ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

NAME OF THE INSTITUTION: ST. XAVIER'S COLLEGE (AUTONOMOUS), KOLKATA

YEAR OF REPORT :   JULY 2007 TO JUNE 2008

SECTION – A : <u>PLAN OF ACTION CHALKED OUT BY THE IQAC IN THE BEGINNING OF THE YEAR 2007 – 08 TOWARDS QUALITY ENHANCEMENT</u>

Introduction :

We were accredited by NAAC with 'A' grade in 2003. In May 2006, St. Xavier's College was declared a 'Centre with Potential for Excellence' (CPE) by the UGC. From July 2006, it became an autonomous college (the first in West Bengal). This is the first IQA Report that is being prepared to be submitted. From 2003 to 2006, we went through a process of discussions and debates among Jesuit Fathers, the Governing Body members, Alumni/ae and staff members regarding the need for autonomy. It was in fact a difficult process as many staff members had apprehensions about autonomy and its fall out. We had seminars/workshops on the pros and cons of autonomy. We invited experts from other autonomous colleges like Fr. Xavier Alphonse, Fr. Ignacimuthu, Prof. Venugopal, former Controller of Examinations of Loyola College, Chennai and so on. Though difficult, we finally came to a consensus about our march towards autonomy and finally applied for it. We drafted out our plan of action for the year 2007-08. Salient features of the plan of Action were as follows:

1. **Though we have our goals and objectives printed in the calendars but after being granted the autonomous status, we need to spell out college's vision and mission statement and organize activities for all the faculty members, students, alumni/ae to highlight the vision and mission of our esteemed institution in letter and spirit.**

2. **To deepen the Xaverian spirit of Nihil Ultra (Nothing Beyond), the motto of the college.**

3. **To start three PG programmes: a) M.Com.; b) M.Sc. Physics; and c) M.Sc. Microbiology.**

4. **Central Library to be completed as well as improvement in the library services in terms of online catalogue, subscription of e-books and e-journals, etc.**

5. **Systematic student feedback, not only for teacher's evaluation with respect to their efficiency but also evaluating the subject taught with their suggestions.**

6. **Upgradation of the syllabus according to quality demands and placement opportunities.**

7. Expansion of the philanthropic activities of St. Xavier's College – Adoption of village centres.

8. Encouragement of inter-disciplinary programmes.

9. Improvements in the career-oriented programmes.

10. Upgradation of the continuous internal assessment components.

11. Encouragement for faculty development programmes.

12. Introducing innovative techniques in teaching and learning.

13. Computerization of the entire process from admission till awarding of final certificates to the students.

14. To increase essential infrastructural facilities in respect of: a) Research facilities in Science Departments; b) Completion of a Conference room with all technical support; c) Fully equipped cubicles in the library for consultation.

15. Introduction of specialization in Commerce / Management at the undergraduate level.

16. To introduce Examination Reforms, particularly evaluation. More involvement of external examiners for setting question paper and evaluation in order to establish credibility and transparency.

17. More hands for helping students as requested by the various HODs of the respective departments.

18. To strengthen the placement cell by involving more staff and students in planning and co-ordination.

19. To regularly update our website with more departmental information.

20. To generate more internal resources and also apply grants for research to build up infrastructure.

21. To plan for 150 years celebrations beginning from January 2009.

22. Introduction of more scholarships for economically backward students.

SECTION – B

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

On 2nd July, 2007, we had the inauguration of new academic session for all the departments altogether on the college grounds. The occasion was graced by Dr. Ashok Ranjan Thakur, the then Vice Chancellor of West Bengal University of Technology and an Alumnus. The following day was the orientation day for all the departments based on the goals and objectives, traditions, history of the college, etc. The orientation continued for another day on the first autonomous semester and credit system. On that day the students were given their brochures, calendars and the syllabus books.

On July 31st 2007, the Institution celebrated the Feast of St. Ignatius of Loyola, the Jesuit Founder. The new Rector of the college Fr. G Ponodath celebrated the mass and spoke on Jesuit Charism. On this occasion, staff and students came together to organize activities that reflected the Vision and Mission of the college.

In August 2007, students' union election was held where the Principal met 120 Class representatives / Secretaries of various societies and also spoke on the vision and mission of the college and their role in creating an academic atmosphere in the campus and their involvement in academic and non-academic activities which will speak of college's long tradition.

In September, 2007, the President of the Governing Body made a visitation to the Institution, during which he met both teaching and non-teaching staff members separately. And in those meetings he reminded the staff of the Institution's Vision and Mission.

On December 3rd, 2007, the Institution celebrated the Feast of St. Francis Xavier, the college's patron. The Rector of Morning Star College, Mr. F Menezes, was the Chief Guest, who spoke on higher education and academic excellence.

The Foundation Day of the college was celebrated on 16th January, 2008. After Autonomy it was the first Convocation of B.Ed. and M.Sc. (Computer Science) and the occasion was graced by none other than the Vice-President of India, Shri Hamid Ansari, an alumnus of the college. This reminded all, of their Xaverian commitment to the Institution and Society at large.

The Principal met the student representatives twice at the end of the Semesters (November 2007 and April 2008) respectively. Father Principal met the Alumni members once a month on the last Friday of the month, many Alumni members being parents of our students.

