

St Xavier's College (Autonomous), Ahmedabad-9
The Annual Quality Assurance Report (AQAR) of the IQAC
(June 2016- May 2017)

Part – A

1. Details of the Institution

1.1 Name of the Institution	St Xavier's College (Autonomous)
1.2 Address Line 1	Navrangpura
Address Line 2	Ahmedabad
City/Town	Ahmedabad
State	Gujarat
Pin Code	380 009
Institution e-mail address	stxaviers@jesuits.net; iqac@sxca.edu.in; info@sxca.edu.in
Contact Nos.	079-29708056/7; +91-94-26-475890
Name of the Head of the Institution:	Dr Robert Arockiasamy SJ
Tel. No. with STD Code:	079-29708056/7
Mobile:	9427026600
Name of the IQAC Co-ordinator:	Dr Sebastian Vadakan

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID

1.4 NAAC Executive Committee No. & Date:

1.5 Website address:

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	5 stars	-	2001	5yrs
2	2 nd Cycle	A+	-	2007	5yrs
3	3 rd Cycle	A	3.41	2013	7yrs
4	4 th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC:

1.8 AQAR for the year:

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

- i. AQAR : 27/11/2014
- ii. AQAR : 07/01/2015
- iii. AQAR: 03/02/2017
- iv. AQAR: 25/01/2018

1.10 Institutional Status

University ☐ State ☐ Central Deemed ☐ Private ☒

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☐

Autonomous college of UGC Yes ☒ No ☐

Regulatory Agency approved Institution Yes ☐ No ☒

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☒ Rural ☐ Tribal ☐

Financial Status Grant-in-aid ☒ UGC 2(f) ☒ UGC 12B ☒

Grant-in-aid ☒ Totally Self-financing ☐

1.11 Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☒ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify):

1.12 Name of the Affiliating University (*for the Colleges*):

1.13 Special status conferred by Central/ State Government: UGC/CSIR/DST/DBT/ICMR etc.

Autonomy by State/Central Govt. / University

University with Potential for Excellence ☐ UGC-CPE ☒

DST Star Scheme ☐ UGC-CE ☐

UGC-Special Assistance Programme DST-FIST

√

UGC-Innovative PG programmes

Any other

(Specify)

UGC-COP Programmes

√

2. IQAC Composition and Activities

2.1 No. of Teachers

7

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

0

2.4 No. of Management representatives

1

2.5 No. of Alumni

0

2.6 No. of any other stakeholder and community representatives

1

2.7 No. of Employers/ Industrialists

1

2.8 No. of other External Experts

1

2.9 Total No. of members

12

2.10 No. of IQAC meetings held

5

2.11 No. of meetings with various stakeholders: No.

4

Faculty

14

Non-Teaching Staff

1

Alumni

2

Others

2.12 Has IQAC received any funding from UGC during the year? Yes

No

√

If yes, mention the amount:

00

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

Teaching effectiveness by Mr Arvind Chittewale, where over 65 staff members participated

The 14th Staff Research Seminar was organized on April 1 in the Fr Herbert de Souza Hall. The Chief Guest of the function was Dr Rajashree Bhatt, Head of the Statistics Department, Gujarat University. A total of six presentations were held separately for humanities and sciences.

2.14 Significant Activities and contributions made by IQAC

Initiate Organizational Development Process to have better cohesiveness among staff members

Organised Staff Development Programmes

Support of Co and Extra Curricular activities

Follow up of student attendance and welfare

Organising various programmes keeping in mind the vision and mission of the institute

Promotion and research and extension activities

Support to Principal in planning and administrative activities

Implement quality-assuring activities in the college

Organise Academic council, finance committee, examination and Governing committee meeting and follow up.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of action for AY 2016-17

What we planned to do	What was achieved
Follow up of students' performance and initiate remedial classes for weak students	Some departments organised remedial classes
Implementation of ERP and offer training to staff to get acquainted with the software	The ERP software has enabled streamline several systems, especially data management of current enrolled students and past students. The easy access and retrieval of data have enabled the institution to efficiently begin and sustain new courses. The software has been successfully implemented in admission process, fee collection, examinations, attendance and academics. However, the ERP software has a lot of features that can enable the faculty to plan their academic teaching, evaluation and administration. Thus, a training module for teachers was organized by IQAC and conducted by Mr. Ashutosh Tiwari. The training attended by more than 40 faculty members was a step towards boosting productivity and analysing results and performances of students. Some departments have begun using some of the features of the ERP. The use of ERP has also decreased the use of paper by the institution.
Initiate programmes for creating greater coherence among faculty	The organizational development programme was initiated with the help of Mr Arvind Chittewale of The Learning Circle, Nasik. The sessions conducted were very interestingly planned because Mr. Arvind Chittewale initiated every session with a specific focal value allowing the flow of the session to be decided by the participants. This made the sessions very highly reflective for the self and yet making each one sensitive about the others in the group. The activity based sessions built the trust in each other, ascertained the benefits of working as a team and also constructively develop each individual. Moreover, the sessions

	also aligned each participant to the mission and vision of the institution. Each voice was heard and ingrained in the strategic planning of each department. The IQAC has planned more sessions to dwell on doing what one envisages and making systems more process oriented.
Develop research laboratory for Chemistry	The preliminary planning has been done. Implementation of the same has to be done.
Set up a PTC lab for the college	The basic infrastructure has been set up for laboratory sessions as well as research. Students have begun using the facility to standardize micropropagation protocols for Cordyline and Mint.
Upgrading computer laboratories	30 new computers were purchased and installed in the existing computer lab. 3 computers were purchased with the help of RUSA funding to set up a lab for SC ST students.
Organize evaluation for faculty with the monitoring of IQAC	The IQAC has begun an online process using ERP for feedback and evaluation of faculty by students. The questionnaire can be analysed effectively due to ERP, which in turn has helped the management and the faculty to raise the bar for themselves.
Encourage faculty to apply for research projects and departments to organize seminars	The research committee has played an instrumental role in making research an integral part of our education system. The undergraduate research programme has seen a definite growth with more departments selecting students for research and ensuring completion of the projects. Significant data generated has enabled many of our faculty and students to publish their data in recognised journals. Several faculty members who took the initiative of writing research proposals have now ongoing research projects. These have further consolidated the research culture in the college especially strengthening our post graduate programmes.
Updating the inflibnet facility and making it available to all staff	Several trials of setting up the facility have been unsuccessful due to technical issues with the server. Efforts are on to enable this facility.
Organizing group building programmes for new staff members	Several sessions in the Organizational Development Programme conducted by Mr.

