

ST. XAVIER'S COLLEGE (AUTONOMOUS)

MUMBAI – 400 001



**RIGHT TO INFORMATION ACT, 2005
MANUAL u/s 4(1) (B) OF ACT**

**ST. XAVIER'S COLLEGE (AUTONOMOUS),
5, Mahapalika Marg, Mumbai – 400 001.**

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St. Xavier's College (Autonomous), Mumbai – 400 001.
UNDER THE RIGHT TO INFORMATION ACT

I. Particulars of St. Xavier's College (Autonomous), Functions and Duties:

- | | |
|-------------------------|--|
| 1) Name of the Office : | St. Xavier's College (Autonomous) |
| 2) Address : | 5, Mahapalika Marg, Mumbai – 400 001 |
| 3) Head of the Office : | The Principal, St. Xavier's College, is empowered to work as head of the office and of the institution |
| 4) Government Dept. : | The Higher and Technical Education Department, Government of Maharashtra |
| 5) Administrative Dept: | The Joint Director of Higher Education, Government of Maharashtra |
| 6) Area : | Greater Mumbai |
| 7) Functions : | As laid down below |

Organisation, Functions and Duties:

The Principal of the College is the Administrative and Academic Head of St. Xavier's College and he exercises control and supervision over all aspects of admission, teaching and conduct of internal and University examinations, with the assistance of the teaching, clerical or administrative and other staff under his control. There are:

1. Associate Professors
2. Assistant Professors
3. Part-time Assistant Professors
4. Librarian
5. Registrar
6. Office Superintendent
7. Lower Grade Stenographer
8. Assistant Librarian
9. Head Clerk
10. Senior Clerks
11. Junior Clerks
12. Library Clerks
13. Laboratory Assistants
14. Laboratory Attendants
15. Library Attendants
16. Peons

II. The Powers & Duties of Officers & Employees

1. POWERS OF PRINCIPAL

Subject to the supervision and general control of the University of Mumbai and the Government of Maharashtra, the Principal as an administrative and academic Head of the College shall be responsible for:

- a) The Academic growth of the College.
- b) The teaching, research and extension programmes of the College.
- c) The assisting in planning and implementation of academic programmes such as seminars etc. for enhancing the academic competence of the Faculty Members.
- d) The admission of the students and maintenance of discipline of the College.
- e) The management of the College library, computer rooms etc.
- f) The observance of the provision of the Accounts Code.
- g) The correspondence relating to the administration of the College.
- h) The administration and supervision of curricular, co-curricular/extra-curricular activities.
- i) The observance of the Maharashtra Universities Act, and the Statutes, Ordinances, Regulations, Rules and other orders issued by the University of Mumbai from time to time, especially as under the Statutes for Autonomy.
- j) The Supervision of College and University examinations, assessment and moderation of answer papers and such other work pertaining to the examinations as assigned.
- k) The Assessing of reports of teachers and maintenance of service books and of other records of the College.
- l) Any other work relating to the College as may be assigned to him by the competent Authority from time to time.

2. TEACHERS AND THEIR RESPONSIBILITIES - Teachers are expected to:

- a. Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
- b. Manage their private affairs in a manner consistent with the dignity of the profession.
- c. Make professional growth continuous through study and research.
- d. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
- e. Maintain active membership of professional organizations and strive to improve education and their profession through them.
- f. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- g. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the University such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of University and college examinations, including supervision, invigilation and evaluation; and
- h. Participate in extension, co-curricular and extra-curricular activities including community service.

3. TEACHERS AND THE STUDENTS – Teachers are expected to:

- a. Respect the right and dignity of the student in expressing his / her opinion
- b. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics
- c. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs
- d. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare
- e. Inculcate among students a scientific outlook and respect for physical labour and the ideals of democracy, patriotism and peace
- f. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason
- g. Pay attention to only the attainments of the student in the assessment of merit
- h. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- i. Aid students to develop an understanding of our national heritage and national goals and refrain from inciting students against other students, colleagues or administration.

4. TEACHERS AND COLLEAGUES – Teachers are expected to:

- a. Treat other members of the profession in the same manner as they themselves wish to be treated.
- b. Speak respectfully of other teachers and render assistance for professional betterment.

- c. Refrain from lodging unsubstantiated and mala fide allegations against colleagues to higher authorities; and
- d. Refrain from allowing considerations of caste, creed, religion, race or gender in their professional endeavor.

5. TEACHERS AND AUTHORITIES - Teachers are expected to:

- a. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organizations for change of any such rule detrimental to the professional interest. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.\
- b. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- c. Co-operate in the formulation of policies of the institution and accept offices.
- d. Co-operate with the authorities for the betterment of the institution keeping in view the interest and in conformity with dignity of the profession.
- e. Perform to the best of their ability in accordance with generally accepted professional standards of the teaching profession, to ensure there is no breach of their contract.
- f. Give and expect due notice before a change of position is made
- g. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable, with prior intimation, keeping in view their particular responsibility for completion of the academic schedule.