St. Xavier's College has a number of social projects to form men and women for others. Week-end college to village programmes were organized by the Department of Social Work during the months of July, August, September & October of 2007 and January, February, March & April of 2008 to create social awareness and to enhance the quality of education in villages and deepen the social commitment of our students.

For Academic Excellence and quality enhancement, and to encourage involvement in co-curricular/extra curricular activities there were departmental societies/associations

formed by different departments, wherein annual magazines were published portraying the activities of the departments. Regular meetings, annual programmes, seminars, conferences were also held by the departments. The names of some of these departmental societies and magazines published by them were:

• Xavier's Commerce Society (XCS) - **'You Think'**
• Department of Economics – **'Eco Echoes'**
• Department of Education - **'Eduvision'**
• Science Association - **'Pebbles'**
• Xaverian Journal of Research - **'Avishkar'**
• Department of Statistics – **'Prakarsho'**
• Department of Physics – **'Horizons'**
• Department of Business Administration – **'X-ecutive'**

Some of the vision slogans used by students and Alumni were:
  i. Once a Xaverian always a Xaverian;
  ii. What do you want? I want Xavier's.

2. New academic Programmes initiated (UG & PG).

With the onset of autonomy in 2006, and in keeping with NAAC recommendations, St. Xavier's College introduced the following new UG and PG courses.

Sl.No.	Year of Commencement	Name of the Course	Intake Capacity
1.	2007-08 session	M.Com. (PG)	65
2.	2007-08 session	M.Sc. Physics	16

The college started Career-oriented Programmes from the year 2006 after receiving sanction from the UGC. The main objectives of these courses were to cater to the need of the industry and to develop entrepreneurs. Our students were encouraged to enroll themselves to these value-added courses.

The following Career-oriented certificate/diploma courses were introduced during the evening session:

  i. Logistics & Supply-Chain Management
  ii. Computerized Accounting & Financial Decision-making
  iii. Foreign Trade Practices and Management
  iv. Real Estate Management.
  v. Tax Practices and Procedures
  vi. Advertising

3. Innovation in curricular design and transaction.

In 2006, in the Board of Studies as well as in the departments, there were attempts to design curriculum for the purpose of quality assurance so that the curriculum is value-based and industry-oriented. We did go through a tedious process. Arts and Science Department decided to follow the pattern of Calcutta University, i.e., Honours and General papers, while Commerce Department went in for a thorough change and

adopted an integrated course. However it was difficult to have a uniform pattern in the Arts and Science Departments as they were diversified in discipline.

We were the first autonomous college in the state and we did not have any guideline from the University. There was a strong opinion expressed by the staff to introduce a uniform pattern of curriculum and to deviate from the Calcutta University syllabus. It was appreciated that curriculum development was a continuous process and quality awareness was needed to update the curriculum from time to time as required.

All departments reached a Consensus to have 124 credits for an academic course and 6 for non-academic (co-curricular and extra-curricular activities). CIA comprised 20 percent of the total weightage of each paper. Forms of CIA included class tests, assignments, seminars, tutorials, laboratory assignments. A minimum of 50 per cent of total CIA marks were allotted for the written test/tests.

Transactions for innovative design took place in – 1) Respective Departments; 2) Board of Studies; 3) Sub-Councils; 4) Teachers' Council; 5) Academic Council. Experts from industry and the academic world were invited. A Core Committee was formed with the Academic Council Secretary as the Convener and this Committee functioned to suggest and introduce innovative teaching methods and curriculum designing.

4. Inter-disciplinary programmes started.

There were inter-disciplinary programmes between different departments like, Commerce and BBA, Commerce and Economics, Statistics and Microbiology, Microbiology and Chemistry, Microbiology and Biotechnology, etc. Some of the inter-disciplinary programmes organized were as follows:

- Confluence – An Economic Summit, August, 2007 (Department of Economics, BBA and B.Com.)
- In September 2007, the Computer Science Dept. had an inter-disciplinary seminar with the Biotechnology Department called 'Bio-informatics.'
- Inter-disciplinary Research Journal called 'Aviskar' published during December 2007.
- Insignia February, 2008 (Department of B.Com. - BBA and Economics)
- Xavier Management Convention March, 2008 (Department of BBA -B.Com., Economics)
- Spectrum March 2008 (Department of Physics with all the Science & Humanities Departments.)
- Xavier Commerce Society (Department of Commerce - BBA)
- SXCSA (St. Xavier's College Science Association of Staff and Students)

5. Examination Reforms implemented.

Examination Reform is a continuous process. With regard to examinations, initially 100% external evaluation and 20% internal sample checking was followed. Wherever there was any variation of more than 15%, a third examiner evaluation was done.

There is a Continuous Internal Assessment component, which is 20% for each paper.

Continuous discussion and reflection were held among staff. Student feedback was also taken with respect to examination reforms.

A system of review and seeing of answer papers by students was already in place. It was for transparency of the examination system.

In 2007-08, an Examination Committee was formed for framing new rules and regulations.

A Supplementary Examination was introduced for End-Semester students. It was held after the publication of the sixth semester results to allow students to redeem their arrear papers in the fifth and sixth semester.

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

Not Applicable.

