YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	ST. XAVIER'S COLLEGE (AUTONOMOUS) KOLKATA
• Name of the Head of the institution	Rev. Dr. Dominic Savio, SJ
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone No. of the Principal	03322551231
• Alternate phone No.	03322551232
• Mobile No. (Principal)	9903503000
• Registered e-mail ID (Principal)	principal@sxccal.edu
• Address	30 Mother Teresa Sarani
• City/Town	Kolkata
• State/UT	West Bengal
• Pin Code	700016
2.Institutional status	
• Autonomous Status (Provide the date of conferment of Autonomy)	06/03/2006
• Type of Institution	Co-education
• Location	Urban

• Financial Status	**Grants-in aid**
• Name of the IQAC Co-ordinator/Director	**Dr. Partha Pratim Ghosh**
• Phone No.	**03322551239**
• Mobile No:	**9830478545**
• IQAC e-mail ID	**iqacsxc@sxccal.edu**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.sxccal.edu/i-q-a-c/
4.Was the Academic Calendar prepared for that year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.sxccal.edu/students-section/

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	**A**	**3.53**	**2011**	**30/11/2011**	**29/11/2016**
Cycle 3	**A++**	**3.77**	**2017**	**23/01/2017**	**22/01/2024**

6.Date of Establishment of IQAC	**01/07/2004**

7.Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?

Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount
COLLEGE	COLLEGE OF EXCELLENCE	UGC	14/03/2014	7000000
COLLEGE	FIST PROGRAMME	DST-GOI	05/01/2012	9500000
COLLEGE	DBT STAR COLLEGE	DBT-GOI	18/03/2019	6200000
COLLEGE	HERITAGE COLLEGE	UGC	16/12/2015	30500000
COLLEGE	RUSA	MHRD	12/02/2019	50000000
COLLEGE	DBT-BUILDER	DBT-GOI	02/06/2021	2300300

8.Provide details regarding the composition of the IQAC:

- Upload the latest notification regarding the composition of the IQAC by the HEI

View File

9.No. of IQAC meetings held during the year	11

- Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website?

Yes

- If No, please upload the minutes of the meeting(s) and Action Taken Report

No File Uploaded

10.Did IQAC receive funding from any funding agency to support its activities during the year?

No

- If yes, mention the amount

11.Significant contributions made by IQAC during the current year (maximum five bullets)

RANKED 4th IN THE COLLEGE CATEGORY OF NATIONAL INSTITUIONAL RANKING FRAMEWORK 2021

PLASTIC WASTE FREE CAMPUS

INTERNATIONAL YOGA DAY 2021 in VIRTUAL MODE

INTERNATIONAL WEBINAR TITLED "FRONTIERS IN BIOLOGICAL SCIENCE (CHAPTER IV)" ON COVID 19 - THE CURRENT SCENARIO, BY IQAC IN COLLABORATION WITH DEPARTMENT OF MICROBIOLOGY

11TH AND 12TH JULY 2021, NATIONAL WEBINAR "PANDEMICS AND NATIONAL DISASTERS: UNDERSTANDING AND COPING", BY IQAC IN COLLABORATION WITH ACADEMIC COUNCIL

12.Plan of action chalked out by IQAC at the beginning of the academic year towards quality enhancement and the outcome achieved by the end of the academic year:

Plan of Action	Achievements/Outcomes
INNOVATIVE METHOD OF TEACHING	ONLINE CLASSES THROUGH MICROSOFT TEAMS
Use of Virtual Platform for Academic and co-curricular seminars and various interactive sessions	A series of online webinars on academic topics were conducted by all departments of the College. Collaborative programmes were held online. In addition online Faculty Development Programmes were conducted in collaboration with foreign Universities. Webinars were held jointly with NAAC and also under UGC PARAMARSH Scheme.
Students' involvement in Various outreach activities	The Department of Social Work and NSS regularly encouraged the students to take part in the various outreach programmes conducted by the College. The students were awarded with social credit which is very much necessary for their academic progression.
Village Exposure	NSS Activities regarding social outreach were conducted regularly
Village Exposure	Village Adoption and Welfare Activities
Village Exposure	Programmes under Unnat Bharat Abhiyan (UBA)
Promotion of various Research Activities	The Staff members along with Students were encouraged to take part in various webinars, conferences etc. related to research activities.
Adequate Hygiene Safety Measures in the Campus	Regular Monitoring of temperature of every visiting person in the College, providing adequate supply of sanitizers to the staff members.

Moral and psychological support along with relief measures for staff members, including medical assistance as and when required	A team of Jesuit Priest along with professional counsellors provided counselling session to the students, staff and other benefactors
Maintaining the overall quality of the teaching learning process	Maintaining the overall quality of the teaching learning process
Infrastructure Additions	Purchase of new Books and Equipment
Infrastructure Additions	Automation and upgradation work of Library
Green Campus	Green Clean Neighborhood
Green Campus	Plastic Waste Free Campus
Awareness Programme	Implementation of Safety Procedures in handling Infrastructure Services
Awareness Programme	Celebration of International Yoga Day (21st June 2021) in Virtual Mode
Innovative Method of Teaching	Use of MS TEAMS platform for online teaching learning and evaluation.
Faculty Development Programme	Orientation Programme conducted for all faculty members
Faculty Development Programme	Skill Development Programme for staff members
Online Feedback	Online evaluation of teachers
Online Feedback	Online evaluation of Courses
Online Feedback	Feedback on infrastructural facilities

13.Was the AQAR placed before the statutory body?	Yes

- Name of the statutory body

Name of the statutory body	Date of meeting(s)
ADMINISTRATIVE MANAGMENT	**22/03/2022**

14.Was the institutional data submitted to AISHE ?	**Yes**

- Year

Year	Date of Submission
01/07/2019	**03/02/2020**

Extended Profile

1.Programme

1.1 Number of programmes offered during the year:	**46**

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.Student

2.1 Total number of students during the year:	**8068**

File Description	Documents
Institutional data in Prescribed format	[View File](#)

2.2 Number of outgoing / final year students during the year:	**2519**

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.3 Number of students who appeared for the examinations conducted by the institution during the year:	**15490**

File Description	Documents
Institutional Data in Prescribed Format	View File

3.Academic

3.1	**1115**
Number of courses in all programmes during the year:	

File Description	Documents
Institutional Data in Prescribed Format	View File

3.2	**375**
Number of full-time teachers during the year:	

File Description	Documents
Institutional Data in Prescribed Format	View File

3.3	**375**
Number of sanctioned posts for the year:	

4.Institution

4.1	**1256**
Number of seats earmarked for reserved categories as per GOI/State Government during the year:	

4.2	**134**
Total number of Classrooms and Seminar halls	

4.3	**1073**
Total number of computers on campus for academic purposes	

4.4	**114250659.75**
Total expenditure, excluding salary, during the year (INR in Lakhs):	

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

The courses are designed to offer extensive knowledge, hands-on training, handling skills, critical thinking, social and intellectual interaction, conversion of knowledge into industrial execution, ethical and environmental insurance.

The programmes are designed to cater to the widest cross section of local and regional students within a broad perspective. They ideally take into account the social, cultural, religious, linguistic and ethnic diversities of respective communities and social groups.

At the National level these needs are cohesively integrated in an all-encompassing manner. These programmes include new innovative practices to make the institution relevant in its mission as an agent of holistic transformation and meaningfully contribute to nation building through the transformation of ideas to develop cutting edge technologies for application in the fields of Science, Economics, Commerce and Management.

St. Xavier's ensures that the students mature through the courses offered as "men and women for others" and conduct themselves as conscientious citizens of the world - the Tagorean "Viswamanav".

The course outcomes aim to make a radical departure from stereotypical notions of employment seeking towards entrepreneurship and research.

The programme specific outcomes shape a liberal humanistic perspective that fine-tunes the creative-critical abilities of the student learners and enhance their multi-disciplinary skills.

File Description	Documents
Upload additional information, if any	[View File](#)
Link for additional information	https://www.sxccal.edu/wp-content/uploads/2022/03/PROGRAMME-OUTCOME-COURSE-OUTCOME-PROGRAMME-SPECIFIC-OOUTCOME.pdf

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

2

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	[View File](#)
Details of syllabus revision during the year	[View File](#)
Any additional information	**No File Uploaded**

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

66

File Description	Documents
Curriculum / Syllabus of such courses	[View File](#)
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	[View File](#)
MoUs with relevant organizations for these courses, if any	**No File Uploaded**
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

1.2.1 - Number of new courses introduced across all programmes offered during the year

8

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	[View File](#)
Any additional information	**No File Uploaded**
Institutional data in prescribed format (Data Template)	[View File](#)

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

28

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	[View File](#)
Any additional information	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	[View File](#)

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

Human Values, Professional Ethics and Gender

1. **All Students of Under Graduate courses must enrol for a compulsory Foundation Course on Personality Development.**
2. **Students of BA Sociology Honours Program under CBCS study, among other papers, Core Papers titled**
   1. **Sociology of Religion: HSOCR5121T**
   2. **Sociology of Gender: HSODS5011T**

Environment and Sustainability

1. **The Course on Environmental Science is mandatory for all Under Graduate Programmes offered by our College. In addition, the post graduate department of Economics offers two Elective Courses on Environmental Economics. The link for the UG and PG Syllabi are**

Environmental Studies at UG Level, under CBCS

Microsoft Word - UGC - CBCS Syllabus - BA-BSC (sxccal.edu)

1. **The BA Sociology Honours Program under CBCS also offers to its students of Sem-V, a department specific elective course on**
2. **Environmental Sociology: HSODS5021T**

1. **Environment Economics I (Elective Paper 2): 6 credit course in Sem-III at Post Graduate level**

Environment Economics II (Elective Paper 4): 6 credit course in Sem-IV at Post Graduate level

Syllabus_Economics_M.Sc_28.1.21.pdf (sxccal.edu)

Please refer to the pages on Semesters III and IV in the above link.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	View File
Any additional information	**No File Uploaded**

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

09

File Description	Documents
List of value-added courses	View File
Brochure or any other document relating to value-added courses	**No File Uploaded**
Any additional information	**No File Uploaded**

1.3.3 - Number of students enrolled in the courses under 1.3.2 above

114

File Description	Documents
List of students enrolled	View File
Any additional information	**No File Uploaded**

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

2627

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	**No File Uploaded**

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni

A. All 4 of the above

File Description	Documents
Provide the URL for stakeholders' feedback report	https://www.sxccal.edu/wp-content/uploads/2022/03/Feedback-Analysis-2020-21.pdf
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - The feedback system of the Institution comprises the following

A. Feedback collected, analysed and action taken made available on the website

File Description	Documents
Provide URL for stakeholders' feedback report	https://www.sxccal.edu/wp-content/uploads/2022/03/Feedback-Analysis-2020-21.pdf
Any additional information	View File

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of Students

2.1.1.1 - Number of students admitted (year-wise) during the year

2854

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per the reservation policy during the year (exclusive of supernumerary seats)

1256

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

Mentoring Scheme with accountability

At the start of each new semester cycle, each department allots a particular professor in charge of a semester for mentoring.

Each mentor for a particular semester takes care of overall student welfare including academics. The mentor acts as a catalyst, connecting the students who are lagging behind in a particular subject with the concerned professors. Mentors address students' problems and grievances effectively.

Remedial classes are conducted for slow and weak learners. Each class is in units of a `50-minute period', conducted in suitable time-slots when both the teacher and the student have no regular assigned class. Formal attendance records of the remedial classes are maintained. At the end of each semester, the mentor submits a report which is recorded with concerned authorities. The benefits of remedial classes are monitored through the future performance of the students.

Advanced Learners are encouraged through research and publications in national and international journals, Participation and presentation in national and international seminars, workshops and conferences, Science Association Exhibitions and participation in national and international exchange programmes (with Institutional MOUs)

The mentoring scheme has proved to be extremely beneficial for the students for their overall development.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
30/06/2021	8068	375

File Description	Documents
Upload any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student-centric methods such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences:

Experiential Learning: Case Studies, Dissertation, Project Work, Industry visits and internships, giving students the opportunity to transform their knowledge into meaningful thought and action. Laboratory-based practical courses allow the students to experience hands-on learning and gather skills to be implemented in real life situations.

Participative Learning: Students are engaged in group-learning, analysis, evaluation, reflections and furthering of knowledge. Group-learning is implemented through collaborative intra-cum-interdisciplinary activities like class seminars, term papers and group projects which form an integral part of evaluation. Thus, students connect their theoretical knowledge with practical wisdom. Students with slow learning ability gain considerable academic strength from the interactive and collective-learning processes.

