ST. XAVIER'S COLLEGE [AUTONOMOUS]
30 Mother Teresa Sarani
Kolkata – 700016

The Annual Quality Assurance Report
(AQAR) of the IQAC
Session: 2017-2018

Submitted to:
National Assessment and Accreditation Council (NAAC)
P. O. Box No. 1075, Nagarbhavi,
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Phone. +91-80-23210261

St. Xavier's College (Autonomous), Kolkata
Established in 1860
Autonomous College (2006), College with Potential for Excellence (2006),
College of Excellence (2014), College with Special Heritage Status (2015),
A++ College with 3.77 CGPS (2017)

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ST. XAVIER'S COLLEGE (AUTONOMOUS)
KOLKATA, PIN-700016

Ph.: 033-22551231/232, Fax: (91-33)22879966
Website: www.sxccal.edu, Email: principal@sxccal.edu

The Annual Quality Assurance Report (AQAR) of the IQAC
Session: 2015-2016

Part – A

1. Details of the Institution

AQAR for the year (*for example 2013-14)* | **2017-18** |

1.1 Name of the Institution | **St. Xavier's College (Autonomous)** |

1.2 Address Line 1 | **30, Mother Teresa Sarani** |

Address Line 2 | **Kolkata** |

City/Town | **Kolkata** |

State | **WEST BENGAL** |

Pin Code | **700016** |

Institution e-mail address | **principal@sxccal.edu** |

Contact Nos. | **033-22551231/232** |

Name of the Head of the Institution: | **Rev. Dr. Dominic Savio S. J.** |

Tel. No. with STD Code: | **033-22551230 / 033-22879966** |

Mobile: | **+919831207444** |

Name of the IQAC Co-ordinator: | **Prof. Partho Mukherji** |

Mobile: | **+919830012126** |

IQAC e-mail address: | **iqacsxc@sxccal.edu** |

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1.3 NAAC Track ID

| 1383 |

OR

1.4 NAAC Executive Committee No. & Date:
   (For Example EC/32/A&A/143 dated 3-5-2004.
   This EC no. is available in the right corner- bottom
   of your institution's Accreditation Certificate)

EC/57/RAR/89 dated 30-11-2011

1.5 Website address:

www.sxccal.edu

Web-link of the AQAR:

http://www.sxccal.edu/aboutSXC/sxc-IQAC.htm

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	A	NA	2003	5 years
2	2nd Cycle	A	3.53	2011	5 years
3	3rd Cycle	A++	3.77	2017	7 years
4	4th Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY   **1/07/2004**

1.8 AQAR for the year (for example 2010-11)   2017-18

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

   i.   AQAR__2011-2012 Submitted to NAAC on 03/10/2012
   ii.   AQAR__2012-2013 Submitted to NAAC on 19/12/2013
   iii. AQAR__2013-2014 Submitted to NAAC on 09/04/2015
   iv.   AQAR__2014-2015 Submitted to NAAC on 21/03/2016
   v.   AQAR__2015-2016 Submitted to NAAC on 15/02/2017
   vi.   AQAR__2016-2017 Submitted to NAAC on 28/03/2018

1.10 Institutional Status

   University (NA)   State ☐   Central ☐   Deemed ☐ Private ☐
   Affiliated College   Yes ✔   No ☐

   Constituent College   Yes ☐   No ✔

   Autonomous College of UGC Yes ✔   No ☐

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Regulatory Agency approved Institution   Yes ☐   No ☑

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education ☑   Men ☐   Women ☐

Urban ☑   Rural ☐   Tribal ☐

Financial Status   Grant-in-aid ☑   UGC 2(f) ☑   UGC 12B ☑

Grant-in-aid + Self Financed ☑ Totally Self-financing ☐

1.11 Type of Faculty/Programme
Arts ☑   Science ☑   Commerce ☑   Law ☐   PEI (Phys Edu) ☐

TEI (Edu) ☐   Engineering ☐   Health Science ☐   ☑
Management

Others   (Specify)   **Bachelor of Education (B. Ed)**

1.12 Name of the Affiliating University *(for the Colleges)*   **University of Calcutta**

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University   **University of Calcutta**

College with Potential for Excellence ☐   UGC-CPE ☐

DST Star Scheme ☑   UGC-CE ☑

UGC-Special Assistance Programme ☑   DST-FIST ☑

UGC-Innovative PG programmes ☐   Any other (*Specify*) ☐

UGC-COP Programmes ☑

2. IQAC Composition and Activities

2.1 No. of Teachers   **7**

2.2 No. of Administrative/Technical staff   **7**

2.3 No. of students   **1**

2.4 No. of Management representatives   **-**

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2.5 No. of Alumni **1**

2.6 No. of any other stakeholder and community representatives **2**

2.7 No. of Employers/ Industrialists **1**

2.8 No. of other External Experts **1**

2.9 Total No. of members **20**

2.10 No. of IQAC meetings held **4**

2.11 No. of meetings with various stakeholders: No. **7** Faculty **2**

Non-Teaching Staff / Students **1** Alumni **4** Others

2.12 Has IQAC received any funding from UGC during the year? Yes No **✔**

If yes, mention the amount **NIL**

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars / Conferences / Workshops / Symposia organized by the IQAC

Total Nos. **2** International National State Institution Level **2**

(ii) Themes
- Beyond Chalk and Talk – the role of the teachers as a facilitate
- Seminar on Gender Sensitisation

2.14 Significant Activities and contributions made by IQAC

- Academic Audit has been conducted by a team of external experts
- Academic audit is conducted by each department on a monthly basis
- Academic audit is conducted by the Board of Studies of each department, once a semester
- Faculty Development Programmes
- Curriculum Restructuring
- Initiative Towards Strategic Planning
- Sending differently abled students to different organisations for scholarships and other support
- Value Added Programmes, Foundation Course, Communicative English, Club Activities
- Socio-Eco survey of fishermen village and exposure to a rural school
- Community Outreach Programmes

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2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year

Plan of Action	Achievements
Infrastructure Additions	➢ Purchase of New Books and Equipments ➢ Availability of more space for teaching and learning
Village Exposure	1343 students across the departments visited the 6 villages adopted by College as part of the College to Village, Village to College 1) Nurshidarchowk - 203 Students 2) Debipur – 185 Students 3) Shalpukur – 170 Students 4) Paikhala -591 Students 5) Balrampur - 157 Students 6) Hogulkuria - 37 Students
Innovative Method of Teaching	Information and Communication Technology in teaching / Peer team teaching in B. Ed
Online Feedback	Online evaluation of teachers

2.16 Whether the AQAR was placed in statutory body   Yes ✔   No ☐

Management ✔   Syndicate ☐   Any other body ☐

Provide the details of the action taken

➢ Feedback were taken from all stakeholders and actions were taken based on it
➢ Academic audit and green initiative been conducted
➢ Grievance cell receives complains and suggestions from the students and according to address the issues.
➢ Students' Grievance Cell Committee (GCC) is regularly addressing the issues.
➢ Counselling Cell regularly counselling students from different departments
➢ Placement Cell regularly organising different events for the placement of the students
➢ A preparatory team for the SSR of the NAAC Peer Team visit for the 3rd cycle of accreditation of November 2016 has been formed.
➢ Teachers, Administrative staff/technical staff, students, management representatives, Alumni, Community representatives, external experts were included in the AQAR committee.
➢ The IQAC held meetings at regular intervals.

