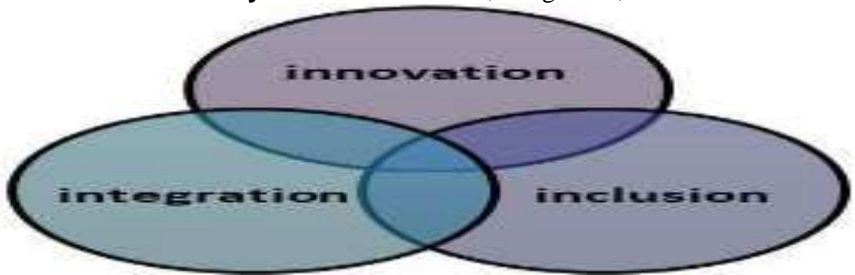


# 1. COLLEGE GOVERNANCE

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**Vision – Mission Statement of St. Xavier's  
College, Mumbai** Celebrating 150 years of *Provocans*  
*ad Vollandum* (“Challenging to Fly”)

**Vision:** An academic community dedicated to the holistic education of future leaders who will demonstrate innovation in their professional competencies, integration in their personal lives and inclusion in their social contribution. **Key Values:** Innovation, Integration, Inclusion



**Mission:**

**A. Training for PROFESSIONAL INNOVATION:**

1. Ensuring competence, and provoking excellence and brilliance
2. Stimulating critical and creative thinking
3. Promoting multi-disciplinary learning, research and publication
4. Linking studies with contemporary industry developments and applications
5. Making core competencies socially and environmentally beneficial

**B. Cultivating PERSONAL INTEGRATION:**

1. Fostering confidence, motivation and vision
2. Upholding honesty, transparency and accountability
3. Facilitating emotional and interpersonal intelligence
4. Developing organizational and leadership skills
5. Encouraging creative and collaborative engagement in curricular and co/extra-curricular activities

**C. Advocating SOCIAL INCLUSION:**

1. Respecting the dignity of others and practicing compassion & concern
  2. Appreciating cultural pluralism and diversity
  3. Striving for social justice, harmony and solidarity
  4. Caring and providing for the marginalized and disadvantaged
  5. Strategizing to protect the natural environment
-

# 1. COLLEGE GOVERNANCE

Name of Trust: The Bombay St. Xavier's College Society

## 1.1. JUNIOR COLLEGE SCHOOL COMMITTEE

<b>Rector of the College</b>	Dr. (Fr.) Keith D'Souza S.J.
<b>Principal, Ex-Officio Member</b>	Dr. Rajendra Shinde
<b>Vice-Principal (Academics)</b>	Dr. Ms. Karuna Gokran
<b>Vice-Principal (Arts)</b>	Ms. Annapurna S
<b>Vice-Principal (Science)</b>	Dr. Hrishikesh Samant
<b>Vice-Principal (Junior College)</b>	Mr. Hasnain Naqvi
<b>Teachers' Representative</b>	Ms. Vinitha Chonai
<b>Non-Teaching Staff Representative</b>	Ms. Supriya Saraf

## 1.2. COLLEGE ADMINISTRATION AND SERVICES

<b>Principal</b>	Dr. Rajendra Shinde
<b>Vice-Principal (Junior College)</b>	Mr. Hasnain Naqvi
<b>Registrar</b>	Mr. Achyut Joshi
<b>College and Trust Treasurer</b>	Dr. (Fr.) Conrad Pessa, S.J.
<b>Librarian</b>	Ms. Sonali Paradkar
<b>Director, of Sports</b>	Dr. Thomas Pires
<b>Student Counsellor</b>	Fr. Francis de Mello, S.J.
<b>International Programmes</b>	Mr. Savio D'Souza and Ms.Aarti Kulkarni
<b>Director, Knowledge Centre</b>	Mr. Kevin D'Cruz
<b>Administrative Officer</b>	Mr. Alvin Mendonsa

# 1. COLLEGE GOVERNANCE

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## 1.3. COLLEGE ADDRESS

The Principal  
St. Xavier's College  
(Autonomous), 5, Mahapalika  
Marg,  
Mumbai 400-001, Maharashtra, India.

Phone: 91-22-22620661 / 2 / 5 **OR**  
91-22-22625195

Fax: 91-22-22617677 **OR**  
91-22-22659484

Email: [webadmin@xaviers.edu](mailto:webadmin@xaviers.edu)

Website: [www.xaviers.edu](http://www.xaviers.edu)

### 1.3.1. CONTACT NUMBERS OF OTHER FACILITIES ON CAMPUS

Administrator: 22632024  
Counseling Centre: 22625195  
General Office 22613358  
(Direct):  
Library 22703522  
:  
I.M.G.: 22634558  
X.R.C.V.C.: 22623298  
X.I.M.R 39511812  
X.I.C.: 22621366 / 1369

## 1.4. RTI QUERIES

1.4.1. Public Information Officer Ms. Grizel Menezes  
(PIO):

1.4.2. Asst. PIO : Mr. Bipin Patil

1.4.3. Appellate Authority : Principal

1.4.4. For details please refer to the College Website (**RTI Manual**).

# 1. COLLEGE GOVERNANCE

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## 1.4.5.

Anti-Ragging Committee for the academic year 2021-2022:

- 1) Hasnain Naqvi
- 2) Sandhya Gupte
- 3) Adil Ghiara
- 4) Harshvardhan Verma
- 5) Aarti Kulkarni
- 6) Pravin Salunkhe

## 2. COLLEGE PROFILE

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### 2.1. BACKGROUND

**2.1.1. ST. XAVIER'S COLLEGE** was founded in 1869 by the Society of Jesus, a Christian Religious Organisation started by St. Ignatius of Loyola. Since its very inception, the Society has significantly contributed to the field of education throughout the world, inspired by a vision of the human, drawn from the life, teachings and personality of Jesus Christ. In India, it was St. Francis Xavier, after whom the College is named, who began the educational work of the Society of Jesus. At present, in India, the Society runs 36 Pre-Primary / Primary / Middle Schools, 130 High Schools, 20 Technical Institutes and 33 Colleges. All these institutions form a part of the effort of the Catholic Church to share in the vital task of education.