	Arvind Chittewale was oriented towards group building, especially of new recruits to enable them to grow and contribute to the mission and vision of the institution. There were many informal sessions too that familiarized the new faculty members with the ethos and culture of the college. Currently, they are integral part of various committees and have also taken up administrative responsibilities in examinations, admissions etc.
Initiate students to teach English in rural area as well as in the college for those who cannot handle English well	Although the initiative has been taken, more planning is needed to make it an effective programme.
Regularize feedback mechanism: Student feedback/ self-appraisal by teachers/institutional assessment of teacher's performance.	As stated earlier, the feedback is taken online for each faculty. The questionnaire is going to be further modified to make the entire process more effective. Moreover, there has to be a concerted drive towards increased participation of students.
Organize seminars to make the staff familiar with the concept, objectives and rationale of autonomy so as to help them have a sense of participation in decision making and motivate them to get involved in the entire process.	Although an exclusive seminar or workshop has not been conducted with this orientation, there have been several sessions during the OD programme that have referred to case studies and examples of successful autonomous institutions, which have given an orientation towards what is expected in autonomy.
Encourage Internships that link all courses with the aim of professional development of students.	The progress in this area has been very minimal. There are only a handful of courses that have managed to bring in the component of internships. Physics department has an MoU with Institute of Plasma Research, wherein selected students carry out small projects. The Industrial Chemistry and Vocational Biotechnology programmes have been designed such that students enrolled in these programmes have to do summer internships in industries, research institutes and laboratories.
Arrange Fr Herbert D'Souza lectures for the students to get a chance to interact with dignitaries and experts.	The Fr. Herbert de Souza memorial lecture was delivered by Mr. Shiv Vishwanathan, Director of O P Jindal University, Delhi. His talk emphasized on the role of an educationist in the development of a nation.

<p>Encourage departments to organize state level seminars/talks to benefit students.</p>	<p>Most departments organized talks/ workshops and seminars. Some of these activities are listed below:</p> <ol style="list-style-type: none"> 1) Dept of Psychology organised a workshop on 'Trainers training Programme of counsellors for exam helpline'; A talk by Dr M N Malek 2) NSS organised a talk on Cyber Crime; Digital India; 3) Department of Physics organised a talk on 'Astrobiology, the cradle of life' by Prof Nigel J Mason; 4) Department of Sanskrit organized a guest lecture on myth and literature by Dr Vijaykumar Pandya 5) The department of Mathematics organized the Fr Valles Series of lectures in association with Ahmedabad Ganit Mandal; Dr N.R. Ladhawala spoke on 'Continuity of real value function' and Prof B.R. Sitaram on 'Simple models for advanced mathematics', Prof VR Trivedi on 'Fr Valles and Mathematics' and Kiranmai Yanamal on 'Emotional Intelligence'. 6) The Department of Economics organised a talk where Dr Kishore Bhanushali gave a discourse on Research methodology to students of Economics. 7) The Department of Biochemistry organised a special lecture on 'Ramachandran Plot' by Dr Lincebuoy George. 8) Dept. of Botany organised a talk by Professor Kensuke Okada of Laboratory of Agricultural Development Studies (LADS), University of Tokyo on 'Plant nutrient acquisition through biochemical functions of roots and microbes' to a large group of students. 9) The department of Chemistry organised a talk on IPR by Dr Amit Dodiya.
<p>Encourage staff to participate in seminars and visit other institutes</p>	<p>The faculty has been showing a very keen interest in updating their knowledge and skills by attending and participating in various academic conglomerations. Please find below details of such endeavours.</p>

	<p>Fr (Dr) Lancelot D'Cruz, Dr Atul Makwana, Mr Prashant Patel, Mr Sanjay Patel, Ms Swati Joshi, Dr Sebastian Vadakan, Dr Sudeshna Menon and Ms Steffi Mac presented papers at various conferences. (There will be many more names)</p> <p>Dr. Dweipayan Goswami and Ms. Zankruti Dholakia attended an Academia-Industry brainstorming session in GSBTM.</p> <p>Dr. Pranav Trivedi and Ms Deesha Khetani attended a workshop on MSME by CII at Ahmedabad</p> <p>Dr Sebastian attended a Faculty development Programme organized by KCG</p> <p>Mr.Vijaysinh Dhandhukia along with 5 volunteers of NSS attended a State Level NSS Seminar on 'Constructive role of NSS in the Nation Building'.</p>
Encourage student research and target a minimum of 5 publications per year in refereed journals by students.	<p>This is one of the good practices in our college that has benefitted many students. Every year, selected students carry out research under the guidance of faculty members. Research certificates and medals were given to 57 students who successfully completed their projects. However, the quality of research has to be improved and more publications should be encouraged. An in house research publication is being envisaged.</p>
Promote more inter departmental sport competitions for improving physical health as well as for developing sportsman spirit among students.	<p>Apart from students selected for various sports partaking in competitions held at the Inter College, Inter University level etc., the college organizes a week long sports fest, with teams being formed with both girls and boys. There are six sports witnessing participation by over 500 students of the college. The build up to the Champion's Trophy is by winning through qualifying rounds, quarter finals, semi-finals and finals. The trophy is a rolling trophy. A road race in the honour of Late Mr. Padheria is organized every year, which has witnessed participation from both faculty and students.</p>
Organize retreats for catholic student's and prayer services for other students for the spiritual development of students.	<p>Inaugural mass and fest of St Ignatius and Francis Xavier was organised.</p> <p>Retreats were not conducted during this duration.</p>

Include PGOP in the academic calendar and assign grade	PGOP has been incorporated in the time table. However, assigning grades is being debated as it is a 15 hour course spanning two days in a semester and is not offered as regular sessions. However, a certificate is given to each student who attends the two day programme.
Systematise Soft skills/ Foundation courses / Elective courses/ Self-Financed courses:	<p>The soft skill/ foundation courses/ elective courses are all well-defined with structured syllabi. These are ingrained in the syllabi and given credits. The students have to attend two sessions per week for the entire semester, and are continually assessed. The choice of the elective courses are made during the admissions or at the beginning of each semester.</p> <p>Several self-finance undergraduate and post graduate courses have been initiated and internalized in the existing system. The syllabi and curriculum are well defined and have been approved by a team of experts. Two self finance programmes have been established in collaboration with Tata Consultancy Services. This definitely has taken the institution a step forward in its endeavour to provide quality education.</p>
In the case of self-financed courses, career option link to the course. With regard to systematizing placement, initiate more concrete steps in order to ensure that placement happens.	The college has a Career Cell that invites industries and institutions for recruitment. However, systematic planning and execution is needed to tie up with industries and organizations to give our students more opportunities and choices. A team of students too will be inducted to look after placement cell.
Initiate student clubs where students with common interest can come together and share their ideas/ Institute long term training for cultural development	Small initiatives as pilot studies have begun - Student organized workshops on music, and movie club to appreciate the art of film making and as a medium of education. The process of establishing a college choir was also initiated. However, a lot of planning and follow up will take the idea forward to become a reality. This initiative is in a very nascent stage.
Organise evaluation of courses offered at Xaviers	The departments have reviewed their courses by taking feedback from the end users, the facilitators and the results. The evaluation was

