



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	St. Xavier's College
• Name of the Head of the institution	Prof Blanche R.C.S. Mascarenhas
• Designation	Professor and Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	08322262356
• Mobile no	8888657331
• Registered e-mail	xavierscollege1963@gmail.com
• Alternate e-mail	xavreports@gmail.com
• Address	Xaviernagar,
• City/Town	Mapusa
• State/UT	Goa
• Pin Code	403507
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	Goa University																														
• Name of the IQAC Coordinator	Dr. Mathias Bosco Lawrence (till 31-12-2021) and Mrs. Vilma M. T. Fernandes (from 1-1-2022 onwards)																														
• Phone No.	7447762356																														
• Alternate phone No.	08322262356																														
• Mobile	8378011997																														
• IQAC e-mail address	xavreports@gmail.com																														
• Alternate Email address	xavierscollege1963@gmail.com																														
3. Website address (Web link of the AQAR (Previous Academic Year))	http://www.xavierscollege-goa.com/wp-content/uploads/2021/10/Aqar-report-2019-2020.pdf																														
4. Whether Academic Calendar prepared during the year?	Yes																														
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.xavierscollege-goa.com/wp-content/uploads/2021/10/Academic-Calendar-2020-2021.pdf																														
5. Accreditation Details																															
<table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 4</td> <td>A</td> <td>3.12</td> <td>2019</td> <td>09/08/2019</td> <td>08/08/2024</td> </tr> <tr> <td>Cycle 3</td> <td>A</td> <td>3.36</td> <td>2014</td> <td>05/05/2014</td> <td>04/05/2019</td> </tr> <tr> <td>Cycle 2</td> <td>A</td> <td>NA (Since we were awarded Grade A)</td> <td>2007</td> <td>31/03/2007</td> <td>30/03/2012</td> </tr> <tr> <td>Cycle 1</td> <td>Four Star</td> <td>NA (Since we were awarded 4 star)</td> <td>1999</td> <td>09/10/1999</td> <td>08/10/2004</td> </tr> </tbody> </table>	Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to	Cycle 4	A	3.12	2019	09/08/2019	08/08/2024	Cycle 3	A	3.36	2014	05/05/2014	04/05/2019	Cycle 2	A	NA (Since we were awarded Grade A)	2007	31/03/2007	30/03/2012	Cycle 1	Four Star	NA (Since we were awarded 4 star)	1999	09/10/1999	08/10/2004	
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Cycle 1	Four Star	NA (Since we were awarded 4 star)	1999	09/10/1999	08/10/2004																										
6. Date of Establishment of IQAC	13/08/2005																														
7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,																															

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
St. Xavier's College	Salary Grants	Directorate of Higher Education, Government of Goa	2020-21 (365 days)	204630868
St. Xavier's College	Non-salary Grants	Directorate of Higher Education, Government of Goa	2020-21 (365 days)	1526338
Department of Mathematics, St. Xavier's College	National Mathematics Day	Goa State Council of Science and Technology	2020-21 (1 day)	26605
St. Xavier's College	National Science Day	Goa State Council of Science and Technology	2020-21 (1 day)	10630
NSS Unit, St. Xavier's College	NSS Regular Activities	Directorate of Sports and Youth Affairs, Government of Goa	2020-21 (365 days)	50625
IPR Cell, St. Xavier's College	Intellectual Property Rights Cell (IPR)	Goa State Council of Science and Technology	2020-21 (1 day)	20000
Red Ribbon Club, St. Xavier's College	HIV Aids and Blood Donation Awareness Activities	Goa State Aids Control Society	2020-21 (365 days)	4000

8. Whether composition of IQAC as per latest NAAC guidelines	Yes
• Upload latest notification of formation of	View File

IQAC		
9.No. of IQAC meetings held during the year	3	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	No	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
1) CAS promotions of faculty 2) Subscription to e-books 3) Participation in NIRF and India Today Rankings		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		
Plan of Action	Achievements/Outcomes	
Completion and commissioning of Post-graduate Block	Achieved	
Appointment of Professional Assistant in IQAC and single-point data collection	Staff member, paid by the Management, has been appointed	
Appointment of Librarian	Appointed	
Participation in NIRF	Participated	
Participation in India Today Rankings	Participated	
CAS promotions of faculty	15 teachers were screened and approvals were received for 8 teachers	

Implementation of Management Information System for the College	Process underway; in the meanwhile, the partial automation already initiated has been continued
Online access to e-books for faculty and students	Subscribed to Pearsons
Internship	8th Rank in all India category out of 1123 participating colleges and 2nd rank in Zonal category out of 303 colleges across West Zone and Awarded the Honorary Mention - Goa during the Internshala Annual Rankings 2021 Felicitation Ceremony.
Online Courses by Microsoft Teams	Several Faculty underwent the training programme and examination conducted by the Microsoft team and were awarded the innovative educator batch and several certificates.
Green Environment on the College Campus	Indoor Plants of various varieties were kept on Campus
Tally workshop	Conducted for Non-teaching faculty by our own teaching staff
Memorandum of Understanding	MoUs of two departments were signed and a number of them yet to be signed
System Administrator	To be appointed
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Local Managing Committee	04/02/2022
14. Whether institutional data submitted to AISHE	

Year	Date of Submission
2019-2020	01/02/2022
Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	729
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	2957
File Description	Documents
Institutional Data in Prescribed Format	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	0
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	1056
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	165

File Description	Documents
Data Template	View File

3.2	157
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	67
Total number of Classrooms and Seminar halls	
4.2	219.86
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	458
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

As always, the syllabi (which are duly approved by the respective Boards of Study of Goa University) were systematically delivered through a well - designed mechanism. Classes were regularly engaged as per the timetable formulated by the Institution's Timetable Committee. Considering the pandemic-related situation, during the academic year 2020-2021, the timetables were regularly posted online to faculty and students enabling them to follow a consistent schedule. The Head of Department, as a vital link between the Principal and faculty members, convened regular departmental meetings where activities were planned and their execution, discussed. 'Teaching Plans' were submitted, by each faculty member, to the Head of Department at the commencement of each Semester. The same was done, at the end of each Semester, with the 'Syllabus Completion Reports'. Both, were vetted by the Head of Department and

Principal, prior to their approval. The academic activities of the Institution were listed, month-wise, in the College Handbook and an e-copy was made available on the college website. During the pandemic lockdown, classes continued in online mode and academic efforts were scaled up through the use of various online platforms. Faculty were trained in the preparation of e-content. E-resources were uploaded to students through various digital means. In keeping with the instructions of Goa University, online examinations were conducted. The faculty assessed the answer books which were received online from the students. The effectiveness of academic instruction was evaluated through the Feedback obtained, from students and parents, at the end of the academic year.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://drive.google.com/file/d/17GnbLHPZC1gvCDo0kRcBUNiIHpIFoOs/view

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

With the College having adopted the Choice Based Credit System (CBCS) at the undergraduate level since the academic year 2018-19, all examination-related activities are conducted through the Examination Centre whose activities are overseen by the duly-constituted Examination Committee.

