


Support Staff Development Programme

<p>10 July 2021</p>	<p>As a part of the series of food distribution service to the underprivileged mass, Rev. Fr. Dr. Dominic Savio SJ, Principal of St. Xavier's College (Autonomous), Kolkata along with other Jesuit Fathers of St. Xavier's Community handed over Dry rations packets to the non-teaching and support staff of the College. Most of these support staff have recently joined to their respective duties at the College after the Lockdown/Restrictions got relaxed and their families are in need of this much-needed support in this difficult time. Father Principal gladly accepted their request and extended this helping hand to the staffs of the College. Notably, dry ration packets were distributed to more than 100 non-teaching and support staff by Father Principal this morning at the College premises.</p> 
<p>4 December 2021 11 – 18 December 2021 4, 15, 22, 29 January 2022 12, 26 February 2022 5, 12 March 2022</p>	<p>The Internal Quality Assurance Cell (IQAC) in Collaboration with the Academic Council of St. Xavier's College (Autonomous), Kolkata organized a series of Ten –Day Soft Skill Development Programmes for the Office and Support Staff Members.</p> <p>The programme will be inaugurated by Fr. Principal on Saturday, 4th December, 2021. The training sessions will be held on Saturdays from 2 P.M. to 3 P.M. at RK Hall for 10 consecutive weeks, 11th, 18th December, 2021, / 8th, 15th, 22nd, 29th January, 2022, / 12th, 26th February, 2022, / 5th, 12th March, 2022 / for smooth running of the Soft Skill Development programme.</p>



ST. XAVIER'S COLLEGE (AUTONOMOUS), KOLKATA

NAAC ACCREDITED A++; Ranked 4th in NIRF 2021 under "College" Category;
College of Excellence; ISO 9001:2015 Certified; College with a Special Heritage Status.



Internal Quality Assurance Cell (IQAC)
in Collaboration with
Academic Council

organizes

TEN - DAY SOFT SKILL DEVELOPMENT PROGRAMME
FOR SUPPORT STAFF



Inaugural Address:
Rev. Dr. Dominic Savio, SJ
Principal

SATURDAY 4TH DECEMBER, 2021, 2:00 P.M. ONWORDS

FUNDED BY: NATIONAL HIGHER EDUCATION MISSION
Program delivered by "The Tollygunge Study Center" of "The British Institutes"

12 December 2022

The Internal Complaints Committee in association with The Internal Quality Assurance Cell (IQAC), St. Xavier's College (Autonomous), Kolkata Organized A Sensitization Programme on **"Workplace Conduct"** for Teaching / Support Staff.

Chief Patron:

Rev. Dr. Dominic Savio, SJ

Principal

St. Xavier's College (Autonomous), Kolkata

ST. XAVIER'S COLLEGE
(AUTONOMOUS), KOLKATA
NAAC ACCREDITED A++; Ranked 8th in NIRF 2022 under "College" Category;
College of Excellence; ISO 9001:2015 Certified; College with a Special Heritage Status.

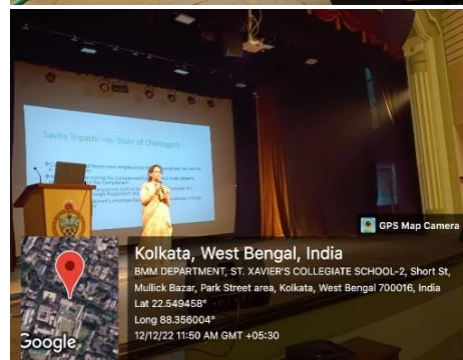
The Internal Complaints Committee in association with The Internal Quality Assurance Cell (IQAC), St. Xavier's College (Autonomous), Kolkata organizes

A Sensitization Programme on **"Workplace Conduct"**
For Teaching / Support Staff

Chief Patron:
Rev. Dr. Dominic Savio, SJ
Principal

Resource Person:
Prof. Sonali Panda, B.A., L.L.B
Advocate, High Court

DATE: 12TH DECEMBER, 2022, TIME: 11:00 A.M. to 12:00 P.M.
VENUE: FR. DEPELCHIN AUDITORIUM





3-4 February 2023

St. Xavier's College (Autonomous), Kolkata in collaboration with the College Wellness Centre organised a "Two-Day Health Check-Up Camp for Teaching and Support Staff".



St. Xavier's College (Autonomous), Kolkata
WELLNESS CENTRE

**Health Check-Up Camp
for Teaching and Support Staff**

supported by






2nd and 3rd February, 2023
10 A.M. onwards

Complete Blood Count with random Blood Sugar, ECG,
Dietician & Doctor's Consultation.