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Part – B

CRITERION – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	4	-	-	-
PG	7	-	7	-
UG	17	-	5	-
PG Diploma	5	-	5	5
Advanced Diploma	-	-	-	-
Diploma	2	-	2	2
Certificate	3	-	3	3
Others	4	-	4	2
Total	38	-	26	10

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options: Core as well as Elective.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	38
Trimester	-
Annual	-

1.3 Feedback from stakeholders*   Alumni [✓]   Parents [✓] Employers [✓]   Students [✓]
(*On all aspects*)

Mode of feedback   :   Online [✓]   Manual [✓]   Co-operating schools (for PEI) [ ]

Please provide an analysis of the feedback in the   (See Annexure 2)

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

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- ➢ Ph.D program regulation
- ➢ Two years B.Ed. curriculum according to NCTE guidelines (restructuring of Curriculum)
- ➢ Credit transfer policy for the International Exchange Programme.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

- ➢ History honours started in Raghabpur Campus in 2015-16
- ➢ M. Sc Multimedia introduced in July 2015

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CRITERION – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	209	165	35	01	8

Part Time Professor - 19

2.2 No. of permanent faculty with Ph.D   **102**

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others (Part-Time)		Total	
	R	V	R	V	R	V	R	V	R	V
	-	-	-	-	-	-	-	-	-	

2.4 No. of Guest and Visiting faculty and Temporary faculty   **14**   **-**   **-**

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	53	30	04
Presented papers	37	16	-
Resource Persons	10	19	10

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Continuous Internal Assessment
- Class room seminar by students
- 100% student feedback
- Internship
- Industrial visits
- Self-appraisal by faculty members
- Peer team appraisal
- Regular evaluation by administration
- Regular monitoring of students' attendance
- Academic audit
- Academic and physical expansion
- Promotion of credit based co-curricular and extra-curricular activities
- Student exchange and collaborative research
- Placement
- Career Counselling
- Students' Counselling for different purposes
- Remedial Classes
- Student Parliament
- Micro Teaching and Block Teaching
- Tutoring

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- Mentoring
- Student Leadership Programme
- Students Seminar

2.7 Total No. of actual teaching days during this academic year   **218**

2.8 Examination / Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)
Double Valuation

> **Syllabus revised to 2000 marks in accordance with two years B. Ed Curriculum**

2.9 No. of faculty members involved in curriculum restructuring/ revision/ syllabus development as member of Board of Study/ Faculty/ Curriculum Development   **180**   **180**   **180**

2.10 Average percentage of attendance of students   **82.40**

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Total no. of students Passed	Division				
			Distinction %	I %	II %	III %	Pass %
BA(Arts)	353	251	-	30.3	38.8	2	71.1
B.Sc (Science)	433	378	-	71.6	15.7	-	87.3
B.M.M (Multimedia)	19	19	-	68.4	31.6	-	100
BBA (Business Administration)	141	132	-	77.3	16.3	-	93.6
B.Com (Commerce)	1282	1119	-	61.8	25.5	-	87.3
B.Ed	93	91	-	97.8	-	-	97.8
M.Com (Commerce)	63	62	-	90.5	7.9	-	98.4
M.Sc (Physics)	23	22	-	87	8.7	-	95.7
M.Sc (Computer Science)	56	53	-	87.5	7.1	-	94.6
M.Sc (Microbiology)	30	30	-	100	-	-	100
M.Sc (Biotechnology)	28	27	-	92.9	3.6	-	96.4

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2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

> ➢ Academic Audit is undertaken on annual basis
> ➢ Feedback from all stakeholders like students, parents etc. are taken on regular basis
> ➢ Monitoring of activities of different department through different quarterly report
> ➢ Use of ICT (Information and Communication Technology)
> ➢ Networked library
> ➢ Regular IQAC meetings are held and various issues are discussed
> ➢ Dissemination of information in the departmental meetings
> ➢ Faculty Improvement Programme

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	05
UGC – Faculty Improvement Programme	-
HRD programmes	242
Orientation programmes	02
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others (Faculty Development Programme)	08

2.14 Details of Administrative and Technical Staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	14	0	0	0
Technical Staff	4	0	0	0

Administrative Staffs
- Principal
- 4 Vice Principals
- 8 Deans
- Member Secretary – Academic Council
- Coordinator, IQAC

Technical Staff
- 1 Chemistry Department
- 2 Physics Department
- 1 Mass Communication and Videography

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CRITERION – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

> ➢ The College has a Central Research Laboratory under the supervision of Dr. Rina Ghosh. Through the research laboratory, many students from different department pursue their research in different field funded by different agencies.
> ➢ 27 Research Scholars are pursuing their PhD's under the guidance of different faculties of the College
> ➢ Introduction courses in Research Methodology
> ➢ Introduction of dissertation paper in new curriculum
> ➢ To encourage faculty to undertake various research projects, Ph.D. works and also to participate in national & international seminars and conferences
> ➢ Reaching out ot each department to promote research activities among the faculty members by creating awareness of various research grant sources.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02	-	-	-
Outlay in Rs. Lakhs	3.70	-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	22	03	-
Non-Peer Review Journals	-	03	-
e-Journals	15	-	-
Conference proceedings	05	04	01

3.5 Details on Impact factor of publications:

Range [Nil]   Average [4.46]   h-index [Nil]   Nos. in SCOPUS [Nil]

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3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2 Years	UGC-MRP	200000	20000
	2 Years	UGC-MRP	170000	85000
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (Research Scholar) *(other than compulsory by the University)*	5 years	CSIR	20000	20000
	5 years	DST-GOI	1960000	3920000
Any Other	3 Years	DBT-WB	2867115	744480
	3 Years	DBT-WB	1443800	499400
	3 Years	DBT-WB	2973000	335559
	3 Years	DST-WB	1278000	252749
	3 Years	DST-WB	1498800	531400
	3 Years	DST-WB	1399800	708400
	3 Years	DST-WB	1496390	864990
	1 Years	ICSSR	70000	56000
	4 Years	CSIR	2055514	1018275
	3 Years	CSIR	487143	487143
	3 Years	UGC-DAE-CSR	168000	64104
	Yearly	WB Govt. RUSA	7291667	7291667
	Yearly	DST-GOI	280000	144000
	Yearly	NSS-CU	33125	33125
Total			25692354	13548292

3.7 No. of books published   i) With ISBN No. [04]   Chapters in Edited Books [02]

ii) Without ISBN No. [ ]

