Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**ST. XAVIER'S COLLEGE**
Name of the head of the Institution	**Fr. (Dr.) Lancelot D'Cruz**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	07929708056
Mobile no.	9427419312
Registered Email	**iqac@sxca.edu.in**
Alternate Email	**clement.chammasheril@sxca.edu.in**
Address	**P.B. No. 4168, Ahmedabad - 380 009. Gujarat, India**
City/Town	**Ahmedabad**
State/UT	**Gujarat**
Pincode	**380009**

2. Institutional Status

Autonomous Status (Provide date of Conformant of Autonomous Status)	**19-Jun-2014**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr. C. J. Chammasheril**
Phone no/Alternate Phone no.	**07929708057**
Mobile no.	**9427419312**
Registered Email	**iqac@sxca.edu.in**
Alternate Email	**clement.chammasheril@sxca.edu.in**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://sxca.edu.in/wp-content/uploads/2019/01/AQAR-SXCA-2017-18.pdf

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://sxca.edu.in/wp-content/uploads/2018/06/Prospectus-of-St.-Xaviers-College-Ahmedabad-18-19.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
3	**A**	**3.41**	**2013**	**25-Oct-2013**	**24-Oct-2020**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**09-Mar-2004**

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

No Data Entered/Not Applicable!!!	
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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
No Data Entered/Not Applicable!!!				
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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 :	**10**
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)

No Data Entered/Not Applicable!!!

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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

Plan of Action	Achivements/Outcomes
No Data Entered/Not Applicable!!!	
View File	

14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
Governing Council (Board of Management)	24-Jan-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	25-Jan-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	The Institution has an ERP for data management. The modules for ERP are: Academic, Administrative and Examinations Academic: Online applications, registration fees, merit preparation to finally fees payment is all done through ERP Student attendance, time table, subject selection and marks are by ERP Administration: Payment of fees, scholarships and many administrative activities are managed through ERP Examination: Seating arrangement, hall ticket issuing, exam fees, results and other examination information is also through ERP

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
No Data Entered/Not Applicable !!!			

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

Programme with Code	Programme Specialization	Date of Introduction	Course with Code	Date of Introduction
No Data Entered/Not Applicable !!!				

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1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the Academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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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
MSc	Bio-Technology	15/06/2018
MSc	Chemistry (Analytical)	15/06/2018
MSc	Physics	15/06/2018

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
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
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

Institute has both formal and informal mechanisms in place to obtain feedback from different stake holders. All the students are enrolled in our ERP. Using ERP, student feedback is collected for each teaching faculty (fulltime as well as visiting). Anonymity is maintained. The feedback is analysed, summarised and given to the Heads of the Department who then give a copy of the feedback to each faculty. The Head follows up with each faculty and monitors the progress of every faculty. The Principal and his team of Vice-Principals meets on a regular basis (both formally and informally) to deal with Feedback which comes from each of the sections which the Vice-Principal represents ie Arts, Science and the Self-financed section. The Controller of Examinations also attends these meetings. The group of HODs meets regularly once a month and is another channel through which feedback from the Department's staff and faculty reaches

the Principal and his team. It is also the means by which important decisions and information is passed on to the Department from the Principals. The HODs play a crucial role in ensuring a two-way continuous feedback process takes place. The Jesuit Fathers who are Trustees of the College form the Governing Council which meets regularly on a monthly basis and advises the Principal on important issues which concern the College. The Principal conducts an 'open house' and Fr. Provincial, who is the head of the Management that runs the College, meets periodically with staff and students to get their feedback. The College Trustees meet twice a year to evaluate the College and also approve the audited accounts. Each department collects structured feedback on the curriculum from various stake holders (students, former students, parents) and the results and analysis is presented in the BOS for necessary action. This assists in the modification of the theory or practical syllabi so as to make them more relevant and meaningful. IQAC conducts the student satisfaction survey every year and the results and analysis are presented in the appropriate committees for further action. The official IQAC also looks at feedback obtained on curricular as well as co and extra curricular activities and provides suggestions to the Management for action. An Action Taken report (ATR) is presented at every Meeting by way of procedure. This helps ensure follow up action. We get important feedback from our Campus Ministry cell, which has two trained counselors There are also Grievance boxes at a couple of places in the College. Grievances and suggestions which are made through this forum are directly looked at by the Principal or a delegated authority and passed on to the concerned Department for action. The College strictly ensures that every activity/event is evaluated by the organizing team based on feedback from the stakeholders and reports of the same are maintained to facilitate follow up action.

