SELF STUDY REPORT

FOR

1ˢᵗ CYCLE OF ACCREDITATION

ST. XAVIER'S COLLEGE, BURDWAN

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

St. Xavier's College, Burdwan was established in the year 2014 as a part of the golden jubilee project of St. Xavier's School, Burdwan. It is the second college launched by the Jesuits of Calcutta Province, making it the 50th Jesuit Institution of Higher Education in India and the fourth in Bengal. Having successfully stepped into its tenth year of academic excellence, the college espouses the principle objective of Jesuit Education which is to form "men and women for others". The institution was inaugurated on 11th July, 2014 by Bishop Cyprian Monis of Asansol and has since then been steered by the leadership of the Principal, Rev Dr. G. Paul Arockiam, S.J.

Sprawled across 5.319 acres of environmentally sustainable and botanically enriched campus area, the college strives to meet the long-standing need and demand in the region for good quality higher education in English Medium. It is affiliated to The University of Burdwan while also being AICTE approved and ISO 9001:2015 Certified. The institution began its journey by offering Honours Degree Courses in various disciplines of Arts, Science and Commerce like English, Accountancy (Commerce), Biotechnology, Computer Science, Sociology and Geography. Within three years of its inception, that is, by 2017 the institution expanded its academic base to include Masters' Degree Program in English. Exhibiting sincere consistency in academic growth, the institution added two new Degree Programs, BCA and BBA, in 2018 and 2019 respectively.

The college boasts of a decade of academic eminence and discipline, and has established itself firmly as a front-runner in quality education. The modern state-of-the-art infrastructure creates an ambience of reflection and harmony for young minds to thrive. The college attracts students from neighbouring districts, states and Bangladesh, making for a rich cultural experience on campus. Interdisciplinary academic approach, Collaborative learning and Innovative teaching are some of the hallmarks of the institution. The institution facilitates creative capabilities and sense of social awareness of students by engaging them in co-curricular activities and programs like NSS, AICUF and Social Outreach. The college also has an active Alumni Association XCAAB which is the bearer of the institution's values and legacies.

Vision

Towards holistic education, striving academic excellence and forming individuals for others

Mission

- **Facilitate excellence in learning process and competence for a life-long learning**
- **Accompany the youth towards universal service of truth and justice**
- **All-round development of the person according to dynamic global scenario**
- **Develop leadership skills with critical thinking and innovation which will transform the society**
- **Foster global understanding to reflect upon their role in global society.**

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- The green campus provides a favorable academic environment with high-speed internet, smart classrooms, barrier-free access, and various labs, ensuring a conducive learning setting.
- The library, with digital cataloguing and e-resource subscriptions, supports scholarly pursuits.
- Students receive academic, psychological and professional guidance, and benefit from seminars, workshops, skill enhancement programs, and entrepreneurship initiatives.
- Additional courses beyond the curriculum broaden skill sets and career prospects.
- MoUs and collaborations with expert institutions promote interdisciplinary learning and professional expertise.
- Inclusive education, low dropout rates, high academic performance, and successful placements characterize the institution.
- Ethnic, linguistic, religious and socio-economic diversity among students fosters an inclusive environment.
- Environmental sustainability initiatives, community welfare programs, and a strong alumni network drive continuous improvement and institutional development.

Institutional Weakness

- The institution's lack of postgraduate departments limits advanced academic opportunities for students and faculty members and restricts the growth of specialized research and higher education.
- As a self-financed and affiliated college, St. Xavier's College, Burdwan has limited administrative autonomy, hindering opportunities of quality enhancements and implementation of new initiatives in academic and research activities.
- Despite installing solar power plants and promoting energy efficiency, more comprehensive projects and enhanced waste management are needed, as indicated by a thorough Green Audit.
- There is a lack of practical, industry-oriented learning opportunities, restricting real-world exposure.

