



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		ST. XAVIER'S COLLEGE (AUTONOMOUS)
Name of the head of the Institution		Dr. Rajendra Shinde
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		02222620661
Mobile no.		9819100131
Registered Email		stxaviersmumbai2020@gmail.com
Alternate Email		principal@xaviers.edu
Address		5, Mahapalika Marg , Mumbai 400001
City/Town		Mumbai
State/UT		Maharashtra
Pincode		400001
2. Institutional Status		

Autonomous Status (Provide date of Conformant of Autonomous Status)	26-Jun-2010
Type of Institution	Co-education
Location	Urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Dr. Nandita Mangalore
Phone no/Alternate Phone no.	02226620661
Mobile no.	9869661947
Registered Email	iqac.coordinator@xaviers.edu
Alternate Email	stxaviersmumbai2020@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://iqac.xaviers.edu/aqars
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4. Whether Academic Calendar prepared during the year

Yes

if yes, whether it is uploaded in the institutional website:
Weblink :

<http://xaviers.edu/main/images/notices/College%20Calendar%202019-20.pdf>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
3	A	3.63	2013	25-Oct-2013	24-Oct-2020

6. Date of Establishment of IQAC

01-Jul-2000

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
IQAC seminar for college faculty on Planning, Documentation, and	03-Jul-2019 1	75

Feedback		
Staff Seminar - A talk by former ViceChancellor of SNDT University and one of the authors of the National Education Policy	12-Jul-2019 1	75
A faculty seminar IQAC workshop on preparing the SSR for NAAC	04-Dec-2019 1	25
Faculty Workshop on Orientation to Apple Apps	06-Feb-2020 1	20
Faculty Development Program under Human Research and Development Khandala Seminar on Aspects of Development: institutional, communitarian and personal at Loyola Social Welfare Centre, Kune	18-Feb-2020 3	60
International Conference on Evolving Trends in Higher Education	12-Mar-2020 2	75
Webinar on Teaching Online: Synchronously and Asynchronously	06-Jun-2020 1	75
An online HRD Workshop titled Faculty Training on G-suite	12-Jun-2020 3	46
View File		

8. Provide the list of Special Status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	College of Excellence for selected College	UGC	2014 1853	20000000
Institution	Scheme of Granting Special Heritage status to college during XII Plan	UGC	2015 1095	16700000
Departments Botany, Chemistry, Life Science, Microbiology, Physics, and	Star Status Scheme (Non-recurring & Recurring Grant)	DBT	2016 1460	13200000

Zoology				
Departments: Maths and Statistics	Star College Scheme (Non- recurring & Recurring Grant)	DBT	2016 1460	2100000
Institution	RUSA 2.0 Component 8: Enhancing Quality and Excellence in select Autonomous Colleges	RUSA	2018 1095	25000000
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	4
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

12. Significant contributions made by IQAC during the current year(maximum five bullets)
Designing and obtaining student feedback on Courses.
Organization of an administrative audit of the college.
Organization of an international conference on Higher Education.
Training Staff for online teaching.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year
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Plan of Action	Achivements/Outcomes
File Attached	File Attached
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
College Development Committee	28-Jan-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2019
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Date of Submission	30-Sep-2019
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17. Does the Institution have Management Information System ?	Yes
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If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)	St. Xaviers College (Autonomous), Mumbai has implemented MIS partially. SILVODEL was chosen for implementation of ERP from the year 201920. The modules covered were as follows: (i) Student application for admission. (ii) Admission Process. (iii) Application Grievance redressal. (iv) Student Attendance. (v) Examination marks entry. (vi) Marksheet Generation. (vii) Teachers Assessment.
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Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Design and Development

1.1.1 – Programmes for which syllabus revision was carried out during the Academic year

Name of Programme	Programme Code	Programme Specialization	Date of Revision
Nill	File Attached	Nill	Nill
View File			

1.1.2 – Programmes/ courses focussed on employability/ entrepreneurship/ skill development during the Academic year

Programme with	Programme	Date of Introduction	Course with Code	Date of Introduction
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Code	Specialization			
Nil	File Attached	Nil	Nil	Nil
View File				

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the Academic year

Programme/Course	Programme Specialization	Dates of Introduction
MSc	Big Data Analytics	22/07/2019
MSc	Physics	03/08/2019
MA	Psychology	17/06/2019
PG Diploma	Expressive Arts Therapy	04/07/2019
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective Course System implemented at the College level during the Academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	Nil	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
File Attached	Nil	Nil
View File		

1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nil	File Attached	Nil
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
To assess the quality and content of the academic programme and students' satisfaction with the college, separate surveys were conducted online for all courses in each semester. More than 70 of students in most courses responded to the survey on course content which was administered during the lecture / practicals. The results were collated and the analysis, which was carried out for all courses by the Department of Statistics, was shared with the respective

departments for reflection. Heads were asked to discuss the results with their individual Boards of Study to decide what steps may be taken to address the challenges, if any, that were raised. The implementation of several suggestions will have to be deferred as the current online mode of teaching has altered the situation drastically and one cannot apply the recommendations to the current scenario. To assess the teaching of a course, feedback was obtained using the Teaching Assessment Questionnaire (TAQ). The results were collated and the analysis shared with individual faculty by the principal/VP Academics. In addition, a general student satisfaction survey was conducted during the lockdown period, the collated results were analysed by the department of Statistics and the analysis was shared with the faculty. The feedback obtained was from 1427 students of the first and second year UG programme and the post graduates, as they had not been asked for similar feedback in 2018-2019. The survey broadly aimed at achieving the following objectives: 1. To assess the academic discipline of the College. 2. To determine the satisfaction level of the infrastructure on campus. 3. To evaluate the effectiveness of the extracurricular and social involvement programmes conducted. 4. To determine the overall perception of the College as an institution of learning. 5. To garner suggestions for overall improvement of the College academic programme. The IQAC in its meeting on 25th Aug 2020 discussed the analysis and recommended the action that would have to be taken to tackle the issues raised in the feedback. In addition, Feedback was also sought from alumni and parents of students. Separate questionnaires were constructed for each exercise and were designed to be simple and user friendly to cater to the diverse set of respondents in each group. The questionnaires were administered online using Google Forms and the data collected from each group was analyzed independently by robust statistical tools using EXCEL and SPSS software. The results were presented using bar graphs, pie diagrams and in some cases other suitable data visualization techniques were used to analyse and present the data. The data and analysis have been made available on the college website.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
Nil	File Attached	Nil	Nil	Nil
View File				

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	3318	486	65	6	51

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used

	Resources)				
122	65	24	41	10	31
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

YES. The college conducts a mentoring programme that establishes an effective student-teacher relationship, enables to guide the students in Academic matters, facilitates leadership by developing interpersonal skills and aids students to thrive in competitive environments. In the academic year 2019-20, an orientation session on Mentoring was conducted by Fr. Francis from the Wellness centre of the college for the arts teachers while the science teachers were provided handouts explaining the process with an invitation to clarify any doubts at the Wellness centre. This gave the teachers a better understanding of their responsibility and their boundaries.