Problem Based Learning: On occasions, there is a deliberate reversal of the learning process – open ended problems are given to the students triggering their thinking process; students' responses are collected and collated, a singular pedagogical principal is thus arrived at. Theoretical analyses of issues of gender, race and class with textual illustrations often open up a medley of critical reflections on the same among small groups in the class. Students attempt to relate these issues to real life situations in definite

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socio-political and cultural contexts. This problem-based-learning process is exciting and refreshingly multi-dimensional.

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional Information	**Nil**

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

ICT tools and resources available

1. **Computers,**
2. **Laptops,**
3. **Projectors,**
4. **LFD,**
5. **Smart Boards,**
6. **Document Camera,**
7. **Digital Writing Pads,**
8. **Video Conferencing,**
9. **Online Database,**
10. **Digital Library,**
11. **Digital Tabs,**
12. **E-resources**
13. **MS Teams**
14. **ZOOM**
15. **Google Meet**
16. **SMS Gateway**
17. **Group E-mail**
18. **Remote Computing**

E-resources and techniques used

1. **Online and Virtual Learning**
2. **Presentations,**
3. **Live Demonstration,**
4. **Live Problem Solving,**
5. **Video Conferencing,**
6. **Group Email,**
7. **Web Resources and platforms,**
8. **Real-time attendance through Digital Tablets**
9. **Online Database,**
10. **Digital Library,**
11. **E-resources**

In view of the present pandemic, online and virtual presence of an institution has become an academic necessity. Online classes are held through MS TEAMS which allows teachers and students to conduct the regular academic activities smoothly. Seminars, workshops, meetings etc. are implemented in the virtual mode through collaborative platforms like ZOOM, GOOGLE etc.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	https://www.sxccal.edu/e-resources/
Upload any additional information	No File Uploaded

2.3.3 - Ratio of students to mentor for academic and other related issues

2.3.3.1 - Number of mentors

375

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	[View File](#)
Circulars with regard to assigning mentors to mentees	No File Uploaded

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

ACADEMIC CALENDER FOR JULY 2020 TO JUNE 2021

The academic Calender is prepared and uploaded on the College website well ahead of time.All departments stricly adhere to it. All programmes and academic matters including exams are organised as per the academic calender. The Vice-Principals, Deansand Core Committeeregularly monitor to ensure that the academic calender is strictly adhered to. The links to the relevant calenders in the website areprovided below.

August 2020

Microsoft Word - Academic Calendar for August-November.docx (sxccal.edu)

September 2020

October 2020

November 2020

December 2020

Academic Calendar_December,2020.docx (sxccal.edu)

January 2021

Microsoft Word - Academic Calendar for January, 2021 (sxccal.edu)

February 2021

Microsoft Word - Academic Calendar for February, 2021 (sxccal.edu)

March 2021

Microsoft Word - Updated Academic Calendar for March, 2021 (sxccal.edu)

April 2021

Microsoft Word - Academic Calendar for April, 2021 (sxccal.edu)

May 2021

Microsoft Word - Academic Calendar for May, 2021_Modified (sxccal.edu)

June 2021

Microsoft Word - Academic Calendar for June,2021 (sxccal.edu)

The faculty design and share their respective teaching plans with the students. A document on the teaching plans is uploaded in the section below.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	[View File](#)

2.4 - Teacher Profile and Quality

2.4.1 - Number of full-time teachers against sanctioned posts during the year

375

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	[View File]()
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**
Any additional information	**No File Uploaded**

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

131

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	[View File]()
Any additional information	[View File]()

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

375

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	[View File]()
Any additional information	**No File Uploaded**

2.5 - Evaluation Process and Reforms

2.5.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year

30 Days (App)

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	View File
Any additional information	No File Uploaded

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

41

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	View File
Upload any additional information	No File Uploaded

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

During the pandemic, the institution switched on to online semester examinations and CIA. Question paper scrutiny and moderation is done online with the coordinator designated for each paper. An e-mail-id is created for each paper and paper is sent from that mail-id. A coordinator maintains close contact with the student and after the paper are sent. Students receive the paper and subsequently the answer scripts are handwritten, converted to PDF and sent back to the same mail-id and received back by the coordinator. It is checked and properly filed. The checking of the answer script is done online the marks are submitted in excel sheets. Examinations are also conducted similarly on MS TEAMS platform. For small groups, as in the commerce department, the examination is also held in teams where there is also the provision for online invigilation. Here the collection of the script (handwritten) are received back in the TEAMS group (room-wise) and the link is sent to the examiner for correction. Questions are made analytical so that the answers are not taken from the internet. Moreover, handwritten answers prevent copy-pasting. The student only gets 15 minutes extra after the finishing of the examination to minimize malpractices.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme Outcomes and Course Outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students

During the preparation of syllabi, the subject experts and internal members of the Board of Studies meticulously review the learning objectives and expected learning outcome for each course. Accordingly, the teaching learning strategies are finalized and endorsed by the Academic Council and consequently communicated to the concerned faculties. The College calendar cum prospectus is published at the beginning of the academic year containing vital information related to the vision and mission of the institution, it's history, courses, rules, regulations, departments, faculty lists, holidays, other important dates and the co-curricular and extracurricular activities. The information is disseminated to students through:

- College calendar which is distributed to all students at the beginning of academic year.
- Information through website, which is regularly updated.
- Use of notice boards for daily information.
- Distribution of printed syllabus for semester course content.
- Newspaper advertisement for announcing the courses which are being offered.
- College magazine, newsletter and departmental magazines which are distributed to the students.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	View File
Upload any additional information	No File Uploaded
Link for additional Information	https://www.sxccal.edu/wp-content/uploads/2022/03/PROGRAMME-OUTCOME-COURSE-OUTCOME-PROGRAMME-SPECIFIC-OOUTCOME.pdf

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

The achievement of learning outcome is measured through

- **Continuous Internal Assessment (CIA)**
- **Remedial Classes**
- **Student Mentoring by the faculty members**

- **Day to day interaction with the students**
- **End Semester examination**
- **The individual departments ensure that quality contact hours outside the class are offered by individual professors in meeting students to clarify their academic queries and other matters.**

After every exam, the Controller of Examination analyses the results using a software. The monitoring of the achievement of the learning outcomes is conducted by CIA, submission of assignments based on classroom seminars, projects, class test, term papers, mid sem examination and attendance. The College also conducts formative and summative assessment for students. The students are monitored so that the learning outcomes of the College is achieved. The achievement of learning outcome is ensuring through regular meetings of the students and when necessary the parents, with the HOD's, Deans, Vice Principals of the different department.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional Information	https://www.sxccal.edu/wp-content/uploads/2022/03/PROGRAMME-OUTCOME-COURSE-OUTCOME-PROGRAMME-SPECIFIC-OOUTCOME.pdf

2.6.3 - Pass Percentage of students

2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

2519

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire). Results and details need to be provided as a weblink

https://www.sxccal.edu/wp-content/uploads/2022/03/Feedback-Analysis-2020-21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

Updating of the facilities

The Central Research Facility of St. Xavier's College houses state-of-the-art research equipment in the physical and biological sciences.

Yearly calibration of the equipment is carried out by authorised agencies such as Electro Meter Corporation (Kolkata), Device Calibration & Instrumentation and PerkinElmer (India) Pvt. Ltd.

The calibration certificates are duly maintained

1. **The SIRO/DSIR certificate is periodically renewed by the CRF. The last renewal has been effective from 01.04.2020 to 31.03.2023.**
2. **Facility improvement by DST.**

The process of updating the PFMS-EAT Module is being carried out. AMC are carried out for the following equipment: Cold room, U-2900 UV/VIS Spectrophotometer, F-7000 Fluorimeter.

RESEARCH POLICY

1. **To ensure that St. Xavier's College (Autonomous), Kolkata achieves recognition as a college that imparts quality education and also an institution of genuine and meritorious research and development.**
2. **To expand its footprint in consultancy, and in patenting of ideas emerging from research work.**
3. **To provoke more meaningful engagement with contemporary political and social issue and to open conversation in inter-disciplinary studies**
4. **To provide an impetus to developing the culture of research.**
5. **To support and incentivize professors who take up research and publish in peer-reviewed journals.**

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	View File
Provide URL of policy document on promotion of research uploaded on the website	https://www.sxccal.edu/wp-content/uploads/2022/03/RESEARCH-POLICY-AND-STRATEGIES.pdf
Any additional information	View File

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

INR Five Hundred Lakhs

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	**No File Uploaded**
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	**No File Uploaded**
List of teachers receiving grant and details of grant received	**No File Uploaded**
Any additional information	View File

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

14

File Description	Documents
e-copies of the award letters of the teachers	**No File Uploaded**
List of teachers and details of their international fellowship(s)	View File
Any additional information	View File

3.2 - Resource Mobilization for Research

3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

238.38

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	View File
List of projects and grant details	View File
Any additional information	**No File Uploaded**

3.2.2 - Number of teachers having research projects during the year

11

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	**Nil**
List of research projects during the year	View File

3.2.3 - Number of teachers recognised as research guides

28

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	View File
Institutional data in Prescribed format	View File

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

4

File Description	Documents
Supporting document from Funding Agencies	View File
Paste link to funding agencies' website	**Nil**
Any additional information	**No File Uploaded**

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

- **In order to promote innovation skill among students, the Entrepreneurship Development Cell (EDC) of St. Xavier's College recognizes student-groups submitting innovative Entrepreneurship proposals and subsequently the college provide Rs. 50000 as seed money for developing prototypes.**
- **Workshops have been conducted in our rural campus at Raghabpur for developing organic fertiliser through Kitchen waste transformation using Novel Bacterial culture developed by the department of Microbiology.**
- **Mushroom Cultivation was also taught to the prospective rural entrepreneurs in Raghabpur.**
- **Bio-fertilizers have been developed in microbiology department and distributed to famers.**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

15

File Description	Documents
Report of the events	**No File Uploaded**
List of workshops/seminars conducted during the year	<u>View File</u>
Any additional information	**No File Uploaded**

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software

A. All of the above

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	<u>View File</u>
Any additional information	**No File Uploaded**

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

3.4.2.1 - Number of PhD students registered during the year

66

File Description	Documents
URL to the research page on HEI website	https://www.sxccal.edu/ph-d-programmes/
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	View File
Any additional information	**No File Uploaded**

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

Seven (7) publications in CARE Journals, Forty Four (44) publications in Web of Science and Forty Four (44) Publications in Scopus

File Description	Documents
List of research papers by title, author, department, and year of publication	View File
Any additional information	View File

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

10

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

3.4.5.1 - Total number of Citations in Scopus during the year

130

File Description	Documents
Any additional information	**No File Uploaded**
Bibliometrics of the publications during the year	View File

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

3.4.6.1 - h-index of Scopus during the year

5

File Description	Documents
Bibiliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	View File
Any additional information	View File

3.5 - Consultancy

3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

2.37

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	View File
List of consultants and revenue generated by them	View File
Any additional information	View File

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

1.88

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	View File
List of training programmes, teachers and staff trained for undertaking consultancy	No File Uploaded
List of facilities and staff available for undertaking consultancy	No File Uploaded
Any additional information	View File

3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

RURAL REACH-OUT ACTIVITIES UNDER NATIONAL SERVICE SCHEME

1. COVID-19 essentials distributed to village children.
2. Session on skill enhancement for rural youth.
3. "Let's Care and Share" - Celebrating the joy of Christmas.
4. Cyclone "Amphan" Relief Operations.
5. Reaching out digitally.
6. International Webinar series to commemorate 51 years of NSS in College.
7. Online quizzes, opinion polls and research assignments on contemporary social issues.
8. Interactive sessions on 'Importance of Youth Volunteering'.
9. Handmade poster competition International Mother Language Day.
10. Promoting Organic Farming.
11. Observing International Women's Day.
12. Virtual summer camp: "Walking together with young people, to build a hope-filled future".
13. Capacity building sessions for rural campus students.
14. Talk series on contemporary social issues.
15. Manual work at Raghabpur campus.
16. Poster competition on 'Say No to Discrimination'.
17. Orientation on NSS and UBA.

ACTIVITIES UNDER UNNAT BHARAT ABHIYAN (UBA)

1. Rapport Building through Village Education Programmes.

2. Organic nutrition garden training for women.
3. Networking and coordination with various stakeholders
4. Capacity building initiatives for Participating Institutes under UBA.