	discussed with the Board of Studies, who suggested relevant changes in the course work. The points were then discussed in the Academic Council meeting and Governing Body meeting. There have been recommendations, which can be incorporated in the next academic sessions.
Create SOP for everything with the orientation of “what are we doing/ how are we doing” in order to have systems in place.	The standard operating procedures for several systems in the institution have taken shape. The systems that have an SOP now include the admission process, the attendance of students, the cultural festival, the orientation of fresher, the youth festival, the research programme, the annual day, the procurement of consumables and equipment, the examination process etc. Moreover, as the SOPs are followed, they are being modified to minimize inefficiency. The process of creating SOPs for several other systems are still in process.
In order to involve stakeholders in the growth of Xavier’s, collect email id, mobile numbers of parents to keep them on the loop.	With the introduction of the ERP system in the institution, there has been easy access to data of each student and their guardians. It has proved to be a good mode to keep parents of students updated of their progress. Dissemination of information is also done through the website. Moreover, parents are invited to be a part of several functions/ceremonies of the college, namely, Annual Day, Research Award celebration, Culfest etc. Their valuable feedback has enabled bringing in a change at various levels.
Offer training in mentoring skills.	Several modules in sessions conducted by Mr. Arvind Chittewale did give an insight into various aspects of mentoring. However, these small modules have not instilled the confidence to mentor students. The faculty have requested sessions dedicated to developing skills in mentoring.
Develop programmes to give thrust on social responsibility as College should do a lot in the city of Ahmedabad	The NSS organised a traffic awareness camp for students, aiming to inculcate responsibility towards following traffic rules in students as well as the public. Over 30 of our students also participated in ‘Gandhigiri: Celebrating Traffic Week 2017’ organised by the Ahmedabad

	<p>Traffic Consultative Committee. Such programmes have sensitized our students towards their social responsibilities and has opened up avenues by which the institution can contribute in making Ahmedabad a better and safer place to live in. The involvement of the students was so edifying that the ATCC awarded our students with the ‘Superlative Performance Award’.</p> <p>NSS also organized blood donation camp in association with The Ahmedabad Red Cross Society. Thalessemia awareness, Blood donation, Gender sensitization, the Japan – SXC collaboration, the empowering of marginalized SC/ ST students through the TCS programme were other programmes organised to give a thrust on social responsibility.</p> <p>Major Padheria Road race is being organised to get connected with the city of Ahmedabad</p> <p>The project by Physics Department in collaboration with ISRO (Safar) to assess the air pollution levels in the city of Ahmedabad, and displaying the same on screens put up at crossroads is an effort to alert the citizens of their responsibilities in preventing further deterioration in the condition.</p>
Highlight the achievements of individuals and institute in the newsletter of the institute (SXCA Chronicles)	The IQAC has been periodically releasing and publishing the SXCA chronicles showcasing the various activities conducted in the college, the laurels achieved by faculty and students, the infrastructure development, the collaborations, the achievements of alumni etc.
Prepare a calendar for meeting of various bodies to ensure that implementation of the recommendations made by them is not unduly delayed for reasons of non convening of such meetings.	Periodic meetings are convened to ensure follow up and implementation of recommendations. The minutes of these meetings are maintained for reference.

** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body: Yes ☒ No ☐

Management ☒ Syndicate ☐ Any other body ☒

Provide the details of the action taken

The Management and some Departments proposed corrections in the factual data. Corrections were executed.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	0	0	0
PG	4	2	2	0
UG	16	1	1	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	3	0	0	3
Others	0	0	0	0
Total	23	3	3	3
Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	23 programmes
Trimester	0
Annual	0

1.3 Feedback from stakeholders* Alumni

☒

Parents

☒

Employers

☒

Students

☒

(On all aspects)

Mode of feedback: Online

☒

Manual

☒

Co-operating schools (for PEI)

☐

* Analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation of syllabi, if yes, mention their salient aspects.

The syllabus has been designed in a phased manner from 2014. One batch of UG has graduated in 2017 and a batch of PG in 2016. However, an evaluation of the syllabus was conducted from staff, students and stake holders so that appropriate modifications could be implemented. The evaluation was based on:

- *What newness was brought in to the syllabus after autonomy*
- *How has the syllabus helped students to develop skills and knowledge?*
- *What is the direction that the course is taking? How is it contributing towards developing a self-sustainable Master's programme?*
- *Is there an aspect of Research included in each paper (critical thinking, Project management)*
- *Is there an interdisciplinary nature in the course?*
- *How the education module opted by your department is effective and innovative? List some of the new methodologies you have adopted.*
- *There may have been certain components that were taught before the new syllabus was structured but were removed to introduce new components. Do you think the decision to do so has been substantiated or do you feel the need to bring these components back in the syllabus?*
- *Have we created any models for others to follow?*
- *Have you incorporated a global perspective and vision in the course content (self-development leading to global citizenship)?*
- *Has the course been designed towards career orientation? (Ex. Internships/ Training modules etc.)*
- *How has the course been perceived by students?*
- *How has the element of 'excellence' been dealt with in framing your syllabus? How is excellence measured in the context of assignments, class presentations, etc?*
- *Does your syllabus benefit students from all backgrounds? What are the measures taken to ensure that the basic ideology with which the syllabus has been designed is being translated to the students?*
- *Does your syllabus try to build (a) Conscientious citizens (b) concerned men & women for others? How? Give examples, if any.*
- *Are there modules in the syllabus where students go beyond the classroom & the campus to deal with reality in the world around? Give examples.*

Summary Report

The feedback has been quite positive. The students' feedback was very encouraging as most found the curriculum interesting, relevant, detailed and concept based. The students were also happy that there were several experiential based learning modules. Many students who have gone for higher studies to Europe after graduation have given the feedback that the curriculum

has ensured that they are conceptually sound and hence their progress is good in their higher education.

Based on the above framework, some departments shuffled and modified their syllabi. A detailed account can be obtained from various BoS minutes. The departments of Zoology, Statistics, Mathematics had no revision of their syllabi.

Most departments removed overlapping/redundant topics and tried to incorporate more laboratory and industry based laboratory exercises and experiential learning in the curriculum. It was also suggested that practicals that are environmentally harmful should be avoided.

New combinations were introduced since last year: Mathematics-Statistics-Computer. New course introduced: MA English, B.Com BPS, MSc BDA, and MSc Biochemistry.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Added the Dept. of Biotechnology to Biochemistry, MSc Big Data Analytics started, B. Com BPS started

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors/Adyapak Sahayak	Associate Professors	Professors	Others
74	18	40	0	14

2.2 No. of permanent faculty with Ph.D.:

49

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	0	0	0	0	0	0	0	0	0

2.4 No. of Guest Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	4	11
Presented	4	4	8
Resource Persons	0	0	27

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Some departments shuffled, modified syllabus.
- Most departments removed overlapping syllabus and tried to incorporate more laboratory and industry based practicals and experiential learning in the curriculum. It was also suggested that practicals that are environmentally harmful should be avoided.
- Various soft skill modules introduced to groom the students as an innovative method of learning
- In order to deal with students and issues of the present generation, PGOP was offered to all.
- Collaborations with foreign universities / other universities were also explored (with Marquette, Ottawa, Harrisburg, IQS Barcelona, Sophia - Japan, Agriculture University Japan).
- Learning outcome based questionnaire for every laboratory session that gives an insight into the applicability of the experiments carried out.
- Industrial visits and talks by industry personnel to increase the awareness of the skill requirements in industries.