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
No Data Entered/Not Applicable !!!				
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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
2018	2551	320	37	4	57

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-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
98	90	5	15	3	5

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)

Our attempts at structured mentoring is still in progress. But there are some departments wherein each teacher is assigned about 10 students and their academic progress is monitored by the teacher. Additionally, the heads of department identify slow learners or vernacular medium students unable to cope with the language transition and provide academic mentoring through fast learners from higher semesters. This type of peer support helps the slow learners/vernacular medium students to build a rapport with the seniors and adjust/transition in the new atmosphere. Support is also provided by the Institute by two professional counselors appointed by the management through the campus ministry. They provide emotional support and relief to students undergoing any emotional disturbances.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2870	98	1:29

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
98	98	0	12	64

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
2018	Dr. Rajesh Iyer	Associate Professor	INSA Best Teacher Award
2018	Dr. Pinky Desai	Associate Professor	Saraswat Pratibha Pramanpatra

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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
No Data Entered/Not Applicable !!!				
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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
29	3411	0.85

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://sxca.edu.in/departments/

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
No Data Entered/Not Applicable !!!					
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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://sxca.edu.in/wp-content/uploads/2020/01/SSI-2018-19.pdf

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
No Data Entered/Not Applicable !!!				
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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
Major Projects	730	Department of Space, Government of India	14.25	1.6
Students Research Projects (Other than compulsory by the University)	365	College Society office	0.59	0.59
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3.2.2 – Number of ongoing research projects per teacher funded by government and non-government agencies during the years

0.05

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
No Data Entered/Not Applicable !!!		
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
No Data Entered/Not Applicable !!!				
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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
No Data Entered/Not Applicable !!!					
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3.4 – Research Publications and Awards

3.4.1 – Ph. Ds awarded during the year

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

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)
No Data Entered/Not Applicable !!!			
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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
Physics	1
Biochemistry	3
Physical Education	1
Sanskrit	1
Computer Science	1
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3.4.4 – Patents published/awarded during the year

Patent Details	Patent status	Patent Number	Date of Award
No Data Entered/Not Applicable !!!			
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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	Name of	Title of journal	Year of	Citation Index	Institutional	Number of

Paper	Author		publication		affiliation as mentioned in the publication	citations excluding self citation
			No Data Entered/Not Applicable !!!			
			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
			No Data Entered/Not Applicable !!!			
			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	**2**	**19**	**1**	**75**
Presented papers	**22**	**10**	**5**	**4**
Resource persons	**9**	**18**	**35**	**8**
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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)
No Data Entered/Not Applicable !!!			
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
No Data Entered/Not Applicable !!!				
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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
No Data Entered/Not Applicable !!!			
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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
Updating Electoral Roll	Certificate of appreciation and monetary incentive	Collectorate, Ahmedabad District	2
Awareness Program on literacy, health, hygiene and communal harmony e	Certificate of appreciation	Gorad Gram Panchayat	50
Social Service at Gujarat Cancer Research Institute, Ahmedabad	Certificate of appreciation	The Ashwin Maharaj Foundation	1
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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 activites	Number of students participated in such activites
No Data Entered/Not Applicable !!!				
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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
Research Collaboration	Dr Sanjeev Gupta	Indo-Russia, SERB-DST, New Delhi	14
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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
No Data Entered/Not Applicable !!!					
View File					