These activities resulted in human development across marginalized sections of the society and trained students to be "Men and Women for others".

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.sxccal.edu/social-outreach-and-nss/

3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

Nil

File Description	Documents
Number of awards for extension activities in during the year	No File Uploaded
e-copy of the award letters	No File Uploaded
Any additional information	No File Uploaded

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

30

File Description	Documents
Reports of the events organized	View File
Any additional information	View File

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

7290

File Description	Documents
Reports of the events	View File
Any additional information	**No File Uploaded**

3.7 - Collaboration

3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work

5

File Description	Documents
Copies of documents highlighting collaboration	View File
Any additional information	**No File Uploaded**

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

17

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	View File
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	View File
Any additional information	**No File Uploaded**

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching-learning, viz., classrooms, laboratories, computing equipments, etc.

The Institution has adequate infrastructure and physical facilities for teaching-learning. Together, In both our campuses at Mother Teresa Sarani and Raghabpur, we have around 121 classrooms with 77 having the facility of Audio visual.

The College has 27 Laboratories to carry out different types of

research work in the field of Science, Finance etc.

There are 5 Computing laboratories for various UG courses, separate computing laboratories for MSC Computer Science and MSC Physics. Additionally, there is a computer laboratory in the rural campus at Raghabpur. The main campus also houses two (2) multimedia specific laboratories with Apple Desktops. Another classical animation laboratory enables practical sessions on creative animation.

To facilitate hands-on-training on Mass Communication, Videography, Journalism and Multimedia, facilities like studio, Audio / Video editing, rendering and related equipments are there for students' assignments and projects.

Special equipment like smartboards, document camera, digital writing pads and LFDs are provided as per specific requirements.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.2 - The institution has adequate facilities for cultural activities, yoga, sports and games (indoor and outdoor) including gymnasium, yoga centre, auditorium etc.)

The Xaverian Academy of Dance and Music (XADAM) provides the students with adequate facilities for cultural activities throughout the year. During the academic year of 2020-2021 all activities were shifted to the online mode. Some of the events and activities conducted were:

? Independence Day

? Teachers' Day

? Saraswati Puja

? Convocation

? Prayers of peace and healing.

Auditoriums

The College has one (1) large Two-Storied Auditorium in the Park Street Campus - Fr. Depelchin Auditorium, with state-of-the-art facilities for screening films, holding various programmes with large gatherings. In addition there are five (4) additional halls - for hosting various events of the College. There is also a large hall for hosting similar events in the Raghabpur Campus of the College.

Adequate Facilities for Sports and Games:

1. One large field used for Football, Athletics, Cricket, Hockey, Athletics and Small area games.
2. One small field used for Volleyball, Throwball, Women's cricket and Physical Fitness sessions.
3. A large fully Floodlit Basketball court.
4. Separate Common Rooms for boys and girls with Standard Table Tennis Tables, Carom Boards and Chess Stations.
5. One Gymnasium.
6. A newly constructed yoga and fitness centre

File Description	Documents
Geotagged pictures	No File Uploaded
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

77

File Description	Documents
Upload any additional information	View File
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure for infrastructure augmentation, excluding salary, during the year (INR in Lakhs)

1022.89

File Description	Documents
Upload audited utilization statements	[View File](#)
Details of Expenditure, excluding salary, during the years	[View File](#)
Any additional information	**No File Uploaded**

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The central library of St. Xavier's College (Autonomous) Kolkata is automated with the open-source integrated library management software Koha (version 20.11.08.000). The work flows are automated through various modules. Some of these are:

Library members registration module includes work flows such as adding members, categorization like students, teachers, research scholars, modifying members, if needed, overdue fine management and related functions.

Circulation module helps in automation of check-in, check-out and renew activities in the library.

Cataloguing module helps in adding bibliographic details of library materials such as books, e-books, etc.

Tools module helps in automation of library works greatly in setting library holidays which in turn helps in setting due dates for borrowed documents and carrying out related functions.

Electronic gadgets used for automation in the library:

Total number of computers dedicated for automation is 24. Automation work in the library is enhanced by RFID-based technology. RFID-enabled five staff stations, two self-circulation kiosks and one pair of RFID-enabled gate antenna are used for effective and efficient automatic execution of library works. Out of 24 computers, 10 computers are used by the library users for searching library catalogue, e-resources, etc.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

4.2.2 - Institution has access to the following: e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources

A. Any 4 or more of the above

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	[View File](#)
Upload any additional information	**No File Uploaded**

4.2.3 - Expenditure on purchase of books/ e-books and subscription to journals/e-journals during the year (INR in lakhs)

10.66

File Description	Documents
Audited statements of accounts	[View File](#)
Any additional information	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

4975

File Description	Documents
Upload details of library usage by teachers and students	[View File](#)
Any additional information	**No File Uploaded**

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

St. Xavier's College (Autonomous) Kolkata supplements the existing standards and policies of the College by describing the special rights and responsibilities towards the use of the College's "E-Resources".

The Scope of the policy is well defined.

It applies to all persons who access or use the College's E-Resources including the faculty, staff, students, alumni, and guests.

The Purpose of the policy is clearly articulated.

The College makes E-Resources available to support its academic and administrative goals, and uses of E-Resources to advance those goals take precedence over all others. Authorized Uses are well identified

The College has sole authority to determine what uses of E-Resources are proper and may prohibit or discipline use deemed inconsistent with this Policy or other applicable standards of conduct.

College Email is used only for official correspondence

Access Restrictions are in place

User IDs and passwords are the primary method used to authenticate users of the College's E-Resources.

Copyright and other Intellectual Property

Users must respect intellectual-property rights, including copyrights, in all use of College E-Resources.

Privacy policy is well defined

Supervision of E-Resources The college has a set of authorized employees of the College responsible for the daily administration of the College's E-Resources.

File Description	Documents
Upload any additional information	[View File]
Paste link for additional information	Nil

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
8068	1073

File Description	Documents
Upload any additional information	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus

A. ?50 Mbps

File Description	Documents
Details of bandwidth available in the Institution	No File Uploaded
Upload any additional information	No File Uploaded

4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing

A. All four of the above

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.sxccal.edu/educational-multimedia-and-research-centre-emrc/
List of facilities for e-content development (Data Template)	[View File]

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component, during the year (INR in lakhs)

332.04

File Description	Documents
Audited statements of accounts	[View File](#)
Upload any additional information	[View File](#)

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – classrooms, laboratory, library, sports complex, computers, etc.

The following items are under comprehensive AMC and are constantly monitored by the ICT Resource Management Committee of the College: Computers, Printers, Servers, Campus Network, Campus Wi-Fi, CCTV System.

The electrical system is maintained by in house technicians and is inspected at periodic intervals by the local electrical authorities.

A dedicated Campus Administrator and Campus Manager is appointed by the College for maintaining and upgrading the physical and support infrastructure such as building, elevators, ramps, hygiene rooms, water supply, waste management etc. Upkeep and up-gradation of the laboratories of the departments of Physics, Chemistry, Microbiology, Biotechnology and Computer Science is done regularly by faculty members assisted by trained technical support staff.

The Central Library and Goethals Library are maintained by a team of dedicated staff who carry out routine inspection and monitor the functioning of all the different aspects of library services including digitization, self-help kiosks and system of accessing the library resources.

The College playground is maintained lush green throughout the year by dedicated support staff. The basket-ball ground and play-field are maintained in top condition to facilitate various sports and games round the year. Sports equipment are kept in prime condition through proper maintenance.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

514

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	View File
Upload any additional information	No File Uploaded

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

748

File Description	Documents
Upload any additional information	No File Uploaded
Institutional data in prescribed format	View File

5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology   **A. All of the above**

File Description	Documents
Link to Institutional website	https://www.sxccal.edu/
Details of capability development and schemes	View File
Any additional information	No File Uploaded

5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

671

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded
Upload any additional information	View File

5.2 - Student Progression

5.2.1 - Number of outgoing students who got placement during the year

671

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	**No File Uploaded**

5.2.2 - Number of outgoing students progressing to higher education

1837

File Description	Documents
Upload supporting data for students/alumni	**No File Uploaded**
Details of students who went for higher education	View File
Any additional information	**No File Uploaded**

5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

9

File Description	Documents
Upload supporting data for students/alumni	View File
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports and/or cultural activities at inter-university / state /national / international events (award for a team event should be counted as one) during the year

2

File Description	Documents
e-copies of award letters and certificates	[View File](#)
Any additional information	**No File Uploaded**

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

Due to the pandemics, students' council elections were not held for the academics year 2020-21.

The existing class representatives continued to perform their duties as class coordinators. Others were nominated by the respective Heads of the Department in consultation with the Vice-Principal and Deans.

The students participated in organizing and hosting various departmental events. They attended various webinars and web-talks hosted by various departments and societies of St. Xavier's College and other Colleges/ Universities/ Institutes.

Those working committee members of the previous council (then in 2nd year), who were still students of the College (now in their third year) represented the larger student community in various committees like placement, dress code, disciplinary committee etc.

Few students also represented College in selected online events of non-academic nature like debates, panel discussions, quizzes,chess etc.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://www.sxccal.edu/student-council/

5.3.3 - Number of sports and cultural events / competitions organised by the institution

13

File Description	Documents
Report of the event	**No File Uploaded**
List of sports and cultural events / competitions organised per year	[View File](#)
Upload any additional information	**No File Uploaded**

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

The Contribution of St. Xavier's College Calcutta Alumni Association (SXCCAA) and its chapters (national & international) can be described as: Operational Activities and Philanthropic Activities

Operational Activities comprise of the day-to-day activities by Alumni Office Staff and Support Staff.

Philanthropic Activities for the period of July 2020 to June 2021 comprised of

Education & Hostel Charges of Students from economically challenged background

Five Medical Camps Camps at Raghabpur and other Amphan & Yaas (cyclone) affected areas

Food Item Distribution for COVID, Amphan and Yaas with twelve Camps organized at SXC Park Street Campus, Raghabpur, Paikhala and other Amphan & Yaas affected areas

Ten Camps of Garments Distributions to Amphan & Yaas victims;

Six Camps of Blanket and Winter Garments Distributions, Uniform for School Children

COVID and other Co-morbidity treatment of SXCCAA Members, College Teachers, College Staff, Jesuit Community members and Outsiders through SXCCAA help initiatives

COVID Vaccination Charges;

Donation of Covent Ventilators and Other Medical equipment to COVID Patients, Hospitals and Jesuit Community

Cash Contributions / Collections towards various projects

Cash Support to SXCCAA members with poor financial conditions during lockdowns

Donation of Ambulance to College

Plantation of more than 5500 Saplings in the Amphan & Yaas affected areas

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional Information	https://www.sxccaa.net/

5.4.2 - Alumni's financial contribution during the year   **A. ? 15 Lakhs**

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

The vision, mission and goals of the institution are achieved through strategic action plan, schedule for future development, effective leadership and participative decision making process.

Based on the philosophy of Jesuit Education, the College follows the Jesuit paradigm of AMDG (for the greater glory of God) and "MAGIS" (for the better / greater) in all aspects of teaching, learning, evaluation, research and extension services. Special focus is given to those belonging to the marginalized sections of society irrespective of caste, creed, religion and gender.

In order to accomplish our Vision and Mission, our Governance and Leadership is practiced through the following Value Framework

- **Fostering passionate pursuit for academic and intellectual excellence;**

- Promoting social concern leading to action;
- Cultivating uncompromising commitment towards enhancing the quality of life both at the organizational and societal level;
- Instilling in student's integrity, perseverance and transparency;
- Facilitating creativity and innovativeness in all endeavors;
- Enabling leadership to become agents of social change and shape a better future.
- Encouraging discipline, teamwork and Collaboration;
- Providing education with a human face;

Effective governance in tune with our Vision and Mission has enabled the college to evolved into a nationally ranked, multifaceted and co-educational institution.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional Information	https://www.sxccal.edu/vision-and-mission/

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

The institution ensures the quality of its administration through decentralization and participation of all stakeholders in major policy decisions. The administration is transparent with clear delegation of duties and responsibilities. Fellowship gathering of staff, students and administration promote an ambience of oneness. This ensures quality management in all academic and administrative aspects.

