



ST. XAVIER'S COLLEGE
(AUTONOMOUS)
5, Mahapalika Marg, Mumbai - 400 001,
INDIA.
☎ 2262 0661/65

ADMINISTRATIVE AUDIT – 2019-2020

(External)



Hinde

PRINCIPAL
ST. XAVIER'S COLLEGE
(AUTONOMOUS)
MUMBAI - 400 001.



**ADMINISTRATIVE AUDIT REPORT
OF
ST. XAVIER'S COLLEGE (AUTONOMOUS), MUMBAI**

The Administrative Audit of ST. XAVIER'S COLLEGE (AUTONOMOUS), MUMBAI was conducted on Jan. 24-25, 2020. The team comprised

- Dr. Jeevan Kumar, former Professor of Political Science, Bangalore University, Bangalore, Karnataka, and Hon. Prof., Rural Development and Panchayat Raj University, Gadag, Karnataka, and
- Dr. Ms. Ordetta Mendoza, Member, Co-ordinator of Programmes, XBHEI and former Head, Post Graduate Dept. of Bioinformatics, Stella Maris College (Autonomous), Chennai, and Co-ordinator, XB-Administrative Audit, St. Xavier's College, Mumbai.

Prior to the visit, the College completed and submitted the Administrative Audit manual developed and deployed by Xavier Board of Higher Education in India, Bangalore.

Xavier Board of Higher Education in India records its gratitude to the Management of the College, The Bombay St. Xavier's College Society, for the initiative and the tireless efforts to undertake the Administrative Audit of the College. The team places on record the tremendous work done by the Rector, Principal, the Vice-Principals, faculty, administrative and supportive staff, students, alumnae and parents, in keeping the name of the College flying high.

The onsite visit of the audit began with a meeting with Rev. Fr. Keith D'Souza, Rector and Administrator / Manager / Correspondent and the Principal, Dr. Rajendra Shinde. The Principal made a presentation about the institution followed by interaction with the audit team members. This was followed by meetings with the IQAC, faculty, Administrative and supportive staff, students, alumnae and parents as well as visits to the various infrastructural facilities of the College.

The team noted the progress the College has made since the last accreditation in terms of increase in the number of new programmes, infrastructure/ number of faculty and students and the overall functioning of the college, quality initiatives and quality sustenance measures, in response to the recommendations of the NAAC Peer team in 2013.

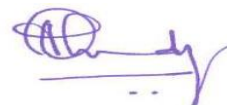
Dr. Ms. Ordetta Mendoza,
Co-ordinator of Programmes,
XBHEI, Bangalore

St. Xavier's College (Autonomous), Mumbai was established in 1869 and is situated in a verdant campus covering 11749 sq.m.

The College is owned by The Bombay St. Xavier's College Society, Mumbai and is a private, grant-in-aid institution affiliated to the University of Mumbai. The Institution has been recognized by the UGC under 2(f) and 12B and was awarded a CGPA of 3.63 on a 4-point scale by the NAAC in 2013.

Commendations:

- The institution functions in keeping with its Vision and Mission statement and has a participative style of management.
- Maximum use of the available infrastructure.
- Grievance redressal mechanism is in place.
- Management encourages faculty to acquire higher degrees / additional qualifications.
- Professional development programmes for faculty, administrative and supportive staff are organised periodically
- Programmes and other courses offered in the institution are relevant and in keeping with the Vision and Mission of the College.
- Several new programmes and courses have been started on the recommendation of the last NAAC Peer team members.
- Functional Admissions committee
- Management is financially sound and invests into the institution 100% of what it receives.
- ERP in place.
- Infrastructure facilities are upgraded from time to time.
- Students welfare measures are in place including an insurance scheme.
- Equal Opportunity cell, Women's Development Cell, ICC, and Anti-ragging cell are functional
- Sufficient toilets and potable water for faculty and students
- Canteen /cafeteria available on campus – open from 8.00am to 9.30pm
- First aid boxes are available in the Laboratories and Gym
- Value education (Giving Voice to Values) for students
- Institution has to the best extent possible made its campus friendly for differently abled students
- Given the location of the College and the space constraint, the sports and games facility are commendable
- Institution has put in place CCTV cameras and other security measures for the faculty and students
- Banking and DTP centre available on campus



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- Internet facilities for faculty (speed can be increased and extended to students)
- College has a Campus Maintenance Officer (Administrator)
- Gardens are maintained, segregation of garbage is done
- A functional Placement cell
- Good rapport with the Alumni association
- Dedicated administrative and supportive staff
- Availability of the faculty for student needs
- Self-defense classes for all girl students.

Recommendations:

- HR and other policy decisions to be finalized.
- Roles and function of various authorities in the college to be spelt out.
- All teaching posts need to be filled up to ease the burden on other faculty members.
- Decrease the number of non-teaching staff in the institution
- More programmes for professional development of non-teaching staff.
- Management to encourage government to clear backlog of Faculty and non-teaching staff vacancy.
- Extension and outreach programmes to be initiated
- Hostels are inadequate – needs to be improved
- Examination office needs to be fully automated. An examination manual has to be written with all decisions of the Academic Council to be incorporated
- Begin a book bank scheme if it is viable
- Institution must conduct programmes pertaining to gender equity and gender sensitization
- Classrooms, laboratories and Faculty rooms to be re-organised and made more spacious
- Infrastructure (buildings) maintenance of some classrooms / laboratories to be attended to in an urgent manner.
- All books in the institution need to be accessioned in the General Library and then given to the departmental library
- Blatter Herbarium keeper maybe sent for specialized training to Kew Gardens, London.
- More visibility for Anti-Ragging cell, Women's Development Cell, and prevention of sexual harassment cell with contact phone numbers.
- Footfall to be increased in the library both for faculty and students
- Green audit to be conducted by the college
- Documentation in the college is in place however it should be in a standardized format.

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