Ear, Eye and Dental Check-up

Liver Function Test and Hb1ac (as per doctor's advice)

Click Here to Register

HELPLINE: ROMIT 9051234455 | KAUSHIK 9830635250 | SWARAJ 7980315932

* Certain tests will be held on a specific date/slot as per the availability of the medical team.



The event was inaugurated by **Rev. Dr. Dominic Savio, SJ, Principal, St. Xavier's College, Kolkata** in the presence of all Vice-Principals, Deans, Faculty Members, Support Staff, Students, Partners and others. It was also attended by the Member Secretary, Academic Council and IQAC Coordinator along with the Controller and Assistant Controller of Examinations.



Around 300 Staff members participated wholeheartedly and availed different facilities in the Health Camp like **Blood Test, Eye Check-up, Dental Check Up, Ear Check Up, Blood Pressure and ECG with Doctor and Dietician Consultation**. 8 booths were set up in the **Fr. Depelchin Auditorium** and **Fr. Arrupe Hall** for availing the services.

These facilities were provided by **AMRI Hospitals (Mukundapur), Dentoshine Multispeciality Dental Clinic, C. C. Saha Ltd. Hearing Solutions, Dr. Agarwal's Eye Hospital** in collaboration with **Niva Bupa Health Insurance**.

The Health Camp, 2023 is an attempt towards the well-being of all the members of our institution. The organizers along with the Wellness Centre shall strive towards more programs of such kind in the future.



The detailed records of the Camp are given as below:

Particulars	Registered participants	No. of Active Tests Done
Audiometry Test	143	132
Dental Check Up	143	143
ECG Test (On Doctor's advice)	32	32
Random Blood Sugar and Blood Pressure Test	278	278
Routine Eye Test	250	250
TOTAL TESTS DONE		835

25 February 2023

St. Xavier's College (Autonomous), Kolkata Internal Quality Assurance Cell (IQAC) organised "Computer Training Programme for **group- C Office Staff**".

Chief patron:

Rev. Dr. Dominic Savio, SJ, Principal

Technical session details:

SESSION-1

MS-EXCEL basics

- Formula - Formulas in Excel always begin with the equal sign
- Formatting – you can use document themes for a uniform look throughout all of your Excel spreadsheets, styles to apply predefined formats, and other manual formatting features to highlight important data.
- Copy, paste, paste special -
- Functions - mathematical, string, conditional, aggregate etc.

SESSION-2

PHOTOSHOP basics

- Layers
- Text
- Images
- Background
- Colors
- Formatting
- File formats
- Printing

SESSION-3

MS-EXCEL advanced

- Print layout
- Sorting
- Grouping
- Subtotal
- Filter
- Images
- Tips and tricks

Resource persons:

- Prof. Shalabh Agarwal
- Dr. Romit S Beed
- Prof. Jayati Ghosh Dastidar
- Prof. Soumyajit Pal



St. Xavier's College (Autonomous), Kolkata

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Internal Quality Assurance Cell (IQAC)

presents

Computer Training Programme for Group-C Office Staff



Chief Patron:
Rev. Dr. Dominic Savio, SJ
Principal

SCHEDULE:

- Registration: 9.30 A.M to 9.45 A.M.
- Inaugural Programme: 9.45 A.M to 10.00 A.M.
- Session 1: 10.00 A.M. to 11.30 A.M.
- Session 2: 11.30 A.M. to 1.00 P.M.
- Lunch: 1.00 P.M. to 2.00 P.M.
- Session 3: 2.00 P.M. to 3.45 P.M.
- Feedback: 3.45 P.M. to 4.00 P.M.
- Tea Break: 4.00 P.M.

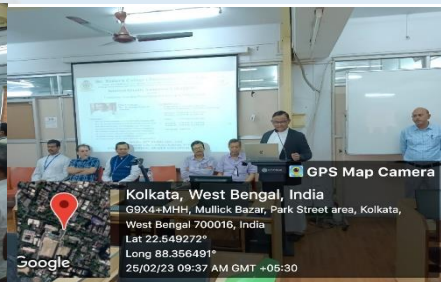
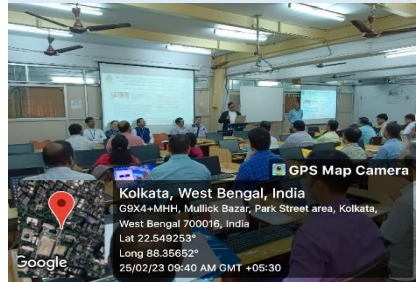
Patrons:

