

The Annual Quality Assurance Report (AQAR) of the IQAC

For the Period 1<sup>st</sup> July, 2015 to 30<sup>th</sup> June, 2016

St. Xavier's College, Mapusa, Goa 403507

Part – A

1. Details of the Institution

1.1 Name of the Institution

ST. XAVIER'S COLLEGE

1.2 Address Line 1

MAPUSA, GOA

Address Line 2

PIN: 403507

City/Town

MAPUSA, GOA

State

Goa

Pin Code

403507

Institution e-mail address

xavierscollege@bsnl.in

Contact Nos.

0832-2262356, 0832-2263031

Name of the Head of the Institution:

Dr. (Fr.) Walter de Sa

Tel. No. with STD Code:

0832-2263031

Mobile:

09822150868

**Name of the IQAC Co-ordinator:**

**Mobile:**

**IQAC e-mail address:**

**1.3 NAAC Track ID**(For ex. MHCOGN 18879)

**1.4 NAAC Executive Committee No. & Date:**   
(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

**1.5 Website address:**

**Web-link of the AQAR:**

### 1.6 Accreditation Details

Sr. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	4 stars	---	1999	5 YRS
2	2 <sup>nd</sup> Cycle	A	---	2007	5 YRS
3	3 <sup>rd</sup> Cycle	A	3.36	2014	5 YRS

**1.7 Date of Establishment of IQAC:**

**1.8 AQAR for the year**

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

- i. AQAR 2007-08 submitted 07.12.2008
- ii. AQAR2008-09 submitted 21.09.2009
- iii. AQAR2009-10 submitted 28.08.2010
- iv. AQAR2010-11 submitted 24.08.2011
- v. AQAR 2011-12 submitted 20.09.2012
- vi. AQAR 2012-13 submitted 26.10.2013
- vii. AQAR 2013-14 submitted 14/06/2015
- viii. AQAR 2014-15 submitted 28/12/2015

### 1.10 Institutional Status

**University** State  Central  Deemed  Private

**Affiliated College** Yes  No

**Constituent College** Yes  No

**Autonomous college of UGC** Yes  No

**Regulatory Agency approved Institution** Yes  UGC  No

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

**Type of Institution** Co-education  Men  Women

Urban  Rural  Tribal

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

Grant-in-aid + Self Financing  Totally Self-financing

### 1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

Under Graduate : BCA, BBA, BBA(T&T), Mass Communication, Journalism, BSc in Biotechnology

Post Graduate : MA in Psychology, MCom, MSc in Chemistry

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

Goa University

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

√

DST Star Scheme

CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

## 2. IQAC Composition and Activities

2.1 No. of Teachers

07

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

00

2.4 No. of Management representatives

00

2.5 No. of Alumni

00

2.6 No. of any other stakeholder and community representatives

02

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

00

2.9 Total No. of members

10

2.10 No. of IQAC meetings held

02

2.11 No. of meetings with various stakeholders:  No. Faculty

Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

1. Human Values development Programme.
2. International seminar on Advances in Microbiology.
3. Workshop on Sustainable Development in Collaboration with St. John's University, New York.
4. Workshop on Strategic Planning and Resource Development.
5. Faculty Enrichment Programme on Personal Financial Planning and Wealth Management.
6. Programme on 'Building Humanity for Peace Policy and Programme Development on Interfaith Dialogue in Action.
7. Faculty Enrichment Programme on 'The Functioning of An autonomous College'.

2.14 Significant Activities and contributions made by IQAC

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
To organise the following activities;  <u>June 2015</u>  1. World Environment Day	100% achievement

2. Orientation programme for First Year students
3. International Day of Yoga
4. Project orientation for Third Year students

**July 2015**

1. Inaugural Mass
2. Talk on Bakibab Borkar
3. Documentary/Film festival
4. Cultural Inaugural
5. Session for Junior TRS
6. Inaugural of MA, MSc, MCom
7. Canteen Mela
8. Tree Plantation
9. Indian Broadcasting corporation Day by Mass Communication and Journalism
10. Talk by Dr SajoNaik

**AUGUST 2015**

1. First Friday mass
2. Seminar by Department of Chemistry
3. Know your Navy campaign
4. Portuguese Day
5. Independence Day
6. SadbhavnaDiwas
7. Spin a Yarn short story writing contest by English Department

