

**REPORT**  
**on the**  
**ACADEMIC AUDIT**  
**For the Academic Year 2014-15**  
**of**  
**ST. XAVIER'S COLLEGE (AUTONOMOUS)**  
**30 Mother Teresa Sarani**  
**KOLKATA 700 016**

**October 07& 09, November 24 & 27, 2015**

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## 1. INTRODUCTION

St. Xavier's College, Kolkata, founded in 1860, has been functioning as an autonomous college under the University of Calcutta, since 2006. **In July 2014** it was declared a **“College of Excellence”** and in **July 2015 “Special Heritage Status”** was bestowed upon it. Now, the college has autonomy in its academic administration and has been continuously upgrading the curricula and infrastructure in order to improve the quality of education. **Through** its distinctiveness as an academic institution over a long period of time, the authorities of the college believe in continuous improvement **even though it has NAAC Accreditation Grade A score**. Therefore, the authorities **in line with one of its mission “to raise the realm of good to great to greater, through continuous quality assessment”** have voluntarily started the academic audit since 2013 to look into its strengths and weaknesses and identify the scope of further improvement.

### Audit Committee

In September 2015, St. Xavier's College (Autonomous), Kolkata, constituted a four-member committee to conduct an Academic Audit of the college. The Audit Committee is comprised of the following members:

- Prof. Dhrubaranjan Dandapat , Dept. of Commerce and Chairman UG Board of Studies in Commerce, University of Calcutta and Secretary, IAA Research Foundation,
- Prof. Kanika Chatterjee, Dept of Commerce and Director, IQAC, University of Calcutta
- Prof. Madhumala Sengupta, Retd. Professor, Department of Education, University of Calcutta, Senior Research Fellow, ICSSR
- Dr. Anjan Ghosh, Ex-Vice-President, Exide Industries, and presently Technical and Management Consultant.

## 2. OBJECTIVES & SCOPE OF THE AUDIT

- The Principal, Rev. Fr. Felix Raj, at a preliminary meeting, held on 26.9.15, with the members, outlined the broad objectives of the academic audit as an

independent assessment of the college by an external peer team comprising of the above members. Accordingly, the audit team decided to look into the prevailing situation at the college along the following aspects in course of the audit both at its main campus at 30 Mother Teresa Sarani (Park Street) as well as its Raghapur and St. Lawrence campuses.

### **Scope**

- Methodology of teaching and learning conducted for the different courses run by the college
- Functioning of the laboratories and computer facilities
- Examination and evaluation system
- Functioning of the office administration
- Activities of the Internal Quality Assurance Cell
- Central Library and the Central Research facility and Sports office
- Outreach programmes conducted by the college including the NCC and NSS programmes
- Alumni/ae and their contributions to the college
- Opportunities and scope of improvement in the major functional areas

The team is empowered and expected to express views and give suggestions for the improvement of the systems being followed by the College.

### **3. METHODOLOGY**

At the meeting (**held on 26.9.15**) with the Principal, the Vice-Principals, Deans, the IQAC coordinator, the Controller of Examinations, the Member-Secretary of the Academic Council and other officials, a presentation was made by the Principal which gave a general and broad profile of the facilities and activities of the college. The new facilities added and the new campuses that are in the process of being developed also found mention.

The Audit team began their visit on October 07 **2015** and spent three more days on October 9 (Raghabpur and St. Lawrence Campus), November 24 and November 27 at the college to visit the various departments and facilities, for brief interactions with the faculty of each department, the students of the different streams and the non-academic staff. Visits to the laboratories, computer facilities, the library and some of the other facilities of the college were also accommodated in the schedule arranged by the college to enable the Audit Committee to acquire relevant first hand information.

Based on the information/data gathered from the available documents and the interactions afforded with the different components of the institution, the Audit Committee has made a sincere endeavour to put forward certain views, observations and recommendations in the body of this report with the expectation that these recommendations, **when implemented**, will best serve the interests of the college as intended.

#### **4. Brief Profile of the College**

##### **Establishment & Purpose**

The College was founded on 16<sup>th</sup> January 1860 and was **affiliated to Calcutta University in 1862**. Since its establishment the college has made remarkable strides in the field of Education in India over **154** year of its existence, **based on the tenets** of commitment, care and service in preparing “Men and Women for others”. **The Vision of St. Xavier’s College is “To promote a society based on love, freedom, liberty, justice, equality and fraternity”**. It has strived to promote a Humane Society together with the contributions of its alumni in various walks of life. It is living up to its value statement of **“providing education with a human face”**.

##### **Awards and Accolades**

While reputation has grown over the years ,formal recognition first came in 2003 from the National Assessment and Accreditation Council (NAAC) as an “A” grade College. Ever since the college has earned the following status

- College with Potential for Excellence (CPE) in May 2006 (By UGC)

- Autonomous status granted by the UGC in July 2006
- Assessment as an Autonomous College by NAAC in 2011 and awarded an “A” grade with CGPA 3.53 out of 4.00
- Declared a College of Excellence in 2014 by the UGC
- **Special Heritage Status in July 2015**

**Names of distinguished scientists, poets, industrialists, filmmakers, sportspersons and actors feature in the list of past students who have made the college proud.**

### **New Horizons**

The College now spreads over several campuses including the Main Park Street Campus, Raghabpur Campus, St. Lawrence Campus, the residential campus for its students at AJC Bose Road and Loyola House at Salt Lake.