Students are then assigned to the teachers who guide and assist them in addressing concerns that may be academic or related in some manner to their hours on campus. The mentor to mentee ratio for the year 2019-20 was 1:29 for Arts and about 1: 20 for science. As has been an important practice, an induction programme was conducted by the college for First year Undergraduate and Post Graduate students and parents/guardians to familiarize them with the following aspects: (i) Introduction to the Jesuit Principles and Ethos of the Institution. (ii) Pedagogy (iii) Code of Conduct (iv) Examination Pattern (v) Facilities within the institution (vi) Opportunities of overall development through various associations and programmes (vii) Support systems available for the students In the fourth semester, every student in the college must take course from another stream (e.g the science student will choose a course from the non-science courses, namely Arts, BMS, Commerce etc). This course is called a Cross Faculty course. An orientation session is conducted for all the students in which every department gives a brief understanding of what will be the learning and take-away from the course offered. Faculty from all departments guide final year UG and PG students regarding specialization for further studies as well as career opportunities related to the respective fields. The mentoring system also serves as an opportunity for mentees to represent their grievances and mentors to create a path to address and solve them.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3804	122	1 : 31

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
133	97	11	25	67

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2020	Dr. Hrishikesh Samant	Associate Professor	Invited by Maharashtra State Bureau of Textbook Production and Research as a Member on the Geology Textbook Committee.
2020	Dr. Hrishikesh Samant	Associate Professor	Appointed by Ministry of AYUSH, Government of INDIA on the Ayurvedic

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
Nill	File Attached	Nill	Nill	Nill
View File				

2.5.2 – Average percentage of Student complaints/grievances about evaluation against total number appeared in the examinations during the year

Number of complaints or grievances about evaluation	Total number of students appeared in the examination	Percentage
Nill	3612	0

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://igac.xaviers.edu/po-pso-co>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nill	Nill	File Attached	Nill	Nill	Nill
View File					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://igac.xaviers.edu/feedback>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION**3.1 – Promotion of Research and Facilities**

3.1.1 – The institution provides seed money to its teachers for research

No

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3.1.2 – Teachers awarded National/International fellowship for advanced studies/ research during the year

Type	Name of the teacher awarded the fellowship	Name of the award	Date of award	Awarding agency
National	NIL	Nill	Nill	Nill

International	NIL	Nil	Nil	Nil
No file uploaded.				

3.2 – Resource Mobilization for Research

3.2.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	Nil	File Attached	Nil	Nil
View File				

3.2.2 – Number of ongoing research projects per teacher funded by government and non-government agencies during the years

0.082

3.3 – Innovation Ecosystem

3.3.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
File Attached	Nil	Nil
View File		

3.3.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
'Greywater Treatment and Recycling Plant based on Electrocoagulation	Ms Karishma Katpitia and Ms Zubia Shaikh	US Consulate General, Mumbai and Ekonnnect Foundation	25/07/2019	Youth Mentorship Programme for Environment Conservation
'Biotechnology-based Novel Approach towards Sustainable Preservation and Conservation of Cultural Heritage using Enzymes as Bio-cleaning Agents'	Dr. Priya Sundarrajan	College of Home Science, Nirmala Niketan, Mumbai	08/02/2020	1st Prize (Innovation)
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3.3.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

3.4 – Research Publications and Awards

3.4.1 – Ph. Ds awarded during the year

Name of the Department	Number of PhD's Awarded
NIL	Nil

3.4.2 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
Nil	File Attached	Nil	Nil
View File			

3.4.3 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
History	1
Hindi	2
Life Science and Biochemistry	1
Political Science	1
No file uploaded.	

3.4.4 – Patents published/awarded during the year

Patent Details	Patent status	Patent Number	Date of Award
NIL	Nil	Nil	Nil
No file uploaded.			

3.4.5 – Bibliometrics of the publications during the last academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
File Attached	Nil	Nil	Nil	Nil	Nil	Nil
View File						

3.4.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
File Attached	Nil	Nil	2020	Nil	Nil	Nil
View File						

3.4.7 – Faculty participation in Seminars/Conferences and Symposia during the year

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	111	37	19	90
Presented papers	11	12	Nil	6
Resource	Nil	7	7	24

persons

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3.5 – Consultancy

3.5.1 – Revenue generated from Consultancy during the year

Name of the Consultan(s) department	Name of consultancy project	Consulting/Sponsoring Agency	Revenue generated (amount in rupees)
Mr. John D'Souza, Department of Geology	Petrographic examination of samples	M/S.S R Geotechniques Pvt Ltd	30000
Mr. John D'Souza, Department of Geology	Petrographic examination of samples	Soham Foundation Eng	32400
Dr. Ashwin Pundalik Department of Geology	Petrographic examination of samples	Jeernodhar Conservators Pvt. Ltd.	7080
Dr. Rajendra Shinde, Blatter Herbarium, Dept. of Botany	Plant Authentication, Herbarium reference, Institutional visits	Academia and Industry	33175

No file uploaded.

3.5.2 – Revenue generated from Corporate Training by the institution during the year

Name of the Consultan(s) department	Title of the programme	Agency seeking / training	Revenue generated (amount in rupees)	Number of trainees
NIL	Nil	Nil	Nil	Nil

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3.6 – Extension Activities

3.6.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
File Attached	Nil	Nil	Nil

[View File](#)

3.6.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Resource Development of Short documentaries of low income group Entrepreneurs (BMM)	Critical acclaim 3 rd prize	Pratham Institute - Weaves Film Festival	5
Education, Environment, Health	Rex Karmaveer Global Fellow	Icongo-Indian Confederation of	Nil

and Heritage related activities.(Dr. Avkash Jadhav, Department of History)	Karmaveer Chakra Award (Gold) Recipient 2019	NGOs	
No file uploaded.			