3.8 No. of University Departments receiving funds from: N.A.

UGC-SAP [ ]   CAS [ ]   DST-FIST [ ]

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DPE [ ]   DBT Scheme/funds [ ]

3.9 For Colleges   Autonomy [✓]   CPE [ ]   DBT Star Scheme [✓]

INSPIRE [Nil]   CE [✓]   Any Other (specify) [Nil]

3.10 Revenue generated through consultancy [Nil]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	09	05			51
Sponsoring agencies	College, UGC, Department of Science and Technology, Government of West Bengal	College Fund			College Fund

3.12 No. of faculty served as experts, chairpersons or resource persons [39]

3.13 No. of collaborations [17]   International [10]   National [11]
Any other [–]

3.14 No. of linkages created during this year [01]

3.15 Total budget for research for current year in lakhs:

From funding agency [-]   From Management of University/College [500000]

Total [500000]

3.16 No. of patents received this year **Nil**

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

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Total	International	National	State	University	Dist	College
				7 (PHD)		

3.18 No. of faculty from the Institution who are Ph. D. Guides **13**

and students registered under them **27**

3.19 No. of Ph.D. awarded by faculty from the Institution **NA**

3.20 No. of Research scholars receiving the Fellowships

JRF **03** SRF **1** Project Fellows [ ] Any other **27**

3.21 No. of students Participated in NSS events

University level **-** State level **-**

National level **-** International level **-**

3.22 No. of students participated in NCC events:

University level **-** State level **15**

National level **6** International level **5**

3.23 No. of Awards won in NSS:

University level **–** State level **–**

National level **–** International level **–**

3.24 No. of Awards won in NCC:

University level **-** State level **4**

National level **2** International level **-**

3.25 No. of Extension activities organized

University forum **-** College forum [ ]

NCC **3** NSS **9** Any other [ ]

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

NSS
- Blood donation camp – 693 Donors
- Shishu Mela – 1000 underprivileged Children
- Prayas Camp – 4 days (Village to College) Bholakhali & Debipur (30 girls & 24 boys)
- Puja camp – 7 days work camp
- Green Clean Neighbourhood – Weekly

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- Women's Day – Raghabpur Campus
- Joy of giving week – 7 days
- Premdaan – Weekly - 32 Students
- Sunday Village Visit – 6 villages per week
- Adda Session on Social issue
- Opinion Poll on social issues
- Independence Day celebration at Debipur and Nurshidpur villages
- Fordham University (12 Students) for Students international exchange Programme.
- Oral School for Deaf children at Nurshidchak

NCC

- Celebration of Independence Day
- Providing security services at various programs organized by the College
- Rendering social services during camps
- 5 cadets represented India in youth exchange programme through NCC.
- Arms display in College campus by Eastern Command Head Quarters.
- Intra Battalion Sports meet "KHEL"
- Combine Annual Training camp held at Raghabpur Campus with 400 cadets of various Schools and Colleges, conducted by 20 Bengal Battalion NCC.

Sports

- Nearly twenty two Interdepartmental tournaments conducted each year
- Twenty College teams prepared and sent up for various Inter College Tournaments
- Preparation and participation of College Men and Women basketball teams for West Bengal Basketball Association State Championship, League and Knock Out.
- Preparation and participation of the Xaverian Hockey team in the Bengal Hockey association 1st Division Group B League and Knock out.
- Conduct of a mega event the College Annual Sports opening with an inter Departmental Parade which involves each student of the College including students of St. Lawrence and Raghabpur Campus.
- Collaborating with sporting activities and organising with the College Alumni, Students Council Fest: Xavotsav, Staff matches, Khel, XPL
- Preparation of the Xaverian Club Men's and Women's Basketball team where they participated in the West Bengal State Championship and the women's team came third in the state
- College Mens cricket team placed 2nd overall in the Calcutta University Inetr College 2017-18
- College Men and Women Basketball team palced 1st in yje State Levele Indian College Baksetball Leagues and qualified for the Nationals.

B. Ed

- Xaverian Education Society organised **Mangalam Camp** in February, 2017.
- Prof. Dr. Charlotte Simpson Veigas is the State Coordinator for the All India Catholic University Federation (AICUF) a National Body which works for the empowerment of the marginalized and under privileged. The AICUF conducted year long activities (2016-2017) that included adoption of a village (Ghostomath) , regular visits to the old age home, organizing of an inter college talent hunt competition entitled Spotlight, Celebration of Adivasi Divas and Indigenous Day, Leadership Camps, Seminars by the Adivasi Yuva Chetna Manch (AYCM) and other such social welfare, Social Responsibility and other developmental activities.
- Participation in Annual sports

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- Participation in Sanyog and Xavullash, organised by the Bengali Literary Society.
- Various clubs of the department namely Literary Club, Cultural Club, Nature Club have conducted extension activities on behalf of the department such as :
  - Inorder to develop scientific temper among underprivileged students, the department **organised a workshop named "Magic Of Science**" at Panchkari Radharani Adarsha Vidyalaya, Kolkata and students of the department demonstrated simple experiments on light, magnetism, air pressure, centrifugation, maths magic, etc under the supervision of Prof. Ritendra Roy, Assistant Professor, Department of Education.

CRITERION – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area (Acre)	32.53	-	College Fund	32.53
Class rooms	58	-	College Fund	75
Laboratories	14	-	College Fund	14
Seminar Halls	7	-	College Fund	7
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.		408	UGC + College Fund	408+
Value of the equipment purchased during the year (Rs. in Lakhs)		6445164	UGC + College Fund	0.64 Cr
Others				

4.2 Computerization of administration and library

- E-Resource Centre for Advanced Studies and Research in the Central Library of the college is equipped with Wi-Fi facility for accessing e-books via college intranet. This facility is accessible throughout the college campus.
- Upgrading of existing examination software to enable bar coding system in order to facilitate tracking of scripts
- Students' attendance system using tab to have real-time attendance capture

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4.3 Library services

The Central Library

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books & Reference Books	61703	36,75,444	2381	6,28,293	64084	43,03,737
e-Books	136004*	29,91,630	3667	-	99284	7,80,853
Journals & Periodicals	140	2,38,177	139	2,52,123	139	2,52,123
e-Journals	6277	1,61,753	6283	2,20,347	6283	2,20,347
Digital Database	4	5,53,439	4	5,73,052	4	5,73,052
CD & Video	902	-	-	-	902	-
Others (specify) Institutional Membership	2	10,000	2	10,000	2	10,000

* Existing e-books included EBSCO collection

Annexure / Notes:
1. E-Resource Centre for Advanced Studies and Research in the central library of the college is equipped with Wi-Fi facility for accessing e-books via college intranet. Total collection of e-books for this section is 3,367.
2. E-Resource Access Section in the library equipped with Wi-Fi facility. The facilities of semester question paper (soft copy), e-books, e-journals (Sage) and e-databases (ProwessIQ, Economic Outlook, Indiastat) are also accessible from e-resource access section. Some of the most common e-books are from Oxford, Pearson and Gale Virtual Reference Library. Central Library is also a member of National Digital Library (NDL), INFLIBNET-NLIST and DELNET from which users can access e-resources.
   E-Journal collection has been updated with new subscription to the e-version of the Economist, Down to Earth, Electronics for you and the Business Line.
3. The catalogue-search and circulation systems are fully automated using KOHA LMS at present. Search for any document(App 79,421+)can be made through WEB OPAC of KOHA LMS 24x7.
4. Institutional Repository using DSpace Software is updated with the in-house publication.
5. CCTV surveillance system for Central Library has been strengthened by increasing the number of cameras.

