



UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI-110 002

Proforma for submission of information by State Private Universities for ascertaining their norms and standards

A. Legal Status

1.1	Name and Address of the University	ST. XAVIER'S UNIVERSITY, KOLKATA Premises No. IIIB-1, Action Area IIIB, New Town, Kolkata 700160
1.2	Headquarters of the University	New Town, Kolkata 700160
1.3	<p>Information about University</p> <p>a. Website _____</p> <p>b. E-mail _____</p> <p>c. Phone Nos. _____</p> <p>d. Fax Nos. _____</p> <p>Information about Authorities of the University</p> <p>a. Ph. (including mobile), Fax Nos. and e-mail of Chancellor _____</p> <p>b. Ph. (including mobile), Fax Nos. and e-mail of Vice-Chancellor _____</p> <p>c. Ph. (including mobile), Fax Nos. and e-mail of Registrar _____</p> <p>d. Ph. (including mobile), Fax Nos. and e-mail of Finance Officer _____</p>	<p>a. www.sxuk.edu.in</p> <p>b. enquiry@sxuk.edu.in</p> <p>c. 033-66249881/033-66249812</p> <p>d. --</p> <p>a. <u>Chancellor</u> Ph. No.: -- Mobile No: 9830718777 Fax No: -- e-mail id: ccuprovsj@gmail.com</p> <p>b. <u>Vice-Chancellor</u> Ph. No.: 033-66249810 Mobile No: 9831207444 Fax No: N/A e-mail id: vc@sxuk.edu.in</p> <p>c. <u>Registrar</u> Ph. No.: 033-66249820 Mobile No: 9830516512 Fax No: N/A e-mail id: registrar@sxuk.edu.in</p> <p>d. <u>Finance Officer</u> Ph. No.: 033-66249830 Mobile No: 7044329088 Fax No: N/A e-mail id: financeofficer@sxuk.edu.in</p>
1.4	Date of Establishment	16th January, 2017 (passing of the SXUK Act as per Gazette Notification)/8 th February, 2017 (Effective Date as per West Bengal Govt. Notification)

1.5	Name of the Society/Trust promoting the University (Copy of the registered MoA/Trust Deed to be enclosed)	ST. XAVIER'S COLLEGE KOLKATA EDUCATIONAL TRUST
1.6	Composition of the Society/Trust	Details given in Appendix-I
1.7	Whether the members of the Society/Trust are members in other Societies/Trusts or in the Board of Governors in companies? If yes, please provide details in the following format:-	Details given in Appendix-II
1.8	Whether the promoting Society/Trust is involved in promoting/ running any other University/ Educational Institution? If yes, please give details in the following format:-	No
1.9	Whether the promoting society/trust is involved in promoting/running activities other than educational? If yes, please give details in the following format:-	No
1.10	Act and Notification under which established (copy of the Act & Notification to be enclosed) Enclosed	West Bengal Act XII of 2016 (The St. Xavier's University, Kolkata Act, 2016 and Effective Date notification.) – Addendum 1 enclosed.
1.11	Whether the University has been established by a separate State Act?	Yes (Details provided under 1.10)

B. Organization Description

2.1	Whether Unitary in nature (as per the UGC Regulations)	Yes [SXUK Act; 3(3)]
2.2	Territorial Jurisdiction of the University as per the Act	Whole state of West Bengal [SXUK Act; 8(1)]
2.3	Details of the constituent units of the University, if any, as mentioned in the Act	No constituent unit till date
2.4	Whether any off-campus centre(s) established? If yes, please give details of the approval granted by the State Government and UGC in the following format:-	No off-campus centre is established.
2.5	Whether any off-shore campus established? If yes, please give details of the approval granted by the Government of India and the host country in the following format:-	No off-shore campus is established.
2.6	Does the University offer a distance education programme? If yes, whether the courses run under distance mode are approved by the competent authority?	No, the University does not offer any distance education programme.
2.7	Whether the University has established study centre(s)? If yes, please provide details and whether these study centres are approved by the competent authority of the University and UGC?	No, the University has not established any study centre.