3.6.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
File Attached	Null	Null	Null	Null
View File				

3.7 – Collaborations

3.7.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
File Attached	Null	Null	Null
View File			

3.7.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
File Attached	Null	Null	Null	Null	Null
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3.7.3 – MoUs signed with institutions of national, international importance, other institutions, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
File Attached	Null	Null	Null
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
24	22.5

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added

Campus Area	Newly Added
Class rooms	Newly Added
Laboratories	Newly Added
Seminar Halls	Newly Added
Classrooms with LCD facilities	Newly Added
Classrooms with Wi-Fi OR LAN	Newly Added
Seminar halls with ICT facilities	Newly Added
Video Centre	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Others	Newly Added
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SLIM: System for Library information and Management SLIM: System for Library information and Management	Partially	SLIM 21 Windows Web Enabled Version	1998

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Reference Books	1000535	4271467	740	789530	1001275	5060997
e-Books	11	349280	Nill	Nill	11	349280
Journals	93	251750	Nill	Nill	93	251750
CD & Video	519	Nill	Nill	Nill	519	Nill
Library Automation	1	50000	Nill	Nill	1	50000
Others(s pecify)	1	47200	Nill	Nill	1	47200
Digital Database	1	5900	Nill	Nill	1	5900
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nil
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	488	208	0	26	4	49	99	265	102
Added	109	93	0	0	3	0	10	180	3
Total	597	301	0	26	7	49	109	445	105

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

445 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	Not applicable

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
15	13	35	33.77

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website)

St. Xavier's College, Mumbai is committed to delivering the required infrastructure to its departments and other functional spaces in order to promote teaching learning and other processes as specified by the statutory bodies both in terms of quantity and quality. The policy for Infrastructure Management of the Xavier's Society has been formulated for managing infrastructure through need analysis considering the guidelines of statutory bodies and developments in technology including educational technology procurement of infrastructure ensuring its quality and cost, timely upgradation, proper accounting and safeguarding by assigning inventory numbers to each equipment and maintaining asset record, upkeep of the equipment through regular cleaning, preventive and corrective maintenance including Annual Maintenance Contracts, insurance against damage and theft and writing off of obsolete equipment. We believe that correct paraphernalia and its maintenance and preservation are necessary for quality academics and efficient administration of the college. The infrastructure and equipment shall be maintained by the Administrator's office on campus. Creation of Infrastructure At the time of starting a new platform or a new development, the undertaking department shall prepare a proposal for management. starting a program or

course or for the addition in intake of innovative ideas. Enhancement of Infrastructure · The college shall regularly enhance infrastructure by modernization and removal of obsolescence keeping in view the developments of technology and advancement in teaching learning process, needs of the new programs and new initiatives. · Developments like centralized facilities for instructions and presentations for our staff and students shall specify the detailed record of all infrastructure purchase to the management, followed by booking and other norms for staff and students. Infrastructure augmentation: Acquisition of a fully motorized wheelchair and installation of a Public Address System on campus. Record of Infrastructure Record of all infrastructure including equipment, software, books and other items shall be maintained by all departments of the college. Physical Verification · Physical verification of infrastructure shall be carried out periodically and a list of missing items or items not in use/ obsolete items shall be prepared. · Appropriate authority shall take action with regard to the shortages and writing off. Overall Campus Maintenance: · The Administrator's office shall be responsible for carrying out regular maintenance activities as well as repairs across campus. · Depreciation shall be applied to the assets annually based on the type of assets like furniture and fixtures, electrical installation, equipment, air conditioners, computer hardware and software. · The office staff, support staff and personnel working on payroll and contract basis shall synchronize to follow appropriate procedure for associating with contractors for air conditioning, water purifiers and to execute electrical, plumbing and carpentry work etc. All institutes/departments on campus are responsible for communicating any infrastructure malfunction and replacement or enhancement required to the Administrative office following due protocol.

<https://iqac.xaviers.edu/naac/policies-procedures>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	File Attached	Nil	Nil
Financial Support from Other Sources			
a) National	Nil	Nil	Nil
b) International	Nil	Nil	Nil

[View File](#)

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
File Attached	Nil	Nil	Nil

[View File](#)

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive	Number of benefited students by career	Number of students who have passed in the comp. exam	Number of students placed

		examination	counseling activities		
2020	File Attached	Nil	Nil	Nil	Nil
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
3	3	37

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
File Attached	Nil	Nil	Nil	Nil	Nil
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	Nil	File Attached	Nil	Nil	Nil
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
SLET	1
GATE	7
GMAT	1
CAT	7
GRE	8
TOFEL	2
Civil Services	1
Any Other	52
NET	5
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
File Attached	Nil	Nil

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	Nil	Nil	Nil	Nil	000000	Not Applicable
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The St. Xavier's College Student Council(SC) comprises of General Secretary, Treasurer along with representatives from BA., BSc., BCom., BSc.IT., BMM, BMS, M.A., M.Sc., Sports, WDC, Cultural Secretary and two lady representatives (nominated by the Principal). It serves as a link between the students and the college management.

A.ADMINISTRATIVE: The SC by its representation on key committees plays an important role in helping college management provide better facilities and academic environment to its stakeholders. (i)IQAC: SC takes feedback from all the students about available facilities, social environment and academics through its representatives. At the same time, suggestions for betterment of these activities are also sought. This year a list of suitable departmental activities was suggested to the SIP department. Two types of feedback were initiated by the student council at the request of the IQAC: (a)Feedback from students who had registered for Swayam, on the course itself and the challenge (if any) of completing it along with regular college work. (b)A survey on the kind of online courses students would be interested in registering for, if SXC were to conduct them. (ii)Infrastructural Developments: SC draws the attention of the college administration to hitherto unaddressed needs of the student community. It had been instrumental in installation of soap dispensers in all the washrooms in the college campus and of sanitary napkins disposal bins in the women's washrooms. The committee also undertook college sanitation initiatives including deep cleaning of the washrooms and putting posters instructing students about the importance of maintaining the washrooms clean. Broken benches of the UG-self-financed classrooms were repaired and the student council office was renovated under the monitoring of the committee. (iii)Grievances: Student grievances were addressed by SC members or, if necessary, directed to the Principal via the common WhatsApp group for example conveying the concerns of the students regarding COVID-19 and postponing of exams, to the management. (iv)Presence on online platforms: The committee upgraded itself to the online platform by adding its presence on Instagram for constant update of messages and notices to students. The members ensure that students are informed of all directives from the management, via WhatsApp. (v)Social Impact: The committee (a)organized a panel discussion about Organ trafficking awareness. (b)collaborated with MVM and Ajinkya Shinde to promote donation to the PM cares fund and CM relief fund. (c)collaborated with Xaviers Environmental committee to form a student led green community. (d)took the initiative to send the outstation students who were stuck in the city, back to their homes (with help of the Principal). (e)partnered with Wellness Centre to promote a coronavirus helpline to provide counselling to students in stress.