Institutional Opportunity

- The institution can enhance student skills and employability by introducing more skill-oriented programmes.
- Increasing solar energy generation on campus can promote sustainability and reduce costs.
- Faculty can secure more research projects, fostering interdisciplinary research and enhancing academic advancement and institutional reputation.
- Upgrading e-learning tools can empower teachers to create innovative e-content.

Institutional Challenge

- Regular recruitment programs are essential for increasing placement opportunities, requiring systematic planning and industry connections.
- Conducting adequate national/international seminars, conferences and research endeavors is difficult due to financial constraints.
- Keeping pace with rapid technological advancements requires ongoing investment in infrastructure and training.
- Declining enrollment due to changing educational trends necessitates strategic adjustments.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

St. Xavier's College, Burdwan is affiliated to the University of Burdwan and follows the curriculum as designed by the aforementioned university. At present the college executes the CBCS (Choice Based Credit System) for the Second and the Third Years, adopted in the academic session 2017-18, as well as the NEP (National Education Policy) 2020 for the First Year, adopted in the academic session 2023-24.

Based on the curriculum and syllabus structured by the University, the college plans and executes the same based on the academic requirements of the students. The syllabus is allocated among the different faculty members of the various Departments based on their specialization and areas of interest, following which lesson plans are designed by the respective faculty members. The college also follows a system of CIA (Continuous Internal Assessment) to ensure quality dissemination of knowledge and evaluation of the same. The CIA components include two class tests, one mid semester examination, assignments with power-point presentations and end semester examination. The college takes an active interest in the academic enhancement of the learners which is undertaken through various programmes such Add-On and Certification Courses offered by the various Departments. The institution is modelled on the Jesuit values of holistic individual development, and therefore initiates programmes integrating values such as professional ethics, gender parity, human morals and environmental sustainability. Workshops, Seminars, Invited Lectures and other inter-disciplinary events facilitate the growth and development of learners following the above merits. Based on the requirements of the curriculum, the institution encourages students to take up project works, field works and internships. The college provides adequate training for the above programmes and keeps a meticulous record of participating students in the same.

The college maintains a robust feedback system from all its stakeholders including students, employees, employers and the alumni. The feedback generated is evaluated and discussed at the administrative and departmental levels, and active redressal methods are initiated based on the outcomes. This approach supports the amalgamation of the interests of the stakeholders as well as the Institution.

Teaching-learning and Evaluation

St. Xavier's College, Burdwan, has consistently demonstrated excellence in teaching, learning, and evaluation. The enrolment percentage (64.33%) over the years has been satisfactory, reflecting the institution's popularity and the trust it garners among prospective students and their guardians. As a minority institution, it does not follow the reservation policies set by the Government of India and the State Government. However, the percentage of seats filled for reserved categories such as SC, ST, and OBC reflects its inclusive admission policies promoting diversity and equal opportunity.

The college maintains a moderate student-teacher ratio of 27.5:1, ensuring personalized attention and quality education. The percentage of full-time teachers against posts sanctioned by the governing body aligns with departmental requirements, with more than 70% of the full-time teachers holding advanced qualifications such as NET, SET, M.Phil., and Ph.D. These qualified faculty members employ advanced pedagogical methods, contributing to a congenial academic environment.

The institution uses student-centric methods, including experiential learning, participative learning, peer learning, and problem-solving methodologies. It also administers mentoring sessions and special programmes for advanced and slow learners. Students are encouraged to engage in activity-based learning, cocurricular activities, workshops, seminars, field visits, and internship programmes to apply their curricular knowledge in real-world scenarios. Additionally, teachers go beyond traditional pedagogical methods and embrace ICT-enabled tools, including e-resources, to facilitate effective teaching and learning processes.

The college employs a transparent examination policy to conduct continuous internal assessments, contributing towards students' preparedness for the final university examination. Students' concerns regarding examinations and evaluations are addressed promptly and forwarded to the competent authority in a time-bound manner.