7. Initiative towards faculty development programme

Number of refresher courses attended by teachers in 2007-08 was four.

Seminars, workshops, symposiums, confluence, faculty enrichment programmes were conducted individually by the college departments or in collaboration with outside institutions and societies. Two national level seminars, one in the month of April 2007

and one in the month of June 2008 were organized .Teachers were also encouraged to attend seminars, workshops, refresher courses, orientation programmes, etc.

Sl. No.	Particulars	Frequency
1.	Midyear Seminar for teachers	1
2.	Inter-college Faculty program	1
3.	Junior Faculty Orientations	2
4.	Teachers' Improvement Programmes	2
5.	Departmental Programmes	5
6.	National level	1

8. Total number of seminars and workshops conducted

The total number of seminars / workshops / conference / convention / summit held during 2007 – 2008 was eleven.

The Goethal's Library and Research Society organized:-

1) National Seminar on Brahmabhandab Upadhay – on October 7, 2007.
2) A special Lecture on "Practice of Religion in an era of Terrorism – January 8, 2008. Prof. George Essen from the State University of Nijmegen, Netherland was the speaker.

9. Research Projects: a) Ongoing; b) Completed.

From April 2007 to March 2008, one DST, SERC research project has been completed and two major research projects, one under CSIR and the other under UGC were going on.

10. Patents Generated, if any.

Not applicable.

11. New Collaborative research programmes

M.Sc. Physics Course was being jointly conducted by St. Xavier's College (Autonomous) and Bose Institute, a renowned Research Institute.

A Solar Energy Project on solar powered computer chain system was initiated in 2007 by Dr. P.K. Chakraborty along with the Computer Science Department of the College. The project is still going on.

12. Research grants received from various agencies.

During the period July 2007 to June 2008, the research grants received were as follows.

Sl.	Date of the Project	Funding Authority	Nature	Amount	Completed/ Ongoing	Name of Teacher and Department
1.	April 2008	CSIR	Major	Rs.22,00,000/-	Ongoing	Dr. Chandana Barat Biotechnology Dept.
2.	April 2008	UGC	Major	Rs.11,70,000/-	Ongoing	Dr. Chandana Barat Biotechnology Dept.

13. Details of Research Scholars.

i.   Two Research Scholars under Dr. Tapati Dutta of the Physics Department
ii. Two short-term Research Scholar under Dr. Arup Mitra of the Microbiology Dept

14. Citation index of faculty members and impact factor

Teachers do not have ready reference.

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

The Vice Principal of the Dept. of Commerce of St. Xavier's College (Autonomous), was felicitated with some of the following awards:
i.   Community Development Award in April 2008;
ii. Mahadeolal Saraogi Award for Service to Humanity by the Rotary Club in June 2008.
iii. Father Felix Raj, S.J, the Vice-Principal, Dept. of Commerce (Morning) was nominated in the Board of Governors in XLRI.

In the Valedictory Function of the College in January, 2008, Prof. T.K Basu was honoured with the Nihil Ultra Award for Excellence for his exceptional and long services in St. Xavier's College as a teacher in Commerce.

Prof. Ashis Mitra, faculty in the Department of Commerce (Morning) was nominated by the Government of West Bengal as member of the West Bengal State Council of Higher Education.

Educational Multimedia Research Centre (EMMRC) – St. Xavier's College, which was declared the best educational media centre in India had got the following awards during 2008 given by CEC-UGC.

    i.   For Best Camera work – Mr. Janmajay Singh
    ii.   For Best Sound work – Mr. Chandan Gharai

16. Internal Resources Generated

During 2007-08, Edutech Consultancy prepared electronic course materials with the help of the Environmental Studies Department and Microbiology Department for Engineering colleges in West Bengal. The college was paid Rs. 25,000/- for the work.

Again, study materials and CD for the students of St. Xavier's College was prepared by Edutech Consultancy with the help of Environmental Studies and Microbiology Department of St. Xavier's College. The CD and the study materials are still being sold to the students.

Internal resources were also generated through the active alumni/ae Association, Corporate Houses, COP (Career oriented Programmes), hire of classrooms and auditorium, Sunday examinations, etc., for college development, scholarships, foundations, etc. The total internal resources generated was Rs.1,70,16,045/-. (For details see annexure I).

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

During 2007-08, the Entrepreneurship Development Cell of St. Xavier's College was directly under the Department of Science and Technology, New Delhi, and had received a grant of Rs. 9,88,000/- from the DST to run the EDC Cell in the College.   It was a five-year sponsorship by the DST. On completion of five years the college will be required to run the EDC cell on its own. Whatever financial support the college got was on the basis of project sponsorship.

18. Community Services :

i) The department of social work & National Service Scheme:

The primary objective of the department is to reach out to the underprivileged and marginalized sections of society and bring about a desired change in the present scenario. It brings the students together for a greater cause and to create a sense of social awareness amongst them. It establishes a constructive linkage between the campus and the community at large. The motto of NSS **"Not Me but You"** enhances the essence of democratic living and upholds the need for selfless service in society. Our main endeavour is to fulfill the vision and mission of our college that is **'to create men and women for others'**.