Department of Education Library

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books & Reference Books	10070	581260.00	974	140900.00	11044	722160.00
e-Books	95617[*1]				95617	

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Journals & Periodicals	148[*2]	75589.00[*3]	4[*4]	11550.00	148	87139.00
e-Journals	5[*5]				5	
Digital Database						
CD & Video	24	1320.00[*6]			24	1320.00
Others (specify) Institutional Membership	2		2 (Renewed)		2	

*1 - e-Books (INFLIBNET NLIST) accessible from Central Library

*2-Out of 148 Journals & Periodicals, 139 are accessible from Central Library

*3 - Price of 9 Journals

*4 - Renewed journals

*5 - Subscribed for printed as well as e-version from i-manager publications

*6 - Price of 8 CD/DVD(S)

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	980	309	980	51	15	64	312	229
Added								
Total	980	309	980	51	15	64	312	229

Others include   Conference Room

Library   Research

Class Rooms   Server

Laptops

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

> - Internet Access to all Machines through 100 mbps leased line
> - The college provides computers, internet access to teachers and students
> - Wi fi facility to students and all staff members
> - CCTV Surveillance system at i) Park Street Campus, ii) Raghabpur Campus, iii) AJC Bose Road Hostels
> - 2G Network backbone on Fibre Optic to support redundancy and high availability
> - Extension of Audio-visual system to all classrooms
> - New Computer Lab at Raghabpur Campus
> - Training Programme for faculty in latest programing language and utilities

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4.6 Amount spent on maintenance in lakhs :

i) ICT | **6177111**

ii) Campus Infrastructure and facilities | **3848501**

iii) Equipments | **1350833**

iv) Others | **1542666**

Total : | **12919111**

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CRITERION – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> ➢ Students' Parliament is organized on regular basis
> ➢ Meeting with students on regular interval by different Vice Principals, Deans, HoDs Etc.
> ➢ Add on course on 'Evaluation Techniques' and 'Teaching Skills'.
> ➢ Departmental Seminar cum Workshop on 'Teacher as a Role Model' and 'Emotional Intelligence.
> ➢ Organised orientation programme

5.2 Efforts made by the institution for tracking the progression

> ➢ Bio-Metric System has been introduced in the library to track the attendance of the students
> ➢ Inclusion of external resource persons in BOS & IQAC
> ➢ Continuous Internal Assessment (CIA)
> ➢ Remedial & Tutorial classes are held for slow learners.
> ➢ Mentoring system is in practice
> ➢ Review of exam result
> ➢ Feedback from the external examiners
> ➢ Progression in student support service is tracked through
> ➢ Alumni membership
> ➢ Personal contact-with ex students
> ➢ Meetings with Stakeholders

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
7110	728	34	962

(b) No. of students outside the state | 1167 |

(c) No. of international students | 31 |

Men			Women	
No	%		No	%
4799	54%		4035	46%

Last Year (2016-17)						This Year (2017-18)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
7212	380	413	289	3	8297	7598	420	474	342	-	8834

Demand ratio: 1:14   Dropout: less than 1 %

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5.4 Details of student support mechanism for coaching for competitive examinations (If any)

> ➢ IAS Coaching provided for the IAS aspirants who want to pursue their career in this field
> ➢ IAS and IPS officers of different batches come to provide their valuable guidance to the IAS aspirants

No. of students beneficiaries   21

5.5 No. of students qualified in these examinations: Not Available (NA)

NET NA   SET/SLET NA   GATE NA   CAT NA

IAS/IPS etc. NA   State PSC NA   UPSC NA   Others 21*

** TET (Teacher Eligibility Test conducted by CBSE and State Government)

5.6 Details of student counselling and career guidance

> ➢ There is a separate counselling cell for students.
> ➢ Staff make themselves available on campus for the mentoring and guidance of students in need of counselling.
> ➢ Classroom Counsellor in B. Com
> ➢ There is separate Placement Cell, which looks after the placement and provides proper guidance for the future prospective students.
> ➢ Career counselling by faculty members and professionals (also ex-students)
> ➢ Add on course on 'Evaluation Techniques and 'Teaching Skills'.
> ➢ An optional paper entitled "Guidance and counselling" is offered to the students of the second year as an optional paper. The paper includes theoretical and practical components. Techniques of counselling and various theories including the Psychodynamic, Humanistic, Existentialist-Humanistic theories are introduced as practicum components that the students might opt for.

No. of students benefitted   **800+**

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
53	500 (App)	364	197

5.8 Details of gender sensitization programmes

> ➢ One gender sensitization programmes held in the year 2017-18

5.9 Students Activities

    5.9.1   No. of students participated in Sports, Games and other events

State/ University 55   National level 7   International level **2**

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No. of students participated in cultural events

State/ University level | 305 | National level | - | International level | -

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level | 27 | National level | 11 | International level | -

Cultural: State/ University level | 143 | National level | - | International level | -

5.10 Scholarships and Financial Support

	Number of Students	Amount (Rs. in Lakhs)
Financial support from institution	215	5335965
Financial support from government	20	898400
Financial support from other sources	32	678150
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level | 1 | National level | - | International level | -

Exhibition: State/ University level | 1 | National level | - | International level | -

5.12 No. of social initiatives undertaken by the students | 29
NSS

1. Shishu Mela – Bringing a Thousand little Smiles
2. Prayas Camp – Dreams unleashed
3. College To Village & Village to College – Guiding by Hand supporting extension learning centres in 6 villages.
   a. Paikhala
   b. Debipur
   c. Shalpukur
   d. Bolorampur
   e. Nurshidchowk
   f. Hogulkuria
4. Green Clean Neighbour Campaign
5. Visit to cancer hospital
6. Blood Donation Camp – the vein to vein connection
7. Prem Dan – A Service with Love
8. Daan Utsav – Celebrating the joy of Giving
9. Adda Sessions – Chai Per Charcha
10. Opinion Poll
11. Independence Celebration
12. Womens' Day Celebration

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All India Catholic University Federation (AICUF)