C. Academic Activities Description

3. Academic Programmes

3.1	Details of the programmes permitted to be offered by Gazette Notification of the State Government and its Reference	Appendix-VIII: No Government Notification pertaining to this.																													
3.2	Current number of academic programmes/ courses offered by the University	<table border="1" data-bbox="699 539 1318 1003"> <thead> <tr> <th data-bbox="699 539 919 618">Programme</th> <th data-bbox="919 539 1110 618">Sanctioned Intake*</th> <th data-bbox="1110 539 1318 618">Actual Enrolment</th> </tr> </thead> <tbody> <tr> <td data-bbox="699 618 919 656">UG</td> <td data-bbox="919 618 1110 656">1550</td> <td data-bbox="1110 618 1318 656">1305</td> </tr> <tr> <td data-bbox="699 656 919 694">PG</td> <td data-bbox="919 656 1110 694">800</td> <td data-bbox="1110 656 1318 694">575</td> </tr> <tr> <td data-bbox="699 694 919 732">Diploma</td> <td data-bbox="919 694 1110 732">-</td> <td data-bbox="1110 694 1318 732">-</td> </tr> <tr> <td data-bbox="699 732 919 770">PG Diploma</td> <td data-bbox="919 732 1110 770">-</td> <td data-bbox="1110 732 1318 770">-</td> </tr> <tr> <td data-bbox="699 770 919 848">Certificate course</td> <td data-bbox="919 770 1110 848">-</td> <td data-bbox="1110 770 1318 848">-</td> </tr> <tr> <td data-bbox="699 848 919 887">M.Phil.</td> <td data-bbox="919 848 1110 887">-</td> <td data-bbox="1110 848 1318 887">-</td> </tr> <tr> <td data-bbox="699 887 919 925">Ph.D.</td> <td data-bbox="919 887 1110 925">-</td> <td data-bbox="1110 887 1318 925">-</td> </tr> <tr> <td data-bbox="699 925 919 1003">Any other (pl. Specify)</td> <td data-bbox="919 925 1110 1003">-</td> <td data-bbox="1110 925 1318 1003">-</td> </tr> </tbody> </table> <p data-bbox="699 1003 1102 1037">*Approved by the Governing Board</p> <p data-bbox="699 1037 842 1070">Appendix-IX</p>			Programme	Sanctioned Intake*	Actual Enrolment	UG	1550	1305	PG	800	575	Diploma	-	-	PG Diploma	-	-	Certificate course	-	-	M.Phil.	-	-	Ph.D.	-	-	Any other (pl. Specify)	-	-
Programme	Sanctioned Intake*	Actual Enrolment																													
UG	1550	1305																													
PG	800	575																													
Diploma	-	-																													
PG Diploma	-	-																													
Certificate course	-	-																													
M.Phil.	-	-																													
Ph.D.	-	-																													
Any other (pl. Specify)	-	-																													
3.3	Whether approvals of relevant statutory council(s) such as AICTE, BCI, DEC, DCI, INC, MCI, NCTE, PCI, etc. have been taken to: a. Start new courses b. To increase intake	<p data-bbox="699 1081 834 1115">Appendix-X</p> <p data-bbox="699 1149 1310 1216">AICTE: 1-3694988121 of 2018-19 & 1-4262335150 of 2019-20 (for 2-year MBA Programme)</p> <p data-bbox="699 1249 1342 1317">BCI: D:485/2019(LE/Std.29/30.06.2019) dated: 03/07/2019 (for 5-year B.Com LLB (H) and B.A. LLB (H))</p>																													
3.4	If the University is running courses under distance mode, please provide details about the students enrolled in the following format:-	No, the university is not running any Distance Mode Courses.																													
3.5	Temporal plan of academic work in the University: Semester system/ Annual system	Semester System																													
3.6	Whether the University is running any course which is not specified under Section 22 of the UGC Act, 1956? (Details to be provided in Appendix-XI)	No.																													

4. Student Enrolment and Student Support

4.1		Number of students enrolled in the University for the current academic year according to regions and countries (Please give separate information for main campus and off-campus/off-shore campus) (Data as on 21-08-2019)					
Particulars		No. of students from the same State where the University is located	No. of students from other States	No. of NRI students	No. of overseas students excluding NRIs		Grand Total
					Foreign Students	PIO Students	
UG	M	652	102	0	3	0	757
	F	462	85	0	1	0	548
	T	1114	187	0	4	0	1305
PG	M	150	24	0	2	0	176
	F	339	60	0	0	0	399
	T	489	84	0	2	0	575
M.Phil.	M	N/A	N/A	N/A	N/A	N/A	N/A
	F	N/A	N/A	N/A	N/A	N/A	N/A
	T	N/A	N/A	N/A	N/A	N/A	N/A
Ph.D.	M	N/A	N/A	N/A	N/A	N/A	N/A
	F	N/A	N/A	N/A	N/A	N/A	N/A
	T	N/A	N/A	N/A	N/A	N/A	N/A
Diploma	M	N/A	N/A	N/A	N/A	N/A	N/A
	F	N/A	N/A	N/A	N/A	N/A	N/A
	T	N/A	N/A	N/A	N/A	N/A	N/A
PG Diploma	M	N/A	N/A	N/A	N/A	N/A	N/A
	F	N/A	N/A	N/A	N/A	N/A	N/A
	T	N/A	N/A	N/A	N/A	N/A	N/A
Certificate	M	N/A	N/A	N/A	N/A	N/A	N/A
	F	N/A	N/A	N/A	N/A	N/A	N/A
	T	N/A	N/A	N/A	N/A	N/A	N/A
Any Other (Pl. Specify)	M	N/A	N/A	N/A	N/A	N/A	N/A
	F	N/A	N/A	N/A	N/A	N/A	N/A
	T	N/A	N/A	N/A	N/A	N/A	N/A