**September 2015**

1. First Friday mass
2. Teacher's Day
3. Seminar by AIACHE
4. Mediascope by Mass Communication and Journalism Dept.
5. World Tourism Day by BBA (T & T)

**October 2015**

- 1.** First Friday mass
- 2.** Gandhi jayanti

**November 2015**

1. National Education Day
2. NSS special camp
3. Children's day

**December 2015**

1. BIOWIZADS seminar by Biotechnology Dept.
2. Patron Feast of St. Francis Xavier
3. National seminar by Department of Botany
4. A GALF outreach programme
5. College Annual Day
6. National Seminar by Physics Department
7. Sports Day
8. Goa Liberation Day
9. Promo of the Film
10. Plus points Festival

**January 2016**

1. Lectures by visiting faculty Thomas and Lisa Kitts, New York
2. International conference by Department of Microbiology
3. Programme for PG students in collaboration with St. John's University, New York, at Divar
4. Classes of Classical Music by Mark Troop, visiting Research Professor under Anthony Gonsalves Chair in western music.
5. Feast of St. Joseph Vaz, Patron of the

Archdiocese of Goa and Daman.

6. Visit of Prof. Fatima Marinho, University of Porto
7. National Voter's Day
8. Republic Day
9. Blood donation by Red Ribbon Club.
10. Peace Day

#### **February 2016**

1. State level workshop by Konkani Department.
2. Talk for TY students by AIESEC
3. Canteen Mela
4. Folk dance competition by NSS
5. Ash Wednesday
6. PsychoFiesta
7. Faculty enrichment Programme.
8. Bible Quiz by AICUF.

#### **March 2016**

1. NSS Valedictory Function
2. Talk on Cancer Awareness
3. First Friday mass
4. Value education
5. All Goa Inter-Collegiate Debate competition.
6. Appreciation of students participating in extra-curricular activities, sports activities.
7. Send off and Mass for Ty students
8. Faculty Enrichment Programme
9. Programme on conduct of examinations

#### **April 2016**

1. Conduct of Examinations
2. MA, MSc farewell



<p>3. Signing of MoU between MES college, Zuarinagar and St. Xavier's College, Mapusa</p> <p>MAY 2016</p> <p>1. Declaration of Results</p> <p>4. Signing of MoU between Government College, Sanquelim and St. Xavier's College, Mapusa</p>	
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*\* Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body. Yes  No

Management  Syndicate  Any other body

**Provide the details of the action taken**

AQAR was uploaded on the College website for faculty, students and Public viewing
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## Part – B

Criterion – I

### 1. Curricular Aspects

#### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	00	00	00	00
PG	03	00	03	00
UG	06	00	06	00
PG Diploma	00	00	00	00
Advanced Diploma	00	00	00	00
Diploma	01	00	01	01
Certificate	02	00	02	02
Others	00	00	02	02
<b>Total</b>	12	00	11	05

Interdisciplinary	00	00	00	00
Innovative	00	05	05	05

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

**(ii) Pattern of programmes:**

Pattern	Number of programmes
Semester	07
Trimester	02
Annual	Nil

**1.3 Feedback from stakeholders\*Alumni**  **Parents**  **Employers**  **Students**   
(On all aspects)

**Mode of feedback** :Online Manual  Co-operating schools (for PEI)

\*Please provide an analysis of the feedback in the Annexure

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

Revision/update done by BOS at University level

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

No.

**Criterion – II**

**2. Teaching, Learning and Evaluation**

**2.1 Total No. of permanent faculty**

Total	Asst. Professors	Associate Professors	Professors	Others
94	42	52	Nil	-

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

27

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
11	--	---	----	---	----	----	--	---	---

**2.4 No. of Guest and Visiting faculty and Temporary faculty**

37 37 41

## 2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	14	49	340
Presented papers	05	11	08
Resource Persons	01	06	27

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

1. Wi-Fi Connectivity on campus	6. Resources from NPTEL, Coursera are available
2. INFLIBNET	7. National Knowledge Network Connectivity
3. Language Laboratory	8. On line courses conducted (Oracle Academy)
4. e-book section	9. Computer laboratories
5. Learning Management System : Moodle	10. Intranet

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

180

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

Open book examination for BBA

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

25

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## 2.10 Average percentage of attendance of students