6. TEACHERS AND NON-TEACHING STAFF:

- a. Teachers should treat the non-teaching staff as colleagues and equal partners in a co-operative undertaking within the institution.

7. TEACHERS AND GUARDIANS:

- a. Try to maintain contact with the guardians of their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

8. TEACHERS AND SOCIETY

- a. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- b. Work to improve education in the community and strengthen the community's moral and intellectual life.
- c. Be aware of social problems and take part in such activities as are

conducive to the progress of society and by extension, the country as a whole.

- d. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

Duties and Responsibilities assigned to Non-teaching Employees mentioned in the Standard Code 1984 of Maharashtra Government and Maharashtra Civil Service Rules.

1. Registrar (Head of the Non-teaching Staff):

- a. The Registrar shall regulate the work and conduct of the staff in accordance with the Standard Code 1984 and the Maharashtra Civil Service Rules. It shall be the duty of the Registrar to assess and evaluate the performance of Non-Teaching employees and sections and take such measures as he deems fit to regularize and to improve the working of the College.
- b. The Registrar shall have the power to issue warnings, reprimands, memos to the non-teaching employees subject to the approval of the Principal.
- c. The Registrar shall be the custodian of the records, the common seal and such other property of the College as the Principal may commit to his charge.
- d. The Registrar shall keep the Minutes of all the meetings, and records of such meetings attended by him as ex-officio member-secretary.
- e. The Registrar shall coordinate the work in the College amongst the teaching and non-teaching staff.
- f. The Registrar shall bring to the notice of the Principal any of the acts of the staff or the students, if prejudicial to the College and/or are not in the interest of the Institution/College.
- g. The Registrar shall maintain an enquiry service for students, staff and also for visitors to the College, regarding courses being conducted, examination and admission rules and such other allied matters of importance.
- h. The Registrar shall sign letters issued from the College office of a routine nature.
- i. The Registrar shall watch over the work of the College affiliation, staff recognition and follow procedures for appointments. He shall also watch over the Accounts, Audit assessment work of Maintenance and other Grants and keep a check on Accounts of the College.
- j. The Registrar shall look after the Examination work (College/Board/University) and shall ensure the smooth conduct of the examinations and prepare the necessary work distribution chart in this connection.
- k. The Registrar shall exercise such other powers and perform such other duties as are prescribed or are required from time to time by the Principal of the College and Management of the Society.

2. Superintendent :

- a. The Superintendent shall be in-charge of the College office and shall be personally responsible for the smooth conduct and working, for the allotment of work to his subordinates who shall be directly responsible to him with the prior approval of the Registrar.
- b. He shall convene regular meetings of the office staff and laboratory Assistants and shall determine the time dimensions of each of the tasks assigned and supervise the overall working as per the prescribed norms if any.
- c. He shall issue Memos and reprimands of erring employees. He shall inspect the attendance register of the non-teaching staff and take such action as he may deem fit in case of habitual late comers or those who habitually remain absent, by issuing warnings in writing and recommending to the Registrar/Principal to take disciplinary action, in case the same employee shows no improvement.
- d. It shall be the duty of the Superintendent to maintain cordial public relations and to attend to the queries of the members of the public and students and supply information through the Registrar/Principal to Government authorities as per requirements. It shall also be the duty to help the members of the public to solve their difficulties concerning office work, and to entertain complaints, if any, against the staff subordinate to him, in the College.
- e. He shall carry out the duties and responsibilities in a just manner without any discrimination and motivate his staff to take their work seriously and willingly and shall pay personal attention to their welfare.
- f. He shall be responsible for the work of a highly confidential nature that may be undertaken by his section. He shall be responsible for preserving of the documents, etc. concerning his section.
- g. The Superintendent shall personally look into the court cases concerning the College and obtain orders/instructions from the Registrar/Principal wherever necessary.
- h. The Superintendent shall mark and distribute letters in the name of assistants or to the Heads of the Departments in the College. He shall exercise a check on and follow up of letters received from the Government, University Grant Commission, University, Management etc.
- i. He shall draft notes and deal independently the cases which are of a routine nature. He shall also draft notes essentially with reference to relevant rules, regulations, precedence and implications etc. or special cases and submit to the higher authority i.e. Registrar or the Principal and give interim replies.
- j. The Superintendent shall point out mistakes or mis-statements, if any, and draw attention wherever necessary to the statutory or customary practice and point out rules where they are concerned.
- k. The Superintendent shall be responsible of examination work pertaining to the Degree College in the overall supervision of the Registrar or the Principal.
- l. Any other work assigned to the Superintendent by the Principal or Registrar from time to time.

