

ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF IQAC

NAME OF THE INSTITUTION: ST XAVIER'S COLLEGE, KOLKATA

YEAR OF REPORT: JULY 2003 TO JUNE 2004

SECTION-A : PLAN OF ACTION CHALKED OUT BY THE IQAC IN THE BEGINNING OF THE YEAR 2003-2004 TOWARDS QUALITY ENHANCEMENT.

Introduction:

The College was accredited by NAAC and this is the first AQAR presented by the College.

The College is administered by a Governing Body constituted according to Calcutta University statute applicable to Religious Minority Colleges.

Being a religious minority college, Jesuit Fathers occupy the top administrative positions i.e. Principal, Vice-Principal, Arts/Science Department, and Vice-Principal, Commerce Department. However, within this centralized system, there was considerable sub-delegation of authority, flexibility and participatory approach in decision making. Though the Principal is the *de facto head* and final authority in all matters, much of the authority for admission, discipline and day to day administration was delegated to the Vice-Principals of the respective departments. The authority was further shared with the three Deans- Dean of Science, the Dean of Commerce and the Dean of Education and further to the Heads of the Departments.

The aim of the college was to develop well integrated human beings who will be at the service of others going beyond his/her own self interest, besides, transmission and enhancement of excellence in learning. Efforts were also made to make them employable with extra/ co-curricular activities with strong emphasis on the social dimensions involved in forming men and women for others.

The vision and mission statement of the college was formally laid out. This was a rigorous exercise in which all our stakeholders, namely the faculty, support staff, students and alumni/ne had put serious deliberations before the final statement was drafted. The goals and objectives of Jesuit education were always printed in the calendar every year.

Our vision:

Inspired by the life and teaching of Jesus Christ, St Xavier's College Kolkata commits *itself to contribute to the creation of a society based on the principles of justice, liberty, equality and fraternity, as enshrined in the Constitution of India.*

Our mission:

1. As an educational institution of higher learning, St Xavier's College – its staff, students and administration- will focus to establish a center of higher learning with potential for excellence, through participatory decision making and management.
2. St. Xavier's College will aim to become an autonomous college in the near future, and thus would prepare itself to achieve the status of Deemed to be University, in the distant future.
3. We shall endeavor to excel in all areas of teaching-learning, research, and publication, taking advantage of the latest technology on all these areas.
4. We shall emphasize the importance of theory based subjects, both arts and science, with a view to generating knowledge, contributing to the intellectual well being and to the search for meaning of life.
5. In keeping with the signs of the times, particularly of globalization, St Xavier's will not only offer skill based subjects to contribute to the work force required but shall make sure that they are imbued with human values.
6. Our syllabi, teaching and research methodology will be application oriented, and will have the necessary contents in terms of values, with a view to produce all rounded humans.
7. The college aims at becoming a center of culture and dialogue, and will consciously promote communal harmony and cultural integration. This will challenge the administration, staff and students to promotion of living arts, theatre, media etc on the campus.
8. St Xavier's as a center of higher learning of excellence will endeavor to be a bridge between the rural-urban divide, bringing the benefits of education to the poor and the marginalized, especially to the children of the villages, through direct contact, socially uplifting research and programmes, aimed at their empowerment.
9. Though our college is inspired by the teachings of Jesus Christ, it shall ensure access and equity in higher educational opportunities to all deserving and meritorious students, irrespective of religious avocation.
10. St Xavier's College thus commits itself to produce young men and women of values who will contribute to the well being of the nation without counting the cost, in all spheres of life, and who will contribute to the dream of ushering in a new society in the spirit of NIHIL ULTRA, the motto of the college.

To achieve the goals, the following were identified as the major thrust areas in the year 2003-04.

1. Academic excellence and faculty development.
2. Personality development and character formation of students.
3. Revamp infrastructural facilities to raise the quality of teaching and learning.
4. Mobilization of internal resources.

Detailed Plan of Action for the year 2003-04.