B.ACADEMICS: SC partnered with Coursera (through the Principal) to provide free online certificate courses to build the students' skills during the Covid-19 crisis. **C.ORGANISATION OF STUDENT ACTIVITIES:** (i)SC celebrates Independence Day and Republic Day. (ii)Representatives took part in various leadership summits

organized by colleges in Mumbai. (iii) SC and Extra-curricular committee organized events such as College Day, Teacher's Day, Traditional day, TY Farewell and Graduation Ceremony.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of registered Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The decentralized and inclusive nature of decision making is indicated by the diverse boards and committees (about thirty in all) that are created to ensure the smooth working of the college. EXAMPLE 1: The Academic Board (AB) oversees the day-to-day functioning of the college and trouble shoots where required. The AB consists of the Principal, Rector, Vice principals for Arts, Science and Academics, Finance head, Representative from the evening commerce section, IQAC coordinator, Exam controller and the Supervisor of the Junior college. The committee reviews all the unresolved issues (academic and non-academic) that had arisen over the week just passed and addresses potential problems in the week ahead. Faculty requests, permissions sought by departments/committees, finalizing of dates for events etc. are some of the activities that the committee oversees. During meetings, the principal completes his agenda and then throws open the meeting for each member to bring up any issue that they deem important or which could not be resolved by them/a subcommittee and hence needs the collective input of the team. From this committee, the work if any, is passed on to other committees and coordinators for execution. Academic board, Anti ragging, Biosafety, CAS, CDC, Cleanliness, College, Magazine, Cultural Activities, Custodian, Dept. BOS, Discipline, E - cell, Enabling, ERP, Exam committee ESE/CIA/Additional, Grievance redressal, Honours, IMG, Internal committee, Infrastructure, International Programmes - CIP, IQAC, Library Advisory, Malhar, Research, Research Journal - Xplore, Scholarship / Student Beneficiary Fund, Staff placement. EXAMPLE 2: The IQAC decided to hold a conference on education (DISHA 2020) and the matter was placed before the AB which approved the idea and helped shortlist the core committee of faculty to organise the conference. They were then required to come up with a tentative itinerary, speaker list and budget and share what plans they had to raise funds for the conference with the AB. After discussion with the IQAC and conference team, the types of sessions/events of the conference were decided. A tentative budgetary plan was placed before the finance officer who helped them fine tune it and assured them of the amount that the college would be willing to invest to run the conference. The conference team hence were clear about their fall-back amount in the event that they failed to secure enough funding from external agencies, and planned accordingly. Thus, via the AB multiple aspects

of the conference could be resolved without matters being placed before the governing body, Finance Board etc. individually showing the decentralization. After the initial plan approval, the DISHA team functioned as a semi-autonomous body, taking decisions and informing the principal when plans had to be altered. Also, the participative nature of the management is evident in the inclusion of several faculty who were not on the IQAC/AB/CDC/Governing body in the core committee of DISHA and hence in the decision-making process.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	As students are primary stakeholders in the learner centric processes adopted by the college, SXC has chosen to take their opinion on courses conducted in the odd and even semester via a feedback questionnaire which was administered after the odd semester and at the end of the even semester. The feedback was analysed by the department of Statistics and the analysis shared with the individual departments by the principal, for consideration when planning for the next academic year. In addition, some departments requested a student representative to share informally garnered feedback from the class with the BOS members
Teaching and Learning	SXC encourages learner-centric mechanisms across disciplines for imparting quality education on campus. Lectures by subject experts, open discussions and debates on socially and academically relevant issues, internships with industry experts are a few modalities through which student capabilities are enhanced during their course of study. The mission of encouraging creative and collaborative engagement in curricular and co/extra-curricular activities is fulfilled through activities such as: Department Magazines Events and Fests and the Honours Programme. With a view to increasing employability, PG programmes in Big Data Analytics and Life Span Counselling have been introduced.
Examination and Evaluation	The process of constituting different committees for end semester, internal and additional examinations was continued. Roll numbers were introduced (in lieu of seat numbers at exam time) at the start of the year to facilitate

smooth entry of marks post evaluation. This was preferred as the same number was used for seating and marks entry. Intra college collaboration between departments (e.g. History-Physics) on mini projects that formed a part of the Continuous Internal Assessment was initiated. In addition, some departments had dissertations as part of their End semester evaluation, thus introducing a research component into their curricula.

Research and Development

The library subscribed to 93 magazines / journals and received 21 journals as a gift. The college research journal Xplore (ISSN: 2249 - 1878) was registered under UGC-CARE list of journals. A Special issue was introduced in 2019-2020 to publish research by individuals in various parts of the country, on education. These papers were selected (by an editorial team of teacher educators from prestigious institutes) from several that were submitted for the international conference on education-DISHA that was held by SXC in March 2020. Policies for consultancy and IPR were formalized.

Library, ICT and Physical Infrastructure / Instrumentation

In 2019-2020, 740 books were added to the library. Digitalization of rare/old/ valuable books and herbarium specimens (Blatter Herbarium) continued. The availability of RUSA and other grants made it possible to buy books for the library, enhance IT related infrastructure, procure instruments / computers for various departments, equip a documentation centre and set up new labs (PG IT, Geology and Art conservation labs) A fully motorized wheelchair was purchased to support the physically challenged. To improve communication a public address system was installed and security concerns were addressed by increasing the area under CCTV coverage.