The Principal is the Head of the institution. He delegates responsibilities to the Vice Principals (VPs), Deans, Heads of Departments (HODs), Controller of Examinations(COE) and faculty members. He guides, assists and co-ordinates the implementation of various decisions. Accountability and transparency in the execution of duties is central to the administration at St. Xavier's College. Faculty is intimately and organically involved in the decision-making process. Lay leadership and participation is promoted by the Jesuit management. All academic and policy decisions are taken in consultation with the faculty members. All administrative bodies have faculty representation. Thus academic and administrative planning in the institution is well coordinated.

File Description	Documents
Upload strategic plan and deployment documents on the website	[View File](#)
Upload any additional information	**No File Uploaded**
Paste link for additional Information	https://www.sxccal.edu/wp-content/uploads/2022/03/STRATEGIC-PLAN-AND-DEPLOYMENT-DOCUMENT.pdf

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

Our perspective plan includes academic expansion and infrastructural expansion while maintaining quality education. We began with expansion in the main campus itself. In 2006 we had 4489 students. Today we have 8260 students. We have introduced new courses like M. Sc. in Economics and M.A. in Sociology. Our aim is to extend our academic commitments to greater sections of society, continuously reaching out to the under privileged and the marginalized, as evidenced below.

- **Raghabpur Campus, the rural face of St. Xavier's, has around 737 students benefiting from our educational service.**
- **Further extension of Masters Programs in several departments**
- **Application for Ph.D. courses to be offered by the Computer Science, English and Bengali departments.**
- **New International MOUs have been executed.**
- **Two Day International Workshop on High Performance Computing Application on 17th and 18th November 2020.**
- **The NSS furthers the targets set by the Unnat Bharat Abhiyan (UBA) of Government of India (GOI) and reaches out to the villages adopted. At the Raghabpur campus there are dedicated personnel looking after UBA Program.**
- **The Raghabpur Campus is tenderly nurtured and ably governed by the administration; enabling the students to understand the institutional values and help them to blossom in accordance with the same.**

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://www.sxccal.edu/wp-content/uploads/2022/03/STRATEGIC-PLAN-AND-DEPLOYMENT-DOCUMENT.pdf
Upload any additional information	**No File Uploaded**

6.2.2 - The functioning of the various institutional bodies is effective and efficient as visible from the policies, administrative set-up, appointment and service rules, procedures, etc.

- **Meetings of the Governing Body are held regularly.**
- **Father Principal presides over all meetings of the other Statutory Bodies and Committees formed for administrative purpose. Realistic goals and targets are set. Decisions taken and performance are reviewed periodically with follow-up action.**
- **The administration ensures adherence to various acts, rules and regulations related to Higher Education Departments, UGC, NAAC, NCTE, and Service Rules of Autonomous Colleges.**
- **Vice-Principals, Deans, HODs, and Academic Faculty Members – in that hierarchical order – ensure the enactment of the action plans emerging out of the decision-making activities.**
- **Controller of Examinations carries out all exam-related confidential activities in close collaboration with the various offices and departments.**
- **Support Staff, various Committees, Societies and Facilities extend their full cooperation to the Vice Principals to ensure the smooth implementation of all policy decisions execution of core-process-related activities.**
- **Facilities provide support for vertical and lateral progression of students**
- **Alumni form pillar of support for the entire institution and play a key role in the development of the institution.**
- **Stake holders provide signals on the quality perception of the institution by offering constructive feedback on all activities of the college.**

File Description	Documents
Paste link to Organogram on the institution webpage	https://www.sxccal.edu/wp-content/uploads/2022/03/ORGANOGRAM.pdf
Upload any additional information	View File
Paste link for additional Information	Nil

6.2.3 - Implementation of e-governance in areas of operation: Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Documen	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Details of implementation of e-governance in areas of operation	View File
Any additional information	No File Uploaded

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

During the Pandemic, in order to keep the morale of the staff high, the College organized psychological counseling by trained counselors and an excellently equipped team of Jesuit Priests.

The College stood beside each and every single teaching and support staff for every medical exigency.

The College continued its regular welfare measures in the form of Medical Insurance, Group Insurance, Provident Fund with Loan Facilities, Gratuity and other retirement benefits, Pension / Contributory Pension Fund

During this period many relief camps giving supplies of food grains, household supplies, dress materials, medicines and lots of other relief to its support staff were conducted.

Even though the fees were not always paid and updated by the students, the college took upon itself to pay the staff from the reserve funds, so that none of their families would suffer.

The non-teaching staff got their Annual Support-Staff Medi-Claim renewed for the period 2020-2021.

The college had also organized several camps in collaboration with the Kolkata Municipal Corporation to provide the 1st and 2nd dose of vaccination for all the staff and their families.

Several Measures were also taken for Career Development of the Faculty Members, through webinars and other online academic activities.

File Description	Documents
Upload any additional information	<u>View File</u>
Paste link for additional information	**Nil**

6.3.2 - Number of teachers provided with financial support to attend conferences / workshops and towards payment of membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	**No File Uploaded**

6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

9

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	View File
Upload any additional information	**No File Uploaded**

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

375

File Description	Documents
Summary of the IQAC report	**No File Uploaded**
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
Upload any additional information	**No File Uploaded**

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

Internal Audit is conducted by the institution throughout the year by appointed Chartered Accountants M/S D.K Dwibedi Associates. Audit report is given by the auditor half-yearly for internal audit and final report is given with Balance Sheet for every Financial Year. External Audit is conducted by the Department of Higher Education ,Government of West Bengal on yearly basis. Appointed auditor is M/S R.L. Ghosh Co., who conduct audit yearly and present the final report with Balance Sheet for each Financial Year.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

2.20

File Description	Documents
Annual statements of accounts	View File
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	View File
Any additional information	**No File Uploaded**

6.4.3 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Institutional strategies for mobilisation of funds and the optimal utilisation of resources

The Institutional strategies for mobilisation of Funds include the following:

1. **Fees Collection**
2. **Income from Investments**
3. **Research Grants & Infrastructure Development Grants received from various Govt. Agencies (Central & State)**
4. **Donations received from College Alumni Association for development of rural campus, i.e. Raghabpur campus of the College.**
5. **Financial support from other sources (Educational Loans, Scholarships and stipends for the Research Scholars)**

The optimal utilisation of resources includes the following:

1. **Salaries to Staff**
2. **Physical facilities (Campus area, classrooms with LCD, Wi-Fi facilities, Laboratories with ICT facilities, Seminar Halls, Equipment purchased)**
3. **Maintenance of Campus infrastructure and faculty empowerment expenses.**
4. **Student support & progression (Scholarship / Concession for both economically weaker and meritorious students)**
5. **Campus infrastructure development expenditure for both main campus and Raghabpur rural campus.**

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

The IQAC regularly conducts quality control assessments through ISO 9001:2015 Academic and Administrative Surveillance Audit, Internal and External Academic Audits.

The recommendations offered by the ISO and Academic Audit teams are taken note of and suggestions are considered for implementation. The process is regularly monitored and critically assessed.

However due to the lockdown for the Covid 19 pandemic, no physical verification could be conducted.

Necessary measures with regard to adherence to Covid-19 protocols have been taken at all administrative offices. It was ensured that the campus remained safe for administrative functionaries for a smooth operation of campus administration.

Green, clean and plastic free campus has been the motto of the College. Continuous measures towards maintenance of environmental sustainability has been continuing.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

The IQAC regularly conducts quality control assessments through ISO 9001:2015 Academic and Administrative Surveillance Audit, Internal

and External Academic Audits.

The recommendations offered by the ISO and Academic Audit teams are taken note of and suggestions are considered for implementation. The process is regularly monitored and critically assessed.

The Core Committee, a standing committee of the Academic Council conducts meetings on a regular basis to frame policies and monitor the academic procedures of the institution. As per UGC guidelines, Academic Council meetings are held once every semester to review, assess and critically discuss relevant academic matters. All decisions of the Core Committee and the BOS recommendations, w.r.t. curriculum review and restructuring are ratified in the meetings after necessary modifications.

Regular feedback from students and other stakeholders are collected, analysed and implemented for the holistic improvement of the institution.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)

A. Any 4 or all of the above

File Description	Documents
Paste the web link of annual reports of the Institution	**Nil**
Upload e-copies of accreditations and certification	[View File](#)
Upload details of quality assurance initiatives of the institution	[View File](#)
Upload any additional information	[View File](#)

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

St. Xavier's College in its mission to train students as "Men and Women for Others" has consistently nurtured a gender-sensitive approach through diverse workshops and programmes. Gender sensitization has been integral to the Xaverian culture. Various components of the curriculumenable and empower all students to the multiple dimensions of gender equity and other related issues relevant to their experiential reality. Thus gender sensitivity is not confined within classroom academics only. It extends beyond theoretical discussion to practical applications in the immediate social environment. Different departments and societies of the Collegeorganizeconferences, seminar/webinar and lecture series on gender issues.

XCEL - Xaverian Centre for Equality and Liberty organizes lectures and interactive sessions forstudents, tomotivateand empower themto handle any kind of harassment they face in the world outside. The college has a committee against sexual harassment which takes up cases of sexual harassment if any. Prior to the formation of the committee, XCEL - the women's cell of the College looked into such cases. The discipline, environment and the atmosphere of the College are such that there prevails gender equality and harmony within the campus. There has been no case of sexual harassment till date.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional Information	**Nil**

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation: Solar energy   Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power-efficient equipment

B. Any 3 of the above

File Description	Documents
Geotagged Photographs	**No File Uploaded**
Any other relevant information	<u>View File</u>

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

- **At the outset the degradable and non-degradable waste are separated in specific trash bins and they are disposed of separately to the Kolkata Municipal Corporation.**
- **The biological waste disposal is carried out in the biotechnology and microbiology laboratories in specific methods involving the autoclaving of the microbial strains.**
- **Disposable petri-plates are used so that they can be destroyed by heat before disposal.**
- **The incubators are regularly monitored and cleaned and disinfected with formaldehyde vapor so that cross contamination is prevented.**
- **The waste generated from the chemistry laboratory are neutralized using acid or alkali and disposed.**

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geotagged photographs of the facilities	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geotagged photographs / videos of the facilities	**No File Uploaded**
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

File Description	Documents
Geotagged photos / videos of the facilities	**No File Uploaded**
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy undertaken by the institution

7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:

C. Any 2 of the above

1. **Green audit**
2. **Energy audit**
3. **Environment audit**
4. **Clean and green campus recognitions/awards**

5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	[View File](#)

7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.

A. Any 4 or all of the above

File Description	Documents
Geotagged photographs / videos of facilities	**No File Uploaded**
Policy documents and brochures on the support to be provided	**No File Uploaded**
Details of the software procured for providing assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities (within a maximum of 200 words).

St. Xavier's College is founded on the vision of a society based on love, freedom, liberty, justice, equality and fraternity. A compulsoryfoundation course is based on thisvision. The first paper titled "Inter-Religious Studies and Social Harmony" is designed to instil sensitivity among students to religious difference and

underscore the significance of interfaith dialogue. Studentsunderstand and appreciate the basic tenets of major religions of the world and discuss the relevance and constructive role that religion plays in a globalised world. Theydistinguish between faith and fanaticism, critically reflect on ensuring social harmony and enhance theirown "Spiritual Quotient".

The Course titled "Personality Development" encourages a positive outlook among students enabling them to maintain a state of well-being while interacting with others in everyday life situations. Itinculcatespersonal, inter-personal and social skills that equip themto face the challenges in a dynamic world, fosters creative and critical thinking, decision making, time and stress management andenhances inter-personal skills for conflictresolution.The course encourages empathy anddevelops the aspiration for personal integrity, social justice and equality.

Periodic webinars on various social issues like Gender Sensitization and Capacity Building, Mental Health and Peer Pressure, Climate Justice were conducted.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded

7.1.9 - Sensitization of students and employees of the institution to constitutional obligations: values, rights, duties and responsibilities of citizens:

St. Xavier's College regularly organises programmes to instil an awareness among students about constitutional responsibilities. The curriculum is so designed as to address diverse issues associated with such an awareness. The Political Science department organises Youth Parliament involving students at various levels. A course on Human rights has been offered to students within and outside college. Faculty orientation involving resource persons and experts in various fields are annually organised. Orientation for students are an integral part of their academic induction. Orientation programme for support staff are also a regular feature of the academic calendar.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard: The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on the Code of Conduct are organized

A. All of the above

File Description	Documents
Code of Ethics - policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

St. Xavier's College (Autonomous), Kolkata celebrates / organizes national and international commemorative days, events with full enthusiasm as the celebration begins with

1) International world day against Human Trafficking on 30th July

2) Independence Day Celebration on 15th August

3) Teachers Day Celebration on 05th September

4) Observing International Literacy Day on 11th September

5) Hindi Diwas on 21st September

6) Adivasi Diwas on 22nd October

7) National Youth Day on 12th January

8) International Mother Language Day on 21st February

9) National Science Day Celebration of 28th February

10) International Women's Day Celebration on 15th March

11) World Theatre Day on 27th March

12) Birth anniversary of Rabindranath Tagore on 9th May

13) World Environment Day on 5th June

14) World Day against Child Labour

15) International Day of Yoga on 21st June

16) International Day against Drug Abuse on 26th June

17) National Statistics Day on 30th June

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	[View File](#)
Geotagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

Context

St. Xavier's College (Autonomous) Kolkata aims at forming young men and women of academic excellence, commitment, compassion and conscience, upholding the principles of social justice and all values enshrined in the Constitution of India.