M-Male, F-Female, T-Total

4.2	Category-wise Students (as on 21-08-2019)	Category	Female	Male	Total
		SC	29	17	46
		ST	25	11	36
		OBC	31	28	59
		PH	2	0	2
		General	860	877	1737
		Total	947	933	1880

4.3	Details of the two batches of students admitted					
Particulars	Batch 1			Batch 2		
	Year of Entry –		2017	Year of Entry –		2018
	UG	PG	Total	UG	PG	Total
No. admitted to the programme	252	173	425	432	311	743
No. of Drop-outs						
(a) Within four months of joining	19	10	29	45	23	68
(b) Afterwards	3	1	4	7	8	15
No. appeared for the final year examination	-	143	143	-	-	-
No. passed in the final exam	-	135	135	-	-	-
No. passed in first class	-	112	112	-	-	-

4.4	Does the University provide bridge/remedial courses to the educationally disadvantaged Students? If yes, please give details	Yes; course-wise remedial classes, English speaking and writing skills for students weak in written and verbal communications.
4.5	Does the University provide any financial help to the students from socially disadvantageous group? If yes, please give details	Yes, the University provides financial help to the students from economically weaker sections. The notification is issued at the time of Admission. University offers two types of financial help based on laid down criteria: 1. 100% fee waiver 2. 50% fee waiver
4.6	In case the University is running M.Phil./Ph.D. programme, whether it is full time or part time and whether these programmes are run as per UGC Regulations,2009 on M.Phil./Ph.D.	The university is in the process of offering PhD as per UGC Regulations
4.7	Whether the University has a website? If yes, please give website address and whether the website is regularly updated?	Yes, the university has a website, which is updated regularly. Website address: www.sxuk.edu.in

4.8	How are the prospective students informed about the criteria for admission, rules & regulations, facilities available, etc?	The admission criteria, rules and regulations, facilities and all relevant information are uploaded on the website much before the commencement of the admission process. Prospective students can also get the necessary clarifications through email, (as given on the Website), telephonic communication (telephone numbers given on the Website) or by personal visit to the University.
4.9	Whether any grievance redressal mechanism is available in the University? If yes, please provide details about the complaints received against malpractices, etc in the University in the following format:- (Details to be provided in Appendix-XII)	Yes. We have received few complaints related to canteen, but as they were anonymous in nature, they were dealt with verbally, without any written documentation.

5. Curriculum, Teaching Learning Process/Method, Examination/Evaluation System

5.1	Which University body finalized the curriculum? The composition of the body may be given. (Board of Studies, Academic Council, Board of Management)	The Boards of Studies (BoS) of different subjects finalise the curriculum and the Executive Council approves the same. All the decisions of the Executive Council are later placed before the Governing Board for approval. <u>Composition of BoS –</u> (a) All regular full-time faculty members of the department; (b) two outside experts of the concerned subject from other Institutions of repute, to be nominated by the Vice-Chancellor; (c) one representative from Industry/Professional body to be nominated by the Executive Council.
5.2	What are the Rules/regulations/procedure for revision of the curriculum and when was the curriculum last updated?	For the curriculum which was introduced in July 2017, Boards of Studies have started the process for the revision of curriculum and the revised curriculum will be with effect from July 2020.
5.3	Whether approval of statutory bodies such as Board of Studies, Academic Council and Board of Management of the University has been taken to start various courses? If yes, please enclose extracts	Yes. The Governing Body of the university approves all courses before commencement.