1. To create an awareness amongst faculty members and students about NAAC recommendations and to respond to them effectively.
2. To form an IQAC.
3. To organise workshops at the departmental level by inviting eminent academicians as resource persons.
4. To pursue further research.
5. To adopt technologies in teaching and learning like the use of OHP, VCR and LCD.
6. To introduce summer projects with company tie ups in the Department of Commerce.
7. To introduce self appraisal method to evaluate the performance of the faculty in teaching and research.
8. To recruit more teaching and support staff.
9. To introduce students feedback system.
10. To enhance further extension work undertaken by the NSS.
11. To provide additional space for administrative purposes.
12. To introduce new UG and some specialized PG Courses.
13. To have a full fledged media centre.
14. To introduce full fledged specialization in Information Technology (IT) and Computer Application.
15. To put up two new classrooms and a Botany-Biology laboratory giving about 5000 sqft. additional space on the terrace.
16. To computerize and provide networking facilities to all the libraries to facilitate inter-library as well as intra-library borrowing.
17. To introduce and encourage regular staff and student exchange programme with foreign universities.
18. To plan out jointly with alumni and organize the alumni congress.
19. To involve the alumni in philanthropic and development activities.
20. To start a short term course on PC Maintenance under the computer center.
21. Discussions were initiated to begin centralized library.
22. To generate more internal resources, this will be utilized to upgrade the infrastructural facilities.

SECTION – B

1. Activities reflecting the Goals and Objectives of the Institution.

The academic session started on 2nd of July 2003 for the second and third year students.

Freshers welcome ceremony was organized in the college auditorium separately for different departments.

The Feast of Ignatius was celebrated on 31 July, 2003. About 300 students participated in the celebrations.

On 15th August, 2003, Independence Day was celebrated with the hosting of the national flag in the college quadrangle. The NCC unit of the college organized the Independence Day celebration. Captain M Singh graced the occasion.

Xavier's Debating Society started its scholastic year from 2003-04. An inter-college debate competition in collaboration with State Bank of Hyderabad was organized from 3rd to 8th November, 2003.

On 3rd December, 2003, Feast of St Francis Xavier – the Patron Saint of the College was celebrated. About 450 students and staff members participated in the celebrations.

The fifth chapter of Beyond Barriers was held on 23 December, 2003. Prior to this, the College Fest, popularly known as Xavotsav was held for 3 days from 20th of December till 22nd of December.

The West Bengal AICUF state council meeting was organized to welcome the new post – holders of the various units from all over the state. The event had 105 participants.

The Valedictory function was held in January, 2004 and Hon'ble Chief Minister of Bengal, Shri Buddhadev Bhattacharya, was the chief guest.

The first year students of Economics (Hons.) went for an academic expedition to Shantiniketan on 29 Feb, 2004 to explore the socio economic environment and education.

International Jesuit Alumni meet was held in St Xavier's College and the occasion was graced by the President of India, Dr. Abdul Kalam., a Jesuit alumnus. The meet was appropriately named "The Summit of Joy". Delegates of Jesuit institutions from all over the world attended the summit. Other dignitaries who graced the occasion included Fr. General, Fr. Peter Hans Kolvanback SJ, from Rome and Gen. (Retrd.) S. Roy Choudhury.

2. New academic Programmes initiated (UG & PG)

For the academic session 2003-04 the following new academic programmes were initiated:-

- (i) Journalism (August, 2003)
- (ii) Microbiology (General)

The following courses in collaboration with West Bengal State Council of Technical Education were started during the year :-

- IT Applications
- Computer Maintenance
- Financial Accounting
- Advanced Computer Programming.

3. Innovation in curricular design and Transaction :

At the academic level the college sets strict and high standards both for the teachers and also for the taught. Teachers tried to take the students beyond the prescribed syllabus. Workshops, departmental seminars, tutorials, talks by eminent academicians, special classes with the focus on a deeper level study of a subject (for example courses offered by the Goreaux Centre for Mathematics) were also conducted. Despite the huge number, personal care was also extended to each student. The HODs, Deans, Vice Principals and Principal were easily available to the students. All these contributed to a personal and family atmosphere in each department and the college as a whole!

Staff was encouraged to pursue research, beyond their Ph. D. Despite certain inconvenience to administration and students, leave was readily granted to teachers for research work. Achievements of staff were recognized, and a token of appreciation of Rs.3000.00 was granted to every teacher completing Ph. D. and they were felicitated at the college annual Valedictory function.