The institution clearly states and displays the Programme Outcomes and Course Outcomes for all programmes on its website. The attainment of these outcomes is regularly evaluated to ensure that educational objectives are met. Over the past five academic years, the pass percentage of students has been 92.62%. The number of final-year students who passed the university examinations, along with those who progressed to higher education and were placed in various sectors, consistently reflects the institution's effective teaching methodologies.

Research, Innovations and Extension

The facilities provided and efforts made by the institution to promote a "research culture" are commendable. Serving the community through extension, which is a social responsibility and a core value to be demonstrated by institutions, is also a major part of this criterion.

The institution has received a governmental grant under the project name "A Study of Abiotic Stress on Callus Culture of Some Cruciferous Vegetables for assessment of Indole-3-Carbinol Content" from "DST-SERB".

An innovative eco-system has been created in the institution to promote innovation, transfer of knowledge and entrepreneurship. As a part of Incubation Centre Facility, an "ED cell" has been set up for nurturing innovative entrepreneurial ideas among the students. In the creation of a research conducive ecosystem, the institution has automated the library using 'KOHA' integrated library Management System (ILMS). The library currently has 2870 no. of titles with 4538 copies of books available for students and faculties with access to INFLIBNET and N-List.

The faculties of the institution are active in publishing in UGC care listed journals, national/international conferences, books and chapters in edited volumes. There are 16 UGC care-listed publications. There are 24 publications/chapters/papers in edited volumes/books/journals published in the last five academic sessions. The college has organized a total of 94 seminars/workshops in the last five academic sessions.

31 extension activities were carried out in the neighborhood community, sensitizing students to social issues, for their holistic development by Extension Programme/ Social Outreach Committee. For serving the community through extension activities, this institution has received awards and recognitions from government/

government recognized bodies. The Institution has also received an award for maintaining "Best Green and Environment Friendly Campus" from Altruist Yuva Welfare Society.

There is total 26 functional MoUs with various institutions, industry/ corporate houses. Both the parties noted the importance the value of cooperation and have agreed to enter into Memorandum of Understanding (MoU) regarding academic collaboration, industrial collaboration and other mutual benefits. MoU is to make possible academic and cultural exchange between both the parties based on the principles of mutual equality and the reciprocity of benefits.

Infrastructure and Learning Resources

The college encompasses a range of 5.319 acres of land. It has three building blocks, Administrative, Academic and Canteen block. The total built up area of the college are 8010.13 square meters, Consisting of eight departments with total 43 Class rooms including 4 Smart class rooms equipped with ICT facilities. It has seven laboratories in various departments. The College also has 3 audio visual room for video lecture and conferencing. For cultural purposes the college has three ICT enabled seminar halls and two air conditioned parlor. The college has six set of Washrooms in each floor separately for male and female faculty, staff, students and separate arrangement for 'Divyang' students as well. The college provides drinking water by 10 water purifiers and two water cooler. There is a student support cell where reprographic services are provided. There are two reception desk, a inter faith prayer hall, a 'XCAAB' room for alumni association, pantry, maintenance room, girls common room, students common room, ICC room, college & E-resource Library, counselling room, documentation room, store room, staff common room, IQAC room, college office, exam section, Accounts section, principal's office, conference room, an exam hall with 130 seating capacity & two separate modern elevators.

The college has three ICT enabled air-conditioned seminar halls & a spacious open stage in its ground.

This institution has an indoor games room where games like table tennis, carom, and chess are played. Basketball, badminton and other games are also played in campus.

The library of the college is automated, using 'KOHA' integrated library Management System (ILMS). The library has 2870 no. of titles with 4538 copies of books available for students and faculties. It has an E-Resource section with 5 computers along with LAN connections for accessing various e-journals & e-books.

The college has sufficient IT infrastructure containing Wi-Fi enabled campus. There are four Ethernet connections with a range of 70 - 150 MBPS bandwidth speed. The College has 111 computers, out of these 58 computers are solely available for the students use. The student computer ratio for the latest academic year is **11.86 : 1**.