**2.1.2.** St. Xavier's College is a Christian institution, started with the purpose of educating the Christian community in India. It extends its services to members of other communities as an effort at building a truly inter-religious and inter-cultural human community in the country. On January 30, 1869, it was affiliated to the University of Mumbai. It became a Constituent College of the University, as a result of the Mumbai University Act 1953. It is entrusted by the University with the task of preparing students for degrees in Arts, Science, Commerce, Mass Media, Management Studies and Information Technology.

**2.1.3.** St. Xavier's College looks upon itself as an academic community where scholars, both students and teachers, have the freedom and responsibility to communicate, evaluate and enlarge humankind's store of knowledge. The College stands for academic excellence and endeavors to create an environment, which generates a love of learning, a habit of critical thinking and the ability for accurate expression. It strives after character formation based on the love of God and the service of humanity, with a view to training citizens, who will be remarkable for all-round development and a sincere commitment to God and Country.

## **2. COLLEGE PROFILE**

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- 2.1.4.** St. Xavier's College, thus, endeavors to contribute to the necessary transformation of the prevailing social conditions. This transformation, envisages that the principles of social justice, equality of opportunity, genuine freedom and respect for religious and moral values enshrined in the Constitution of India, shall be upheld, and that all men and women shall live in keeping with their human dignity and self-respect. The environment and inclusive education are of special concern to St. Xavier's College. Hence, the College strives towards making a committed and significant contribution towards these issues.
- 2.1.5.** The Society of Jesus exercises its responsibility over St. Xavier's College through a Governing Body, whose Chairman is the Provincial of the Mumbai Province of the Society, Vice- Chairman is the Rector of the College and the Secretary is the Governing Body's Chief Executive.

### 3. ACADEMIC FACILITIES

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**3.1. Library (1887-88):** The College Library provides print & electronic resources for all academic and related activities of the students and staff, services for the retrieval and use of these resources and adequate infrastructure and spaces for their use. An online database of the books and journals is maintained and access to these is provided through five OPAC (On-line Public Access Catalogue) terminals in the library and a link on the College website. The library has initiated an Institutional Repository by digitalizing rare books and college publications. The library is open from 9.00 a.m. to 8.00 p.m. on all working days only. Ms. Sonali Paradkar is the College Librarian.

**3.1.1. Reference Library (RL) (1937):** The heritage structured RL has Reserve Counters with text books, current issues and bound volumes of journals, reference books, special collections, two peer-learning cubicles for group discussions and study, separate study area for staff, electric charging points, WiFi along with six terminals for internet access and CD / DVD viewing (of which two are reserved for Staff). A photocopying facility exists near the RL.

**3.1.2. Lending Library (LL) (1977):** The open access LL with a mezzanine floor, houses about 60,000 books. The LL has a paperback collection, newspapers and magazines reading facilities, the Issue & Return Counters as well as reading spaces.

**3.2. Computer Center (2006):** It is called the 'Xavier Knowledge Centre'. It is solar-powered and is situated on the first floor of the Hostel Building and includes 5 Computer Laboratories having about 125 computers in all. One of the Computer Labs has a Video Conferencing facility. The Centre supports all the curricula computer courses. It also holds courses in collaboration with other organizations. Mr. Kevin D'Cruz is the Director.

**3.3. Gymkhana (1954):** It is called the Fell Gymkhana (after its founder Fr. Fell S.J.) It has facilities for Body-building, Badminton, Table-Tennis, Carrom and Chess. The College

### 3. ACADEMIC FACILITIES

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has full-size Basketball and Volleyball Courts. The College has leased from the BMC the use of a cricket pitch on Azad Maidan. Dr. Thomas Pires is the Director and he is assisted by other Coaches for different sports, as and when the need arises.

#### 3.4. Multi-Media Centres:

**3.4.1.1. The Smith Centre for Audio-Visual Instruction (SCAVI)**, was inaugurated in December 1979. It has audio-visual instruments and techniques at the service of staff and students. It has a seating capacity of 100. It has been renovated under grants from the Sir Dorabjee Tata Trust.

**3.4.1.2. The Multi-Media Room (MMR)** is a centralized facility for Multimedia-based instructions and presentations for our staff and students. It has a seating capacity of 120. It has been renovated under grants from the Sir Dorabjee Tata Trust.

**3.4.2. Common Rooms:** There are separate Common Rooms for male and female students as well as for the teaching and non-teaching staff members.

**3.5. Canteen and Foyer:** This is a spacious area with a view of greenery. A variety of refreshments and meals are available here. It is a place on the campus not only for leisure and refreshment but also for student to bond, discuss and even work on assignments and projects.

**3.6. Counselling Centre (1954):** It provides: Personal Counselling - Interviews for better Personal and Social Adjustment; Personality Evaluation Tests for Self-Improvement; Vocational Testing; Information on Careers, Professions and Specialized Studies in India and abroad; Information on Scholarships and Financial Assistance Schemes; help in the admission of students and in organizing Orientation Programmes for the newly admitted students. Fr. Francis de Melo S.J. is the Director.

**3.7. First-Aid Centres:** Basic 'First-Aid' is available with



### 3. ACADEMIC FACILITIES

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the College General Office (CGO) (Ms. Grizel Menezes) and the Administrator's Office. The CGO personnel will facilitate the calling of a doctor in case of an emergency or the shifting of the concerned person to either G.T. Hospital or Bombay Hospital. A stretcher or a wheelchair is available with the Security at the gate. The College also has an Infirmary for those staff / student who fall sick while on Campus.

**3.8. Administrator's Office and Workshop:** This Office coordinates all the maintenance services on the campus.

**3.8.1. Disaster Management:** In case campus mishaps have to be reported, contact the College Administrator (Ext. 108) or the College Receptionist (100) or the Principal (101). College authorities could also be contacted on phone lines: 22620661 or 22620665 through the use of a mobile.

**3.9. St. Xavier's Villa (Khandala):** It is spacious set up in the midst of the Khandala hills and dales. It is about 20 minutes' walk from the Khandala Railway Station. It is open to the College staff and students for retreats, seminars and educational conferences. It includes a small chapel, a dining room, two conference halls and about 40 rooms (with single, double or triple occupancy). A caterer provides regular meals. Bookings have to be done through the Treasurer's Office of the College.

**3.10. The College Merchandise Shop** (which also sells stationery material) exists on the ground floor of the Administration Building. It is an outlet of the Xavier's Development Programme (XDP).