Two new campuses are in the making flanking the EM by Pass and at Rajarhat where considerable academic and infrastructural extension is planned.

### **Management**

The college has five Decision Making Bodies:

- Founder Body
- Governing Body
- Academic Council
- Board of Studies
- Finance Committee

The various aspects of the Academic affairs and administration of the college are organized and looked after by **33 committees** (including 1 Ph.D. committee from July 2015) constituted by the Members of the Management and Faculty. In some of these committees, representatives of the students and alumni are also present.

### **The Knowledge Spread**

The College conducts 23 courses at the UG and PG levels under the Arts, Science, Commerce, Management and Education streams. In addition, 12 Career oriented courses which either offer Diploma degrees (7) of which 5 are at the PG level and 5 other certificate courses attract a considerable number of students.

### **Reaching Out**

The college encourages student participation in **fests, seminars and cultural activities** of a diverse array throughout the year and also motivates students to participate **voluntarily** in Social and Outreach Programmes. The NSS, NCC and Sports departments have distinguished themselves through participation at the State and National levels while the Outreach Programmes have extended support to nine remote villages. The college also runs computer courses at four centres for the underprivileged.

A noteworthy practice is the publication of magazines in each department providing avenues for self-expression and interaction among students and teachers. **The topics and articles are of a high standard.**

### **Connecting with World Class**

The extremely commendable International Exchange programmes that the college is involved in provide enormous scope for exposure to academic programmes abroad for both the teachers and students. Collaborations have been forged with Institutions in the **United States, Canada and Europe.**

### **EMMRC (Educational Multi Media Research Centre)**

The EMMRC, **on the EM Bypass has been equipped with the latest equipment.** It is the only media centre hosted by an undergraduate college, established with an objective of producing undergraduate television programmes for the countrywide classroom of the Government of India . **The Centre has** developed **over the last 17 years 10,170 English Programmes, 308 Bengali Programmes and 80 programmes were converted to e-content. Production of such a large number of programmes and winning of 48 national awards by the centre in different All India Video Competitions held over the**

years is certainly a clear testimony of the sincere and dedicated involvement of the teachers of the college in successful implementation of such programmes.

### **Astronomical Observatory**

Lafont Observatory, one of the oldest in the sub-continent, set up in 1865 by Father Eugene Lafont, who is considered as “Father of Modern Science in India”. In November 1865 the observatory predicted about an impending severe cyclonic storm, thereby saving hundreds of lives. Recently the observatory has been revamped and upgraded by spending more than Rs 1 crore .The inauguration took place on 10<sup>th</sup> March 2014. It is definitely the oldest and biggest set up in an educational campus, which needs a special mention.

### **Advanced Research Centre**

The facility is amply spread over approximately a 5,000 sq.ft area. It has been designed to accommodate separate work areas and desk space which will be equipped with ICT tools for research workers. State of the art laboratories assigned for the different disciplines involved in research work take up the remaining floor space. Instrumental facilities such as an -80°C Deep Freeze, Spectrophotometer, Water Treatment Plant, Water Analyzer, Stereo Microscope and many other research equipments have been installed and more instruments are awaited. The facility is indeed very impressive and one of a kind in a college and has potential to develop as it has been futuristically designed. The Science departments are involved in 16 major projects and 6 minor ongoing projects at present with sizeable funding from reputed external agencies.



## 5. OBSERVATIONS

Observations based on the documents provided by the college authorities and meeting with the different stakeholders of the college on October 7 & 9 and November 24 & 27, are given below.

### 5.1 Courses :

The courses offered by the college in five different streams (Table 1) are much sought after by students as is evidenced by the number of applications that the college receives annually for admissions. Together with a well-established brand name and an ambient and apolitical academic environment on campus, St. Xavier's College is considered a first choice for students interested in the disciplines offered. The academic and non-academic credit points for the courses offered by the college, number of teachers and students in different departments are shown in Tables 2, 3 and 4.

**Table 1: Departments in the College**

Stream	Course	Programme	Total
Arts	B.A.(Hons.)	<ul style="list-style-type: none"><li>• Bengali</li><li>• English</li><li>• Pol. Science</li><li>• Sociology</li></ul>	4
	B.A.(Gen.)		1
Science	B.Sc. (Hons.)	<ul style="list-style-type: none"><li>• Physics</li><li>• Chemistry</li><li>• Mathematics</li><li>• Statistics</li><li>• Economics</li><li>• Mass Communication &amp; Videography</li><li>• Computer Science</li><li>• Microbiology</li></ul>	9

	M.Sc.	<ul style="list-style-type: none"> <li>BMM</li> <li>Physics</li> <li>Computer Science</li> <li>Microbiology</li> <li>Biotechnology (Integrated)</li> <li>Multimedia</li> </ul>	5
Commerce	B.Com		1
	M.Com		1
Management	BBA		1
Education	B.Ed		1
<b>Total no. of courses</b>			<b>23</b>

