

ST. XAVIER'S INSTITUTE OF EDUCATION, MUMBAI, (AUTONOMOUS)
AUTONOMY COMMITTEES
STATUTORY BODIES

1. GOVERNING BODY

Number	Category	Nature	Names
5	Management	Trust or management as per the constitution or byelaws, with the Chairman or President / Director as the chairperson	1. Fr. Anil Pereira S.J., Provincial, Bombay Jesuits
			2. Fr. (Dr.) John Rose S.J. Director, Xavier Institute of Engineering
			3. Fr. (Dr.) Keith D'Souza S.J. Rector, St. Xavier's College, Mumbai (Autonomous)
			4. Fr. Conrad Pessa S.J. Director, Xavier's Institute of Management and Research, Xavier's Institute of Communication
			5. Fr. Blaise D'Souza S.J., Manager, St. Xavier's Institute of Education.
2	Teachers of the college	Nominated by the Principal based on seniority by rotation	1. Dr. Geeta Shetty, Professor, St. Xavier's Institute of Education
			2. Dr. Shadab Paloji, Associate Professor, St. Xavier's Institute of Education

Number	Category	Nature	Names
1	Educationist or Industrialist	Nominated by the management	1. Dr. Rajendra Shinde, Principal, St. Xavier's College, Mumbai (Autonomous)
1	UGC Nominee	Nominated by the UGC	1. Prof. S.K. Bansal, Retired Professor, School of Management Studies, Punjab University, Patiala.
1	State Government Nominee	Academician not below the rank of professor or State Government official of Directorate of Higher Education/State Council of Higher Education	1. Dr. Keshav Tupe, Joint Director, Higher Education, Mumbai Region, Mumbai
1	University Nominee	Nominated by the University	1. Dr. Anita Swami, Principal, Hansraj Jivandas College of Education, Gujarat Research Society, Khar West, Mumbai
1	Principal	Ex-Officio	1. Dr. Vini Sebastian, Professor, In-charge Principal, St. Xavier's Institute of Education

Term : 3 years for all members , 5 years for UGC Nominee

Meetings : At least twice a year

2. ACADEMIC COUNCIL

Number	Nature	Names
1	Principal (Chairman)	1. Prof. Vini Sebastian, Professor, In-charge Principal, St. Xavier's Institute of Education
4	All Heads of departments	1. Prof. Geeta Shetty, Professor, St. Xavier's Institute of Education
		2. Dr. Elvina Pereira, Assistant Professor, St. Xavier's Institute of Education
		3. Ms. Nishi Kumar, Assistant Professor, St. Xavier's Institute of Education
		4. Dr. Bijoy Thomas, Assistant Professor, St. Xavier's Institute of Education
2	Teachers on the basis of seniority	1. Dr. Shadab Paloji, Associate Professor, St. Xavier's Institute of Education
		2. Ms. Priti Sivaramakrishnan, Assistant Professor, St. Xavier's Institute of Education
4	Experts/Academicians from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc., to be nominated by the Governing Body	1. Dr. Adelaide Vaz, Director, Aquinas International School, Mumbai
		2. Prof. Padma Sarangpani, Professor, Tata Institute of Social Sciences
		3. Dr. Karuna Gokarn, Vice Principal, St. Xavier's College, Mumbai, Autonomous
		4. Dr. Sosamma Samuel, Ex- Principal, St. Xavier's Institute of Education

Number	Nature	Names
3	Nominees of the University not less than professors	<p data-bbox="786 292 1413 403">1. Prof. Sunita Magre, Professor and Head, Department of Education, University of Mumbai, Santacruz</p> <p data-bbox="786 451 1413 563">2. Prof. Sybil Thomas, Professor, Department of Education, University of Mumbai, Santacruz</p> <p data-bbox="786 611 1413 799">3. Dr. Anita Swami, Principal, Hansraj Jivandas College of Education, Gujarat Research Society, Khar West, Mumbai</p>
1	Faculty Member nominated by the Principal (Member Secretary)	<p data-bbox="786 815 1413 879">1. Ms. Kalpana Chavan, Assistant Professor, St. Xavier's Institute of Education</p>