**3.11. Grievance Redressal Mechanism:** The Grievance Redressal Committee made up of the 4 Vice Principals and the Treasurer of the College. It looks into any formal complaints made by students or faculty and will recommend action to the Principal. Complaints may be made either to the Principal or directly to any of the members.

### 3. ACADEMIC FACILITIES

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- 3.11.1.** For academic grievances, the student should first approach the Head of the Department concerned, if the Lecturer in question is not open to dialogue. The student may then approach the concerned Vice Principal or the Principal.
- 3.11.2.** For personal matters or regarding facilities on campus, students are encouraged to meet their Lecturers or the concerned Vice Principal or even the Principal.
- 3.11.3.** The Students' Council is also a channel for such issues.
- 3.11.4.** Suggestions (feedback / feed-forward) to improve the quality of life on campus are welcome. Confidentiality is assured by the College authorities in this case.
- 3.12. Women's Development Cell (WDC) (2006):** It coordinates programmes for awareness and action on women's issues. It also constitutes the Gender Grievance Redressal Cell for complaints of sexual harassment or discrimination. Ms. Linda Dhakul is the Convenor.
- 3.13. Inclusive Education (Provisions for Students with Disabilities):**
- 3.13.1. Inclusive Education Policy:** The institute is committed to equal opportunity admission based on merit to all students with or without disability. The College has a support service available for students with disabilities as also an Inclusion Cell that looks at concerns and solutions for effective Inclusive Education practices. If a current or prospective student with disability has any queries please contact Dr. Sam Taraporevala or Neha Trivedi, XRCVC, [neha@xrcvc.org](http://neha@xrcvc.org) / [sam@xrcvc.org](mailto:sam@xrcvc.org); 022-22623298 / 022-22626329.
- 3.13.2. Inclusive Education Accommodation Request Process:** It is imperative for students with disabilities who seek to have any accommodations during their course of study to complete the process of submitting the

### **3. ACADEMIC FACILITIES**

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Accommodation Intake Form within the first 15 days from having secured admission (for new students) and the Accommodation Continuation Form within 15 days from the start of the new academic year (for Continuing students). Any delays in not meeting the deadline to submit the form will be taken as the student not needing any accommodation. It should be kept in mind that in the event that the student has not filled the Accommodation Intake Form, the college is then not mandated to provide any accommodation services.

**3.13.3.** Any student seeking accommodation needs to seek an appointment with Ms Neha Trivedi, Co-ordinator, Students with Disability, XRCVC as soon as possible on grant of admission / beginning new academic year.

**3.13.4.** After the meeting with the co-ordinator the student is to fill the Intake / Continuation Form within 15 days of granting of admission / start of academic year. The same has to be downloaded from the college website under the Inclusive Education Tab and submitted to Ms. Neha Trivedi, XRCVC.

**3.13.5.** Last date for submitting the forms for 2021-22:

**3.13.5.1.** F.Y.J.C and First Year Degree College: 15 days from date when admission is granted.

**3.1.3.6.** The student will be granted their Accommodation Letter after being passed by the Coordinator of the College Inclusion Cell.

**3.1.3.7.** The student is then expected to go and share a copy of their letter with all their Class Teacher / HoDs, Course Teachers, Controller Examiner and the Resource Centre Coordinator within 7 days of them being issued the letter. If the student fails to share this letter with respective authorities within 7 days of its issue to them, the college may not be in a position to provide the support granted.

**3.1.3.8.** For details of provisions (Academic and Examination) available for students with disabilities

### 3. ACADEMIC FACILITIES

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please read the Intake Form / Continuation Form.

**3.1.3.9.** In case of any grievances with the accommodations granted the students may approach the Principal.

**3.1.3.10.** In case of any Special Request not included in the Intake / Continuation Form the student to make a direct application to the Principal.

#### **3.14. Inclusive Education Facilities on Campus**

**3.14.1. Xavier's Resource Centre for the Visually Challenged (XRCVC):** This centre, for visually challenged persons (VCPs), is supported by individuals, Trusts and Corporates. It is technologically equipped with various screen readers, screen magnifiers, text to speech converters, tactile graphical creation systems, Braille machines, et al. The XRCVC is involved with:

- i. Student Activities:** Student training (computer, mobility and Braille) and volunteer co-ordination.
- ii. Social Advocacy:** Addressing accessibility issues of VCPs at local, regional and national levels.
- iii. Awareness Generation** on the lives of persons with disability among all stakeholders and people at large.

Dr. Sam Taraporevala is the moving force behind the Centre (website [www.xrcvc.org](http://www.xrcvc.org)).

**3.15. Inclusion Cell:** This is a Staff-cum-Student Representative Committee that looks into all inclusion and accessibility needs and initiatives on campus. Grievance by student with disability can be addressed to the Inclusion Cell – he / she may contact [principal@xaviers.edu](mailto:principal@xaviers.edu). The cell is headed by the Principal.

**3.15.1.** For students with disabilities seeking admission to the college please refer to Section 3.2.5 (page 12) for details on procuring provisions during the course of study. It is mandatory for the students to complete the Intake Form process listed under the said section within 15 days of

### 3. ACADEMIC FACILITIES

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receiving admission.

**3.15.2.** For examination accommodations available for students with disabilities and the process to avail the same please refer to Section 3.2.5 (page 12) and the college website [www.xaviers.edu](http://www.xaviers.edu) tab of Inclusive Education.

**3.15.3.** As per Government of Maharashtra GR dated 4<sup>th</sup> March 2017 the following provisions are available on request and approval by the Principal for Cancer Patients for their examinations: Use of Typewriter / Different type of pencil, pen, gripper / Use of Writer (based on requirement only) / Use of Computer. Permission to have a person, in whom the student has faith, be allowed to remain present near the examination hall.