- Rev. Dr. Peter Arockiam, SJ, Vice-Principal, Commerce(E)
- Rev. Dr. Joseph Kulandai, SJ, Vice-Principal, Commerce(M)
- Prof. Bertram Da Silva, Vice-Principal, Arts & Science
- Rev. Johnson Padirara, SJ, Vice-Principal, Commerce, Raghobpur
- Dr. Charlotte Simpson Veigas, Vice-Principal, Education
- Dr. Ayan Chandra, Member Secretary, Academic Council
- Dr. Partha Pratim Ghosh, Coordinator, IQAC
- Dr. Partha Pratim Ghosh, Asst. Controller of Examinations

DATE: 25TH FEBRUARY, 2023

Venue: Computer Lab- 3 (Chapel Building 3rd Floor)

FUNDED BY: NATIONAL HIGHER EDUCATION MISSION



19 November 2022
26 November 2022

Internal Quality Assurance Cell (IQAC) in collaboration with Academic Council organised “Two-day Psychological Counselling and Soft Skill Development Programme” for **Group-D Staff**.

Chief patron:

Rev. Dr. Dominic Savio, SJ

Principal,

St. Xavier’s College (Autonomous), Kolkata

DAY - 1

Session 1: Time - 1:30 P.M. to 2:00 P.M.

1. Psychological Counselling by **Rev. Probal Gomes, SJ**

Session 2: Time – 2:00 P.M. to 4:00 P.M.

Communicative English by Spantech

b. Syllabus =

1. Greetings as per time of the day (eg. good day, see you again etc.)
2. Manners and Etiquettes (eg. welcome, please, thanks, excuse me and so on and so forth)
3. Frequently used phrases [eg. take it easy, please wait here, go at once]
4. Small Speeches (eg. just coming, anything else?)
5. Sentences of request/order (eg. look ahead, please keep quiet)
6. Exclamatory sentences (well done!, how sad! and so on...)
7. Pronunciation like ONION to be pronounced as AW-NYN not O-NION etc.
8. Time management
9. Personality Development (smile, dress code in office, etc.)

DAY – 2 Mental Health Management



**ST. XAVIER'S COLLEGE
(AUTONOMOUS), KOLKATA**

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**Internal Quality Assurance Cell (IQAC)
organizes**

**“Two-Day Psychological Counselling and Soft Skill
Development Programme” for Group - D Staff**



Inaugural Address by Chief Patron:

**Rev. Dr. Dominic Savio, SJ
Principal**

DATE: 19TH NOVEMBER, 2022, TIME: 1:30 P.M. to 4:00 P.M.
DATE: 26TH NOVEMBER, 2022, TIME: 2:00 P.M. to 4:00 P.M.

VENUE: XAVIER HALL

FUNDED BY: NATIONAL HIGHER EDUCATION MISSION

25 March 2023
&
1 April 2023

St. Xavier's College (Autonomous), Kolkata, The Internal Quality Assurance Cell (IQAC) Organised "Two-Day Psychological and Soft Skill Development Programme" For **Group -D Staff**.

Session 1: Time - 1:30 P.M. to 2:00 P.M.

1. Psychological Counselling by **Rev. Probal Gomes, SJ**

Session 2: Time – 2:00 P.M. to 4:00 P.M.

Communicative English by Spantech

b. Syllabus =

1. Greetings as per time of the day (eg. good day, see you again etc.)
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7. Pronunciation like ONION to be pronounced as AW-NYN not O-NION etc.
8. Time management
9. Personality Development (smile, dress code in office, etc.)

DAY – 2 Mental Health Management



St. Xavier's College (Autonomous), Kolkata

Established in 1860

Autonomous College (2006), College with Potential for Excellence (2006),
College of Excellence (2014), College with a Special Heritage Status (2015),
ISO 9001: 2015 Certified; NAAC ACCREDITED A++; Ranked 8th in NIRF
2022 under "College" Category.



**Internal Quality Assurance Cell (IQAC)
organizes**

**"Two-Day Psychological Counselling and Soft Skill
Development Programme" for Group - D Staff**



Inaugural Address by Chief Patron:

**Rev. Dr. Dominic Savio, SJ
Principal**

DATE: 25TH MARCH, 2023 & 1ST APRIL, 2023

TIME: 2:00 P.M. TO 4:00 P.M.

VENUE: R. K. HALL

FUNDED BY: NATIONAL HIGHER EDUCATION MISSION



16 April 2023

Enactus SXC, EDC and Postgraduate and research Department of Microbiology organised "Health Check-Up Camp for Residents and **Support Staff**".