The primary activities held in **2007 – 08** are as follows:

- ✓ **Workshop for village youth –** About 15 volunteers conducted a full day workshop for almost 40 village children (boys and girls separately) of Paikhala, a village of South 24 Parganas, on **"Learning to Cope with Life's Challenges" held in July.**
- ✓ 30 volunteers helped in the organization of an eye check-up camp in collaboration with SXCCAA in the neighbourhood slum. More than 100 people got their eye check up done.
- ✓ Volunteers representing various departments launched the Campus Cleanliness Drive in July. A competition cum exhibition of "**Best out of waste**" was organized during the occasion.
- ✓ There was a record of **726 donors** at the Blood donation Camp held in August 07.
- ✓ Sadhbhavana Diwas was celebrated from 20th August to 3rd September. All faith Prayer meet was organised and **street plays** were performed at Howrah and Sealdah Stations.
- ✓ A seminar on the **Right to Information Act** was organized in October in the college with the objective of creating awareness about this Act and its use.
- ✓ 35 Volunteers spent 9 days at Swanirvar, a rural based NGO situated in the Baduria district of north 24 PGs during their Puja Vacations. Activities included documentation of heritage sites at Baduria and evaluation of all the projects of the NGO.
- ✓ **Prayas** – The project aims at taking the college to the villages and bringing the villages to the college with a definite focus on primary education, thus creating a strong bond between the college students and village children. The students voluntarily contributed Re 1/- a day towards education needs of village children.
- ✓ **Village to College Camp –** 60 Children from two villages were in the college for 3 days in December, with 25 volunteers conducting indoor and outdoor activities, city tours, competitions, sports and cultural programme. **College to Village Camps** – 13 camps were organized in 6 villages. About 130 students were involved in these camps of 3 days duration spread throughout the year. About 450 children benefited from this effort.
- ✓ Shishu Mela phase I was organized on January 08, for 600 children from the city who were brought to the campus for a full day. About 120 volunteers conducted various activities like stall games, sports, drawing competitions etc.
- ✓ A seminar was organized in March for the college students on child rights in collaboration with Jabala, a city based NGO.
- ✓ About 40 students spent 10 days at Paikhala in summer. They conducted workshops for children in art & craft, drama and dance. Also helped in promoting a clean environment.
- ✓ **Village to College Camp –** 50 Children from Gurap were in the college for three days with 30 volunteers in June.
  Ongoing projects: Services to 5 NGOs, weekly visits to villages and teaching neighbourhood children.

- ii) **AICUF (The All India Catholic University Federation):** The AICUF is a student movement under which spiritual as well as social and academic activities are organized. AICUF conducted state-level puja camps in the month of October. The AICUF also had adopted Ghostomath, a village in 24 Parganas under Prayas. AICUF students regularly interacted with other colleges and organized inter-college programmes. AICUF also had three target groups for whom they organized tutorial classes and various other skill

targeted academic growth programmes (STAG). These target groups were dalits (or adavasis), tribals and women including children.

The following programmes were organized during the year:

    i.   State & National Camps – 4
    ii.   Orientations – 5
    iii.   Seminars – 3
    iv.   Scholarships to needy students - 20

iii)   **Educational Mass Media Research Centre (EMMRC) :**

Various programmes were organized by EMMRC with the object of upgrading and enriching the knowledge infrastructure in rural & semi-urban areas.

iv)   The college introduced under the semester system 6 credits for co-curricular and extra-curricular activities. Each credit requires 30 hours of involvement in co-curricular and extra-curricular activities.

19. Teachers and Officers newly recruited.

During July 2007 to June 2008 the total number of teachers recruited were as follows :

Full-time Teachers	25
Part-time Teachers	13
Supportive staff	6

20. Teaching & non-teaching ratio

During 2007-08, the teaching and non-teaching staff ratio was 1:0.40

21. Improvements in the library services

New Implementations during 2007-08.

- Work was on full swing to complete the Central Library with mezzanine floors and adequate study facilities for students and faculty.
- The project of chemical preservation and digitization of rare old books was started in April, 2007. This project was funded by UNESCO, New Delhi, and we received Rs. 2,80,000/- for the project. Nearly 200 very old rare books dated back between 1900 and 1632 AD were recovered through chemical preservation and a set of four DVDs containing their digitized images was published.
- The library modernization project was started on July, 2007. The work included bringing the entire library collection under the umbrella of a single standardized bibliographic format in three consecutive phases as described below:
  1) Phase-1- Dewey Decimal Classification-22nd ed. to standardize the call no. of books and periodicals
  2) Phase-2- Sear's List of Subject Headings-18th ed. to standardize the subject heading for scientific indexing

3) Phase-3- Anglo American Cataloguing Rules-2nd ed. to standardize the cataloguing of books and periodicals

22. New books/journals subscribed and their value

During 2007-08, the total number of journals and magazines subscribed was 155 and the total expenditure on these journals and magazines was Rs. 1,65,000/-

During the year 2007-08, the total number of books added to the library was 3890 and the total expenditure was Rs.11,67,567/-.

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

The outgoing 3rd year students were asked to give feedback and assess the teachers and the courses. This practice was initiated originally in the Department of Commerce where the teachers were asked to evaluate themselves with regard to their teaching and their course. Verbal evaluation was also conducted by the respective Vice Principal. Feedbacks were later communicated to the respective teachers. The B.Com. department introduced a form for student evaluation of teachers.

