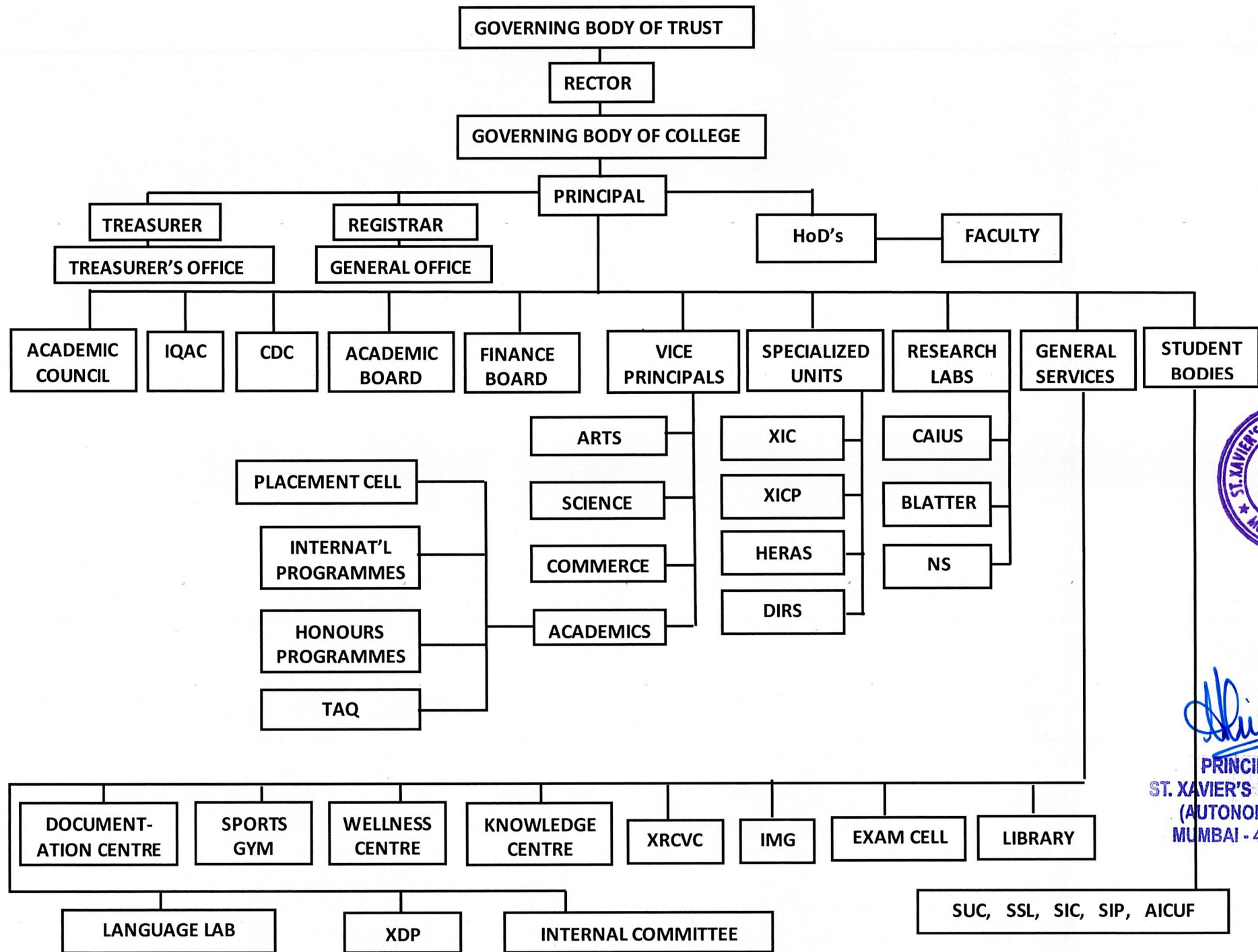




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6.2.2: ORGANOGRAM AND INSTITUTIONAL BODIES

- ❖ **Organogram**
 - Organogram composition
 - Roles & Responsibilities of Stakeholders
- ❖ **Committees 2019-20**



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ORGANOGRAM COMPOSITION



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ORGANOGRAM DETAILS: Composition

Composition of Trust Governing Body:

Provincial, Chairperson and Trustee,
Rector, Vice Chairperson and Trustee
Trustees - 3

Composition of College Governing Body:

Chairperson - Principal
Management Representatives - 2
University Representative
UGC Representative
Government Representative
Faculty Representatives - 2
Alumna
Alumnus

Composition of Academic Council:

Chairperson - Principal
Vice-Chancellor's nominees - 3
Convenor - Vice-Principal (Academics)
Vice-Principal (Arts)
Vice-Principal (Commerce)
Vice-Principal (Science)
Heads of all departments (Aided and Unaided)

Composition of Academic Board:


Chairperson - Principal
Rector
IQAC Coordinator
Vice-Principal (Academics)
Vice-Principal (Arts)
Vice-Principal (Commerce)
Vice-Principal (Science)
Controller of Examinations

Composition of Internal Quality Assurance Cell (IQAC):

Chairperson – Principal
Teachers to represent all levels (Assistant and Associate Professors) 3 - 8
IQAC Coordinator
Member from the Management - 1
The senior administrative officer (Office Superintendent/Manager)
The Local Society/Trust, Student and Alumni- 3- i.e.one nominee each
Employers/Industrialists/Stakeholders – 3 - i.e.one nominee each



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Composition of College Development Cell (CDC):

Chairperson of the Management
Secretary of the Management
Principal (Member Secretary)
IQAC Coordinator
General Secretary of S.U.C.
Alumna/Alumnus
Field of Education
Industry expert
Research expert
Social work expert
HoD nominated by the Principal - 1
Elected Teachers – (3): 1. Women Category 2. Two Teachers
One Non-Teaching Staff (Elected)

Composition of Finance Board:

Chairperson - Principal
Treasurer
University Representative
Vice-Principal - 1

The Registrar heads the general office and oversees non-teaching staff:

Office Staff
Treasurer staff
Lab Staff
Peons
Hamals

Departments of Science:

Biotechnology, Botany, Chemistry, Geology, Information Technology, Life Science & Biochemistry, Mathematics, Microbiology, Physics, Statistics, Zoology

Departments of Arts:

Ancient Indian History Culture & Archaeology, Commerce, Economics, English, French, Hindi, History, Mass Media, Psychology, Political Science, Public Policy, Sociology & Anthropology

Departments of Commerce:

Management Studies, Commerce

Department of Vocational Studies:

Specializations - Software development and Travel and Tourism



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Specialized units:

Department of inter-religious studies Heras institute of Indian History, Xavier Institute of Communications, Xavier Institute of Counselling Psychology

Research centres:

Blatter Herbarium, Caius Interdisciplinary Research Centre (CRL), Heras Institute of Indian History & Culture, Nadkarny-Sacasa Research Centre (NSRL)

General services include:

Xavier Centre for the Visually Challenged (XRCVC), Indian Music Group (IMG), Xavier Development Programme (XDP).

Student bodies:

Student council (SUC), Social Service League (SSL), Social Inclusion Cell (SIC), Social Involvement Programme (SIP), All India Catholic University Federation (AICUF)



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ROLES AND RESPONSIBILITIES OF STAKEHOLDERS



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ROLES AND RESPONSIBILITIES

Governing Body (GB) of the Trust:

- To be proactive in the appointment of the Principal under the policies laid down by the UGC and State Government from time to time, subject to the rights of the Management as a minority private college as laid down by the government and/or Honourable Courts.
- To implement the vision-mission of the college together with the Principal and faculty.
- To approve of the annual budget submitted by the College GB after required changes if any.
- To recruit teaching and non-teaching staff together with the Principal and relevant authorities under the policies laid down by the UGC and State Government from time to time, subject to the rights of the Management as a minority private college as laid down by the government and/or Honourable Courts.
- To promote research and introduce new degree/diploma programs of study in relevant areas in consultation with the Principal and Academic Council.