During the academic year 2020-21, in keeping with the requirements of continuous internal evaluation as well as the COVID-19 pandemic lockdown, appropriate measures were adopted, as instructed by Goa University, to conduct the examinations in online mode. The examination schedule was communicated to students and faculty through the College e-Handbook and official e-Notices. The Intra-Semester Assessment (ISA) Monitoring Committee planned the conduct of ISAs and ensured that the faculty administered the prescribed minimum number of ISAs to every student. The Institution has continued with the facility to obtain one's results in, both, soft and hard copy forms. Despite the academic uncertainty brought on by the pandemic and the consequent revised academic schedules (as laid down by the affiliating University), the examinations were conducted and results were declared in strict adherence to the directives issued by Goa University from time-to-time.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.xavierscollege-goa.com/2021/06/29/ty-b-a-b-com-b-sc-bca-timetable-instructions-for-july-examination-2021/

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

9

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

2

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

60

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment**1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

Various Departments organize a variety of soft skill programmes and optional non-business courses as part of the curriculum. These include, Oral Communication Skills, Written Communication, Presentation Skills, Interview Facing Skills, Negotiation Skills, Etiquettes, Time Management, Team Building, Conversational Portuguese, Basics of Professional Photography, 'Body, Mind and Theatre - Concepts and Practice', Film Appreciation, Health and Nutrition, Music Appreciation, Critical Thinking etc. The courses are conducted keeping in mind the necessity for holistic development of students in order to enable them to become successful members of society.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

3

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

1262

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students

C. Any 2 of the above

Teachers Employers Alumni	
File Description	Documents
URL for stakeholder feedback report	http://www.xavierscollege-goa.com/wp-content/uploads/2021/08/college_feedback_parents_2020_21.pdf ; http://www.xavierscollege-goa.com/wp-content/uploads/2021/08/college_feedback_students_2020_21.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded
1.4.2 - Feedback process of the Institution may be classified as follows	B. Feedback collected, analyzed and action has been taken
File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	http://www.xavierscollege-goa.com/wp-content/uploads/2021/08/college_feedback_parents_2020_21.pdf http://www.xavierscollege-goa.com/wp-content/uploads/2021/08/college_feedback_students_2020_21.pdf
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	
2.1.1 - Enrolment Number Number of students admitted during the year	
2.1.1.1 - Number of students admitted during the year	
2957	
File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

672

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The faculty are ever-mindful of the prevalence of diversity amongst the student community, especially with regard to learning ability. Appropriate measures have always been adopted to address this diversity. The ongoing COVID pandemic has played a significantly-adverse role in enhancing the difficulties of students.

The faculty have attempted to mitigate the hardships of, both, advanced and slow learners. Keeping in mind the challenges posed by the almost-entirely online mode of content delivery during the academic year 2020-21, the faculty have carefully attempted to gauge the comprehension and learning levels of their pupils. They have sought to convert their online classes into interactive sessions to the maximum possible extent. During the online classes, the faculty have made every possible attempt to clear the doubts and difficulties of every student, especially of the slow learners. Special online remedial sessions have also been conducted for the benefit of such students in order to pay greater attention to their academic needs. The advanced learners have been encouraged to read additional texts and watch course-related videos.

Further, the faculty have attempted to make themselves available to their students via Whatsapp, and other means, in order to guide, instruct and mentor them.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2957	165

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The faculty consistently attempt to introduce discussions of real-life examples and situations during classroom teaching. For courses possessing a practical component, efforts are made to correlate theory and experiments with an emphasis on understanding the underlying concepts and basics.

The COVID pandemic, though, has adversely affected the teaching-learning process through the consequent severe curtailment of content delivery in physical mode. Concomitantly, activities like study tours, field trips, internships and industrial visits have been rendered almost impossible to conduct.

Nevertheless, though largely restricted to online instruction, the faculty have introduced discussions, animations, videos, quizzes, case studies, and student presentations and seminars, wherever possible. When permitted by the Government and University, practicals have been seriously conducted (with stringent adherence to the prescribed pandemic-related SOPs) in physical mode. Many a faculty has, suo moto, recorded videos of experiments and demonstrations, and circulated the same to their students.

These measures have gone a long way in mitigating the hardships faced by students due to the content delivery being largely restricted to online mode.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The content delivery during the academic year 2020-21 was almost-exclusively conducted via the online mode. The faculty used Microsoft Teams and Google Meet platforms for the same.

Besides the regular online sessions, some faculty members created YouTube videos of their lectures, practicals and demonstrations, and circulated them amongst their students as a supplement to online instruction. During their online sessions, the faculty used Microsoft PowerPoint, animations and videos to aid and enliven the content delivery. Quite a few also introduced their students to courses and content offered by SWAYAM, Coursera, Study.com, NPTEL, Udemy, Educba etc. Students were encouraged to pursue such courses in addition to their regular curriculum.

Almost all faculty members contributed to 'Digital Integrated System for Holistic Teaching and Virtual Orientations' (DISHTAVO) -- an initiative of Directorate of Higher Education, Government of Goa. They have served as content conceptualizers, creators and presenters, and as co-ordinators. The video modules created under the initiative are freely available on the DISHTAVO portal.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

125

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

165

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

46

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

1765

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Every theory course has an Intra-semester Assessment (ISA) and a Semester End Examination (SEE) component. Three ISAs are conducted for every course, with attendance being compulsory in any two for being eligible to attempt the SEE. The schedule for the ISAs is printed in the College Handbook which is provided to each faculty member and student at the commencement of the academic year. Announcements regarding conduct of ISAs are also made in advance through Notices displayed at various points on the campus and through announcements on the Public Address System. The marks obtained at the ISAs are communicated to the students within a specified timeframe. Details of students who lack minimum ISA attendance requirement are fed-in by faculty members through a link on the portal. These are displayed much prior to the SEE ensuring that students are aware of their eligibility status.