To equip the teachers and clerical staff, the college had already offered free of cost three courses, including an advanced one, in computer application. Teachers were encouraged to adopt new methodologies besides tutorials, workshops etc. using modern equipments like OHP, VCR, and LCD etc.

Students were encouraged to go beyond the mere syllabus prescribed by the University. The summer projects undertaken by students, under the guidance of committed staff who were ready to sacrifice their summer recess, advanced courses in Mathematics to interested students both from St Xavier's and other colleges, in collaboration with lecturers from other colleges were some efforts at taking students beyond the prescribed syllabus.

As an affiliated college the college had very little freedom to review the syllabus.

However the college had to its credit the initiative of reviewing the syllabi of Mass Communication and Video Production with the help of peers and through interaction with professionals in the field. The computer centre of the college had developed a syllabus for 8 months PC Maintenance Course. Through the efforts of departmental staff in consultation with the professionals.

4. Inter-disciplinary programmes started :

There was no inter-disciplinary programmes this year.

5. Examination Reforms implemented

As an affiliated college all examinations were conducted as per Calcutta University's requirements and statutes. St Xavier's College was a centre for Calcutta University examinations. We used to get almost 1500 students coming from other colleges for writing their examinations.

Besides, the Department of Commerce had an innovative practice of Saturday Examinations for all students which existed before and this practice continued in this academic year as well. This was practiced to motivate the students to prepare and gain faith and confidence for their final Calcutta University examinations. The Arts and Science Department used to have half yearly examinations and at the end of the year promotion tests.

6. Candidates qualified: NET / SLET / GATE etc.

Not available for the current year.

7. Initiative towards faculty development programme :

The college as well as different departments organized seminar/workshops for faculty development. Our faculty members also attended many off-campus seminars/ refreshes and orientation courses.

Number of Refresher courses attended by the staff members was 6 in this current academic year.

The College also conducted computer courses to encourage faculty members to look beyond chalk and talk.

8. Total number of seminars and workshops conducted:

Type	Name	Topic	Date	Participants	Duration
Seminar 2003-04	Development Economics	Rethinking Development of economics	08.07.03	180	One day
National Seminar	Finance and related Problems	Management of State Finance in West Bengal	21.09.03	120	One Day
Seminar cum- Project Presentation	Beyond Chalk and Talk-IV'	To Make B.Com. Course project oriented with practical applications of theory learnt in the classroom.	13.02.04	300	One Day

Type	Name	Topic	Date	Participants	Duration
Seminar	AKR Gravity Seminar		08.03.04	100	One Day
Seminar	Changing Face of Finance		13.03.04 & 14.03.04	500	Two Days
Seminar jointly with SRFTI,	Tel Cel (Television Celebration)	Assigning a rightful place for the fast growing medium of television	26.03.04 to 28.03.04	500	Three Days

9. Research Projects: A) Ongoing; B) Completed.

During the academic year 2003-04 the following is the status of various UGC aided projects:

Completed during the year	2
Ongoing during the year	4

10. Patents Generated, if any :

Not available for the current year.

11. New Collaborative research programmes :

Not available for the current year.

12. Research grants received from various agencies

During the academic year 2003-04 research grants received:

SL	Founding authority	Nature	Amount	Completed/ Ongoing	Name of Teacher and Dept.
1	UGC	Minor	Rs. 50,000/	Ongoing	Prof. Arup Mitra Micro-Biology

13. Details of Research Scholars

No research scholar.

14. Citation index of faculty members and impact factor :

Articles published by faculty members are cited and they have impact factors.
(Details provided in **Annexure 1**)

15. Honors/Awards to the faculty: National and International :

Prof. Argha Banerjee was awarded full Tuition fee scholarship for post graduate research study at Nottingham University, U.K. He was also awarded overseas Scholarship Award 2003-04 by University of Kent at Canterbury, U.K.

16. Internal Resources Generated :

The Total amount of internal resources generated was Rs.83,65,637/-. Internal resources were also generated through our active alumni/ne for the overall development of the college and for scholarship.