Practices

- ○ **Continuous Curriculum Development, in-keeping with the contemporary needs of various stakeholders.**
- ○ **Teachers make special efforts to address and reach out to both advanced and slow learners of the class.**
- ○ **Creating secular awareness in our multi-cultural society and developing a holistic perspective on social issues.**
- ○ **Serious academic research and sharing the fruits with the society through appropriate outreach programs.**
- ○ **Continuous upkeep and development of entire academic infrastructure with special attention to the needs of differently-abled students.**
- ○ **Jesuit Leadership and Governance with time-tested and newly evolving methods of effective management practices.**

Evidence of Success

The stakeholders' satisfactions determined through structured feedback and quantitative analysis of the same show steady improvement in the various spheres of activity of our institution.

Secured the highest CGPA of 3.77 on a 4-point scale, achieving A++ grade from NAAC in 2017.

Successfully mentoring HEI-s for accreditation by NAAC, under UGC-PARAMARSH (2019) Scheme.

Acquired 7th Rank under "College" category in NIRF 2020.

ISO 9001:2015 Certified College.

File Description	Documents
Best practices in the Institutional website	https://www.sxccal.edu/wp-content/uploads/2021/08/Best-Practices.pdf
Any other relevant information	**Nil**

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

Based on the philosophy of Jesuit education, the College aspires to follow the Jesuit paradigm of "AMDG" (for the greater glory of God) and "MAGIS" (for the better/greater) in all aspects of teaching, learning, evaluation, research and extension services. Breaking the barrier between urban and rural students, the College strives to spread education to everyone. Special focus is given to those belonging to the marginalized sections of society irrespective of caste, creed, religion and gender.

Amidst the Covid-19 pandemic, the college was able to maintain the standards of its teaching-learning-evaluation process. Online classes were regularly held on the MS TEAMS platform, following a structured routine, and classes were organized in a methodical manner.

All classes, Continuous Internal Assessments andExamination-related duties including paper-setting, moderation and evaluation, preparation of score-sheet and associated activities were completed within the stipulated academic calendar.

Students were mentored academically and counselled psychologically by the faculty members, professional counsellors and Jesuit Priests, to cope with the pandemic crisis.

All departments organized National and International webinars on academic and social issues.

Extensive philanthropic activities were carried out in collaboration with the Alumni, to combat natural disasters and fight the onslaught ofthe pervading pandemic.

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

The courses are designed to offer extensive knowledge, hands-on training, handling skills, critical thinking, social and intellectual interaction, conversion of knowledge into industrial execution, ethical and environmental insurance.

The programmes are designed to cater to the widest cross section of local and regional students within a broad perspective. They ideally take into account the social, cultural, religious, linguistic and ethnic diversities of respective communities and social groups.

At the National level these needs are cohesively integrated in an all-encompassing manner. These programmes include new innovative practices to make the institution relevant in its mission as an agent of holistic transformation and meaningfully contribute to nation building through the transformation of ideas to develop cutting edge technologies for application in the fields of Science, Economics, Commerce and Management.

St. Xavier's ensures that the students mature through the courses offered as "men and women for others" and conduct themselves as conscientious citizens of the world - the Tagorean "Viswamanav".

The course outcomes aim to make a radical departure from stereotypical notions of employment seeking towards entrepreneurship and research.

The programme specific outcomes shape a liberal humanistic perspective that fine-tunes the creative-critical abilities of the student learners and enhance their multi-disciplinary skills.

File Description	Documents
Upload additional information, if any	[View File](#)
Link for additional information	https://www.sxccal.edu/wp-content/uploads/2022/03/PROGRAMME-OUTCOME-COURSE-OUTCOME-PROGRAMME-SPECIFIC-OOUTCOME.pdf

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

2

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	[View File](#)
Details of syllabus revision during the year	[View File](#)
Any additional information	No File Uploaded

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

66

File Description	Documents
Curriculum / Syllabus of such courses	[View File](#)
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	[View File](#)
MoUs with relevant organizations for these courses, if any	No File Uploaded
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of new courses introduced across all programmes offered during the year

8

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

28

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

Human Values, Professional Ethics and Gender

1. **All Students of Under Graduate courses must enrol for a compulsory Foundation Course on Personality Development.**
2. **Students of BA Sociology Honours Program under CBCS study, among other papers, Core Papers titled**
   1. **Sociology of Religion: HSOCR5121T**
   2. **Sociology of Gender: HSODS5011T**

Environment and Sustainability

1. **The Course on Environmental Science is mandatory for all Under Graduate Programmes offered by our College. In addition, the post graduate department of Economics offers two Elective Courses on Environmental Economics. The link for the UG and PG Syllabi are**

Environmental Studies at UG Level, under CBCS

Microsoft Word - UGC - CBCS Syllabus - BA-BSC (sxccal.edu)

1. **The BA Sociology Honours Program under CBCS also offers to its students of Sem-V, a department specific elective course on**
2. **Environmental Sociology: HSODS5021T**

1. **Environment Economics I (Elective Paper 2): 6 credit course in Sem-III at Post Graduate level**

Environment Economics II (Elective Paper 4): 6 credit course in Sem-IV at Post Graduate level

Syllabus_Economics_M.Sc_28.1.21.pdf (sxccal.edu)

Please refer to the pages on Semesters III and IV in the above link.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	View File
Any additional information	No File Uploaded

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

09

File Description	Documents
List of value-added courses	View File
Brochure or any other document relating to value-added courses	No File Uploaded
Any additional information	No File Uploaded

1.3.3 - Number of students enrolled in the courses under 1.3.2 above

114

File Description	Documents
List of students enrolled	View File
Any additional information	No File Uploaded

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

2627

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	No File Uploaded

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni

A. All 4 of the above

File Description	Documents
Provide the URL for stakeholders' feedback report	https://www.sxccal.edu/wp-content/uploads/2022/03/Feedback-Analysis-2020-21.pdf
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - The feedback system of the Institution comprises the following

A. Feedback collected, analysed and action taken made available on the website

File Description	Documents
Provide URL for stakeholders' feedback report	https://www.sxccal.edu/wp-content/uploads/2022/03/Feedback-Analysis-2020-21.pdf
Any additional information	View File

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of Students

2.1.1.1 - Number of students admitted (year-wise) during the year

2854

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per the reservation policy during the year (exclusive of supernumerary seats)

1256

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

Mentoring Scheme with accountability

At the start of each new semester cycle, each department allots a particular professor in charge of a semester for mentoring.

Each mentor for a particular semester takes care of overall student welfare including academics. The mentor acts as a catalyst, connecting the students who are lagging behind in a particular subject with the concerned professors. Mentors address students' problems and grievances effectively.

Remedial classes are conducted for slow and weak learners. Each class is in units of a `50-minute period', conducted in suitable time-slots when both the teacher and the student have no regular assigned class. Formal attendance records of the remedial classes are maintained. At the end of each semester, the mentor submits a

report which is recorded with concerned authorities. The benefits of remedial classes are monitored through the future performance of the students.

Advanced Learners are encouraged through research and publications in national and international journals, Participation and presentation in national and international seminars, workshops and conferences, Science Association Exhibitions and participation in national and international exchange programmes (with Institutional MOUs)

The mentoring scheme has proved to be extremely beneficial for the students for their overall development.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
30/06/2021	8068	375

File Description	Documents
Upload any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student-centric methods such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences:

Experiential Learning: Case Studies, Dissertation, Project Work, Industry visits and internships, giving students the opportunity to transform their knowledge into meaningful thought and action. Laboratory-based practical courses allow the students to experience hands-on learning and gather skills to be implemented in real life situations.

Participative Learning: Students are engaged in group-learning, analysis, evaluation, reflections and furthering of knowledge. Group-learning is implemented through collaborative intra-cum-

interdisciplinary activities like class seminars, term papers and group projects which form an integral part of evaluation. Thus, students connect their theoretical knowledge with practical wisdom. Students with slow learning ability gain considerable academic strength from the interactive and collective-learning processes.

Problem Based Learning: On occasions, there is a deliberate reversal of the learning process – open ended problems are given to the students triggering their thinking process; students' responses are collected and collated, a singular pedagogical principal is thus arrived at. Theoretical analyses of issues of gender, race and class with textual illustrations often open up a medley of critical reflections on the same among small groups in the class. Students attempt to relate these issues to real life situations in definite socio-political and cultural contexts. This problem-based-learning process is exciting and refreshingly multi-dimensional.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional Information	Nil

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

ICT tools and resources available

 1. Computers,
 2. Laptops,
 3. Projectors,
 4. LFD,
 5. Smart Boards,
 6. Document Camera,
 7. Digital Writing Pads,
 8. Video Conferencing,
 9. Online Database,
10. Digital Library,
11. Digital Tabs,
12. E-resources
13. MS Teams
14. ZOOM
15. Google Meet

```
16.  SMS Gateway
17.  Group E-mail
18.  Remote Computing
```

E-resources and techniques used

```
 1.  Online and Virtual Learning
 2.  Presentations,
 3.  Live Demonstration,
 4.  Live Problem Solving,
 5.  Video Conferencing,
 6.  Group Email,
 7.  Web Resources and platforms,
 8.  Real-time attendance through Digital Tablets
 9.  Online Database,
10.  Digital Library,
11.  E-resources
```

In view of the present pandemic, online and virtual presence of an institution has become an academic necessity. Online classes are held through MS TEAMS which allows teachers and students to conduct the regular academic activities smoothly. Seminars, workshops, meetings etc. are implemented in the virtual mode through collaborative platforms like ZOOM, GOOGLE etc.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	https://www.sxccal.edu/e-resources/
Upload any additional information	No File Uploaded

2.3.3 - Ratio of students to mentor for academic and other related issues

2.3.3.1 - Number of mentors

375

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	[View File]()
Circulars with regard to assigning mentors to mentees	**No File Uploaded**

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

ACADEMIC CALENDER FOR JULY 2020 TO JUNE 2021

The academic Calender is prepared and uploaded on the College website well ahead of time.All departments stricly adhere to it. All programmes and academic matters including exams are organised as per the academic calender. The Vice-Principals, Deansand Core Committeeregularly monitor to ensure that the academic calender is strictly adhered to. The links to the relevant calenders in the website areprovided below.