13. Feast of St. Ignatius of Loyola / Orientation for First Year
14. State Women's Commission Seminar on theme – Patriarchy has no gender
15. The Spotlight 2017
16. Adivasi Diwas 2017
17. State Puja Camp 2017
18. Feast of St. Francis Xavier
19. Blanket Distribution
20. Sporta Day (St. Xavier's Evening School)
21. Adivasi Yuva Chetna Manch seminar on the theme – Tribal Integration: Issue and the Invisible Constitution
22. Adaya 2018
23. Sanity Napkin Drive
24. Feast of St. Joseph / Worker's Day Celebration
25. AICUF Day

NCC

26. Celebration of Independence Day

Department of Education (B.Ed)

27. Visit to village for Socio-Economic and Educational Survey
28. Community Outreach
29. Extension Activities - 'Lending Love' and 'Haath Se Haath Milao'

5.13 Major grievances of students (if any) redressed:

> The Students' Grievance Cell was formed in 2009. The cell is vested with the authority to arbitrate any type of grievances raised by the students of the College. The committee members of Grievances Redressal Cell (GRC) examine the complaint and recommend the case, if necessary, to the Principal. The Principal is the final authority to take action.
> Few grievances regarding drinking water facility, canteen and toilet facilities were redressed during the year 2017-18.

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CRITERION – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

To promote a society based on love, freedom, liberty, justice, equality and fraternity.

Mission:

- To further our role as a centre of excellence in Higher Education.
- To Mother the formation of and efficient expansion of St. Xavier's University Kolkata (SXUK).
- To excel in all areas of teaching-learning, research and consultancy.
- To introduce more courses of Post Graduate Studies
- To contribute to the creation of knowledge and create vast reserve for research.
- To provide education of international standard and extend the scope of International Exchange of faculty and students.
- To inspire and challenge all segments of the College to raise the realm of good to great and even greater heights.
- To become a centre of culture, to consciously promote communal harmony and cultural integration, and to create an atmosphere of dialogue in the campus.
- To promote academic exchange and academia-industry interfacing by utilizing the latest technological progress.
- To offer skill-based subjects and motivate/animate a work force with human values.
- To develop application-oriented courses, with the necessary input of values with a view to produce all-round development of individuals
- To promote online courses (MOOC) through the utilization of resources at EMMRC
- To continue to bridge across the rural-urban divide, taking the benefits of education to the poor and the marginalized. Create more satellite campuses like Raghabpur.
- To ensure access to and equity of opportunities for higher education to all deserving and meritorious students, particularly those from the marginalized sections, irrespective of caste, creed and religion.
- To form young men and women of competence, commitment, conscience and compassion who will become leaders of future.
- To strive towards the excellence in individual and collective activities.
- To abjure physical and psychological violence.
- To promote the message of MAHOPANISHAD VI – Vasudhaiva Kutumbakam (The World is one Family).
- To respect and foster the ideals of the National Flag the National Anthem and the Institution.
- To uphold the sovereignty and integrity of our nation.
- To render national service whenever regional linguistic and parochial diversities.
- To preserve and persevere with theSA
- heritage of our national composite culture.
- To contribute to the well–being of the nation without counting the cost in the spirit of NIHIL ULTRA (Nothing Beyond) – the motto of the College.

Value framework to accomplish our vision:

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- Fostering passion and pursuit for academic, intellectual and spiritual excellence.
- Promoting social awareness leading to commitment and action for the greater glory of the good and God.
- Cultivating uncompromising commitment towards enhancing the quality of life both at the organizational and societal levels.
- Instilling integrity, perseverance and transparency.

6.2 Does the Institution have a Management Information System?

- Regular Students' Feedback system – Data capturing and analysis
- 360^0 feedback
- Analysis of achievement made by Faculty Members
- Analysis of students' performance in examination
- The Website acts as an archive for all events and news announced and accomplished during the year.
- VP's, Dean's and HOD's appraisal
- The IQAC office also operates as a Data Management Facility centre along with periodic evaluation of quality management.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Curriculum restructuring is a continuous process. While restructuring, feedback from all stakeholders are analysed and appropriate actions are taken for improvement. Through consultations with academic and industry experts, curriculum and relevance of the programmes are ensured. Multi skill development programmes help in employability. Training through internship, project work, Career Oriented Programmes and participation in various society activities help to develop leadership skill and competence.

After every semester, the academic audit of each department is conducted by the respective Board of Studies (BOS) and the overall audit of the College is done by the Academic Council. At the end of three years, with feedback from stakeholders and the experience gained during the three years, the BOS of every department undertakes a thorough revision of the syllabi to make it contemporary and more relevant.

A new curriculum proposed by UGC has been worked on; it has been implemented from July 2018.

6.3.2 Teaching and Learning

With respect to teaching and learning the following initiatives have been undertaken
- ❖ In BA and BSC departments, a restructured curriculum, developed over a period of the proceeding 3 years, has been implemented

  The goals are:
  - To make teaching and learning more suited to the need of the semester system
  - To modularize syllabus and spell out the course objectives
  - To facilitate transition from the traditional to the modern curriculum of Choice Based Credit System (CBCS)
  - To bring uniformity in the total no. of papers in all the UG degree courses and hence uniformity of total marks
  - To allow for multiple modes of assessment so that students of different

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> abilities stand to benefit and to allow all round assessment of their learning
> ❖ In BCOM and BBA departments, a restructured curriculum was in place from the start of autonomy. However, syllabus revision was undertaken for the third time after autonomy. The units of each module syllabus have been apportioned marks to ensure coverage of the full syllabus during teaching and at the time of question paper setting
> ❖ For all UG departments seminars were organized on 'student centric learning', research and consultancy

6.3.3 Examination and Evaluation

From the inception of autonomy, we have been introducing changes in the teaching, learning and evaluation practices to bring these in alignment with the mission and vision of our institution.

To achieve a greater degree of transparency, accountability and fairness in the aspects of the preparation of examination question papers (QP's) and assessment, a number of changes have been introduced from July 2013. The Principle, "One who teaches should also assess", has been adopted along with appropriate checks and balances. These control become operational at appropriate stages through the agency of peer review by externals and internals.

➢ Preparation of the Question paper:
  ❖ Course instructor sets QP's in accordance with the specific guidelines developed for the purpose Parallely a second set is prepared by the external paper setters.

➢ Moderation of QP's:
  An external moderator prepares, from the two sets of a QP, one single paper in accordance with a set of specific guidelines. The course instructor who is also the internal paper setter is present during moderation to provide assistance and /or inputs if requested by the external moderator. The latter checks to ensure that the QP
  ❖ Is valid
  ❖ Covers the declared syllabus
  ❖ Has stretch and
  ❖ Is accessible to students of all categories of ability
  To this effect the moderator is required to submit a confidential report.