	of the minutes.	
5.4	Furnish details of the following aspects of curriculum design: Innovation such as modular curricula Inter/multidisciplinary approach	(i) UG curriculum of each course is based on UGC CBCS model; (ii) Value Education and Soft Skill and Personality Development are offered as compulsory additional courses at UG level; (iii) Both for UG and PG courses credits are assigned for each paper; (iv) Each paper is divided into modules/units; (v) Inter-disciplinary and multi-disciplinary approaches have been introduced; (vi) For each course there is dissertation/project/field work.
5.5	Has the University conducted an academic audit? If yes, please give details regarding frequency and its usage.	Process has been initiated for Academic Audit by outside experts and the names have been approved in the EC meeting.
5.6	Apart from classroom instruction, what are the other avenues of learning provided for the students? (Example: Projects, Internships, Field trainings, Seminars, etc.)	<ol style="list-style-type: none"> 1. SIP (Summer Internship Programme). 2. Class-room seminars as a component of Continuous Internal Assessment (CIA) 3. Course-Wise/Department-Wise seminars 4. Special Library Classes 5. Field Training for MSW students 6. Mandatory Dissertation/Project Papers for 4th Semester PG Students and 6th Semester UG students
5.7	Please provide details of the examination system (Whether examination based or practical based)	Examination system is divided into two parts: Continuous Internal Assessment (CIA) with 20% weightage and End-Semester examination with 80% weightage.
5.8	What methods of evaluation of answer scripts does the University follow? Whether external experts are invited for evaluation?	(i) Identity of each answer script is masked; (ii) Spot evaluation system is followed; (iii) Each evaluated paper is scrutinised by a scrutiniser appointed separately; (iv) There is a system of review and seeing the answer script; (v) In general, the evaluation process is conducted by internal faculty members. In case of review, external expert is invited.

5.9	Mention the number of malpractice cases reported during the last 3 years and how they are dealt with.	<p>Total – 25 till date. December 2017 (Semester I) – 3 December 2018 (Semester I) – 7 (Semester III) – 5 May 2019 (Semester II) – 8 (Semester IV) – 2</p> <p>In all cases, the matters were referred to the EC with the necessary documents. On the basis of the documents the Papers were cancelled, and the concerned students had to reapply for examinations in those Papers in the next appropriate semester.</p>
5.10	Does the University have a continuous internal evaluation system?	Yes. As a part of the semester-wise Continuous Internal Assessment, the faculty is involved in the Continuous Internal Evaluation system. The weightage of CIA is 20%
5.11	How are the question papers set to ensure the achievement of the course objectives?	As per guidelines provided by Controller of Examinations.
5.12	State the policy of the University for the constitution of board of question paper setters, board of examiners and invigilators.	<p>As per the policies of the university, the paper-setters are the Course Instructors.</p> <p>The Coordinators of Question Papers are the full-time course instructors whose names are recommended by the BoS of the respective Departments.</p> <p>The Moderators for each paper of each course are recommended by the respective BoS. They are external faculty members with a minimum of 5 years of teaching experience.</p> <p>All Examiners and Scrutineers are faculty members of the university.</p>

5.13	How regular and time-bound are conduct of examinations and announcement of results? Substantiate with details of dates of examinations and announcement of results for the last 3 years. Details to be provided in the following format:-		The University examinations are conducted timely at the end of every six months through end-semester examinations. The results of these examinations are announced within a maximum period of 4 to 7 weeks.	
	Year	Date of Exams		Date of announcement of results
	December, 2017	08/12/2017 – 16/12/2017		31/01/2018
	May, 2018	08/05/2018 – 15/05/2018		05/07/2018
	December, 2018	04/12/2018 – 17/12/2018		31/01/2019
May, 2019	02/05/2019 – 16/05/2019	14/06/2019		

D. Admission Process

6.1	<p>How are students selected for admission to various courses? Please provide faculty-wise information</p> <ol style="list-style-type: none"> Through special entrance tests Through interviews Through their academic record Through combination of the above <p>Please also provide details about the weightage given to the above</p>	<p>2017 & 2018</p> <p>(i) Special entrance tests for all UG and PG courses (excluding MBA, which follows the AICTE guidelines); (ii) For UG courses 50% weightage for Plus Two examination and 50% for entrance test; (ii) For PG courses, 100% for entrance test</p> <p>2019</p> <p>(i) UG courses - Special entrance tests for B.A.-LLB (Hons.) B.COM.-LLB (Hons.)and B.A. Mass Communication (Hons.) PG courses - All (excluding MBA, which follows the AICTE guidelines); (ii) For UG courses 50% weightage for Plus Two examination and 50% for entrance test; (ii) For PG courses, 100% for entrance test</p> <p>(Annexure: 6th GB Meeting booklet)</p>
6.2	<p>Whether the University is admitting students from national level entrance test or state level entrance test? If yes, please provide following details:-</p>	<p>CAT, XAT, MAT, NMAT, ATMA, etc.</p>