## 4. RESEARCH INSTITUTES

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- 4.1 Blatter Herbarium:** It was started at the end of the 19<sup>th</sup> century. By 1918 a very large number of plants were gathered by Fr. E. Blatter, S.J., his associates and students. The Herbarium was named after Fr. Blatter in 1941. It contains the largest collection of plants in Western India. It provides facilities for the study of Plant Systematics and has a well-stocked library on Systematic Botany. The Herbarium has received the Sir Ratan Tata Trust Grant for upgradation and digitization of the plant database. Dr. Rajendra Shinde is the Director.
- 4.2 Caius Research Laboratory for Inter-Disciplinary Studies (1947):** It was established to carry out drug research and was named after Fr. J. F. Caius, S.J. It has been restructured and equipped with new instruments. It functions as a research and coordination centre for all the Science Departments. In this Lab a strain of *Streptomyces* was identified. It has been supported by grants from industry, UGC, UNDP, etc. This laboratory also provides facilities for faculty and students from within the College as well as from other Colleges / Institutes to carry out research projects and internships. The fee for Interns would be Rs. 5000 per month. Dr. Priya Sundarrajan is the Director.
- 4.3 Central Instrumentation Facility (C.I.F.) (2006):** This is a facility with sophisticated equipment acquired mainly through a DST-FIST Grant and UGC's 'College of Excellence Scheme'. It is a part of the Caius Research Lab.
- 4.4 Heras Institute of Indian History and Culture (1926):** Initially, it was called the Indian Historical Research Institute, by Fr. Henry Heras, S.J., and on his death in 1955, it was renamed after him. The Heras Institute, with its well-stocked Research Library and Museum, provides guidance and facilities for Post-Graduate research in Ancient, Medieval & Modern Indian History, Indian Art & Literature, Indian Religions &

## 4. RESEARCH INSTITUTES

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Culture. Its Research Journal is called INDICA (since 1964). Dr. Joan Dias is the Director.

- 4.5 Nadkarny–Sacasa Research Laboratory (1972):** It provides modern research facilities in Chemistry and connects research with industry. It can support 20 Post-Graduate research students in Chemistry and has produced several doctorates.
- 4.6 Xavier’s Visual Arts Studio (2014):** It is equipped with: professional quality digital cameras (still and moving), lighting equipment and an A.V. editing set up. This facility is open to all our College students. Students from the Arts & Science faculties use this studio to enhance their course projects with the basic techniques of visual presentation. The Mass Media Department of the College is in-charge of this studio.
- 4.7 St. Xavier’s Language Laboratory:** It is equipped with the latest in Language Acquisition Technology. It caters to both new and advanced learners in English, Hindi, French and Marathi. It also helps students to develop their Soft-Skills (e.g., Presentation Skills and Public Speaking Skills). Ms. Jyoti More is the Faculty- in-Charge.

## 5. PROGRAMMES AND ACTIVITIES

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### 5.1. Department of Inter-Religious Studies (DIRS)

**(1987):** It fosters an understanding and appreciation of religions as a potent force for communal harmony, social justice and ecological sustainability. Its motto is ‘Co-create Cosmic Compassion’ and it motivates people of all faiths as well as those who profess none to strive together for integral compassion (intrapersonal, interpersonal, societal, global and cosmic). The integral model of the Ignatian Pedagogical Paradigm (IPP) is followed in the courses that DIRS holds under the Quest for Excellence Programme. There are regular meditative sessions called ‘Art of Peace’ and ‘Playog’ that facilitate integral compassion. The social outreach sessions offer unique forms of interacting with the poor and Mother Earth in order to learn and be transformed by the perspective from the periphery. It hosts *Samanvaya*, a collaborative forum of NGOs striving for communal harmony and peace. It collaborates with the AICUF to organize meaningful Interfaith Prayer Services and Masses on special occasions.

**5.1.1. Chapel-cum-Prayer Hall:** The Chapel is open during college hours to students and staff of all faiths who would want time for quiet and prayer. The Eucharist is held 4 times a week for Catholic students and staff, during the class break timings.

**5.2. Jagruti:** This course adopts an integral approach to the Ignatian Pedagogical Paradigm (IPP). The first part is an Exposure Visit in which the students are invited to listen to the cry of the poor and of Mother Earth who are viewed not as recipients but as vibrant sources of education. They are exposed to the reality of life in the slums in which both people and the environment are treated like garbage for the development of a more beautiful city. Through creative interaction, sharing and critical analysis they are enlightened by an alternative perspective from the periphery. The process is deepened by a 3-day Holistic Treat in which emphasis is placed on personal transformation and community consciousness in an



## 5. PROGRAMMES AND ACTIVITIES

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interconnected universe. They are thus awakened to their unique calling as voices for the voiceless.

### 5.3. All India Catholic University Federation (AICUF):

Inspired by Gospel values, the AICUF, a national youth organization, gives students an opportunity to develop an all-round personality through leadership training, social outreach, spiritual integration and cultural activities. Conscientized on burning issues like women empowerment and ecological imbalance, its members are geared to taking a stand for the liberation of marginalized groups and Mother Earth. The AICUF facilitates the College Choir and with the DIRS organizes the Inter-Faith Prayer Services and Masses. Its national slogan is 'We are born into an unjust society and we are determined not to leave it as we have found it'. True to the concept of 'Catholic' which means 'Universal', the approach of the AICUF is inclusive.

### 5.4. The Social Service League (S.S.L):

This started more than 50 years ago. It caters to the altruistic sensibilities of students. Its activities include an exhibition on a socially relevant theme, an annual Rural Work Camp, Project Care (a two-day programme for children who are economically and/or differently challenged), visits to homes for the disadvantaged and similar activities. The Principal is the Director.

### 5.5. Council of International Programmes (CIP - JC):

It facilitates students' engagement with the best global educational institutions. It sends students on exchange programmes to some countries in Europe.

### 5.6. Study Abroad Counselling Centre (SACC) (2012):

It helps students get admission into PG programmes in various foreign Universities; in selecting Universities, preparing for TOEFL / GRE, completing Visa and pre-departure formalities.

## 5. PROGRAMMES AND ACTIVITIES

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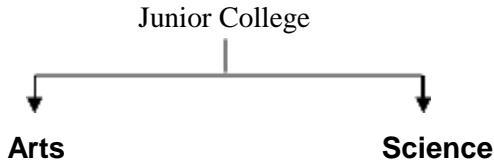
- 5.7. The Indian Music Group (I.M.G.) (1973):** It aims at promoting Indian Classical Music in the city. It organizes concerts, lecture- demonstrations and music appreciation courses. Jan-Fest, its annual Indian classical music festival, is very highly rated. In 1984, an air conditioned library was set up with an enviable collection of LP's and tapes, inclusive of several thousand hours of recorded live performances. Dr Bhaskar Saha runs the IMG with the help of a Staff-Student Committee.
- 5.8. St. Xavier's Alumni Association (1903):** It caters to alumni/ae who would like fellowship and contact with their Alma Mater, the Association has seen illustrious ex-students involved in its activities.