Term : 3 years for every member

Meetings: At least twice a year

3. BOARD OF STUDIES

Number	Nature	Names
1	Heads of department concerned	1. Prof. Vini Sebastian, Professor, In-charge Principal, St. Xavier's Institute of Education
All	The entire faculty of each specialization	1. Prof. Geeta Shetty, Professor, St. Xavier's Institute of Education 2. Dr. Elvina Pereira, Assistant Professor, St. Xavier's Institute of Education 3. Dr. Shadab Paloji, Associate Professor, St. Xavier's Institute of Education 4. Ms. Kalpana Chavan, Assistant Professor, St. Xavier's Institute of Education 5. Dr. Bijoy K. Thomas, Assistant Professor, St. Xavier's Institute of Education
	Subject experts from outside the Parent University	1. Prof. Pradnya Wakpainjan Professor and Head, Department of Education, SNTD Women's University 2. Prof. Mythili Ramchand, Professor, Tata Institute of Social Sciences, Mumbai Campus, Co- Chairperson - Centre of Excellence in Teacher Education

Number	Nature	Names
1	Expert to be nominated by the Vice-Chancellor from a panel of six recommended by the college principal.	1. Dr. Suvidya Sarvankar, I/c Principal, Govt. B.Ed. College
1	Representative from industry/corporate sector/allied area relating to placement.	1. Ms. Mona Seervai, Ex Principal Bombay International School Certified Facilitator of SEE learning
1	One postgraduate meritorious alumnus to be nominated by the principal.	1. Fr. Magi Murzello, Principal, St. Andrew's High School
Co opt	Experts for special courses	1. Prof. Sujata Bhan, Professor, and Head, Department of Special Education, SNDT Women's University, Juhu Campus
		2. Dr. Mandar Bhanushe, Assistant Professor and Head, Faculty of Science and Technology, Institute of Distance and Open Learning, University of Mumbai
	Other members of staff of the same faculty	1. Ms. Priti Sivaramakrishnan, Assistant Professor, St. Xavier's Institute of Education
		2. Ms. Nishi Kumar, Assistant Professor, St. Xavier's Institute of Education

4. FINANCE COMMITTEE

Term: Term of the Finance Committee shall be three years.

Number	Nature	Names
1	Principal (Chairman)	Prof. Vini Sebastian, Professor, In-charge Principal, St. Xavier's Institute of Education
1	Nominated by the Governing Body of the college for a period of two years.	Fr. Arun Lobo S.J., Treasures, Bombay Jesuit Province
1	Finance Officer of the affiliating University	Prof. Dr. (C.A.) Pradeep Kamthekar
1	One senior-most teacher of the college to be nominated in rotation by the principal for two years.	Dr. Bijoy Thomas, Assistant Professor, St. Xavier's Institute of Education, Mumbai (Autonomous)

Meetings: The Finance

EXAM BOARD

Number	Nature	Names
1	Chief Controller of Examinations	Prof.Vini Sebastian, I/c Principal, St. Xavier's Institute of Education, Mumbai (Autonomous)
1	Controller of Examinations	Prof. Geeta Shetty, St. Xavier's Institute of Education, Mumbai (Autonomous)
1	Deputy Controller of Examinations	Dr. Elvina Pereira, Assistant Professor, St. Xavier's Institute of Education, Mumbai (Autonomous)
	Office support	1. Deepak Jadhav
		2. Sachin Urade
	Peons	1. Bhaskar Kuli
		2. Vincent Dias
		3. Richard Maurice
		4. Daksha Waghela