Student Support and Progression

St. Xavier's College, Burdwan facilitates student access to scholarships and freeships via prompt notifications, communications, and verification protocols. Over the past five years, numerous students have availed themselves of merit cum means scholarships, minority scholarships, and fee concessions.

In the last five years, the college has meticulously orchestrated 106 Capacity Building and Skill Enhancement

Programmes. These initiatives focus on enhancing students' capabilities, knowledge, and competencies through workshops, seminars, and training sessions. Faculty members are instrumental in motivating and guiding students towards academic and professional excellence.

Our College prioritizes mentoring students for competitive exams and career planning through proper guidance. MoUs with academic institutions and industries enhance career opportunities, supported by career counselling and a Placement Cell.

The Grievance Redressal Cell at our college acts promptly to address grievances, respecting stakeholder dignity and fostering a secure, inclusive environment for all. The Internal Complaints Committee (ICC) handles sexual harassment issues swiftly. Campaigns against ragging, led by the Anti-Ragging Committee, and ICC's awareness initiatives are integral. Our college has upheld a commendable record with no incidents in the past five years.

A substantial number of students pursue higher education at esteemed institutions and secure employment. Our students consistently achieve academic distinctions and gain admission to premier institutes. Many excel in competitive exams like NET, GATE, CAT, MAT, WB JECA, and secure placements in various Government and non-Government organizations upon graduation.

Our College actively promotes student engagement in diverse co-curricular and extra-curricular activities, facilitating with necessary resources. Our students have earned numerous gold medals and accolades. Our College has excelled in sports and cultural pursuits, fostering a dynamic campus culture that enhances student development and promotes their talents.

The College benefits from an engaged alumni network that actively contributes to various institutional endeavours throughout the academic year. With a registered and active Alumni Association, these former students play a pivotal role in participating enthusiastically in diverse activities of the institution.

Governance, Leadership and Management

St. Xavier's College, Burdwan, exemplifies a robust governance framework deeply rooted in its Vision and Mission, guided by the principles of the Jesuit Order and overseen by the St. Xavier's Burdwan Educational Trust and Catholic Mission of Western Bengal. At the heart of its strategic direction are comprehensive plans aimed at enhancing educational quality and community engagement. The Institutional Perspective Plan delineates a clear path for sustained growth, emphasizing teaching-learning processes, student enrichment, research development, social outreach, institutional social responsibility, and infrastructure enhancement. Embracing the NEP 2020, the institution integrates decentralized decision-making to empower departments, fostering responsiveness and innovation. Strategic initiatives prioritize academic excellence, infrastructure development, student support, and industry collaborations. Underpinning these efforts is a robust governance structure led by the St. Xavier's Burdwan Educational Trust and adhering to Jesuit principles, ensuring ethical governance and educational excellence. The Governing Body, headed by the President, formulates policies and oversees operations to align with mission objectives. The institution's adoption of e-governance enhances administrative efficiency across all functions. Comprehensive staff welfare policies provide financial support for faculty development, medical benefits, educational sabbaticals, loans, and internet access, cultivating a supportive work environment. Academic resources are enriched through e-libraries, seminars, and career development opportunities, bolstering research and growth. Indoor sports facilities contribute to staff well-being and community cohesion. Regular audits, both internal and external, ensure compliance and operational

transparency, facilitating strategic resource allocation for academic initiatives and infrastructure development aligned with institutional goals. Internal Quality Assurance Cell (IQAC) plays a pivotal role in monitoring academic standards, implementing assessment systems, and promoting holistic student development through co-curricular activities and feedback mechanisms. Its activities, including audits focused on gender equality, green initiatives, and energy efficiency, underscore the college's commitment to academic rigor, infrastructure enhancement, inclusive education, ethical governance, and community service. Participation in NIRF and ISO 9001:2015 certification further solidify its dedication to excellence in higher education. St. Xavier's College, Burdwan, thus stands as a beacon of educational leadership and community impact, driven by its enduring commitment to excellence and service.