➢ Assessment of the answer scripts:
  ❖ A detailed Marking Scheme (MS) is developed in examiners' (external and internal) meeting. This is done to ensure that marking is reliable and consistent.
  ❖ The course instructor marks the script in accordance with MS marking being done anonymously. "Blind" marking is practised.
  ❖ Appropriate samples of the marked scripts (generally 30% of total from each packets) are evaluated independently by external using the agreed upon MS.
  ❖ If the marks difference in a significant number of scripts (50% of a sample 20% scripts which are evaluated by the external examiner) varies by 15% then the internal examiner and the HOD separately are required to account for it. This inspection and scrutiny may be followed by 100% re-evaluation. This exercise provides an opportunity for self-learning by the internals.
  ❖ Finally after the publication of the result a candidate may apply for "seeing" and /or

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"review". This "review" is done by another internal/ external examiner.

➢ Special facilities provided to students are:

❖ The process of grafting has benefited the weaker section of the students who can thus now graduate without losing academic years.

❖ Every year, in the month of May-June a special arrear clearance examination is held for students with arrear in the fifth semester; so that a student does not have to wait for an additional semester to clear their papers and the graduate on scheduled time.

6.3.4 Research and Development

The various steps taken to encourage research by the faculty are: -

● The College has created a research committee called "St. Xavier's College Centre for Research and Training". The vision of the Centre is to encourage inter-departmental collaboration and nurture and develop a culture of research within the College.

● Faculty is encouraged to pursue and complete doctoral and post-doctoral work and to attend national/international conferences and seminars

● Teachers are recognized and rewarded for their doctoral and research work. Rs. 5000 is awarded as a token of appreciation for completing PhD.

● As per UGC norms they are granted leave (Sabbatical) to complete PhD and post doctoral programmes.

● They are granted leave on duty for presenting papers in Seminars and Conferences.

● The College pays the registration fee and part of the travel costs for the same.

● Teachers/departments are encouraged to conduct seminars, conferences and workshops.

● Central Research Facility has been set up for the science departments.

● Research and Consultancy Cell has been formed in B.Com and B.B.A. departments.

● Teachers are encouraged to undertake major and minor research projects from UGC/CSIR/DST and publish papers in research journals.

● Seed money is provided to projects which have been sanctioned by funding authorities as adjustable advance to initiate the research project

● Dedicated cubicles in the library for research work

● Appointment of research assistants

● Subscription to research journals, both print and online

● Yearly publication of 'Aviskaar' – the College research journal

● Yearly publication of 'Magis' – the College research journal

● Effective functioning of Consultancy Cell

The College promotes participation of the students in research through academic programmes in the following ways:

● Every year, students of Microbiology Department submit and present papers at the Indian Science Congress.

● Students of Biotechnology department are sent to research institutes in the city for hands-on experience.

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- Students participate in All India Students Conference for CA courses.
- Action research / case study / projects / term-papers, which are a part of the curriculum, involve research by students.
- Students publish research papers
- Students also publish yearly departmental magazines such as:
  "THE XAVERIAN" is the annual College Magazine released by the Chief Guest on Valedictory and Convocation Day of the College.
  Aviskaar – A Multidisciplinary Xaverian Journal of Research which has received ISSN Number
  Magis – Xaverian Journal of Education which has received ISSN number
  Eduvision (Department of Education)
  Chaisma (Biotechnology)
  DNA (Microbiology)
  Elixir (Chemistry)
  Beacon (Mathematics)
  Eco-Echoes (Economics)
  Ode To Expression (English)
  You-Think (Commerce)
  Horizon (Physics)
  Prakarsho (Statistics)
  Young Sociologist (Sociology)
  X-executive (BBA)
  X-Cryptus (Computer Science)
  Kadam (NSS)

6.3.5 Library, ICT and physical infrastructure / instrumentation

(a) Library automation details including e-library facilities.

St. Xavier's College Central Library has introduced e-book access facility with the help of tabs, smart phones and other devices through college intranet for the researchers and advanced learners.

Book Bank facility for students belonging to financially challenged class has been made automated during this academic year. Under this category students can borrow four books at a time for one full semester. Circulation of books under this category is now fully automated.

Research scholars also can borrow eight books at a time for one month which is further renewable for one month, and this facility for research scholar has also been made automated.

Students'/faculty members' feedback facility is also available online for improving our library service.

(b) ICT tools and their use in the library.

At the Central Library computerised attendance system is being used to register entry - exit records of students by scanning bar coded identity card of students.

(c) Library networking services with INFLIBENT & others:

Internet facilities are available through all computers of the library connected through LAN. LMS Koha function through Web browser based networking system. The library

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has a local server and one server computer stores entire Bibliographic Database of the entire library holdings, which is updated daily. The library is enlisted in scholarly e-resource consortia (N-LIST) functioned by Information and Library Network (INFLIBNET) under UGC.. The library has also joined DELNET consortia . 28 Online Sage Journals have been subscribed.

Following online databases are subscribed :
- ❖ Prowess, hosted by Centre for Monitoring Indian Economy (CMIE)
- ❖ www.indiastat.com hosted by Data Net India Pvt.Ltd.
- ❖ Economic Outlook, hosted by Centre for Monitoring Indian Economy (CMIE)

Networking with other libraries

The library has institutional membership with NDL, British Council Library and American Library Kolkata.

(a) Computer Centre / laboratories

Computer Centre

A full-fledged Computer Centre, established in 1985, offers various professional courses to the students. Presently offering the following courses:
- Diploma in Multimedia and Animation (1 year)

Central Computing Facilities

Five numbers of computer laboratories with 308 systems, equipped with projectors, networking and internet facilities to cater to the students of UG courses.
- Computer Lab-1 with 47 Computers
- Computer Lab-2 with 50 Computers
- Computer Lab-3 with 82 Computers
- Computer Lab-4 with 57 Computers
- Computer Lab-5 with 72 Computers

PG Computer Laboratories

Separate computing facilities for PG courses.
- M.Sc. Computer Science Lab with 42 Computers
- M.Sc. Physics Lab with 30 Computers

MULTIMEDIA and ANIMATION Computer Laboratories

Separate computing facilities for Bachelor of Multimedia and Animation course.
- Multimedia and Animation Lab-1 with 33 computers
- Multimedia and Animation Lab-2 with 33 computers
- Multimedia and Animation Lab-3 with 16 computers

CYBER ROOM

Internet facilities are provided to students beyond their scheduled classes in the cyber room equipped with 51 computers.

