



ST. XAVIER'S COLLEGE
(AUTONOMOUS)
5, Mahapalika Marg, Mumbai - 400 001,
INDIA.
☎ 2262 0661/65

ACTION TAKEN REPORTS

- ❖ **Academic Audit**
- ❖ **Administrative Audit**
- ❖ **Autonomy Review**
- ❖ **Campus Accessibility Audit**



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ACADEMIC AUDIT (27-28 Feb 2019): ACTION TAKEN REPORT

Audit Team: Dr. R. S. Mali, Former Vice-Chancellor, North Maharashtra University, Jalgaon; Mr. Sunil Mantri, Director Universal Education; Dr. Prantik Banerjee, Vice Principal, Hislop College, Nagpur

Audit was conducted for the academic year 2016 - 2017 & 2017 - 2018

Sr. No.	Recommendations	ATR
1	New skill development programs to be introduced	Introduced – skill development programs w.e.f. June 2019 a. MSc in Big data analytics (June 2019) b. MSc in Physics (June 2019) c. MA Lifespan counselling (June 2019) d. PG Diploma in Expressive Art Therapy (June 2019) e. PG Diploma in Bioinformatics- (11 Sept 2020) f. Diploma in Event Planning and Experiential Marketing (XIC – Sept 2020) g. Online Certificate Course in Applied Philosophy and Ethics (May 2020)
2	Develop formal mechanism for Remedial Coaching and Bridge Courses	a. Currently remedial coaching in a structured way is only for the students requiring improvement in English language, at the Language lab. b. In all departments the remedial teaching is on an informal basis catering to individual student needs. Once the college reopens, the remedial programme may be made more structured c. Bridge course was started in Mathematics in May 2020-21 for Economics students of FYBA/SYBA by Mr. Shailesh Goregaokar for SXC





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Sr. No.	Recommendations	ATR
3	Encourage teachers to submit research proposals to funding agencies and engage in interdisciplinary research	a. Ten teachers were awarded Mumbai University Teachers research grant for 2020-21 b. Two students under the guidance of One teacher were awarded EKonnnect Grant (US Consulate) c. Four departments namely, Botany, Microbiology, Life Science, Physics applied for DBT Builder grant and they were awarded Rs 3 Cr for the same.
4	Encourage teachers to publish more papers	a. Thirty nine papers published by our teachers in the year 2019-20 of which 24 are in UCG Care List I and II. b. Total number of Books/ Chapters- 8
5	Provide financial support to the needy students using funds generated with the help of Alumni and parents	a. The college has a Student Beneficiary Fund that handles disbursement and financial concessions to economically challenged students who request assistance. This fund is supported by contributions of well wishers that include Alumni and parents b. During the year of Covid, the management has provided assistance in terms of food supplies, counselling etc. to large numbers of individuals in distress
6	Institute awards and prizes to reward meritorious students and felicitates them	SXC gives awards and prizes to encourage meritorious students for their achievements in academics, sports and cultural activities Felicitation of students for curricular and co-curricular activities: a. All scholarship awardees are felicitated with a Certificate of Appreciation on College Day, in addition to the cash component of the scholarship. b. Three Toppers for the year from each department are felicitated with Certificate of Appreciation on College Day. c. Students completing their Honours Programme successfully are felicitated on College Day. d. Winners in sports events – intra college and intercollegiate are commended





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7	Felicitation of Teachers for their achievements in Teaching and Research	<ul style="list-style-type: none">a. A research policy that also addresses faculty encouragement has been draftedb. Acknowledgement and announcement of faculty accomplishments are made on a weekly basis in a specially drafted Information segment called the 'Weekly Connect' sent out by the principal every Sunday to all faculty
8	Reorganization of IQAC as per new norms and increasing its involvement in: quality measures, conducting workshops on education measures/NEP /IPR/quality measures etc., providing opportunities for the maximal growth of students and staff	<ul style="list-style-type: none">a. IQAC has been re-organized and the members from Industry, alumni, parents, and community have been appointed.b. Minutes, attendance and ATR have been noted and filed appropriately.c. Number of seminars, symposiums and conferences at national and international level, on the topics related to higher education have been organized by IQAC.d. The International Conference "DISHA - 2020 – Recent trends in higher education" was organized in March 2020.e. Network with other institutions' IQAC is established. Joint programmes of the IQAC of SXC with St Xavier's Institute of Education and with Ruia College were organized.f. Seminar on IPR was conducted by the Department of Life Science, Microbiology and Business Studies.g. Five years perspective plan for 2020-25 is ready. Ten year plan not yet ready.
9	Increase Internships for students	MOU with TCS and NAVACARA has been signed for collaboration in Internship.