3. Accountant:

- a. The Accountant shall inform periodically on the financial position of the College to the Principal of the College and examine and ensure that the code and financial norms are followed by the section or department. He shall prepare and present budget estimates, with the help of Heads of Departments in the College. Prepare the budget and income and expenditure statements, maintain all accounts and get them audited.
- b. He shall attend to all the Government scrutiny, inspections and audit.
- c. He shall be responsible for the proper implementation of the financial transactions as per rules, Accounts Code, Statutes, Ordinances, Rules and Regulations made in that behalf and monitor the finances of the College as per directions of the Registrar and place before the College Finance Committee the financial position of the College such as its receipts, payments Government grants and balance from time to time.
- d. He shall scrutinize all bills of expenditure before recommending payment, and maintain the cash-book, ledger, bank pass-books. He shall watch over the progress of the expenditure and receipt of fees and Government grants in time.
- e. If there is no post of Superintendent in the College or if the Superintendent proceeds on leave the Accountant shall carry out the duties of the Superintendent in addition to his own duties.
- f. The Accountant shall carry out any other work entrusted to him by the Principal or Registrar from time to time.

4. Head Clerk or Deputy Accountant:

- a. Head Clerk shall perform the duties as may be assigned to him from time to time, by the Principal, the Registrar or the Superintendent.
- b. He shall be in charge of the unit or section and shall be responsible for its normal and smooth working. He shall assist the Superintendent in the disposal of his duties and shall look after the day-to-day work in the office of which he is in charge as per the instructions received from the higher authorities from time to time.
- c. He shall ensure and maintain proper co-ordination and follow up with the other departments or section of the College.
- d. He shall be responsible for the smooth, efficient and effective working of the office and timely disposal of cases, letters, bills, reports, returns etc. and decide and maintain proper filing procedure. He shall also ensure that the cases or letters requiring immediate and urgent disposal are dealt with immediately.
- e. He shall train the members of his department and provide guidance to all.
- f. He shall dispose of important cases where relevant regulations are clearly applicable and forward otherwise the same to the Superintendent or the Registrar with clear and specific comments.
- g. He shall keep exhaustive and self-contained notes of important papers passed down and facilitate their movement till final disposal and also consider the proceeding of the work.
- h. He shall exercise constant vigilance on expenditure, quantitative disposal of work, safety of the records, furniture, fittings of the College, regular and orderly behaviour of the staff under him.

- i. He shall attend meetings, issue notice of meetings, prepare agenda and draft minutes of the meetings and take follow up actions.
- j. He shall inspect the racks and tables of assistants working under him and satisfy himself that no paper or files have been overlooked and that there are no old receipts or bills lying un-disposed off.
- k. He shall submit notes or drafts for approval of the authorities through the Superintendent.
- l. He shall attend to audit queries and reply to audit report, and also submit necessary statement of accounts.
- m. He shall recover grants due from the Government etc. and shall prepare the requirement of furniture, other equipment, stationery etc. with the consultation of the Higher Authority.
- n. He shall be responsible for the examination work of the Junior College unit with overall supervision of the Registrar.
- o. If the post of Accountant does not exist in the College the Head Clerk or Deputy Accountant shall also perform the duties of the Superintendent or the Accountant as the case may be.
- p. He shall attend to any other work assigned to him from time to time by the Higher Authorities.

5. All other non-teaching staff:

The Principal shall assign duties as per the needs or requirements of the concerned College from time to time in respect of any other non-teaching staff.

6. Librarian:

The Librarian's post is a teaching post. The Job responsibilities of a Librarian are as follows:

1. Planning new services for the Library.
2. Making rules for the Library
3. Acquisitions and Gift books selection
4. Classification
5. Catalogue entries – checking & keywords
6. Software for Library
7. Library Committee
8. Correspondence
9. Signatory for all bills, correspondence notices.
10. HRD special issues
11. Maintaining Discipline in Library
12. Replacement of Library books lost
13. Assigning work to the Library Staff
14. Weeding out
15. Reference to teachers, students, visitors
16. Reports to be submitted to Auditors, UGC/IQAC, Principal
17. Library Annual Report
18. Library Orientation Lectures & Tours

19. Honours in Library Science
20. Training Staff

7. Assistant Librarian:

The Job responsibilities of an Assistant Librarian are as follows:

- a. Gift Book Processing
- b. Catalogue – Data entry
- c. Library Notices – Drafting, putting up notices on the Library Notice board
- d. Displays
- e. Binding of Books & Journals
- f. Journals – General supervision
- g. Discipline in the Library
- h. Solar System & Panel
- i. Library Clearance
- j. Correspondence – Print & Dispatch
- k. Library Maintenance – Liaison with Administrator
- l. Hardware & Network – Liaison with Knowledge Centre
- m. HRD day to day
- n. Library Statistics
- o. Library Membership
- p. Summer cleaning administration
- q. Weeding out
- r. Reference
- s. Printing of Spine / Book/ Barcode Labels
- t. Library Orientation Tours
- u. Any other work assigned by the Librarian from time to time.

