1.

ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC : 2011-12
St. Xavier's College (Autonomous), Kolkata

The NAAC has introduced a new on-line questionnaire for the annual report format to be submitted by the IQAC every year. The new format is a survey of the quality sustenance effort undertaken by the institution which would reflect the quality management strategies adopted. Broad areas cover all relevant quality enhancement efforts. It is envisaged that the response pattern by the institution would be a self-learning exercise in quality sustenance effort undertaken by the institutions. The survey also intends a quality mapping which would streamline IQAC activities. Based on the quality profile created by the institution, strategies can be adapted to achieve the declared goals and objectives.

INSTRUCTIONS

This questionnaire is designed to make a survey of the basic processes related to quality management efforts in your institution. The survey consists of five sections.

1. General Profile
2. IQAC(Internal Quality Assurance Cell) activities
3. Academic and Research Outputs
4. Student Mentoring and Support System
5. Governance and Innovation

The activities of the institution in the above five sections or in other relevant areas are being surveyed to create quality profile for the year in relation to institutional vision and goals. The survey results would enable the institution and IQAC to create a quality index profile, which would be a self-learning exercise. Apart from the responses to the online survey, in case the NAAC requests for any further evidence, the information may be sent by hard copy. This would enable NAAC to make a diagnostic survey of national higher education scenario and the feedback will be provided to each participating institution. No judgment to categorization on institutional quality is intended.

2.

1) Kindly provide the details of the institution

Name of Institution:	**Department of Education, St. Xavier's College (Autonomous)**
Year of establishment of the Institution:	**16-01-1860**
AddressLine1:	**30, Mother Teresa Sarani**
AddressLine2:	**Kolkata**
City/Town:	**Kolkata**
State:	**West Bengal**
Postal Code:	**700016**
Email Address:	**principal@sxccal.edu**

2) NAAC Accreditation/ Reaccreditation Details

Year of Accreditation/ Reaccreditation:	**2012**
Current Grade:	**B**
CGPA:	**2.82**

3) Institutional Status

Autonomous College

4) Contact Person Details

Name of Head of Institution:	**Rev. Dr. J. Felix Raj SJ**
Contact Phone:	**033-22551231/232; 033-22551242**
Email:	**principal@sxccal.edu**
Website URL:	**www.sxccal.edu**
Name of IQAC Co-ordinator	**Prof. Swati Sarkar**
Email:	**sxcbed@gmail.com**

3.

SECTION I

This section is related to institutional goals, vision and mission, academic programmes and activities, strategies and action plans for institution building.

5) Number of academic programmes existing (Enter a number; 0 for nil)

Undergraduate (BA/B.Sc./B.Com etc.)	**0**
Post Graduate (MA/M.Sc./M.Com etc.)	**0**
Research Programmes (M.Phil/PhD)	**0**
Certificate Programmes	**0**
Professional Programmes (B.Tech/M.Tech/B.Ed/M.Ed/Medicine/Pharmacy/ Paramedical/Nursing etc)	**1**
Other value added programmes	**0**

Any other programme offered (Specify)	0

6) Details on Programme Development (Enter a number; 0 for nil)

New programmes added during the year	0
New programmes designed	0
Programmes under revision	1
Interdepartmental collaborative programmes	5
Inter institutional collaborative programmes	1
Number of review committee recommendations implemented (Total)	0
Number of NAAC peer team recommendations implemented	7
Number of UGC/any other expert committee recommendations implemented	3
Number of review committee recommendation under implementation	0
Number of NAAC peer team recommendations under implementation	7
Number of UGC/any other expert committee recommendations under implementation	3

7) Faculty Details (Enter a number; 0 for nil)

Total faculty strength required as per norms for all programmes	12
Total faculty on rolls	11
Faculty added during the year	1
Faculty positions vacant	1
Faculty left during the year	1
Total number of visiting faculty	0
Total number of guest faculty	6

8) Qualification of Faculty

PhD and Above	2
M.Phil	3
Masters	11
B.Ed.	11

9) Faculty qualification improvement

PhD awarded to existing faculty	1
M.Phil awarded to existing faculty	0

Any other degree awarded to existing faculty	0

10) Administrative Staff Details (Enter a number; 0 for nil)

Administrative staff (total sanctioned)	1
Administrative staff (Actual strength)	1
Added during the year of reporting	0
Left during the year	0
Number of posts vacant	0

11) Technical support Staff Details (Enter a number; 0 for Nil)

Technical Support Staff (Total sanctioned	8
Technical Support Staff (Actual strength)	31
Added during the year	2
Left during the year	0
Number of posts vacant	0

4.