GB of the College:


- Subject to the existing provision in the bye-laws of respective colleges and rules laid down by the state government/parent university, the GB guides the college in fulfilling the objectives, as set down by the Management together with the Principal and faculty, for which the college has been granted autonomous status.
- All recruitments of Teaching Faculty/Principal are made by the GB / State Government as applicable under the policies laid down by the UGC and State Government from time to time, subject to the rights of the Management as a minority private college as laid down by the government and/or Honourable Courts.
- It will prepare the annual budget of the college for approval by the Trust GB. It will perform such other functions as may be necessary and deemed fit for the proper development of the college after approval of the Trust GB.

Rector

- The Rector is the Vice-Chairperson of the Governing Body of "The Bombay St. Xavier's College Society", which runs the College. He is also the Chairperson of the Governing Body of the College and the College Development Committee.
- His key role is to promote and help institutionalize the college vision and mission, whose three core values are professional innovation, personal integration and social inclusion.



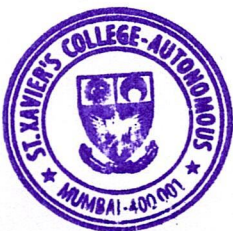
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- He animates the college administrative team to set goals, objectives and priorities, and draw up concrete plans of action. He encourages training and development, both academic and human, of the faculty and other staff so that they may grow in the Xavier spirit.
- The Rector nurtures synergy between the different academic units on campus by encouraging collaboration in the use of expertise and resources.
- He represents the Management before the public, government and other educational bodies. Together with the Principal, he is responsible for maintaining good relations with the public, media, corporate bodies and government. He is responsible, with the Principal, to see that court cases for or against the college are attended to.
- After consultation with the Principal, he decides on the recruitment of teaching and non-teaching staff, keeping to government and university norms.
- He oversees the admission process of students into the college to maintain fairness and abide by the directives issued by the higher authorities (UGC/State/the University of Mumbai). He apportions Management seats for admissions, based on guiding criteria.
- In consultation with the Secretary and Treasurer of the Society and the Principal, he gives final approval to the budgets of the college and other units on campus. Together with the Principal he builds up relationships with alumni and sets up activities to mobilize funds from alumni and others for the development of the college.
- He decides on the use of resources by the various units and departments on campus and looks after major developments of infrastructure and major repairs. He directs space and time audits to optimize the use of campus resources, finds alternate venues for new programmes if necessary, oversees student hostel arrangements, and manages the renovation and maintenance of the Khandala villa.
- Together with the Principal and other administrative bodies he is responsible for enhancing research programmes and starting relevant new courses in keeping with the college vision and mission and considering college resources.
- He appoints the heads of college units such as XRCVC, XICP, Heras, AICUF, SSL, DIRS and the Wellness Centre, and sees to their proper functioning.



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Principal:


Division of responsibilities between the Management and Principal of SXC

[In areas where the final decision is by the Management, it is understood that this will be done after due consultation with the Principal and others concerned. Likewise, for areas where the final decision is by the Principal, it is understood that this will be done after due consultation with the Academic Council, Registrar, etc.]

- Dealing with faculty on academic issues: Principal and Academic Council
- Maintaining morale, motivation, and implementing the vision-mission: Management and Principal
- Recruitment of teaching and non-teaching staff: Management and Principal
- Enhancing research programmes and starting relevant courses: Principal, Academic Council and Management
- Scheduling and running statutory meetings, maintaining records: Principal and Registrar.
- Maintaining discipline on campus (staff and students) and settling ordinary disputes: Principal and Registrar
- Maintaining active and healthy relations with the University and other Govt officials and bodies: Principal and Registrar
- Maintaining good relations with public, media, corporate bodies: Principal and Management
- Apportioning Management seats, based on guiding criteria: Management
- Attending to court cases for or against the college: Management and Principal
- Allocating the use of space and resources on campus to various Depts and Institutes: Management
- Obtaining and allocating funds for different departments (e.g., UGC, DBT): Principal
- Raising endowment funds for overall development (XDP): Management
- Ordinary maintenance and cleanliness: Administrator and Principal
- Managing the non-teaching staff: Administrator, Registrar, Principal and Management
- Developing infrastructure, major repairs: Management
- Shifting of Junior College, seeking alternate venues for courses, research programmes and student housing: Management
- Renovation and maintenance of the Khandala villa: Management
- XICP, Heras, AICUF, SSL, DIRS: Management



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List of Jesuits responsible for various Management tasks

- Daily administration: maintenance of buildings, use of campus facilities, supervising administrator, recruiting non-teaching staff
- Recruiting new teaching staff
- Enhancing research programmes, starting relevant courses
- XDP (fundraising) and alumni relations
- Management quota seats
- Court cases and dealing with legal consultant
- Wellness Centre, XICP, Heras, DIRS, AICUF, SSL
- Khandala villa
- Developing infrastructure, seeking alternate venues for courses, research programmes and student housing, shifting the Junior College

Head of the Department:

The Head of Department acts as a coordinator and facilitator of the Staff – teaching and non-teaching - in the department, a liaison between the Staff and the Administration of the College and a chief mentor of the students of the department. The Department will be understood to mean the faculty and non-teaching staff and the students who choose any of the undergraduate and post-graduate courses offered by the Department.


The Heads of Department are expected to perform the following academic, administrative and disciplinary functions:

For Staff:

- Hold regular meetings, preferably once a week, with the faculty members of the department to plan and review department activities.
- Allocate and coordinate all the work in the department.
- Decide on, in consultation with the faculty of the department, the academic workload of each faculty member, including the courses to be taken by each.
- Ensure compliance with the timetable by the faculty of the department.
- Ensure the regularity and punctuality of the staff – teaching and non-teaching.
- Guide and supervise the faculty in the paper settings of their subjects.
- Mentor new faculty and staff in the department.
- Monitor the proper functioning of lectures and practicals.
- Ensure the conduct of the Internal Evaluation and preparation of results.
- Encourage and initiate research in the department.



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- Encourage the professional development of the faculty and other staff members of the Department through participation in Refresher Courses and appropriate Seminars or Training Programmes.
- Keep in touch with faculty from other Colleges and with the University Department to pick up good ideas and to initiate joint activities.

For Students:

- Maintain a record of the CIA and ESE of the students of the department and also a record of the need of these students for Additional Units of evaluation.
- Arrange for Additional CIA units for students of the department and ensure that the eligible students are properly informed about these.
- Facilitate co-curricular activities in the department including guest lectures, Seminars and interdisciplinary initiatives.
- Monitor the attendance records of the students and encourage them to full participation.
- Keep parents well informed of the attendance record and academic performance of their children.

For College Administration:

- Submit the attendance record of the students of the department every month to the College Office by the requested date.
- Check and submit the question papers for CIA and ESE to the Controller of Examinations or Exam Committee by the requested date.
- Check and submit the assessment records of the students for all the courses offered by the department to the College office by the requested date.
- Monitor the counselling of students through the mentoring programme.
- Decide for a substitute faculty member during a period of absence of a teacher, in consultation with the Principal.
- Suggest to the Principal, the names of External Moderators and Double-Blind Assessors for the answer papers of the subjects taught in the department and Subject Experts for Recruitment and Promotion Panels for Faculty.
- Facilitate suggestions of appropriate books in the library for the Courses taught by department faculty.
- Prepare a budget for the department (where laboratories are needed) and facilitate the acquisition and maintenance of equipment and infrastructure in the department.
- Maintain the semester-wise stock register of the department.
- Convene meetings of the Department faculty, along with one or two faculty members from other departments (to encourage interdisciplinary thinking), to work on draft syllabi to be presented to the Board of Studies of the department.



