



BEST PRACTICES OF THE INSTITUTION

I. Social Involvement Program -SIP

1. **Title of the Practice:** Institutional Social Responsibility (via the Social Involvement Programme)

2. **Objectives of the Practice:**

The goal of this practice is to achieve the Jesuit values as listed below:

- Forming and educating agents of change for community gains.
- Sharing the gift of education, pursuing justice and having concern for the poor and marginalized
- Cura Personalis*: "Care for the individual person" both in ones community and society at large.
- Teaching behavior that reflect critical thought and responsive action on moral, ethical, environment and social issues
- Developing the whole person and integrating all aspects of one's life.

3. **The Context:**

| | |
|---------------------|--|
| Year 1996-97 | Social Involvement Program commenced in St. Xavier's College, Mumbai -1 |
| | Part curriculum of the University of Mumbai's First year paper titled "Foundation Course" – for St. Xavier's college students |
| | Evaluated as project paper component or all first-year students in St. Xavier's College. |
| Year 2010-11 | Introduction of Autonomous curriculum. S.I.P is a mandatory 2 credit component (non- academic credit) for every undergraduate of the arts, science faculties. |
| | This credit has to be successfully earned by the end of semester I by the students of BA, BMM and BMS; and by the end of semester II by the BSc, BSc (IT) and BVoc students. |

Process:

S.I.P Department Composition and Profile:

- ✓ Two resident social workers.
 - Network, verify credentials and empanel NGO's.
 - Conduct orientation for the students, facilitate enrollment and monitor their progress.
 - Liaison with the NGO's to monitor student involvement, work effectiveness.
 - Evaluate student's progress and grade their work.

The facilitation process (step 1 – 3) is completed within a month of commencement of the academic year and students are given THREE months to complete their assigned work hours.

Step 1:



- ✓ Orientation for first year students conducted on the goals of the S.I.P program.
- ✓ S.I.P logbook is distributed. Record keeping mandatories and reflection writing are explained.
- ✓ Presentation on NGO's and the work content of volunteers is explained.
- ✓ Contact numbers and email-ids of the college's resident Social workers are shared with students.

Step 2:

- ✓ List of NGO's with their location and area of work is displayed on the S.I.P notice board.
- ✓ Counselling and facilitation of students' in the NGO's of their choice from the list displayed is conducted.

Step 3:

- ✓ Students meet with the NGO, finalise their work content and work hour schedules.
- ✓ Report the confirmations to the college S.I.P department.

The Practice

a. Distribution of Student Work hours:

| | |
|---|-----------------|
| NGO work – assigned social Involvement | 40 hours |
| Department Centric – Social Involvement | 05 Hours |
| Total | 45 hours |

b. Allocation of Marks

| Description | Marks |
|---|------------|
| Voluntary work performed | 20 |
| Reflection articulated in S.I.P journal | 20 |
| Monthly submission | 15 |
| Continuity of service with NGO | 10 |
| Viva Voce | 10 |
| Adherence to deadline on Final Submission | 05 |
| Feedback on student work from NGO | 20 |
| TOTAL | 100 |

c. Summary of Students Grades

- Increasing no of students are successfully (grades AB, BB, BC) completing their allocated assignments within the deadlines.

| Grade | Number of Students FYBA | Number of Students FYBMM | Number of Students FYBMS | Number of Students SYBSc | Number of Students SYBSc(IT) | Number of Students TYBVoc | TOTAL |
|-----------|-------------------------|--------------------------|--------------------------|--------------------------|------------------------------|---------------------------|------------|
| OS | - | - | - | 04 | - | - | 04 |
| AA | 20 | 2 | 2 | 25 | 6 | 01 | 56 |
| AB | 83 | 10 | 16 | 26 | 10 | 02 | 147 |
| BB | 139 | 24 | 30 | 103 | 11 | 06 | 313 |



| | | | | | | | |
|--------------|-----|----|----|-----|----|----|------------|
| BC | 55 | 11 | 7 | 69 | 10 | 13 | 165 |
| CC | 32 | 7 | 6 | 24 | 7 | 10 | 86 |
| CD | 19 | 2 | 3 | 08 | 7 | 12 | 51 |
| DD | 7 | 0 | 0 | 04 | 4 | 09 | 24 |
| FF | 20 | 6 | 8 | 06 | 5 | 06 | 51 |
| Total | 375 | 62 | 72 | 269 | 60 | 59 | 897 |