	Name of the National/state level entrance exam	No. of students admitted	% of students from the total admitted	Remarks	
		CAT, XAT, MAT, NMAT, ATMA, etc.	2018 – 90 2019 – 81	2018 – 100% 2019 – 100%	For MBA only
6.3	Whether admission procedure is available on the University website and in the prospectus				Yes
6.4	Please provide details of the eligibility criteria for admission in all the courses.				For all P.G. courses (except MBA): Minimum 45% in aggregate (40% for Reserved Category), followed by Admission Test marks. For all UG courses: Minimum 60% and Aggregate in aggregate at HS/SS level + Subject Marks For MBA: 50% graduation + percentile in any of the national-level entrance examination (Details provided in Addendum II)
6.5	Whether University is providing any reservation/relaxation in admission? If yes, please provide details in the following format:-				There is no reservation. However, there is relaxation in terms of minimum marks for application for PG admission
	Category	No. students admitted	% of quota provided for reservation and preparation in respect of actual enrolment	Remarks	
	-	-	-		
6.6	Whether any management quota is available for admission in the University? If yes, please provide details in the following format:-				No management quota
6.7	What is the admission policy of the University with regard to NRI and overseas students?				No separate admission policy. Students from foreign countries need to produce their English Proficiency certificate (TOEFL, IELTS) at the time of admission if the instruction of study in the qualifying examination is not in English medium.

E. Fee Structure

7.1	Present Course-wise fee structure of the University (Please provide head-wise details of total fee charged)	Please refer to Addendum III
7.2	Any other fee charged by the University other than the fee displayed in the UGC website (e.g. Building Fee, Development Fee, Fee by any name, etc.)	No
7.3	Whether fee structure is available on the University website and in the prospectus?	Yes, the fee structure is available on the University website and in the prospectus.
7.4	Whether fee is charged by the University as per fee structure displayed in the University website and in the prospects or some hidden charges are there?	Fee is charged as per the fee structure displayed in the University Website and in the prospectus. No hidden charge is there.
7.5	Mode of Fee collection	Online and Drafts
7.6	Whether University is providing any concession in fee to students? If yes, please provide details.	Yes, the University provides concession in fee to deserving students who apply for fee concession. There are two categories: 100% fee waiver and 50% fee waiver.
7.7	Details of the Hostel Fee including mess charges	Hostel Fees (Accommodation and three meals) – ₹60000 per semester (two-bedded room with common toilet); ₹70000 per semester (three-bedded room attached toilet); ₹5000 Development Fee (one-time)
7.8	Any other fee	No other fee is taken from the students
7.9	Basis of Fee Structure	Calculation of cost, contingency requirement, need for creation of fund for maintenance and development and the fee structure of the private universities in and around Kolkata.
7.10	Whether the University has received any complaint with regard to fee charged or fee structure? If yes, please give details about the action taken.	No.
7.11	Whether University is providing any scholarship to students? If yes, please provide details.	Yes. (i) 100% tuition fee waiver (ii) 50% tuition fee waiver

F. Faculty

8.1	Total no. Sanctioned and filled up posts (Institution-wise and Department-wise)	Dept.	Professor		Associate Professor		Assistant Professor	
			Sanctioned	Filled	Sanctioned	Filled	Sanctioned	Filled
		Commerce & Management	1	-	2	2	16	16
		Arts & Social Studies	1	1	1	1	17	17
		Xavier Business School	1	1	1	1	7	7
Xavier Law School	-	-	1	1	10	10		

8.2 Details of teaching staff in the following format (Please provided details – Institution-wise and Department-wise) (Details to be provided in **Appendix-XIII**)

Dept	Name of the Teacher	Designation	Age	Educational Qualifications (whether qualified as per UGC Regulations)	Teaching experience in years	Date of appointment	Whether full time or part time	Regular or Ad hoc	Scale of Pay	No. of publications
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(Details provided in **Appendix-XIII**)

8.3	Category-wise Teaching Staff	No. of	Category	Female	Male	Total
			SC	-	1	-
			ST	-	-	-
			OBC	-	02	-
			PH	-	-	-
			General	34	29	
			Total	34	32	66

8.4 Details of the permanent and temporary faculty members in the following format

Particulars	Female	Male	Total
Total no. of permanent teachers	29	28	57
No. of teachers with Ph.D. as the highest qualification	15	13	28
No. of teachers with M.Phil. as the highest qualification	7	5	12
No. of teachers with PG as the highest qualification	7	10	17
Total no. of temporary teachers	02	02	04
No. of teachers with Ph.D. as the highest qualification	NIL	NIL	NIL
No. of teachers with M.Phil. as the highest qualification	NIL	NIL	NIL
No. of teachers with PG as the highest qualification	02	02	04
Total no. of part-time teachers	02	03	05