17. Details of departments getting assistance/recognition under SAP, COSIST (ASSIST)/DST, FIST, and other programmes :

EDC was sponsored by DST, Govt. of India in 2003-04. The first grant was received in 25th September 2003.

18. Community Services :

The primary activities for the year 2003-04 were as follows

June 2003	The Primary School at Paikhala village jointly sponsored by College and Alumni was inaugurated.
9 th December, 2003	Blood Donation Camp was organized where 512 units were collected. Around 100 student volunteers were involved in organizing the camp.
14 th December, 2003	Shishu Mela Phase-1 was organized, where 600 children from villages entered the St. Xavier's College campus for the celebrations.
14 th -15 th January, 2004	Blanket Distribution Campaign undertaken by the Economics Department in collaboration with the NSS. Almost 200 Blankets were distributed to the pavement dwellers on AJC Bose Road, Park Street, and Rafi Ahmed Kidwai Road.
15 th February 2004	Shishu Mela Phase II was organized for the Paikhala village children who were taken for a picnic to Alipore Zoo.
13 th March, 2004	A visit to CINI- ASHA, an NGO working with street children, was organized for about 50 students for awareness and orientation.
21 st March, 2004	Health Check up camp at Paikhala village was organized. Around 100 parents and 300 children attended the camp with around 20 NSS volunteers.

19. Teachers and Officers newly recruited:

During the academic year 2003-04 teachers and officers newly recruited were as follows:

Fully Time Faculty	3
Part Time Faculty	9
Support staff	4

20. Teaching and non-teaching ratio :

During the year 2003-04 the ratio of teaching and non-teaching staff was 1: 0.47.

21. Improvements in the library service:

The college library was divided into 4 sections:

A. Main college library

Books from the main Library were lent to students under the supervision of the Senior Professor in each Department.

B. Students' lending library :

Besides standard textbooks, the Library contains books of literature and general interest. Suggestions for additions to the Library were submitted through the clerk who kept a special register for the purpose.

The Library was open every day from 9 a.m. to 1 p. m. and 2 p.m. to 4 p.m.

Students were provided with Library Cards on which they entered the serial numbers of the desired books as per Authorised Card Index of the Library. The Library Card was then dropped into the box near the Library: by 11.40 a.m. Books were issued from 12-30 to 1p.m. and from 2-00 to 4-00 p.m. on presentation of the Identity Card.

Returned books were deposited with the clerk before 12 noon.

C. Students' Reading Room :

The reading room was open every weekday from 9-00 a.m. to 8-00 p.m. Opening hours may be modified on college Holidays.

Strict silence was maintained in the Reading Room.

No Book or magazine was to be removed from the Reading Room, even for Xeroxing.

Books were issued on presentation of the students's Identity Card which remained with the clerk as long as the book was in use.

D. Book Bank

College gave book-bank facilities to those students who were economically poor having family income less than Rs. 3,000/- per month. Usually, one set of three books was issued for six months against submission of original mark sheet of the latest board examination

and payment of a nominal fee of Re. 1 for each book. Book-bank functioned from the Reading Room between 10:30 a.m. and 12:00 noon from Monday to Friday. To avail book-bank facilities, students applied to the Vice-Principals of respective departments, giving details of family income etc. immediately after the issuance of notice in this regard.

Students used books with utmost care. For any damage students were held responsible. All books were supposed to be returned within 3 days from the last Board/University examinations.

22. New books/ journals subscribed and their value :

The number of titles acquired during the year was 2010 and total expenditure on such books and titles was Rs. 5,02,877/-.

23. Courses in which student assessment of teachers is introduced and the action taken on student feedback.

Only recently self appraisal had been introduced. The teachers were asked to study their self appraisal.

If there were serious discrepancies between one's own appraisal and the evaluation by the administration, the matter was taken up for further improvement. In fact such cases were very rare.

Students evaluation was resorted to in a limited way, as and when the situation called for it specially in case of junior teachers. More and more seniors showed their willingness for student evaluation.

For the junior teachers, the administration kept a close watch on their teaching performance and personal relationship. Whenever it was needed, they were corrected and their praiseworthy approaches were congratulated and asked to do still better whether it was teaching methodology or personal relations or other overall contributions to the well being of the institution.