Human Resource Management

A total of 24 seminars/workshops were held for the faculty on various aspects of pedagogy and documentation, of which some were to introduce new teachers to the ethos of the college, to train them to engage with students and to expose them to prevailing teaching-learning and evaluation techniques. Participation in Capacity building

	seminars (internal/external) was facilitated for faculty. Six seminars / webinars were conducted for the non-teaching staff.
Industry Interaction / Collaboration	The college strongly encouraged consultancies and industrial tie-ups not just through research projects but also by facilitating student internships for 2-3 months / a semester as research assistants / part-time fellows or interns with various organizations in fields linked to their academic specializations or career choices. (More than 250 students in 2019-2020) Opportunities were also provided for students to interact with industry by inviting specialists as guest speakers/ resource persons at workshops, career fairs etc. An Industry - Academia collaboration was forged by introducing a Master's program in Big Data Analytics with Tata Consultancy Services.
Admission of Students	There was an Online registration for BA, BSc, BMM, BMS, BSc.IT. The ERP was introduced for PG admission. Entrance tests are conducted for MCJ, BMS, MPP, MA-Psychology. Admission to the other courses of college (without entrance test) solely based on merit. The college exercises Minority privilege and the balance 50 follows the state Reservation policy.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	A Google calendar based academic calendar is being used for planning the academic year. Meeting intimations for The Academic Council, CDC, B.O.S etc are circulated through email in addition to the hard copy. Public Address system installed which reduced notices sent to classrooms.
Administration	Implementation of different strategies to reduce paper trails. Notices/Information is sent to the faculty via institutional email (@xaviers.edu#) by the management. An online Google Calendar^ is used to record events conducted by departments or participation and achievement of students and staff in various activities. • Attendance of staff is obtained by Biometric mode. Leave tracking and application for teaching

staff has been made online using leave management software developed in-house. Staff can log in and view Their monthly attendance. Administrative office is computerized. A Google calendar-based room booking system has been developed for online booking of common facilities such as The Multimedia Room, SCAVI, and College Hall. IQAC, academic committees, and many Departments have started using Google facilities such as Google Forms: - Obtaining feedback of students, parents, teaching staff, conference/seminar participants etc. Encouragement of the usage of Google Drive and Google Docs as a repository and for collaborative work/report construction etc. Some meetings have been conducted using online platforms such as Zoom, Google meet etc. KEY #: Maintained by Knowledge Centre ^: IT faculty member: Mr. Subash Kumar

Finance and Accounts

The Accounts section (Treasurer's Office) uses software such as Tally ERP 9.0 and Microsoft Excel-2010 to maintain college accounts in a systematic manner. Salary and Tax calculation for the staff is done on a FoxPro based module. The Salary Slips for the teaching staff is delivered directly to their email id immediately on disbursal of salary.

Student Admission and Support

The admission process is completely done using the online portal#. Students can access their attendance records online on the college website^^. Final Year graduate students can access their mark sheets online. KEY: #: Vendor: Silvodel, Contact Person Mr. Lennox Baptista ^^: Developed by: Mr. Subash Kumar, Assistant Prof. and Mr Tejas More, Assistant Prof.

Examination

Examination Schedules, Seating Arrangements and other details of examinations are displayed on the website. A cloud base Software programme# has been developed for Entry of marks and Attendance. The programme also holds various details of the students and tracks their academic performance throughout the years as students in the college. In addition, the seating arrangement is generated by a programme developed inhouse. ^ KEY #: Vendor: Silvodel, Contact Person Mr. Lennox Baptista. ^ IT faculty member: Mr. Subash Kumar

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	File Attached	Nill	Nill	Nill
View File				

6.3.2 – Number of professional development / administrative training programmes organized by the Colleges for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	File Attached	Nill	Nill	Nill	Nill	Nill
View File						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
File Attached	Nill	Nill	Nill	Nill
View File				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
97	122	128	143

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>College management ensures timely payment of monthly salaries of teaching staff irrespective of the salary grant released by the state government. Other facilitations include the following: EPF, Book grant for individual teachers, Wednesday tea for all in the staff common room, Exgratia refreshments</p>	<p>College management ensures timely payment of monthly salaries of nonteaching staff irrespective of the salary grant released by the state government. Other facilitations include the following: EPF, Fifty percent reimbursement of Mediclaim premium amount, interest free loan, advances against salary,</p>	<p>Insurance, Scholarships (Government and Management), Student's Beneficiary Fund (Tuition fees - concession in / complete waiver, Honour's programme registration and activity fees, Books - loan for the entire academic year, Purchase of Journals for laboratory work - Subsidised / payment of entire amount, Field</p>

during committee meetings and examination work, Counselling Services, Interest free Loans, 24/7 Free Internet facilities, Fee concession for staff pursuing PhD within college.	festival advances on request, Child education support of Rupees 1000 per child for 2 children from Jr. K.G. to Graduation.	trips and any other similar requirement in the curriculum - funded in part/ entirely, Hostel fees funded in part/ entirely, Meals - One / Two (sometimes) meals are provided to students who ask for it, Medical Expenses funded in part/ entirely, Accommodation assistance)
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6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Internal audits are conducted on an ongoing basis by the Bursar of the Parent Trust, and the data is collated in preparation for the statutory audit. Two formal internal reviews per year are part of this process. The audit examines the revenues generated in terms of fees, grants, donations, rents from the use of space, etc, as against the expenses incurred and the assets purchased or written off. It also ensures the timely preparation of the budgets for the different units, and reviews the variances that have occurred during the time of inspection, which is twice a year. The college, registered under the Maharashtra Public Trust Act, 1950 conducts a statutory External audit by Chottalal H. Shah and Company. The bank and fee reconciliation statements and the utilization of grants received are verified. Expenses incurred on infrastructure improvement are verified against quotations invited and resolutions passed. A physical verification of the assets declared is conducted during the audit. We are also subject to annual scrutiny by the Income Tax Department, a statutory GST Audit, and a Government audit under the State Senior Auditor. The Statutory audit (some units on campus) for the financial year 2019-2020 was completed in December 2020

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
File Attached	Nil	Nil
View File		

6.4.3 – Total corpus fund generated

3900000

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	No	Nil
Administrative	Yes	Xavier Board of Higher Education in India.	No	Nil

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Parent-Teacher interactions are organized at least twice a year, however there is no official Parent-Teacher Association.

