



**ST. XAVIER'S COLLEGE**  
**(AUTONOMOUS)**  
5, Mahapalika Marg, Mumbai - 400 001,  
INDIA.  
① 2262 0661/65

## **ACTION TAKEN REPORT 2017-18**

### **1. IQAC:**

- Each department appointed one of its faculty as a coordinator for their quality assurance. This DQAC coordinator would facilitate the document collection and verification of all evidence, at the level of the department. Each department has been given a box file for collecting their department data. The soft copies of each departments should be in place very soon.
- As per the NAAC perspective, we need to have Student Representatives and also Alumni on the IQAC. Normally students from Students Council were chosen, but since the University has asked to have elections for the Students Council we could not appoint any student representatives.
- The members were informed that Ms. Linda Dhakul, Dr. Geeta Kotian and Ms. Lydia Fernandes attended a Seminar on NAAC on 21st December 2017
- The Principal suggested that we re-look at the constitution of the IQAC and consider the possibility of inducting one Non-Teaching Staff as a member.

### **2. A review of autonomy was conducted by the Autonomy Extension Committee. Their recommendations were shared with the IQAC. Two of their key suggestions were to create a satellite campus to promote growth, which is restricted due to the space crunch and provide hostel accommodation for women students**

- Regarding the Satellite Campus the Rector said that we are looking at options. Provisional sites are one at Tara with 3 ½ acres (1st possibility) Xavier's Villa (2nd possibility) Kharghar (3rd possibility). We would approach the CIDCO with looks at the plot allotments at Navi Mumbai. The unaided courses could be started at the Satellite campus. Re-visioning is being done regarding the Satellite Campus
- Seva Niketan: the Hostel Warden at Seva Niketan is ready to give us 2 floors for the Girls Hostel and one floor for Boys Hostel. 75 boys from our College Hostel can go to Seva Niketan and we can start a Girls Hostel here in our College. We could start the process and applications can be invited for the next year.

### **3. The TAQs have to be standardized. Under performing teachers need to be cautioned and mentored. If the problem persists, and the management receives any written complaints from students, then memos in an appropriate legal format would have to be issued. It can be done during the probation period of a newly appointed teacher. Only after 3 memos strict action may be taken.**



4. The College has sent a letter to the in-charge of the Student's Welfare section of the University of Mumbai regarding the constitution of the Student's Council.
5. We should have a system in place for registering students for M.Sc. By Research. For the Ph.D. registration we might have to file an RTI.
6. Students should be informed that Letters of Recommendation are not a matter of right. The money collected for the LORs will go to the SBF.



A handwritten signature in black ink, which appears to read "P. A. Mehta".