St. Xavier's College (Autonomous), Kolkata
ENACTUS SXC, EDC AND POSTGRADUATE AND RESEARCH
DEPARTMENT OF MICROBIOLOGY
presents
**HEALTH CHECK-UP CAMP FOR
RESIDENTS AND SUPPORT STAFF**
SUPPORTED BY

DATE: 16TH APRIL, 2023
TIME: 3 PM - 6 PM
VENUE: FR. DEPELCHIN AUDITORIUM

COMPLETE FREE CHECKUP FOR TESTING

- BLOOD SUGAR • ECG
- HBA1C (3 Month Average Blood Sugar)
- URIC ACID • URINE ACR
- LIPID PROFILE • LUNGS CHECK UP • UROFLOWMETRY TEST

**HELPLINE: DR. ARABINDA BERA (+91 80136 92395)
BIKRAM DHARA (+91 99037 86254)**



2 September 2023

Internal Quality Assurance Cell (IQAC) organised **Computer Training Programme for Group-C Office Staff.**

Chief Patron:

Rev. Dr. Dominic Savio, SJ

Principal

St. Xavier's College (Autonomous), Kolkata



St. Xavier's College (Autonomous), Kolkata

Established 1860

Autonomous College (2006), College with Potential for Excellence (2006)

College of Excellence (2014), College with Special Heritage Status (2015)

A++ College with 3.77 CGPA (2017), ISO 9001:2015 Certified

NIRF INDIA RANKING 2023: 5TH Rank in College Category



Internal Quality Assurance Cell (IQAC)

presents

Computer Training Programme for Group-C Office Staff



Chief Patron:

Rev. Dr. Dominic Savio, SJ
Principal

SCHEDULE:

- Registration: 9.15 A.M to 9.45 A.M.
- Inaugural Programme: 9.45 A.M to 10.00 A.M.
- Session 1: 10.00 A.M. to 11.45 A.M.
- Tea Break: 11.45 A.M. to 12.00 A.M.
- Session 2: 12.00 A.M. To 1:00 P.M.
- Lunch: 1.00 P.M. to 2.00 P.M.
- Session 3: 2.00 P.M. to 4:00 P.M.
- Programme ends with Tea: 4.00 P.M.

DATE: 2ND SEPTEMBER, 2023

Venue: Computer Lab- 2 (Chapel Building 3rd Floor)

FUNDED BY: NATIONAL HIGHER EDUCATION MISSION

5 September 2023

St. Xavier's College (Autonomous), Kolkata organised Staff Football Match.

STAFF FOOTBALL TEAM
DATE : 5TH SEPTEMBER, 2023



1. ROMARIO TOPNO
2. FARINO TORCATO
3. FR. SIMON
4. ASIT KANJI
5. BISWAJIT NASKAR
6. PROSENJIT NASKAR
7. ALEX SANTU MAKHAL
8. JOSEPH RAHUL ANTHONY
9. CHANDRASEKHAR MONDAL
10. SUVENDU CHATTERJEE
11. INDRAJIT DAS
12. AMIT PETER MAJHI
13. RAPHAEL TUDU
14. ASIT HALDAR
15. BIDESH MAKHAL
16. COACH

REPORTING AT 3.00 PM

(President, SXCEA)

21 December 2023

St. Xavier's College (Autonomous), Kolkata organised Christmas Lunch for all the staff members (both Teaching & Support).



11/12/2023

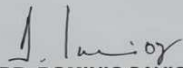
CHRISTMAS LUNCH

THIS IS TO CORDIALLY INVITE ALL THE STAFF MEMBERS (BOTH TEACHING & SUPPORT) TO A SPECIAL LUNCH ON THE DATE AND TIME MENTIONED BELOW, TO CELEBRATE THE SPIRIT OF CHRISTMAS.

DATE: THURSDAY, 21ST DECEMBER, 2023


TIME: FROM 12 NOON ONWARDS

VENUE: GYMNASIUM (BESIDE THE BACK GATE)



REV. DR. DOMINIC SAVIO, SJ

Principal
St. Xavier's College
(Autonomous)
Kolkata



Fax : (91-33) 2287-9966, E-mail : principal@sxccal.edu, Website : www.sxccal.edu

23 January 2024

Non- Teaching Staff Picnic – 2024

17-01-2024

NON TEACHING STAFF PICNIC-2024

THE ANNUAL PICNIC - 2024 WILL BE HELD ON
23-01-2024
AT MANKUR GHAT, BAGNAN

MEMBERS WHO ARE JOINING THE PICNIC
AT MANKUR GHAT, BAGNAN ARE
TO NOTE THE FOLLOWING:

THE BUS WILL LEAVE ST. XAVIER'S COLLEGE
PREMISES LATEST AT **7.30 AM SHARP.**
REPORTING TIME AT 7.00 AM.
LATE COMERS WILL HAVE TO REACH
THE VENUE BY THEMSELVES.