Institutional Values and Best Practices

Gender sensitization is fostered with annual audits, facilities like sanitary napkin vending machines and educational programs on equity and rights, along with integrating gender topics in the curriculum and encouraging participation in sports and cultural activities. Solar energy plant is implemented and used in the canteen, staff quarters and indoor games area. Other energy conservation measures like rapid uses of LED, policies related monitoring energy usage are followed. The institute manages degradable and non-degradable wastes, segregates solid waste for municipality collection, maintains a plastic-free campus, and implements recycling initiatives as part of green practices. Water conservation is also practiced in our college through rain water harvesting system. Green campus initiative is taken in different ways - like tree plantation drive and spreading the awareness to keep the premise green. Elevators, ramps, disabled friendly washroom are also available in both buildings. Apart from the parking area the entire zone is free from vehicles. Students and staff members follow certain measures to maintain the cleanliness of the campus. College promotes diversity and social responsibility through inclusive admissions, cultural events, multiple seminars, social awareness programmes and social out-reach programmes and health initiatives, fostering a harmonious educational environment.

The objective of Best Practice: 1 –**"Preparatory Pathway"** is to bridge the gap between school and collegiate education. It is to meet the student's communicative requirements and to induct institutional values. **"X-Caritas: Be the reason for their Smile" and other Ongoing Services for the Under-Privileged Children** is the second Best Practice of the college. This event is voluntarily organized by the AICUF, NSS, X-EVE and the Social Outreach Committee for extending a helping hand to the underprivileged children, and secondly to include a moral sense in the present student who once out of the institution innately commit themselves to social work.

Institutional distinctiveness **"Fostering Holistic Development with Jesuit Emphasis on Punctuality and Regularity"** form self-confidence to better preparedness on the academic front. They must be prompt and consistent by maintaining different parameters like following strict college timing along with the protocols of keeping late slips and admit slips, and others.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	ST. XAVIER'S COLLEGE, BURDWAN
Address	St. Xaviers Road, P.O. - Sripalli, Burdwan
City	Bardhaman
State	West Bengal
Pin	713103
Website	https://www.sxcb.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	G. Paul Arockiam	0342-2950524	8250964358	-	college@sxcb.edu.in
IQAC / CIQA coordinator	Barsha Ghosh	-	8337818479	-	barsha@sxcb.edu.in

Status of the Institution	
Institution Status	Private and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minroity institution	Yes gvt_approval_for_self-financed_college_removed.pdf
If Yes, Specify minority status	
Religious	Christianity
Linguistic	
Any Other	

Establishment Details		

State	University name	Document
West Bengal	University of Burdwan	View Document

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC		
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
AICTE	View Document	09-05-2024	24	

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	St. Xaviers Road, P.O. - Sripalli, Burdwan	Semi-urban	5.319	8010.13

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BSc,Biotechnolgy,Honours in Biotechnology	48	HS Passed	English	46	27
UG	BBA,Business Administration,Honours in Business Administration	48	HS Passed	English	61	53
UG	BCom,Commerce,Honours in Accountancy	48	HS Passed	English	73	26
UG	BSc,Computer Science,Honours in Computer Science	48	HS Passed	English	44	11
UG	BCA,Computer Application,Honours in Computer Application	48	HS Passed	English	49	38
UG	BA,English, Honours in English	48	HS Passed	English	85	43

UG	BA,Geography,Honours in Geography	48	HS Passed	English	44	12
UG	BSc,Geography,Honours in Geography	48	HS Passed	English	5	0
UG	BA,Sociology,Honours in Sociology	48	HS Passed	English	57	18
PG	MA,English,In English	24	BA in English Honours	English	29	17