No. of teachers with Ph.D. as the highest qualification		NIL	NIL	NIL
No. of teachers with M.Phil. as the highest qualification		NIL	01	01
No. of teachers with PG as the highest qualification		02	02	04
Total No. of visiting teachers		08	19	27
8.5	Ratio of full-time teachers to part-time/contract teachers	57 : 9 (Full-time Teacher : Part-time/Contractual teacher)		
8.6	Process of recruitment of faculty -Whether advertised? (pl. attach copy of the ad) -Whether selection committee was constituted as per the UGC Regulation?	Yes (in the website, social media and newspapers) Yes		
8.7	Does the University follow self-appraisal method to evaluate teachers on teaching, research and work satisfaction? If yes, how is the self-appraisal of teachers analysed and used? Whether:- Self-Appraisal Evaluation Peer Review Students evaluation Others (specify)	Yes. 1. Monthly self-appraisal reports of teachers 2. Students' evaluation of teachers 3. Administrative evaluation of teachers		
8.8	Institution-wise and Department-wise teacher student ratio (only full-time faculty)	Institution-wise (Teachers : Students): 66 : 1880 = 1:28.48 <ul style="list-style-type: none"> ▪ Commerce & Management (Teachers : Students): 26 : 917 = 1:35.27 ▪ Arts & Social Studies (Teachers : Students): 20 : 672 = 1:33.60 ▪ Xavier Business School (Teachers : Students): 09 : 170 = 1:18.89 ▪ Xavier Law School (Teachers : Students): 11 : 121 = 1:11.00 		
8.9	Whether the University is providing UGC Pay Scales to the Permanent Faculty? If yes, please provide the following details:-	Yes (as per 6 th Pay Commission)		
	Scale of Pay with all the allowances Professor – Associate Prof. – Assistant Prof. – Mode of Payment – (Cash/Cheque)	For all grades, DA = 125%; HRA = 15% up to a limit of ₹ 6000/- and Medical Allowance = ₹ 300/- per month Pay Band of ₹ 37400 – 67000 + AGP 10000 Pay Band of ₹ 37400 – 67000 + AGP 9000 Pay Band of ₹ 15600 – 39100 + AGP 6000 Bank transfer		

8.10	Pay /Remuneration provided to:- Part-Time Faculty – Temporary Faculty- Guest Faculty –	₹ 45000 (consolidated) per month for full-time contractual teachers ₹ 21500 per month to ₹ 30000 per month for Part-time teachers Guest Faculty: Professor and Associate Professor level – ₹1500/- per class Assistant Professor level – ₹1000/- per class
8.11	Facilities for teaching staff (Please provide details about Residence, Rooms, Cubicles, Computers/Any other)	Head/Prof-in-Charge of the department and Associate professors are provided with the AC cubicles of their own, having a desktop with high-speed internet connectivity and wi-fi; and IP phone. All faculty members of Xavier Business School and Xavier Law School are also having the A.C. separate cubicles with other facilities. There is also a general A.C. staff room with computers and Internet access. There is separate lounge type room for lady teachers. University has an AC bus for pick up and drop facilities from some designated places. Besides these, all teachers have access to books and journals from the Library; good quality food at concessional rates in the separate Staff Canteen; common reprographic facilities for each department, etc.

G. Infrastructure

9.1	Does the University have sufficient space for Land & Building?	Yes.
9.2	Does the University have sufficient class rooms?	Yes
9.3	Laboratories & Equipment (Details to be provided in Appendix-XIV and Appendix-XV)	
a)	Item Description (make and model)	Details provided in Appendix XV
b)	Location (Department)	
c)	Value (₹)	
d)	Present Condition	
e)	Date of Purchase	
9.4	Library	
a)	Total Space (all Kinds)	14477 sq. ft.
b)	Computer / Communication facilities	31 Computers and 6 Intercoms
c)	Total no. of Ref. Books (Each Department)	Faculty of Arts and Social Studies = 2699 Faculty of Commerce & Management = 3250 Xavier Business School = 998 Xavier Law School = 1936 Miscellaneous = 56
d)	All Research Journals subscribed on a regular basis	29

9.5	Sports Facilities (Details to be provided in Appendix-XVI)	
a)	Open Play Ground(s) for outdoor sports (Athletics, Football, Hockey, Cricket, etc.)	The university has an open playground where all the major sporting events like Football, Cricket and Athletics are conducted. It measures around 90 m in length and 36 m in breadth.
b)	Track for Athletics	As mentioned in 9.5 (a)
c)	Basketball courts	The University has a common Basketball Court used both by boys and girls. The dimensions of the basketball court are as per the recommendations of the International Basketball Federation (FIBA)
d)	Squash / Tennis Courts	Not available
e)	Swimming Pool (Size)	Not available
f)	Indoor Sports Facilities including Gymnasium	(i) The University has International Table Tennis boards, (ii) Carrom boards, and (iii) Chess. The University Gym – Work in Progress
g)	Any other	–
9.6	Does the University have provision for Residential Accommodation including hostels (boys & girls separately)	Yes