24. Feedback from stakeholders.

The feedback mechanism was done very informally and also systematically. Informally, there was constant interaction between students and the taught in the class and outside the class. Information was exchanged among the staff to help the students. If a student was found not coming up to the college requirements, the matter was discussed at the departmental level in the departmental meetings. If further steps were needed to help the students go in the right direction, the Deans and Vice Principals were informed. They in turn called students alone with the guardians, depending on the merit or demerit us each case. In turn the students regularly reported to the Head, Dean or Vice- Principal if a teacher did not do justice to the syllabus. If the HOD found it too delicate, the matter was reported to the Vice Principal, who in turn discussed the matter with the teacher concerned.

In the Arts/Science and Education departments, after each series of block tests, performance of students were discussed in the departmental meeting and in the Teachers Sub-Council by the Vice Principal if needed. In the Commerce department, the weekly tests helped monitoring the progress of students. If a student was found weak, he was directly addressed by the Vice Principal alone or with their parents.

25. Unit Cost of Education.

Unit cost of education for the year 2003-04 was:

Self Financed	Rs. 16,049/-p.a.
Non-self Financed	Rs. 2,077/-p.a.

26. Computerization of administration and the process of admissions and examination results, issue of certificates.

There exists a centralized computerized admission procedure. The selection and admission process of the College was computerized since 1989. The data from application forms were entered and processed through computer programs to prepare category-wise reports to facilitate the selection process. The selection lists were also prepared using computers.

The Computer Centre had developed various programs for students' information system and these were used by the office staff to maintain the students' data and generate various reports since 1995. However, looking into the growing need for full fledged software for the information needs of the College, an external software development company, Jayshree Infotech, was engaged in the year 2002 and presently the software is used for student information system.

The Treasurer's Office activities were also computerized and the office used software developed by the Computer Centre to maintain accounts and also for payroll.

27. Increase in the infrastructural facilities.

Existing infrastructure was constantly upgraded during the year.

Three Air-conditioners (Hilkon ACs) have been installed in the Research area of the Goethals library.

28. Technology Upgradation:

During the year the college went in for further computerization of the various departments.

- Integrated computer cum projector – KYAN, was introduced in the audio-visual room.
- The Computer Centre and the Computer Science lab were provided with 15 sets of P4 computers with latest technology and upgraded configuration.
- The Computer Centre, Computer Lab and various offices were connected through network with a central hub.

29. Computer and internet access and training to teachers, non-teaching staff and students:

- Separate Computer labs for Computer. Science. Computer Centre and other departments.
- Internet Leased Line of 256Kbps.
- All offices having individual computers and printers.
- Certificate and Diploma courses for students under the Computer Centre.
- Teacher training programs on computers.
- Cyber Room for internet access for students.

30. Financial aid to students :

The total amount of scholarship distributed during the year amounted to Rs. 4,50,932/-. The total numbers of beneficiaries were:

Arts and science	78
Commerce	133

AICUF had also established a scholarship fund and offered 12 scholarships of Rs. 2,000/- each.

As a part of SXC 125 scholarships, 17 such scholarships funds were set up and financial aids were provided to meritorious and needy students annually.

- (i) Late Rukmini Devi Goenka Scholarships.
- (ii) Infar (India) Scholarship.
- (iii) Smt. Panna Devi Kanoi Scholarship.
- (iv) Smt. Kamala Devi Budhia Scholarship.
- (v) A.K. Agarwal Scholarship.
- (vi) Sri Baldeodas Shah Scholarship.
- (vii) Nripendra Pd. Ray Scholarship.
- (viii) Puranachandra Memorial Scholarship.
- (ix) Late Deb Narain Chaudhuri Scholarship.
- (x) Late Jamnadhhar Saraf Scholarship.
- (xi) Shefali & Nisith Mukherjee Scholarship.
- (xii) R.F. De Souza Scholarship.
- (xiii) The Sumitomo Corporation Scholarship.
- (xiv) Arindam Chakravarty Memorial Scholarship.
- (xv) Shilpi Bhargava Memorial Scholarship.
- (xvi) Lal Chand Kanoi Scholarship.
- (xvii) Uma Kanta Agarwal Scholarship.