SECTION II

This section surveys the quality sustenance and development activities during the year taken up by IQAC.

It reflects quality management structure, strategies, and processes which would enhance academic quality of the institution as perceived by faculty, students, alumni, and other stakeholders (social perception of the institution) in line with the vision, mission and goals of the institution.

12) Establishment details

	DD-MM-YYYY
Year of establishment of IQAC	**17-09-2011**

13) Composition of IQAC (Enter a number; 0 for nil)

Number of IQAC members	11
Number of Alumni in IQAC	3
Number of Students in IQAC	0
Number of Faculty in IQAC	6
Number of Administrative Staff in IQAC	1
Number of Technical Staff in IQAC	0
Number of Management Representatives	1
Number of External experts in IQAC	1
Number of any other stakeholder and community representatives	0

14) IQAC Meetings

Number of IQAC meetings held during the year	3

15) Whether Calendar of activities of IQAC formulated for the academic year
Yes

16) IQAC Plans for Development (Enter a number; 0 for nil)	
Number of academic programmes proposed	2
Number of value added programmes proposed	4
Number of skill oriented programmes proposed	1
Number of faculty competency and development programmes proposed	1
Number of other staff development programmes proposed	2
Number of student mentoring programmes proposed	12
Number of co-curricular activities proposed	6
Number of inter departmental cooperative schemes proposed	5
Number of community extension programmes proposed	1
Any other programmes proposed (Specify)	1

17) IQAC Plans for development & implementations (Enter a number; 0 for nil)	
Number of academic programmes implemented	1
Number of value added programmes implemented	4
Number of skill oriented programmes	2
Number of faculty competency and development programmes implemented	2
Number of other staff development programmes implemented	2
Number of student mentoring programmes implemented	12
Number of co curricular activities implemented	6
Number of inter departmental cooperative programs implemented	5
Number of community extension programmes implemented	1
Any other programmes suggested that are implemented (Specify)	1

18) IQAC Plans for development & implementations (Enter a number; 0 for nil)	
Number of seminars/ conferences/ workshops organized by IQAC within the institution	6
Number of participants from the institution	98
Number of participants from outside	0
Number of external experts invited	7
Number of external conferences/seminars/	0

workshops on institutional quality attended	
Number of events conducted with IQACs of other institutions as collaborative programs	**2**

19) Did IQAC receive any funding from UGC during the year?

Yes	
No	√

20) If the response to Qn. 19 is Yes, please provide the amount received from UGC - (Input 0 - if NA/NIL-) Any other source including internal financial support from the management (Specify amount)

Amount Received from UGC	**0**
Amount Received from any other source including the college management	**49,135**

21) Any significant contribution made by IQAC on quality enhancement during current year (Please provide details in bullet format)

> ➢ Academic audit has been done by the outside experts (Calcutta University + Schools)
> ➢ Curriculum Revision

5.

SECTION III

In this section the events, activities, and outputs in the field of research and academic areas are being surveyed.

22) Number of academic programmes existing (Enter a number; 0 for nil)

Number of new academic programs developed or designed by faculty	**0**
Number of faculty members involved in curriculum	**11**
Number of programs in which evaluation process reformation taken up and implemented	**1**
Number of active teaching days during the current academic year	**208**
Average percentage of attendance of students	**90 %**
Percentage of classes engaged by guest faculty and temporary teachers	**35.58 %**
Number of self-financed programmes offered	**0**
Number of aided programmes offered	**0**
Number of programmes discontinued during the year	**0**

23) Whether any systematic student feedback mechanism is in place? Yes

24) Feedback Details (If answer to Question 23 is	
Yes) Percentage of courses where student feedback is taken	**100%**

25) Is feedback for improvement provided to the faculty?   **Yes**

26) Faculty Research, Projects, and Publication details for the year	
Number of major research projects undertaken during the year	**0**
Number of minor research projects undertaken during the year	**1**
Number of major ongoing projects	**0**
Number of minor ongoing projects	**1**
Number of major projects completed	**0**
Number of minor projects completed	**0**
Number of major project proposals submitted for external funding	**0**
Number of minor project proposals submitted for external funding	**0**
Number of research publications in peer reviewed journals	**3**
Number of research publications in international peer	**1**
Number of research publications in national peer reviewed journals	**2**
Number of research papers accepted for publication in international peer reviewed journals	**4**
Number of research papers accepted for publication in national peer reviewed journals	**2**
Average of impact factor of publications reported	**0**
Number of books published	**0**
Number of edited books published	**0**
Number of books (single authored) published	**0**
Number of books(co-authored) published	**0**
Numbers of conferences attended by faculty	**18**
Number of international conferences attended	**3**
Number of national conferences attended	**15**
Number of papers presented in conferences	**8**
Number of papers presented in international conferences	**2**
Number of papers presented in national conferences	**6**
Number of conferences organized by the institution	**6**
Number of faculty acted as experts resource persons	**2**
Number of faculty acted as experts resource persons - international	**0**