(b) Modernization of classrooms with audio-visual facilities / e-classrooms:

The institution has progressed beyond chalk and talk by introducing modern and student friendly teaching methodologies. Audio-visual Aids, Projectors, Laptops, Portable PA system and Document Cameras are used for classroom instruction and communication. Further, screening of relevant films pertaining to different courses are also undertaken.
- All the Computer Laboratories are equipped with audio-visual facilities
- Almost all the classrooms are upgraded with audio-visual facilities

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- Portable Document Cameras are also used by the teachers

(c) ICT Tools for Teaching Learning

- Video Conferencing facilities
- Virtual e-classroom, smart classrooms

6.3.6 Human Resource Management

- Delegation of responsibility – some of the Key Responsibility Areas (KRA's) are identifies and delegated at different levels – office function, VP's , Deans, Hod's
  - ❖ Academic Council – All academic matter (including BOS functions) through Member Secretary
  - ❖ Controller of Examination (COE)
  - ❖ Internal Quality Assessment Cell (IQAC)
- Participatory Management – Subcommittee for different functional activities comprises representatives of teachers, Non Teaching Staff and students. It includes the involvement of the staff for organizing different programmes of the College.
- Staff Orientation Programmes are organized by the College on regular basis
- Skill building programme Like SPSS training for faculties, Tally ERP training for faculties. Computational Skill Development programme for support staff
- Performance appraisal system
  - ❖ Self Appraised
  - ❖ VP, Dean, HOD's appraisal
  - ❖ Student feedback
  - ❖ Peer feedback
  - ❖ 360^0 feedback
- Promotion policy – College follows the promotion policies of the Higher Education Department. In addition College also has introduced seniority based and performance based promotions.
- Policy for compensation – College extends the following benefits to the staff members. Such as:
  - ❖ Provident fund – Each member of the staff shall subscribe to duly constituted College Provident Fund in accordance with statutory rule.
  - ❖ Gratuity – College pays Gratuity to the staff members after the superannuation of their service.
  - ❖ Leave Encashment – College pays leave encashment to the staff members as per the Higher Education Department guidelines. All teachers are treated at par.
- Performance Recognition
  - ❖ The College gives performance recognition by way of monetary incentives, like, sponsoring registration fees for the faculty members whose paper have been accepted at Seminars and Conferences (including International Conferences) providing the Ph. D registration fees to the candidates; by felicitating the retired staff members and recognising those with 25 years of service.

6.3.7 Faculty and Staff recruitment

For Faculty Recruitments the following procedure is followed: -
- Advertisement with the details of the post, in all leading dailies
- Lecture Demonstration for all who apply. The departmental professors and experts not below the rank of Associate Professor evaluate the Demonstration.
- The Short listed candidates are finally asked to report for the interview.

For Support Staff: -
- Advertisement with the details of the post, in all leading dailies
- An interview board with one external expert conducts the screening of the candidates

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6.3.8 Industry Interaction / Collaboration

Interactions with the industry are done on regular basis. Their valuable suggestions are implemented at the time of revision of the syllabus. Suggestions are also implemented by the Placement Cell to increase the employability of the students.

6.3.9 Admission of Students

Admission of students is fully online. Students are selected on the basis of marks and/or selection tests/interviews. For the purpose of admission the students are divided into four categories. The first (general category) is on merit. For the other three categories namely a) SC, ST, OBC (socially disadvantaged groups), Catholics, Other Christians, Economically backward, Differently-abled, b) Outstanding Sports Person, NCC Cadets, c) Sons and Daughters of Faculty, Alumni Members with long standing record of service to the College and society, and for Defence Personnel, the application criteria are relaxed and the admission cut-off marks are lowered.

6.4 Welfare schemes for

Teaching	Subsidised Lunch, Annual Health Check-up and eye check-up camps
Non-teaching	Subsidised Lunch, Annual Health Check-up and eye check-up camps, Group Mediclaim & Premium paid by the College
Students	Canteen, Common room, Infirmary(Sick Room), Doctor on call, attendants and nurses – male and female

6.5 Total corpus fund generated   NIL

6.6 Whether annual financial audit has been done   Yes ✔   No ☐

6.7 Whether Academic and Administrative Audit (AAA) have been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	Principal, Coordinator-IQAC, Member Secretary Academic Council Vice Principals, Deans, HODs come together to conduct 360^0 feedback
Administrative			Yes	Principal, Coordinator-IQAC, Member Secretary Academic Council Vice Principals, Deans, HODs

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes   Yes ☐   No ✔

For PG Programmes   Yes ☐   No ✔

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6.9 What efforts are made by the University / Autonomous College for Examination Reforms?

To achieve a greater degree of transparency, accountability and fairness in the aspects of the preparation of examination question papers (QP's) and assessment a no of changes have been introduced. The Principle, "One who teaches should also assess", have been adopted along with appropriate checks and balances. Theses control becomes operational at appropriate stages through the agency of peer review by externals and internals.

- Under new curriculum Arts & Science department are beginning to rethink & plan marks of evaluation beyond conventional 3 hr essay type exam; projects / term papers / etc.
- Preparation of the Question paper:
  - ❖ Course instructor sets QP's in accordance with the specific guidelines developed for the purpose Parallely a second set is prepared by the external paper setters.
- Moderation of QP's:
  An external moderator prepares, from the two sets of a QP, one single paper in accordance with a set of specific guidelines. The course instructor who is also the internal paper setter is present during moderation to provide assistance and /or inputs if requested by the external moderator. The latter checks to ensure that the QP
  - ❖ Is valid
  - ❖ Covers the declared syllabus
  - ❖ Has stretch and
  - ❖ Is accessible to students of all categories of ability

  To this effect the moderator is required to submit a confidential report.
- Assessment of the answer scripts:
  - ❖ A detailed Marking Scheme (MS) is developed in examiners' (external and internal) meeting. This is done to ensure that marking is reliable and consistent.
  - ❖ The course instructor marks the script in accordance with MS marking being done anonymously. "Blind" marking is practised.
  - ❖ Appropriate samples of the marked scripts (generally 30% of total from each packets) are evaluated independently by external using the agreed upon MS.
  - ❖ If the marks difference in a significant number of scripts (50% of a sample 20% scripts which are evaluated by the external examiner) varies by 15% then the internal examiner and the HOD separately are required to account for it. This inspection and scrutiny may be followed by 100% re-evaluation. This exercise provides an opportunity for self-learning by the internals.

Finally after the publication of the result a candidate may apply for "seeing" and /or "review". This "review" is done by another internal/ external examiner.

6.10 What efforts are made by the University to promote autonomy in the affiliated / constituent Colleges?

Not Applicable

6.11 Activities and support from the Alumni Association

The College has a very strong Alumni/ae Association with around 4000 members. The Principal of the College is the ex-officio President of the association. The activities are as follows:
- Increase networking by means of setting up alumni/ae chapters in other Indian cities

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as well as countries abroad.
- Organizing the annual cultural show, "Beyond Barriers" to raise funds.
- Organizing "Beyond Boundaries", an international convention.
- Organizing the Fr. Joris Memorial debate.
- The celebration of the Teachers' Day to pay their respects to their teachers.
- Assisting and taking up various social projects such as- running a school in "Paikhala" village in South 24 Parganas.
- The association usually meet every Friday for fellowship and an open forum is held on the 1st Friday of every month where the Principal is present along with the honorary secretary and other governing council members.
- The Governing Council meets once in three months.
- The association has a dedicated office within the campus on the ground floor with a fulltime office attendant.
- Besides philanthropic activities the association extends its assistance to members of the association, and staff and students of the Colleges under exigencies.
- The association helps in forming and consolidating alumni associations in other institutions.
- SXCCAA is one of the many Jesuit alumni associations in India affiliated to Jesuit Alumni Association of India (JAAI). It is also a part of the International Federation World Union of Jesuit Alumni (WUJA).