31. Activities and support from the Alumni Association.

A. Philanthropic

Regular activities at Lansdowne Medical Centre like eye check up camp, distribution of clothes etc, were undertaken during the year.

Financial assistance to the extent of Rs. 10,500/- for educational purposes were extended to 3 deserving candidates from Fr. Joris Memorial Scholarship Fund. Another aid of Rs. 30,000/- was given to an ex-professor of our college for medical purposes. Besides other contribution to the extent of Rs. 5,604.00/-. Was also made on various accounts.

Free Eye Operation for the poor and needy was held in association with Howrah Lions Hospital wherein the association contributed Rs.10,000.00/- in cash.

The pucca building of the Primary school at the Paikhala village had been completed and inaugurated. Continued assistance was provided for the running of the school in collaboration with the NSS of the college.

The Vivekananda Bose Memorial Primary School at Dasghara was one of the projects of the association which was visited by the delegates of the VIth World Congress held at Kolkata in January, 2003. The Belvedere Social Services Ltd. and Fr. Aruppe Foundation had sent contributions for the said project amounting to Rs. 1.30 lacs out of which we had already disbursed Rs. 0.50 lacs towards the project development and the rest of the amount was used in phases for the school building which was under construction.

B. Fellowship Activity :

The Annual Tea Meet, Christmas Party, Reunion Dinner and Cricket Match were successfully held during the year with greater participation from the members which were indeed a very heart warming experience.

C. Fund Raiser :

The 5th Chapter of Beyond Barriers was held this time on 23rd December, 2003. A cash contribution of Rs. 4.02 lacs out of a surplus of 4.74 lacs from Beyond Barriers V had been handed over to the college.

D. Others :

The Governing Council kept its commitment with the calendar of annual events. Fr. Joris Memorial Nilhil Ultra Debate, Valedictory Function, publication of We Xaverian (Newsletter.) was published. The Nilhil Ultra Debate was organized

32. Activities and support from Parent-Teacher Association

The alumni association of the college acted as the parent association as most of their children were students of the college. They had actively engaged in regular meetings with the administration and the faculty in an effort to enhance academic standards.

33. Health Services :

The college had facilities of an infirmary, the services of which were used in case of emergencies. The College had a trained infirmarian and a compounder. Many of our doctors were our own Alumni and therefore they were readily available when such situation demanded.

34. Performance in Sports Activities (2003-04)

- 23 SXC Students represented Calcutta University in various games also winning medals at the East Zone and All India level.
- Xaverian Hockey Team emerge winners of 2nd Division League gets promoted to 1st Division.
- Calcutta University Inter College Badminton (W) Team Runners Up.
- 21 Inter Departmental Tournaments were held for Men and Women. New games introduced – Volleyball, 5 A Side Football for Women and Women's cricket.
- SXC Invitational Football (M) and Basketball (M) & (W) was organized on our Campus. Premier institutes from all over Kolkata participated in this tournament.
- CAB Inter College Cricket -SXC reached Semi Finals.
- CU Inter College Cricket Runners Up trophy comes home to SXC.
- Four of our students play for Bengal under 19 Cricket team.
- Xaverian Hockey Team retains their position in 1st Division. Training sessions held 3 days a week under the guidance of Mr. Barry Saviel.
- Three Xaverians represent West Bengal Junior Hockey Team.
- 16 teams are sent up for Various Inter College Tournaments.
- Women's Badminton team wins Runners Up trophy in CU Inter College Tournament.

35. Incentives to outstanding sportspersons:

This included fee concession and TA and DA to outstanding sports men/women.

36. Students Achievement and Awards

Students with outstanding performance at various university examinations were honored during the Valedictory function in January.

37. Activities of the Guidance and counseling unit:

The college had a counseling cell under the leadership of Mrs. U. Ray. She visited the students of all the departments regularly. The cell helped the students in distress and ensured the overall development of the students.

38. Placement Services provided to students

During this academic year the placement cell was under the Management Consultant Mr. Ronojit Lahiri.