8. Library Clerks:

- a. Journal subscription, renewal, receipt of current issues, reminders Journal binding, Journal accessioning & data entry
- b. Display of recent arrivals of books, binding of old books
- c. Plastic binding of new books, printing of Journal Labels
- d. Library Shelf / Stack guides
- e. Library Membership
- f. Printing of Spine / Book / Barcode Labels
- g. Stationery – Purchase & Distribution
- h. Printing of Stationery & circulation
- i. Liaison with Administrator
- j. Liaison with Knowledge Centre
- k. Circulation – overdue books – Phone reminders
- l. Multimedia Management
- m. Assisting Librarian in acquisition work
- n. Typing & Other Assistance to Librarian
- o. Any other work assigned by the Librarian from time to time

9. Library Attendants:

- a. Issue / Return of books
- b. Writing statistics of issue / return
- c. Label pasting (Spine, Book & Barcode)
- d. Shelving of Books & dusting
- e. Shelving of Journals
- f. Summer cleaning
- g. Physical Verification of Books
- h. Any other work assigned by the Librarian from time to time

III. The Procedure followed in decision-making process including channels of supervision and accountability

All academic and administrative decisions are taken by the Principal in consultation with the Vice-Principals and Academic Council and ratified by the Management Board & Academic Board as far as practicable for smooth functioning of the institution. The Principal is accountable to the University, the State Government and the Governing Body of the College. The decision process as outlined in the University Statutes on Autonomy are followed.

IV. The norms set for the discharge of functions

The norms set by the Autonomous College as ratified by the Management Board of the College for the discharge of functions are followed. These norms are displayed on the website of the College and in its handbook as far as they pertain to the students and general public.

V. The rules, regulations, instructions manuals and records held or used by employers for discharging their functions:

The Principal and staff working in the College under him are bound by the rules, regulations, orders and circulars issued from time to time by the UGC Department of Higher and Technical Education, Government of Maharashtra, Maharashtra Civil Service Rules and directions issued by the University of Mumbai.

The Following files are kept for the permanent record as per Government of Maharashtra Civil Services Rules.

Sr. No.	Particulars
1.	Salary Register
2.	Dead Stock Register
3.	General Register
4.	Consolidated Annual Results
5.	Admission Forms
6.	College Handbooks
7.	Student Term Books
8.	Cash Book
9.	Book Accession Register
10.	Return Book Register
11.	Daily Reference Book Register
12.	Prof. Issue-Return Book Register
13.	Periodical / Journal Register
14.	Donated Books Accession Register

VI. A Statement of Categories and documents that are held or under control:

Sr. No.	Particulars	Period of preservation
1.	Salary Register	30 years
2.	Dead Stock Register	30 years
3.	General Register	30 years
4.	Consolidated Annual Results	30 years
5.	Admission Forms	30 years
6.	College Handbooks	30 years
7.	Student Term Books	30 years
8.	Cash Book	30 years
9.	Book Accession Register	30 years

VII. The Particulars of any arrangement that exists for consultation with or Representation by the members of the public in relation to the formulation of policy or implementation thereof:

1. A detailed website which includes information of the various courses and programmes conducted by the College are available on the College website www.xaviers.edu There is also an email I.D. of the College webadmin@xaviers.edu where clarifications on various College educational programmes are responded to.
2. The members of the public can meet the Principal with grievances. The Principal either can act himself or instruct subordinates to solve problems.

VIII. A Statement of the Boards, Councils, Committees and bodies consisting of two or more persons constituted as its part for the purpose of its advice, and as to whether meetings of those Boards, Councils, Committees and other bodies are open to the public, or the minutes of such meetings are accessible for public:

For administrative and academic work of College following Boards/Committees are formed as per the Statutes of the University of Mumbai.

1. The Governing Body Under Autonomy
2. The Academic Council
3. The Finance Board
4. The Examination Committee
5. The Internal Quality Assurance Cell (IQAC)
6. Women's Development Cell
7. Internal Committee
8. Students Placement Committee
9. Grievance Redressal Cell
10. College Development Committee
11. Enabling Committee

The minutes of meetings of the Statutory Boards, Councils and Committees wherever applicable are maintained by the College. The decisions taken in these meetings are incorporated into the Rules of the College under Autonomy and in other sections and are displayed on the website and in the College handbook.