4. Evidence of Success

- Content and enriched engagement of the department led social involvement activities.
- The activities are community gains focussed and are more than the mandated 5 hours of department centric S.I.P.

| Sr. No | Activity | Department |
|-------------|---|--------------------------|
| B.A | | |
| 1. | <ul style="list-style-type: none"> • Befriending an outstation student Acclimatizing them to St. Xavier's college and Mumbai. • Awareness programme on mental illness followed by insight to help caregivers. | Psychology |
| 2. | Environmental education activities for the underprivileged students residing in Sanjay Gandhi National park area. | Sociology & Anthropology |
| 3. | <ul style="list-style-type: none"> • Accounts Literacy Programme • Commercial Activity Programme | Commerce |
| 4. | Clean up drive and awareness campaign at Sanjay Gandhi National Park. | History |
| 5. | Academic Mentoring of students weak in French | French |
| 6. | <ul style="list-style-type: none"> • Writers for Hindi papers • Preparations of educational charts for NGOs' • Cleanliness drive in college campus | Hindi |
| 7. | Documentation of the books. | AIC |
| B.Sc | | |
| 8. | <ul style="list-style-type: none"> • Collection of tetra packs • Visit to stray dog centre | Zoology |

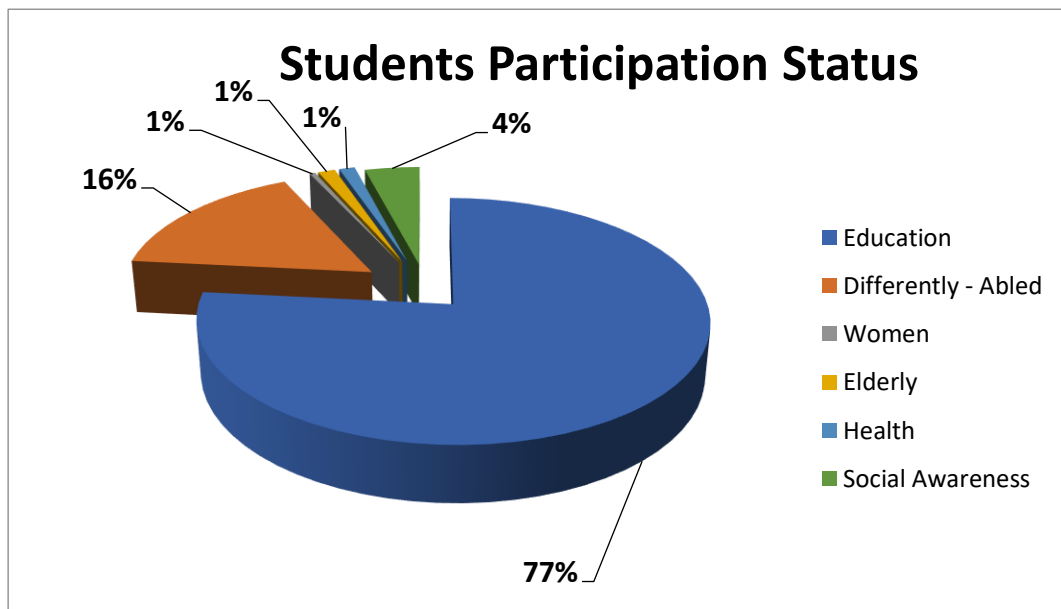


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| 9. | Awareness campaign on 'No Better, Do Better' | Life science & Bio-chemistry |
| 10. | Survey with FYJC about topic/subject difficulties and mentorship through practical imputes | Physics |
| 11. | Academic mentoring of students weak in maths | Mathematics |
| 12. | Cleanliness drive at Elephanta Caves | Geology |
| 13. | Water Portability | Microbiology |
| 14. | Documentation of date in Herbarium | Botany |
| 15. | Analyzing and interpreting actual statistical data of CIA1,CIA2 and end semester exam(2018-19) | Statistics |
| 16. | Experiment on water analysis | Chemistry |
| BMM | | |
| 17. | Designing and displaying motivational posters in campus | BMM |
| BMS | | |
| 18. | <ul style="list-style-type: none"> • Cleanliness drive at Juhu beach • Making and supplying paper bags to vendors as a alternative for a plastic bag • Educating college canteen workers about uses of digital applications like Google pay, ptm etc. | BMS |
| B.Sc.IT | | |
| 19. | Educating college non-teaching staff members about handling money transfer software | IT |
| Others | | |
| 20. | Documentation | Placement cell |
| 21. | An exhibition of Instruments | IMG |
| 22. | <ul style="list-style-type: none"> • Stacking and organizing books in the library • Sticking magnetic tape inside the books and arranging it • Stock taking in the library database | Library |
| 23. | <ul style="list-style-type: none"> • The wishing factory- interaction with patients suffering from life threatening diseases (e.g. Cancer) | S.I.P. |