## 6. GENERAL ACADEMIC INFORMATION

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### 6.1. COURSES OFFERED

6.1.1. St. Xavier's Junior College has the following Educational Programmes:



(Arts:From 12.10p.m. to 5.40 p.m.)

(Science:From 8.50 a.m. to 3.30 p.m.)

### 6.2. SEAT DISTRIBUTION IN JUNIOR COLLEGE

Table 6.1

	Arts	Science
<b>Total No. of Seats</b>	360	360

Table 6.2

Reservation Categories	%
<b>Minority (Christians)</b>	50%
<b>Special Category</b>	5%
<b>Differently Abled</b>	3%
<b>Art and Culture</b>	2%
<b>Sports</b>	3%

## 6. GENERAL ACADEMIC INFORMATION

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### 6.3 ADMISSION PROCEDURE FOR JUNIOR COLLEGE

6.3.1 Admission to the First Year Junior College will be as per the Online system introduced by the Government of Maharashtra / Dy. Director of Education, Greater Mumbai. Hence students are expected to visit the site. <http://fyjc.org.in/mumbai> and apply online.

6.3.2 However students belonging to Christian Minority will have to do both:

**6.3.2.1** Fill in the on-line application form available on the college website: [www.xaviers.edu](http://www.xaviers.edu)

**6.3.2.2** Register online via the Government Maharashtra's website: <http://mumbai.11thadmission.net>

**6.3.3.** Students could submit in person an attested copy of the Baptism Certificate or the School Leaving Certificate showing their religion to the college office or upload the above documents to the online application form.

**6.3.4.** Attested Aadhar Card or EID copy.

**6.3.5.** The schedule will be announced on the college website, after the S.S.C. results. Students offered admission are required to fill in the college admission form on the day of the merit list.

## 6. GENERAL ACADEMIC INFORMATION

**6.3.6.**In the Junior College the subjects offered are shown in Table 6.3 (ARTS) and Table 6.4 (SCIENCE)

**Table 6.3. – Arts Subjects**

<b>GROUP A</b>	<b>GROUP B</b>	<b>GROUP C</b>
English Hindi or French or I.T. or Marathi Economics Sociology History Political Science Environment Education Physical Education	English Hindi or French or I.T. or Marathi Economics Psychology Mathematics Political Science Environment Education Physical Education	English Hindi or French or I.T. or Marathi Economics Sociology Psychology History Environment Education Physical Education

**6.3.6.1.** Indicate the Group of your choice and it will be considered on merit and availability. The College does not guarantee anyone their first choice of options. An offer will be made at the personal interview with the Vice Principal / Interview Panel.

**Table 6.4. – Science Subjects**

<b>Compulsory</b>	<b>Optionals</b>
English Physics  Chemistry Mathematics Environment  Education Physical Education	Hindi / French / I.T. / Marathi <b>(ANY ONE)</b>  Biology / Geology / Economics <b>(ANY ONE)</b>

**6.3.6.2.** Optional subjects will be granted on the basis of merit and availability of seats. An offer will be made to you at the personal interview with the Vice Principal / Interview Panel.

## 6. GENERAL ACADEMIC INFORMATION

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### 6.4. FEES FOR JUNIOR COLLEGE:

Table 6.5.

	ARTS	SCIENCE
F.Y.J.C.	Rs.350	Rs. 520
S.Y.J.C.	Rs.358	Rs. 528

**6.4.1.** In F.Y.J.C., students who take I.T. will have to pay an additional fee of Rs. 12000/-

**6.4.2.** In S.Y.J.C., students who take I.T. will have to pay an additional fee of Rs. 15000/-

**6.4.3. FREESHIP ONLY FOR GIRLS (*Studying in Junior College*)** Girl students whose parents are residents of Maharashtra State, for not less than 15 years, and are not the fourth or subsequent child in the family and who wish to apply for free education, should submit the prescribed Declaration Form and a photocopy of the first and the last page of their ration card, immediately on admission being offered.

**6.4.4.** Girl students, eligible for the above FREESHIP, are required to pay the Library / Laboratory deposits only – refer Table 6.6.

Table 6.6.

	ARTS	SCIENCE
F.Y.J.C.	Rs. 50	Rs. 150
S.Y.J.C.	Rs. 50	Rs. 150

### 6.5. ELIGIBILITY:

**6.5.1.** Additional Procedure to be followed by candidates coming from I.C.S.E., C.B.S.E., Other Boards/States and Foreign Boards, for admission to junior colleges (Std. XI & Std. XII) in Mumbai.

**6.5.2.** On admission being offered to the candidate in the F.Y.J.C. or S.Y.J.C., he / she is required to submit the

## 6. GENERAL ACADEMIC INFORMATION

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following:

**6.5.2.1.** A duly filled in application form for provisional eligibility, available at the H.S.C. Board Office.

Address:

The Divisional Secretary  
Maharashtra State Board of  
Secondary and Higher  
Secondary Education,  
Mumbai Divisional Board,  
Plot No. 27 & 28, Sector 16-A,  
Vashi, New Mumbai – 400 703.

**6.5.2.2.** A photograph affixed and attested for obtaining the provisional eligibility certificate.

**6.5.2.3.** All students are required to submit the following certificates / documents of the last examination passed:

1. One attested copy of the Marksheet.
2. One attested copy of the Passing Certificate.
3. Original Migration Certificate.
4. One attested copy of the School Leaving Certificate or Transfer Certificate.

**6.5.2.4.** Students passing ICSE / CBSE / OTHER BOARDS are required to get their Original School Leaving Certificate countersigned by their respective Educational Inspector /

Education Officer before securing admission to the First Year Junior College.

**6.5.2.5.** The “DEED OF UNDERTAKING” on tamped paper of Rs.20/- signed by the candidate and parent/guardian. (The draft copy is available with the Application form).

## **6. GENERAL ACADEMIC INFORMATION**

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**6.5.2.6.** Candidates passing Class X CBSE are required to submit or upload the Board Examination Hall Ticket.

**6.5.2.7.** Admission to the Junior College (Std. XI or Std. XII) will be granted only on submission of the above items listed in section 6.4.

### **6.6. GRANTING TERMS AND PROMOTION RULES:**

**6.6.1.** Students of the F.Y.J.C. Arts & Science will not be promoted to the next higher class unless they fulfill all of the following conditions:

**6.6.1.1.** Attend at least 75% of the lectures, practicals and tutorials in each term in order to be allowed to attempt the final exam.