6.5.3 – Development programmes for support staff (at least three)

(i) A session on gender sensitization was conducted for the non-teaching staff of the college by Ms. Renuka Mukadan, Consultant, Alumnus (Xaviers College) on 7th February 2020 (ii) Xavier's Online Connect in Marathi on "Training in usage of Zoom" conducted by IQAC and Dept. of Life Science Biochemistry (Dr. Maya Murdeshwar) for Non teaching staff of college (iii) Xavier's Online Connect in Marathi on Maintaining Good and Positive Mental health during Lockdown by Dr. Anand Nadkarni Institute for Psychological Health (IPH), a NGO organised by IQAC and Dept. of Life Science Biochemistry (iv) Xavier's Online Connect in Marathi on Diet and Nutrition during Lockdown by Dr. Gauripriya Koppikar, organised by IQAC and Dept. of Life Science Biochemistry (v) Xavier's Online Connect in Marathi for the Non-teaching staff on "Yoga and Pranayam for Healthy Living by Ms. Rajashree Shinde, organised by IQAC and Dept. of Life Science Biochemistry (vi) Xavier's Online Connect in Marathi for the Non-teaching staff on Learning in times of CoVID 19 by Dr. Sangeeta Shetty and Dr. Binoj Kutty organised by IQAC and Dept. of Life Science Biochemistry

6.5.4 – Post Accreditation initiative(s) (mention at least three)

(i) New courses and programmes [Post-Graduate (PG) Degree and Diploma] (ii) Introduction of ERP across all examinations (iii) Academic and Infrastructure enhancement - Application for grants from DBT and RUSA

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
Nil	File Attached	Nil	Nil	Nil	Nil
View File					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
A series of talks by lawyer Prageeya Khanna on Gender Sensitisation and awareness about various	13/08/2019	21/08/2019	547	222

forms of harassment across First Year classes				
Survey conducted by FYBA students of History department on 'Sex Education'	01/12/2019	31/01/2020	6	4
Documentary made by FYBA students of History department on 'Stigma against menstruation'	01/12/2019	31/01/2020	5	4
Work shop on 'Safe city Project' in collaboration with Red Dot Foundation	21/11/2019	23/11/2019	2	3
Panel Discussion by the Economics department on 'Gender induced wage disparity'	05/01/2020	05/01/2020	111	19
Presentation of the Survey on 'Safe city Project' in collaboration with Red Dot Foundation	31/01/2020	31/01/2020	2	3
Talk on 'Cyber Security and Us'	31/01/2020	31/01/2020	69	28
Workshop on Gender Sensitisation for the teaching staff with Red Dot Foundation	31/01/2020	31/01/2020	13	15
Workshop on Gender Sensitisation for the non teaching staff	05/02/2020	05/02/2020	13	74
'Effects of Sanitary Napkins on	11/02/2020	11/02/2020	111	19

Women's' Health' Talk by Ms. Pooja Damodia Journalist and Entrepreneur				
Talk on 'Women's' Health and Environment issues' by Dr Ketan Paditpautra, Gynecologist, Fortis Hospital, Mulund	12/02/2020	12/02/2020	111	19
Self Defense workshop for girls by Ms. Malaika Joshi	13/02/2020	13/12/2020	32	Nil
Street Play on Sexual Violence 'Goonj Buland Awazon Ki'	22/02/2020	22/02/2020	8	3

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Solar Panels installed on Roof Top contribute to around 10 -15 of the power requirement.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	81
Provision for lift	Yes	81
Ramp/Rails	Yes	1
Braille Software/facilities	Yes	19
Rest Rooms	Yes	81
Scribes for examination	Yes	27
Special skill development for differently abled students	Yes	81
Any other similar facility	Yes	11

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address	Number of initiatives taken to	Date	Duration	Name of initiative	Issues addressed	Number of participating students
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	locational advantages and disadvantages	engage with and contribute to local community					and staff
2020	Nil	Nil	Nil	Nil	File Attached	Nil	Nil

[View File](#)

7.1.5 – Human Values and Professional Ethics

Title	Date of publication	Follow up(max 100 words)
College Handbook (General Rules and Quality Mechanisms)	31/08/2019	The College Handbook comprises of the general rules and quality mechanisms to be followed by the students. At the beginning of the academic year an Orientation Programme is held for the First year students to acquaint them with the rules in the Handbook. Along with the IQAC the college has the following committees viz. Anti ragging cell, Attendance, Discipline, Enabling, IC, TAQ, Unfair means to implement the quality mechanisms mentioned in the Handbook.
Maharashtra Public Universities Act 2016	10/06/2019	The Principal handles all issues related to the adherence to the code of conduct by faculty members. The code of conduct is available on the college website.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
File Attached	Nil	Nil	Nil

[View File](#)

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

(1) Xavier's Environmental Committee (XEC), a student body, was set up in Nov. 2019 to address the environmental concerns of the college. XEC compiled 'Campus Festival Waste Segregation guidelines' which were followed at Janfest 2020, a music concert organized by the Indian Music Group in Jan. 2020. (2) Malhar, the college fest, went paperless this year with the 'Malhar 2019' App being used for communication and documentation purposes. No schedules, flyers etc. were printed. (3) A grey water recycling plant based on electrocoagulation was set up behind the hostel building. Waste water from hostel bathrooms is treated and reused in the hostel toilets. This project by the Life Science Department was awarded USD 4500 under the 'Youth Mentorship Programme for Environment

Conservation' by the US Consulate General, Mumbai, and Ekonnnect Foundation. Additionally, borewell water is also used in the toilets. (4) Recycling of Multilayered Plastic (MLP) [food packets with inner metallic coating] was carried out by the Department of Zoology in collaboration with the NGO Safai Bank of India. (5) Compost bins to collect food waste were placed in all departments by the Microbiology department. The Botany department uses these bins to compost plant waste from their laboratories. (6) As part of the Environment Conservation Hero of the Year (ECHO) project of WWF-India, the Dept. of Zoology started replacing plastic bins in the college with paper bins made out of recycled waste paper. Tetra pack recycling was also carried out by the department. (7) A Herb garden consisting of indigenous species was planted behind the Hostel block, an initiative by the Political Science department. (8) Glass blowing and recycling was carried out by the Botany department to repurpose and reuse their broken glassware. (9) To help conserve bird biodiversity on campus, the Economics dept. organized a 'Bird Feeder making' workshop. The feeders made have been hung on trees in different areas in the campus. (10) Since 2017, kitchen waste from the college canteen is being composted in a processing setup. An initiative of the Microbiology department in collaboration with the NGO SMS. (11) Earthworm compost bin has been set up since 2005 by the Botany department. The bin generates vermicompost all year around and is used in the college green spaces. (12) The Central Instrumentation Facility (CIF) has 4 AC units switching on and off alternately based on timer settings (4 units in all, 2 working at any given time, other 2 switched off).