| | | |
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| | <ul style="list-style-type: none"> • No Honking Awareness Campaign- educating riders and drivers at signals about the negative aspects of honking • CAN-A-THON- an awareness walk to highlight the need for early detection and prevention of cancer conducted by the Sanjeevini Organisation • Safe Street- gathering community feedback on safe street at CSTM traffic junction organised by the Urban Vision • Examination support to Differently-Abled students • Participation in a talk on 'Women and Social Media' organised by YWCA • Participation in a Christmas carol concert organised by Noteward • Red dot- conducting survey on safety railway audit | |
|--|--|--|

- In the academic year 2018-19 students worked in 115 organisations across Mumbai, Navi Mumbai and Thane District. The breakup of the number of organisations working on various



social issues was: Education (78), Differently- abled (22), Women (3), Elderly (3), Awareness of Social Issues (3) and Health (6). The percentage of students who worked with these NGO's was:



- Increase in the number of students taking internship opportunities with grass root fellowships as Teach for India, Gandhi Fellowship, SBI fellowship, LAMP fellowship and rural engagements.

5. Problems Faced:

- Increase in the academic load, especially for science students and thereby their stress on time to allocate to the NGO work.
- Parental pressure on students to follow academic pursuits vis a vis social involvement.
- Working conditions in some NGO's eg: hygiene are serious concerns to students, their parents and the college.
- Emotional intelligence and temperament training for Gen X's is increasing as most of the students come from protected and secluded lifestyles.

6. Solution and Requirements:

- Academic programs and course requirements need to be scheduled in a manner to facilitate less stressed working schedules for students.
- Orientation for parents during admissions and also facilitating their interaction with the NGO's.
- Funds to facilitate workshops for students on time management, work life balance, emotional intelligence

II. Council for International Programs

1. Title of the Practice: *Internationalization of Education as a Best Practice of the institution through the Council for International Programs*

2. The Objectives:

- a. To create a campus that manifests local and global diversity.
- b. To showcase a slice of India to the foreign students
- c. To offer short term International exchange programs that will enable students to experience language, culture and history of another country.
- d. To provide scope for scholarships to outstanding third-semester undergraduate students currently enrolled in our courses either through transfer-credit programs in the 4th semester or long-term exchange programs.
- e. To facilitate faculty exchange and enrichment programs.