IX. Directory of Offices & Staff of St. Xavier's College (Autonomous).
Telephone No: 022- 2262 0661 / 65

S. No.	Emp. No. / Unique Code	Name of the Employee	Designation-Subject
1	2065	Shri. R. D. Shinde	Principal, Botany
2	2039	Smt. S. P. Bodhane	Assoc. Prof. Physics
3	2080	Smt. M. Stewart	Assoc. Prof. Microbiology
4	2087	Smt. N. Mangalore	Assoc. Prof. Life Science
5	2070	Smt. S. Krishnan	Assoc. Prof. Zoology
6	2068	Shri. K. J. D'Cruz	Assoc. Prof. Botany
7	2107	Shri. R. S. Saluja	Assoc. Prof. Maths
8	2033	Shri. S. V George	Assoc. Prof. Statistics
9	2079	Smt. S. Chavan	Assoc. Prof. Microbiology
10	2034	Smt. A. Dias	Assoc. Prof. Statistics
11	2069	Smt. M. Hambarde	Assoc. Prof. Zoology
12	2079	Smt. S. Chavan	Assoc. Prof. Microbiology
13	2034	Smt. A. Dias	Assoc. Prof. Statistics
14	2069	Smt. M. Hambarde	Assoc. Prof. Zoology
15	2008	Smt. A. Rane-Kothare	Assoc. Prof. A.I.C.
16	2009	Smt. R. Kumar	Assoc. Prof. A.I.C.
17	2041	Smt. J. T. Singh	Assoc. Prof. Physics
18	2074	Shri. H. P. Samant	Assoc. Prof. Geology
19	2071	Smt. P. U. Sinkar	Assoc. Prof. Zoology
20	2081	Smt. K. Gokarn	Assoc. Prof. Microbiology
21	2013	Smt. R. Pavri	Assoc. Prof. Psychology
22	2007	Shri. A. D. Jadhav	Assoc. Prof. History
23	2038	Smt. S. Annapurna	Assoc. Prof. Statistics
24	2089	Smt. P. Sundarajan	Assoc. Prof. Life Sci.
25	2103	Shri. A. A. Dhond	Assoc. Prof. Commerce
26	2075	Shri. P. J. Henriques	Assoc. Prof. Geology
27	2037	Smt. P. Unnikrishnan	Assoc. Prof. Statistics
28	2090	Shri. P. S. Ratnaparkhi	Assoc. Prof. Life Science
29	2051	Shri. M. S. Kotwal	Assoc. Prof. Chemistry
30	2025	Smt. A. P. Sawant	Assoc. Prof. Economics
31	2086	Smt. S. R. Shetty	Assoc. Prof. Life Sci.
32	2005	Smt. A. Palkhiwale	Assoc. Prof. French
33	2042	Shri. R. A. Singh	Asst. Prof. Physics
34	2077	Shri. B. P. Mathew	Assoc. Prof. Geology
35	2058	Smt. A. Aggarwal	Assoc. Prof. Chemistry
36	2060	Smt. G. N. Kotian	Assoc. Prof. Chemistry

S. No.	Emp. No. / Unique Code	Name of the Employee	Designation-Subject
37	2030	Smt. M. S. Kolkar	Assoc. Prof. Maths
38	2066	Shri. A. L. Gude	Asst. Prof. Botany
39	2105	Shri. S. P. Parab	Asst. Prof. Commerce
40	2011	Smt. P. Naithani	Asst. Prof. Pol. Science
41	2061	Smt. S. A. Khan	Asst. Prof. Chemistry
42	2111	Shri. K. P. Bokare	Asst. Prof. Commerce
43	2094	Shri. A. V. Bingi	Asst. Prof. Maths
44	2112	Shri. J. J. Gaikwad	Asst. Prof. English
45	2095	Shri. C. D. Cabral	Asst. Prof. Zoology
46	2121	Shri. A. R. Yadav	Asst. Prof. Physics
47	2091	Smt. R. L. George	Asst. Prof. English
48	2134	Smt. A. Jain	Asst. Prof. Chemistry
49	2133	Shri. R. J. Jadhav	Asst. Prof. Physics
50	2140	Smt. L. E. Dhakul	Asst. Prof. Psychology
51	2022	Shri. S. P. Jhaveri	Assoc.Prof-P.T.Com.
52	2110	Shri. S. S. Hussain	Asst. Prof-P.T. Bus. Law
53	2160	Smt. P. Chirmuley	Asst. Prof. Sociology
54	2144	Shr. P. Rege	Asst. Prof. Chemistry
55	2169	Smt. V. Lobo	Asst. Prof. Botany
56	2161	Smt. L. Joshi	Asst. Prof. Physics
57	2175	Kum. M. Pawar	Asst. Prof. Economics
58	2153	Shri. A. Pundalik	Asst. Prof. Geology
59	2157	Smt. R. Tendulkar	Asst. Prof. Life Science
60	2163	Smt. M. Kanuga	Asst. Prof. Life Science
61	2162	Smt. M. Murdeshwar	Asst. Prof. Life Science
62	2173	Smt. A. Talekar	Asst. Prof. Microbiology
63	2146	Smt. S. Deshpande	Asst. Prof. Zoology
64	2181	Shri. R. Dubey	Asst. Prof. Physics
65	2184	Shri. B. Kutty	Asst. Prof. Life Science
66	2187	Shri. B. Saha	Asst. Prof. Life Science
67	2185	Smt. P. Mukherjee	Asst. Prof. English
68	2183	Smt. A. Kulkarni	Asst. Prof. Economics
69	2186	Smt. S. Shaikh	Asst. Prof. Political Science
70	2182	Shri. A. Garg	Asst. Prof. Mathematics
71	2174	Smt. P. Chakraborty	Asst. Prof. Microbiology
72	2197	Shri. J. F. D'Souza	Asst. Prof. Geology
73	2197	Shri. D. Fernandes	Asst. Prof. Psychology
74	2201	Kum. R. Rani	Asst. Prof. Sociology