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
No Data Entered/Not Applicable !!!			
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
164	163.61

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
No Data Entered/Not Applicable !!!	
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 patially)	Version	Year of automation
SOUL	Partially	2.0	2006

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
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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
No Data Entered/Not Applicable !!!			
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	477	8	0	3	1	1	15	20	0
Added	44	2	0	0	0	0	0	0	0
Total	521	10	0	3	1	1	15	20	0

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

50 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
No Data Entered/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 incurredon maintenance of physical facilites
19.2	19.1	136	135.21

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)

College has established system for maintaining and utilising facilities: Laboratory: Each head of the department is to ensure that equipments are routinely serviced and repaired. Moreover there is a person given additional responsibility of maintaining and repairing of laboratory equipments. Library: In the absence of a librarian, a clerk, well versed with library work is assigned the responsibility of library management. Investment is made to buy new and updated books to meet the requirements of students depending on the changing syllabus. Sports: There is a full time incharge for maintaining the ground and other sports facilities. Computer: Computer maintenance and networking is outsourced Classrooms: There is a house keeping agency which takes care of the regular cleaning of the premises and Management look into regular upgradation and maintenance of the class rooms and building

https://www.sxca.edu.in

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
No Data Entered/Not Applicable !!!			
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 implemetation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
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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 examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
No Data Entered/Not Applicable !!!					
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
56	56	15

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
No Data Entered/Not Applicable !!!					
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
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
CAT	4
Any Other	8
No file uploaded.	

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

Activity	Level	Number of Participants
Sports	Institute	156
Sports	University	60
Sports	National	34
Cultural	Institute	680
Cultural	University	63
Cultural	State	10
Cultural	National	16
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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
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of

the institution (maximum 500 words)

St. Xavier's has a long standing tradition of involving student volunteers in every academic and administrative activity of the college. Student volunteers manage cultural and sports events as well as the entire the admission process to each course in the college. Students are interviewed and based on their inherent skills are assigned specific tasks for every event. They are assigned responsibilities such as: • Briefing students seeking admissions regarding procedures, fees etc. • Collecting sponsorships for college events • Organizing and managing the stage during cultural events After the events the student volunteers submit their feedback to the organizing committee this leads to further improvement in the quality of activities in the college. The student volunteers are also evaluated so that they can perform better in forthcoming activities.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The institution has a registered alumni association known as The Old Xavierite Association (TOXA), which occasionally organises programs for the college like cultural activities. However the engagement with the alumni needed to be revived. Efforts in this direction led to departmental alumni associations which are encouraged to engage with alumni more effectively.

5.4.2 – No. of registered Alumni:

3212

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

137000

5.4.4 – Meetings/activities organized by Alumni Association :

The student cell Utcarsh, Biochemistry/biotechnology department, chemistry department and zoology department organized alumni meets in 18-19. Illustrious alumni have contributed by guest talks and financially to the college.

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)

Practice 1: Decentralisation and participation in academic work: Separate Heads of Departments are appointed for each department. Their duties and responsibilities are: • overall supervision of the academic and administrative activities of the department • monitoring the co-ordinators of various programs in the department • acting as the link between the Central authority and the staff/students of the department • managing all purchases/ procurements in the department All PG programs have Program coordinators having independent charge of the PG program. The program coordinators play the same role as the HOD's in managing the specific PG program under their charge in consultation with the Departmental HOD. The Laboratory in-charges are responsible for the efficient functioning of laboratories. They work in collaboration with the HODs. Practice 2: Decentralisation and participation in administrative work: Vice Principals: There are separate Vice Principals for Arts, Science and for the Self-financed courses. The Vice Principals are responsible for the following in their respective faculties: • Interacting with and advising the Principal • Implementing the orders of the Principal • Scheduling and managing the various