August 2020

Microsoft Word - Academic Calendar for August-November.docx (sxccal.edu)

September 2020

October 2020

November 2020

December 2020

Academic Calendar_December,2020.docx (sxccal.edu)

January 2021

Microsoft Word - Academic Calendar for January, 2021 (sxccal.edu)

February 2021

Microsoft Word - Academic Calendar for February, 2021 (sxccal.edu)

March 2021

Microsoft Word - Updated Academic Calendar for March, 2021 (sxccal.edu)

April 2021

Microsoft Word - Academic Calendar for April, 2021 (sxccal.edu)

May 2021

Microsoft Word - Academic Calendar for May, 2021_Modified (sxccal.edu)

June 2021

Microsoft Word - Academic Calendar for June,2021 (sxccal.edu)

The faculty design and share their respective teaching plans with the students. A document on the teaching plans is uploaded in the section below.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full-time teachers against sanctioned posts during the year

375

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**
Any additional information	**No File Uploaded**

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

131

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	View File
Any additional information	View File

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

375

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
Any additional information	No File Uploaded

2.5 - Evaluation Process and Reforms

2.5.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year

30 Days (App)

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	View File
Any additional information	No File Uploaded

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

41

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	View File
Upload any additional information	No File Uploaded

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

During the pandemic, the institution switched on to online semester examinations and CIA. Question paper scrutiny and moderation is done online with the coordinator designated for each paper. An e-mail-id is created for each paper and paper is sent from that mail-id. A coordinator maintains close contact with the student and after the paper are sent. Students receive the paper and subsequently the answer scripts are handwritten, converted to PDF and sent back to the same mail-id and received back by the coordinator. It is checked and properly filed. The checking of the answer script is done online the marks are submitted in excel sheets. Examinations are also conducted similarly on MS TEAMS platform. For small groups, as in the commerce department, the examination is also held in teams where there is also the provision for online invigilation. Here the collection of the script (handwritten) are received back in the TEAMS group (room-wise) and the link is sent to the examiner for correction. Questions are made analytical so that the answers are not taken from the internet. Moreover, handwritten answers prevent copy-pasting. The student only gets 15 minutes extra after the finishing of the examination to minimize malpractices.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme Outcomes and Course Outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students

During the preparation of syllabi, the subject experts and

internal members of the Board of Studies meticulously review the learning objectives and expected learning outcome for each course. Accordingly, the teaching learning strategies are finalized and endorsed by the Academic Council and consequently communicated to the concerned faculties. The College calendar cum prospectus is published at the beginning of the academic year containing vital information related to the vision and mission of the institution, it's history, courses, rules, regulations, departments, faculty lists, holidays, other important dates and the co-curricular and extracurricular activities. The information is disseminated to students through:

- College calendar which is distributed to all students at the beginning of academic year.
- Information through website, which is regularly updated.
- Use of notice boards for daily information.
- Distribution of printed syllabus for semester course content.
- Newspaper advertisement for announcing the courses which are being offered.
- College magazine, newsletter and departmental magazines which are distributed to the students.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	[View File](#)
Upload any additional information	No File Uploaded
Link for additional Information	https://www.sxccal.edu/wp-content/uploads/2022/03/PROGRAMME-OUTCOME-COURSE-OUTCOME-PROGRAMME-SPECIFIC-OOUTCOME.pdf

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

The achievement of learning outcome is measured through

- Continuous Internal Assessment (CIA)
- Remedial Classes
- Student Mentoring by the faculty members

- Day to day interaction with the students
- End Semester examination
- The individual departments ensure that quality contact hours outside the class are offered by individual

professors in meeting students to clarify their academic queries and other matters.

After every exam, the Controller of Examination analyses the results using a software. The monitoring of the achievement of the learning outcomes is conducted by CIA, submission of assignments based on classroom seminars, projects, class test, term papers, mid sem examination and attendance. The College also conducts formative and summative assessment for students. The students are monitored so that the learning outcomes of the College is achieved. The achievement of learning outcome is ensuring through regular meetings of the students and when necessary the parents, with the HOD's, Deans, Vice Principals of the different department.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	https://www.sxccal.edu/wp-content/uploads/2022/03/PROGRAMME-OUTCOME-COURSE-OUTCOME-PROGRAMME-SPECIFIC-OOUTCOME.pdf

2.6.3 - Pass Percentage of students

2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

2519

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire). Results and details need to be provided as a weblink

https://www.sxccal.edu/wp-content/uploads/2022/03/Feedback-Analysis-2020-21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

Updating of the facilities

The Central Research Facility of St. Xavier's College houses state-of-the-art research equipment in the physical and biological sciences.

Yearly calibration of the equipment is carried out by authorised agencies such as Electro Meter Corporation (Kolkata), Device Calibration & Instrumentation and PerkinElmer (India) Pvt. Ltd.

The calibration certificates are duly maintained

1. The SIRO/DSIR certificate is periodically renewed by the CRF. The last renewal has been effective from 01.04.2020 to 31.03.2023.
2. Facility improvement by DST.

The process of updating the PFMS-EAT Module is being carried out. AMC are carried out for the following equipment: Cold room, U-2900 UV/VIS Spectrophotometer, F-7000 Fluorimeter.

RESEARCH POLICY

1. To ensure that St. Xavier's College (Autonomous), Kolkata achieves recognition as a college that imparts quality education and also an institution of genuine and meritorious research and development.
2. To expand its footprint in consultancy, and in patenting of ideas emerging from research work.
3. To provoke more meaningful engagement with contemporary political and social issue and to open conversation in inter-disciplinary studies
4. To provide an impetus to developing the culture of research.
5. To support and incentivize professors who take up research and publish in peer-reviewed journals.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	View File
Provide URL of policy document on promotion of research uploaded on the website	https://www.sxccal.edu/wp-content/uploads/2022/03/RESEARCH-POLICY-AND-STRATEGIES.pdf
Any additional information	View File

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

INR Five Hundred Lakhs

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	No File Uploaded
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	No File Uploaded
List of teachers receiving grant and details of grant received	No File Uploaded
Any additional information	View File

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

14

File Description	Documents
e-copies of the award letters of the teachers	No File Uploaded
List of teachers and details of their international fellowship(s)	View File
Any additional information	View File

3.2 - Resource Mobilization for Research

3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

238.38

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	View File
List of projects and grant details	View File
Any additional information	No File Uploaded

3.2.2 - Number of teachers having research projects during the year

11

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	Nil
List of research projects during the year	View File

3.2.3 - Number of teachers recognised as research guides

28

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	View File
Institutional data in Prescribed format	View File

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

4

File Description	Documents
Supporting document from Funding Agencies	[View File](#)
Paste link to funding agencies' website	**Nil**
Any additional information	**No File Uploaded**

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

- **In order to promote innovation skill among students, the Entrepreneurship Development Cell (EDC) of St. Xavier's College recognizes student-groups submitting innovative Entrepreneurship proposals and subsequently the college provide Rs. 50000 as seed money for developing prototypes.**
- **Workshops have been conducted in our rural campus at Raghabpur for developing organic fertiliser through Kitchen waste transformation using Novel Bacterial culture developed by the department of Microbiology.**
- **Mushroom Cultivation was also taught to the prospective rural entrepreneurs in Raghabpur.**
- **Bio-fertilizers have been developed in microbiology department and distributed to famers.**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

15

File Description	Documents
Report of the events	**No File Uploaded**
List of workshops/seminars conducted during the year	View File
Any additional information	**No File Uploaded**

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software	**A. All of the above**

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	View File
Any additional information	**No File Uploaded**

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

3.4.2.1 - Number of PhD students registered during the year

66

File Description	Documents
URL to the research page on HEI website	https://www.sxccal.edu/ph-d-programmes/
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	View File
Any additional information	**No File Uploaded**

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

Seven (7) publications in CARE Journals, Forty Four (44) publications in Web of Science and Forty Four (44) Publications in Scopus

File Description	Documents
List of research papers by title, author, department, and year of publication	View File
Any additional information	View File

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

10

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

3.4.5.1 - Total number of Citations in Scopus during the year

130

File Description	Documents
Any additional information	No File Uploaded
Bibliometrics of the publications during the year	View File

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

3.4.6.1 - h-index of Scopus during the year

5

File Description	Documents
Bibiliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	[View File](#)
Any additional information	[View File](#)

3.5 - Consultancy

3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

2.37

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	[View File](#)
List of consultants and revenue generated by them	[View File](#)
Any additional information	[View File](#)

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

1.88

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	[View File](#)
List of training programmes, teachers and staff trained for undertaking consultancy	**No File Uploaded**
List of facilities and staff available for undertaking consultancy	**No File Uploaded**
Any additional information	[View File](#)

3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

RURAL REACH-OUT ACTIVITIES UNDER NATIONAL SERVICE SCHEME

1. COVID-19 essentials distributed to village children.
2. Session on skill enhancement for rural youth.
3. "Let's Care and Share" - Celebrating the joy of Christmas.
4. Cyclone "Amphan" Relief Operations.
5. Reaching out digitally.
6. International Webinar series to commemorate 51 years of NSS in College.
7. Online quizzes, opinion polls and research assignments on contemporary social issues.
8. Interactive sessions on 'Importance of Youth Volunteering'.
9. Handmade poster competition International Mother Language Day.
10. Promoting Organic Farming.
11. Observing International Women's Day.
12. Virtual summer camp: "Walking together with young people, to build a hope-filled future".
13. Capacity building sessions for rural campus students.
14. Talk series on contemporary social issues.
15. Manual work at Raghabpur campus.
16. Poster competition on 'Say No to Discrimination'.
17. Orientation on NSS and UBA.

ACTIVITIES UNDER UNNAT BHARAT ABHIYAN (UBA)

1. Rapport Building through Village Education Programmes.
2. Organic nutrition garden training for women.
3. Networking and coordination with various stakeholders
4. Capacity building initiatives for Participating Institutes under UBA.

These activities resulted in human development across marginalized sections of the society and trained students to be "Men and Women for others".

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.sxccal.edu/social-outreach-and-nss/

3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

Nil

File Description	Documents
Number of awards for extension activities in during the year	No File Uploaded
e-copy of the award letters	No File Uploaded
Any additional information	No File Uploaded

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

30

File Description	Documents
Reports of the events organized	[View File](#)
Any additional information	[View File](#)

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

7290

File Description	Documents
Reports of the events	[View File](#)
Any additional information	No File Uploaded

3.7 - Collaboration

3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work

5

File Description	Documents
Copies of documents highlighting collaboration	[View File](#)
Any additional information	No File Uploaded

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

17

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	View File
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	View File
Any additional information	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching-learning, viz., classrooms, laboratories, computing equipments, etc.

The Institution has adequate infrastructure and physical facilities for teaching-learning. Together, In both our campuses at Mother Teresa Sarani and Raghabpur, we have around 121 classrooms with 77 having the facility of Audio visual.

The College has 27 Laboratories to carry out different types of research work in the field of Science, Finance etc.

There are 5 Computing laboratories for various UG courses, separate computing laboratories for MSC Computer Science and MSC Physics. Additionally, there is a computer laboratory in the rural campus at Raghabpur. The main campus also houses two (2) multimedia specific laboratories with Apple Desktops. Another classical animation laboratory enables practical sessions on creative animation.

To facilitate hands-on-training on Mass Communication, Videography, Journalism and Multimedia, facilities like studio, Audio / Video editing, rendering and related equipments are there for students' assignments and projects.

Special equipment like smartboards, document camera, digital writing pads and LFDs are provided as per specific requirements.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.2 - The institution has adequate facilities for cultural activities, yoga, sports and games (indoor and outdoor) including gymnasium, yoga centre, auditorium etc.)

The Xaverian Academy of Dance and Music (XADAM) provides the students with adequate facilities for cultural activities throughout the year. During the academic year of 2020-2021 all activities were shifted to the online mode. Some of the events and activities conducted were:

? Independence Day

? Teachers' Day

? Saraswati Puja

? Convocation

? Prayers of peace and healing.

Auditoriums

The College has one (1) large Two-Storied Auditorium in the Park Street Campus - Fr. Depelchin Auditorium, with state-of-the-art facilities for screening films, holding various programmes with large gatherings. In addition there are five (4) additional halls - for hosting various events of the College. There is also a large hall for hosting similar events in the Raghabpur Campus of the College.

Adequate Facilities for Sports and Games:

1. One large field used for Football, Athletics, Cricket, Hockey, Athletics and Small area games.
2. One small field used for Volleyball, Throwball, Women's cricket and Physical Fitness sessions.
3. A large fully Floodlit Basketball court.
4. Separate Common Rooms for boys and girls with Standard Table Tennis Tables, Carom Boards and Chess Stations.