SEEs for Semesters I to IV are conducted by the College on behalf of the Institution. The timely communication of examination timetables to students provides them adequate time for preparation. The question papers are set by the faculty teaching the course. After evaluation of the answer books, marks are communicated to the College Office in a time-bound manner. Results are declared online and printed marksheets are provided.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

The results of the SEEs are declared online in a time-bound manner. Students are permitted to apply for physical verification of their

answer-books within a period of ten days from the date of declaration of results. The verification process involves checking, by the student and concerned faculty, (a) whether every question has been assessed, and; (b) whether the totaling is accurate. In case the student is still dissatisfied after the verification process, s/he may escalate the grievance to the College Grievance Committee which comprises three faculty members who decide whether the answer-book merits re-evaluation. If the decision is in the affirmative, the answer-book is re-evaluated by either another faculty member (teaching the same subject) from the Institution or by an external faculty. The afore-cited procedure is followed for the students of Semesters I to IV since the examinations are conducted by the College on behalf of Goa University, in their case.

Under normal circumstances, the SEEs for Semesters V and VI are conducted by Goa University. In such a situation, the verification and re-evaluation processes are under the purview of the University. But in view of the prevailing COVID situation, the SEEs for Semesters V and VI have been conducted by the College, on behalf of Goa University, during the academic year 2020-2021. Under Ordinance OS-1, which governs conduct of examinations during the pandemic, only verification has been permitted for SEEs of Semesters V and VI. For students of these Semesters, the College Grievance Committee also had a member nominated by the Vice Chancellor of Goa University, in terms of the said Ordinance.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

In order to make the contents, scope and limitations of the syllabus and curriculum clear to all stakeholders, the faculty of the Institution, after careful deliberation, have formulated the Course Outcomes (COs) for the various courses offered. The Outcomes have been vetted by the respective Head of Department after whose approval, the same have been communicated to the students. They are also uploaded at the College website leading to ease of access.

The Course Outcomes describe what each student should be able to do

at the end of the course. This helps the teacher to plan for and execute the delivery of the syllabus content in a manner which is efficient and effective. Correspondingly, the COs also help make the student aware of the standards expected to be attained by him/her.

Each Department has also drawn up Programme Specific Outcomes (PSOs) for the programmes offered. These delineate the knowledge and skills that would be expected to be possessed by a student, in a particular subject, upon the completion of their undergraduate/postgraduate studies. Further, the Institution has also developed Programmes Outcomes (POs) which clearly communicate the skills, knowledge and attributes expected to be possessed by a graduate/postgraduate at the time of his/her graduation.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The Institution tries to measure the level of attainment in various ways. Being an affiliated Institution, the parameters laid down by Goa University are followed for the formal measurement of outcome attainment. In keeping with the norms of the affiliating University, the assessment of each course has Intra-Semester Assessment (ISA) [of 20% weightage] and Semester End Examination (SEE) [of 80% weightage]. The ISA component is administered through two different modes. Tests, quizzes, PowerPoint presentation, assignments, report writing and seminars are used for the ISAs. The marks obtained at, both, ISA and SEE are analyzed by the concerned faculty member at the end of each course. These serve as a measure of the attainment levels of the students.

Each student provides feedback at the end of the course which covers various aspects of the teaching-learning process. The students' feedback provides an overview of the attainment of desired outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

1056

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

http://www.xavierscollege-goa.com/wp-content/uploads/2021/08/college_feedback_students_2020_21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

4

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The Institution has established an Innovation Hub in order to encourage the creation and transfer of knowledge. Though functional

since long, the ongoing COVID-19 pandemic has led to students having no opportunities to visit the College campus. Consequently, the Hub could not effectively realise its objectives during the academic year 2020-21.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

1

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

8

File Description	Documents
URL to the research page on HEI website	http://www.xavierscollege-go.com/category/research/
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

16

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

7

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Owing to the COVID-19 pandemic situation, the academic and other activities were largely restricted to the online mode. However, due

to the urgent need for dissemination of appropriate knowledge regarding the prevention, transmission and spread of the disease, students of the Institution undertook training, and awareness of vaccination drives along with general awareness initiatives. Three such activities were undertaken during the academic year.

In addition, keeping in mind the need for students to be aware of options after graduation, they were provided with the opportunity of participating in a webinar organized by the Department of Labour, Government of Goa on 'Employment Schemes' .

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

2

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

35

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

437

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

1

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

St. Xavier's College is well-equipped to cater to the instructional needs of its students. There are, totally, 67 classrooms and 16 laboratories at the Institution. Besides, it has dedicated offices for the N.S.S. Unit, N.C.C. (Boys), N.C.C. (Girls), IQAC, Placement Cell and Counseling Cell. The Institution also possesses a Seminar Hall (with accommodation for 500), an outdoor stage that overlooks the Mariano Saldanha lawns which can accommodate an audience of 1000, a Recreational Hall, a multipurpose St. Xavier's Ark (which can accommodate an audience of 1500), a Conference Room, a Committee Room and an outdoor Theatre Space. All the Science and Computer laboratories are equipped with the necessary equipment/apparatus in sufficient quantity for the conduct of practicals as prescribed by Goa University. The Institution also has a Media Centre and a Studio with latest audio/video facilities and an Instrumentation Centre with an X-ray Diffractometer. The newly-completed Block 'E' houses the Post-graduate courses and the Biotechnology Department. It also has a Research Laboratory and a Research Students' Room.