**Table 2: Credit Points**

	UG(Hons)	UG(Gen)	PG	MSC-Integrated
Academic	126	84	90	216
Non-Academic	4	4	0	4

**Table 3: Total Number of Students as on 30-06-2015**

Sl. No	Department Name	1st Year	2nd Year	3rd Year	4th Year	5th Year	Total
1	Commerce (Morning)	760	737	752	-	-	2249
2	Commerce (Evening)	363	352	365	-	-	1080

3	Commerce (Raghabpur)	20	-	-	-	-	20
4	BMM	63	56	51	47	-	217
5	Physics	59	52	49	-	-	160
6	Chemistry	44	43	38	-	-	125
7	Economics	79	72	66	-	-	217
8	Computer Science	58	49	48	-	-	155
9	Mathematics	58	67	40	-	-	165
10	Microbiology	53	41	58	-	-	152
11	Mass Communication	50	46	56	-	-	152
12	Statistics	41	53	49	-	-	143
13	English	67	62	60	-	-	189
14	Political Science	64	56	50	-	-	170
15	Sociology	61	68	57	-	-	186
16	Bengali	23	20	14	-	-	57
17	Bengali (Raghabpur)	48	-	-	-	-	48
18	BA-Gen	67	77	58	-	-	202
19	BA-Gen (Raghabpur)	52	-	-	-	-	52
20	M. Sc. Computer Science	73	46	-	-	-	119
21	M. Sc. Physics	37	25	-	-	-	62
22	M. Sc. Microbiology	47	35	-	-	-	82
<b>Sl. No</b>	<b>Department Name</b>	<b>1st Year</b>	<b>2nd Year</b>	<b>3rd Year</b>	<b>4th Year</b>	<b>5th Year</b>	<b>Total</b>
23	M. Sc. Biotechnology	48	31	35	34	39	187
24	M. Com	72	69	-	-	-	141
25	B. Ed	107	-	-	-	-	107
26	BBA	153	145	137	-	-	435

27	Others	521	-	-	-	-	521
		3088	2202	1983	81	39	7393

**Table 4: Teachers of Different Departments as on 30-06-2015**

Sl. No	Department	Full Time	Part Time	Guest / Visiting	Total
1	Bengali	5	1	0	6
2	B. Ed	5	3	0	8
3	BBA	7	0	3	10
4	Biotechnology	10	0	0	10
5	Chemistry	8	2	0	10
6	Commerce (M+E)	64	11	7	82
7	Computer Science	10	1	0	11
8	Economics	5	0	1	6
9	Englsih	6	1	3	10
10	Hindi	2	0	0	2
11	History	2	1	0	3
12	Journalism	2	0	1	3
13	Mass Communication	3	0	3	6
14	Mathematics	7	0	0	7
15	Microbiology	9	2	1	12
Sl. No	Department	Full Time	Part Time	Guest / Visiting	Total
16	Multimedia (BMM)	7	0	4	11
17	M. Com	3	0	4	7
18	Physics	12	0	0	12
19	Political Science	5	1	0	6

20	Sociology	6	0	0	6
21	Statistics	5	2	1	8
22	Bengali (Raghabpur)	3	0	0	3
23	Commerce (Raghabpur)	1	1	0	2
24	Political Science (Raghabpur)	0	1	0	1
25	Commerce (St. Lawrence)	4	0	4	8
26	Others (Diploma & Certificate)	0	0	17	17
27	I. A. S	0	0	6	6
	Total	191	27	55	273

## **5.2 Department-wise Observations / Comments**

### **Students' View**

#### **Under-graduate Level**

##### **B.Com. Morning**

- Marketing specialization students are of the view that syllabi should be rationalized e.g., more emphasis be given on HRM in Sales Organisation and Principles of Marketing be taught in the 2<sup>nd</sup> year and hand outs be given at the beginning of the semester.
- Students with Accounting and Finance think that a separate paper on Accounting Standards should be incorporated and there should be 2 papers on Direct Tax of which Profits & Gains from Business and Capital gains with 100 marks
- The conceptual aspects are not adequately addressed. The teachers focus more on CA students.
- They don't find any relevance for the paper like Hindi/English and Environmental Science and newly introduced Foundation Course. They don't want any examination for Foundation Course.
- The canteen with Veg. and Non-veg items should be separated.
- There should be boys' common room and toilets need to be cleaner

##### **B.Com. Evening**

- More number of girl students are admitted compared to number of boys. There should be proper mix of girls and boys otherwise the authorities may think of making evening shift only for girls.
- Another AC class room should be provided instead of only one.
- Foundation Course should be taught by specialised teacher.
- Some teachers dictate notes instead of discussing them properly.
- Students with Marketing Specialisation are of the view that they are awarded less marks to their answers compared to their morning counterparts.
- Questions in the examinations for environmental science come mostly from topics that are not taught in class.
- 4<sup>th</sup> Semester students expressed their views that the charges paid by them for SPSS practical is higher. Instead of Rs. 4,000, it should be Rs.2,000.

- Teachers at the 1<sup>st</sup> Semester focus on IPCC of CA Examinations making the level higher than that is required at this initial level.
- Companies Act, 2013 should be incorporated immediately.
- Teaching of IT is not satisfactory.

## **BBA**

- Syllabi is good
- Washrooms should be modernized
- Internship should be shifted to 2<sup>nd</sup> year in order to help the students prepare for CAT.
- College should arrange for Internship.
- Current Affairs should be incorporated in the syllabi.