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICE-1 TITLE: Department-centric Social Involvement Programme (SIP) for the academic year 2019-20

A]OBJECTIVE The objective of this programme has been to ensure that a social consciousness is brought into the curricula and pedagogy of different courses conducted by the departments. The departments have to be innovative in incorporating social outreach activities in their core discipline. Student's knowledge of a particular subject should cater to social outreach programmes and help the community at large.

B]CONTEXT Since the introduction of this activity, all departments have responded by being innovative in curating social activities based on their core discipline. The activities carried out by the departments ranged from working within the campus to engaging with school students far beyond the college campus.

C]PRACTICE The activities (involving about 200 students) undertaken by some departments were:

- (i) Students helping in the archiving of scientific data and information which would be used by universally by scholars
- (ii) Helping underprivileged children with their studies and Municipal Schools with teaching aids (prepared by the student-volunteers)
- (iii) Preparing items for sale, the proceeds of which would be donated to financially support tribal or financially strapped schools
- (iv) Assisting peers with their studies through the Buddy System
- (v) Compiling a Hindi Dictionary (with Student-Volunteers contributing the words and the meaning and helping in the layout) for economically weaker students who are studying Hindi.
- (vi) Planting saplings in areas that have been ear-marked for reforestation and then placing the name of the tree and its salient features in Hindi
- (vii) Developing and nurturing a Herbal Garden in the college campus
- (viii) Assisting students who are new to Mumbai by helping them to navigate their routine and student life through the hustle and bustle of this city - and thus create confidence in such individuals.
- (ix) Cleaning up historical and tourist sites in an ecologically and geologically correct manner
- (x) Preparing academic material for visually challenged students under the aegis of XRCVC

D]EVIDENCE OF SUCCESS It is estimated that approximately 854 students had participated in SIP activities in 2019-20. The testimonies of these students

indicate that the college has achieved its goal of sensitizing students as well as making them community assets through the particular course that they have studied. The benefits listed by student-volunteers in their testimonies span across increased social awareness, experiencing the joy of giving (after being a receiver for so long), better understanding of how macro-level policies fail to deliver, Upscaled sense of contentment in seeing someone else do better because of the assistance offered by the student-volunteer and finally an increased sense of gratitude for what one has (after seeing that others do not have even a quarter of that). A collateral benefit that has been noticed is that the faculty members in the department too have enhanced their sense of social commitment along with seeking ways in which their scholarship can be of use to society at large.

E]PROBLEMS AND RESOURCES

i)Problems encountered: Clash of timings between the student-volunteers' availability and the NGOs requirements. (a)Sending students for the discipline centric SIP work requires multiple training sessions by the faculty before they are deemed ready to take up the responsibility (b)Faculty, burdened with academic and administrative responsibilities, cannot dedicate time qualitatively to this mandate.

ii)Resources: The Department needs a better database of NGOs where the subject specific intervention may be applied.

BEST PRACTICES - 2

TITLE: Wellness Centre

A]OBJECTIVES: The motto on the college crest is "Provoking to Fly". Very many students cannot believe their boundless potential, and a key goal of this Jesuit-run college is to help students to discover their God-given amazing abilities and so to fly high instead of crawling through life. This is why the Wellness Centre was started. Wellness is not just 'not being ill'. Wellness is thriving, not just surviving it is being vibrantly alive, discovering your passion, and living a life of love and compassion. Hence the motto of the Wellness Centre is "Helping to Fly."

B]CONTEXT and CHALLENGES: Jesuit education aims at creating men and women who live in a state of high physical, mental, and social well-being. A key challenge to this was the widespread acceptance of mediocrity. Wellness requires an active process of becoming aware of and making choices towards a healthy and fulfilling life it is a dynamic process of change and growth. This required designing life coaching workshops to help students understand what has made them slowly lower their self image, and hence their low expectation of what they can be and achieve.

C]PRACTICE: The Wellness Centre (previously called the "Counselling Centre") has three major areas in which students are helped. First, professional counselling is available for students with psychological problems like depression, anxiety attacks, etc. We also offer career counselling for students who need help in choosing their career path. Two professionally trained counsellors are available for students who need help. Many students use this facility. The second is directly connected to the college motto "challenging to fly." For this, life coaching is made available to students who are psychologically OK, but are presently far from tapping their complete potential. For this we offer "Unleash your Potential" 3-day workshops to help them understand why they have a self image much below their actual ability and how to rise to what they can be. The workshops have 3 parts: "Imagined Limits" to get students to realise how the limits they put on their dreams are not because of the outside situation but from within "Creating your dream" to help them create concrete life goals that embody flying high and "Rising to High Goals through Small Steps" to plan their effective growth in a way that is slow but sure. To nurture and assist new students, the Wellness Centre has a Students Support Group that helps new students learn about the campus with a College Tour and later enables social interaction to make new friends with "Talk It Out" sessions. The Open Music Evenings provide students a forum to showcase their musical talents. Third, psychometric testing is conducted to measure the intellectual abilities and personality traits of a student. The 3-hour Aptitude Test measures 5 different mental abilities, from which a profile is created that allows a student to choose what she or she is naturally good for. A 2-hour Personality Test

measures 15 personality traits which help a student understand his or her temperament and change what might be necessary. These tests are followed by individual counselling, usually together with the parents of the student.

D]EVIDENCE OF SUCCESS The kind of activities the Wellness Centre offers cannot offer measurable change results in a short time since these are life changing processes. However one measure of success is the demand by growing numbers based on what the present beneficiaries have experienced and told others. The psychometric testing draws students from other cities in India and even abroad even though such tests are available in most urban centres. Many parents have pointed out that they have come because they heard of the accuracy of our results and the value of our post-test counselling. The "Unleash Your Potential" workshop was conducted on 26, 28, 30 August 2019, and was repeated in September 2019 because of demand. The personal problem counselling continues to draw needy individuals, and during 2019-20 all, including 2 suicidal tendency cases, were brought to satisfactory closure. The large numbers of students participating in the activities of the Student Support Group, the Open Music Evenings and the Theory Club is evidence of the appreciation of these.