2.7 Total No. of actual teaching days during this academic year:

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, and Online Multiple Choice Questions)

- College has established a system for accessing the evaluated script.
- Faculty members are allowed to opt for open book, viva, presentation etc as mode of examination in the case of internal evaluation of certain section

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division			
		Distinction	I	II	III
BA SEM-1	226	59	66	23	4
BA SEM-2	226	51	61	35	5
BA SEM-3	185	61	50	29	5
BA SEM-4	185	60	50	32	7
BA SEM-5	187	84	67	31	5
BA SEM-6	188	95	66	24	3
BSc SEM-1	135	56	47	32	0
BSc SEM-2	172	72	64	31	2
BSc SEM-3	183	84	60	33	6
BSc SEM-4	174	85	60	28	1
BSc SEM-5	214	62	87	63	2
BSc SEM-6	237	82	90	57	8
BT SEM-1	47	9	19	5	1
BT SEM-2	47	24	12	1	0
BT SEM-3	38	20	8	4	0
BT SEM-4	38	25	4	4	0
BCA SEM-1	120	30	20	15	1
BCA SEM-2	120	38	18	13	1
BCA SEM-3	119	19	11	30	6
BCA SEM-4	119	36	21	19	4
BCom SEM-1	65	4	12	6	0
BCom SEM-2	65	6	9	6	1
MA SEM-1	10	5	4	0	1
MA SEM-2	10	5	4	0	0
MA SEM-3	24	8	11	4	0
MA SEM-4	24	7	13	2	0
MSc CH SEM-1	28	3	12	5	1
MSc CH SEM-2	28	3	8	5	2
MSc CH SEM-3	23	2	7	3	0
MSc CH SEM-4	23	5	10	5	0
MSc BC SEM-1	19	1	5	5	0
MSc BC SEM-2	19	5	7	4	0
MSc BC SEM-3	19	0	0	0	0
MSc BC SEM-4	19	0	0	0	0

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- ✓ IQAC works towards establishing systems in place and prepares SOPs for examination, guidelines for supervision etc.
- ✓ Worked towards building up institution by engaging staff and students in Organisation Developmental process
- ✓ Encourage and create facility for research and positive environment for academics
- ✓ Work towards setting up efficiency in the library
- ✓ IQAC ensured that Academic calendar is proposed to the Academic Council, approved and is given to all departments and it reaches all students
- ✓ Encouraged the departments to display UTP on the notice board of each department and syllabus is completed meaningfully in time by all departments
- ✓ Follow up all grievances arising from evaluation of scripts/ general nature about student life on campus
- ✓ Follow up of Soft Skills, Foundation Courses, and Electives courses for all semesters. Ensure that they are conducted regularly.
- ✓ Conduct evaluation of faculty (student feedback) as well as collect online/ offline feedback of faculty and various courses. Analyse the evaluation and forward to individual faculty for follow up
- ✓ Emphasis given on showing papers of CIA-1 and CIA-2 after the assessment
- ✓ Emphasis on showing assignment, class test papers and display marks on the Notice Board
- ✓ Encourage department and set up system to organise mentoring and remedial classes to minimise failures
- ✓ IQAC takes an active role in organising HoD meetings, Governing Council meetings, Academic Administrators meetings where academic matters are discussed and maintain minutes
- ✓ IQAC also helps the Principal in follow up action of various meetings

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	0
UGC – Faculty Improvement Programme	0
HRD programmes	65
Orientation programmes	0
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	4
Summer / Winter schools, Workshops, etc.	1
Others	0

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	19	0	0	0
Technical Staff	11	1	0	1

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- Encouraged faculty to apply for research finding
- Students are encouraged through departmental head to carry out UG and PG research
- Students were given research medals and certificates to encourage them in research
- Faculty were encouraged to attend seminars and present papers at conferences and undergo training programmes in their field of study
- Staff research seminar was conducted where faculty presented research papers and papers were published in the proceedings (*Research Annals of Xaviers Ahmedabad*). The institution takes this opportunity to invite eminent scientists or researchers associated with Universities or Gujarat Science Academy as their insight, knowledge and observations of research carried out at the institution gives a direction for future planning in research as well as the motivation to think beyond the curriculum.
- Best Researcher Award continues to be awarded to faculty
- Talks and invited lectures was promoted.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	4	0	0
Outlay in Rs. Lakhs	0	Dr Sudeshna Rs. 13, 94,920 Dr Sanjeev Gupta Rs. 17,22,600 Dr Lancelot D'Cruz (208 Lakhs) Dr Rajesh Iyer Rs.20,09,000	0	0

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	1	0	0
Outlay in Rs. Lakhs	4,20,000	3,35,000		

3.4 Details on research publications

	International	National	Others
Peer Review Journals	51	4	0
Non-Peer Review Journals	0	0	0
e-Journals	2	0	0
Conference proceedings	0	1	0

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	0	0	0	0
Minor Projects	2016-17	GSBTM	13, 94,920	0
Interdisciplinary Projects	0	0	0	0
Industry sponsored	0	0	0	0
Projects sponsored by the University/ College	2016-17	No Funding	0	0
Students research projects (other than compulsory by the University)	2016-17	Management	1.43	01.43
Any other(Specify)	2016-17	0	0	0
Total				

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	0	0	0	0	1
Sponsoring agencies	-	-	-	-	Management

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations: International National Any other

3.14 No. of linkages created during this year:

3.15 Total budget for research for current year in lakhs:

From funding agency:

From Management of University/College:

Total:

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0

Commercialised	Applied	0
	Granted	0

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
4	2	0	1	0	0	1

3.18 No. of faculty from the Institution who are Ph. D. Guides:

and students registered under them:

3.19 No. of Ph.D. awarded by faculty from the Institution:

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events: 100

University level State level
National level International level

3.22 No. of students participated in NCC events: 24

University level State level
National level International level

3.23 No. of Awards won in NSS: 0

University level State level
National level International level

3.24 No. of Awards won in NCC: 0

University level State level
National level International level

3.25 No. of Extension activities organized: 04

University forum	0	College forum	2
NCC	0	NSS	2
Any other	0		

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- College has an extension programme named *Aadi Aushadhi*, which trains people to cultivate, process and market medicinal plants.
- College has Xplant and XICE as extension and entrepreneurial programmes for students. Students of Vocational Biotechnology and Vocational Industrial Chemistry benefit from these programmes. They have been regularly organising workshops and hand holding with neighbourhood schools. They also represent college in various exhibition of entrepreneurship in nature
- NSS organised blood donation camps, Thalassaemia awareness and detection camps, cleanliness drive.
- The College Women Development Cell (CWDC) organised Five talks: ‘Self-defence for the safety of girls and boys’; ‘Making a difference’; ‘Gender sensitivity and gender discrimination’; ‘Equal opportunity to all’ and ‘History of beginning of injustice with women and gender discrimination’.
- The SC and ST cell organised an equal opportunity for all training programme for over 60 students and it was culminated in and human chain where several students and staff participated.
- College organised Independence Day and Republic Day celebrations to nurture patriotism
- The SC and ST cell of the college organised 5 talks for students of Jagrat
- Tarumitra organised ecological auditing where 50 students participated. The major areas of thrust were electricity, paper and water.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	26 acres	0	0	26 acres
Class rooms	35	0	Management	35
Laboratories	23	0	Management	23
Seminar Halls	7	0	Management	7
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	14	0	-	10

Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	-	-	-	-

4.2 Computerization of administration and library

New photocopy machine was installed in the college office
College office was renovated

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	28943	1040874	-	-		
Reference Books	48664	2727760	569	432000	48093	3159760
e-Books	-	-	-	-	-	-
Journals	27	29900	-	-	27	29900
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	49	-	-	-	49	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	209	6	ALL	3	1	1	13	-
Added	35	00	0	0	0	0	0	-
Total	244	06	ALL	3	1	1	13	-

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- College redesigned the website based on www.wordpress. Detailing and refinement is in process
- More internet accession points were created for better accessibility
- More computers (35) were purchased in order to replace old computers

4.6 Amount spent on maintenance in lakhs :

31 Lakhs

i) ICT

14.4 Lakhs

ii) Campus Infrastructure and facilities

18,89,880 (security + Electricity)

iii) Equipments

0

iv) Others (security)

8,71,423 (Tax)

Total :

73,01,303

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Remedial classes were offered to academically weaker students
- The department of Physics organised advanced BSc course in Physics for brighter students from across the state, The Dept. of Mathematics organised training programme for Mathematical Olympiad.
- Special training offered to students in cultural activities prior to Gujarat University Youth festival
- Special coaching given to students prior to Gujarat University sports meet
- There are *100+ registered members in NSS. NSS organized a cleanliness drive, Thalassemia test for all girl students of semester 1. NSS also organised a blood donation camp*
- College Website is used as a channel for communicating with students
- College prospectus with all detailed information, rules and regulation to be followed are given to all students and also uploaded on the website.
- Inauguration and orientation programmes, are used for not only passing information but familiarising students to college culture and environment
- Scholarships are made available to students for economically and socially backward students
- Personal Growth Oriented Programme is offered to all students to cope up with personal issues and counselling was offered by two trained counsellors
- info@sxca.edu.in for all enquiries set up.
- Grievance Cell for students: IQAC does take up action on grievances by students
- Also SCQ is an initiative towards enhancing student involvement in the growth of the institution
- support@sxca.edu.in is set up for staff to seek infrastructural support

Career cell

Conducted 4 programmes: Gandhi Fellowship, The Young India Fellowship, SBI on recruitment of Probationary Officers post and Teach for India; 32 students were selected by Infosys. Career Guidance was offered to their students by the Chemistry Department.

Sports

- St Xavier's College took part in the University Sports meet. 139 students participated.
- Two of our physically challenged students (Mir Sadika and Aalok Sharma) took part in Javelin throw and hockey respectively.
- College team of Basketball (Girls and Boys) won the championship

Cultural

- IQAC has participated in preparing students for Gujarat University Youth Festival and cultural festival of the College. A highlight of this with respect to student support is empowering the students to learn the nuances of planning and organizing events – Student Volunteers play a major role in making the event a success story.
- Offered support to students to participate in various other cultural activities like Visleshan and Josh.

Library:

IQAC has contributed towards bringing in more conducive academic environment in library and participated in the library committee meetings.

Following activity where conducted for capacity building

100 hr Training by TCS for about 16 students

Research

- In the current year, 57 students were selected for a one year research through a rigorous process from 13 departments. Out of which 44 works were given certificates/ medal.
- College organised Staff Research Day and published the 13th issue of Research Annals of Xavier's Ahmedabad
- BSc Physics students (19 of them) participated in Gujarat Science Congress and presented posters. 6 students of SYBSc Physics presented poster at State level conference organised at K S V University Gandhinagar and 1 oral and 8 posters were presented by students of Physics at National level Science Symposium at Christ College Rajkot. 50 students of BSc Physics participated in National Science Day activity conducted at IPR.
- Students of Xplant were a part of the Makers Fest Event in CEPT University.
- This year there were a total of 62 publications in peer reviewed journal, 26 presentations and 3 chapters in books.

5.2 Efforts made by the institution for tracking the progression

- Remedial classes were conducted by some departments based on the mid semester examination result by various departments
- Feedback of faculty is conducted, and given to each faculty for analysis and follow up.
- Student attendance is displayed on notice board and on website for follow up by each department. Each HoDs is expected to follow up with parents of these students to ensure that students attend classes regularly.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1921	139	0	0

(b) No. of students outside the state

87

(c) No. of international students

3

Men

Women

No	%
3	100%

No	%
0	0

Demand ratio 1:16 Dropout % = 17 %

Last Year (2015-16)						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1839	118	200	222	42	2271	1291	94	100	215	39	2060
81%	5.2%	8.8%	9.7%	1.8%		63%	4.5%	4.9%	10%	1.9%	

Christians: 137 (6.7%); Catholics: 223 (11%)

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

The department of Mathematics organised Madhav Mathematical completion and trained students from across India (32 students) in the competitive examinations.

The Department of Physics organised special coaching in the form of advanced BSc course in physics

The department of Biochemistry-Biotechnology organised capacity building programmes for 6 Science colleges in the Ahmedabad and Gandhinagar region with the assistance from GSBTM.

No. of students beneficiaries

102

5.5 No. of students qualified in these examinations

NET SET/SLET:

Nil

Nil

GATE

Nil

CAT

Nil

IAS/IPS etc.

Nil

State PSC

Nil

UPSC

Nil

Others:

6

No. of students benefitted:

102 students

5.6 Details of student counselling and career guidance

- College has two fulltime counsellors to assist students and staff. Many students and staff take advantage of this facility
- College also has a Career Cell which coordinates campus interviews for Graduate and Post Graduate students. Placement drive was carried out by Gandhi Fellowship, Star TV, Infosys, Accenture etc.
- Each HoD and staff members do offer counselling in as and when required

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
3	79	19	Not available

Following activity where conducted for giving awareness about possibility of various career options:

Endeavour coaching centre and Time conducted two sessions, one for BA and one for BSc about various career options after their graduation

Following activity where conducted for capacity building

100 hr Training for Retail Analytics by TCS where about 16 students benefited

Following activity where conducted for placement

Four programmes conducted: Gandhi Fellowship, The Young India Fellowship, SBI on recruitment of Probationary Officers post and Teach for India; 32 students were selected by Infosys. Career Guidance was offered to their students by the different Departments.

5.8 Details of gender sensitization programmes

SC ST cell organised equal opportunity programme with financial support from RUSA. The programme was culminated with a human chain from the college main gate towards the Gujarat University where maximum coverage could be given.

SC ST cell also organised gender sensitivity training programme with the help of IGSS

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events:

College sports: 1100

State/ University level National level International level

No. of students participated in cultural events: 48 (participants), 90 (Rally), 900+ (culfest)

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	33	312835
Computer Sciences	25 (ST)	749940
	Food	312000
	SC	195400
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs: State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

- Grievance on opening a separate gate to enter the college premises rather than the main gate
- Shifting the examination schedule
- Absence of resource persons for conducting some of the soft skill and foundation courses

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: To aspire for a world that will become a globalised community, and to use the vehicle of higher education to mould men and women for others who will realise the dream of equality, liberty and fraternity that will ultimately lead to an earth that is ecologically sustainable.