All the classrooms, laboratories and the Seminar Hall have LCD projectors and Wi-Fi and internet connectivity. The faculty and students are provided with internet and Wi-Fi facilities without charge. The College has three broadband connections one of which is used exclusively for the self-financing courses. The Institution also subscribes to MSDN. The College has adequate computer systems

for academic, and other, purposes.. While the standalone computers have the latest Operating Systems, the networked computers run on Windows Server 2008.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

St. Xavier's College has developed requisite infrastructural facilities in order to fulfill its goal of imparting holistic education. Aiming to encourage the sports talent of the students, excellent facilities have been provided through (a) a Gymkhana, with an area of 180 square meters, having changing rooms, washrooms, sport equipment and kits, and the Sports Office; (b) a Gymnasium/Fitness Centre with a treadmill and weight training equipment; (c) an Indoor Stadium, measuring 820 square meters, with facilities for badminton, table tennis, chess, carrom, judo, krav maga, tennikoit, boxing, indoor basketball and sepaktakro; (d) Grounds (viz., for football, handball, volleyball, basketball and an athletic track) totally measuring 3,500 square meters. The sports activities are organized and overseen by a Sports Committee comprising the Principal (ex officio Chairperson), Director of Physical Education and representatives of the faculty and students. As an outreach effort, the Institution permits members of the public to use the grounds for their morning/evening walks.

Infrastructure is also adequately available for the myriad cultural activities conducted at the Institution. These include: (a) a Seminar Hall, measuring 350 square meters, which can accommodate 300 persons; (b) a Recreational Hall, measuring 301 square meters, with a seating capacity of 200; (c) the Mariano Saldanha Lawns with the outdoor stage, totally measuring 450 square meters with seating capacity of about 1000; (d) an outdoor Theatre Space measuring about 100 square meters and capable of accommodating 100 persons; (e) the St. Xavier's Ark measuring 820 square meters with a capacity to accommodate an audience of 1500. The various Departments, Associations and Cells organize their activities using the above premises. The appropriate venue is chosen keeping in mind the availability, nature of event and number of participants.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

67

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

68.19

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Name: New Gen Lib

Nature: Complete automation

Version Helium - 3.1.4

Year of automation: 2008

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

6.81

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

30

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

The Institution upgrades and maintains its IT infrastructure on a regular basis.

Earlier, the campus had six Wi-Fi access points. An additional twenty Wi-Fi access points have been installed at various strategic positions across the campus during the academic year 2020-21. These have enhanced and strengthened the network coverage across the campus. The enhancement has added to the ease of connectivity and has, especially, aided in the conduct of online classes and accessing of online content during the academic year.

Local Area Network (LAN) connectivity has also been provided in various classrooms which has further aided academic activities (e.g. conduct of online classes).

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

458

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the A. ? 50MBPS

Institution	
File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

57.90

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The infrastructure and equipment of the Institution is regularly maintained through a well-established set of procedures.

Every Department periodically performs an inventory of its equipment and consumables. This enables the respective Department to initiate the process of repair/maintenance or replacement of any malfunctioning equipment, In the event of a Department wishing to procure some equipment involving a substantial financial outlay, it is required to send, through the Principal, enquiries to potential suppliers. A minimum of three quotations are required to be compulsorily obtained which are, then, scrutinized carefully by a duly-constituted Scrutiny Committee. Based on the Scrutiny Report, orders are placed for the required equipment.

As part of the established standard operating procedures, dedicated registers are maintained at the College Office for the registration of complaints/requests regarding repairs and maintenance of equipment. The registers are monitored daily and the requests are complied with on a regular basis.

Maintenance of physical infrastructure is regularly done under the aegis of a duly-appointed Administrator of the Diocesan Assets.

Annual Maintenance Contracts (AMC) have been executed for the maintenance and upkeep of various equipment and software e.g. photocopier machine, fire extinguishers. Microsoft Volume Licensing, network server, Firewall, 160KVA Power Generator and internet facilities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

81

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

B. 3 of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

413

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

413

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

10

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

249

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

8

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

1

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The Institution facilitates students' representation and engagement in various co-curricular and extra-curricular activities with the support of a duly-constituted Students' Council. The Students' Council provides an opportunity for students to engage in a structured partnership with management, faculty and other students. It functions under the overall supervision of the Principal, Vice Principals, faculty representatives, the Cultural Co-ordinator and Co-coordinators. The Students' Council, at its meetings, provides a representative structure through which students can debate issues of concern and undertake initiatives of benefit to the college and the wider community. It strives to provide a platform to enable the students to showcase their talent, skill and creativity. The Students' Council shoulders many a responsibility like planning, organising, resource management, accountability and maintenance of discipline. The activities of the Council are funded by the Institution. Additional funds, if necessary, are mobilized through sponsorships.

In addition to representation to students council/Cells/Clubs/Associations, students are also appointed as members of :

1. Red Ribbon Club Advisory Committee (RRC)

2. NSS Advisory Committee**3. Sports Committee****4. College Students Grievance Redressal Committee (CSGRC)**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

21

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

St. Xavier's College Alumni Association is registered under the Societies Act, 1860. The activities of the Association are organized through the leadership provided by its Executive Committee (comprising thirteen members) which is headed by the Principal. The meetings of the Executive Committee are held regularly in order to plan and organize programmes for the benefit of the students and for the growth of the Institution. The funding raised through membership fees and through the generous contributions from alumni has helped the Institution in various ways eg. for infrastructure projects and

academic progress.

Using the experience and expertise of the alumni, Career Guidance sessions are held for, both, the post-graduate and under-graduate students of the Institution. Such sessions serve to assist students in their choice of careers. They also enlighten students about the manner through which they could enhance their employability.

The Association also regularly contributes towards the payment of fees for students from financially weaker sections of society.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Education, by its very nature, is a transformative process viz. the changing of human personae and, through them, society and its structure. This activity of transformation is a spiritual, humanizing and liberating activity, and constitutes the core mission of education. St. Xavier's College has adopted 'Formation for Transformation' as its Vision Statement which is elaborated in its Mission Statement that reads 'To provide balanced all-round education to young men and women to be disciplined citizens, who will display a high intellectual calibre together with emotional balance and social commitment and, particularly, at helping Catholic youth to be committed followers of Christ'. The individual Departments have also formulated their Vision and Mission Statements thereby affirming their commitment towards fulfilling the goals of the Institution through means that are specific to their particular academic specialization and expertise. The Institution's constant,

ceaseless and committed striving towards excellence in all spheres results infocused initiatives aimed at translating the Vision and Mission Statements into concrete realities.