BREAKFAST, LUNCH AND TEA WILL
BE SERVED AT THE PICNIC SPOT.

SEATS WILL BE ALLOTTED AS FIRST COME
FIRST SERVED BASIS.

YOU ARE REQUESTED TO COOPERATE
WITH THE COMMITTEE FOR ALL
MATTERS RELATING TO THE PICNIC

**YOUR PRESENCE WILL MAKE THE PICNIC
A SUCCESS.**



President, SXCEA

17/01/24


20 March 2024

Internal Quality Assurance Cell (IQAC) organised “Soft Skill, Personality Development and Mental Health Management Programme for **Group-C Office Staff**”.


Chief Patron:

Rev. Dr. Dominic Savio, SJ


St. Xavier’s College (Autonomous), Kolkata



St. Xavier’s College (Autonomous), Kolkata
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NIRF INDIA RANKING 2023: 5TH Rank in College Category



Internal Quality Assurance Cell (IQAC)
presents
**Soft Skill, Personality Development and Mental Health Management Programme
for Group-C Office Staff**



Chief Patron:
Rev. Dr. Dominic Savio, SJ
Principal

Patrons:

- Rev. Dr. Joseph Kulandai, SJ, Vice-Principal, Commerce (M)
- Rev. Dr. Peter Arockiam, SJ, Vice-Principal, Commerce (E)
- Prof. Bertram Da Silva, Vice-Principal, Arts & Science
- Rev. Johnson Padayara, SJ, Vice-Principal, Raghobpur Campus
- Dr. Swati Sarkar, Vice-Principal, Education
- Dr. Ayan Chandra, Member Secretary, Academic Council
- Dr. Partha Pratim Ghosh, Coordinator, IQAC
- Dr. Partha Pratim Ghosh, Asst. Controller of Examinations

SCHEDULE:

- Registration: 9.00 A.M
- Inaugural Programme: 9.20 A.M to 9.30 A.M.
- Session 1: Soft Skill
9.30 A.M. to 11.00 A.M.
- Tea Break: 11.00 A.M. to 11.30 A.M.
- Session 2: Personality Development
11.30 A.M. To 1:00 P.M.
- Lunch: 1.00 P.M. to 2.00 P.M.
- Session 3: Mental Health Management
2.00 P.M. to 3.30 P.M.

DATE: 20TH MARCH, 2024
Venue: Room - 15 (Main Building 1st Floor)
FUNDED BY: NATIONAL HIGHER EDUCATION MISSION (RUSA – 2)

27 July 2024


Internal Quality Assurance Cell (IQAC) organised “**One-Day Psychological Counselling and Mental Health management Programme**” for **Group – D Staff**.

Chief Patron:


Rev. Dr. Dominic Savio, SJ

Principal


St. Xavier’s College (Autonomous), Kolkata



St. Xavier’s College (Autonomous), Kolkata
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NIRF INDIA RANKING 2023: 5TH Rank in College Category



Internal Quality Assurance Cell (IQAC)
presents
**“One-Day Psychological Counselling and Mental Health Management Programme”
for Group - D Support Staff**



Chief Patron:
Rev. Dr. Dominic Savio, SJ
Principal

Patrons:

- Rev. Dr. Joseph Kulandai, SJ, Vice-Principal, Commerce (M)
- Rev. Dr. Peter Arockiam, SJ, Vice-Principal, Commerce (E)
- Prof. Bertram Da Silva, Vice-Principal, Arts & Science
- Rev. Johnson Padayara, SJ, Vice-Principal, Raghobpur Campus
- Dr. Ayan Chandra, Member Secretary, Academic Council
- Dr. Partha Pratim Ghosh, Coordinator, IQAC
- Dr. Partha Pratim Ghosh, Asst. Controller of Examinations

SCHEDULE:

- Registration: 1.45 P.M. to 2.10 P.M.
- Inaugural Programme: 2.10 P.M. to 2.20 P.M.
- Speakers:
Session 1 : 2.20 P.M. to 3.00 P.M.
Psychological Counselling by Rev. Probal Gomes, SJ
- Session 2 : 3.00 P.M. to 5.00 P.M.
Mental Health Management by Spantech Academy
- 5.00 P.M. End with Tea & Food packet

DATE: 27TH JULY, 2024
Venue: Room - 28 (2nd Floor, Fr. P.C. Mathew, Digital Classroom)
FUNDED BY: NATIONAL HIGHER EDUCATION MISSION (RUSA – 2)