Mission: Our mission is to provide access to excellence in academics, research and service learning to all strata of society with special attention to marginalised groups, discriminated people, and victims of social and economic disparity.

6.2 Does the Institution has a Management Information System

Yes

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

All the departments designed the syllabus, discussed in the respective BoS, forwarded to Academic Council and proceeded to get it approved by the Governing Body of the College

College implemented the approved syllabus for B.Com, MSc BDA, MSc Biochemistry and MA English.

Systematised Softs skill, Foundation and Elective syllabus

All syllabus uploaded on college website for students to view

There have been efforts to design modules based on experiential learning. Mini projects/ study tours/ presentations etc. are an integral part of the syllabi.

6.3.2 Teaching and Learning

- Several departments organised invited lectures or special lectures
- Student research and staff research was promoted by offering various facilities
- An inter college quiz competition was conducted by the Department of Chemistry on ‘Chemistry for betterment of life’
- Gujarat Science Academy
- An yearlong Under Graduate and Post Graduate Research was implemented and offered to students
- The department of English organised competition under the name of ‘
- The department of Biochemistry-Biotechnology organised state level poster competition under the name of Biocalyx
- National Science Day was celebrated with IPR
- Students of English and Economics participated in synergy, a competition related to their subject organised by St Xavier’s College Jaipur.
- Several students participated in Minaxi Lalit Quiz competition
- Faculty development programmes organised.
- Student feedback made online
- Bar Coding of scripts and dummy numbering is in place
- The 40:60 system of evaluation was reworked for theory, and 50:50 for practicals of MSc Biochemistry
- Randomised seating arrangement for examination to curb malpractices
- Revised remuneration for examination related work

6.3.3 Examination and Evaluation

- Internal Gracing policy revised
- Dummy numbering system adopted by the Examination section in the final examinations. Barcoding and masking of the script is carried out currently.
- As part of the examination reform, classroom allotment as well as seating arrangement is planned from CIA 2 using ERP. This step will reduce the workload of the office in conducting examination as well as mixing of students can be done with ease.
- With regard to evaluation of practicals and theory, it was suggested that at least one external examiner should be there for practical examinations in semester 5 and 6. However, semester 1 to 4 will be conducted with the help of internal examiners.
- Possibility of centralized evaluation was discussed. It was felt that since the maximum number of students in the final is less than 60 in every subject, the paper correction should be over in 2 days. So each HoD should coordinate the timely completion of the correction. external evaluator should be present at the time of assessment.

- Guidelines for question paper is issued. With regard to BCom BPS and BDA where the unit (syllabus) is not equally distributed, the question pattern should be prepared with the help of professors and announce to students in advance.
- With regard to computer methods which is offered as AO,AR and elective in various semesters will have only one component in the marking system. The marks will not be split into practical component and theory component as it used to be.
- With regard to Computer sciences offered as elective in sem 1 to BSc students each practical should be given weightage, and the total of each practical marks should be taken as the summation for practical component of this paper.
- In the case of Functional English, viva is a component in CIA 2 and final examination.
- Those subject where project is a component of assignment, each students should present their work and an external evaluator should be present at the time of assessment.

Special cases such as Dyslexic students and RDC students were discussed.

- college should encourage students to participate in RDC camps and they must not miss final examination. They must be present for at least any one of the CIA. Special provision can be made in the case CIA for such students so that the term can be granted.
- The Examination committee also suggested that the sports incharge should call a meeting of all NCC cadets and explain the rules to them.
- In the case of dyslexic students, additional time can be given to complete the examination.
-
- It was suggested that ATKT scripts will not be rechecked, and existing gracing rule will be applied in their case

6.3.4 Research and Development

- College organised various sessions to motivate more faculty to apply for Minor Research Proposals and Seminars to funding agencies.
- College organised Staff Research Day and published the 14th issue of Research Annals of Xavier's, Ahmedabad.
- Research medal ceremony was held for 57 students from various departments, where Jnanpith award recipient and our own alumnus, Prof Raghuvir Chaudhary, gave away the medals
- College also constituted best research award to encourage faculty to plunge into research, and Dr Prashant Patel was the recipient of this award for this year.
- During the current year four students have been awarded PhD, namely two from Sanskrit, one from Statistics and one from Chemistry. One of the students of Dr Nirmal Desai has submitted PhD thesis; and one of the students of Dr Arefa Mansuri has submitted M. Phil thesis. Prof Steffi Mac has registered herself for Ph.D. Prof Swati Joshi has completed her M.Phil.

- Dr Rajesh Iyer received an additional grant from ISRO as part of SAFAR project and Dr Sanjeev Gupta received Rs. 8.0 lakhs from various funding agencies. Dr Sanjeev Gupta is engaged in several international collaborations, and five of our students benefit from this collaboration.
- Dr Sudeshna Menon and Dr Dweipayan Goswami have been sanctioned a research grant of Rs. 13 lakhs from GSBTM.
- Fr. Lancelot D'Cruz has coordinated a three-year project on 'Gujarat Jesuit Ecological Mission' with a funding of Rs 208 lakhs.
- 13 faculty published papers, and chapters in books. And one of them published a book.
- 22 faculty have presented papers, oral presentation and posters, at various state and national conferences.
- 20 faculty attended workshops and seminars.
- 4 attended a Faculty Development Programmes.
- 18 faculty have delivered lectures/ talk in media or served as judges.
- 4 faculty attended various science competitionsoen faculty was part of a panel discussion.
- Many of our students carried out UG research under the guidance of our faculty as well as faculty of Institute of Plasma Research (IPR). 13 students participated in Research Projects at IPR under MoU signed between IPR and our college

6.3.5 Library, ICT and physical infrastructure / instrumentation

- In the absence of a librarian, a temporary librarian was appointed to handle the works of library
- A total of 569 books were added in various subject at a cost of Rs.432000.
- National Board for Higher Mathematics (NBHM) donated about 35 books.
- 3 class rooms were improvised with Visual facility and one hall with AV facility
- Rs. 3165858 was spent on campus maintenance and infrastructure development
- Rs.7, 76,605 were spent only on ensuring security on our campus.
- A new laboratory for theoretical physics was created to house the high speed computer
- FIST was sanctioned to College (Rs 90L)

Other services

- Over 2400 ID cards for staff and students prepared and issued
- More Wi- Fi has been installed in the college premises
- Farewell programme for final year students were organised within the premises
- NCC cadets were encouraged to participate in RDC camps; Total of 24 NCC cadets took part in various training
- Standard Operating Procedures developed for various activities

Staff members attended refresher course

- ✓ Prof. Prashant Patel bagged rank number 1 in all India CSIR examinations.
- ✓ Mr Dhaval Patel and Prabal Dev Bhuyan appointed as JRF under two different projects
- ✓ Dr Kirtan Parmar, Dr Aruna Pandya and Dr Udayan Prajapati attended a 7 - day training programme in Kolkata organised by TCS. This training will help them to orient the Big Data Analytics programme in the right direction.
- ✓ Fr Robert attended the Principals' meeting of Jesuit Institutions at Bangalore. As an outcome of this meeting, the college is exploring collaborations at various levels with other Jesuit colleges and foreign universities.
- ✓ Dr Pranav Trivedi, Dr Prashant Patel, Dr Devang Pandya, Dr Vijay Dhandhukia and Dr Arti Oza attended a faculty development programme at Chennai.
- ✓ The College organized a staff enrichment programme in two phases of 2 -3 days. The resource person was Mr Arvind Chittewale from The Learning Circle, Nashik. The resource person dwelt on various nuances of effective teaching and the need to understand students using simulations. Over 65 staff members enthusiastically attended the workshop.