Number of faculty acted as experts resource persons-national	**2**
Number of collaborations with international institutions	**0**
Number of collaborations with national institutions	**4**
Number of linkages created during the year	**1**
Total budget for research for current year as a percentage of total institution budget	**0**
Amount of external research funding received in the year	**Rs 98,000**
Number of patents received in the year	**0**
Number of patents applied for in the year	**0**
Number of research awards/ recognitions received by faculty and research fellows of the institute in the year	**1**
Number of PhDs awarded during the year	**1**
Percentage of faculty members invited as external experts/resource persons/reviewers/referees or any other significant research activities	**27.28 %**

6.

SECTION IV

This section deals with Student Mentoring and Support System existing in the Institution. This includes student activities, mentoring, and opportunities for development and inclusive practices.

27) Number of academic programmes existing (Enter a number; 0 for nil)

The total intake of students for various courses (Sanctioned)	**106**
Actual enrollment during the year	**98**
Student dropout percentage during the year	**7.54 %**
Success percentage in the final examination across the courses	**98.99 %**
Number of academic distinctions in the final examination and percentage	**96.91 %**
Number of students who got admitted to institutions of national importance	**0**
Number of students admitted to institutions abroad	**0**
Number of students qualified in UGC NET/ SET	**1**
Number of students qualified GATE/ CAT/ other examination (Specify)	**0**

28) Does student support mechanism exist for coaching for competitive examinations?No

29) Student participation, if response is yes to Qn. 28

Number of students participated	**0**

30) **Does student counseling and guidance service exist? Yes**	
31) **Student participation, if answer to Qn. 30 is yes**	
Number of students participated	**40**

32) **Career Guidance**	
Number of career guidance programmes organized	**3**
Percentage of students participated in career guidance programmes	**100 %**

33) **Is there provision for campus placement**	**Yes**

34) **If yes to Qn. 33**	
Number of students participated in campus selection programmes	**9**
Number of students selected for placement during the year	**5**

35) **Does gender sensitization program exist?**	**Yes**

36) **If Answer is Yes to Question 35**	
Number of programmes organized	**2**

37) **Student activities**	
Number of students participated in external cultural events	**7**
Number of prizes won by students in external cultural events	**3**
Number of cultural events conducted by the institute for the students	**7**
Number of students participated in international sports and games events	**0**
Number of students participated in national level sports and games events	**0**
Number of students participated in state level sports and games events	**0**
Number of students participated in university level sports and games events	**1**
Number of prizes won by students in international sports and games events	**0**
Number of prizes won by students in national level sports and games events	**0**
Number of prizes won by students in state level sports and games events	**0**
Number of prizes won by students in university level sports and games events	**1**

Number of sports and games events conducted by the institute for the students	**22**

38) Composition of students

Percentage of Scheduled Caste	**18.37 %**
Percentage of Scheduled Tribe	**9.19 %**
Percentage of other backward communities	**3.07 %**
Percentage of women students	**61.22 %**
Percentage of physically challenged	**2.04 %**
Percentage of rural students	**30.61 %**
Percentage of urban students	**69.39 %**

39) Scholarships and Financial Support

Number of students availing financial support from the institution	**7**
Amount disbursed as financial support from the institution	**Rs. 29,400**
Number of students awarded scholarship from the institution	**0**
Number of students received notable national/international achievements/recognition	**2**

40) Student initiatives

Number of community upliftment programmes initiated by students	**1**
Number of literary programmes initiated by students	**8**
Number of social action initiatives based on science / environment initiated by students	**3**
Number of student research initiatives	**3**

7.

SECTION V

This section surveys the Governance and Innovation at the institution related to quality management. The educational management strategies adopted and in practice for achieving the objectives are focused.

41) Whether perspective plan for overall developmental activities is created?

Yes	√
No	

42) If the answer for Qn. 41 is yes, is the plan implemented and monitored?