H. Financial Viability

10.1	Details of the Corpus Fund created by the University Amount – FDR No. Date – Period - (Documentary evidence to be given)	1. ₹100000000 (ten crores) – Endowment Fund [FDR.Nos. (i) 919040033825291 dated 22-04-2019 (RS. 3 crore); (ii) 919040033818484 dated 22-04-2019 (RS. 3 crore); (iii) 919040033819539 dated 22-04-2019 (RS. 4 crore) 2. ₹10000000 (one crore) – Security Deposit [FDR.NO. 50300359772141 dated 19-08-2019]														
10.2	Financial position of the University (please provide audited income and expenditure statement for the last 3 years)	<table border="1"> <thead> <tr> <th>S.No.</th> <th>Year</th> <th>Income</th> <th>Expenditure</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>2017 – 2018</td> <td>₹ 5,14,33,511</td> <td>₹ 4,38,62,938</td> </tr> <tr> <td>2.</td> <td>2018 – 2019</td> <td>₹ 21,38,06,737 (Audit in progress)</td> <td>₹ 15,76,07,190 (Audit in progress)</td> </tr> </tbody> </table>			S.No.	Year	Income	Expenditure	1.	2017 – 2018	₹ 5,14,33,511	₹ 4,38,62,938	2.	2018 – 2019	₹ 21,38,06,737 (Audit in progress)	₹ 15,76,07,190 (Audit in progress)
S.No.	Year	Income	Expenditure													
1.	2017 – 2018	₹ 5,14,33,511	₹ 4,38,62,938													
2.	2018 – 2019	₹ 21,38,06,737 (Audit in progress)	₹ 15,76,07,190 (Audit in progress)													
10.3	Source of finance and quantum of funds available for running the University (for last audited year) Fees – Donations- Loan – Interest- Any other (pl. Specify) –	For Audited Year 2017-18 1. Fees – ₹ 5,01,85,231 2. Donations – ₹ 41,000 3. Interest – ₹ 12,07,280 4. Any other - Contribution from Trust – ₹ 5,85,91,959														

10.4	What is the University's 'unit cost' of education? (Unit cost = total annual expenditure (budget accruals) divided by the number of students enrolled) Unit cost calculated excluding the salary component may also be given	1. 2017–2018: Unit cost of education (including salary component) = ₹ 1,03,206; (excluding salary component) = ₹ 66,336 2. 2018–2019: Unit cost of education (including salary component) = ₹ 2,12,172; (excluding salary component) = ₹ 1,67,225
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I. Governance System

11. Organization, Governance and Management

11.1	Composition of the statutory bodies of the University (please give names, profession & full postal address of the members and date of constitution):- Governing Board Executive Council Board of Management Academic Council Finance Committee Board of Studies Others (Details to be provided in Appendix-XVII)	Appendix-XVII
11.2	Dates of the meetings of the above bodies held during the last 2 years (Enclose attested copy of the minutes of the meetings)	Addenda IVA & IVB
11.3	What percentage of the members of the Boards of Studies, or such other academic committees, are external? Enclose the guidelines for BOS or such other Committees.	Governing Board: 74.28% Boards of Studies: 35.85%
11.4	Are there other strategies to review academic programmes besides the academic council? If yes, give details about what, when and how often are such reviews made?	As per (i) BoS proposals (ii) suggestions of Experts and Alumni

J. Research Profile

12.1	Faculty-wise and Department-wise information to be provided in respect of the following:- ➤ Student Teacher Ratio ➤ Class Rooms	Faculty-wise: Commerce & Management (Teachers : Students): 26 : 917 = 1:35.27 Arts & Social Studies (Teachers : Students): 20 : 672 = 1:33.60 Xavier Business School (Teachers : Students): 09 : 170 = 1:18.89 Xavier Law School (Teachers : Students): 11 : 121
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		<p>= 1:11.00 Total Class rooms = 65</p>
	<ul style="list-style-type: none"> ➤ Teaching labs ➤ Research labs (Major Equipment) ➤ Research Scholars (MTech, Ph.D., Post-Doctoral Scholars) ➤ Publications in last 3 years (Year-wise list) ➤ No. of Books Published 	<p>Labs and Studio – –</p> <p>Publications</p> <p>1. Faculty of Arts and Social Sciences Total no. of Book Chapters = 16 Total no. of Journal Articles = 10</p> <p>Book Chapters: 2017 – 7 2018 – 9 2019 – 0</p> <p>Articles: 2017 – 6 2018 – 2 2019 – 2</p> <p>2. Faculty of Commerce and Management Total no. of Book Chapters = 31 Total no. of Journal Articles = 35</p> <p>Book Chapters: 2017 – 15 2018 – 11 2019 – 5</p> <p>Articles: 2017 – 15 2018 – 14 2019 – 6</p> <p>3. Xavier Business School Total no. of Books = 2 Total no. of Book Chapters = 8 Total no. of Journal Articles = 20</p> <p>Books: 2 Book Chapters: 2017 – 4 2018 – 4 2019 – 0 Articles:</p>