6.3.7 Faculty and Staff recruitment

Vacant positions were filled by appointing new faculty. In order to meet the demand for self-financed courses, 2 new staff members were recruited after advertisement and interviews.

Peons and clerks were also appointed to take care of the increased load.

Examination section added with more staff members

6.3.8 Industry Interaction / Collaboration

Two MoU were signed: with ACTI and Gandhi fellowship

6.3.9 Admission of Students

Over 4500 students applied for 540 seats in the College. Admission was given as per the following guidelines. 50% of the seats were reserved for Minority. The remaining 50% were in open category. Each applicant was counselled and grade was given as per the following norms: 50% to HSC marks, Motivation for the subject, 20%, Social concern 20% and general impression 10%. Those who scored above 75% were given A grade, 70-74, B+ grade, 60-69, B grade and 50-59, C grade. Merit list was prepared based on this procedure.

The entire process was explained to staff members prior to the admission process. Each faculty was also provided with a set of questions to help them in the counselling process

6.4 Welfare schemes for

Teaching	Credit Society
Non teaching	Credit Society
Students	NSS
Economically weak students	Library books, scholarships
Socially weak students	Jagrat
Physically weak students	Utkarsh

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done: Yes ☒ No ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	No	-
Administrative	No	-	No	-

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes ☐ No ☒

For PG Programmes Yes ☐ No ☒

6.9. What efforts are made by the University/ Autonomous College for Examination Reforms?

- ✓ Mark sheet with security features designed and implemented
- ✓ All answer sheet are barcoded and, masking of answer sheets is done to maintain anonymity of candidates
- ✓ ERP is being implemented in examination system.
- ✓ The internal evaluation has been well defined with freedom given to facilitators to plan and structure their system. This enables the teacher to innovate their assessment procedures, which in turn can ignite the thinking process in students.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

University has been very cooperative in the enrolment/ examination related work of the college.

Their representation and cooperation in the Boards of Studies, Academic and Governing Council have also ensured that there is an approval of systems adopted by the autonomous colleges. There is a positive move towards initiating new courses.

6.11 Activities and support from the Alumni Association

Departmental alumni was formed.

New initiative to increase the alumni membership was carried out

6.12 Activities and support from the Parent – Teacher Association

Currently it is limited to counselling with regard to disciplinary issues.

6.13 Development programmes for support staff

Development programmes for support staff

- Staff Enhancement programme organised by Camus ministry in Mt Abu
- Seminar on 'gender sensitization and equal opportunity for all
- Christmas get together for all staff members
- Organisation development programme initiated
- Utkarsh organised a picnic

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Students of Botany conducted eco audit
- Traffic awareness programme was organised in collaboration with Ahmedabad Traffic association
- Training in POP based idols were conducted by NSS prior to Ganesh utsav
- Training in Tie and dye was offered to girl students by NSS

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Implementation of academic administrative committee for faster implementation of decision related to academics
- Training offered to familiarise with ERP
- Continuation of the SXCA Chronicles
- Study tours by various departments
- 75% attendance in all subjects and retention of students not fulfilling more than 50% attendance has eliminated the casual attitude towards education and discipline
- The ice breaking orientation programme has enabled a better coordination and communication system amongst the freshers and seniors in the college. A healthy exchange of ideas and knowledge enhances learning process
- Engaging in activities like volunteering, forming hobby groups etc is encouraged to bring about all round development in students
- PGOP as an integral programme does allow students to look within themselves for answers and goal setting
- Group presentations as an internal evaluation by several departments have been engaging for students

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

As per Point 2.15

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

Best practice-1: Organisation Development Process

1. Title of the Practice:

Organisation Development Process

2. Objectives of the Practice:

- Understand the institutional behaviour
- Develop better coherence among departments
- Better communication between staff members
- Increase work efficiency
- Work towards improving happiness/ satisfaction index

3. The context that required the initiation of the practice:

The success of any academic institution is the cohesiveness that exist among faculty, between teaching faculty and supporting staff, between management and staff and staff and students. With the introduction of CBCS and autonomous system, there is a need for greater responsibility and accountability. Several activities of the institution is based on mutual trust. In the above scenario, the institution felt the need to develop the trust quotient among staff members. Therefore the organization development process was initiated.

4. The Practice:

An external agency was assigned with the task of this programme. Mr Arwind Chittewale of 'the learning circle' from Nasik conducted programmes in the following manner.

- (1) All staff members: However only about 30% of the faculty participated
- (2) The same programme was offered to those who missed in the first round. About 20% more participated.
- (3) In the third round, the programme was offered at departmental level and almost all members participated

The programme consists of building confidence level in each other and in others by simulation, interaction, discussion and feedback

5. Obstacles faced if any and strategies adopted to overcome them

This is a process oriented approach. Most faculty members were reluctant to take part, especially the seniors

In order to have greater participation, in the third round, the programme was organised at departmental level

6. Impact of the practice

There is greater collaboration among faculty

7. Resources required

Stationary, finances and infrastructure facilities

BEST PRACTICES-2

1. Title of the Practice: Dynamic Data Management

2. Objectives of the Practice:

- To move towards dynamic data management from manual mode
- Make same data available to all staff members and generate multiple access points
- Follow up of students in academics and attendance
- Ease out examination related work
- Increase transparency
- Improved data management and retrieval
- Decreased use of paper
- Monitoring of progress of students more feasible
- Good system to support mentoring practice

3. The context that required the initiation of the practice:

With the introduction of autonomous status, data management became an important responsibility of the institute. At the same time college also opted for online admission process which deals with huge volume of data. In order to manage institutional data, handling of examination etc. college thought of migrating to a dynamic mode. An Enterprise resource planning was purchased for this purpose.

The administrative efficiency is a key to the success of an autonomous institute, as inadvertently the number of courses and students keep increasing, thereby becoming an uphill task of data management. Thus, a sound management information system for students' data is the key to catering to the needs of the stakeholders. Moreover, data analysis and retrieval enables prepare various reports for strategic action plans. A basic training of the staff and students in use of online systems is imperative to also decrease the use of paper in an institution that believes in environmental audit.

4. The Practice:

After purchasing the data, customization was carried out. Staff members were trained in using the ERP system. Training was offered based on job description. Currently it is being implemented for dealing with admission process, attendance and examinations.