**6.6.1.2.** Their journals in each and all of the subjects, where practicals are prescribed, are certified by the departments.

**6.6.1.3.** Secure a minimum of 35% on the average marks of: First Term examination, Second Term examination, and Units tests in each subject.

**6.6.1.4.** FYJC students who are not in a position to appear for the First or Second Term Examinations on medical grounds, or for genuine reasons accepted by the Principal or Vice- Principal, will have to appear for a Supplementary Examination. The date and time of the Supplementary Examination will be notified on the College Notice Board. No supplementary examination will be held for SYJC students. There are also no supplementary tests for the Unit Tests in Standard XI.

**6.6.2.** The Condition of subject-wise average marks will be as prescribed by the H.S.C. Board.

**6.6.3.** Students of SYJC (XII) Arts & Science will not be



## **6. GENERAL ACADEMIC INFORMATION**

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granted terms for that class unless they fulfil the following conditions:

- 6.6.3.1.** They attend at least 75% of the lectures, practicals and tutorials in each term.
- 6.6.3.2.** Their journals in each and all the subjects, where practicals are prescribed, are certified by the departments concerned.
- 6.6.3.3.** Their performance at the two terminal examinations is satisfactory.

### **6.7. Absence for Medical and Other Valid Reasons:**

- 6.7.1.** A student is not allowed to absent himself / herself from lectures, practicals, mid-term tests or the terminal examinations without the express permission of the Principal or Vice-Principal. Being absent without permission will make students liable to disciplinary action even the denial of Terms.
- 6.7.2.** Absence from any College test / examination must be justified in writing, and, in case of illness, by a medical certificate. These letters and medical certificates, accompanied by a covering letter from the parent or guardian of the student, must be submitted to the Vice-Principal / General Office by the last day of the examination, from which the student seeks to be justifiably excused. Letters and certificates to explain absence from examinations must be submitted separately from those intended to explain absence from lectures / practicals.
- 6.7.3.** Although illness or other serious circumstances may be considered valid reasons for absence from lectures, practicals, examinations, etc. the College may not have sufficient evidence of academic progress to grant the student terms for the year. The student would then have to repeat the course of studies in the next academic year.

## **7. FACULTY INFORMATION**

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### **FACULTY OF ARTS**

#### **DEPARTMENT OF HISTORY**

Mr. Hasnain Naqvi, M.A. B.Ed., MS-ACIT (Vice Principal),

Mr. Rijo Rajan, M.A (History),M.A(English),MBA, B.Ed (Ad-hoc)

#### **DEPARTMENT OF ECONOMICS**

Ms. Sana Malim, M.A., B.Ed.,

Ms. Kusum Roy, M.A., B.Ed.

#### **DEPARTMENT OF ENGLISH**

Mr. Sachin Hegde, M.A., B.Ed.;

Ms.Sharannya Pillai, M.A., B.Ed.(Ad-hoc);

Ms.Dilshad Hilloona, M.A (Ad-hoc)

#### **DEPARTMENT OF FRENCH**

Ms.Shivani Gohil (Ad-hoc);

Ms. Maitree Vora (Ad-hoc)

#### **DEPARTMENT OF HINDI**

Ms. Manisha Patil, M.A., B.Ed.

#### **DEPARTMENT OF MARATHI**

Ms. Sana Shaikh, M.A., M.Ed., B.Ed.(Ad-hoc)

#### **DEPARTMENT OF POLITICAL SCIENCE**

Mr. Pravin Salunkhe, M.A. B.Ed., MS-ACIT

#### **DEPARTMENT OF PSYCHOLOGY**

Ms. Shakti Kaul, M.A B.Ed (Ad-hoc)

#### **DEPARTMENT OF SOCIOLOGY**

Ms. Nivea Shetty, M.A (Ad-hoc)

#### **PHYSICAL TRAINING**

Dr.Thomas Pires, B.Com., B.Ed., M.P.Ed., Ph.D.

## **7. FACULTY INFORMATION**

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### **FACULTY OF SCIENCE**

#### **DEPARTMENT OF BIOLOGY**

Ms. Aarti Kulkarni, M.Sc., B.Ed.  
Ms. Rajnipriya A. Sharma, M.Sc., B.Ed.  
Dr. Smita Gaurea, M.Sc., B.Ed., PhD.  
Ms. Shrutika Pednekar, M.Sc., B.Ed (Ad-hoc)

#### **DEPARTMENT OF CHEMISTRY**

Mr. Adil M. Ghiara, M.Sc., B.Ed.  
Mr. Savio D'Souza, M.Sc., B.Ed., MS-ACIT  
Ms. Vinitha Chonia, M.Sc., B.Ed.  
Mr. Rajesh Pandey, M.Sc., B.Ed.  
Ms. Sonali Ghadi, M.Sc., B.Ed.  
Ms. Anushree Sawant, M.Sc., B.Ed. (Ad-hoc)

#### **DEPARTMENT OF GEOLOGY**

Ms. Vandana Khade, M.Sc., B.Ed.

#### **DEPARTMENT OF MATHEMATICS**

Ms. Sandhya M. Gupte, M.Sc., M.Phil. B.Ed., D.C.O.  
Mr. Sanjay Shinde, M.Sc., B.Ed.  
Ms. Jincy George, M.Sc., B.Ed.  
Ms. Rubina Khan, M.Sc., B.Ed.

#### **DEPARTMENT OF PHYSICS**

Mr. Harshvardhan Verma, M.Sc., B.Ed., MS-ACIT.  
Mr. Sanjay Shinde, M.Sc., B.Ed.  
Ms. Shabnam M. Shabbir, M.Sc. B.Ed.  
Mr. Kamlesh Kadam, M.Sc. B.Ed.  
Mr. Manish Pandey, M.Sc. B.Ed.  
Ms. Ankita Singh, M.Sc. B.Ed.