courses being run in their faculties • Dealing with all discipline, record-maintenance and various other administrative activities in their faculty • Managing the finances of their faculty • Participating in the various Statutory bodies of the Autonomous College A separate office set up by the Trust Management deals with administrative matters related to the self-financed courses. It functions under the Vice-Principal for self-financed courses. The Controller of Examinations also has a separate office which ensures that all exam-related activities are conducted smoothly and as per the guidelines of the Institute. Office Superintendent: OS is the overall in charge of administrative work and is responsible for the management of all the office staff, non-teaching staff, the official dealings of the College with the University, with the Government and with civil society and the legal matters of the Institute. The College Society Office is set up by the College Management which is headed by a senior Management person (The Treasurer) and which is responsible for the overall financial management of the Institutions. It also oversees the Maintenance of the College campus and property and the housekeeping and other contract staff who are employed.

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

Yes

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
Research and Development	Research is our major thrust. Both faculty and students are provided with research facility on campus. Any number of students from each department can take part in an annual research projects which culminates in a research medal ceremony. A number of them go on to pursue top class research later due to this (UG and PG level) training and exposure. Faculty research output is constantly on the increase. In order to encourage consultancy the management does not insist on sharing the remuneration. We collaborate with academic, research, industry and philanthropic organizations.
Admission of Students	Application for admission is fully online to enable students from any part of the country or from world to apply. Admission is merit-based. A separate merit list was prepared for various categories to ensure student diversity on the campus. Merit list of students applying for a particular subject was prepared according to XII standard marks for each department and given to HoD. Based on this list, all students were called for scrutiny of their mark sheet and other credentials. The college is fully committed to admit students from ST/SC and PH category.
Curriculum Development	? The 'Board of Studies' were re-

	constituted with new members, subject experts, industry representatives and alumni. ? BoS conducted meetings to update their curriculum keeping in mind the requirements of post-graduate studies, employability, university-industry interface while awakening social awareness and enhancing skills and global competency. Feedback from stake holders was used for curriculum revision. ? Attempts made to offer new skill-based electives and core electives. ? Value added courses, career-oriented programs offered outside class hours. ? As per the recommendations of NAAC, all Departments have prepared their Program Outcomes (POs), Program Specific Outcomes (PSO) and Course Outcomes (CO).
Teaching and Learning	Our teaching and learning strategies primarily evolve from Ignatian pedagogy that emphasizes innovative techniques based on experience, action, and reflection. To keep striving for excellence in teaching and learning, SXCA has adopted several innovative methods. The institution has organized training programmes for outcome-based curriculum design, conducted training sessions for faculties to use ICT methods, and provided all necessary infrastructure. Through special lectures, industry visits, and internship programmes, we have motivated students to know the latest development in their fields. The institution has encouraged students to relate classroom activities with the wider society through video-interviews, report-writing, and skits.
Examination and Evaluation	• Continuous Internal Assessment – I (CIA- I) and CIA- II are conducted in each semester for 50 percentage of the syllabus in each of these tests. • Answer sheets are shown to every students after evaluation and students are guided for better performance in future exams. • We also conduct the class quizzes/class tests/seminars and assignment writing in each paper/course. • For End-semester Exams (ESE) external examiners is mandatory in each course. • Dummy roll numbers are assigned before the assessments of ESE to ensure the confidentiality. • Re-assessment and re-evaluation provided