## **ARTS**

### **B.Ed.**

- Syllabus has been revised newly. Classes are very regular
- Library books are there but there is a lack of books on the new syllabus
- Teachers are helpful and guide where to find study material
- Materials for Paper 5 are not available
- There is drinking water problem
- The common room is inconveniently placed in front of Teachers common room
- Canteen is too far
- The library closes at 4 PM and cannot be accessed
- Grievances are addressed and listened to
- Foundation course is good
- The institute stands out against other institutes and they are very much satisfied with the facilities.

## **Political Science**

- CIA focuses on many aspects. Students do not want test for CIA. They do not get much time between CIA and Examination.
- Some of the teachers simply dictate notes
- Washrooms are not good, need to be cleaner
- Library is too far and open access system is not available

## **Bengali**

- Students face difficulties in searching Bengali books in the library.
- Shortage of books because of transferring some books to Raghampur campus.
- Photocopying facilities should be provided in the college
- Room No. 114 is suffocative and ringing the bell cannot be heard.

## **English Honours**

- Syllabi is good but huge
- Semester wise division of syllabi should be rationalized
- Seminar presentation should be made compulsory

## **Sociology**

Students are highly satisfied with the syllabi and teachers teaching the subjects.

## **Mass Communication**

- Syllabi is good but dance practical should be dropped. Authorities should make it clear that Journalism is a general subject.
- Books are too expensive and not available to the Teachers also. Books on Natyashastra are not available
- More internship facilities should be provided.
- Attendance should be given while attending workshops or any other outside programmes.

## **BA General**

- Students face the problems relating to washrooms which are available in the 4<sup>th</sup>



floor.

- Arrangement should be made for fans for teachers near the dais.
- Attendance should be given for attending the programmes outside the college.
- Gold medals should be awarded to the toppers of every department

## **SCIENCE**

### **Micro Biology**

- Questions are too lengthy to answer them within the given time.
- 10-15% questions are set outside the syllabi or not covered in the classes.
- Some topics which are relevant for JAM or GATE should be incorporated in the syllabi.
- Teachers are good
- Wash rooms are not cleaned properly
- More number of microscopes should be provided

### **Biotechnology**

- Students demand more rationalization in the time schedule of examinations. The classes for Jan-June Semester are suspended at the middle of April, examinations are scheduled at the end of April and extends to beginning of June. There remains a little gap between two theoretical papers but wide gap between two practical examinations.
- Internship period should be extended preferably to two months instead of one month.

### **Computer Science**

Students are satisfied with the teaching-learning system

### **Economics**

- Students are of the view that they are not awarded proper marks on evaluation of their answer scripts when a teacher evaluates a module which is not taught by him/her.
- Syllabi should be restructured by reducing load from 5<sup>th</sup> and 6<sup>th</sup> Semesters to 1<sup>st</sup>

to 4<sup>th</sup> Semesters.

- Students want scope for more interaction and discussion with the teachers.

### **Chemistry Honours**

- Syllabi of Mathematics and Physics are huge and not relevant.
- Microphones should be used in the class rooms.
- More number of seminars with PPT should be held.
- Practicals are held before corresponding theories are taught.
- There should be some relaxation in attendance.
- Integrated M.Sc. Course should be introduced

### **Physics Honours**

- Number of teachers should be increased.
- Quality of teaching should be improved from text book oriented to interactive one.
- Laboratory is very good.

### **Statistics Honours**

- Students are to attend classes even after completion of the syllabi.
- Students demand more interaction in course of practical classes.

### **Mathematics Honours**

- Syllabi in 5<sup>th</sup> & 6<sup>th</sup> Semesters may be reduced and topics may be included in 1<sup>st</sup> to 4<sup>th</sup> Semesters in order to help them prepare for JAM.
- Many topics of Chemistry as an ancillary subject are not relevant for them.

### **Post-Graduate Level**

#### **M.Sc. in Multimedia and Animation (Newly introduced)**

- In the 5-year integrated course, students have confusion about their status on completion of 3 years of study.
- Students belonging to the previous 4-year under-graduate course don't know

whether they will get BA or B.Sc. degree.

- Syllabi should be updated.
- Internship should be incorporated.
- More space is required.
- Teachers are good. However, more number of faculties is required.
- Placement is poor.

### **M.Sc. in Biotechnology**

- Academic calendar may be adjusted in 4<sup>th</sup> & 5<sup>th</sup> Semester in order to provide more time, at least for 8 weeks, for summer project.
- Instruments and re-agents are inadequate.
- More number of seminars on current topics should be held.
- Students cannot apply for fellowships, due to non-availability of time, which are usually for 8 weeks.
- Provision for specialization in Plant / Animal should be made.
- Attendance for 3-weeks is given only for programmes abroad but no attendance is given for domestic programmes.
- More practical is preferable in 4<sup>th</sup> and 5<sup>th</sup> Semester.
- Syllabi of ancillary subjects in the 2<sup>nd</sup> year are huge much of which is not relevant.
- ACs in Room Nos. 48 & 49 hardly work properly.
- Fees structure is too high.