94%

## 2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
TYBA	243	61	73	60	22	88.88
TYBCom	215	34	104	55	18	98.13
TYBSc	160	90	50	05	06	94.37
TYBBA	26	00	24	01	-	96.15
TYBBA(TT)	20	00	17	01	--	90.00
TYBCA	42	12	12	14	03	97.62
MA	24	06	15	02	01	95.83
MSc	20	02	09	02	00	65.00
MCom	41	07	17	10	03	82.92

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

- Preparation of Teaching plans by individual teachers
- Student evaluation
- Syllabus Completion Report
- Exams and assessment, declaration of results
- Open day for parents/ guardians
- Use of ICT facilities

## 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	04
UGC – Faculty Improvement Programme	02
HRD programmes	-
Orientation programmes	02
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others-1. Faculty Enrichment Programme 2. Orientation for new recruits 3. Attended seminars, workshops 4. Talks by eminent personalities.	

## 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	10	01	NIL	NIL
Technical Staff	04	01	NIL	NIL

## Criterion – III

### 3. Research, Consultancy and Extension

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

-Interdisciplinary Journal published 'Spectrum' ISSN No: 2348-4322-24-34  
 -- Publication of Research Seminar Proceedings  
 - Major/ Minor Research Projects undertaken

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		-----	-----	
Outlay in Rs. Lakhs	-----	-----	-----	

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		2	-----	-----
Outlay in Rs. Lakhs	-----	330000	-----	-----

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	5	9	-----
Non-Peer Review Journals			2
e-Journals	-----	-----	-----
Conference proceedings		1	

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-----	-----	-----	-----
Minor Projects	15-16	UGC	330000	2,33,500
Interdisciplinary Projects	-----	-----	-----	-----
Industry sponsored	-----	-----	-----	-----
Projects sponsored by the University/ College	-----	-----	-----	-----
Students research projects <i>(other than compulsory by the University)</i>	-----	-----	-----	-----
Any other(Specify)	-----	-----	-----	-----
Total	-----	-----	-----	-----

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	1	2	01		
Sponsoring agencies					

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

3.13 No. of collaboration International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-----
	Granted	-----
International	Applied	-----
	Granted	-----
Commercialised	Applied	-----
	Granted	-----

**3.17 No. of research awards/ recognitions received by faculty and research fellows**

**Of the institute in the year**

Total	International	National	State	University	Dist	College
04	-	01	-	03	-	-

**3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them**

03

02

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

Nil

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

JRF ---

SRF ---

Project Fellows ---

Any other ---

**3.21 No. of students Participated in NSS events:**

University level - State level 20

National level 3 International level 02

**3.22 No. of students participated in NCC events:**

University level 35 State level 35

National level 11 International level --

**3.23 No. of Awards won in NSS:**

University level - State level

National level International level -

**3.24 No. of Awards won in NCC:**

University level State level 01

National level 01 International level

### 3.25 No. of Extension activities organized

University forum  College forum   
 NCC  NSS  Any other

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

#### Criterion – IV

#### 4. Infrastructure and Learning Resources

##### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	97124.40 sq. mts.	Nil	--	97124.40 sq. mts.
Class rooms	61	Nil	Nil	61
Laboratories	14	01	Management	15
Seminar Halls	02	01	Management	03
No. of important equipments purchased ( $\geq 1-0$ lakh) during the current year.	07	Nil	Management	07
Value of the equipment purchased during the year (Rs. in Lakhs)	2,17000.00	---	---	---
Others	---	---	---	---

##### 4.2 Computerization of administration and library

- 1) Result Generation System
- 2) Examination System
- 3) Attendance System
- 4) Admission System
- 5) Student Feedback Compilation
- 6) LMS - Moodle

##### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	28443	---	653	374475	<b>29096</b>	<b>374475</b>
Reference Books	36849	---	797	464012	<b>37646</b>	<b>464012</b>
e-Books	90000	5000	110000	----	<b>200000</b>	<b>5750</b>
Journals	128	222785	08	9500	<b>136</b>	<b>232285</b>
e-Journals	3500	5000	1000	5750	<b>4500</b>	<b>5750</b>



Digital Database	---	---	---	---	---	---
CD & Video	70	---	10	---	<b>80</b>	---
Psycho tests	---	---	---	---	---	---

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	362	10	Entire campus	01 library	-	01	27	
Added	62	Nil	-	-	-	-	-	
Total	424	10	Entire campus	01	-	01	27	