	on request by students • An examination reform/disciplinary committee has also been set up
Library, ICT and Physical Infrastructure / Instrumentation	Library, ICT and Physical Infrastructure / Instrumentation A library committee consist of Teaching and non-teaching staff is given responsibility of to make best use of library as learning resource. As the application for appointment of regular librarian in pending with government, management makes necessary arrangement to train and guide the temporary person appointed as alternate arrangement. LMS - Moodle is installed and training was given to all the faculties on how to make effective use of Moodle for teaching and evaluation. Two staff members have attended TOT workshop on ICT technique are providing necessary support as local resource person. All the teaching staff and students are enrolled in their respective courses. Moodle is used for sharing Syllabus, Teaching plan, feedback on curriculum, resource material, assignments etc and also used for their continuous assessment. Infrastructure is well managed by dedicated person full time available on the campus
Human Resource Management	• Faculty is encouraged to attend workshops/seminars/training programs and the college provides financial funding for the same • Christmas celebrations and other festivities to motivate and develop a feeling of belonging are organized wherein family members of staff are also invited Staff is rewarded with awards and prizes to motivate and appreciate efforts
Industry Interaction / Collaboration	It's been an oft-debated topic that universities and colleges in India are not able to offer an 'employment-ready' workforce to the Industry. A robust knowledge base, curriculum which captures current trends and pedagogy which plugs information gaps and aligns with the industry needs, can create a more productive workforce. The ability to collaborate seamlessly, work in teams, sharpen problem-solving skills, learn from setbacks, accept dissent and respect different viewpoints, are some of the underpinning advantages of joint workings with the industry and Research organisations. This is the vision with which we have embarked upon various

| industry-academic, Research Institute-academic and academic-academic partnership. |

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

E-governace area	Details
Administration	Academic records and attendance of students, Timetable, examination seat allotment, marks, subject selection, student leave record maintenance etc.
Finance and Accounts	Finance and accounts are managed by Tally software
Student Admission and Support	Admission forms, fee payments, selection of subjects, timetable, hall ticket issue, notices and information, marks etc
Examination	Exam form filling, fees payment, hall ticket issuing, seat allotment in blocks, declaration of results, e-copy of statement of marks etc.

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
No Data Entered/Not Applicable !!!				
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	ICT Enabled Innovative Teaching		01/02/2019	01/02/2019	75	0
2019	Outcome based curriculum designing		22/03/2019	23/03/2019	75	0
No file uploaded.						

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	Number of teachers	From Date	To date	Duration

professional development programme	who attended			
No Data Entered/Not Applicable !!!				
View File				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	**12**	**0**	**5**

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Credit Society, LTC, Priority in ward admissions, Counselling services	**Credit Society, PRERNA-Support program, Counselling services**	**Needy students aid, JAGRAT,UTKARSH, Counselling services**

6.4 – Financial Management and Resource Mobilization

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

The internal financial auditing is done by the Governing Council, while the external financial auditing is done by an appointment auditor. The audited statements are presented before the Governing Body of the Trust. This process is done annually.

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
No Data Entered/Not Applicable !!!		
View File		

6.4.3 – Total corpus fund generated

93600.00

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	**Yes**	**External Peer Committee constituted by the College**	**Yes**	**Micro IQAC**
Administrative	**Yes**	**External Peer Committee constituted by the College**	**Yes**	**Micro IQAC**

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

No Data Entered/Not Applicable !!!

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

Christmas Celebrations, Birthday celebrations Trip to Mount Abu for recreation PRERNA-Support program

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

Statutory and non-statutory committees formed, ERP and moodle implemented for administrative academic functioning, Nine new programs initiated

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
2019	ICT Enabled Innovative Teaching	01/02/2019	01/02/2019	01/02/2019	75
2019	Outcome based Curriculum Designing	22/03/2019	22/03/2019	23/03/2019	75

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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
Know your Rights (program on basic awareness of law to bring women in lead role for every social cause)	20/10/2018	20/10/2018	15	5
Street Play on Women empowerment	08/03/2019	08/03/2019	13	5

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 for around 50 percentage of the load of the college. • LED bulbs have been installed in all class rooms • Solar street light installed and solar water pump • Gray water recycling unit installed • Waste segregation and disposal mechanism established • Power Load distribution was carried out to

ensure that all the 3 phases are equally used by the institution considering the power factor. • Tree plantation has been carried out