### **M.Sc. in Microbiology**

- At B.Sc., the laboratory facility is good but for M.Sc. it is inadequate.
- One semester should focus on Research
- For the subject Bio-informatics, number of classes should be increased, particularly practical classes.

- They are not satisfied with the teaching of the subject Bio-statistics.
- Entire syllabi need to focus on Practicals.
- Room No. 30A is having AC but suffocating.
- Students should have access to research journals.
- Food prices in canteen is high and quality is not good.

### **M.Sc. in Computer Science**

- Syllabus of M.Sc is almost same as B.Sc .
- Syllabus could be upgraded .
- More specialisations / elective subjects should be offered.
- Infrastructure is excellent

### **M.Sc. in Physics**

- The students have mentioned about only locational disadvantage of cold drinking water facilities and wash rooms, one at the fourth floor and the other at the second floor.

### **M.Com.**

- Syllabus is not covered.
- CIA answer papers should be shown to know mistakes. Schedule of CIA examination is informed only one week in advance .
- There is problem for library access.
- Washrooms & Canteen food could improve

### **Raghabpur Campus**

#### **B.Com Hons (3<sup>rd</sup>Sem)**

- There is no boys common room – only for ladies
- There is no provision of indoor games or sports. Only NCC is available.

- Students prefer weekly examination, preferably on Saturday, instead of mid-sem examination.
- The cyber room facilities should be extended to the students of all semesters.
- Timings could be changed from day to morning from 6 am to 10 am
- There is load shedding but there is no provision of backup generator
- Library books are not adequate. They want to get the lending period extended from existing 15 days to 30 days.
- Communicative English classes could be more
- Faculty is good, classes are regular and syllabi is completed on time.
- They appreciate the disciplined apolitical environment maintained by the college.

#### **B.A general –Raghabpur**

- Syllabus is OK
- Faculty is good , regular classes are held
- Load shedding is a problem
- No facility for sports
- Computer room should be extended with more number of computers with necessary softwares and a larger reading room could be provided.
- Students face the problem of drinking water because of availability of only 1 Aquaguard.
- Insufficient space for keeping cycles
- Canteen food could be improved with more number of items
- Job oriented training programmes like beautification course, teachers training,etc. may be offered.
- Spacious girls' common room is needed.

#### **Bengali Hons(3<sup>rd</sup>Sem)– Raghabpur**

- Syllabus is OK .Faculty is good . regular classes are held
- Canteen menu could be improved – variation in item instead of fixed items is preferred
- There is drinking water problem. At least one more aquaguard should be installed
- No sports facilities
- Load shedding is a problem
- Library books are not adequate
- Spoken English classes could be taken

### **History (1<sup>st</sup>Sem) students**

- Teachers are good and syllabi is completed.
- Library books are not adequate
- CIA exam is within syllabus but not announced well in time
- Drinking water problem is there due to only 1 Aquaguard and water is too hot. More aquaguard with water cooling facility could solve the problem.
- Canteen food variety could be improved
- Breaktime could be extended to 40 minutes
- No sports facilities
- Discipline , attendance , rules are good
- Spoken English and computer classes could be taken
- Loadshedding problem is there. Generator facilities should be provided.
- Uniform is preferred to dress code

### **St Lawrence campus**

#### **Students' View**

- Class rooms are having LCD projection facilities, but doors are not there leading

to distraction in class and noisy.

- Class rooms are very hot. More fans are required. Distemper dust coming out of the walls in the class rooms may create health hazard.
- Teachers are good and co-operative. Syllabi is completed.
- Drinking water is suspect as it is not evident whether Aquaguard is working
- Park Street library is not accessible to St Lawrence students
- Library books are not adequate
- Meeting time with teachers or administration a problem due to time schedule of classes
- Canteen is not good and food stale.
- Library rules are not known , neither explained
- Adequate lights are required in the campus and basket ball court
- There is excessive discipline, security, accessibility problem
- The origin of certification is not clear – whether it will be B.Com. Evening St. Xavier's College or otherwise.
- No sports facilities are available in the campus.

#### **Teachers' Views - St. Lawrence campus**

- Syllabus is OK .and same with other campus . Exam is same ,only CIA different
- Microphones could be provided
- Projection screen should be realigned to provide the facilities of using the board and projection simultaneously
- No. of books in the Library is not adequate. Class time is 4.00 p.m. to 7.50 p.m. and students can enter into the premises at 3.30 pm. Library remains open from 3.30 to 7.00 p.m. Therefore, students get only 20-25 minutes time to visit library during 3.30 pm to 4.00 pm. Library time should be readjusted so that students can use. One period at least per week may be allotted as library hour in order to facilitate library use.

- Support is there for paper publication
- Canteen could have more variety in food items
- Ambience is good and students are good.

## **TEACHERS' VIEW**

### **B.Com (Morning) Teachers**

- Smart classrooms, for which MCV support is available
- Relatively heavy contents of the syllabi and short period of time available for classes create difficulties in completing the syllabi.
- 12-15 days are given for internal evaluation but publication of results takes about 45 days .Time for evaluation could be increased to 20 days.
- Student –teacher ratio is about 49:1
- Syllabus is updated on a regular basis but industry needs more frequent change in some subjects, e.g., Companies Act 2013 is yet to be incorporated.
- Analysis of Industry needs is not done
- Number of students per section should be reduced
- Microphone could be provided for big classes
- Special tutorials (remedial) classes are held for non-CA and weaker students
- Though the teaching load is high, the teachers try to involve them in research work and publish research papers. Departmental journal is published on a regular basis.