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

1. Availability of computers to staff and students for internet access and other computer related work in staffrooms, laboratory and library.
2. Open Value Subscription from Microsoft for licensed software.
3. Cyberoam UTM firewall with 10/100/1000 Mbps switch connectivity.
4. IBM rack server
5. Wi-Fi enabled campus with 8Mbps leased line Internet connectivity
6. 1 Mbps broadband connections and 512 Mbps connections sponsored by HRD, Government of India

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT		6,77,049=00
ii) Campus Infrastructure and facilities		4.50,000=00
iii) Equipments	Computers Lab Equipments	15,51,951=00
iv) Others		-
	<b>Total :</b>	26,79,000=00

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Information is available on the prospectus, handbook of the college/website
- Career counseling at the time of admission
- Orientation Programmes for students at the start of the academic year
- Creation of AICUF-Youth cell

5.2 Efforts made by the institution for tracking the progression

- Office maintains records of the students who apply for T. C. (Transfer Certificate)

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2382	171	-	-

(b) No. of students outside the state

187

(c) No. of international students

07

	No	%		No	%
Men	825	32.7	Women	1695	67.30

Last Year (2013-14)						This Year(2014-15)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2190	39	124	397	-	2540	2026	53	24	417	-	2520

Demand ratio

Dropout %

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

-----

No. of students beneficiaries

-----

5.5 No. of students qualified in these examinations

NET ---- SET/SLET ---- GATE ---- CAT ----

IAS/IPS etc ---- State PSC ---- UPSC ---- Others ----

## 5.6 Details of student counselling and career guidance

During the year, the Counselor met 132 clients. A total of 179 sessions were conducted, each session was of a duration of 35 to 60 minutes.

No. of students benefitted

132

## 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
02	120	60	No information

## 5.8 Details of gender sensitization programmes

12/7/45; Dramatic melody depicting the harsh life of women and female children and the menace they face in society.

19/12/14 ;skit depicting the plight of Girl child and sending a strong message to protect the Girl Child.

7/2/15: a talk by DrVandanaDhume on 'Preconceptions and pre natal diagnostic act, 1994'

## 5.9 Students Activities

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

State/ University level

240

National level

23

International level

-

### No. of students participated in cultural events

State/ University level

385

National level

84

International level

-

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

Sports: State/ University level

12

National level

11

International level

-

Cultural: State/ University level

46

National level

06

International level

-

### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from Institution	352	1,66,912.00
Financial support from Government	176	23,83,819.00
Financial support from other sources	37	52,688.00
Number of students who received International/ National recognitions	-	-

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

### 5.12 No. of social initiatives undertaken by the students

NSS – 13 NCC - 02
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5.13 Major grievances of students (if any) redressed: **Nil.**

## Criterion – VI

### 6. Governance, Leadership and Management

#### **6.1 State the Vision and Mission of the institution**

Our Vision: Formation for Transformation.

Our Mission: 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.

#### **6.2 Does the Institution has a management Information System**

√

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

##### **6.3.1 Curriculum Development**

1. Faculty members are on the Board of Studies in their respective subjects and make contributions to changes in syllabi for the undergraduate courses.
2. Feedback from industry, students, faculty, parents, beneficiaries and society.

##### **6.3.2 Teaching and Learning**

- ❖ Wi-Fi connectivity on campus
- ❖ INFLIBNET
- ❖ A Language Laboratory
- ❖ A computerized library and an e-book section.
- ❖ Software for the visually impaired is available (enlarged printing, conversion of text)
- ❖ Learning Management System: Moodle.
- ❖ Resources from NPTEL, Coursera, are available.
- ❖ National Knowledge Network Connectivity
- ❖ On-Line Courses conducted (Oracle Academy)
- ❖ An e-board on campus for general announcements.

### **6.3.3 Examination and Evaluation**

The College has adopted two components of evaluation; 1) Intra Semester Assessment (ISA) 20% and ii) Semester End Examination (SEE) 80%.

The examination committee and the committee to monitor the ISAs look after the examinations. This committee also functions as the Promotion Committee.

The continuous evaluation system is also adopted for the self- financed courses like the Bachelor of Business Administration (BBA) and the BBA (Travel and Tourism)

Similarly, the Post Graduate Courses i.e. M.A, M.Com and M.Sc. adopted the choice based credit system.