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Annexure 1

SPORTS AND CULTURAL SCHOLARSHIPS AND AWARDS

SCHOLARSHIPS

Academic Year	Institutional Scholarships (Academics, Co-curricular and Extra-Curricular)		Institutional Scholarships (Sports)	
	Number	Amount (INR)	Number	Amount (INR)
2018-19	155 + 2 Cultural	5,15,605.00	11	16,250.00
2019-20	158 + 4 Cultural	5,71,750.00	11	22,750.00

AWARDS

Annual Sports Day: Awards 2019 - 2020


Sr. No.	Sports Awards	No. of students
1	Senior College Men's Individual Championship	1
2	Senior College Women's Individual Championship	1
3	Senior College Inter-Faculty Rolling Trophy	Bachelors in Arts
4	10 Events for Senior College Boys (3 winners per event)	30
5	10 Events for Senior College Girls (3 winners per event)	30

Inter-class Tournaments: Awards 2019 - 2020

Sport	Senior Girls	Senior Boys
Badminton	Mahika Mehta (Mpp I)	Thomas Abhay (SYBSc)
Chess	Reha Patel (Syba)	Saneet Tomar (SYBSc)
Table Tennis	Sumar Misbah (Ma I)	Malu Kanak (FYBMS)
Rink Football		TYBSc
Volleyball		SYBSc
Basketball		FYBSc II



NAAC SSR Cycle 4 (2015-2020):
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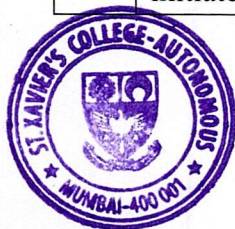
ADMINISTRATIVE AUDIT (24-25 Jan 2020): ACTION TAKEN REPORT

Audit Team: Dr. Jeevan Kumar and Dr. Ordetta Mendonca (Representatives from Xavier Board of Higher Education in India)

Audit was conducted for the academic year 2019-2020

Administrative Audit (Jan 24-25, 2020) Action Taken Report

Sr. No.	Recommendations	Action Taken
1	HR and other policy decisions to be finalized	Policies are approved and uploaded on the website Link: https://xaviers.edu/main/index.php/policies
2	Roles and function of various authorities in the college to be spelt out	Roles and function of various authorities are uploaded on the website Link: https://xaviers.edu/main/images/college/organogram.pdf
3	All teaching posts need to be filled up to ease the burden on other faculty members	A total of 21 new faculty members were appointed as per the workload of the departments in 2020-2021
4	Decrease the number of non-teaching staff in the institution	The appointments are as per workload calculated by Jt. Director's office No action can be taken
5	More programmes for professional development of non-teaching staff	Offline and online sessions workshops were held for Non-teaching faculty a. Gender Sensitization (Marathi) b. Fire safety training and fire safety drill organised by the Lab safety committee of St. Xavier's College Mumbai (Hindi) c. Training workshop on using the Zoom Cloud Meeting Platform (Marathi) d. Mental Health during the Lockdown (Marathi) e. Diet & Nutrition during the Lockdown (Marathi) f. Yoga and Pranayam for Good Health (Marathi)
6	Management to encourage government to clear backlog of faculty and non-teaching staff vacancy	As we are a grant-in-aid college, we follow the rules laid down by the government and are entirely dependent on the government for sanction of vacant posts
7	Extension and outreach programmes to be initiated	a. COVID-19 Helpline for Students (https://wellness.xaviers.edu/corona-conversations)



NAAC SSR Cycle 4 (2015-2020):
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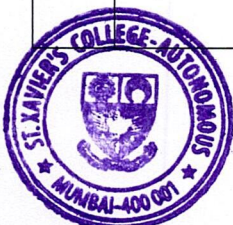
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Sr. No.	Recommendations	Action Taken
8	Hostels are inadequate – needs to be improved	Boys hostel facilities improved on campus (Repair and renovation began in 2019-20 and was completed in 2020-21) Girls' hostel being identified
9	Examination office needs to be fully automated. An examination manual has to be written with all decisions of the Academic Council to be incorporated	Exam office automation in process (Silvodel) Examination manual is prepared Link: https://xaviers.edu/main/images/college/examination-policy.pdf
10	Begin a book bank scheme if it is viable	a. Students who have registered with the Student Beneficiary Fund have a book bank that allows them to borrow a hardcopy of the book for the year b. As large numbers of students now use e-books, a book bank facility is not in demand amongst the general student pool
11	Institution must conduct programmes pertaining to gender equity and gender sensitization	Workshops held between Feb 2019-June 2020 a. Workshop on Gender Sensitization in collaboration with Red Dot foundation for teaching faculty b. Workshop on Gender Sensitization for Non-teaching faculty
12	Classrooms, laboratories and Faculty rooms to be re-organised and made more spacious	a. Very long platforms in classes have been shortened to allow more space for free student movement into and out of classes b. Options to free up classrooms during the peak demand (morning hours) are being considered
13	Infrastructure (buildings) maintenance of some classrooms/laboratories to be attended to in an urgent manner	As it is a Heritage building, there is continuous ongoing Infrastructure repair and maintenance. In 2020-2021, two elevators were replaced and work on the third is to begin
14	All books in the institution need to be accessioned in the General Library and then given to the departmental library	a. Department libraries are stocked with books bought by book grants of SXC/from the project grants of faculty/college development grants. b. Books from Grants to the institution are accessioned in the library but departments are permitted to keep them in their departmental libraries. c. Books purchased for the general library, are maintained in the Reference library to increase their accessibility to readers. d. The digitization of Library books is in process