	<ul style="list-style-type: none"> ➤ Patents ➤ Transfer of Technology ➤ Inter-departmental Research (Inter-disciplinary) ➤ Consultancy ➤ Externally funded Research Projects ➤ Educational Programmes Arranged 	<p>2017 – 11 2018 – 8 2019 – 1</p> <p>4. Xavier Law School Total no. of Book Chapters = 5 Total no. of Journal Articles = 25</p> <p>Book Chapters: 2017 – 0 2018 – 4 2019 – 1</p> <p>Articles: 2017 – 0 2018 – 20 2019 – 5</p> <p>– – – – –</p> <p>Faculty of Arts and Social Sciences 2017 – 10 2018 – 28 2019 – 5</p> <p>Xavier Business School 2018–2019: 6</p> <p>Faculty of Commerce and Management Studies 2017 – 1 2018 – 12 2019 – 8</p>
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K. Misc.

Details of Non-Teaching Staff

13.1	Details of Non-Teaching Staff					
Name	Designation	Age	Qualification	Scale of Pay	Date of Appointment	Trained Yes/No If yes, Details
Details provided in Appendix - XVIII						

13.2	Summary of the Non-Teaching Staff (Details to be provided in Appendix-XVIII)	Particulars		Female	Male	Total
		Administrative Staff				
		Group A				
		Group B				
		Group C		10	25	35
		Group D		2	23	25
		Sub total		12	48	60
		Technical Staff				
		Group A				
		Group B				
Group C		0	1	1		
Group D		0	1	1		
Sub total		0	2	2		
Grand Total		12	50	62		
13.3	No. of Non-teaching staff category wise	Category	Female	Male	Total	
		SC	0	5	5	
		ST	3	4	7	
		OBC	0	4	4	
		PH	0	0	0	
		General	7	39	46	
		Total	10	52	62	
13.4	Ratio of Non-teaching staff to students	62:1880 = 1:30.32				
13.5	Ratio of Non-teaching staff to faculty	62:66 = 1:1.06				

14. Academic Results

14.1	Faculty-wise and course-wise academic results of the past 3 years				Total appeared = 143 Total successful = 135 Total unsuccessful = 8
	S.No.	Course	No. of Candidates appeared	Result	
	1.	MCom	50	44	
	2.	MA Mass Com	34	34	
	3.	MSW	9	9	
	4.	MA English	50	48	

15. Accreditation

15.1	Whether Accredited by NAAC? If yes, please provide the following details: Date of Accreditation Period Grade CGPA Grading System Followed	No
15.2	Whether courses are accredited by NBA? If yes, please provide course-wise details as under:-	No
15.3	Other Accreditations, if any	None
15.4	Any other information (including special achievements by the University which may be relevant for the University)	

16. Strength and Weaknesses of the University

16.1	Strengths of the University	<ol style="list-style-type: none"> 1. Belongs to the global Jesuit family of a heritage of 500 years 2. Part of the network of 65 universities and colleges in India 3. The university was formed at the initiative of the 160 year old St. Xavier's College, Kolkata 4. Great support of the Alumni 5. Global Vision and Mission 6. Value-based and holistic education 7. Culture of availability, transparency, fellowship and inclusive approach 8. Network of industry-based alumni 9. Offering state-of-the-art infrastructure and facilities 10. Strong team spirit and bonding between faculty and students 11. De-centralised leadership of the Jesuit Fathers and administration 12. Thrust on inter-religious understanding and personal development 13. Transparent and fair admission process 14. Family spirit and belongingness in the campus
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		15. Social consciousness and outreach programmes 16. Adoption of villages in the neighbourhood 17. Transparent and fair evaluation process 18. High-end computing facilities 19. Good hostel facilities 20. All External Moderators 21. Continuous Self-appraisal of teachers
16.2	Weaknesses of the University	The weaknesses of the University include relying upon its own funds. Secondly, the University is new and in its nascent stage

Certificate

This is to certify that all the information provided above is true to the best of my knowledge and belief. The University will adhere to the rules, regulations and guidelines of the UGC, Central Government and relevant Statutory Council(s) and abide by all the provisions under the UGC Regulation.

The above information is also posted on the website of the University www.sxuk.edu.in.

Signed and Sealed by the Head of the Institution


 20/9/19

Registrar
 St. Xavier's University, Kolkata
 Action Area 1, 1, New Town
 Kolkata-700 130