### **6.3.4 Research and Development**

- Organisation of seminars/Workshops/Symposiums
- Participation in Workshops/Seminars/Symposiums and Conferences
- Presentation, publication of Research papers and Seminar Proceedings
- UGC/CSIR etc. sponsored Research projects undertaken
- Oral Presentation using posters and demonstration of projects

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- Main Library has more than 61880,books in different languages (English, French, Hindi, Konkani, Marathi, Portuguese, and Sanskrit) as per Dewey decimal classification.
- The Library has also been arranged into different sections – Book Issue, Periodicals, Reading Room, E-Library, Book Stacks, Technical, Bound Journals, Newspaper, Reprography, Goa, and Competitive Exams.
- Library can accommodate 300 students at a time and has about 330 cupboards/ book stacks /cabinets.
- Besides Books, the Library has more than 1000 bound Journals.
- Library provides the following services:
  1. Display of new additions.
  2. On-Line Public Access Catalogue (OPAC) to its users available on all computers in library and all other computers in staff room etc. connected to the Central Server in the Administrative Block.
  3. Book Bank (Ruby Jubilee) Scheme for meritorious students.
  4. Books for night reference.
  5. Questions Papers are provided to students , they are also uploaded on the internet.
- For the safety and security Library CCTV cameras, fire extinguishers and emergency fire exit is available.
- Library has store rooms for books and utility room for staff.
- For efficient functioning, the Library has a flat- bed scanner, Laser Printer, Barcode printer and bar code scanner.
- During the Year, Book Exhibitions were held.
- New Generation Library (NewGenLib) software is used in automating library operations. Books in the Book Issue Section have been Bar Coded. Library books can be searched on OPAC.

### 6.3.6 Human Resource Management



### 6.3.7 Faculty and Staff recruitment

As per the rules of UGC/DHE/statutes of Goa university

### 6.3.8 Industry Interaction / Collaboration

- St. Xavier's College – National Institute of Oceanography MOU
- St. Xavier's College – Inspectorate of Factories and Boilers MOU
- St. Xavier's College – I Create India, Goa Chamber of Commerce & Industry, Goa Commerce Association MOU
- St. Xavier's College – Fundação Oriente MOU
- St. Xavier's College – Instituto Camões MOU
- St. Xavier's College – Indian Council for Agricultural Research
- St. Xavier's College – Portuguese Consulate in Goa.
- St. Xavier's College – Goa Medical College, Directorate of Health Services, and Institute of Psychiatry and Human Behavior.
- St. Xavier's College – Xavier Centre of Historical Research.
- St. Xavier's College – Institute of Philosophy and Religion, (Casa Palotti)
- St. Xavier's College – Goa Institute of Management.
- St. Xavier's College – Goa Management Association.
- St. Xavier's College – Dept. of Management Studies, Goa University
- St. Xavier's College – Dept. of Portuguese Studies, Goa University
- St. Xavier's College – Dept. of Economics, Goa University
- St. Xavier's College – Dept. of Political Science, Goa University
- St. Xavier's College – Schools
- St. Xavier's College – Parishes
- St. Xavier's College – College of Nursing, Government of Goa
- St. Xavier's College – Tiatr Academy Goa
- St. Xavier's College – Communications Centre
- St. Xavier's College – Xavier Board of Higher Education in India
- St. Xavier's College – All India Association of Christian Higher Education.



### 6.3.9 Admission of Students

Admission to the various courses is done through a transparent mechanism complying with the norms laid down by the DHE (Directorate of Higher Education), Govt. of Goa and the Goa University and the UGC. This includes selection of candidates on merit, interviews, and entrance tests (for specialization courses). An Admission Committee coordinates the admission process. An Orientation Program for the parents/guardians and for the new entrants at the first year level is conducted, counseling them on the right choice of subjects and briefing them on the facilities and the ethos of the college. The college has provisions for scholarships and financial assistance for economically disadvantaged and other categories of students.