There are modes for teaching – learning modules as well. The affirmation of data required becomes easy and fast. Currently, the admission process, the website as a mode of day to day notifications and examination system are success stories in the journey of St. Xavier's becoming more e – based. Several training programmes have been conducted to enable the smooth transition to online operating systems.

5. Obstacles faced if any and strategies adopted to overcome them:

Several obstacles were encountered. There was a lot of resistance from staff members who are used to the manual mode of data management. So few persons continued operating the system. Most faculty refused to enter attendance using ERP.

In order to overcome the obstacles, staff were given encouragement and training were offered. We are in the fourth year of establishing ERP. Still obstacles are many and being sorted out

6. Impact of the practice:

Currently we are in a position to monitor attendance on a regular basis

Students are also able to monitor their attendance, take print out of their mark sheets, apply for courses, moving into another semester, paying college fees, apply for examinations, transcript etc.

IQAC is able to follow up with weak students and students with less attendance etc.

7. Resources required:

Finances, Computers and internet

7.4 Contribution to environmental awareness / protection

- Power Load distribution was carried out to a tune of Rs 6.5 lakhs. This ensured that all the 3 phases are equally used by the institution
- Several water pipes have been replaced to ensure that water leaking is minimum
- A 5KW solar system has been added to the existing 75KW system
- Tree plantation has been carried out
- POP based Ganesh idols were made to bring in awareness about environmental damage
- Environmental Audit by Tarumitra
- Campus cleaning was carried out by NSS volunteers as part of Swatch Bharat Abhiyan

7.5 Whether environmental audit was conducted? Yes

☒

No

☐

7.6 Any other relevant information the institution wishes to add. (For example SWOT Analysis)

Strengths

Communication network is good

Circular relationship among staff members as well as students. No hierarchy mode of relationship

The campus is very friendly to people

There is harmony between staff and students

Weakness

Sense of ownership needs to be nurtured further

Culture of appreciation need to be developed

Caring for 'not so good/ off the track' students and staff need to be done

Opportunities

Need to focus on more collaborative way of organising activities

Alumni association needs to be strengthened

Developing more cooperation and familiarity

Threats

Lack of library usage

Lack of follow up and action taken

Ad hockisam and less SoPs in place

8. Plan of institution for next year (2017-18)

	What we plan to do
Making courses employable as one of the attributes of Xavierites	<ol style="list-style-type: none">The possibility of internship and apprenticeship for each subjectPossibility of a 4 years honours programme where students will go for an year of internship in the third year.Reflective questions to find answers: what more needs to be done to make our students employable/ what structured teaching or knowledge is needed by our students to get employment? What is lacking in our students? How can industry help us to achieve what is missing to make them employable?Possibility of converting some of the elective papers to papers based on experiential learningsell the idea of job to students and develop the culture of apprenticeship

Developing better cohesiveness	<ul style="list-style-type: none"> i. Creating internal competitions among departments, by creating peer pressure or initiate departmental competitions. ii. Appreciate staff for their achievements. iii. Need to incorporate “Vision 360” rather than a tunnel vision of education. iv. Compile all good practices of the institution
Promoting Brand Xaviers	<ul style="list-style-type: none"> i. Creating a group within SXCA, who would be involved only in activities promoting the College. Newsletters, various brochures, digital foot print (web site), etc ii. Prepare and publicize dossiers of students iii. Regularize parent teachers meeting
Student centric activities	Promote Student exchange programmes on a larger scale
Issue on lack of motivation among staff and students	<ul style="list-style-type: none"> i. Compel to some extend ii. Appreciate staff. iii. Get help from an outside agency to give feedback iv. Establish reporting mechanism v. Make the organization to be stern and firm with employees and make sure every faculty abide by rules of the institute.
Goal of zero % detention in the current academic year	<ul style="list-style-type: none"> i. Give the ownership with the heads of the department and make all faculty responsible. ii. All non-performing assets be asked to perform or challenge to perform. iii. Replace those who are not performing
Creating awareness about energy conservation	<ul style="list-style-type: none"> i. Raise consciousness among students. ii. organise visit to the solar panel installation

Sebastian

Name Dr. Sebastian V.

Robert

Name Fr. Robert Arockiasamy SJ

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

St Xavier's College Ahmedabad-9**Academic Calendar 2016-17**

First Term	June 15, 2016 to October 27, 2016
Diwali Vacation	October 28, 2016 to November 17, 2016
Second Term	November 18, 2016 to April 26, 2017
Summer Vacation	April 27, 2017 to June 14, 2017

St Xavier's College (Autonomous)

Academic Calendar 2016-17

St. Xavier's College (Autonomous)
Proposed Academic Calendar
2016-2017

<i>June 3-11:</i>	<i>Admission Process (tentative)</i>
<i>June 14:</i>	<i>Last day for fee payment for Sem 3,5; MA, MSc Sem 3</i>
June 15:	College reopens
June 16-17:	Inauguration and Orientation for first years
June 18:	Classes begin
July 2:	Research medal ceremony
July 31:	Feast of St. Ignatius of Loyola
August 6 :	Open House for students
August 1-20:	BoS meetings
August 9:	Study Day and Open House for staff
August 10-13:	CIA 1
August 15:	Independence Day celebration
August 28:	Assessed Paper showing day
September 24-October 4 :	Internal practicals
October 6-16 :	Final practicals
October 17-27 :	CIA 2
October 28-November 14 :	Diwali Holidays
November 15-25 :	Final exams

November 27:	<i>Last day for fee payment for sem 2,4,6; MA, MSc Sem 2,4</i>
November 28 :	Next semester begins
December 3 :	Feast of St. Francis Xavier
December 24-January 1 :	Christmas Holidays
January 9-11 :	Culfest and Sportsfest
January 21 :	Open House for students
January 26 :	Republic Day Celebration
January 28 :	Open House for staff
February 4-7 :	CIA 1
February 22:	Assessed Paper showing day
March 4 :	Annual Day
March 10-18 :	Internal practicals
March 20-27 :	Final practicals
March 29 :	TY Farewell
April 1:	Staff research seminar
April 3-11 :	CIA 2
April 21:	Final exams
April 27:	Last working day
April 29:	ATKT Exams

List of Holidays

July 7 : Eid-ul-Fitr
 July 31 : Feast of St. Ignatius
 August 15 : Independence Day
 August 17 : Pateti
 August 18 : Rakshabandhan
 August 25 : Janmashtami
 September 5 : Ganesh Chaturthi
 September 12 : Bakri Eid
 December 3 : Feast of St. Francis Xavier
 December 13 : Eid-e-Milad
 January 14 : Uttarayan
 January 26 : Republic Day
 March 13 : Holi
 April 4 : Ram Navami
 April 8 : Mahavir Jayanti
 April 14 : Good Friday

Analysis of Student (online) Feedback 2016-17

The IQAC conducted online feedback for the following during this period:

1. Student feedback to staff
2. Culfest feedback
3. Syllabus feedback

Methodology

1. Student feedback to staff was conducted online with the help of ERP. Culfest feedback was conducted offline.
2. The result was summarised and given to all faculty as a softcopy by the end of the academic year for follow up.

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