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	16
Provision for lift	Yes	16
Ramp/Rails	Yes	16
Braille Software/facilities	Yes	8
Rest Rooms	Yes	16
Scribes for examination	Yes	15

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
View File							

7.1.5 – Human Values and Professional Ethics

Title	Date of publication	Follow up(max 100 words)
Prospectus	15/06/2018	Prospectus was provided to each student and staff at the beginning of the academic year. Page 44 to 46 of the prospectus gives the details of students and staffs responsibilities as well as desired behavior

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
View File			

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

• Solar panels for around 50 of the load of the college. • LED bulbs have been installed in all class rooms • Solar street light installed and solar water pump • Gray water recycling unit installed • Waste segregation and disposal mechanism established • Power Load distribution was carried out to ensure that all the 3 phases are equally used by the institution considering the power factor. • Tree plantation has been carried out

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Practice 1 Title of the Practice Industrial Training Units (ITU) for developing entrepreneurship skill set for graduate students Goal The objective of operating the Industrial Training Units for the students includes: • Augmenting the technical knowledge gained by formal education with entrepreneurship skills • To provide the society with employable individuals, with intelligence quotient, emotional quotient and required skill set, capable of contributing positively to the economic growth of the nation • Understanding the importance of owning responsibilities • Developing management skills like planning, delegation, marketing, decision making, problem solving and communicating The Context Industrial internships are requisites for the vocational programs offered in the college. Since we are located in a major industrial hub, Ahmedabad, industrial internship is easy to accomplish. These internships provide adequate exposure to the market and the industry however, we felt it lacks in providing hands-on experience in technical or managerial skills. The college management in consultation with the faculty and students came up with the idea of beginning a simulated unit within our campus. These training units were designed to empower the students by providing them hands-on experience in managing a small-scale industry. Moreover, this practice encompasses the vision of the institution, as the experience builds capable, social, ethical and economically responsible citizens. Furthermore, the entire exercise condescends to make youth aware that they can begin their own ventures, which corroborates with the concept of "Make in India". The Practice The college management has set up two industrial training units named as "DEXIC" and "In-XITU". The exclusive feature of these units is that they are completely operated by the students. These units house equipments and other paraphernalia required for the manufacturing of: • Tissue cultured plants as gift articles • Decorative gel candles • Multipurpose soap solution • Liquid toilet cleaner • Petroleum jelly • Cold cream The students of first year, second year and third year work after or before college hours in these units procuring raw materials, manufacturing, packaging, marketing and selling the products. These units operate as business houses with a Chief operating officer (COO) and Chief Executive Officer (CEO). They have different departments like Research and Development, Finance, Marketing, Production and Product Designing. The third-year students are designated as the heads of these departments and they mentor the juniors in the running of the unit. It is basically a non-profit unit with earnings only for self-sustenance. Each of these units operate under the supervision of a teaching faculty who evaluates each student based on his/her activity and ability in the various departments of the unit. Evidence of Success Students involved in DEXIC and In-XITU develop remarkable skills in innovating, marketing, communicating, decision making and team building. These units have been case studies for business and economics students of Marquette University, Wisconsin. The day-to-day operations at these units has enabled the students to utilize their technical and scientific knowledge creatively to envision new products leading to the benefit of the society. To cite a few examples: • Two students of these programs Mr. Rishi Polara and Mr. Darshan Patel were chosen by the incubation centre of our parent University i.e. GUSEC and were given a seed money of Rs. 40000 to incubate their ideas. • Many of our students have turned entrepreneurs as well. These results clearly indicate that these industrial training units are the finest examples of active and experiential learning resulting in the achievement of the true goals for vocational training. Problems Encountered and Resources Required The problems encountered include • Due to academic responsibilities, the students' ability to meet deadlines is compromised • The lack of adequate infrastructural facilities • Difficulty in procuring good quality raw materials In addition to the above, the cost and quality of the products manufactured in DEXIC and In-XITU have led to many retailers approaching the college placing large orders. However, these are training units and not registered manufacturing companies hence, cannot provide goods to local retailers. Subsequently the revenue generation which can