The Diocesan Society of Education, perceives education as an essential tool for holistic development of individuals, viz. 'learning "to be"'. Further, in the emerging knowledge society, 'quality education' serves as the gateway to the socio-cultural and economic development of persons and of the country. This is best reflected in the recruitment process followed by the Institution, wherein qualified and competent staff are recruited, who are sensitive to the care of the marginalized and who provide quality education, in consonance with Gospel values. Further, in keeping with this policy, the Institution ensures the admission of asignificantnumber of students from the Scheduled Caste, Scheduled Tribes and Other Backward Community sections of society.

The Management plays a stellar role in supporting the Principal, the Vice Principals and the faculty in their endeavours. It also provides the requisite financial support for the infrastructural development of the campus. The faculty and non-teaching staff are encouraged and motivated to excel in their areas of expertise through opportunities for skill enhancement and updation. In turn, the staff reciprocates and responds to these gestures of unstinted support through their proactive creativity and commitment. The synergetic co-operation between the Management, Principal, Vice Principals, faculty and non-teaching staff has resulted in the Institution progressing by leaps and bounds and thereby acquiring a reputation for excellence

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The Institution functions under a decentralized and participative system of management which is visible at every level:

- The Governing Body of the Diocesan Society of Education, while formulating the overall policies pertinent to the Institution, grants operational and academic freedom to the Local Managing

Committee, the Principal and Vice Principals to evolve and implement appropriate mechanisms and procedures. Hence, guidelines and regulations pertaining to admissions, timetables, attendance, the conduct of examinations, discipline, training, library services, counselling, grievance redressal etc. are formulated at the Institutional level in a manner consistent with the policies of the Management and the norms and requirements of statutory authorities.

- The Heads of Departments are authorized to independently conduct the day-to-day functioning of their Departments. They, in consultation with the faculty members, assign workloads, plan Departmental activities, scrutinize and recommend the purchase of apparatus/equipment, frame timetables for practical sessions and practical examinations, organize study tours, field trips and industrial visits, arrange for internships / on-the-job training.
- The opinions of faculty and non-teaching staff are elicited and considered while deciding upon academic and examination-related matters. Meetings of faculty and non-teaching staff are regularly conducted and all relevant matters are deliberated upon. The staff members are represented on Cells, and statutory, administrative and examination-related committees. They are encouraged to exercise leadership through opportunities for organizing academic, co-curricular and extra-curricular activities and events. The Department of Physical Education and College Library enjoy operational autonomy, under the overall supervision of the Principal, with the aid and advice of duly-constituted committees.
- Being important stakeholders, the views of parents are elicited, both, informally and through the Parent-Teacher Association. Issues of general Institutional interest are discussed at the Annual General Body Meeting and the Core Committee meetings (which are convened at least four times each year). The suggestions of parents are considered and implemented wherever feasible.
- The IQAC monitors the overall functioning of the Institution and continually suggests measures to enhance standards.
- The College Accountant is tasked with the responsibility of maintaining Institutional accounts, handling the disbursement of salaries and calculation of taxes. He also monitors the receipts and expenditure of the Institution on a regular basis.
- The administrative and non-teaching staff whole-heartedly support the functioning of the Institution. Under the overall supervision of the Principal, they have taken the lead in administrative processes like admissions, examinations etc.

With their co-operation, the online process of admission, which includes the formalities of students' registration with Goa University, has been successfully implemented.

- The College Librarian is authorized to take decisions pertaining to the Library and to delegate responsibilities to her support staff.
- Students are offered opportunities to develop and hone their leadership skills through participation in the Students' Council. They are also appointed as co-ordinators and representatives for various sports, co-curricular and extra-curricular activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institution has successfully completed the construction of Block 'E', a four-storied structure within the campus consisting of the following:

A fully-functional Biotechnology Department in the basement, comprising two classrooms, spacious modern laboratories, a staff-room and an Instrumentation room.

The Post-graduate Department of Chemistry is located on the ground floor and consists of a staff-room, a hall for cultural activities, a Rest room for visiting faculty, an Instrumentation room, two spacious and adequately-equipped laboratories, and a store room. There is an elevator, washrooms and parlor attached to this section.

The Post-graduate Department of Commerce is based on the first floor of this Block. It consists ,of classrooms, Computer rooms, Library, a First-aid room, Back-up facility, Counseling room and a Computer Laboratory.

The Abbe-Faria Post -Graduate Department of Psychology is based on the second floor. It comprises a well-equipped laboratory, two classrooms, a staff-room, a store room and a Computer Laboratory.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Governing body and administrative setup:

St. Xavier's College has been established and is owned by the Archdiocese of Goa and Daman. On its behalf, the Diocesan Society of Education (DSE) manages the Institution. The DSE is headed by the Archbishop-Patriarch and also has a President, a Secretary and a Governing Body. The executive powers of the DSE are vested with its Secretary. Through its policies, the DSE provides general guidance for the functioning of the Institution.

The Archbishop-Patriarch of Goa and Daman is the Patron of the College.

The Principal is provided adequate freedom to plan, formulate and execute academic programmes for the smooth running of the College. The Management makes available adequate resources to fructify the plans which are drawn up by the Principal in consultation with the faculty. The Principal is assisted by two Vice- Principals. The Heads of Departments are taken into confidence by the Principal and given freedom to administer their respective departments. The views of faculty members are also considered in the formulation and execution of plans and decisions.

The non-teaching staff play a stellar role in the functioning of the Institution. Inter alia, it includes the Administrative staff, the Library staff, Examination staff, Systems Administrator, Laboratory Assistants and Attendants, Multi-tasking staff and the House-keeping staff. The Internal Quality Assurance Cell (IQAC) actively performs its statutory functions and, also, guides the Clubs, Cells and Associations in planning their activities.

The Administrative setup comprises the Head Clerk, along with a team of Upper and Lower Division Clerks and Multi-tasking staff. The

Accounts Office has an Accountant who is aided by his team which comprises an Upper and a Lower Division Clerk and a Multi-tasking Staff member.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	http://www.xavierscollege-go.com/organogram/
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

For the welfare of the staff, the Institution offers the following:

1. A spacious Canteen with adequate indoor and outdoor seating arrangements.
2. Spacious and well-furnished staff-rooms.
3. A First-aid room.
4. Counselling facilities.
5. Washrooms for the exclusive use of the faculty in each Block.
6. Free Wi-Fi connectivity across campus.
7. Encouragement for pursuit of research.
8. Encouragement and financial support for attending Conferences

and Workshops.