#### **DEPARTMENT OF INFORMATION TECHNOLOGY**

Mr. Tejas More, BE(IT), MBA (IT)  
Ms. Snehal Froz, BSC(IT), M.Sc. (IT)(Ad-hoc)

## 8. GENERAL RULES AND REGULATIONS

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- 8.1. **GENERAL DISCIPLINE:** Discipline, which is the prerequisite for a healthy academic environment on the campus, is the hallmark of any Jesuit institution. For St. Xavier's College discipline is not just adherence to rules and regulations but a means to inculcate into one's being the spirit of integrity and academic honesty, respect for the dignity and rights of individuals and deference for public and personal property. Every Staff member (teaching and non-teaching) of the College, under the leadership of the College Discipline Committee (CDC), is expected to nurture the cultivation of such discipline within the campus. Thus, staff members, on noticing some disciplinary infringement, are authorized to intervene and take appropriate action in consultation the CDC.
- 8.2. Following are the specific rules and regulations that the College enforces:

### 8.2.1. Government Regulations:

- 8.2.1.1. Ragging, of whatever kind, is strictly forbidden and will result in the dismissal of the student who rags, even if the act is committed outside the college campus. As per Supreme Court order dated May 2007, the College authorities may also file an F.I.R. with the police, if a case of ragging is reported / detected.
- 8.2.1.2. The possession and / or consumption of drugs, cigarettes or alcohol on campus by a student will result in the immediate suspension or dismissal of that student - at the discretion of the Principal. Physical violence also attracts the same penalty. In both these cases the College authorities may file an F.I.R. with the police.

### 8.2.2. College Identity Card (IDC)

- 8.2.2.1. Every student is required to display the issued College Identity card at the point of entry and whenever he /she is in the college campus.
- 8.2.2.2. The use of the IDC of another student and the lending of an IDC to another are unacceptable and will attract suspension from College.

## 8. GENERAL RULES AND REGULATIONS

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**8.2.2.3.** If the issued IDC is lost, the student is expected to register the loss with the Mumbai Police. Only against the Police Certificate will the student be issued a temporary IDC (for 15 days). After the lapse of 15 days, a proper duplicate IDC will be issued (provided that there are more than 2 months of the academic year still remaining). The student would have to pay a fine to get the temporary as well as the duplicate IDC.

### 8.2.3. Use of Facilities:

**8.2.3.1. Decorum in the Academic Environs:** Students should not disturb ongoing lectures if they arrive early for their lecture or while walking in the corridors when lectures are on, or while they await the lecturer in the classroom. Cleanliness in the classroom should be the responsibility of students who occupy those spaces. They are expected to inform the College Cleanliness Committee or the College Administrative Office if the classroom was untidy when they entered it. Switching off the classroom lights and fans when not in use is a good green practice.

**8.2.3.2.** In the College **Laboratories** please closely follow the instructions of the Staff-in-Charge. Strict action will be taken against those found flouting the laboratory rules.

**8.2.3.3.** The **Class Notice-Boards** must be visited by every student every working day to check for notices and other updates. The onus of updating one's self vis-à-vis notices rests with the students.

**8.2.3.4.** In the **Canteen**, students are expected to return the used plates and cutlery into the basket kept for that purpose. Similarly, used paper cups and plates and empty packets and bottles should be dumped into the bin kept for that purpose. Please avoid wasting food !!

**8.2.3.5. Spaces for the Consumption of Eatables and Beverages** have to be limited to the Canteen, the 'Woods' and the Students' Common Rooms. Eatables and beverages cannot be carried to places other than the ones mentioned above. This is needed to ensure that rats and other pests are not attracted into the academic

## 8. GENERAL RULES AND REGULATIONS

and administrative spaces of the campus. This would not only render the campus safe and healthy but also keep it clean and tidy.

**8.2.3.6.** The College **Gym** is available to all students during the time announced by the Sports Director. Those using the gym facilities are urged to use them properly and judiciously. Eatables are strictly prohibited in the gym. Students are encouraged to participate in the various sports tournaments that college organizes.

**8.2.3.7.** The College **Library** is a place of study and research. Please read the Library Rules (Section 13.2, page 123).

**8.2.3.8. Students' Common Rooms** must be kept tidy so as to be pleasant to be in. The **students' lockers** have to be hired through the Treasurer's Office and then used appropriately and handled with care. Remember these rooms are kept closed on Sundays and holidays.

**8.2.3.9. Toilets** are expected to be used in an hygienic manner. Users are expected to shut the taps after use as well as if they find them left open or dripping. It would save an important natural resource if leakages are reported to the College Cleanliness Committee or Administrative Office.

**8.2.4. Use of Unfair Means at Exams:** Any student detected using unfair means (or even being in possession of a mobile / electronic gadget or of other material which could be used for copying) during tests or exams will have to face the Unfair Means Committee constituted by the College. If the Committee finds the individual guilty, he / she will be given zero for that course or for all exams. Even those found abetting such behavior will be given a similar penalty.

### **8.2.5. Mobile Phone and other Electronic Gadgets:**

**8.2.5.1.** The use of mobile phones and other electronic gadgets for any purpose during lectures and practical's is not allowed, unless the lecturer has permitted the use of the said gadgets for furthering the quality of the lecture / discussion.

**8.2.5.2.** It is advisable that during lectures, such gadgets are kept in one's bag / pocket and not on / in the desk - this

## 8. GENERAL RULES AND REGULATIONS

would minimize the possibility of losing these gadgets. If a student is found using these gadgets during lectures his / her IDC would be confiscated and given to the Principal / Vice- Principal for further action.

**8.2.5.3.** If a student reports the loss of such gadgets in the campus, that student would be advised to file a case of theft with the Police. However, if a lost gadget is found and given to the Principal, then the student who lost that property would have to pay a fine to get repossession of that item.

**8.2.5.4.** Students cannot wear smart watches during any examination. If the student is found with any electronic gadget (except a non-programmable calculator) during an examination, he / she will be immediately rusticated. He / she will be given a new answer booklet and will be permitted to attempt the exam. Subsequently, he / she will be required to appear before the Unfair Means Committee of the College.

**8.2.6. College / Department Fests / Programmes** have to be organized and executed under the supervision of Staff Committee appointed by the Principal for the same. The Principal must be kept informed about the content of these Fests / Programmes.

**8.2.7. Women students** should not remain on the College premises after 9.00 p.m. unless they are attending evening courses in the Commerce Section or in the other Institutes on campus or have explicit permission of the Principal to do so.

**8.2.8. The Right to Dissent** and the **Right to Resolve Conflict** through discussion and reason are acceptable means of protest. All protests should be routed through the Students' Council and should be governed by the Constitution of that Council. It is the Principal who ultimately decides if a protest flouts the College discipline.