Term: 2 years Meetings: Before the exams

NON-STATUTORY BODIES

1. IQAC

Number	Nature	Names
1	Principal -Chairperson	1. Prof. Vini Sebastian, In-charge Principal
5	Senior teachers and one senior administrative official– Member	1. Prof. Geeta Shetty
		2. Dr. Elvina Pereira
		3. Dr. Shadab Paloji
		4. Ms. Nishi Kumar
		5. Dr. Bijoy Thomas
		6. Ms. Priti Sivaramakrishnan
		7. Ms. Meena Suryavanshi
		8. Ms. Violet Carvalho
2	External experts on Quality Management/ Industry/Local Community - Member	1. Dr. T. C. Roy Asst. Professor, IQAC Coordinator Sophia College (Autonomous)
		2. Mr. Elvis Thomas Asst. Professor, IQAC Coordinator Sophia College (Autonomous)
		3. Dr. Radhika Birmole Associate Professor, IQAC Coordinator Wilson College (Autonomous)
		4. Fr. Norbert D'Souza Headmaster Holy Cross High School
1	Director/Coordinator– MemberSecretary	1. Ms. Kalpana Chavan
1	One member from management student nominee	

Term: 2 years

Meeting: Once in a quarter

2. COLLEGE DEVELOPMENT CELL COMMITTEE

Number	Nature	Names
1	Chairperson	Fr. Blaise D'Souza S.J.
1	Secretary of the Management	Fr. John Rose S.J.
1	Principal	Prof. Vini Sebastian, In-charge Principal
1	Head of the Department	Prof. Geeta Shetty
3	Three Teacher Representatives	Dr. Elvina Pereira
		Dr. Bijoy Thomas
		Ms. Priti Sivaramakrishnan
1	Non-teaching staff	Deepak Jadhav
4	Local Members	Fr. Arun Lobo S.J., Treasures, Bombay Jesuit Province
		Fr. (Dr.) Francis Swamy S.J. Principal, St. Mary's High School, Mazgaon
		Mr. Dixon (from SXC)
		Mr. Linda Dhakul
1	IQAC coordinator	Ms. Kalpana Chavan
	President Student Council	

Term: 2 years

Meeting: At least four in a year

3. PLANNING AND EVALUATION COMMITTEE

Number	Nature	Names
1	Principal -Chairperson	Prof. Vini Sebastian, In-charge Principal
ALL	Faculty members	Prof. Geeta Shetty
		Dr. Elvina Pereira
		Dr. Shadab Paloji
		Ms. Kalpana Chavan
		Ms. Nishi Kumar
		Dr. Bijoy Thomas
		Ms. Priti Sivaramakrishnan
		Ms. Meena Suryavanshi
2	Student representatives	1. Myron
		2. Joanita

Term : 2 years

Meeting: At least thrice in a year

4. RESEARCH AND RECOGNITION COMMITTEE

<u>Number</u>	<u>Nature</u>	<u>Names</u>
1	Principal -Chairperson	1. Prof. Vini Sebastian, In-charge Principal
2	Faculty members	1. Prof. Geeta Shetty
		2. Dr. Bijoy Thomas
2	Student representatives	<u>1.</u> Pooja
		<u>2.</u> Fr. Sheen

Term : 2 years

Meetings: At least thrice a year

5. ADMISSION COMMITTEE

Number	Nature	Names
1	Principal -Chairperson	Prof. Vini Sebastian, In-charge Principal
2	Faculty members in charge	1. Dr. Elvina Pereira 2. Dr. Bijoy Thomas
All	Verification committee	1. Prof. Geeta Shetty 2. Dr. Shadab Paloji 3. Ms. Kalpana Chavan 4. Ms. Nishi Kumar 5. Ms. Priti Sivaramakrishnan
	Office Support	1. Violet Carvalho 2. Sachin Urade 3. Deepak Jadhav
	Peon Support	1. Bhaskar Kuli 2. Vincent Dias 3. Richard Maurice 4. Daksha Waghela

Term: 2 years

Meeting: As and when there is a need

6. STUDENTS COMMITTEE AND EXTRA CURRICULAR ACTIVITIES COMMITTEE

Number	Nature	Names
1	Principal -Chairperson	Prof. Vini Sebastian In-charge Principal
	Elected members from FYBEd	1. Dominica 2. Sharlet George
	Elected members from SYBEd	
2	Faculty members in charge	1. Dr. Elvina Pereira
		2. Ms. Nishi Kumar
	Coopted members if any	Prof. Geeta Shetty