9. Encouragement for participation in Short Term Courses, Faculty Development Programmes, Refresher Courses, Orientation Programmes etc.
10. Enhancement of knowledge and skill through annual Faculty Enrichment Programme and Mini-series.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

9

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

3

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

62

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The Institution has a well-established 'Annual Performance Appraisal System' in place. A specially-designed Form is furnished to each faculty towards the end of each academic year. This same is filled-in by the faculty members and submitted to the Principal along with requisite supporting documentation. The contents of the Form are vetted by the IQAC Co-ordinator and Principal. The Forms are

utilized during the Career Advancement Scheme (CAS) promotions of the faculty.

The non-teaching staff have to compulsorily fill-in the Annual Performance Appraisal Report. The same is vetted by the Principal and is utilized at the time of their promotions and/or Modified Assured Career Progression (MACP) upgradation.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The Institution believes in adhering to the highest standards of transparency and integrity in its entire spectrum of activities.

Towards this end, internal and external financial audits are regularly conducted. A qualified Chartered Accountant has been engaged to conduct, on an annual basis, the Internal Audit of the forty-nine bank accounts maintained by the Institution. All objections listed in the resulting Audit Report are unfailingly complied-with through a systematic follow-up.

The External Financial Audit is conducted by Directorate of Higher Education, Government of Goa as per their procedures and schedule. The last such audit has been conducted in April 2019.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

4

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The operating budget of the Institution is adequate for its day-to-day expenses and for the maintenance of infrastructure. The Institution makes strenuous efforts to mobilize additional financial resources for infrastructure development and other activities. This is effectuated in a variety of ways some of which are:

1. The Parents-Teachers Association (PTA) and alumni contribute towards the organization of various activities.
2. Business houses are approached for sponsorships and Corporate Social Responsibility (CSR) support.
3. Incomes derived from students' fees and value-added courses are used for various purposes e.g. infrastructure development.
4. Sponsorships and donations from various sources are obtained and accepted for the conduct of student activities/events.

In summary, the Institution, mobilizes financial resources from various sources for its needs and employs them optimally, judiciously and transparently.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

1. **Single-point data collection:** With the IQAC being the documentation hub of the Institution, an Office Assistant was appointed in the year 2018 as a single-point data collection executive. The system proved beneficial for the collection, collation and dissemination of data especially while compiling the Self Study Report for the Fourth Cycle of NAAC re-accreditation. Under this system, all Cells/Clubs/Association, upon the conduct of any activity, would furnish details and requisite documentation within a fixed timeframe. The departure of the Office Assistant, for better prospects, caused a temporary setback to this well-established system. Considering the resultant difficulties, at the request of the IQAC, the College Administrator initiated the requisite procedure and appointed a new Office Assistant in April 2021. The earlier-existing data collection system has thereby been rejuvenated.
2. **Automation of Examination and Office-related activities:** An automation effort was launched to streamline Institutional functioning. The expertise of senior and knowledgeable faculty was utilized for the in-house development of the requisite software permitting enormous saving of financial resources. The developed systems aid the conduct of examination-related activities, declaration of results, printing of mark-sheets, recording/analysis of students' attendance at lectures and ISAs, admissions, generation of admission forms, ID cards and printing of fee receipts.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

1. Due to the COVID-19 pandemic, the teaching-learning process has been conducted largely in online mode. The severely-reduced avenues for students to physically visit the College campus has prevented them from utilizing Library facilities and has hampered their access to textbooks and reference materials. In an effort to mitigate their hardships, the College has subscribed to Pearsons e-books. Each Department has carefully perused the varied offerings and has selected

the most relevant e-books for the courses taught. Access to the selected e-books has been provided, through Institutional subscription, at no cost to the faculty and students.

2. The College has tied up with Amazon Web Services (AWS) Educate for free Badges and Certifications for faculty and students. Each Badge comprises ten to fifteen hours of self-paced content expanding the learners' cloud skill sets in areas like Alexa, Gaming and 'Internet of Things'.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

St.Xavier's College believes in promoting student diversity in all undergraduate and postgraduate degree Programmes. The Institution

provides equal opportunity to all candidates without any discrimination. Special attention is paid to the admission of female candidates.

The Mission Statement, Objectives and Students' Charter clearly highlight gender equity. These are clearly enunciated in the College Handbook and are reinforced during the Orientation Programme which is conducted, for students, at the beginning of each academic year.

The 'Child, Women and Consumer Welfare (CWCW) Cell' of the College has organized "International Women's Day" on 8th March 2020 to mark the achievements of women across the world. These include the contributions made to social, economic, cultural and political advancements, besides the selfless service rendered, by them, at home to their families.

NSS volunteers have participated in a 'Poetry Competition' organised by the State Family Welfare Bureau, Directorate of Health Services, Government of Goa. The competition was held to celebrate the International Girl Child Day on 11th October 2020.

A Case Study of the 'Nirbhaya issue' was held for the SYBA students during the 'Gender and Violence' class.

The College has constituted the Internal Complaints Committee to address issues faced by students. There is also a Public Grievance Officer appointed by the College.

File Description	Documents
Annual gender sensitization action plan	Presently not available
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	(a) Counselling; (b) Common Rooms for Boys and Girls.

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

St. Xavier's College has adopted and implemented requisite measures to properly and safely dispose of the waste generated at the campus. Since the waste can assume different forms e.g. solid, liquid, gases or e-waste, multiple appropriate measures are employed for the judicious handling and disposal. Steps are also undertaken to segregate the waste prior to disposal. Besides, wherever possible, dry waste is appropriately reused.