24. Feedback from stakeholders

At St. Xavier's College, we consider that the faculty members, non-teaching staff, the alumni/ae and the parents of our students as stakeholders of our institution

Feedback from the stakeholders were regularly taken.

The feedback from the teaching faculty was taken from the respective sub-council meetings and also from the Teachers' Council Meetings.

The Principal met them once a month on the occasion of their birthday celebration. The Principal took this as an opportunity to communicate important information and also it acted as a platform to take feedback from them.

The feedback from the alumni was taken in the alumni association meetings. The Principal met the alumni/ae once a month on the last Friday as they were mostly parents of our students and took their feedback.

The Principal and the Vice Principals met the parents once a semester, i.e., during November 2007 and April 2008 to take feedbacks from the parents.

The feedbacks were in general positive. They appreciated the autonomous and semester structure of the college and further suggested that courses may be made more practical and special tutorial classes may be arranged for sports candidates.

25. Unit cost of Education.

Ratio of total number of students and total fees paid by students: Rs. 8,008/- p.a.

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

Computerization of administration was done long ago. Computerization in the process of admissions and examination results, issue of certificates was started from 2007. In fact, from admission to final degree certificate had been computerized.

i.   The college had customized softwares for Student Information management covering various aspects like Admissions, Academic Performance, Daily Attendance, Transcripts etc.
ii.   The entire process from the admission of students to honouring the students with the final certificate was computerized.
iii. All activities of Controller of Examinations were computerized with customized softwares.
iv.   Administrative activities from College Treasury Office like Salaries, Accounts, pay-slips, etc. were also computerized.

27. Increase in the infrastructural facilities

i.   Jubilee Building with G + 3 floors near completion.
ii.   Central Library with 15 cubicles with computers for consultation and research works near completion.
iii. Upgradation of Research facilities in Science Departments near completion.
iv.   Room No. 15 (Conference Room) was completed.
v.   Introduction of new EPABX system for the whole campus with number 22551 exchange.
vi.   Beautification of the campus with more illumination of the building and focus lights as St. Xavier's was declared a heritage building.
vii. Parking of two wheelers of staff and students was shifted to the back gate.

28. Technology Upgradation

i.   A transformer was installed on Park Street side in 2007.
ii.   Campus agreement with Microsoft, wherein the college is in agreement with Microsoft to use Microsoft software products for all the computers in St. Xavier's College. A license fee of around Rs. 3 lakhs to be given to Microsoft every year.
iii. Introduction of biometric attendance for staff in 2007.
iv.   Three computer labs included (CR 1, CR 2 & CR 3).
v.   The Computer Science Dept. teachers under the supervision of Dr. P.K. Chakraborty made a power management system with solar energy running 10 computers in the Computer Science Dept. and we have a plan to install more panels so as to extract more solar power to run tubes and fans as an alternative to conventional energy.
vi.   In 2007, wireless transmission through three channels were utilized in the Summit Conference of the Jesuit Fathers coming from all over the globe. Estimated cost offered by standard companies were Rs. 4 - 5 lakhs but our Professors under the supervision of Dr. P.K. Chakraborty of the Physics Department could make it at the cost of Rs. 40,000/- only.
vii. Automatic Bell Ringing System was made by Dr. P.K. Chakraborty of the Physics Department which was an electronic gazette which ran automatically once it was switched on for the entire college routine work.
viii. Introduction of House made emergency lamps by the teachers of SXC.
ix.   Air pollution measurement device was also installed near the main gate.

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

i.   A cyber room and a computer centre were there which conducted various computer courses and programmes and trained students and teachers.
ii. Three computer labs with 230 computers for training of staff and students.
iii. Separate computer labs for MSc (Comp Sc.) with 45 computers and M.Sc. (Physics) with 35 computers.
iv. Internet Leased Line of 2 mbps.
v.   All departments having individual computers with Internet access.
vi. All office staff having individual computers connected to campus network.
vii. Certificate and Diploma courses were offered to students under the Computer Centre and Career Oriented Programmes.
viii. Teachers as well as non-teaching staff members were given training on latest technology in small groups.
ix. St. Xavier's College Computer Centre offered computer training to tribal students in Kalna and poor students in Tollygunge and Kidderpore.

30. Financial aid to students.

We had a huge scholarship fund established in 1985 at the time of 125th anniversary celebrations of SXC through which students were given scholarships on the basis of academic performance and financial needs.

Some got 50% scholarship, others 75% and some 100% (freeship). The total amount of scholarships distributed for 2007-08 amounted to Rs.17,34,061. Total number of beneficiaries were 532 students. AICUF distributed 20 scholarships of Rs. 2000/- each.

Student volunteers were employed in the offices, library, EDC and were remunerated accordingly. Thanks to the Alumni Association that promoted scholarship fund for the college.

31. Activities and support from the Alumni Association.

SXCCAA (St. Xavier's College Calcutta Alumni Association) started in 1985 at the time of 125 years celebration of SXC, today had emerged as a very well-knit, united, strong Association. In 2007, it had 2800 members. The membership is still growing.