Term : 2 years Meeting: As and when

7. GRIEVANCE, UNFAIR MEANS, EQUAL OPPORTUNITIES, AND ANTI RAGGING COMMITTEE

Number	Nature	Names
1	Principal -Chairperson	Prof. Vini Sebastian, In-charge Principal
2	Faculty in charge	1. Dr. Elvina Pereira 2. Ms. Kalpana Chavan
	Student representatives	1. Adele 2. Blessy

Term : 2 years

Meetings : As and when the case arises

8. ELIGIBILITY, VERIFICATION, MIGRATION AND TRANSCRIPTS COMMITTEE

Number	Nature	Names
1	Principal –Chairperson	Prof. Vini Sebastian, In-charge Principal
	Office Support	1. Violet Carvalho
		2. Sachin Urade
		3. Deepak Jadhav

Term : 2 years

Meeting: At least once in a year

9. INTERNAL COMPLAINTS COMMITTEE

Number	Nature	Names
1	Principal -Chairperson	1. Prof. Vini Sebastian, In-charge Principal
3	Faculty members in charge	1. Prof. Geeta Shetty
		2. Dr. Shadab Paloji
		3. Ms. Nishi Kumar
	Students representatives from batches	1. Dominica
		2. Blessy

Term : 2 years

Meeting : At least twice in a year

10. LIBRARY COMMITTEE

Number	Nature	Names
1	Principal -Chairperson	Prof. Vini Sebastian, In-charge Principal
1	Manager	1. Dr. Meena Suryavanshi
3	Faculty members	1. Dr. Elvina Pereira
		2. Dr. Shadab Paloji
		3. Ms. Kalpana Chavan
1	Library expert from other college/University	1. Dr. Priya Pillai
2	Student representatives from each batch	1. Nicole
		2. Kileshwar

Term: 2 years

Meetings: At least thrice in a year

11. COMPUTER LAB AND WEBSITE COMMITTEE

Number	Nature	Names
1	Principal -Chairperson	Prof. Vini Sebastian, In-charge Principal
1	Faculty in charge	1. Dr. Bijoy Thomas
2	Office support	1. Sachin Urade
		2. Richard Maurice
2	Student representative from each batch	1. Neville
		2. Gaurav

Term: 2years Meetings : Twice a year

12. SCHOLARSHIPS COMMITTEE

Number	Nature	Names
1	Principal -Chairperson	Prof. Vini Sebastian, In-charge Principal
2	Office support	1. Sachin Urade
		2. Deepak Jadhav
1	Faculty representative	1. Dr. Elvina Pereira

Term : 2 years

Meeting: At least once in a year

13. PURCHASE AND INFRASTRUCTURE COMMITTEE

Number	Nature	Names
1	Principal –Chairperson	Prof. Vini Sebastian, In-charge Principal
2	Faculty members	1. Dr. Elvina Pereira
		2. Dr. Bijoy Thomas
2	Office Support	1. Violet Carvalho
		2. Sachin Urade
1	Librarian	1. Dr. Meena Suryavanshi

Term : 2 years

Meeting : Twice in a year

14. PLACEMENT CELL

Number	Nature	Names
1	Principal -Chairperson	Prof. Vini Sebastian, In-charge Principal
2	Faculty in charges	1. Dr. Bijoy K. Thomas
		2. Ms.Priti Sivaramakrishnan
4	Student representatives	1. Gaurav
		2. Sr. Anjana
		3. Fr. Sunil
		4. Lalin

Term: 2 years

Meeting : At the time of Campus Placement

15. HEALTH CELL

Number	Nature	Names
1	Principal –Chairperson	Prof. Vini Sebastian, In-charge Principal
1	Faculty in charge	1. Ms. Priti Sivaramakrishnan
2	Student representatives from each batch	1. Blessy
		2. Sharlet
1	Office support	1. Deepak Jadhav

Term: 2 years

Meeting: As and when needed

16. MAGAZINE COMMITTEE

Number	Nature	Names
1	Principal -Chairperson	Prof. Vini Sebastian, In-charge Principal
2	Faculty in charge (for each batch)	1. Dr. Shadab Paloji
		2. Ms. Kalpana Chavan
4	Student representatives 2 from each batch	1. Jonita
		2. Myron
		1.
		2.