S. No.	Emp. No. / Unique Code	Name of the Employee	Designation-Subject
75	2211	Smt. S. Gurav - Patil	Asst. Prof. Geology
76	2214	Smt. S. Pirani	Asst. Prof. Commerce
77	2221	Kum. A. Gujar	Asst. Prof. Sociology
78	2270	Shri. R. Singh	Asst. Prof. Botany
79	2191	Smt. S. Cyriac	Asst. Prof. Mathematics
80	2229	Shri. V. Almeida	Asst. Prof. Economics
81	1003	Smt. G. A. Menezes	Jr. Steno
82	1007	Shri. P. D'Monte	Superintendent
83	1008	Shri. V. R. Thapala	Head Clerk
84	1012	Shri. V. Tambe	Assistant Librarian
85	1009	Shri. D. F. Colaco	Sr. Clerk
86	1010	Shri. A. G. Rambade	Sr. Clerk
87	1011	Shri. B. B. Patil	Sr. Clerk
88	1013	Shri. V. I. Pereira	Jr. Clerk
89	1014	Shri. A. R. Alphanso	Jr. Clerk
90	1015	Smt. S. R. Saraf	Jr. Clerk
91	1016	Shri. B. H. Hejmadi	Lib. Clerk
92	1017	Shri. D. V. Patil	Jr. Clerk
93	1018	Kum. F. D'Mello	Lib. Clerk
94	1019	Smt. S. O. Lopes	Jr. Clerk
95	1020	Smt. D. B. Lopes	Jr. Clerk
96	1313	Smt. F. R. Crasto	Lib. Clerk
97	1030	Shri. A. P. Raut	Lib. Clerk
98	1102	Shri. V. A. Gurav	Lab. Asst.-TBP
99	1103	Shri. P. Dandge	Lab. Asst.-TBP
100	1104	Shri. M. Veliye	Lab. Asst.-TBP
101	1105	Shri. E. J. Abreo	Lab. Asst.-TBP
102	1106	Shri. G. Dhuri	Lab. Asst.-TBP
103	1107	Shri. A. C. Thomas	Lab. Asst.-TBP
104	1108	Shri. G. Dias	Lab. Asst.-TBP
105	1109	Shri. S. S. Karambele	Lab. Assist.
106	1128	Shri. S. S. Kelwadkar	Lab. Assist.
107	1119	Shri. S. L. Tamankar	Lab. Attd-2TBP
108	1122	Shri. H. Chougule	Lab. Attd-2TBP
109	1125	Shri. S. A. Kalekar	Lab. Attend.
110	1129	Shri. D. K. Gurav	Lab. Attend.
111	1130	Shri. P. Agre	Lab. Attend.
112	1132	Shri. S. B. Berde	Lab. Attend.

S. No.	Emp. No. / Unique Code	Name of the Employee	Designation-Subject
113	1133	Shri. C. Chandurkar	Lab. Attend.
114	1134	Shri. A. W. Parmar	Lab. Attend.
115	1137	Shri. M. R. Abreu	Lab. Attend.
116	1138	Shri. R. N. Athawale	Lab. Attd-TBP
117	1139	Shri. S. S. Geliye	Lab. Attd-TBP
118	1140	Shri. S. Joseph	Lab. Attd-TBP
119	1141	Shri. S. G. Bangera	Lab. Attd-TBP
120	1142	Shri. S. I. Choudhary	Lab. Attd-TBP
121	1143	Shri. S. D. Kolge	Lab. Attend.
122	1144	Shri. A. A. Fargose	Lab. Attend.
123	1145	Shri. J. B. Guldekar	Lab. Attend.
124	1146	Shri. U. E. Patole	Field Collector
125	1147	Shri. D. V. Kumbhar	Lab. Attend.
126	1150	Shri. S. N. Rambade	Lab. Attend.
127	1149	Shri. S. P. Pawar	Lab. Attend.
128	1151	Shri. S. I. Patil	Lab. Attend.
129	1152	Shri. A. S. Shirke	Lab. Attend.
130	1153	Shri. U. D. Patil	Lab. Attend.
131	1154	Shri. S. A. Bhure	Lab. Attend.
132	1156	Shri. K. R. Sonawane	Lab. Attend.
133	1155	Shri. M. Noronha	Lab. Attend.
134	1157	Shri. D. Foss	Lab. Attend.
135	1158	Shri. K. S. Arbune	Lab. Attend.
136	1062	Shri. N. Lokhande	Lab. Attend.
137	1063	Shri. U. Chavan	Lab. Attend.
138	1064	Shri. A. Agre	Lab. Attend.
139	1065	Shri. B. Koli	Lab. Attend.
140	1066	Shri. D. Parit	Lab. Attend.
141	1068	Shri. S. Sangale	Lab. Attend.
142	1067	Shri. Y. Inamdar	Lab. Attend.
143	1021	Shri. C. F. Simoes	Lib. Attend.
144	1022	Shri. S. B. Damle	Lib. Attd-TBP
145	1023	Shri. R. B. Agre	Lib. Attd-TBP
146	1024	Shri. P. A. Fernandes	Lib. Attd-TBP
147	1092	Shri. L. D'Costa	Lib. Attend.
148	1025	Shri. J. V. Pereira	Lib. Attd-TBP
149	1026	Shri. K. C. Chaphe	Lib. Attd-TBP
150	1093	Shri. T. Borges	Lib. Attd-TBP

