



# XAVIER INSTITUTE OF ENGINEERING

(Approved by AICTE, Accredited with "A+" by NAAC, Affiliated to Mumbai University,

Recognized by DTE, Govt. of Maharashtra)

EXTC, IT branches are NBA Accredited

Mahim Causeway, Mahim, Mumbai - 400 016. • Phone: 2446 0359 / +91 7249371505 / +91 9920407274

Email Id: [office@xavier.ac.in](mailto:office@xavier.ac.in) • Website: [www.xavier.ac.in](http://www.xavier.ac.in)

---

Date: 03/04/2025

To,  
The Secretary,  
University Grants Commission (UGC),  
Bahadur Shah Zafar Marg,  
New Delhi - 110002.

**Subject: Undertaking on Compliance with UGC Regulations and Guidelines**

**Ref No.: Your mail dated 2<sup>nd</sup> April, 2025**

Respected Sir,

As per the communication received from UGC regarding compliance with essential regulations and guidelines, this is to formally confirm that **Xavier Institute of Engineering** has duly complied with the following:

**1. Establishment and Composition of the Internal Complaints Committee (ICC)**

- Our institution has constituted the **Internal Complaints Committee (ICC)** in strict compliance with the **UGC (Prevention, Prohibition, and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015**.
- The details of the ICC, including its composition, roles, and responsibilities, have been published on our official website: <https://xavier.ac.in/#lg=1&slide=0>.

**2. Compliance with UGC (Redress of Grievances of Students) Regulations, 2023**

- The **Student Grievance Redressal Committee (SGRC)** has been established as per the **UGC (Redress of Grievances of Students) Regulations, 2023** to address student concerns fairly and effectively.
- The composition of the SGRC and its operational procedures are available on our website:  
<https://xavier.ac.in/pdf/students%20Grievance%20Redressal%20Committee.pdf>



# XAVIER INSTITUTE OF ENGINEERING

(Approved by AICTE, Accredited with "A+" by NAAC, Affiliated to Mumbai University,

Recognized by DTE, Govt. of Maharashtra)

EXTC, IT branches are NBA Accredited

Mahim Causeway, Mahim, Mumbai - 400 016. • Phone: 2446 0359 / +91 7249371505 / +91 9920407274

Email Id: office@xavier.ac.in • Website: www.xavier.ac.in

---

### 3. Compliance with UGC Guidelines on Public Self-Disclosure

- Our institution has complied with the **UGC guidelines on public self-disclosure** by ensuring that all necessary institutional information, including infrastructure, faculty, courses, fees, and grievance redressal mechanisms, is publicly available on our website: <https://xavier.ac.in/pdf/3.%20Public%20Self%20Disclosure.pdf>

### 4. Compliance with UGC Fee Refund Policy

- Our institution adheres to the **UGC Fee Refund Policy**, ensuring timely and transparent refunds in accordance with the prescribed regulations.
- The details of the refund policy have been published on our website:

Further, we confirm that the necessary updates have been made on our website, and the undertaking has been uploaded as required.

This undertaking is issued as a formal confirmation of compliance with UGC regulations and guidelines, which are essential for obtaining and maintaining autonomous status.

For any further information, please feel free to contact us.

Yours sincerely,

**Dr. Y. D. Venkatesh**

**Principal**