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- Convene meetings of the Board of Studies, maintain a record of the meetings and the syllabi formulated, and submit a copy of the syllabi to the Vice Principal for Academics.
- Report to the Vice Principal of the Faculty concerned, about any problems that arise with staff or students, seeking first-level intervention.
- Attend the monthly meetings of the Heads of Departments with the Principal and depute a faculty member to this meeting when s/he is unable to attend.
- Report to the Principal about any problem that arises in the Department, including the need for disciplinary action against any Staff member or student, if the Vice Principal's intervention is not sufficient.
- Submit a confidential yearly report on the functioning of each member of the Staff of the Department to the Principal.

It is understood that for effective functioning as Head, the professor should not only be the senior-most but should also strive to be impartial, professionally competent, effective in administration, open to new ideas, and ready to spend time with people. It is normal practice for Heads to ask permission from the Principal before: (a) inviting external speakers to address students or faculty, (b) making any arrangement to take their students out on a study trip or on visits to other places and institutions (c) allowing external persons to use college laboratories or other facilities.

The final decision on all the above matters lies with the Head of the Institution and the Board of Management of the Autonomous College. The Head of Department has a specifically important role to play in implementing the policy decisions of the College. However, disagreement with the Principal in matters of policy or implementation should be sorted out through dialogue and representation to the statutory bodies of the Autonomous College. Taking grievances to the students or outsiders is not justified in the interests of the good reputation of the College.

The cooperation of the Heads of Departments and every staff member is crucial to making St. Xavier's College – Autonomous, a Christian and Jesuit institution that offers international quality education to our students inclusively and effectively.

Teaching Staff


Every teacher aided/unaided/ad-hoc is appointed by the Principal of the college in consultation with the management council. The appointment for the aided post is possible only once the NOC is given by the Joint Director who is a state government official. The courses to the teacher appointed are allotted by the HoD in consultation with the other faculty members of the department.

- Cooperates with the HoD and other faculty members as a team in the efficient functioning of the department and works for the good of the students and the college.
- Executes the course syllabus diligently using all the pedagogical approaches in the stipulated time frame.



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- Adopts suitable, innovative, and appropriate methodology for teaching and evaluation.
- Coordinates with the HoD in sets the question papers, administer tests and examinations, invigilates, evaluates the answer papers, discusses the answers with the students and enters the marks in the mark-entry portal.
- Actively involved in practical, projects and undertakes and helps in the research activities of the department.
- Is available on the campus during college working hours for students and as and when required.
- Arranges guest lectures, field visits, seminars in consultation with the HOD.
- Maintains the attendance records of students.
- Informs the HOD/Principal about casual leave in advance and makes up for the classes cancelled or missed due to his/her absence.
- Provides special guidance to slow learners and helps them to improve. Plays a role as an academic mentor for students.
- Participates in Board of Studies meetings in updating the existing courses or introducing new courses.
- Takes forward the values and ethos of the college.

Teachers and their responsibilities - Teachers are expected to:

- Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
- Manage their private affairs in a manner consistent with the dignity of the profession.
- Make professional growth continuous through study and research.
- Express free and frank opinion by participating in professional meetings, seminars, conferences, etc. towards the contribution of knowledge.
- Maintain active membership of professional organizations and strive to improve education and their profession through them.
- Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the University such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of University and college examinations, including supervision, invigilation and evaluation; and
- Participate in extension, co-curricular and extra-curricular activities including community service.



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Teachers and the students – Teachers are expected to:

- Respect the right and dignity of the student in expressing his/her opinion
- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare
- Inculcate among students a scientific outlook and respect for physical labour and the ideals of democracy, patriotism and peace
- Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason
- Pay attention to only the attainments of the student in the assessment of merit
- Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- Aid students to develop an understanding of our national heritage and national goals and refrain from inciting students against other students, colleagues, or administration.

Teachers and colleagues – Teachers are expected to:


- Treat other members of the profession in the same manner as they wish to be treated.
- Speak respectfully of other teachers and render assistance for professional betterment. Refrain from lodging unsubstantiated and mala fide allegation against colleagues to higher authorities
- Refrain from allowing considerations of caste, creed, religion, race or gender in their professional endeavour.

Teachers and authorities - Teachers are expected to:

- Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- Co-operate in the formulation of policies of the institution and accept offices.
- Co-operate with the authorities for the betterment of the institution keeping in view the interest and in conformity with the dignity of the profession.



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- Perform to the best of their ability under generally accepted professional standards of the teaching profession, to ensure there is no breach of their contract.
- Give and expect due notice before a change of position is made
- Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable, with prior intimation, keeping in view their responsibility for completion of the academic schedule.

Teachers and non-teaching staff:

- Teachers should treat the non-teaching staff as colleagues and equal partners in a co-operative undertaking within the institution.

Teachers and guardians:

- Try to maintain contact with the guardians of their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for mutual exchange of ideas and the benefit of the institution.

Teachers and society

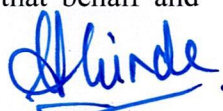
- Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- Work to improve education in the community and strengthen the community's moral and intellectual life.
- Be aware of social problem and take part in such activities that are conducive to the progress of society and by extension, the country as a whole.
- Refrain from taking part in or subscribing to or assisting in any way activities that tend to promote a feeling of hatred or enmity among different communities, religions, or linguistic groups but actively work for National Integration.

Accountant:

- The Accountant informs periodically on the financial position of the College to the Principal of the College, examines and ensures that the code and financial norms are followed by the section or department.
- He prepares and presents budget estimates, with the help of Heads of Departments in the College. Prepare the budget and income and expenditure statements, maintain all accounts, and get them audited.
- He attends to all the Government scrutiny, inspections, and audit.
- He is responsible for the proper implementation of the financial transactions as per rules, Accounts Code, Statutes, Ordinances, Rules and Regulations made in that behalf and



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monitor the finances of the College as per directions of the Registrar and place before the College Finance Committee the financial position of the College such as its receipts, payments Government grants and balance from time to time.

- He scrutinizes all bills of expenditure before recommending payment and maintains the cash-book, ledger, bank pass-books. He watches over the progress of the expenditure and receipt of fees and Government grants in time.
- If there is no post of Superintendent in the College or if the Superintendent proceeds on leave the Accountant carries out the duties of the Superintendent in addition to his duties.
- The Accountant carries out any other work entrusted to him by the Principal or Registrar from time to time.

Head Clerk or Deputy Accountant:

- Head Clerk performs the duties as may be assigned to him from time to time, by the Principal, the Registrar, or the Superintendent.
- He oversees the unit or section and is responsible for its normal and smooth working. He assists the Superintendent in the disposal of his duties and looks after the day-to-day work in the office of which he is in charge as per the instructions received from the higher authorities from time to time.
- He ensures and maintains proper coordination and follow up with the other departments or sections of the College.
- He is responsible for the smooth, efficient, and effective working of the office and timely disposal of cases, letters, bills, reports, returns, etc. and decides and maintains proper filing procedure. He also ensures that the cases or letters requiring immediate and urgent disposal are dealt with immediately.
- He trains the members of his department and guides all.
- He disposes of important cases where relevant regulations are clearly applicable and forward otherwise the same to the Superintendent or the Registrar with clear and specific comments.
- He keeps exhaustive and self-contained notes of important papers passed down and facilitates their movement till final disposal and considers the proceeding of the work.
- He exercises constant vigilance on expenditure, quantitative disposal of work, the safety of the records, furniture, fittings of the College, regular and orderly behaviour of the staff under him.
- He attends meetings, issues notice of meetings, prepares agenda and draft minutes of the meetings and takes follow up actions.