The placement for the academic year 2003-04 were as follows :

Company	Nos. of students placed.
1. ICICI Prudential	12
2. GECIS	5
3. IFB Agro.	5
4. NET Guar.	5
5. De Software	3
6. Planman Customer Service	5
7. IBM Daksh	14
8. Anzen Exports	9
9. Trisys	3
10. GE Money	6
11. AVIVA	8
12. McKnisey	6
Total	81

39. Development Programmes for non-teaching staff :

The principal met the non-teaching staff once a month during birthday celebrations. The Non teaching staff office bearers met the principal and vice principals on regular basis. Medical assistance, financial assistance as advances in emergency situations, keeping non-teaching staff in employment post retirement till receipt of pension were some of the support staff relationship development and welfare programs adopted by the college.

40. Good Practices of the Institution:-

- Remedial classes for weaker students were undertaken by various departments during vacations.

- Practical training was imparted for Commerce students during vacation.
- Initiatives were taken by the College to start Career Oriented Programmes.
- Academic interactions amongst various colleges were encouraged.
- Efforts were made to enhance College-industry networking.
- Field visits were conducted by some departments like the department of Economics and Sociology to create socio-economic awareness amongst the students.
- Mathematics classes were offered during summer prior to admission to 1st year programme.
- Coaching classes were offered to weaker students in Mathematics, Accountancy and Hindi.
- Fast learners were challenged to organise workshops and projects.
- Seminars and symposia were conducted once a year by various departments.
- Students were encouraged to participate in Inter-Collegiate seminars, Quiz's and Symposia.
- Character formation and personality development with respect to students was emphasized in all activities.
- Weekly value education classes were under taken by the College.
- Students were encouraged to participate in various NSS activities to imbibe the spirit of social awareness.
- Support staff was provided with various facilities like subsidized lunch, interest free loans from Rector's fund to name a few.
- There was active Alumni participation in the college extension work and in the various social projects undertaken by the college.
- A well informative website was maintained by the college.
- There were well regulated methods of communication and a cordial relationship prevailing amongst all staff members.

41. Linkages developed with National / International, academic / research bodies :

- (i) St. Xavier's established a linkage with the oldest Ad. Club of the country, the Calcutta Ad. Club. For the creation of a unique organizational entity, "The St. Xavier's – Ad club College of Communication" which offered highly professional courses in Advertising.
- (ii) The College had signed a MOU with Technable – ITES to offer training in BPO, Call Centre jobs etc.
- (iii) Academic linkage with Loyola College, Baltimore, USA, which unfortunately did not work out.
- (iv) Academic linkage with Aquinas College, Sri Lanka was established. Academic linkage was also established with IIDS. Fr. Felix Raj was invited to the International Conference on Development (IIDS), Bali Indonesia, held on December 19, 2003. Fr. Felix Raj along with other faculty members was invited to the International Seminar (IIDS) on Ten Years of WTO in Asia, Colombo, Sri Lanka, held on November 22 - 25, 2004.
- (v) Linkage with Fordham University, New York. Fr. Felix Raj was invited to teach from 2002.
- (vi) Fr. Felix Raj was nominated as secretary for Bengal Economic Association. Under his able guidance various seminars were organised and eminent academicians were encouraged to publish research papers.

42. Action Taken Report on the AQAR of the previous year :

This being the first AQAR after NAAC accreditation this question is not applicable.

43. Any other relevant information the institution wishes to add:

- (i) St. Xavier's is the only college that has been entrusted with an EMMRC by the CEC under UGC. It has provided more than 1000 programmes for national telecasting over 18 years and has won several awards.
- (ii) St. Xavier's is the first Arts, Science and Commerce college to be entrusted with an Entrepreneurship Development Cell by the Department of Science and Technology of India.
- (iii) The year 2004 had been filled with a lot of activity at the Goethals Indian Library and Research Society (GILRS). The Daniell's "Oriental Scenery" project and the Fraser and Wood "Old Calcutta Views", projects had been completed. An exhibition will be held on the 2nd of April 2004, with the Governor inaugurating the function. A number of important dignitaries had visited the library over the past year. A large collection of books had been purchased. Researchers in all fields of Indological research had visited the library and appreciated the wealth of the collection. The library research section had been inundated with a large number of

research enquires from India and abroad. The year has been eventful and full of promise.

