. Janet Pereira	U.D.C.	86,432
5	Ms. Melba Fernandes	U.D.C.	71,836
6	Ms. Maria D'Souza	U.D.C.	71,836
7	Ms. Sibal Torquato	L.D.C.	55,009
8	Mr. Caetano Rodrigues	L.D.C.	65,440
9	Ms Genevia E. Martins	L.D.C.	41,337
10	Mr Domnic A. M. Nazare Lobo	L.D.C.	41,337
11	Ms. Regina Nancy Vaz	Librarian Grade I	58,144
12	Mr. Clinton Almeida	Librarian Grade II	
13	Ms. Christie Dias	Instructor in Physical Education	90,421
14	Ms. Maclin P. D'Costa	Junior Stenographer	51,136
15	Mr Mathias P. Rodrigues	I.T. Lab. Asst.	54,087
16	Mr. Antonio Pires	MTS	63,636
17	Mr. Nazareth Colaco	MTS	59,989
18	Mr. Remete Colaco	MTS	59,989

19	Mr. Michael Carvalho	MTS	59,989
20	Ms. Jenifa Almeida	MTS	47,262
21	Mr. Francisco X. Dias	MTS	47,262
22	Mr. Lawrent Mascarenhas	MTS	47,262
23	Mr. Laurence A. Gomes	MTS	47,262
24	Mr Roque Furtado	MTS	37,703
25	Ms. Crescy Gomes	MTS	35,705
26	Ms. Jolene A Pereira	Counselor	40,000
27	Ms. Sharmila Menezes	Counselor	40,000

BCA Faculty

Sr.no.	Name	Gross Salary
1.	Ms. Tracy Almeida e Aguiar	70,000.00
2.	Ms. Anushree Sadanandan	55,000.00
3.	Ms. Anvi Naik	50,000.00
4.	Ms. Sonia X. Mashal	45,000.00
5.	Ms. Rajlakshmi R. Metri	45,000.00
6.	Ms. Leona Dias	42,000.00
7.	Ms. Vicibila Antao	42,000.00
8.	Ms. Dixita S. Gauns Dessai	40,000.00
9.	Mr. Johan Rodrigues	40,000.00
10.	Ms. Sasha S. Pereira	50,000.00
11.	Mr. Miuccan Jesus Ergil D'Souza	Rs 750/- per lecture (Lecture Basis)
12.	Ms. Dency Fernandes	Rs 750/- per lecture (Lecture Basis)
13.	Ms. Huma Makandar	Rs 750/- per lecture (Lecture Basis)

B.B.A Faculty

Sr. no.	Name	Gross Salary
1	Ms. Charlotte Concy Fernandes	67,000.00
2.	Ms. Neshca Da'Costa	65,000.00
2	Ms. Thereza Lavita D' Costa	45,000.00
3	Mr. Salman Khan	55,000.00
4	Ms. Ibtisam Shaikh	40,000.00

B.B.A (T&T) Faculty

Sr. no.	Name	Gross Salary
1	Ms. Maya Talwadker	70,000.00
2	Dr. Surabhi Gore	73,000.00
3	Ms. Flina Fernandes	45,000.00

M.COM Faculty

Sr. no.	Name	Gross Salary
1	Mr. Jitendra Rabada	57,000.00
2	Ms. Riancy Mascarenhas	50,000.00
3	Ms. Alfa Vaz	50,000.00
4	Ms. Ashlyn Afonso	Rs 750/-per lecture(Lecture Basis)

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”]

Prof. Helic M. Barretto

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Appellate

Authority Principal

Rev. Dr. Jeronimo D’ Silva

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Public

Information Officer Vice Principal

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.”