### **B.Com (Evening) Teachers**

- Microphones are required to be provided in the class rooms.
- No. Of students per section requires to be reduced
- Lesson plan is provided to the students at the beginning of the semester
- During summer, room nos. 10, 12, 13, 17, and 26 become suffocative. More



number of fans are required.

- Library access has become difficult because of shifting of the library to the other building and lending time at the library is up to 6.00 pm.
- Policy relating to Pay Structure and Promotion for part-time teachers should be formulated.
- Lesson plans are given. Syllabus is updated
- Library facilities problem
- Teacher turn-over is high . Many leave after 6-7 years
- Promotions are not given to full time teachers
- Teaching load is heavy and there is no preparatory day. Teachers do not find time for research work .Few teachers have to take classes in Raghampur campus and the other teachers are to share their classes leading to increase in class loads.
- For foundation courses the teachers are in many cases not competent to take classes. Better would be to bring experts to take classes on religion.

### **BBA Teachers**

- Syllabus is updated every 3 years but slight changes are made every year. New papers have been included in marketing specialisation.
- Students can arrange their internship according to their own choice.
- Break time / rest time is too less . No changeover time is available
- For library, possibility of remote log-in could be looked into
- Feedbacks could be at end of each semester instead of present system of having it only at the end of final semester. Before taking feedback, students orientation to such feedback system is required.
- There has been a very good placement offer, 143, in 2014-15
- Teachers get little time for research work considering their workload.However, for

encouraging research work, college may introduce some incentive for research.

### **M.Com. Teachers**

- There is departmental library where accessibility is there
- CIA papers are shown in most cases
- Permission for undertaking Ph.D. Programme has been granted. Infrastructure for conducting Ph.D. course work is required.
- Class rooms should be made AC
- Microphones should be provided in the class rooms.
- In view of high class load, teachers do not get adequate time for guiding the students for preparing their project reports.

### **Chemistry Teachers**

- Syllabus has been revised in July 2013
- A new paper on PROJECT has been introduced
- Instruments / equipment in labs are modern with computer simulation facility .DST and FIST grant has been used for purchasing equipment
- Stock records are updated
- Many students get through JAM
- Research opportunities have been created. Achievement of teachers include research
- There are departmental seminars and visit by experts
- One external UGC project has been obtained and another one is expected
- Students are getting jobs in chemical and allied industries

## **Physics Teachers**

- All the teachers have to take classes at B.Sc. as well as M.Sc.
- Intake at UG is for 40-45 and that at PG is 25. About 90 students are admitted but majority leaves immediately after publication of JEE results.
- They face difficulties in completing the syllabi of minor / ancillary papers
- Access to journals could be improved
- Four teachers left the college. New teacher should be recruited.
- Department can enrol students in the Ph.D. programme. But the facilities for research at the advanced research centre are not adequate.

## **Computer Science Teachers**

- Research papers are published by teachers and students
- Refresher courses are attended by the teachers
- Mentorship and remedial classes are held
- There is need for software development cell and institutional consultancy
- Some faculty has participated as key note speakers in external seminars

## **Mathematics Teachers**

- Only 7 full time teachers and one part time teacher are in the department. Some more teachers need to be recruited for offering more options to the students.
- The credit hours and number of classes required for the same should be left to the department.
- Often the teachers have to rush to complete the syllabus.
- Separate classes may be arranged for preparing the students interested in JAM and such classes are to be included in the determination of work load of the teachers concerned.
- Subject understanding among students are coming down.

- The department maintains the departmental library for use of the teachers and students.

### **Economics Teachers**

- There is a great demand for the subject and applications received for admission in the last year is about 1500 but only 65 are taken
- Many B.A. and B.Sc. students take economics as ancillary subject
- Some more faculty is needed to maintain the quality
- Most of the students get admitted at the post graduate level in the reputed institutions.

### **Statistics Teachers**

- In addition to students of Statistics Honours, many students of Economics and Mathematics honours opt for Statistics as an ancillary subject.
- There is shortage of faculty. 3 more are needed
- Class allotment in the routine could be rationalised
- Group projects are given to batches of 6-7 students

### **Microbiology Teachers**

- Teachers undertake UGC, DST and CSIR projects.
- Full time teacher is required for Bio Informatics and Bio Statistics.
- The department suffers from space crisis
- Wastes are treated and disposed off. However, separate arrangement may be made for Bio and Non-bio Vat for better disposal.

### **Biotechnology Teachers**

- One more class room is required
- Space is required for research
- More equipment is required for the laboratory
- Teachers are overburdened
- Industry consultancy may be explored

## **Humanities Teachers:**

### **Bengali Teachers**

- There are Honours and General Courses on Bengali and the subject is also offered as an ancillary one.
- Teachers are satisfied with the support they receive from the college authorities
- Bell for the beginning and ending of class hours cannot be heard from the Bengali classroom
- Initiative may be taken for student exchange programme with the Dhaka University

### **English Teachers**

- More specialisation is planned to be offered from the next academic session with introduction of an additional honours section
- They expect that some new teachers would be recruited

### **Hindi Teachers**

- At present Hindi is taught as one of the subjects of MIL.
- Hindi may be a paper of 100 marks.
- B A General in Hindi has been passed in BOS, but it is yet to be started.