3. The Context and Process:

- The Council for International Programs has the following members and reports to Principal

| Names of Members | Positions |
|-------------------------|------------------|
| Dr. Rashmi Lee George | Director |
| Dr. Neelam Shetty | Member |
| Ms. Kaizeen Jehangir | Member |
| Ms. Lydia Fernandes | Member |
| Ms. Radhika Rani | Member |

Process of Student Exchange:

The process of selecting students for the various exchange programs is as follows:



a) Advertisements are displayed on the Notice Boards and the telescreen. Applications are called for by a certain deadline. Interview dates are set immediately after the deadline.

b) Eligibility

CGPA of 3 (Please send in scanned copies of your marksheets)

A valid passport

Clearance in all exams so far.

Adequate percentage of attendance (75% and above)

Open to SY and TY students

c) **Requirements (Scanned copies to be emailed to cip@xaviers.edu. Hardcopies to be submitted as well)**

- i. Statement of Purpose
- ii. Hardcopies of marksheets
- iii. CV

d) Interviews are conducted by a panel of three faculty from the college (mostly) for summer programs, anyone can apply and go.

• **Process of Faculty Exchange:**

The faculty are encouraged to connect with corresponding departments and counterparts from partnering Universities to foster exchange and collaborations.

The faculty are also sent abroad for various short-term programmes based on the discretion of the Principal.

4. The Practice:

- **Student centric-**

| Title of Program | Name of the collaborating Institute | Name of the participant/s | Source of financial support | Duration | Outcome |
|------------------|-------------------------------------|---|-----------------------------|----------|---|
| Summer Programs | University of California, Berkeley | Outgoing: 1. Anoushka C, 2. Krisha D, 3. Sanjana G, 4. Kajol S, 5. Tony K, 6. Revati S | Self | 6 weeks | 2 credit Summer Program Certificate |
| | | Incoming: 1. Ariel Alverque, 2. Cara Arellana, 3. Justin De 4. Rochers, 5. Ayman Keval, 6. Richard Perales, 7. Christopher Pitts, 8. Lillian Tran, | | | Credit Course on Economics and Development in India |



| | | | | | |
|-------------------------------------|---|--|----------------------------------|---|--|
| | | 9. Rashmi Bhoj, 10. Rudraveer Reddy, 11. Ananya Shreekanth | | | |
| Semester abroad Program | School of Oriental and African Studies (SOAS) | 1. Shaurya Singh, 2. Mariya Sethwala, 3. Gauri Agarwal, 4. Gehna Kaur, 5. Anjali Khandelwal, 6. Shrishti Khemka | Erasmus Scholarship | One Semester | Transfer Credit (from foreign university to St.Xaviers) |
| Harvard Exchange Program | HCAP | 1. Gayatri Karnik, 2. Jiniya Chatterjee, 3. Vaishnavi Sinha, 4. Disha Gupta, 5. Raj Sharma, 6. Triya Shah, 7. Harnoor Arora, 8. Prarthna Jaggi, 9. Ivy Rodrigues | Self/Housing provided by Harvard | One week in Harvard for Indians & one week in Xavier's for Harvard Students | Leadership Conference |
| St. Louis -St. Xavier's Exchange | St. Louis University, Missouri | Incoming: Malaney Papke | Tuition waiver/ self-funded | One semester | Transfer Credit to Parent University |
| Sciences Po – St. Xavier's Exchange | Sciences Po | Outgoing: 1.Anandita Bhalerao Vaishnavi Behl; 1. Saloni Rao; 2. Aradhana Choudhury; 3. Shubhangi Gupta; 4. Prachi Sandhar | Two (Erasmus) scholarships | Two Semesters | Certification Program |
| | | Incoming: Theodore | Self-funded with tuition waiver | | Transfer Credit to Parent University |
| IESEG School of Management- | IESEG School of Management | Incoming: 1. Marc Fromont, | Tuition waiver, self- | Two & one semester | Credit-transfer |