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   5. One Gymnasium.
   6. A newly constructed yoga and fitness centre
```

File Description	Documents
Geotagged pictures	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

77

File Description	Documents
Upload any additional information	[View File](#)
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

4.1.4 - Expenditure for infrastructure augmentation, excluding salary, during the year (INR in Lakhs)

1022.89

File Description	Documents
Upload audited utilization statements	[View File](#)
Details of Expenditure, excluding salary, during the years	[View File](#)
Any additional information	**No File Uploaded**

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The central library of St. Xavier's College (Autonomous) Kolkata is automated with the open-source integrated library management software Koha (version 20.11.08.000). The work flows are automated through various modules. Some of these are:

Library members registration module includes work flows such as adding members, categorization like students, teachers, research scholars, modifying members, if needed, overdue fine management and related functions.

Circulation module helps in automation of check-in, check-out and renew activities in the library.

Cataloguing module helps in adding bibliographic details of library materials such as books, e-books, etc.

Tools module helps in automation of library works greatly in setting library holidays which in turn helps in setting due dates for borrowed documents and carrying out related functions.

Electronic gadgets used for automation in the library:

Total number of computers dedicated for automation is 24. Automation work in the library is enhanced by RFID-based technology. RFID-enabled five staff stations, two self-circulation kiosks and one pair of RFID-enabled gate antenna are used for effective and efficient automatic execution of library works. Out of 24 computers, 10 computers are used by the library users for searching library catalogue, e-resources, etc.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

4.2.2 - Institution has access to the following: e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources	A. Any 4 or more of the above

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	View File
Upload any additional information	**No File Uploaded**

4.2.3 - Expenditure on purchase of books/ e-books and subscription to journals/e-journals during the year (INR in lakhs)

10.66

File Description	Documents
Audited statements of accounts	View File
Any additional information	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

4975

File Description	Documents
Upload details of library usage by teachers and students	View File
Any additional information	**No File Uploaded**

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

St. Xavier's College (Autonomous) Kolkata supplements the existing standards and policies of the College by describing the special rights and responsibilities towards the use of the College's "E-Resources".

The Scope of the policy is well defined.

It applies to all persons who access or use the College's E-

Resources including the faculty, staff, students, alumni, and guests.

The Purpose of the policy is clearly articulated.

The College makes E-Resources available to support its academic and administrative goals, and uses of E-Resources to advance those goals take precedence over all others. Authorized Uses are well identified

The College has sole authority to determine what uses of E-Resources are proper and may prohibit or discipline use deemed inconsistent with this Policy or other applicable standards of conduct.

College Email is used only for official correspondence

Access Restrictions are in place

User IDs and passwords are the primary method used to authenticate users of the College's E-Resources.

Copyright and other Intellectual Property

Users must respect intellectual-property rights, including copyrights, in all use of College E-Resources.

Privacy policy is well defined

Supervision of E-Resources The college has a set of authorized employees of the College responsible for the daily administration of the College's E-Resources.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	Nil

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
8068	1073

File Description	Documents
Upload any additional information	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus

A. ?50 Mbps

File Description	Documents
Details of bandwidth available in the Institution	**No File Uploaded**
Upload any additional information	**No File Uploaded**

4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing

A. All four of the above

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://www.sxccal.edu/educational-multimedia-and-research-centre-emrc/
List of facilities for e-content development (Data Template)	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component, during the year (INR in lakhs)

332.04

File Description	Documents
Audited statements of accounts	View File
Upload any additional information	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – classrooms, laboratory, library, sports complex, computers, etc.

The following items are under comprehensive AMC and are constantly monitored by the ICT Resource Management Committee of the College: Computers, Printers, Servers, Campus Network, Campus Wi-Fi, CCTV System.

The electrical system is maintained by in house technicians and is inspected at periodic intervals by the local electrical authorities.

A dedicated Campus Administrator and Campus Manager is appointed by the College for maintaining and upgrading the physical and support infrastructure such as building, elevators, ramps, hygiene rooms, water supply, waste management etc. Upkeep and up-gradation of the laboratories of the departments of Physics, Chemistry, Microbiology, Biotechnology and Computer Science is done regularly by faculty members assisted by trained technical support staff.

The Central Library and Goethals Library are maintained by a team of dedicated staff who carry out routine inspection and monitor the functioning of all the different aspects of library services including digitization, self-help kiosks and system of accessing the library resources.

The College playground is maintained lush green throughout the year by dedicated support staff. The basket-ball ground and play-field are maintained in top condition to facilitate various sports and games round the year. Sports equipment are kept in prime condition through proper maintenance.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

514

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	View File
Upload any additional information	**No File Uploaded**

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

748

File Description	Documents
Upload any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology	**A. All of the above**

File Description	Documents
Link to Institutional website	https://www.sxccal.edu/
Details of capability development and schemes	View File
Any additional information	**No File Uploaded**

5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

671

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**
Upload any additional information	View File

5.2 - Student Progression

5.2.1 - Number of outgoing students who got placement during the year

671

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	**No File Uploaded**

5.2.2 - Number of outgoing students progressing to higher education

1837

File Description	Documents
Upload supporting data for students/alumni	No File Uploaded
Details of students who went for higher education	View File
Any additional information	No File Uploaded

5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

9

File Description	Documents
Upload supporting data for students/alumni	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports and/or cultural activities at inter-university / state /national / international events (award for a team event should be counted as one) during the year

2

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

Due to the pandemics, students' council elections were not held for the academics year 2020-21.

The existing class representatives continued to perform their duties as class coordinators. Others were nominated by the

respective Heads of the Department in consultation with the Vice-Principal and Deans.

The students participated in organizing and hosting various departmental events. They attended various webinars and web-talks hosted by various departments and societies of St. Xavier's College and other Colleges/ Universities/ Institutes.

Those working committee members of the previous council (then in 2nd year), who were still students of the College (now in their third year) represented the larger student community in various committees like placement, dress code, disciplinary committee etc.

Few students also represented College in selected online events of non-academic nature like debates, panel discussions, quizzes,chess etc.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://www.sxccal.edu/student-council/

5.3.3 - Number of sports and cultural events / competitions organised by the institution

13

File Description	Documents
Report of the event	**No File Uploaded**
List of sports and cultural events / competitions organised per year	View File
Upload any additional information	**No File Uploaded**

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

The Contribution of St. Xavier's College Calcutta Alumni Association (SXCCAA) and its chapters (national & international) can be described as: Operational Activities and Philanthropic Activities

Operational Activities comprise of the day-to-day activities by Alumni Office Staff and Support Staff.

Philanthropic Activities for the period of July 2020 to June 2021 comprised of

Education & Hostel Charges of Students from economically challenged background

Five Medical Camps Camps at Raghabpur and other Amphan & Yaas (cyclone) affected areas

Food Item Distribution for COVID, Amphan and Yaas with twelve Camps organized at SXC Park Street Campus, Raghabpur, Paikhala and other Amphan & Yaas affected areas

Ten Camps of Garments Distributions to Amphan & Yaas victims;

Six Camps of Blanket and Winter Garments Distributions, Uniform for School Children

COVID and other Co-morbidity treatment of SXCCAA Members, College Teachers, College Staff, Jesuit Community members and Outsiders through SXCCAA help initiatives

COVID Vaccination Charges;

Donation of Covent Ventilators and Other Medical equipment to COVID Patients, Hospitals and Jesuit Community

Cash Contributions / Collections towards various projects

Cash Support to SXCCAA members with poor financial conditions during lockdowns

Donation of Ambulance to College

Plantation of more than 5500 Saplings in the Amphan & Yaas affected areas

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	https://www.sxccaa.net/

5.4.2 - Alumni's financial contribution during the year	A. ? 15 Lakhs

File Description	Documents
Upload any additional information	[View File](#)

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

The vision, mission and goals of the institution are achieved through strategic action plan, schedule for future development, effective leadership and participative decision making process.

Based on the philosophy of Jesuit Education, the College follows the Jesuit paradigm of AMDG (for the greater glory of God) and "MAGIS" (for the better / greater) in all aspects of teaching, learning, evaluation, research and extension services. Special focus is given to those belonging to the marginalized sections of society irrespective of caste, creed, religion and gender.

In order to accomplish our Vision and Mission, our Governance and Leadership is practiced through the following Value Framework

- Fostering passionate pursuit for academic and intellectual excellence;
- Promoting social concern leading to action;
- Cultivating uncompromising commitment towards enhancing the quality of life both at the organizational and societal level;
- Instilling in student's integrity, perseverance and transparency;
- Facilitating creativity and innovativeness in all endeavors;
- Enabling leadership to become agents of social change and shape a better future.
- Encouraging discipline, teamwork and Collaboration;
- Providing education with a human face;

Effective governance in tune with our Vision and Mission has enabled the college to evolved into a nationally ranked, multifaceted and co-educational institution.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	https://www.sxccal.edu/vision-and-mission/

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

The institution ensures the quality of its administration through decentralization and participation of all stakeholders in major policy decisions. The administration is transparent with clear delegation of duties and responsibilities. Fellowship gathering of staff, students and administration promote an ambience of oneness. This ensures quality management in all academic and administrative aspects.

The Principal is the Head of the institution. He delegates responsibilities to the Vice Principals (VPs), Deans, Heads of Departments (HODs), Controller of Examinations(COE) and faculty members. He guides, assists and co-ordinates the implementation of various decisions. Accountability and transparency in the execution of duties is central to the administration at St. Xavier's College. Faculty is intimately and organically involved in the decision-making process. Lay leadership and participation is promoted by the Jesuit management. All academic and policy decisions are taken in consultation with the faculty members. All administrative bodies have faculty representation. Thus academic and administrative planning in the institution is well coordinated.

File Description	Documents
Upload strategic plan and deployment documents on the website	[View File](#)
Upload any additional information	No File Uploaded
Paste link for additional Information	https://www.sxccal.edu/wp-content/uploads/2022/03/STRATEGIC-PLAN-AND-DEPLOYMENT-DOCUMENT.pdf

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

Our perspective plan includes academic expansion and infrastructural expansion while maintaining quality education. We began with expansion in the main campus itself. In 2006 we had 4489 students. Today we have 8260 students. We have introduced new courses like M. Sc. in Economics and M.A. in Sociology. Our aim is to extend our academic commitments to greater sections of society, continuously reaching out to the under privileged and the marginalized, as evidenced below.

- Raghabpur Campus, the rural face of St. Xavier's, has around 737 students benefiting from our educational service.
- Further extension of Masters Programs in several departments
- Application for Ph.D. courses to be offered by the Computer Science, English and Bengali departments.
- New International MOUs have been executed.
- Two Day International Workshop on High Performance Computing Application on 17th and 18th November 2020.
- The NSS furthers the targets set by the Unnat Bharat Abhiyan (UBA) of Government of India (GOI) and reaches out to the villages adopted. At the Raghabpur campus there are dedicated personnel looking after UBA Program.
- The Raghabpur Campus is tenderly nurtured and ably governed by the administration; enabling the students to understand the institutional values and help them to blossom in accordance with the same.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.sxccal.edu/wp-content/uploads/2022/03/STRATEGIC-PLAN-AND-DEPLOYMENT-DOCUMENT.pdf
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the various institutional bodies is effective and efficient as visible from the policies, administrative set-up, appointment and service rules, procedures, etc.

- Meetings of the Governing Body are held regularly.
- Father Principal presides over all meetings of the other

Statutory Bodies and Committees formed for administrative purpose. Realistic goals and targets are set. Decisions taken and performance are reviewed periodically with follow-up action.

- The administration ensures adherence to various acts, rules and regulations related to Higher Education Departments, UGC, NAAC, NCTE, and Service Rules of Autonomous Colleges.
- Vice-Principals, Deans, HODs, and Academic Faculty Members – in that hierarchical order – ensure the enactment of the action plans emerging out of the decision-making activities.
- Controller of Examinations carries out all exam-related confidential activities in close collaboration with the various offices and departments.
- Support Staff, various Committees, Societies and Facilities extend their full cooperation to the Vice Principals to ensure the smooth implementation of all policy decisions execution of core-process-related activities.
- Facilities provide support for vertical and lateral progression of students
- Alumni form pillar of support for the entire institution and play a key role in the development of the institution.
- Stake holders provide signals on the quality perception of the institution by offering constructive feedback on all activities of the college.

File Description	Documents
Paste link to Organogram on the institution webpage	https://www.sxccal.edu/wp-content/uploads/2022/03/ORGANOGRAM.pdf
Upload any additional information	View File
Paste link for additional Information	Nil

6.2.3 - Implementation of e-governance in areas of operation: Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Documen	**No File Uploaded**
Screen shots of user interfaces	**No File Uploaded**
Details of implementation of e-governance in areas of operation	[View File](#)
Any additional information	**No File Uploaded**

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

During the Pandemic, in order to keep the morale of the staff high, the College organized psychological counseling by trained counselors and an excellently equipped team of Jesuit Priests.