The Institution has a number of dustbins strategically placed at various positions on the campus. The waste from these bins is emptied and disposed of by the housekeeping staff in collaboration with the local Municipality. The Institution has a tie-up with M/s Bavish, a waste-management company which regularly handles solid waste from the Institution.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1.Restricted entry of automobiles 2.Use of bicycles/ Battery-powered vehicles 3.Pedestrian-friendly pathways 4.Ban on use of plastic 5.Landscaping	B. Any 3 of the above
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	E. None of the above
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded
7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage	B. Any 3 of the above

including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Various Departments and Clubs of the College have organized National and State Webinars, online Guest Lectures, poetry recitation, online enactment of plays, screening of documentaries, on various topics relating to culture, heritage, folk dance, folk songs, folk music, musical instruments, artifacts, linguistics, communication, body language, health, local medicines, emotions, behavior, social issues, discrimination, migration, life skills etc. The NSS Unit of the College organized a National Webinar on the topic "Cultural Heritage of the State" in collaboration with the Ek Bharat Shrestha Bharat program by the Ministry of Youth Affairs and Sports, for NSS volunteers of Jharkhand and Goa.

A webinar on 'Neuro Linguistic Programming' was also conducted. It was well-received by the participants. This technique has great potential benefits in, both, personal and professional domains.

A documentary on 'India Untouched' was screened. It highlighted caste discrimination and equality which exist in various States of India.

An online talk was conducted on World Health Mental Day, on the

topic "A Perspective of Mental Health of an Adolescent in a Family". It highlighted the importance of mental health and the various methods through which this could be attained.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Taking cue from its Vision Statement (viz. 'Formation for Transformation'), the Institution has undertaken various initiatives to transform its students and teaching/non-teaching staff members into responsible citizens of the country. The following are some of the initiatives:

1. An e-poster competition (based on the theme "Help Stop the Spread of Coronavirus") was conducted for students on 21st October 2020. It focussed on awareness of the various precautions to be followed to keep oneself safe, along with the responsibilities of each citizen vis-a-vis the pandemic. The posters summarized the do's and dont's which need to be adhered to by every citizen.
2. Vigilance Awareness Week was observed from 27th October 2020 to 2nd November 2020. It was based on the theme 'Vigilant India, Prosperous India' (which, in Hindi, translates to 'Satark Bharat Samridh Bharat'). The Integrity Pledge was administered by an NSS Programme Officer via the Public Address System on 27th October 2020. All faculty members and non-teaching staff participated in the activity and pledged their commitment against corruption in their individual and professional capacities, and as citizens of the country. The Integrity Pledge for citizens was administered to the students on 2nd November 2020 via the online mode.
3. The NSS Unit of the Institution conducted various activities in order to commemorate the Indian Constitution Day on 26th November 2020. NSS volunteers participated in the online reading of the Preamble of Indian Constitution on 'pledge.mygov.in' website and generated e-certificates for the same. Students also participated in the live virtual streaming session on reading of the Preamble of the Indian Constitution.

The Preamble of the Indian Constitution was also read out on the College Public Address System by the NSS Chief Programme Officer. All faculty members and non-teaching staff participated in the same. Besides, two virtual short films were shared with the students: one was based on 'History of the Indian Constitution' and while the second highlighted the 'Features of the Indian Constitution: Fundamental Rights and Duties'. NSS volunteers were encouraged to view the videos and answer an Online Quiz based on the same.

4. Keeping in mind the fact that each faculty member, non-teaching staff and student is a consumer, a session on 'Consumer Rights' was organized on 15th March 2021 via the Google Meet platform. A total of sixty-three participants (students and faculty) attended the same.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

D. Any 1 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The Institution has organized various festivals and competitions to commemorate international, national and other socio-culturally and academically important days/events during the academic year 2020-21. Though the students were largely unable to attend the same physically (due to pandemic-related restrictions), they participated via the online mode.

Some of the events commemorated were: National Mathematics Day, Hindi Diwas, Marathi Language Day, National Science Day, Goa Liberation Day, Goa Revolution Day, Independence Day, Mental Health Day, Gandhi Jayanti, Youth Day, Republic Day, International Women's Day, Environment Day, AIDS Day and the 5th Annual festival of Innovation: 'Goa's Young Innovators' (By Chemistry Department).

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

I. Mentor-mentee Programme

Objectives of the Practice: The Mentor-mentee Programme aims to foster interactions between students and teachers. Through this Programme, the respective teacher (mentor) supports and guides his/her students (mentees), thereby helping them overcome challenges. Thus, a bond is developed and a friendly dialogue is established between the mentor and the mentee.

The Context: It is essential for students to set suitable and achievable goals, and work towards their realization in order to excel in academics and in life. This necessitates the possession of a healthy mind and body along with a supporting environment. Often,

though, students encounter problems which distract them from maintaining their focus. The problems are generally the result of the inability of students to realize (on their own) the areas upon which they need to channelize their efforts and energy. The problems could also arise from their misconceptions and ignorance regarding the consequences of their actions; or even their insecurity in sharing their anxieties and/or difficulties. Such matters can be remedied through the Mentor-mentee Programme wherein students are provided with academic and emotional support. The building of trust and friendship between the mentor and the mentee enables the latter to share his/her concerns, engage in a fruitful and enriching dialogue and to consider a variety of potential solutions.

The Practice: The Programme draws from the Vision Statement of the College viz. 'Formation for Transformation'. Faculty members are assigned, at the commencement of the academic year, with a set of students to be mentored. The formal interactions are conducted, once in a month, during designated timeslots in the assigned classrooms. Mentors possess the personal profiles of their mentees (with basic information e.g. personal data, contact numbers, home addresses, details about their interests/hobbies/future plans etc.). During the formal interactions, the mentees are reminded about the dress code, expected behaviour, punctuality, attendance requirements, examination preparation, the importance of hard work and of non-adoption of unfair means during examinations, non-tolerance of ragging and sexual harassment, availability of counsellors on campus, career options etc. They are counselled about healthy lifestyles, cleanliness, road safety, environmental issues etc. They are also informed about the various opportunities, schemes and scholarships/freeships available.

Apart from the monthly formal interactions, the mentees are encouraged to meet the mentor in informal settings on a one-to-one basis depending of the mutual convenience of both.

Mentors also monitor the academic progress of their mentees. They applaud their achievements, offer guidance regarding shortcoming in grades and encourage them to work towards improvement and excellence. The mentors also maintain a confidential data sheet which details the mentoring services rendered.

Overall, the Programme is monitored by a Committee comprising one Co-ordinator and two faculty members drawn from each stream. The assignment of mentees to the mentors is done by the Committee which also prepares/suggests inputs for each formal session keeping in mind students' needs and relevant current issues.