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- He inspects the racks and tables of assistants working under him and satisfies himself that no paper or files have been overlooked and that no old receipts or bills are lying un-disposed off.
- He submits notes or drafts for approval of the authorities through the Superintendent.
- He attends to audit queries and replies to the audit report and submits a necessary statement of accounts.
- He recovers grants due from the Government etc. and prepares the requirement of furniture, other equipment, stationery, etc. with the consultation of the Higher Authority.
- He is responsible for the examination work of the Junior College unit with the overall supervision of the Registrar.
- If the post of Accountant does not exist in the College, the Head Clerk or Deputy Accountant also performs the duties of the Superintendent or the Accountant as the case may be.
- He attends to any other work assigned to him from time to time by the Higher Authorities.

Vice Principals – Arts/Science/Academics

Main Functions:

- Assist the Principal and the College management to ensure the smooth overall functioning of the college.
- Working with the Principal and other Vice Principals in the general governance and leadership of the college.


Subsidiary Functions:

- Handle the admission process of students into the college in a fair manner by abiding by the directives issued by the higher authorities (UGC/State/the University of Mumbai).
- Ensure that the process of allotting subject combinations to students is transparent and based on merit and availability.
- Conduct orientation programmes for new students and their parents/guardians to introduce them to the various norms of the college and the facilities available in the college.
- Responsible for maintaining student discipline (in the class, with peers, with teachers, and overall, in college). Work as a counsellor and mentor in case there are behavioural problems.
- Ensure the smooth conduct of examinations in coordination with the Controller of Examinations so that no unfair means are practiced. Help students with any difficulties (medical issues, etc.) during exams by giving them the required support.
- Ensure that attendance records are maintained by teaching staff in an organized manner and are submitted to the General Office regularly. Display of (i) student attendance record on the website, (ii) list of students with low attendance in college notice boards. Call for a



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formal meeting with students with low attendance to counsel them to improve. 'Terms not granted' lists are created at the end of the term for students who fail to comply with the attendance norms of the college.

- Meet with staff and parents to discuss policies, educational activities, and students' learning or conduct problems. Provide counsel and guidance to students regarding academic, personal, or vocational issues. Help in connecting with the college mental health counsellor as and when required.
- Ensure the smooth and successful functioning of various academic and cultural programmes in college.
- Help in creating college handbooks, college committees, academic calendars, timetables, etc.
- Handle complaints to resolve conflicts or grievances and settle disputes fairly and sympathetically; thus, improve the social environment of the college.
- Ensure emergency response systems are in place in the college.
- Be a responsible contributor to various policies framed in the college. Ensure that the college standards are kept high in all decisions made. Create a safe and secular environment in the college.

Vice Principal Academics has additional responsibilities as follows:

- Is the Convenor of the Academic Council, that scrutinizes and approves the proposals with or without modification of the Boards of Studies regarding courses of study, academic regulations, curricula, syllabi. Approves new programs of study leading to a degree, diploma, certificate courses in consultation with the council members.
- Coordinates the curricular and co-curricular activities of the college responsible for the internal quality mechanisms and is the in-charge of the Honours program, Teacher Assessment, International programs, and Placement cell.
- Organizes Faculty Development Programs for teaching and non-teaching staff of the college from time to time and explores avenues for government grants.



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Controller of Examinations

- Prepares the examination timetable, seating arrangement, paper distribution, daily supervision schedule, teaching and non-teaching staff duty sheets, and make these available to the exam committee at least 7 clear working days prior (4 copies each - 1 for common file, 3 for individual session files – FY, SY, TY – 2018-19 onwards, only 1 copy for a common file being used).
- Make available 3 empty cupboards with properly functioning locks to Exam Convener at least 7 clear working days before exams (for safekeeping of photocopied question papers).
- Keys to these cupboards remain with the Principal from the start of examination printing work till the end of the last examination day.
- They are returned to the Exam Controller thereafter. Look into the regular maintenance of the photocopying machines, computers, and printers in the Exam Room, and get them serviced/cartridges replaced before the start of examination printing work.
- Prepare bell timing sheet, student and staff exam notices for notice board, details of student fines (ID card forgot/lost, use of unfair means, etc). Put them up on respective notice boards at least 7 clear working days in advance.
- Receive data on Students with Disabilities (SWD) and their special requirements from the Inclusion Committee/XRCVC at least 15 clear working days before the start of the examination.
- Compile the data according to the day-wise seating and special arrangements required, and hand over the compiled list to the respective Exam Convener (CIA/ ESE/ Additional).
- Receive the list of International Students from the Coordinator of the Council of International Programmes (CIP) with the students' subject combinations and any special requirements needed (Concession for spelling errors, calculators permitted, etc.) at least 15 clear working days before the start of the examination.
- Compile the data according to the day-wise seating and special arrangements required, and hand over the compiled list to the respective Exam Convener (CIA/ ESE/ Additional). Send out templates for hard copy/ online marks entry to all teaching staff.
- Collect and collate the marks and oversee the generation of mark sheets using the customized cloud-based software designed by Silvodel Solutions.
- Announce examination results on the appointed day and hour.



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Academic Council (AC)

- The Academic Council of the college follows the revised UGC guidelines for autonomous colleges (XII Plan, 2018).
- The AC is solely responsible for all academic matters, such as framing of academic policy, approval of courses, regulations, and syllabi, etc.
- The decisions taken by the Academic Council are not subject to any further ratification by the Academic Council or other statutory bodies.
- It advises the GB about academic affairs and performs functions as assigned by the GB.

Internal Quality Assurance Cell (IQAC) Coordinator

- Develops quality activities of the college.
- By organizing workshops, seminars, and faculty development programs for teaching, non-teaching staff and students of the college.
- The coordinator is the nodal officer for the quality assessment of activities of the institution.
- The coordinator is an important member of all the Statutory committees responsible for quality assurance.
- The IQAC coordinator ensures the quality standards are strengthened through the feedback mechanism of all the stakeholders of higher education.
- The coordinator finalizes all reports to be sent to NAAC.

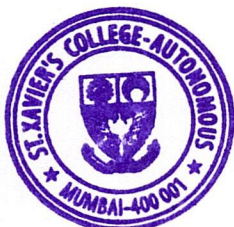
College Development Cell (CDC)

- CDC is formed as per Section 97 of the Maharashtra Public Universities Act, 2016 which plans the academic, administrative, and infrastructure development of the college by initiating programs to foster excellence in curricular, co-curricular and extra-curricular activities.
- The IQAC reports are discussed with appropriate recommendations.

Librarian, The Librarian's post is a teaching post.

Administrative Responsibilities

- Establish and implement library policies and procedures under the guidance of the library committee.
- Prepare the budget for the library.
- Develop, organize and maintain library collections to meet the demands of users
- Coordinate print and electronic subscription requests
- Select, order, and classify relevant material like books, Journals, CD, etc
- Planning new services for the Library.
- Making rules for the Library



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- Acquisitions and Gift books selection
- Classification, Catalogue entries – checking & keywords
- Software for Library
- Signatory for all bills, correspondence notices.
- Maintaining Discipline in Library
- Replacement of Library books lost
- Assigning work to the Library Staff
- Weeding out of books
- Reference to teachers, students, visitors
- Reports to be submitted to Auditors, UGC/IQAC, Principal
- Library Annual Report
- Library Orientation Lectures & Tours
- Honours in Library Science
- Training Staff

Responsibilities as educator

- Assist users in the location of specific material and information Eg. Assistance in OPAC search. Reference services
- Guide users regarding non-print resources like N List
- Train users in the discovery and management of information: OPAC Search, N List
- Conduct in-depth research using both online and print resources
- Develop and maintain relationships with external bodies such as vendors, suppliers and other librarians
- Promote awareness of research resources, library services and learning opportunities Like SWAYAM Awareness, Library Tours, NDLI orientation, etc.