S. No.	Emp. No. / Unique Code	Name of the Employee	Designation-Subject
151	1027	Shri. P. G. Rambade	Lib. Attend.
152	1028	Shri. D. S. Chowgule	Lib. Attend.
153	1029	Shri. U. T. Jadhav	Lib. Attend.
154	1041	Shri. S. K. Gurav	Peon – TBP
155	1042	Shri. B. Solanki	Peon – TBP
156	1043	Shri. C. Fernandes	Peon – TBP
157	1044	Shri. P. S. Chowgule	Peon – TBP
158	1046	Shri. A. Jadhav	Peon – TBP
159	1047	Shri. D. S. Ghadge	Peon – TBP
160	1048	Shri. K. N. D'Souza	Peon – TBP
161	1061	Shri. A. A. Mangale	Peon – TBP

X. The monthly remuneration received by each of the officers and employees including the system of compensation as provided in the regulations.

Sr. No.	Designation	Pay Band	Pay Scales as per 7 th pay	Grade Pay
1.	Principal	144200-218200	144200	-----
2.	Associate Professors	131400-217100	131400	-----
3.	Assistant Professors	57700-182400	57700	-----
4.	Part-time Assistant Professors	28850-91200	28850	-----
5.	Librarian	57700-182400	57700	-----
6.	Registrar	44900-142400	44900	-----
7.	Superintendent	38600-122800	38600	-----
8.	Lower Grade Stenographer	38600-122800	38600	-----
9.	Head Clerk	35400-112400	35400	-----
9.	Assistant Librarian	25500-81100	25500	-----
11.	Sr. Clerks	25500-81100	25500	-----
12.	Jr. Clerks	19900-63200	15000	-----
13.	Library Clerks	19900-63200	15000	-----
14.	Laboratory Assistants	21700-69100	21700	-----
15.	Laboratory Attendants	19900-63200	19900	-----
16.	Library Attendants	19900-63200	19900	-----
17.	Peons	15000-47600	15000	-----

XI. The monthly remuneration received by each of the officers and employees including the system of compensation as provided in the regulations.

Budget for the Year 2021-2022							
ST. XAVIER'S SENIOR COLLEGE							
This Include Senior College (SCNS),UGC(SCM),Sr.College Salary Units							
amount in Rs.							
EXPENDITURE	Budget	Actual	Budget	INCOME	Budget	Actual	Budget
Major Exp.Heads	2020-2021	2020-2021	2021-2022	Major Income Heads	2020-2021	2020-2021	2021-2022
Tuition Fees to University	3,500,000	4,744,060	3,650,000	Tuition Fees	3,500,000	4,744,060	4,500,000
University Share Paid	2,000,000	2,019,110	1,050,000	University Share Fees	2,000,000	1,969,110	2,000,000
Insurance & Municipal Taxes	500,000	501,956	650,000	Other Fees	5,000,000	3,960,285	5,000,000
Infrastructure Development	3,000,000	4,500,000	2,500,000	Admission Cancellation Charges	400,000	86,682	400,000
Lib Books,Journals & Binding	1,000,000	127,520	1,000,000	Admission Processing Fees	550,000	559,400	550,000
Departmental Expenses	1,500,000	-	1,500,000	College Exam & Marksheet Fees	6,000,000	6,102,708	6,000,000
Extra Curricular Activity	650,000	5,198	575,000	Lab/computer/internet/Project Fees	2,250,000	2,523,700	2,250,000
Electricity Charges	2,500,000	681,095	2,500,000	Library Fees	780,000	706,900	780,000
Minor/Major Rep/Maint (AMC)	2,500,000	1,380,546	2,000,000	Autonomy Grant	2,000,000	-	2,000,000
Other Expenses	5,000,000	4,019,863	5,000,000				
Salaries to unaided staff	6,000,000	5,679,309	5,500,000	Other Income*	500,000	885,505	500,000
Autonomy Grant	2,000,000	1,907,800	2,000,000	Advance From Society	14,520,000	9,483,707	11,020,000
College Exam & Marksheet Exp.	6,500,000	5,455,600	6,250,000				
Advertisement Expenses	150,000	-	125,000				
Gymkhana Expenses	700,000	-	700,000				
Advance Refunded by Sr.College	-	-					
		-					
Total	37,500,000	31,022,057	35,000,000		37,500,000	31,022,057	35,000,600

XII. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:

There are no subsidies received by the College. Government Scholarships to Backward Group students are processed through the college and disbursed directly to the students.

XIII. Particulars of recipients of concessions, permits of authorization:

As per the Central Government norms our students are eligible for travel concessions by local trains and hence Railway Travel Concession forms are issued to students on a monthly/quarterly basis. Concessions for travel to their hometowns by rail are processed by the College.

XIV. Details in respect of the information available to or held or reduced in an electronic form.

St. Xavier's College-Autonomous has an official website on internet. For further information log on to www.xaviers.edu

Information about the College, various courses, admissions, fee structure, hostel accommodation etc. is available on the College website.