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|---|--|--|------------------|---------------------------------------|---------------------|
| St. Xavier's Exchange | | 2. Maxime Cornuot, 3. Alexandre Kremp, 4. Alan Figueroagalez | funded otherwise | | |
| EM Normandie- St. Xavier's Exchange | EM Normandie | Incoming: Joseph Tertias | Tuition Waiver | One Semester | Credit-transfer |
| Comillas, - Xavier's Exchange | Comillas -Spain | 1. Javier Martinez, 2. Jaime Navarro | Tuition waiver | Two / One semester | Credit transfer |
| SOKA University - St. Xavier's Exchange | SOKA University, Japan | Incoming: 1. Shinsaku, 2. Kazue, 3. Kazutaka | Tuition waiver/ | One semester | Transcripts awarded |
| SOKA University- St. Xavier's Exchange | SOKA-Xavier's | 1. Yoko Kugure, 2. Miyou Tamure, 3. Kurumi Nakaya, 4. Koichi Takatou, 5. Kenichi Sasake, 6. Kazuki Shinade, 7. Junya Hayashi | Self-funded | One Week | Certification |
| University of Stuttgart - St. Xavier's Exchange | University of Stuttgart/ Stellenbosch University/ St. Xavier's | 1. Gargee Chitale, 2. Swati Anwasha, 3. Sanyukta Singh | Self-Funded | November-May | Certification |
| Betty-Keating Scholarship | University of Oxford | Swagat Siby | Fully - Funded | April-June | Certificate |
| India Studies Program | University of California Education Abroad Program (UCEAP) | 16 Students | UCEAP funded | September – 15 th December | Certificate |

• **Faculty exchange Programs**

| <i>Foreign scholars visiting St. Xavier's College</i> | | | | |
|---|--------------------------|-------------------------|-----------|-------------------------|
| Name | Parent University | Host | Duration | Details of Engagement |
| Dr. Anisa Packham | University of Miami, USA | Department of Economics | Two weeks | Research based lectures |



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| Dr. Shah Mahmoud Hanifi | Janes Madison University, Virginia, USA | Council of International Program's office | | Lecture Series |
| Dr. Gerard John Pillay, Vice Chancellor and Rector | Liverpool Hope University, UK | St. Xavier's College | | Seminar |
| Dr. (Fr.) Daniel Hedrickson, President, Dr. Rene Padilla, Vice Provost | Creighton University, Omaha, USA | St. Xavier's College | 3 days | International Science Conference |
| Prof. Eric Borguet | Temple University, USA | Science Departments. St. Xavier's College | | Discussion on collaborations |
| Senior Faculty | Notre Dame University, | St. Xavier's College | | Visit |
| Mrs. Isabel Fezef, Mayor – Youth & Education | Stuttgart City | St. Xavier's College | | “In Conversation with Globalisation” Online course – Student Interaction |
| Ms. Amanda Sayan, Director of Partnerships Dr. Elizabeth Hill, Chair – India Advisory Committee | University of Sydney | St. Xavier's College | | “Indian Past and Present Course” – Interaction with participating Students |

St. Xavier's Faculty visiting Foreign Universities

| Name | Department | Host | Duration | Details of Engagement |
|---|----------------------|--|-----------------|---|
| Dr. Aditi Sawant | Economics | Farmers School of Business, Oxford, Ohio, University of Miami, USA | Two weeks | Delivered lectures in Economics and Economics |
| Dr. Rajendra Shinde, Principal | St. Xavier's College | Liverpool Hope University, UK | | Signing of MOU for student-faculty exchange program |
| Dr. (Fr) Roy Pereira, S.J. Vice Principal - Academics | St. Xavier's College | <ul style="list-style-type: none"> • University of California, Santa Barbara, USA • Temple University, USA | | Discussion on collaborations and strengthening the partnerships |



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|--|--|--|--|--|
| | | <ul style="list-style-type: none">• Stanford University, USA | | |
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4. Evidence of Success:

Universities have continued to send their students. Our students are happy to go for exchange programs. Certain programs such as Harvard College in Asia Program have been in existence for over ten years now.

Our students show consistent interest in exchange and summer programs

5. Problems encountered and Solutions:

Incoming students might experience cultural shock. The way to overcome that would be to have student-support groups. We have initiated a buddy program.