Special responsibilities

- Digitization of books
- Conduct a course on library science for students with learning disabilities.

Any other responsibilities assigned by Principal, Vice-Principal.


Assistant Librarian:

The Job responsibilities of an Assistant Librarian are as follows:

- Gift Book Processing
- Catalogue – Data entry
- Library Notices – Drafting, putting up notices on the Library Notice board
- Displays



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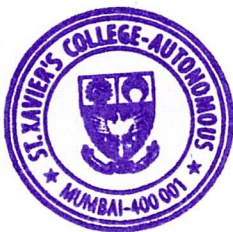


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- Binding of Books & Journals
- Journals – General supervision
- Discipline in the Library
- Solar System & Panel
- Library Clearance
- Correspondence – Print & Dispatch
- Library Maintenance – Liaison with Administrator
- Hardware & Network – Liaison with Knowledge Centre
- HRD day to day
- Library Statistics
- Library Membership
- Summer cleaning administration
- Weeding out
- Reference
- Printing of Spine/Book/Barcode Labels
- Library Orientation Tours
- Any other work assigned by the Librarian from time to time.

Library Clerks:

- Journal subscription, renewal, receipt of current issues, reminders Journal binding, Journal accessioning & data entry
- Display of recent arrivals of books, binding of old books
- Plastic binding of new books, the printing of Journal Labels
- Library Shelf/Stack guides
- Library Membership
- Printing of Spine/Book/Barcode Labels
- Stationery – Purchase & Distribution
- Printing of Stationery & circulation
- Liaison with Administrator
- Liaison with Knowledge Centre
- Circulation – overdue books – Phone reminders
- Multimedia Management
- Assisting Librarian in acquisition work
- Typing & Other Assistance to Librarian
- Any other work assigned by the Librarian from time to time



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Convenor/Coordinator of Council of International Programs (CIP)

- Undertakes responsibility for suggestions regarding possible tie-ups or exchange programs with Foreign Universities and assists the Principal in correspondence with the foreign Institutions.
- The convenor arranges for the visits of staff & students to foreign institutions.
- She also helps in availing aids/scholarships for such exchange programs or higher studies.
- The convenor takes charge of communicating and preparing MoUs with foreign institutions which are of relevance to the college.

Convenor of Research committee:

This committee aims to encourage a research conducive environment among teachers and students.

Objectives and Role of the convenor:

- To update teachers about the various research grants available from UGC/DBT and other funding agencies
- Inform teachers about the University of Mumbai – project funding and facilitate the submission of project proposals.
- Administer the publication of Xplore – The Xavier's Research Journal

Composition of the Committee: Convenor, four department faculty members and the Principal.

Lab Director Caius Research Lab and Nadkarny Sacasa Research Lab

- The Lab Director is appointed by the Secretary of the college in consultation with the management council.
- She takes responsibility for the smooth functioning and all activities in the lab and helps in the growth through projects.
- She collaborates with teaching staff and Instrumentation experts for the maintenance of lab 4. She allots work to the staff of the lab, routing the leave applications to the Principal and maintaining non-teaching staff discipline.


Director of Outreach Services

The Social Service League (SSL)

- The SSL is a students' association run by an Executive committee of four student members – General Secretary, Asst.-General Secretary (2) and a Treasurer.
- Projects such as Rural Camp, Paint and Excursion, Project Care Kids, Outreach, Blood Drive, Workshops and Project sustain. Each of the projects has two project secretaries who see the progress of that project under the help and guidance of the Executive Committee.



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- The director mentors and facilitates the SSL members in the process of organization and implementation of various projects, monitor and sanction the actualization of various socially oriented volunteer activities.

All India Catholic University Federation (AICUF)

- The AICUF consists of the core committee of 3 members - the President, Secretary and Treasurer, the steering committee with coordinators and assistant coordinators for Prayer, Social outreach, cultural, women's commission, PR, creatives and editor of the newsletter and volunteers.
- The Advisor of AICUF is in contact with the National AICUF in charge, a Jesuit priest based in Chennai. The Advisor guides the Core and Steering committees.
- His role is one of guidance and mentoring the AICUF members in the values and mission of the AICUF.

Director of Fell Gymkhana (Sports Director)

Fell Gymkhana has facilities for Bodybuilding, Badminton, Table-Tennis, Carrom, and Chess. The College has full-size Basketball and Volleyball Courts. The College has leased from the BMC the use of a cricket pitch on Azad Maidan. The Director of Fell Gymkhana is assisted by other Coaches for different sports, as and when the need arises.

The Director also:

Preparation of Written Documents

- Drafting the Sports Report for the Academic Year.
- Drafting the NAAC Report for the Academic Year.
- Preparing the list of students who have won/broken records in various disciplines in the ongoing Academic Year and forward the same to the University for the granting of 10 Marks.
- Preparing a list of winners from Senior College/ those who have passed out and getting in touch with them for felicitation at College Day celebrations every year.
- Maintaining accounts which include a. Ground Booking b. Expenses for Ground maintenance c. Salaries of Ground personnel.



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Maintenance and Upkeep of Facilities

- Order Jersey Sets and Sports Equipment for the Academic Year.
- Oversee Maintenance follow-up of Sports Equipment.
- Oversee the St. Xavier's College Cricket pitch at Azad Maidan.
- Oversee the running of the Gymkhana booking and Gymnasium membership booking.

Execution of Activities for the Academic year

- Organize Inter Class Tournaments for the Senior College Boys & Girls categories in Chess, Table Tennis, Carrom, Badminton, Rink Football, Rink Hockey, Basketball, Volleyball, Throw Ball.
- Maintain records for Entries, Draws, Performance and Attendance
- Maintain records for ECC Credit hours/points.
- Organize and oversee team selection and practice of the teams for Men and Women as well as accompany teams for various tournaments in the following disciplines: Basketball Football Volleyball Hockey Throwball Handball Cricket Chess Aquatics Table Tennis Badminton Carrom Athletics
- Send up entries for various tournaments at various levels.
- Maintain accounts for the Gymkhana (Various expenditures and remuneration for the coaches) Sports Club (Various incomes) Petty Cash (Various expenditures)
- Organize Annual Sports Day for College students.

Liaising with Authorities

- Working with the Principal/management/authorities in consultation for the important decision-making process.
- Working with the student and representative bodies for use of the Gymnasium for allied activities like Malhar/festivals and so on.
- Drawing the attention of the concerned authorities in case of indiscipline/unruly behaviours.
- Finding appropriate personnel for coaching in various disciplines.

Administrator

General Maintenance involves the following:

Hostel:

- Lift – Repairs and Maintenance, Regular servicing on contract basis.
- Plumbing – leaking pipe, Hostel pump, Overhead Tanks, Plumbing Plan of the College and Hostel Toilets.
- Electricity – Replacement of tube lights, starters, chokes;



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- Building – Leakages in monsoon, cracks & crevices that develop during the year, Painting (if needed).
- Carpentry works on doors, windows, furniture.
- Classrooms that are in the Hostel Building – Maintenance and Cleanliness.