Yes	√
No	

43) Whether benchmarking is created for institutional quality management efforts?	
Yes	√
No	

44) If the answer to Question 43 is Yes, please list the benchmarking in various areas of development in bullet format

- Continuous Internal Assessment
- Class room seminar by students
- 100% student feedback
- Teaching Internship
- Educational excursion
- Self-appraisal by faculty members
- Academic collaboration
- Regular evaluation by administration
- Regular monitoring of students' attendance
- Academic audit
- Academic and physical expansion
- Net worked library
- Use of ICT (Information and Communication Technology)
- Promotion of credit based co-curricular and extra-curricular activities
- Student exchange and collaborative research

45) Is a Management Information System (MIS) in place?	
Yes	√
No	

46) If answer to question 45 is Yes, please provide details of MIS applied to

1. Administrative procedures including finance
2. Student admission
3. Student records
4. Evaluation and examination procedures
5. Research administration
6. Others

(enter the respective details corresponding to the serial numbers)

1. Tally, Exactly, payroll, tax, fees, PF, In house ERP system
2. Online through website of the college.
3. In house ERP system.
4. In house ERP system.
5. Development-in-progress.
6. (i) Students' CIA performance online, all information through website. Pay slip through e-mail, P.F. on line. Online fees payment system is in place form October, 2012.
(ii)Teachers upload assignments and study materials through
website. (iii) Library using LIBSYS

47) Existence of learning resource management

	Yes	No
e- database in library	√	
ICT and smart class room	√	
e- learning sources (e- Books, e- Journals)	√	
Production of teaching modules	√	
Interactive learning facilities	√	

48) Internal resource mobilization : Kindly provide the amount contributed

Research	**Rs 0**
Consultancy and training	**Rs 0**
Student contribution	**Rs 7,300**
Alumni contribution	**Rs 0**
Well-wishers	**Rs 76, 400**

49) Infrastructure and welfare spending: Please specify the amount

Amount spent for infrastructure development	**Rs 3,57,60,089**
Amount spent for student welfare	**Rs 54,21,940**
Amount spent for staff welfare	**Rs 43,71698**

50) Is delegation of authority practiced

Yes	√
No	

51) Does grievance redressal cell exist?

	Yes	No
Faculty	√	
Students	√	
Staff	√	

52) Grievances received from faculty and resolved (Enter a number; 0 for nil)

Number of grievances received	0
Number of grievances resolved	0

53) Number of grievances received from students and resolved (Enter a number; 0 for nil)

Number of grievances received	0
Number of grievances resolved	0

54) Number of grievances received from other staff members and resolved (Enter a number; 0

Number of grievances received	0
Number of grievances resolved	0

55) Has the institution conducted any SWOT analysis during the year

Yes	√
No	

56) The SWOT analysis was done by internal or by external agency	
Internal	
External	√

57) Kindly provide three identified strengths from SWOT Analysis (in bullet format)
- Committed teaching staff and support staff
- Very active alumni/ae
- Strong management team

58) Kindly provide three identified weaknesses from the SWOT analysis (in bullet format)
- Lack of space at Park Street campus
- Limited research activity in teacher education
- The theory and practical components of the course needs to be overhauled

59) Kindly provide two opportunities identified from the SWOT analysis (in bullet format)
- Conducting action research on various educational problems
- Tie-up with various schools for training and placements

60) Kindly provide two identified challenges/threats from SWOT analysis (in bullet format)
- Revision of the curriculum
- Familiarizing the trainees with recent trends and developments in education

61) Identify any significant progress made by the institution towards achieving the goals and objectives during the year (list below in bullet format)
- 1 Minor project was taken up during the year
- 1 Faculty member was awarded PhD
- 2 Faculty members have been resource persons for the national level seminars
- 1 Faculty member has published two papers at the national level journals and one paper in the international level journal
- Collaboration with Satyapriya Roy College of Education
- Facility of video conferencing
- Construction of new girls hostel and boys hostel
- Development of EM Bypass campus
- Allotment of 16.64 acres land by Government of West Bengal at Rajarhat New Town for 3 rd. campus
- Efforts for upgrading St Xavier's College to University status

62) How do you perceive the role of NAAC in the quality development of your institution (Suggestions in bullet format to be given below)
• Recommendations of NAAC has helped us to improve our quality of teaching, learning and research • NAAC assessment has helped us to discover our strengths and weaknesses • NAAC has shown us the way forward by providing us with guidance and direction to achieve the goals and objectives of teacher education

Rev. Dr. J. Felix Raj, S.J.
Principal

Prof. Swati Sarkar
Co-ordinator, IQAC

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