### **Film Study Teachers**

- It is an ancillary department of MCV
- The department is having good infrastructure with necessary equipments.
- Film festival is arranged by the department in the college. Students have to make 1 film / semester

### **History Teachers**

- History is taught as general and ancillary course in Park Street Campus but as an Honours course at Raghampur.
- Honours could be started at the main campus at Park Street also.
- The department receives all support from the authorities.

### **Political Science Teachers**

- Audio system (Microphone) should be provided in the Class rooms.
- Departmental room with computer facilities should be provided to the teachers
- Failure of a large number of students is a great concern and it should be properly addressed.

### **Sociology Teachers**

- Burden of classes is high specially in the 3<sup>rd</sup> year for guiding the students for dissertation.
- Classes may be allotted for guidance of the dissertation and the same be considered for determining the work load.
- The department arranges monthly colloquiums with external resource persons.
- Department publishes its journal.
- Faculty room with computer facilities is required.
- More allocation is required for purchase of library books.
- There is limited time for doing research.

### **B.Ed. Teachers**

- Teachers have to take 12-15 classes /week
- CIA is done on the basis of test, attendance and term paper
- Paper 5 books have been made available
- One more support staff with computer knowledge is required
- Student feedback system is there at end of course
- Placement is good

### **BMM Teachers**

- Integrated M.Sc. in Multi Media has been started with an exit option after 3 years with B.Sc. in MM degree.
- The department is having 70 MAC computer with old and new technology
- There is a plan for introducing Ph.D. programme and Media-hub

### **Controller of Examinations**

*There is a separate Controller's office in the college as it is an autonomous one.*

- Total number of days required for holding the examinations is 28 ( 25 days for theory and 3 days for practicals)
- Results are published in 42 days from the last day of theoretical examination.
- Peer review system has been mooted for reducing the no. Of days for publication of results.
- Questions are set by course instructors and one external teacher.
- Moderation is done by an external expert in presence of an internal teacher

known as coordinator

- Arrears /failures in some papers of different course sare very high. Analysis has been done and sent to core committee. In general, large no. Of failures are found in ancillary Mathematics paper. The reasons may be absence of step marking and disparity between the length of questions and time available for answering those questions satisfactorily.

Sometimes external paper setters and moderators have high expectations from the students of St. Xavier's college and so set high standard questions.

- The B.Com. students have no options but to undertake 4 courses on Mathematics and Statistics and 3 courses on Economics.
- The mathematics department may think of offering a choice of Applied Mathematics.

## **Library**

- Lending facility is provided from 9 am to 6 pm and reading room is open from 7 am to 7.30 pm.
- 4 books are given at a time and one of them can be reissued from home. Students are informed about overdue / fine through auto generated mail.
- Students get facilities of on line accessibility
- More e-books are required in view of increasing demand
- Department wise data base should be created
- Institutional depository is desired to be established
- Availability of technical staff for automation would be better
- Books purchased under any project should also have accession number in order track them easily

## **Views of the Non-teaching Staff**

- In view of long working hours of the support staffs of the controller's office, shift



system may be introduced.

- There is grievance cell for students but no such cell is there for non-teaching staff
- They are proud to have good support from the authorities, good teachers and the apolitical environment of the college
- They want orientation / refresher courses particularly for the new recruits.
- There are Head Clerks for Accounts and Cash Department. They think that there should be more head clerks for different other departments.
- They feel that pay structure should be rationalised.

#### **View's of the College Authorities - Principal, Vice Principals, Deans, Controller of Examinations, IQAC Coordinator**

- Contrary to students' grievances, data shows footfall in new library has increased
- Due to certain adjustments, open access facilities cannot be made available in the library at the present
- Feedback from students taken at the end of 2<sup>nd</sup> year
- 5000 sq ft has been provided for setting up research facilities
- College encourages participation in external seminars and pays registration fees
- Research journals are published

#### **Alumni and Guardians**

- ISO 9000 accredited Alumni Association is very active and the members meet regularly once in a week and involve themselves in various activities of the college
- Members highly appreciate the introduction of voluntary Academic Audit
- Apart from the Academic Audit, IT audit could also be introduced.
- Allocated Room No. 5 to the Alumni is small in view of the increasing members

- Sanskrit could be one of the languages taught
- M.Sc. in chemistry could be started
- Introduction of M.Ed. Courses may be thought of
- Entrepreneurship Development should be given due importance
- Non-conventional courses like Social Entrepreneurship, NGO management, etc. could be introduced
- Importance should be given in improving Bengali Culture in general
- More emphasis should be given on Spoken English for the students of Raghampur Campus.
- Alumni feel proud in being involved in different activities of St. Xavier's College.

Members of the audit committee offer their suggestion as to whether Alumni, many of the members of which belong to the industry, could help the college by providing the industry needs to restructure the syllabi, procuring research projects, helping the students in getting internships, and also for their placement.

## 6. Strengths & Opportunities for Improvement (STs & OFIs)

**Strengths:** The audit committee is highly satisfied with the inherent strengths of the college and these are mentioned below.