College Campus:

- Cleanliness of the Campus area and the various classrooms and laboratories. Emptying dustbins and allotting them to areas on Campus.
- Allotting of the work schedules to the Class IV employees of the College and supervising their work on a day-to-day basis.
- Campus Security – Maintenance Contracts – Day & Night Security.
- Telephones – Maintenance, Telephone Operators.
- Lift – Repairs and Maintenance, Regular servicing on contract basis.
- Students Toilets and Staff Toilets – Check cleanliness/sweeper, Leaking taps and flushes, Major repairs to O.H. Tanks.
- Water Coolers and Aqua Guards – regular servicing during the year.
- Water Pumps – Well Water Pumps and Municipal Tank Pumps. Checking of water pump/water supply after office hours and on holidays.
- Storage Water Tanks (Steel, Syntax and Cement) Tanks: Cleaning them once a year.
- Anti-Termite control and its execution throughout the Campus.
- Fire Extinguishers: New ones to be installed / old ones replaced. These should be noted on the Plot Plan of the College a copy of which should be with the Administrator.
- Gradually the entire wiring of the College is to be enclosed in PVC piping and old worn-out wires to be renewed. Old switches to be kept. An Electricity Plan of the College to be done during the monsoon months.
- Maintenance of the College Parking Space and the driveway.

College Buildings & Classrooms:


- Regular checking of College buildings as per the set schedule:
- During these intervals, you are required to observe the classrooms, functioning of the tube lights, fans, window panes, blackboards, windows that jam or leakage through walls or windows (list of leakages to be noted).

Preparing Maintenance Expenditure Budget:

- This is to be prepared as a tentative statement of expenditure for the succeeding year based on the experience of the previous academic year.



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Jobs to be attended to during the April and May holidays in preparation for monsoon:

- Cleaning of the Silting chambers of the Drainage System in the Quadrangle I, II & III, checking of the drainage pipes and clearing them if they are blocked. (To be given on yearly contract)
- Cleaning of the valley gutters on the roof of all the buildings.
- Cleaning of the outlet (leading to the pipe) of any debris as also the entrance to gargoyles.
- Checking the tiles on the roof for any breakages and replacing these.
- Removing the plants growing on the sides of the buildings and killing the roots with Sulphuric acid. Best done in conjunction with repairs to plumbing as it requires the erection of scaffolds.
- Repairing the leakages observed during the previous monsoon.
- Trimming of the trees in the woods, avenue trees in the gardens (Entrance and Quadrangle II).
- Regular painting or whitewashing of some part or other of the College building every year so that every few years the building is covered.
- A regular heritage maintenance cycle should also be initiated.
- Special attention to be given to the cleanliness and maintenance of the College Hall and Chapel.

Registrar

- The Registrar regulates the work and conduct of the staff following the Standard Code 1984 and the Maharashtra Civil Service Rules. The Registrar assesses and evaluates the performance of Non-Teaching employees and sections and takes such measures as he deems fit to regularize and to improve the working of the College.
- The Registrar has the power to issue warnings, reprimands, memos to the non-teaching employees subject to the approval of the Principal.
- The Registrar is the custodian of the records, the common seal and such other property of the College as the Principal may commit to his charge.
- The Registrar keeps the minutes of all the meetings, and records of such meetings attended by him as ex-officio member-secretary.
- The Registrar coordinates the work in the College amongst the teaching and non-teaching staff.
- The Registrar brings to the notice of the Principal any of the acts of the staff or the students, if prejudicial to the College and/or are not in the interest of the Institution/College.
- The Registrar maintains an inquiry service for students, staff and visitors to the College, regarding courses being conducted, examination and admission rules and other allied matters of importance.



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- The Registrar signs letters issued from the College office of a routine nature.
- The Registrar supervises the work of the College affiliation, staff recognition and follows procedures for appointments. He also oversees the Accounts, Audit assessment work of Maintenance and other Grants and keeps a check on the Accounts of the College.
- The Registrar exercises such other powers and performs such other duties as are prescribed or are required from time to time by the Principal of the College and Management of the Society.

Non-Teaching Staff


- The Principal assigns duties as per the needs or requirements of the concerned College from time to time in respect of any other non-teaching staff.
- They help in smooth functioning of the college administration – the General office and the Treasurer's office. Execute their work meticulously and in time and keep all records correctly and systematically.
- The lab assistants, lab attendants, office peons and general peons cooperate with the officials of the College and carry out their tasks as instructed immediately.
- All the non-teaching staff involve themselves in the efficient functioning of the College.

Boys' Hostel Management Representative

- Is appointed by the college management.
- He administers the hostel and takes care of students' needs with the directions given by the Management.
- The director supervises the mess food and oversees the day-to-day maintenance of the hostel.
- He presents accounts every month to the Management and the Treasurer.
- In case of misbehaviour, he takes disciplinary action including dismissal in consultation with the Management.
- The hostel warden assists in the day-to-day functioning of the hostel and is responsible for executing the required tasks.



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Xavier Institute of Communications

- Xavier Institute of Communications (XIC) is a curricula unit of St. Xavier's College, Autonomous.
- It is a professional media centre that offers a variety of services in training and production.
- The Journalism and Mass Communications, the Public Relations and Corporate Communications, the Film, Television and Digital Video Production, and the Advertising & Marketing Communications are full-time diploma courses of 10 months duration.

The Xavier's Resource Centre for the Visually Challenged (XRCVC)

- XRCVC is an integral part of the college.
- The XRCVC ensures an inclusive environment at St. Xavier's College, one of the most well-known educational institutions in the country, for its students with blindness and low vision.
- Having created an inclusive setup for its students, keeping with the long tradition of creating social impact within the larger community, the XRCVC has become a national advocacy and support centre for the blind and low vision across the city and the country.


Heras Institute of Indian History and Culture

The Heras Institute strives to fulfil the following purpose:

- To promote Historical and Cultural Research in India aimed at strengthening an Indian identity especially among the marginalized sections of Indian society.
- In fostering study and research in the fields of Indian History and Archaeology, Indian Art and Literature, Indian Religions, and Indian Cultures
- In training scholars and professors in the skills of Research Methodology and the reconstruction of history
- The Heras Institute, with its well-stocked Research Library and Museum, provides guidance and facilities for Post-Graduate research in Ancient, Medieval & Modern Indian History, Indian Art & Literature, Indian Religions & Culture. Its Research Journal is called INDICA.



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Wellness Centre

The Wellness Centre provides the following services:

- Personal Counselling - for problems like depression, anxiety attacks, and better personal and social adjustment
- Psychometric Testing: IQ Test, Aptitude Test, Personality Test, Career Interest Test: these are followed by a one-on-one counselling session with the student where parents are requested to be present.
- Self-Discovery Workshops to help students discover how much of their actual abilities they are not using, and how to grow into using more and more of these.
- Creativity training and Team Building sessions.
- Orientation programs for freshers.
- Activities that nurture the quality of life and wellness: Student Support Group, Open Music Evenings, Culture of Giving.

Knowledge Centre

- Is a Computer Centre that is solar-powered and includes 5 Computer Laboratories having about 125 computers in all. One of the Computer Labs has a Video Conferencing facility.
- The Centre supports all the curricula computer courses. It also holds courses in collaboration with other organizations.

Department of Inter-Religious Studies (DIRS)

- It fosters an understanding and appreciation of religions as a potent force for communal harmony, social justice, and ecological sustainability.
- It aims to motivate people of all faiths as well as those who profess none to strive together for integral compassion (intrapersonal, interpersonal, societal, global, and cosmic). It organizes sensitivity programs, discussions, and public lectures on relevant issues in religion, culture, and philosophy.
- It collaborates with the AICUF to organize meaningful Interfaith Prayer Services and Masses on special occasions.