The Alumini/ae contribute to the development of the institution by the following activities:
- Raising funds for NSS activities and Social work
- Providing scholarships to needy students
- Raising funds for the development projects of the College including the new College hostels and second campus
- Extending the spirit of St. Xavier's through national and international conventions
- Consolidating the global association and fellowship of the alumni/ae by opening new chapters within the country and abroad
- Providing assistance in the placement of the students
- Providing support to various co-curricular and extracurricular activities

6.12 Activities and support from the Parent – Teacher Association

We get very active support from the parents for the development of the institution, Community Development and other development programmes.

6.13 Development programmes for support staff

Different Development programmes are organized by the College for the support staff such as:
- Orientation Programme
- Faculty Development Programme
- Faculty Improvement Programme
- Computer & Skill Based training
- Regular Birthday Celebration
- Sports
- Regular Medical Check-up

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6.14 Initiatives taken by the institution to make the campus eco-friendly

> The initiatives taken by the College to make the campus eco-friendly are:
> - Regular Cleanliness of Environment within & outside the campus
> - Tree plantation within the campus with Garden
> - Solar Energy
> - Rain Water Harvesting

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CRITERION – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year, which have created a positive impact on the functioning of the institution. Give details.

> ➢ After every semester, the academic audit of each department is conducted by the respective Boards of Studies (BOS) and the Academic Council does the overall audit of the College. At the end of three years, with feedback from stakeholders and the experience gained during the three years, the BOS of every department undertakes a thorough revision of the syllabi to make it contemporary and more relevant.
>
> ➢ The College has introduced several certificate and diploma courses under Career Oriented Programmes for value addition.
>
> ➢ The career opportunities of the students are enhanced through internship, projects, participation in national & international seminars and development of leadership qualities through social activities, soft skill training, EDC activities and Career Oriented Programmes.
>
> ➢ Inclusive practices of the institution to impart holistic education are inherent in the system. The institution is completely secular in character. Students come from every social class, community and linguistic group. They are trained to become men and women of competence, commitment, compassion and conscience. Equity and access in availability, special attention to the weaker sections and representation of women in all aspects ensure promotion of social justice.
>
> ➢ Compulsory credit for social work and outreach activities, assistance to disaster victims, adoption of villages for rehabilitation work and educational assistance, blood donation camps etc. inculcate value based social responsibility and good citizenship amongst the student community.
>
> ➢ The College ensures participation of all students in extra and co-curricular activities through NSS, NCC, Sports, various cultural and departmental societies and Extension Programmes. A student has to earn six non-academic credits, one of which has to be earned through social work in order to inculcate social awareness and commitment.
>
> **Department of Education**
> ➢ Club Activities(Interdisciplinary nature)
> ➢ Extension Activities- Community Service
> ➢ MOU has been signed among five teacher education Jesuit colleges of east and north east India and various exchange program has been started including sharing of information and knowledge through contribution of teachers in Journal, exchanging of various reports, circular etc.

7.2 Provide the Action Taken Report (ATR) based on the Plan of action decided upon at the beginning of the year

> The following actions were taken based on plans previously decided upon:
> ### E-M BY PASS CAMPUS
> Educational Multi Media Research Centre (EMMRC) on the E M Bypass Campus has been equipped with gadgets and amenities and is ready to house the research activities. We have received assistance from University Grant Commission (UGC) as we have upgraded the Research Centre with latest equipment of greater accuracy and variety. MOOC to be offered from July 2018.

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A. J. C. BOSE ROAD HOSTELS

Father Leeming Boys' Hostel

Father Leeming Boys' Hostel at AJC Bose Road houses 250 boys.

Mother Teresa Girls' Hostel:

Mother Teresa Girls' Hostel with a capacity of accommodating 190 girls.

RAGHABPUR CAMPUS

The Raghabpur campus is the rural face of St. Xavier's College which started in July 2014. It has received immensely favorable response from the locality. New buildings have been setup the present capacity is 386 students.

DEPARTMENT OF EDUCATION

- Action Research by the students on school related topics.
- Educational Journal with ISSN No. 2319-3239
- Departmental Magazine, Eduvision
- Reform in evaluation system
- use of ICT in Teaching.(Films, Audio visuals, Critiquing cinema etc.)
- Student Involvement in Admission Procedure(Admission 2016-18)
- Training the students in administrative activities of the department.
- Infrastructure build as per NCTE requirement
- Teacher and non-teaching staff appointed
- Consultancy from EMMRC
- MOU signed with other B.Ed. colleges for exchange of students and teachers
- Visit to foreign universities to survey possibilities of international exchange program of the Department.

</div>

7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals)

> - 360^0 feedback is taken from stakeholders and from every student
> - Involvement of the alumni and other professionals for promoting the use of Jute Bags and Jute products

Provide the details in annexure:

7.4 Contribution to environmental awareness / protection

> - Regular Cleanliness of Environment within & outside the campus
> - Tree plantation within the campus with Garden
> - Solar Energy
> - Rain Water Harvesting
> - Smoke Free Campus
> - Plastic Free Campus
> - NSS awareness programme

7.5 Whether environmental audit was conducted?   Yes ✓   No ☐

No formal audit, but regular awareness campaigns are conducted

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

> Strength of the Institutions are:
> - Committed teaching staff and support staff

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> ➢ Very active alumni/ae
> ➢ Strong management team
>
> Weakness of the Institutions are:
> ➢ Space constrain for further academic expansion in Park Street campus.
> ➢ Requirement of more smart classrooms
> ➢ Non availability of adequate government sanctioned post for different departments
> ➢ Delay in introduction of choice based credit system in all the courses
>
> Opportunities of the Institution:
> ➢ Opening of Management institute
> ➢ Opening of more Post Graduate courses
> ➢ Tie-up with industry for training and research
>
> Challenges of the Institution:
> ➢ Introduction of New courses in emerging areas
> ➢ Increasing numbers of applications for admission

8. Plans of the Institution for next year.

- ➢ Park Street Campus –
    - o Introduction of the course recommended by UGC
    - o Introduction of the PG courses in English, Political Science, Economics
    - o Introduction of PHD courses in Computer Science
    - o Consultation on with Parent University for the status of Academic staff College as recommended by NAAC Peer Team
    - o Proposal to Parent University for more intergraded courses
    - o More Memorandum of Understanding with Foreign and Indian Universities.
- ➢ Raghabpur Campus –
    - o Introduction of more Honours courses in the Raghabpur Campus
- ➢ Department of Education–
    - • Physical expansion and exclusive infrastructure
    - • To increase the course duration
    - • Exchange programme with other Colleges
    - • Introduction of M. Ed Courses

_____***_____