E]PROBLEMS ENCOUNTERED and RESOURCES REQUIRED The personal problem counselling activities required funds since, while the counselling is free for the students, we had to pay professional counsellors. The college has covered all the costs incurred and provided space for the Wellness Centre's activities. One major problem was publicising the activities of the Wellness Centre. We found that notices and posters did not work since most students walked through corridors looking down at their phones. Hence we set up a network of class WhatsApp groups and a several Instagram pages through which information was sent to students. This has been effective in getting participants.

6]NOTES The Counselling centre which was set up in 1954, was renamed The Wellness Centre in 2018. The change in name was fuelled by the observation that the word "counselling" seemed to have a stigma attached to it in the minds of many students as in "Something is wrong with you you need counselling.". We have hence followed a worldwide trend and changed the name to "Wellness Centre." We have found this draws more students as a place of positive growth rather than being seen as a place to go to when one has a mental problem. It also allows those who are mentally distressed to come without fear of a stigma when seen coming here.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://igac.xaviers.edu/best-practices/2019-20>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The Xavier's Resource Centre for the Visually Challenged (XRCVC) - resource centre for students with disabilities on campus, has always strived to bring in the best inclusive education practices on campus and to be a leader at the national level in the field of inclusion and access for persons with disabilities. The Centre reached out to a total of 4971 beneficiaries in 2019-20 Students with disabilities at St. Xavier's College: 81 Training and Guidance for Persons with Disabilities (Non-Xavierite): 729 Awareness Programs: 3538 Reading without Seeing Workshops (Assistive Technology Awareness):110 Stakeholder Trainings - Content Creation Inclusive Education (teachers, special educators, etc): 479 Some key areas of strides during this academic year: Expanding the Horizon: The first student with blindness enrolled for BSc-Chemistry, Botany and Zoology course. XRCVC provided trainings to teaching and non-teaching staff as also purchased the necessary equipment to make our labs accessible. The college management permitted a student whose disability

condition would not permit him to participate in full time undergraduate program, to have a college experience to build life skills and have a holistic learning exposure, as a Guest student who could attend classes of choice and will be provided an attendance certification without undergoing evaluations. The student had a positive and enriching experience. IUA MoU: The Inclusive University Alliance work formalised as an MoU between leading academic institutes in the country working on Inclusive education. The IUA has started holding monthly meetings to begin and plan its work as a collective. Raised Line Foundation (RLF) MoU: XRCVC - RLF MoU is aimed for producing tactile diagram study sets for students with blindness. The first set of volumes being worked upon is Geometry Diagrams for 1st-10th Grades. Social Alpha MoU for Building Assistive Technologies: To meet the Made in India assistive technologies demand, Social Alpha, a venture capital initiative supporting the Assistive technologies development has collaborated with XRCVC. The Centre will provide its domain and technical expertise to Social Alpha to ensure that relevant and user need based technologies come to the market. CSMVS MoU for building accessibility in the museum: XRCVC has provided training and expertise to the museum at Mumbai for building accessibility to the museum experience for visitors with disabilities. Research and Knowledge Building: The XRCVC released its research report "Degrees of Accessibility" that looks at design and teaching pedagogy ideas of an accessible geometry kit for students with blindness. Further XRCVC has set up an Inclusive Education Resource Page on its website with data related to its various endeavours for others to use and replicate. (<https://sites.google.com/xaviers.edu.in/xrcvc-inclusive-education/xrcvc>) Responding to the COVID Challenge: Online learning poses new challenges for Inclusion. XRCVC has taken a proactive step to address this. It has built a resource kit for educators to make online learning accessible which will also be used for training of teachers and educators. (<https://sites.google.com/xaviers.edu.in/xrcvc-inclusive-education/xrcvc/inclusion-services-at-higher-education/new-challenges-of-inclusion-in-online-learning>)
<http://www.xrcvc.org/index.htm>

Provide the weblink of the institution

<https://iqac.xaviers.edu/naac/institutional-distinctiveness>

8.Future Plans of Actions for Next Academic Year

The plans of the College for the academic year 2020-2021 are: 1. Launching new programmes : PG degree / Diploma /Certificate PG degree programmes strengthen the academic fibre of any organization and SXC has planned to introduce two new programmes : a. A new MA course in Conservation will be started by the Department of Ancient Indian Culture in collaboration with Tata's. b. The Economics Section will start an M.A. in Economics with 60 seats. As Diploma and Certificate courses help to augment regular academic programmes and may also increase the employability quotient of the stakeholders, SXC has planned to introduce several diploma and certificate courses. a. A new Diploma in Event Planning and Experiential Marketing will be started in XIC which is a curricular unit of SXC. b. A Diploma Course in "Interreligious Traditions" will be started by the Department of Interreligious Studies. c. A Post-Graduate Diploma in Bioinformatics of 10 months duration will be started by the Department of Biotechnology. d. An 11-month Post-Graduate Diploma in Tourism Management . e. A Certificate Course in Plantsmanship with Basic Garden Hardscaping Materials and Tools will be started by the Department of Botany, in collaboration with L.S. Raheja School of Architecture. f. A 10-week Certificate Course in Basics of Python will be started by the Department of Mathematics. 2. Developing a mixed mode of teaching - offline and online (synchronous asynchronous). In order to reach out to students and continue the teaching-learning process in the online mode new innovative strategies outlined for classroom engagement and evaluation. An off shoot of this could be creation of new courses to improve the knowledge,

skill as well as employability of students and empowerment of faculty to create modules for online learning. 3. Creating feedback systems that are relevant to the changing academic outlook. Creation of a new TAQ that addresses the online mode of teaching. 4. Fostering and promoting the spirit of research in college. To promote research, which forms the bedrock for the academic growth of the primary stakeholders of SXC i.e. faculty and students, a Research Cell is to be constituted with a faculty member in charge. 5. Reorganization of the Social Involvement Programme (SIP) and Extra curricular (EC) credit requirements and timelines To plan for the likelihood of a continuance of the safety measures mandated by the government during the pandemic and hence to accommodate for the lack of interaction time, SXC will reorganize the SIP and EC credit requirements and timelines for completion, for the undergraduate students of the academic year 2020-21.