SXCCAA has throughout the year various activities academically, socially and philanthropically. It had adopted a village called Paikhala where alumni members had started a primary school.

It organized on 23rd December 2007, a fund-raising programme called 'Beyond Barriers' for the development of the college.

St. Xavier's College Calcutta Alumni Association organized the Joris Memorial Debate involving our staff and students. It also organized teachers' day celebration involving staff and students. It observed its President's Birthday as a Philanthropy day and invited donations towards the scholarships and philanthropic activities.

There was a long list of alumni members in almost all spheres of life – from Jyoti Basu to Siddhartha Shankar Ray, LN Mittal, Vijaya Mallya, BM Khaitan, Sanjiv Goenka and also the present Vice President of India, Shri Hamid Ansari and so many others.

St. Xavier's College also raised funds for the development of the college in terms of buildings and college expansion. The college acknowledged that the SXCCAA was a very great support to the college in the new autonomous set-up.

32. Activities and support from the Parent-Teacher Association

In the new autonomous set-up, there was no need to have a separate Teachers' Association since there was an Academic Council. But the college still has a Teacher's Council. Regular Teachers' Council meetings were held wherein different issues related to academics as well other matters were discussed. There are also two teachers' sub-councils – one for the Commerce section and the other for the Arts and Science section.

At St. Xavier's College, the Vice Principals had regular meetings with parents during April and November to announce the progress of their wards and to review their performance. The Alumni Association also functions as a Parents' Association.

The Teachers' day programme, alumni dinners, Christmas get-togethers, picnics and other programmes were organized by SXCCAA where the Staff were cordially invited. The Alumni Association also organized sports for the teachers. It also functions as a parents association which meets the teachers on the occasion of Teachers' Day and Christmas day.

33. Health Services

Basic first-aid facilities were provided by the Social Service Department of St. Xavier's College.

Infirmary in St. Xavier's with provision of rooms with proper beds, wheel-chairs, oxygen, ambulance, stretcher and basic medicines were maintained. Qualified doctors like Dr. Sinha, Dr. Mary D'Cruz and Dr. Ranajit Das along with full-time nurse, compounder, ayahs, etc. were there.

In case of emergency, links had been made with nearby hospitals and nursing homes like Mission of Mercy and Lifeline.

34. Performance in sports activities (2007-08)

   i. Tournaments in College.
      a. 19 Interdepartmental tournaments in 14 different disciplines.
      b. SXC Inter- College Invitational Tournament.

   ii. Calcutta University Inter-college tournaments – 11 disciplines.

   iii. No. of students in CU/State/National teams – 21.
      (Individual details to be found on our College Website)

   iv. The Annual Sports Day was held on 12th January, 2008 and Mr. Ronodeb Bose the famous cricketer was the Chief Guest.

35. Incentives to outstanding sportspersons

Students participating and winning in various sports activities were rewarded with certificates, trophies and medals during the annual prize distribution ceremony on January 16th, 2008.

Their TA and other expenses were borne by the college when they participated in sports and games. The Principal met all sports persons for a tea meet on 22nd April, 2008, to felicitate them with certificates.

36. Student Achievement & Awards.

Students with outstanding academic records were awarded during the Convocation and Valedictory Function every year.

Other awards and scholarships for needy students and students with academic excellence were as follows:-
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 Jamnadhar Saraf Scholarship.
xi.   Shefali & Nisith Mukherjee Scholarship.
xii.   R.F. De Souza Scholarship.
xiii.   Lt. Abhishek Ray Choudhury Memorial Scholarship.
xiv.   Arindam Chakravarty Memorial Scholarship.
xv.   Shilpi Bhargava Memorial Scholarship.
xvi.   Lal Chand Kanoi Scholarship.
xvii.   Uma Kanta Agarwal Scholarship.
xviii. Sandeep Darolia Memorial Award (to the best B.Com. Part-I student)
xix.   Soumitra Biswas Memorial Gold Medal: to be awarded to the best B.Com. (Hons.) Student (Part-I and Part-II together).
xx.   Rev. Joris Memorial Scholarship.
xxi.   Luxmi Baid Memorial Scholarship.

Students of the autonomous set up have definitely done very well in various All India entrance exams as well as State Level entrance exams for PG studies.

37. Activities of the Guidance and Counselling unit

In St. Xavier's College, we believe that every teacher is a counselor. With a friendly attitude that prevailed among the students and teachers, they felt free to approach their teachers for personal and academic counselling. The college provided sufficient number of cubicles for that purpose. Those students with serious personal problems were directed to the college Counselor. There was a Counselling Unit with one full-time Counsellor, namely, Mrs. Ujjainee Ray. In the month of July, the Counsellor visited each classroom of B.Com. as well as the Arts and Science Departments.

38. Placement services provided to students

The Placement Cell in St. Xavier's College started in 2006. A full-time Placement Co-ordinator had been employed. The Placement Cell had been working very well with a student committee and staff committee. Many companies visited the college for

campus interviews. The names of some of these companies were: Wipro Technologies, Gate Global Solutions Ltd., GHF Financials, Global Hutch, Google Online Services, Mckinsey, IFB Agro, ICICI Prudential, Hewlett Packard, Blue Dart, IBM Daksh, etc.

The number of placements provided to the college students during 2007-08 was **242**.