be increased manifold is not being achieved. Practice 2 Title of the Practice: Academic Fests/ Co-curricular Fest: BiocalyX and Ecofest Goal • The objective of the practice is to create a platform for developing higher order thinking, sharing ideas and knowledge, nurturing creativity, thereby building a healthy competitive spirit and giving an extension to learning beyond the curriculum (Lateral Learning). • An experiential learning for event management for students. • Helps students and staff to go beyond the border and reach out to other colleges, as the academic fest invites participation from other colleges in the state. The context A need was felt to build a constructive atmosphere for education and not limiting it to classrooms and labs. Additionally, an opportunity to build the values of volunteerism, nurturing creativity, and creating ideas in students was also required. Thus, the practice of departmental fests was initiated in various departments as a mode for experiential learning for the students, and in helping them know their standing outside their comfort zone. The fests involve many competitions and provide a big platform for learning and communicating subject knowledge. Moreover, these fests involve almost all the students of the department and hence brings a feeling of oneness amongst them. The events are generally planned and executed by the students hence they have to actually understand the nuances of their subjects and its allied branches this brings learning with fun for the students. The Practice The departmental fests are named as "BiocalyX", "Ecofest" etc. These are now annual events marked in the academic calendar of the respective departments. The event is conducted by the students of the department, for the student body in the state. BiocalyX : A theme which is relevant to the current year is chosen. In the past, BiocalyX have been conducted with the themes of 'Ease the Disease', 'Virus goes Viral', "Personale curatio", Ämazeing Mastishq" etc. Activities such as Bioquiz, Scientific cartooning, Poster presentation, Decode the conundrum are conducted to assess knowledge, originality in thinking, skill and creativity. The practice ensures that the students have a plan, which they execute to reach out to students from other institutions. A competitive environment is created by inviting experts in the field to evaluate the various competitions and share their experience and knowledge. Ecofest: It is a two-day festival which consists of competitions and games in the area of economics. All the activities are designed and conducted by the students of St. Xavier's College and students from other colleges across Ahmedabad and Gujarat are invited to participate. Evidence of success • The practice has enthused the students to understand their subject as it entails presenting original ideas and thoughts. Thus, a good learning experience. • It has enhanced and honed life skills • It has built volunteerism and social responsibilities in students • It has helped students and staff to go beyond the syllabus and curriculum Problems encountered and Resources Required The challenge is in having better participation from other colleges in the state. The fest funding is by registration charges, and therefore, there are organizational constraints. The event needs to become more visible and hence, more efforts towards creating awareness of the programme has to be done. Participation from students of other institutions will definitely make it an invigorating environment for scientific discussions. Good participation also depends on how an event is organized, and each year the planning and organizational skills have improved, with more scope for improvement.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://sxca.edu.in/best-practices/