The College stood beside each and every single teaching and support staff for every medical exigency.

The College continued its regular welfare measures in the form of Medical Insurance, Group Insurance, Provident Fund with Loan Facilities, Gratuity and other retirement benefits, Pension / Contributory Pension Fund

During this period many relief camps giving supplies of food grains, household supplies, dress materials, medicines and lots of other relief to its support staff were conducted.

Even though the fees were not always paid and updated by the students, the college took upon itself to pay the staff from the reserve funds, so that none of their families would suffer.

The non-teaching staff got their Annual Support-Staff Medi-Claim renewed for the period 2020-2021.

The college had also organized several camps in collaboration with the Kolkata Municipal Corporation to provide the 1st and 2nd dose of vaccination for all the staff and their families.

Several Measures were also taken for Career Development of the Faculty Members, through webinars and other online academic activities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

6.3.2 - Number of teachers provided with financial support to attend conferences / workshops and towards payment of membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	**No File Uploaded**

6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

9

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	View File
Upload any additional information	**No File Uploaded**

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

375

File Description	Documents
Summary of the IQAC report	**No File Uploaded**
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
Upload any additional information	**No File Uploaded**

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

Internal Audit is conducted by the institution throughout the year by appointed Chartered Accountants M/S D.K Dwibedi Associates. Audit report is given by the auditor half-yearly for internal audit and final report is given with Balance Sheet for every Financial Year. External Audit is conducted by the Department of Higher Education ,Government of West Bengal on yearly basis. Appointed auditor is M/S R.L. Ghosh Co., who conduct audit yearly and present the final report with Balance Sheet for each Financial Year.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

2.20

File Description	Documents
Annual statements of accounts	View File
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	View File
Any additional information	**No File Uploaded**

6.4.3 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Institutional strategies for mobilisation of funds and the optimal utilisation of resources

The Institutional strategies for mobilisation of Funds include the following:

1. **Fees Collection**
2. **Income from Investments**
3. **Research Grants & Infrastructure Development Grants received from various Govt. Agencies (Central & State)**
4. **Donations received from College Alumni Association for development of rural campus, i.e. Raghabpur campus of the College.**
5. **Financial support from other sources (Educational Loans, Scholarships and stipends for the Research Scholars)**

The optimal utilisation of resources includes the following:

1. **Salaries to Staff**
2. **Physical facilities (Campus area, classrooms with LCD, Wi-Fi facilities, Laboratories with ICT facilities, Seminar Halls, Equipment purchased)**
3. **Maintenance of Campus infrastructure and faculty empowerment expenses.**
4. **Student support & progression (Scholarship / Concession for both economically weaker and meritorious students)**
5. **Campus infrastructure development expenditure for both main campus and Raghabpur rural campus.**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional Information	**Nil**

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

The IQAC regularly conducts quality control assessments through

ISO 9001:2015 Academic and Administrative Surveillance Audit, Internal and External Academic Audits.

The recommendations offered by the ISO and Academic Audit teams are taken note of and suggestions are considered for implementation. The process is regularly monitored and critically assessed.

However due to the lockdown for the Covid 19 pandemic, no physical verification could be conducted.

Necessary measures with regard to adherence to Covid-19 protocols have been taken at all administrative offices. It was ensured that the campus remained safe for administrative functionaries for a smooth operation of campus administration.

Green, clean and plastic free campus has been the motto of the College. Continuous measures towards maintenance of environmental sustainability has been continuing.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

The IQAC regularly conducts quality control assessments through ISO 9001:2015 Academic and Administrative Surveillance Audit, Internal and External Academic Audits.

The recommendations offered by the ISO and Academic Audit teams are taken note of and suggestions are considered for implementation. The process is regularly monitored and critically assessed.

The Core Committee, a standing committee of the Academic Council conducts meetings on a regular basis to frame policies and monitor the academic procedures of the institution. As per UGC guidelines, Academic Council meetings are held once every semester to review, assess and critically discuss relevant academic matters. All decisions of the Core Committee and the BOS recommendations, w.r.t. curriculum review and restructuring are

ratified in the meetings after necessary modifications.

Regular feedback from students and other stakeholders are collected, analysed and implemented for the holistic improvement of the institution.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)	**A. Any 4 or all of the above**

File Description	Documents
Paste the web link of annual reports of the Institution	**Nil**
Upload e-copies of accreditations and certification	<u>View File</u>
Upload details of quality assurance initiatives of the institution	<u>View File</u>
Upload any additional information	<u>View File</u>

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

St. Xavier's College in its mission to train students as "Men and Women for Others" has consistently nurtured a gender-sensitive approach through diverse workshops and programmes. Gender sensitization has been integral to the Xaverian culture. Various components of the curriculumenable and empower all students to

the multiple dimensions of gender equity and other related issues relevant to their experiential reality. Thus gender sensitivity is not confined within classroom academics only. It extends beyond theoretical discussion to practical applications in the immediate social environment. Different departments and societies of the Collegeorganizeconferences, seminar/webinar and lecture series on gender issues.

XCEL - Xaverian Centre for Equality and Liberty organizes lectures and interactive sessions forstudents, tomotivateand empower themto handle any kind of harassment they face in the world outside. The college has a committee against sexual harassment which takes up cases of sexual harassment if any. Prior to the formation of the committee, XCEL - the women's cell of the College looked into such cases. The discipline, environment and the atmosphere of the College are such that there prevails gender equality and harmony within the campus. There has been no case of sexual harassment till date.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional Information	**Nil**

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation: Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power-efficient equipment	**B. Any 3 of the above**

File Description	Documents
Geotagged Photographs	**No File Uploaded**
Any other relevant information	<u>View File</u>

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

- At the outset the degradable and non-degradable waste are separated in specific trash bins and they are disposed of separately to the Kolkata Municipal Corporation.
- The biological waste disposal is carried out in the biotechnology and microbiology laboratories in specific

- **methods involving the autoclaving of the microbial strains.**
- **Disposable petri-plates are used so that they can be destroyed by heat before disposal.**
- **The incubators are regularly monitored and cleaned and disinfected with formaldehyde vapor so that cross contamination is prevented.**
- **The waste generated from the chemistry laboratory are neutralized using acid or alkali and disposed.**

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geotagged photographs of the facilities	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geotagged photographs / videos of the facilities	**No File Uploaded**
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

A. Any 4 or All of the above

File Description	Documents
Geotagged photos / videos of the facilities	**No File Uploaded**
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy undertaken by the institution

7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following: 1. **Green audit** 2. **Energy audit** 3. **Environment audit** 4. **Clean and green campus recognitions/awards** 5. **Beyond the campus environmental promotional activities**	**C. Any 2 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	View File

7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance,	**A. Any 4 or all of the above**

**reader, scribe, soft copies of reading
materials, screen reading, etc.**

File Description	Documents
Geotagged photographs / videos of facilities	No File Uploaded
Policy documents and brochures on the support to be provided	No File Uploaded
Details of the software procured for providing assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities (within a maximum of 200 words).

St. Xavier's College is founded on the vision of a society based on love, freedom, liberty, justice, equality and fraternity. A compulsoryfoundation course is based on thisvision. The first paper titled "Inter-Religious Studies and Social Harmony" is designed to instil sensitivity among students to religious difference and underscore the significance of interfaith dialogue. Studentsunderstand and appreciate the basic tenets of major religions of the world and discuss the relevance and constructive role that religion plays in a globalised world. Theydistinguish between faith and fanaticism, critically reflect on ensuring social harmony and enhance theirown "Spiritual Quotient".

The Course titled "Personality Development" encourages a positive outlook among students enabling them to maintain a state of well-being while interacting with others in everyday life situations. Itinculcatespersonal, inter-personal and social skills that equip themto face the challenges in a dynamic world, fosters creative and critical thinking, decision making, time and stress management andenhances inter-personal skills for conflictresolution.The course encourages empathy anddevelops the aspiration for personal integrity, social justice and equality.

Periodic webinars on various social issues like Gender Sensitization and Capacity Building, Mental Health and Peer Pressure, Climate Justice were conducted.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded

7.1.9 - Sensitization of students and employees of the institution to constitutional obligations: values, rights, duties and responsibilities of citizens:

St. Xavier's College regularly organises programmes to instil an awareness among students about constitutional responsibilities. The curriculum is so designed as to address diverse issues associated with such an awareness. The Political Science department organises Youth Parliament involving students at various levels. A course on Human rights has been offered to students within and outside college. Faculty orientation involving resource persons and experts in various fields are annually organised. Orientation for students are an integral part of their academic induction. Orientation programme for support staff are also a regular feature of the academic calendar.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard: The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on the Code of Conduct are organized	A. All of the above

File Description	Documents
Code of Ethics - policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

St. Xavier's College (Autonomous), Kolkata celebrates / organizes national and international commemorative days, events with full enthusiasm as the celebration begins with

1) International world day against Human Trafficking on 30th July

2) Independence Day Celebration on 15th August

3) Teachers Day Celebration on 05th September

4) Observing International Literacy Day on 11th September

5) Hindi Diwas on 21st September

6) Adivasi Diwas on 22nd October

7) National Youth Day on 12th January

8) International Mother Language Day on 21st February

9) National Science Day Celebration of 28th February

10) International Women's Day Celebration on 15th March

11) World Theatre Day on 27th March

12) Birth anniversary of Rabindranath Tagore on 9th May

13) World Environment Day on 5th June

14) World Day against Child Labour

15) International Day of Yoga on 21st June

16) International Day against Drug Abuse on 26th June

17) National Statistics Day on 30th June

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	View File
Geotagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

Context

St. Xavier's College (Autonomous) Kolkata aims at forming young men and women of academic excellence, commitment, compassion and conscience, upholding the principles of social justice and all values enshrined in the Constitution of India.

Practices

- **Continuous Curriculum Development, in-keeping with the contemporary needs of various stakeholders.**
- **Teachers make special efforts to address and reach out to both advanced and slow learners of the class.**
- **Creating secular awareness in our multi-cultural society and developing a holistic perspective on social issues.**
- **Serious academic research and sharing the fruits with the society through appropriate outreach programs.**
- **Continuous upkeep and development of entire academic infrastructure with special attention to the needs of differently-abled students.**
- **Jesuit Leadership and Governance with time-tested and newly evolving methods of effective management practices.**

Evidence of Success

The stakeholders' satisfactions determined through structured feedback and quantitative analysis of the same show steady improvement in the various spheres of activity of our institution.

Secured the highest CGPA of 3.77 on a 4-point scale, achieving A++ grade from NAAC in 2017.

Successfully mentoring HEI-s for accreditation by NAAC, under UGC-PARAMARSH (2019) Scheme.

Acquired 7th Rank under "College" category in NIRF 2020.

ISO 9001:2015 Certified College.

File Description	Documents
Best practices in the Institutional website	https://www.sxccal.edu/wp-content/uploads/2021/08/Best-Practices.pdf
Any other relevant information	**Nil**

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

Based on the philosophy of Jesuit education, the College aspires to follow the Jesuit paradigm of "AMDG" (for the greater glory of God) and "MAGIS" (for the better/greater) in all aspects of teaching, learning, evaluation, research and extension services. Breaking the barrier between urban and rural students, the College strives to spread education to everyone. Special focus is given to those belonging to the marginalized sections of society irrespective of caste, creed, religion and gender.

Amidst the Covid-19 pandemic, the college was able to maintain the standards of its teaching-learning-evaluation process. Online classes were regularly held on the MS TEAMS platform, following a structured routine, and classes were organized in a methodical manner.

All classes, Continuous Internal Assessments andExamination-related duties including paper-setting, moderation and evaluation, preparation of score-sheet and associated activities were completed within the stipulated academic calendar.

Students were mentored academically and counselled psychologically by the faculty members, professional counsellors and Jesuit Priests, to cope with the pandemic crisis.

All departments organized National and International webinars on academic and social issues.

Extensive philanthropic activities were carried out in collaboration with the Alumni, to combat natural disasters and fight the onslaught ofthe pervading pandemic.

File Description	Documents
Appropriate link in the institutional website	Nil
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Our aim is to extend our academic and social commitments to greater sections of society.

- Expansion of the Raghabpur Campus
- Post Graduate program in Department of Education and M. Sc. in Data Science
- Utilization of DBT Builder Grant of Rs. 2.67 crore on inter disciplinary research by developing laboratories with high-end instruments
- Utilizing an infrastructural grant from DST Govt. of India for updating of the research laboratories.
- Application for Ph.D. courses in Computer Science, English and Bengali
- New international and national MOUs are being planned.
- Seminars on a plurality of disciplines to ensure continued academic excellence.
- Further programs of study, student and faculty exchange procedures are in the offing.
- Student internships in different corporate and publishing houses to ensure commendable placement.

- The NSS is planning to extend ongoing programs under Unnat Bharat Abhiyan (UBA) on weekly basis.
- A Skill Hub at the Raghabpur campus of the College to cater to the local people.
- A survey in and around Raghabpur Campus to measure the impact of Jesuit Education among marginalized and rural sections of the society.
- A Media Hub at the EMRC campus is an ongoing project.
- A Centre for Gender Studies at the Raghabpur Campus of the College.