At the end of each academic year, mentees are required to provide their feedback regarding the various topics discussed during the formal interactions. Wherever feasible, the suggestions/feedback are utilized to bring about improvements in the Programme.

Evidence of Success: The success of this Programme can be indirectly gauged from the following: The cleanliness of the College campus has significantly improved. The garbage bins, placed at various locations on the campus, are unfailingly used by the students. The counselling regarding behaviour and code of conduct has further improved the discipline on campus. Students also display a sense of responsibility in turning/switching off taps, lights and fans, when not in use. An improvement in academic performance has also been observed. The enhanced awareness regarding the various opportunities available after graduation has led to a greater number of students pursuing higher education. The utilization of the services of the counsellors has been observed to have improved the behaviour, conduct and mental health of students.

Problems Encountered and Resources Required: During the academic year 2020-21, the Programme had to be conducted in online mode due to the prevalent pandemic situation. Despite the serious efforts of the mentors, the functioning of the Programme was somewhat inferior to that in earlier years when it was conducted in physical mode. Further, the mentors were themselves burdened with the switch from physical to online mode of instruction which necessitated many an hour of additional preparation. Consequently, they were forced to devote lesser time to their mentoring activities.

II. COVID awareness initiatives

Objectives of the Practice: Considering the worldwide devastation caused by the COVID-19 pandemic, St. Xavier's College, Mapusa-Goa decided to organize relevant awareness programmes for its students via online platforms.

The Context: It was deemed necessary to make the student community aware regarding the precautions needed to be followed in order to remain safe. It was also felt that the students could act as the 'nuclei' for the dissemination of relevant information to their families, neighbourhoods and society, at large. In this endeavour, the Institution also joined hands with government bodies for the spread of COVID awareness.

The Practice: A variety of means were employed to realize the

objectives. An e-poster competition (based on the theme "Help Stop the Spread of Coronavirus") was organized by the Department of Microbiology. It focused on flattening the COVID curve through the adoption of prescribed SOPs.

The NCC (Boys' Unit) contributed to the effort by undergoing IGOT training modules, downloading and installing the AROGYA SETU app on their cellphones thereby setting up a mechanism for being aware of the presence of an infected individual in close proximity. Some cadets attended the Training Programme conducted for the vaccination drive for frontline workers; they also took active part in the drive by helping in the implementation and monitoring of vaccination at various places in the State.

The NCC (Girls' Unit) played their part by making and distributing face masks in the Institution's neighbourhood, circulating posters/e-posters via social media, bringing out posters/videos on the advantages of vaccination, by creating 'insta handles' in order to spread awareness through posts, stories, etc.

As part of the Public Health response to the pandemic, the NSS Unit flashed COVID awareness messages before commencement of online classes. These stressed on the importance of wearing face masks, maintaining social distancing, regular washing of hands etc. Instructions were also shared about caring for suspected or confirmed COVID-positive family members. A total of 287 volunteers were part of this campaign. A video was also prepared stressing on the need for, and manner of, maintaining COVID-appropriate behaviour by members of the public.

In collaboration with the Office of the Dy. Collector, Mapusa, the NSS Unit organized a Poster-making competition. The posters aimed to create awareness about the COVID Vaccination Campaign. The six posters which were prepared were handed over to government officials for use during their vaccination activities. NSS volunteers participated in the Tikakaran Utsav: Vaccination Awareness Programme from 11th to 14th April 2021. An e-poster, which was designed disseminating information on COVID vaccination, was shared with students via various digital platforms.

Several members of the teaching and non-teaching staff of the Institution were also actively involved in COVID management duties with various organizations across the State of Goa.

Evidence of Success: The training in COVID management received by the NCC (Boys' Unit) proved to be of immense value during the

vaccination drive of frontline workers. The posters, e-posters and videos created and shared via various platforms helped in spreading relevant pandemic-related awareness.

Problems Encountered and Resources Required: Considering the prevalent circumstances, the Institution really rose to the occasion for the spread of COVID-related awareness. Undoubtedly, the number of activities could have been higher. But, the need for imparting academic instruction via the online mode necessitated additional preparation time for the faculty. Therefore, many a faculty could not devote sufficient time towards the COVID awareness programmes. Else, the magnitude and impact of the Institution's campaign would have been significantly higher.

File Description	Documents
Best practices in the Institutional website	http://www.xavierscollege-goa.com/wp-content/uploads/2022/01/Best-Practices.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The distinctiveness of the Institution can be best explained by its Coat-of-Arms which, apart from the Latin motto 'In virtute et scientia', has a lion, sailboats, Cross, book, shield and palm leaves. The lion represents courage which the Institution seeks to instil in students; the sailboats signify the spirit of adventure during their journey over the sea of life; the Cross and book, mark the pursuit of virtue and knowledge while the shield and palm leaves symbolize the victory of good over ignorance and evil.

St. Xavier's College holistically prepares its students for excellence in all aspects of life. It provides educational opportunities without favour or discrimination. Through their various initiatives, the Cells, Clubs and Associations a spirit of empathy and social concern. All-out efforts are made to equip students with the necessary soft skills in order to enhance their overall development and personality. The College has a thriving and lively campus ambience which emanates, inter alia, from the extra-

and co-curricular initiatives. The Value Education sessions, a hallmark of the Institution since its establishment, provide the necessary inputs in an age-appropriate and socially-relevant manner. In recent times, this endeavour has been supplemented by a robust and well-appreciated mentor-mentee programme.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. Establishment of new Memoranda of Understanding with various Institutions and Organizations.
2. Provision of lifts for Blocks 'B' and 'D'.
3. Renovation of Block 'D'.
4. Renovation of Gymnasium.
5. Encouragement to faculty for pursuit of doctoral research.
6. Encouragement to faculty for undertaking Minor and Major Research Projects.
7. Encouragement to faculty for publishing the results of their research in SCOPUS-indexed and UGC CARE-listed Journals.
8. Renovation and upgradation of Science Laboratories.
9. Acquisition of new apparatus for the Research Laboratory.
10. Introduction of Post-graduate programmes in Inorganic Chemistry, Mass Communication and Microbiology.