### 6.4 Welfare schemes for

Teaching	Insurance scheme
Non teaching	Insurance scheme
Students	Students Aid Fund

### 6.5 Total corpus fund generated

Rs. 16,73,206=00

### 6.6 Whether annual financial audit has been done

Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Committee appointed by University	Yes	Dept. Council
Administrative	Yes	State Govt.	Yes	Management

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

For UG Programmes

Yes

For PG Programmes

Yes

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

NA

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

Goa University has formed statutes for Autonomy

**6.11 Activities and support from the Alumni Association**

The Association meets annually and are updated on the progress of the College  
They also support college by ways of funds and academic interaction

**6.12 Activities and support from the Parent – Teacher Association**

- Annual meetings with P.T.A Executive Committee and one General Body Meeting
- Organization of fund raising events for college
- Organization of activities eg. eco-clean campusdrive/Gardening/Sweeping/Security

**6.13 Development programmes for support staff**

Talks on appropriate themes twice a year

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

- Tree plantation drives, herbal plants, orchards, etc
- Green, clean campus programme
- Campus hybrid street lighting initiative
- Vermicomposting facility
- Water harvesting project
- Saving electricity by switching off the lights during interval time
- Separating dry/wet wastes by keeping separate bins

Criterion – VII

**7. Innovations and Best Practices**

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

- Continual upgrading of Internet facilities
- Linkage established with publishing house

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

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

- F.E.P – An annual Faculty Enrichment Programme
  - Mentor System
  - Value education weekly sessions
  - Open Day-Teacher-Parent interaction during results

*\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

**7.4 Contribution to environmental awareness / protection**

- Nature Club
  - Vanamahotsava celebration with tree plantation drives
  - Garbage free campus initiative
  - Gardens maintained
  - Wildlife Conservation/Environmental Impact Talks
  - Waste Management Sessions

**7.5 Whether environmental audit was conducted?** Yes  No

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

- Strengths

  1. Well qualified and competent faculty
  2. Healthy Management/Principal/Faculty relationship.
  3. Value Education programme on a regular basis for the students.
  4. ICT enabled campus for strengthening the teaching –learning process.
  5. Regular interaction of the Principal and the staff members.
  6. Teaching-learning through innovative modes.
  7. Annual Faculty Enrichment Programme for staff members.
  8. Seminars organised at the state, National and International level.
  9. Excellent academic results with ranks obtained at the University level
  10. High record of sports achievements.

11. Excellent performance in cultural and co-curricular activities.
12. Social outreach programmes.
13. Healthy Practices.
14. In House publications.
15. Environmental friendly campus.
16. Adequate infrastructure.
17. Well equipped and maintained laboratories.
18. Well equipped main library and departmental libraries.
19. Adequate sports infrastructure.
20. Mentorship programme.
21. Counselor on campus
22. Dynamic Parent Teacher Association involvement.

### Weakness

1. More teachers need to pursue doctoral research.
2. Less contribution to the publication of research papers.

### Opportunities

1. Introducing newer courses with a focus on employability.
2. Consultancy and extension services.
3. Greater participation in research related efforts.

### Challenges

Time constraints faced by faculty who wish to undertake major research projects.

## 8. Plans of institution for next year

1. To strengthen collaborations and consultancy services
2. To set up Research Centres in Chemistry, Commerce and Botany
3. To undertake Minor and Major Research Projects
4. To encourage faculty to register for Ph.D programmes and to seek Teacher Fellowship award under FIP scheme
5. To sign MOUs with industries and NGOs
6. To commence add-on certificate / diploma courses.
7. To organize workshops for the faculty newly recruited.
8. To organize Faculty Enrichment Programmes
9. To organize In-Service Programmes for the support staff
10. To enlist support from PTA and Alumni
11. To organize Seminars / Conferences / Workshops
12. To hold guest lectures by eminent academicians and scientists.
13. To organize co-curricular, extra-curricular and sports activities for students to help them to develop their talents and to acquire job-oriented skills
14. To hold value education / soft skills sessions / talks / field trips / industrial visits for the students
15. To provide to the students on-the-job training / internship to sharpen their skills
16. To plant more aromatic and medicinal plants to keep the campus and surroundings clean and green.
17. To hold awareness / action programmes for waste management
18. To observe international events, like International Youth Day / World Tourism Day / Portuguese Day.
19. To strengthen Counselling, Mentor and Placement Activity
20. To hold two separate camps, ten days each, for Goa Boys and Girls BN NCC at the state level
21. To organize medical / health / blood donation camps
22. To organize nature / environment related programmes
23. To seek financial assistance under RUSA
24. To introduce Inter-Institutional Faculty / Students Exchange Programme.

Name \_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_  
*Signature of the Coordinator, IQAC*

\_\_\_\_\_  
*Signature of the Chairperson, IQAC*

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**Annexure I**

**Abbreviations:**

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

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