Term : 1 year

Meeting : As and When needed

17. ACADEMIC AUDIT COMMITTEE

Number	Nature	Names
1	Principal -Chairperson	Prof. Vini Sebastian, In-charge Principal
2	Faculty in charge (for each batch)	1. Dr. Shadab Paloji
		2. Ms. Kalpana Chavan
		3. Dr. Bijoy K. Thomas

18. RUSA COMMITTEE

Number	Nature	Names
1	Principal -Chairperson	Prof. Vini Sebastian, In-charge Principal
2	Faculty in charge (for each batch)	1. Dr. Shadab Paloji
		2. Ms. Nishi Kumar
		3. Ms. Priti Sivaramakrishnan

19. AUTONOMY COMMITTEE

Number	Nature	Names
1	Principal -Chairperson	Prof. Vini Sebastian, In-charge Principal
2	Faculty in charge	1. Prof. Geeta Shetty
		2. Dr. Elvina Pereira
		3. Ms. Kalpana Chavan
		4. Dr. Bijoy Thomas

20. XLED (XAVIER'S LEADERSHIP EFFICACY DEVELOPMENT)

Number	Nature	Names
1	Principal -Chairperson	Prof. Vini Sebastian, In-charge Principal
2	Faculty Coordinator	Ms. Kalpana Chavan
4	Student representatives	1. Kileshwar 2. Adele 3. Joanita 4. Lalin 5. Rachel 6. Srishti 7. Myron 8. Osden

21. XSRC (XAVIER SOCIAL RESPONSIBILITY COMMITTEE)

Number	Nature	Names
1	Principal -Chairperson	Prof. Vini Sebastian, In-charge Principal
1	Coordinator	Ms. Kalpana Chavan
2	Faculty Members	Dr. Bijoy Thomas
		Ms. Priti Sivaramakrishnan
2	Student representatives	1. Neville 2. Fr. Sunil 3. Srishti 4. Diana
2	2 external members from social work	1. Fr. Florence Fernandes S.J. Social activist
		2. Ms. Jenipher D'Souza St. Xavier's College, Mumbai Coordinator, Social Involvement Program

22. INTERNSHIP COMMITTEE

Number	Nature	Names
1	Principal -Chairperson	Prof. Vini Sebastian, In-charge Principal
2	Faculty Members	Dr. Shadab Paloji
		Ms. Priti Sivaramakrishnan
2	Student representatives	5. Delviya 6. Neville

23. CRITERIA COMMITTEES

Number	Nature	Names
2	Criteria 1 Curricular Aspects	Prof. Geeta Shetty
		Dr. Shadab Paloji
3	Criteria 2 Teaching-Learning and Evaluation	Dr. Bijoy Thomas
		Prof. Geeta Shetty
		Prof. Vini Sebastian, In-charge Principal
2	Criteria 3 Research, Innovation and Extension	Ms. Priti Sivaramakrishnan
		Prof. Vini Sebastian, In-charge Principal
3	Criteria 4 Infrastructure and Learning Resources	Dr. Elvina Pereira
		Dr. Bijoy Thomas
		Dr. Meena Suryavanshi
2	Criteria 5 Student Support and Progression	Dr. Elvina Pereira
		Dr. Shadab Paloji
2	Criteria 6 Governance, Leadership and Management	Ms. Kalpana Chavan
		Ms. Nishi Kumar
2	Criteria 7 Institutional Values and Best Practice	Ms. Kalpana Chavan
		Ms. Priti Sivaramakrishnan