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Xavier Institute of Counselling Psychology (XICP)

- The increasingly overstressed population of our Indian Metros is vulnerable to anxiety, depression, and other stress-related disorders. A spate of student suicides, rape cases, domestic violence, child abuse, broken families, alcohol, and drug addiction, all of which are a sad reflection of the mounting stress levels in our society. Unfortunately, there is a serious lack of well-trained counsellors to address this crisis. People do not know who they can turn to at a time of need.
- To remedy this deficiency, Xavier Institute of Counselling Psychology (XICP) offers a practicum-based PG Diploma in Counselling Psychology.

Blatter Herbarium


- BLAT is the only herbarium in India that holds collections of Algae, Fungi, Bryophytes, Pteridophytes, Gymnosperms, and Flowering plants.
- The flowering plant collections range from the year 1816 onwards, and over 2,00,000 plant specimens including Grasses, Sedges, Orchids, and other Flowering plants collected from various parts of India such as Kashmir, Himalayas, Darjeeling, Sikkim, Nepal, Bhutan, Rajasthan, Konkan, Western Ghats, Khandala, Mahableshwar, Poona, Ratnagiri, Savantwadi, Goa, Nasik, Gujarat, Karnataka, Kerala, Andhra Pradesh, Lucknow, and Bombay are housed in this Herbarium. Besides these, specimens from Sind, Arabia, Australia, Germany, Switzerland, other European countries, and Japan, obtained on an exchange basis, add to the bulk of the Herbarium.
- In addition to these collections, more than 200 types of plants discovered as new species are maintained in this herbarium. All these form reference materials for research and other studies.

Social Involvement Programme (SIP)

- It aims to make education more socially relevant.
- Students are made to learn through direct social involvement experience, the mind is challenged to change.
- Students work with economically and physically underprivileged children as well as with mentally challenged individuals, domestic workers, hospital patients, and senior citizens.
- Under the guidance of two qualified Social Workers, students are required to offer a minimum of 45 hours of service with an NGO and 5 hours of social activities connected with any of the academic disciplines that college offers.



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Superintendent:

- The Superintendent is in-charge of the College office and is personally responsible for the smooth conduct and working, for the allotment of work to his subordinates who is responsible to him with the prior approval of the Registrar.
- He convenes regular meetings of the office staff and laboratory Assistants and determines the time dimensions of each of the tasks assigned and supervises the overall working as per the prescribed norms if any.
- He issues Memos and reprimands of erring employees. He inspects the attendance register of the non-teaching staff and take such action as he may deem fit in case of habitual late comers or those who habitually remain absent, by issuing warnings in writing and recommending to the Registrar/Principal to take disciplinary action in case the same employee shows no improvement.
- It is the duty of the Superintendent to maintain cordial public relations and to attend to the queries of the members of the public and students and supply information through the Registrar/Principal to Government authorities as per requirements. It is also the duty to help the members of the public to solve their difficulties concerning office work, and to entertain complaints, if any, against the staff subordinate to him, in the College.
- He carries out the duties and responsibilities in a just manner without any discrimination and motivate his staff to take their work seriously and willingly and pays personal attention to their welfare.
- He is responsible for the work of a highly confidential nature that may be undertaken by his section. He is responsible for preserving the documents, etc. concerning his section.
- The Superintendent personally investigates the court cases concerning the College and obtains orders/instructions from the Registrar/Principal wherever necessary.
- He marks and distributes letters in the name of assistants or to the Heads of the Departments in the College. He exercises a check on and follow up of letters received from the Government, University Grant Commission, University, Management, etc.
- He drafts notes and deals independently with the routine cases. He also drafts notes essentially concerning relevant rules, regulations, precedence, and implications, etc., or special cases and submit to the higher authority i.e., Registrar or the Principal and give interim replies.
- He points out mistakes or misstatements, if any, and draws attention wherever necessary to the statutory or customary practice and points out rules where they are concerned.
- The Superintendent is responsible for examination work about the Degree College under the overall supervision of the Registrar or the Principal.
- Any other work assigned to the Superintendent by the Principal or Registrar from time to time.



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COMMITTEES



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LIST OF COMMITTEES: 2019-2020

1. Lab Safety committee

Dr. Priya Sunderrajan (Convenor)
Dr. Aparna Talekar
Dr. Geeta Kotian
Dr. Madhuri Hambarde
Dr. Shyamala Bodhane
Dr. Sangeeta Shetty
Dr. Sujata Deshpande
Dr. Karuna Gokarn
Dr. Ashwin Pundalik
Dr. Vijaya Lobo

2. E cell & Skill hub

Mr. Pritesh Arte (Convenor)
Dr. Prashant Ratnaparkhi
Dr. Bobby Mathew
Dr. Madhuri Hambarde
Ms. Lydia Fernandes

3. Controller of Examination Cell

Mr. Marazban Kotwal (Convenor)
Mr. Alok Gude (Co-Convenor)

4. Enabling committee

Principal (Convenor)
Dr. Sam Taraporewala (Executive Convenor)
Dr. Annapurna S. (Principal's Nominee)
Mr. Marazban Kotwal (Controller of Exam)
Ms. Medha Taskar (Librarian)
Ms. Neha Trivedi (Rep from Res Centre)
Ms. Akshara Jadhav
Mr. Kevin D'Cruz
Dr. Leena Joshi
Ms. Linda Dhakul



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5. Custodian committee

Dr. Smita Krishnan (Convenor)
Dr. Jyoti Singh
Ms. Miriam Stewart
Dr. Nandita Mangalore
Dr. Pravin Henriques
Dr. Seema Das
Ms. Pooja Ochaney
Dr. K. Vedesankari
Mr. Thomas Roy

6. Discipline committee

Dr. Anita Rane Kothare (Convenor)
Dr. Aditi Sawant
Dr. K. Vedesankari
Dr. Bhagavat Bonde
Ms. Meenal Kolkar
Dr. Rohan Jadhav
Dr. Pampi Chakraborty
Dr. Suvaiba Pirani
Ms. Soni George
Ms. Aarti Gadgil
Mr. Sachin Hegde

7. ECC committee

Dr. Ashma Aggarwal (Convenor)
Ms. Piyali Unnikrishnan
Dr. Radha Kumar
Ms. Saima Khan
Fr. Dean Fernandes, S. J.
Dr. Prasita Mukherjee
Dr. Leena Joshi
Dr. Ashwin Pundalik
Ms. Rachana Pandey



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8. ERP committee

Mr. Conrad Cabral (Convenor)
Mr. Marazban Kotwal
Mr. Roy Thomas
Dr. Prasita Mukherjee
Dr. Aparna Talekar
Ms. Rachana Pandey

9. Examination committee (CIA - 1)

Dr. Bobby Mathew (Convenor)
Ms. Piyali Unnikrishnan
Dr. Ashok Bingi
Ms. Ayesha Dias
Dr. Bhagavat Bonde
Fr. Dean Fernandes, S. J.
Ms. Manali Pawar
Ms. Radhika Rani
Ms. Ruby Pavri
Ms. Shazia Shaikh
Mr. Subhash Kumar

10. Examination committee (ESE)

Ms. Manasi Kanuga (Convenor)
Dr. Hrishkesh Samant
Mr. Avkash Jadhav
Dr. Pearl Pastakia
Ms. Myrtle Fernandes
Dr. Prasita Mukherjee
Dr. Pranoti Chirmuley
Mr. Subhash Kumar
Dr. Bhaskar Saha
Ms. Ankita Gujar
Mr. Roysten Lobo
Ms. Rachana Pandey
Fr. Savio Abreu, S. J.