39. Development Programmes for non-teaching staff

There were two meetings of the non-teaching Office Bearers with the Principal. The non-teaching staff has a union and the office bearers met the Principal regularly to share their views.

The Governing Body of the college discussed about the policy of promotion of non-teaching staff appointed by the management. The Principal was asked to study the matter and report.

Birthday celebrations are organized every month wherein the Principal along with the Vice Principals were invited.

The supportive staff were also given a staff room where they had their regular meetings.

On the request of the non-teaching staff members, the President of the Union was invited to the Governing Body.

Besides, the non-teaching staff got interest free loans from the Rector's Fund.

Computer training was organized in small groups during 2007-08.

About 35 non-teaching staff were provided free accommodation within the campus.

40. Good Practices of the Institution

- Regular Staff Meetings;
- Regular Interactions between staff and students;
- Counseling facilities offered to students. Students with personal/family/ problems referred to Counsellors;
- Remedial measures for weaker students / tutorial classes;
- Teachers' Evaluation;
- Outreach Programmes / Adoption of villages;
- Teachers' Enrichment Programmes / lectures by experts;
- Friendly and cordial relationship with the neighbourhood;
- Monetary assistance as well as mementoes to teachers on their completion of Ph.D. degree;
- Consultancy services by teachers;
- Philanthropic activities, social projects, Prayas;
- No plastic and smoking zone along with clean and green campus;
- Extra curricular activities / Co-curricular activities;
- Celebration of Teachers' Day, Independence Day, and Republic Day;
- Celebration of various Feasts;
- Cultural Activities and active participation of students;
- Staff get-togethers with dinner / lunch;
- Sports Day and March-past by departments;
- Parent and Vice-Principals meeting;
- Teachers and Students Cricket matches;

- Teaching and Non-teaching Cricket matches;
- Alumni Vs Teaching and Non-teaching Cricket matches;
- Picnic for both Teaching and Non-teaching Staff members;
- Hostel subsidy for needy and tribal students;
- Religion and Value Education classes;
- St. Xavier's students reaching out to street children and teaching them regularly;
- Students/staff/parents have direct access to Principal and Vice Principals;
- Book bank for weaker students;
- Employment opportunities offered to needy students;
- Connection with retired teaching and non-teaching staff members;
- Memorial services conducted for deceased teaching and non-teaching staff;
- Celebration of birthdays both for teaching and non-teaching staff separately;
- Relationship with Government and Calcutta University is very cordial;
- Recognition of teachers for their long service;
- There is a Dress Code followed in the college and a committee to see to the matter;
- The College is a No Smoking zone;
- NCC scholarship;
- Canteen facilities for staff and students;
- No Mobile phones allowed in the classrooms and the main building;
- Alert Security Guards round the clock;
- ID cards for staff and students a must;
- The NCC celebrated our Independence Day on 15th August, 2007 in college wherein all staff, students, alumni/ae were all invited;
- NCC Cadets participated in the Republic Day Parade on 26th January, 2008, in New Delhi.

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

i. Student Exchange programmes with Manitoba University, Canada and St. John's University and St. Benedict, Minnesota. (31/1/2008)
ii. MOU was signed between St. Xavier's College (Autonomous), Kolkata, and IBM to conduct the MS Course for their new recruits. (27th March, 2007)
iii. MoU between St. Xavier's College and Bose Institute, Kolkata made on 24th July, 2007, for conducting M.Sc. Physics course with specialization in Astrophysics.
iv. MoU between St. Xavier's College (Autonomous), Kolkata, and EduTech Solutions (P) Ltd., Kolkata, on 27th August, 2007 on Digital Course Material (DCM), i.e., the development of the course material along with multimedia CD for Environmental Studies.
v. MoU signed between SXC and Toonskool (an Animation Academy), Bangalore, for the three-year B.Sc. Animation Course in 2007.
vi. Rev. Dr. J. Felix Raj, S.J., Vice Principal of the college was a visiting faculty in Canisius College, Buffalo and Fordham University, New York.
vii. Dr. Arup Mitra, HOD of the Microbiology Dept. visited Manitoba University in May 2008, with respect to the student exchange programmes between St. Xavier's College and Manitoba University, Canada.
viii. Collaboration with CREDAI Bengal
ix. MOU with Ad-Club Kolkata.
x. Fr. Felix Raj, S.J., was elected Secretary of the Bengal Economic Association (BEA).
xi. He was also nominated to the International Economic Association Executive Committee. He attended the IEA meeting and Congress in June 25-28, 2008 in Istanbul.

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

St. Xavier's College was granted Autonomous status in 2006. This is our first IQA Report to be submitted for the first time. However, we had certain action plans prepared for the year 2006-07 on the basis of which the following actions were taken during the year 2007-08**.**

   i.   Centralised Library work began.
   ii. Systematic student feedback was successfully introduced.
   iii. Three exchange programmes were planned out.
   iv. Jubilee Building work began with G+3 floors.