**8.2.9. Dress Code:** Students are expected to wear clothes that contribute to the academic atmosphere necessary on an Indian College Campus. Accordingly, sleeveless or short tops, as well as short dresses and shorts are considered inappropriate.

## 8. GENERAL RULES AND REGULATIONS

**8.2.10. Class picnics** or outings are not permitted by the College at all. Parents are therefore warned that the College authorities do not assume any responsibility for picnics or outings organized by students on their own or by teachers in their personal capacity.

**8.2.11. Undertakings:** At the time of admission, every student signs a declaration, on his / her Admission Form, that he /she will abide by all the Rules and Regulations of the College and accept the decision of the Principal, in all matters, as final. He / She will also give an undertaking to accept the College Rules Under Autonomy, which, *inter alia*, provide for the non-granting of Terms.

### 8.3. LIBRARY

**8.3.1.** The College Library is open from 9.00 a.m. to 8.00 p.m. (Monday through Friday) and from 9.00 a.m. to 5.00 p.m. (Saturday) during the term. These timings are altered during vacations.

**8.3.2.** In order to make use of the Library, students are required to wear their identity-card on their person at all times.

**8.3.3.** All library services are provided only against valid Library Cards.

**8.3.4.** Students are required to report loss of a book immediately to the Librarian in writing.

**8.3.5.** No books or periodicals can be removed from the Library unless the loan has been registered at the Loan Counter.

**8.3.6.** Readers must, on receiving a book, examine it, and report to the Library Assistant any damage found therein. If they fail to do so, they will be held responsible for any damage that may be detected later by the Library authorities.

**8.3.7.** Books lost, damaged or defaced, must be paid for by the reader on whose name they were issued. The value of the books will be determined by the Librarian.

**8.3.8.** All loans must be returned by the due date (or time). Overdue charges will be imposed on all books not



## **8. GENERAL RULES AND REGULATIONS**

returned in time. Students who repeatedly fail to return books on time may be denied the use of the Library altogether.

- 8.3.9.** All books must be returned on or before the last date of the academic year or the last date of the examination of the student, whichever is later.
- 8.3.10.** Students, who fail to return books borrowed from the Library at least one week prior to the declaration of results, will be declared as 'Library defaulters' and their results will be withheld until they get clearance from the Library.
- 8.3.11.** The Librarian reserves the right to recall any book or periodical at any time.
- 8.3.12.** Furniture must not be re-arranged and must be used only for its proper purpose. Please keep the Library clean.
- 8.3.13.** Eating and drinking of beverages is strictly forbidden in the Library.
- 8.3.14.** For library access as visitors, please contact the College Librarian.
  
- 8.3.15.** Silence should be observed in the Library at all times.
- 8.3.16.** Disregard of Library rules, indiscipline and misbehaviour will render students liable to be refused access to the Library

### **8.4. QUALITY MECHANISMS AND BEST PRACTICES**

St Xavier's College, over the years and especially under autonomy, has developed and adopted certain quality mechanisms and best practices to enhance teaching-learning processes and bench-mark them to global academic standards. Following are the highlights of our Best Practices:

#### **8.4.1. Teaching, Learning and Evaluation Processes:**

- 8.4.1.1.** The use of ICT in the teaching-learning process with the use of LCD facilities in all classrooms.
- 8.4.1.2.** Participative lectures, using the constructionist

## **8. GENERAL RULES AND REGULATIONS**

philosophy of education and not the banking philosophy.

- 8.4.1.3.** Special efforts at Inclusive Education through the XRCVC, disabled-friendly campus, sensitization of faculty to the needs of slow learners and scholarships for the disadvantaged through the Student Beneficiary Fund, et al.
- 8.4.1.4.** Giving feedback to students on their performance by displaying their assessed answer papers. Also allowing students to have a photocopy of the assessed answer paper and / or challenging evaluation of the assessed paper through the proper procedure.
- 8.4.1.5.** Getting regular student feedback about faculty on the teaching-learning process through the Teacher Assessment Questionnaire (TAQ).
- 8.4.1.6.** Enabling new faculty to settle in through in-house orientation programmes for them and offering them Faculty-Mentorship as well as sit-ins by the Head of Department.
- 8.4.1.7.** Organizing fieldtrips, industrial visits and guest lectures to make academics more experiential. Also encouraging students to take up Summer Internships / Projects for experience of industry and the corporate world.
- 8.4.1.8.** Organizing regular Faculty Seminars and Workshops to upgrade their pedagogical skills and to help them evolve better methods and processes of teaching and learning.
- 8.4.1.9.** Use of 'Biosafety guidelines for Microbiological work in the College. These guidelines have been compiled by the Department of Microbiology and passed through the Bioscience Faculty involved in research and the members of the Institutional Biosafety Committee (IBSC) of the college.
- 8.4.1.10.** The development of language and soft-skills through the Language Lab, special communication skills courses, presentations as part of CIA and through participation in extra-curricular activities.
- 8.4.1.11.** Hosting a well-established Counselling

## **8. GENERAL RULES AND REGULATIONS**

Centre for Aptitude Testing and Career Guidance for students and Personal Counselling of students and parents.

- 8.4.1.12.** Mentoring of students by Faculty, in groups assigned to each of the latter.
  - 8.4.1.13.** Offering international programmes to expand the horizons of our Faculty and Students and admitting foreign students to courses on the Campus to increase cultural diversity.
  - 8.4.1.14.** Interacting with parents for their intervention through parent-teacher meetings and through communication especially through the internet and website.
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## COLLEGE ANTHEM

### Chorus:

Xavier's You gave me roots and wings Xavier's  
opened my eyes to things Xavier's somewhere along  
the way You taught me how to fly and how to stay In  
a world outside so differently Xavier's you helped me  
become more me.

1. To fly like an eagle discover  
new skies With wings we've  
been given to soar every high  
Over mountain and ocean  
beach Learning from what  
they teach Believing that we  
can reach Way beyond.

### Chorus:

2. To walk over rough roads, to  
open our minds To ask the  
right questions and answers to  
find Even though we stand  
alone we know that we have  
grown All because you've  
shown Skies beyond.

### Chorus:

3. To reach out believing, to love  
is to share In giving receiving,  
learning to care In a world  
that's one big surprise We live  
and we learn to rise From  
valley's to lofty skies Up Up  
above.

### Chorus:

Composed by Fr. Terence Quadros, S.J. and Fr.  
Roy Pereira, S.J.