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11. IMG committee

Dr. Bhaskar Saha (Convenor)
Mr. Prashant Ratnaparkhi
Dr. Pratiba Naitthani
Ms. Lydia Fernandes

12. Infrastructure committee

Ms. Miriam Stewart (Convenor)
Ms. Aparna Kulkarni
Mr. Rajesh Singh
Dr. Pralhad Rege
Ms. Norine D'Souza
Dr. Rohan Jadhav

13. International Council committee

Dr. Rashmi George (Convenor)
Dr. Sangeeta Shetty
Ms. Lydia Fernandes
Ms. Neelam Shetty
Ms. Radhika Rani
Dr. Awanish Kumar

14. IQAC

Dr. Rajendra Shinde (Chairman)
Dr. Nandita Mangalore (Director)
Dr. S. Annapurna
Ms. Alpana Palkhiwale
Dr. Hrishikesh Samant
Dr. Sam Taraporewala
Mr. Kishu Daswani
Mr. Marazban Kotwal
Ms. Karuna Gokarn
Dr. (Fr.) Keith D'souza, S. J.
Fr. Franics De Melo, S. J.
Dr. (Fr.) Conrad Pessa, S. J.
Dr. Jehangir Mistry
Mr. Ashish Bhansin
Dr. Madhuri Hambarde
Mrs. Elizabeth Mehta



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15. Library Advisory committee

Dr. Pranoti Chirmuley (Convenor)
Dr. Karuna Gokarn
Dr. Pearl Pastakia
Ms. Pooja Ochaney
Dr. Rashmi George
Dr. Radhika Tendulkar
Dr. Radhekrishna Dubey
Ms. Medha Taskar
Ms. Neelam Shetty
Dr. Shweta Gurav

16. Magazine & Xpress committee

Ms. Akshara Jadhav (Convenor)
Ms. S. P. Periyayagi
Ms. Alpana Palkhiwale
Dr. Aparna Talekar
Dr. Pearl Pastakia
Ms. Medha Taskar
Dr. Prasita Mukherjee
Dr. Shiney Peters
Dr. Bhagwati Upadhyay

17. Malhar committee

Dr. Radhika Tendulkar (Convenor)
Dr. Bobby Mathew
Ms. Ruby Pavri
Dr. Pranoti Chirmuley
Ms. Lydia Fernandes
Ms. Simi Cyriac
Mr. John D'Souza
Mr. Savio D'Souza
Ms. Aarti Gadgil



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18. Research committee

Dr. Hrishkesh Samant (Convenor)
Dr. Rajendra Shinde (Principal)
Dr. Aditi Sawant
Dr. Awanish Kumar
Dr. Jyoti Singh
Dr. Karuna Gokarn
Dr. Pampi Chakraborty
Dr. Priya Sundarrajan

19. Scholarship committee

Dr. Geeta Kotian (Convenor)
Mr. Alok Gude
Dr. Ashok Bingi
Dr. Manasi Kanuga
Ms. Saima Khan
Dr. Radhekrishna Dubey
Dr. Shweta Gurav
Dr. Suvaiba Pirani
Mr. Saif Khan

20. Staff Placement committee

Ms. Alpana Palkhiwale (Convenor)
Dr. Binoj Kutty
Dr. Ashok Bingi
Fr. Dean Fernandes
Dr. Prashant Ratnaparkhi
Dr. Pratiba Naitthani
Dr. Leena Joshi

21. Student Placement committee

Ms. Soni George (Convenor)
Ms. Aparna Kulkarni
Dr. Ashwin Pundalik
Mr. John D'Souza
Ms. Nandini Naik
Ms. Siddhi Bhathgara
Dr. Vijaya Lobo
Mr. Thomas Roy



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22. TAQ committee

Dr. Pushpa Sinkar (Convenor)
Ms. Alpana Palkhiwale
Ms. Ayesha Dias
Mr. Saju George
Ms. Sangeeta Chavan

23. Unfair Means committee

Dr. Smita Krishnan (Convenor)
Ms. Myrtle Fernandes
Ms. Ruby Pavri
V. Principal (Arts) for Arts cases
V. Principal (Sc.) for Science cases

24. Women's Development committee


Ms. Sangeeta Chavan (Convenor)
Ms. Akshara Jadhav
Dr. S. Annapurna
Dr. Pushpa Sinkar
Dr. Sangeeta Shetty
Fr. Savio Abreu S. J.
Ms. Linda Dhakul

25. Examination committee (additional)

Dr. Binoj Kutty (Convenor)
Ms. Meenal Kolkar
Ms. Saima Khan
Dr. Abhilasha Jain
Dr. Pralhad Rege
Mr. Ajay Yadav
Dr. Bhagwati Upadhyay
Mr. John D'Souza
Mrs. Pradnya Gogte
Mr. Rahul Kattam
Mr. RoystenLobo



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26. Grievance committee

Dr. Rajendra Shinde (Principal)
Dr. Prashant Ratnaparkhi (Member Secretary)
Dr. S. Annapurna (Member)

27. Internal committee (along with WDC)

Dr. Nandita Mangalore (Convenor)
Ms. Linda Dhakul
Dr. Nandita Gandhi (NGO)
Dr. Prashant Ratnaparkhi
Ms. Delina Lopes
Ms. Jenipher Lopes
Ms. Neha Gupte (PG Research Scholar)

28. RUSA purchase committee

Dr. Pravin Henriques (Convenor)
Dr. S. Annapurna (Nodal Officer)
Dr. Priya Sunderrajan
Dr. Aparna Talekar
Ms. Ruby Pavri
Dr. Binoj Kutty

29. Admission committee (UG)


Dr. S. Annapurna (Convenor)
Dr. Hrishikesh Samant
Dr. Sujata Deshpande
Dr. Aparna Talekar
Mr. Marazban Kotwal
Mr. Conrad Cabral
Ms. Alpana Palkhiwale

30. Admission committee (PG)

Principal (Convenor)
Heads of all PG Departments



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31. Attendance committee

Dr. S. Annapurna (Convenor)
Dr. Hrishikesh Samant
Mr. John D'Souza

32. Anti Ragging committee

Dr. Hrishikesh Samant (Convenor)
Dr. S. Annapurna
Dr. Pranoti Chirmuley

33. Election committee

Dr. Ashma Aggarwal (Election Officer)
Ms. Ruby Pavri (Dy Election Officer)
Dr. Prasita Mukherjee
Dr. Shyamala Bodhane
Dr. Vijaya Lobo
Ms. S. P. Periyayagi
Mr. Conrad Cabral

34. Staff Room committee

Ms. Linda Dhakul (Convenor)
Ms. Saima Khan
Dr. Pratiba Naitthani

35. NIRF/Other rankings


Dr. Hrishikesh Samant (Convenor)
Mr. Conrad Cabral
Ms. Ayesha Dias
Dr. Sangeeta Shetty

36. Core committee for DISHA (2019-2020)

Dr. Bobby Mathew (Convenor)
Dr. Karuna Gokarn
Ms. Alpana Palkhiwale
Dr. Sangeeta Shetty
Dr. Pratiba Naitthani



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37. Student Council Election committee

Dr. Ashma Aggarwal
Dr. Shyamala Bodhane
Ms. Ruby Pavri
Dr. Bobby Mathew
Dr. Conrad Cabral
Dr. Prasita Mukherjee
Ms. Periyamayagi S.
Dr. Vijaya Lobo
Fr. Ambrose Machado (Commerce)



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