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

St Xavier's College is a Jesuit institution and the Jesuit perspective of education is characteristic of the way the College plans and conducts its various activities several of which are focused on the disadvantaged groups of society with a view to providing them access, handholding and empowering them for excellence. All this through an approach which is inclusive. The College continues to strive to provide easy access to students wishing to get admitted in the Institution by providing separate counters, headed by senior Management faculty, to facilitate the admission of students belonging to the SC, ST, minorities and the differently abled groups (divyangjan) . Once admitted, the process of handholding takes place through various cells which cater to the needs of each of these sections. The College has worked out a unique structure, the Campus Ministry cell, which coordinates, facilitates and ensures collaboration between UTKARSH (for the differently abled), JAGRAT (SC/ST cell), PRERNA (campus workers) and the SEVA SUHAS (Christian student's cell). This also enables the rest of the students to join in and provide help to any of these groups even as it provides them with valuable experiential learning. The UTKARSH group began its activities at the start of the academic year with a Sneh Milan held on 24th June 2018 in which differently abled ex-students of the college participated with the support of student volunteers. Activities were held on a regular basis every month: the official Utkarsh inauguration was held on 21st July 2018 two outreach programs with Utkarsh and the campus NGO (XCD) working with slum children were held on 19th August and 15th September 2018 visits in 2 batches (of 36 and 28 students) were made to the Blind People's Association (BPA) for a program called 'Vision in the dark'. On 29th Sept 2018 a training session was organized under the guidance of the 'Teach India Team'. The purpose was to help the students to interact better and enhance their skills. Utkarsh performed a prayer dance before the entire College at the Annual Cultural festival of the College on 11th Jan 2019. The climax however was the On 10th Feb 2019 celebration of 14th Akhil Ahmedabad Utcarsh Day held on 10th February 2019 where 152 differently abled ex - students from different batches of the college from 1994 onwards attended the programme. JAGRAT began the year with an Inaugural function followed by workshops on themes like Planning and Goal setting, learning styles, note taking, study skills, etc. Students of Jagrat were selected for youth programs at the National level. 33 students participated in the 100-hr training program organized by TCS. Some have also received awards for student research projects in their respective Departments. Both these cells, headed by senior Management members, have a team of committed faculty and student volunteers who ensure that the College's Vision and Mission and Thrust is translated into inclusive action.

Provide the weblink of the institution
https://sxca.edu.in/

8.Future Plans of Actions for Next Academic Year

The College is likely to have a change in Leadership, owing to the superannuation of the incumbent Principal. Besides being helped to ensure a smooth transition, the new Leadership team will need to gear up for two important events- the upcoming NAAC re-accreditation as well as the Autonomy extension. The College will seek to utilise this opportunity to develop leadership qualities in the Staff as also to involve the stakeholders in a meaningful planning of the future of the College. The process of continuing to empower the UG Departments of the College to begin PG courses will continue. A new Master's program in Clinical Psychology is ready to be launched from June 2020 and a M.A. program in Economics is being prepared for launching the following year. The College is also planning to start a few value added courses in some of the Departments like Physics, Economics and Commerce. Encourage Swayam, MOOC and other courses. The details of the PhD program to be offered by the College will be worked out and approval for

the same will be obtained so as to begin these programs from June 2020. Students and Faculty will be encouraged to enroll for Swayam, MOOC and other courses. Motivation of UG and PG students to undertake research and to facilitate the presentation of their research findings at various Seminars/ Workshops will be continued. With regard to Faculty research, the College plans to work out a Research policy for approval by the Management. The process of obtaining an ISSN number for the College's Research Annals will be completed. Equipment for research, sanctioned by the DST/FIST grant, will be procured. The evaluation system of the Autonomous College is being modified so as to provide more flexibility to the Departments as well as for a more continuous system of evaluation. This will be done through the introduction of 2 'modular evaluations' which will replace one of the Semester internal exams. This also permits Departments to use a variety of evaluation methodologies. Training in Moodle for the entire Faculty will lead to utilization of Moodle for assessments, discussions, administration, etc. The College plans to reconnect with its Alumni and to utilise their feedback and suggestions for making improvements in the Institute. The process of consolidating the batches who have passed out 25 years ago will be continued. Development of Infrastructure for the laboratories, of fire safety systems, of the library as well the beautification of the Campus linked with enhancing biodiversity, has also been planned. Departments will be encouraged to hold learning events, competitions, Seminars, etc so as to encourage learning. Extension activities of the College will be strengthened. The Campus Ministry cell will be presenting a plan for its development to the Management. The annual NSS work camp will be linked to environmental sensitization. Tarumitra will focus on relevant sensitization through training programs, Joint events organized by the Campus Ministry, CWDC, NSS and other Cells will be promoted.