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Sr. No.	Recommendations	Action Taken
15	Blatter Herbarium keeper maybe sent for specialized training to Kew Gardens, London	Digitization of Blatter Herbarium is in process.
16	More visibility for Anti-Ragging cell, Women's Development Cell, and prevention of sexual harassment cell with contact phone numbers	Contact and phone numbers are up on the website https://sxcboim.com/internal-committee/
17	Footfall to be increased in the library both for faculty and students	a. As large numbers of students now use e-books, the footfalls in the library have decreased. b. Global trends in this issue need to be studied. c. Colleges have yet to reopen for offline instruction, so plans will be deferred
18	Green audit to be conducted by the college	a. The Xavier's Environmental Committee conducted a very detailed internal audit of the campus in Feb 2020 b. An MoU for an external audit was signed with CERE in March 2020, however due to the pandemic this audit is pending
19	Documentation in the college is in place however it should be in a standardized format	Due to the NAAC – SSR submission, most documentation is being arranged in a standardized format



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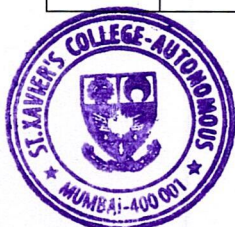
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AUTONOMY REVIEW (April 2017): ACTION TAKEN REPORT

Audit Team: UGC committee for Extension of Autonomy – Dr. Meenakshi Gopinath, Dr. S. Nirmala, Dr. Vibha S. Chauhan, Prof. Ranjan Chakrabarti, Ms. Rohini Bhalekar, Shri Mriganka Sekar Sarma

SR NO	RECOMMENDATIONS	ACTION TAKEN
1	Appoint more faculty, to allow existing faculty more time for quality research	Appointments are in accordance with the rules laid down by the government
2	Develop an archive for rare documents and artifacts Open the museum to outsiders	Researchers are welcome to use the facilities of the Heras Institute/other research facilities on campus, following proper protocol
3	Explore options for additional space (alternate campus) to fuel academic expansion	MoU with St. Xavier's school 2019 New PG programmes and certificate/diploma courses started
4	Integrate the B.Com programme (evening college) with the mainstream – including examinations	The process has been initiated
5	College to arrange more internships for students	College/Departments have informally assisted students in securing internships. However, this has not yet become a policy
6	Get more student input, to enhance the relevance of the social involvement programme	Discipline centric-SIP was started in June 2017 Student feedback (general) was obtained in 2018-19 in which they were probed on the relevance of the SIP program. Further alumni (and parents for their ward) were also asked their feedback on the effect of going through the SIP program



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SR NO	RECOMMENDATIONS	ACTION TAKEN
7	Spread out the continuous internal assessment	The timeline of the internal assessments could not be changed, but departments were encouraged to explore alternate evaluation strategies instead of the typical 'written test' mode for CIA 2, thus allowing more flexibility while scheduling deadlines for completion.
8	Financial assistance and study leave to be provided to faculty for pursual of research	Faculty are encouraged to apply for study leave (FIP) to complete their PhD Policies for research, seed money, consultancy, IPR have been formalized
9	Modern Scientific Waste disposal system to be introduced	A food shredder was purchased for treating food waste from the canteen
10	Increase the number of sports activities for students	RUSA grant utilized for improving the sports facilities in the gym in college. New surface for badminton was purchased






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CAMPUS ACCESSIBILITY AUDIT (June 2018 and Aug 2018) ACTION TAKEN REPORT

Audit Team: Nature Nurture Architects and Planners

Sr. No.	Recommendations	Action Taken
1	Emergency Evacuation Strategies/Drill to be carried out	Not Yet Undertaken
2	Increase the number of accessible toilets for PwD	Toilet created in hostel building July 2019
3	Tactile guidance path connecting all utilities and entrance	<ul style="list-style-type: none">- Part path laid out in Green Shed area in 2016-17- Other phase completed in volleyball court during 2020-2021
4	Standardization of accessible control mechanisms (switchboards etc.) on all floors	Electricity maps created and put up for the switchboards of all classrooms and labs however, accessible control mechanisms have not been undertaken.
5	Standardization of signages (audio, visual, tactile) at appropriate locations on campus	Not yet undertaken
6	Regular maintenance of all facilities	Two accessible washrooms cleaned and maintained regularly
Additional Information:		Access to the Library building and labs: Stair climbing wheelchair purchased in 2019-20 to enable access to library building and other labs where due to heritage structure limitation, ramps cannot be built
		Accessible Lift: New lifts installed in XIMR and Hostel building have been enabled with braille labels and audio cues in 2019-20




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