



St. Xavier's College (Autonomous) Navrangpura, Ahmedabad

Proactive Disclosure under Section 4 (1) (b) – RTI Act, 2005 for the year 2026-27

Sr. No.	Information to be Disclosed	Details (Designation-wise)
1	Particulars of the organization, functions and duties	The College is managed by The Ahmedabad St. Xavier's College Society (Trust). St. Xavier's College (Autonomous), Navrangpura, Ahmedabad – A higher education institution offering undergraduate and postgraduate programs in Arts, Science, Computer Science and Commerce. Functions include teaching, evaluation, research, extension activities, and administrative governance as per UGC, Gujarat University, and Government of Gujarat norms.
2	Powers and duties of officers and employees	Director- Executive head and in charge of overall development and quality Principal- Academic & administrative head Vice Principals –Academic and administrative coordination General Administrator – Estate Management Heads of Departments –Departmental administration Teaching Staff – Teaching, evaluation, mentoring Office Superintendent – Office administration Clerical Staff – Records, accounts, admissions Support Staff – Campus safety and maintenance
3	Procedure followed in decision-making process	Decisions are taken through statutory bodies such as Governing Body, Academic Council, Board of Studies and Finance Committee. There are several non-statutory committees to assist in the decision making, namely, College Council, IQAC, Examination Committee, NEP Committee are under supervision of the Principal and Management.
4	Norms set for discharge of functions	As per Trust norms, UGC Regulations, University Ordinances and Act, NEP-2020 guidelines, Department of Higher Education, Government of Gujarat resolutions, NAAC quality benchmarks.
5	Rules, regulations, instructions, manuals and records	SOP and Policies of the College, UGC Rules, University Statutes & Ordinances, Government of Gujarat GRs, College Service Rules, Examination Manual, Office Procedure Manual.
6	Statement of categories of documents held	Admission records, service books, salary registers, examination records, minutes of meetings, audit reports, NAAC documents, AISHE reports.

7	Arrangements for consultation with public	Student Grievance Redressal Cell, IQAC feedback system, Parent–Teacher meetings, Alumni Association, College Website and Notice Boards.
8	Boards, councils, committees	Governing Board, Governing Body, Academic Council, Board of Studies, Finance Committee, Examination Committee, College Council, IQAC, Anti-Ragging Committee, Collegiate Women Development Cell, Internal Complaints Committee, Students’ Grievance Redressal Committee, Admission Committee, Purchase Committee (meetings not open to public).
9	Directory of officers and employees	Principal, Vice Principals, Heads of Departments, Teaching Faculty, Office Superintendent, Senior Clerk, Junior Clerk, Peons and Technical Support staff (designation-wise list available in office).
10	Monthly remuneration of Officers and employees	Pay scales as per UGC/Government of Gujarat norms applicable to Regular Principal, Teaching Staff, and Administrative staff. The Management staff are paid according to the norms of the Trust which is revised periodically.

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11	Budget allocated	Annual budget prepared under heads: Salary, Infrastructure, Library, Computer Lab, Maintenance, Student Activities; approved by Management and audited annually.
12	Subsidy programs	College encourages and helps the students to avail scholarships offered by the Government. College also offers some financial aid towards tuition fees to the students who request for it.
13	Concessions/ permits/ authorizations	Fee concessions and scholarships implemented as per Government of Gujarat and Gujarat University guidelines.
14	Information available in electronic form	Admission notices, syllabi, examination circulars, results, NAAC documents, AQAR, NIRF, Library data, RTI disclosures available on the college website.
15	Facilities for obtaining information	RTI desk (c/o OS) at college office during working hours; informational is available via official email and website.
16	PIO & Appellate Authority details	Public Information Officer (PIO): Fr. Dr. David K Roy SJ First Appellate Authority: Dr. Sebastian. V.A. Principal, Appellate Authority: Ms. Anita Patel, Office Superintendent, SXCA. Higher Authority: Commissioner of Higher Education, Gandhinagar
17	Any other information	RTI disclosures are reviewed and updated periodically as per statutory requirements.

Dr. Sebastian V.A.
Principal (I/C)
Mo. 8000175529