GILRS completed the project called “**Daniels for Public View**”. Digital colour prints of the 144 plates of **Oriental Scenery** by Thomas Daniel and his nephew William (1791) were made for the purpose of regular exhibitions in various places so that people can view and appreciate the beautiful plates on many historical places of India. The Goethals library is proud to own the complete set in 6 volumes. Those who want to view the originals were welcome to the library.

Section C

Outcomes achieved by the end of the year

1. Teaching aids were introduced by the College.
2. Diploma courses in computers for students started during the year.
3. In response to NAAC recommendations a full time librarian was appointed.
4. Steps were taken to make students’ feedback of teachers essential.
5. Academic industry interface was further enhanced.
6. Primary school at Paikhala which was jointly sponsored by the college and alumni was inaugurated.
7. The 5 bighas bypass land was registered.
8. Two new classrooms along with Biology & Botany laboratories were started utilizing about 5000 sq.ft. additional space on the terrace.
9. The College recruited three full time faculty, nine part time faculty and four support staff.
10. Scholarships were given keeping in line with SXC 125 scholarships.
11. Internal resources generated by the College was 83,65,637/-
12. EDC at St Xavier’s College was recognized by DST, Govt. of India. Entrepreneurship Awareness camps were organised.
13. Statutory obligation of spending 5 hours for all our faculty members as per UGC regulations was implemented.
14. Admission applications were made online.

Section D

Plans of St. Xavier's College for the next year

1. To plan for autonomy at different levels and to carry on the reflection at the level of faculty, alumni and other stakeholders and to send faculty members to study various Autonomous colleges in the South, India.
2. To start the process for applying for "College with Potential for Excellence" status.
3. To plan for more new courses at UG and PG level:
 - a. UG- Micro-Biology. (Hons.)
 - b. PG- The College has got a well established computer center with highly qualified faculties and with such facilities the College plans to start an M. Sc. in Computer Science.
 - c. Certificate courses-
 - (i) Plans to run Certificate Courses by the computer centre were initiated.
 - (ii) Plans to start Career Oriented Programmes were also initiated.
 - (iii) Technable ITeS – courses on Call Centre, BPO training.
 - (iv) 6 months course in advertisement.
 - (v) "Still Photography" course under Fr. George Ponodath, SJ. Director EMMRC.
4. To introduce more teaching aids to improve teaching and learning.
5. To organize more Entrepreneurship Awareness Camps.
6. To install inter-departmental Tele-communication system.
7. To install electric automatic bell.
8. To improve the system of teachers' evaluation by students.

**ANNEXURE 1: CITATION INDEX AND IMPACT FACTOR OF ARTICLES
PUBLISHED BY FACULTY MEMEBERS.**

Sl. No	Name of the teacher	Title of the paper	Journal / publisher	Impact Factor	Citation Index
1	Dr. Tapati Dutta	Fractal pore structure of sedimentary rocks: simulation by ballistic deposition	J. Geophys. Res.108, 2062 (2003)	3.147	4
2	Dr. Tapati Dutta	Radially interrupted viscous fingers in a lifting Hele-Shaw Cell	Eur. Phys. J B 36, 297 (2003)	1.466	5
3	Dr. Subhankar Ghosh	Physical properties of TiN thin films grown by Atomic Layer Deposition	Jpn. J. Appl. Phys., 42 (2003) 1375.	1.138	8
4	Dr. Subhankar Ghosh	Growth and nucleation of pores in n-type porous silicon and related photoluminescence	Mater. Sc.& Eng. B 103 (2003) 1.	2.393	
5	Dr. Shibaji Banerjee	Ab initio structure determination of Cytochrome C6 by combined reciprocal space– real space approach.	Z. fur Kristallogr. 218, (2003), 68 – 72.	3.00	
6	Dr. Shibaji Banerjee	Some aspects of strangeness in astrophysics and cosmology	Nucl.Phys.A721:10 28-1031,2003	1.706	

Fr. P. C. Mathew SJ
Principal