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

i.   'Xavotsav', the Students' Cultural Fest was held in January 2008.
ii.   St. Xavier's College is blessed with Goethals' Research Library with 20,000 volumes. It is a century old library. Many research scholars benefited out of it. It also organized two seminars and it also provided research scholarships.
iii.   St. Xavier's College is the only college in West Bengal to which UGC has offered two IGNOU study centres; one for B.Ed. and the other for regular students.
v.   The college also runs the Computer Centre where DOEACC (Department of Electronics and Accredited Computer Courses) approved 'A' and 'O' Level along with other courses are taught effectively.
vi.   St. Xavier's College has three hostels, one exclusively for tribal students.
vii.   There are regular industrial visits/projects undertaken and extension lectures organized.
viii. Prominent personalities visited the college during that year which included personalities like Shri Hamid Ansari, Hon'ble Vice President of India visited our campus on 16th January, 2008 where he graced the Convocation and Valedictory Function of the college. Mr. L.N. Mittal, an alumnus of the college also visited our college on January 18, 2008.

SECTION: C

Outcomes achieved by the end of the year:

On the basis of IQA Report for the year 2007-08, we have been successful in implementing the following for the academic session, July 2007 to June 2008,:-

- Our vision and mission statement was spelt out clearly and printed in the college calendar.
- Centralized Library building was completed.
- Systematic student feedback for teachers' evaluation introduced.
- Syllabus upgraded as per the requirements of the quality demands and placements.
- Expansion of the philanthropic activities of St. Xavier's College - Four villages adopted.
- New career-oriented programmes in Advertising introduced.
- Two Master degree programmes started in M.Com. and M.Sc. Physics.
- Full computerization of the process of admission till awarding of final certificates to the students.
- Essential infrastructural facilities upgraded: a) Conference room with all technical support completed; b) 15 fully equipped cubicles in the library for consultation completed.
- Introduction of Accounts and Finance specialization, Marketing specialization and E-Commerce specialization introduced in the Department of Commerce.
- More transparency and credibility in the Examination system was introduced by more involvement of the external paper-setters / moderators and examiners.
- We were successful enough to recruit 25 full-time teachers, 13 part-time teachers and 6 support staff in the academic session July 2007-08.
- Placement cell was strengthened whereby apart from a full-time Co-ordinator, dedicated Professors and students of the college were also involved.
- We have been able to generate internal resources of Rs. 16, 22, 214/- from active Alumni/ae, Corporate houses and other sources .

SECTION – D

Plans of the HEI for the next year (2008-09)

1. To introduce some changes in the administration – college, departments and Treasury office.

2. Decentralize certain functions for better management and organization.

3. In the perspective of Ignatian charism and Jesuit education worldwide, to organize activities for all our faculty members, students, alumni/ae, to highlight the vision and mission statement of our esteemed institution in the light of 150th year.

4. To start two PG courses namely, 1) Master in Social Work; 2) Microbiology.

5. To shift all departmental libraries to Central Library and upgrade the Central Library with more journals, CDs and internet facilities.

6. Introduction of bar-coding facilities in the Central Library.

7. To introduce student feedback system across all departments.

8. Review of syllabus and achieving uniform pattern of curriculum.

9. To expand the philanthropic work in terms of camps, more village exposures, to give opportunities to students to fulfill their non-academic credits.

10. Preparation for 150th year celebrations, formation of committees for the preparation of the above celebrations comprising of faculty members, alumni/ae and students.

11. Chalking out of programmes for year-long celebrations from January 2009 to January 2010 on the occasion of the 150th year of St. Xavier's and to invite the Hon'ble Prime Minister of India, Dr. Manmohan Singh and other famous and well-known alumni members.

12. To introduce at least two more COP courses namely; i) Certified Capital Market Professional in collaboration with National Stock Exchange of India Limited and ii) Soft-skill and Personality Development in collaboration with Super Soft.

13. To organize departmental orientations, new faculty orientations and faculty enrichment programmes.

14. To complete the infrastructural facilities with respect to Jubilee Building construction, Central Library construction, extension of roof to protect the terrace from leakages, renovation of toilets and washrooms.

15. To introduce air-conditioning facilities in offices.

16. To equip more classrooms with air-conditioning and audio-visual facilities.

17. To upgrade the sound system of the auditorium of the college.

18. To tie up with industrial/corporate houses and organize more industrial visits.

19. Expansion of Microbiology and Biotechnology laboratories and class-rooms on the fourth floor of the college.

20. To introduce the Central Research Facilities.

21. As the five-year period ended, to continue the Entrepreneurship Development Cell with college assistance and apply for more EDC projects from the Department of Science and Technology, Government of India.

22. To raise more internal resources through alumni/ae, benefactors, parents, corporate houses and through various other activities.

23. To recruit more teaching and support staff for various departments especially B.Com. (Evening), BBA and Controller of Examinations Office.

24. To form various committees as per the UGC requirements like anti-ragging committee, committee against sexual harassment, etc.

25. Separate offices to be given to the Member Secretary, Academic Council, IGNOU Convergence Programmes and COP programmes.

26. Introduction of reprographic services in the Central Library.

27. Renovation of the canteen.

28. Plan to shift EMMRC (Educational Multi-Media Research Centre) to the EM-Bypass property given by the Government of West Bengal.

29. Development of the land given by the Government of West Bengal for development of the new campus of St. Xavier's College.

30. To acquire more land for future development of the college.

31. Alumni Association to start Chapters in India as well as abroad.

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