XV. The particulars of facilities available to citizens for obtaining information, including the working hours of a Library or reading room if maintained for public use:

- | | | |
|------------------------------------|---|--|
| 1. Visiting time for the Principal | : | 10.30 a.m. to 12.30 p.m. |
| 2. Website | : | www.xaviers.edu |
| 3. Telephone Nos. | : | 022-22620661/65 |
| 4. Library Time | : | 10.00 a.m. to 8.00 p.m. |

Generally the Library facility is available only to students of the College but a person coming from outside the College can access the Library facility with the prior written permission of the Principal.

XVI. The names, designation and other particulars of the Public Information Officers.

Sr. No.	Public Information Officers	Names & Designation	Address
1.	Public Information Officer	Ms. Grizel Menezes Stenographer	St. Xavier's College (Autonomous), 5, Mahapalika Marg, Mumbai – 400 001.
2.	Assistant Public Information Officer	Mr. Bipin B. Patil Senior Clerk	
3.	1 st Appellate Authority	Dr. Rajendra Shinde Principal	

XVII. Such other information as may be prescribed.

Information prescribed by Government would be furnished from time to time.

XVIII. College Admission Process.

(<https://sxcbo.files.wordpress.com/2021/11/handbook-2021-22.pdf>)

Refer Hand Book Page No. 25 to 31 and 76.

Table 4.1.10. (A)

F.Y.B.A. (360 seats), F.Y.B.Sc. (360 seats)& F.Y.B.Com. (240 seats)	
Category	Criteria
TOTAL SEATS 100% (Arts & Science: 360; Commerce: 240)	
Management Quota Arts & Science: 15% of 100 % of 360 seats Commerce: 15% of 100 % of 240 seats	Case A
BALANCE SEATS 85%	
Christian Minority Arts & Science: 50% of 85% of 360seats Commerce: 50% of 85% of 240 seats	Case B. Case C
General Category Arts & Science: 42% of 85% of 360seats Commerce: 42% of 85% of 240 seats	Case B. Case C
Others i. Persons with Disability Category: Arts & Science: 5 % of 85% of 360 seats Commerce: 5 % of 85 % of 240 seats ii. Special Category** (refer 4.1.10.): Arts & Science: 3 % of 85% of 360 seats Commerce: 3 % of 85 % of 240 seats	Case B. Case C
Key: Case A: Only for those the College is obliged to admit and without any quid pro quo. Case B: First preference to all In-house students. Case C: Vacant seats will be filled in by candidates applying from other Colleges / Boards in order of merit.	

Table 4.1.10. (B)

F.Y.B.M.S.* (120 seats); F.Y.BA (MCJ)** (120 seats) & F.Y.B.Sc. (I.T.)*** (60 seats)	
Category	Criteria
TOTAL SEATS 100% (120) (BMS and MCJ) & 100% (60) (BSc-IT)	
Management Quota: 15% of 120 seats for BMS & MCJ & 15% of 60 seats for BSc-IT	Case A
BALANCE SEATS 85% (102 for BMS and MCJ & 51 for BSc-IT)	
Christian Minority: 50% of 85% of 120 seats for BMS & MCJ & 50% of 85% 60 seats for BSc-IT	Case D
General Category: 42% of 85% of 120 seats for BMS & MCJ & 42% of 85% 60 seats for BSc-IT	Case D
Others i. Persons with Disability Category: 5% of 85% of 120 seats for BMS & MCJ & 5% of 85% & 60 seats for BSc-IT ii. Special Category** (refer 4.1.10.): 3% of 85% of 120 seats for BMS & MCJ & 3% of 85% 60 seats for BSc-IT	Case D
Key: Case A: Only for those the College is obliged to admit and without any quid pro quo. Case D: Admitted on the basis of their Merit Rank which is based on performance at the Entrance Test and XII marks, as described in 4.1.2. & 4.1.3. on page 25	

Table 8.1.11

M.Sc. (Aided) (20 seats) and M.Sc. (Self-Financed) (30 / 25 seats) M.A. (Aided and Self-Financed) (60 seats)	
Category	Criteria
TOTAL SEATS 100% (i.e., 20 or 30 or 60)	
Management Quota: 15% of 20 seats OR 15% of 25 / 30 seats OR 15% of 60 seats (for M.A.)	Case A
BALANCE SEATS 85% (i.e., 17 or 25 or 51)	
Christian Minority: 50% of 85% of 20 seats OR 50% of 85% of 25 / 30 seats OR 50% of 85% of 60 seats (for M.A.)	Case D
General Category: 42% of 85% of 20 seats OR 42% of 85% of 25 / 30 seats OR 42% of 85% of 60 seats (for M.A.)	Case D
Others I. Persons with Disability Category: 5% of 85% of 20 seats OR 5% of 85% of 25 / 30 seats OR 5% of 85% of 60 seats (for M.A.) ii. Special Category** (refer 8.1.11.; page 78) : 3% of 85% of 20 seats OR 3% of 85% of 25 / 30 seats OR 3% of 85% of 60 seats (for M.A.)	Case D
Key: Case A: Only for those the College is obliged to admit and without any quid pro quo. Case D: Admitted on the basis of their Merit Rank which is based on performance at the appropriate Graduation Examinations	