- Forward looking and visionary leadership of the college authority

- Willingness of leadership for all round continuous quality improvement
- Enforcement of discipline in a fair and just manner
- Apolitical ambience of the college
- One of the best Infrastructural facilities that can be provided by an educational institution.
- Positive brand image of the college
- Dedicated and competent teaching faculty
- Use of updated pedagogy with supportive IT .Inclusive approach to education by extending the services of college in the comparatively less served areas like Raghampur. Despite shortage of teaching staff in some cases or lack of infrastructural facilities, the quality of teaching has not been adversely affected
- Committed and supportive non-teaching staff
- Academically above average students abiding by the rules and code of conduct of the college.
- Strong social commitment on the part of the college and its students. Obviously the college is an epitome of service with missionary zeal and dedication.
- In general the overall feeling of satisfaction on the part of stakeholders is a valuable strength of the institution

### ***Opportunities for Improvement***

The college can easily raise the bar of its achievement if the following points are taken care of.

- **Library :**
  - *Distance* – Being a large campus the students often find it difficult to visit the library, more so when access through school premise is not permitted. The problem can be sorted out to some extent if e- access to library facilities is available.
  - *Timing*- The extension of opening of library hours may be considered , though there might be the problem of feasibility. Again ensuring e- access

is another option

- *Photocopying*- This facility is important from the students' point of view as books are expensive and often not available. Along with provision of photocopy the facilities for scanning, sending materials through e-mail, allowing students to use pen drive may be considered.
- *Open access*- The students have requested for open shelf system to go through the contents of the books. The system has been found to be misused and books are often mutilated . However installation of CCTV may be an option.
- *E-resources*- Tie up with international journals and availability of e- books may be considered.
- **Canteen:** The canteen is spacious and the food is also inexpensive. However, for its better performance the following are suggested.
  - The number of Junk Food items can be lessened with more provision of fruits and healthy items. The students may be encouraged to adopt more healthy life style by changing their food habits.
  - Veg & Non-veg separation- Since a large section of students are vegetarian the two sections can be separated. The students may also encouraged to reduce eating meat and opt for healthier food. As a futuristic plan, the campus can set up kitchen garden in new campus where more sustainable practices can be introduced.
- **Infrastructure:** Whereas most of the class rooms are airy, spacious, well ventilated and fitted with technical appliances for teaching learning process, some class rooms viz., room numbers 10, 12, 13, 17, 26, 30A, 48, 49 and the lab 2 of micro biology department in the Park Street campus have some problems. Insufficiency of instruments and re-agents in Bio-technology may be upgraded with more instruments and provision of chemical reagents.

The college may take steps to neutralise the alkaline and acidic effluents from the chemistry labs before discharging to sewerage.
- **Methodology of teaching and learning:** In general both the teachers and students are satisfied with the teaching learning process and evaluation system.

A few suggestions are offered.

- The students may be given more time for internship which would hone their practical skills in the relevant subjects.
- In some cases the teacher pupil ratio is not adequate e.g Commerce, teacher-student ratio is not as per UGC Norm. Some departments like Mathematics, Statistics, Economics, Micro-biology (for Bio-informatics and Bio-statistics), etc., also reported to have insufficient number of teachers
- The teachers may be encouraged to pursue empirical research, apply for project proposal and publish research papers.
- The students may be encouraged to attend national and international seminars, present papers and interact with external experts. For this purpose they may be granted requisite leave from the college instead of adhering strictly to attendance norm.

**Raghabpur Campus:** The setting up of this campus is a laudable endeavour on the part of the college authority with the objective of offering quality higher education in suburban areas. This campus can function as role model as to how private educational institutes can discharge its social responsibility. The following suggestions are offered for its better functioning.

- Washrooms:
  - More number of washrooms can be provided.
  - The washrooms are to be cleaned regularly
- Drinking Water
  - The students are apprehensive of the quality of drinking water. They said that they were not sure whether the aquaguard was working or not. These are to be maintained properly
- Load shedding in this campus is another problem . The authority may consider of installing generator.

### **St. Lawrence Campus**

- There are some infrastructural problems at St. Lawrence Campus – These are insufficient number of Class rooms , classrooms are hot and humid. canteen,can offer more items of food, insufficient lighting . Library facilities can be improved by allotting one period for library work. The students reported that they are not aware of library rules. They also requested for access to library in main campus and better facilities in sports.

The college is imparting quality education and the Alumni Association of the college is actively involved with many academic and extramural activities of the college which is highly appreciated by the present Academic Audit Committee. The Academic Audit Committee further suggests that the college authority may rope in the alumni of the college serving in various industries , management and commercial organizations to offer their suggestions regarding framing and up gradation of syllabus ( commensurate with current development in various fields), arranging lectures by external experts and organizing interactive sessions from time to time.

### **Gratitude**

The committee members feel honoured and take this opportunity to express their sincere thanks and gratitude to the college authorities for being invited to conduct the audit. They would also like to express their heartfelt thanks to all the faculty members and support staff for their wholehearted cooperation along with the hospitality that has been extended to them during their visit.

Prof. Dhrubaranjan Dandapat      Prof. Kanika Chatterjee      Prof. Madhumala Sengupta      Dr.Anjan Ghosh