Position Details of Faculty & Staff in the College

	Teaching Faculty											
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				39			
Recruited	0	0	0	0	0	0	0	0	19	20	0	39
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				20
Recruited	10	10	0	20
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				2
Recruited	2	0	0	2
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	4	2	0	6
M.Phil.	0	0	0	0	0	0	1	0	0	1
PG	0	0	0	0	0	0	2	3	0	5
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	2	4	0	6
M.Phil.	0	0	0	0	0	0	1	1	0	2
PG	0	0	0	0	0	0	10	9	0	19
UG	0	0	0	0	0	0	0	0	0	0

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Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	5	8	0	13

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	253	13	0	2	268
	Female	274	9	0	0	283
	Others	0	0	0	0	0
PG	Male	6	0	0	0	6
	Female	14	1	0	0	15
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	2	0	0	0	2
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	7	7	6	6
	Female	11	5	6	9
	Others	0	0	0	0
ST	Male	15	11	9	10
	Female	9	1	10	6
	Others	0	0	0	0
OBC	Male	16	13	10	11
	Female	12	8	3	8
	Others	0	0	0	0
General	Male	70	79	115	75
	Female	91	76	111	88
	Others	0	0	0	0
Others	Male	2	0	2	1
	Female	0	0	0	1
	Others	0	0	0	0
Total		233	200	272	215

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	St. Xavier's College, Burdwan, operates under the auspices of The University of Burdwan, adhering strictly to its statutes, orders, and regulations across all operations. The institution is fully equipped to provide comprehensive education and conduct research in line with the mandates outlined in the National Education Policy 2020. The college offers undergraduate and postgraduate degree programs spanning eight disciplines, broadly categorized into Arts, Science, Commerce, Management, and Computer Applications. In accordance with NEP 2020 guidelines, the college adopts the syllabi prescribed by The University of Burdwan, which includes interdisciplinary courses aimed at providing

	students with a well-rounded educational experience. The university has delineated the permissible range of multidisciplinary subject combinations, and St. Xavier's College has prepared accordingly by restructuring its class schedules to accommodate these interdisciplinary classes. Faculty members have diligently curated study materials and content tailored to the needs of students from diverse academic backgrounds. Teaching methodologies have been adapted to effectively engage students across various interdisciplinary streams. In addition to the mandatory Environmental Studies course, the college promotes multidisciplinary learning through a variety of initiatives such as certificate courses, add-on courses, foundation courses, vocational training, and student clubs. St. Xavier's College fosters academic collaboration with other institutions of higher learning and private organizations, facilitating faculty and student exchange programs that enrich both participating institutions. The college actively encourages interdisciplinary activities through a range of academic engagements including invited lectures, seminars, workshops, and faculty exchange programs. These initiatives are organized in collaboration with various departments and partnering organizations like the Integrated Institute for Advanced Research and Information (IIARI) and Switch-On Foundation, enhancing the academic environment and learning outcomes for all stakeholders involved.
2. Academic bank of credits (ABC):	The National Education Policy 2020 is slated for implementation starting this academic year, 2023-24, ushering in a new era with the introduction of a four-year undergraduate program at our institution. This program aims to deliver a comprehensive and interdisciplinary undergraduate education characterized by a flexible curriculum structure. Integral to this flexibility is the establishment of an Academic Bank of Credit (ABC), for which the affiliating University has outlined the necessary norms and protocols. The ABC is designed to facilitate a flexible teaching and learning environment, enabling seamless credit accumulation and transfer among educational institutions. Our institution, equipped with digital infrastructure, is poised to manage its own digital repository or collaborate with the university's central digital

	repository. This capability ensures that requisite documentation supports peer-to-peer credit transfers effectively. Notably, our institution has integrated the provision of an ABC-ID directly within the admission application process. This initiative streamlines access to the digital repository of the Academic Bank of Credit, where students can register and utilize the benefits of a flexible curriculum. Leveraging our efficiency and robust infrastructure, we stand ready to support the management and operational needs of the ABC's digital repository effectively.
3. Skill development:	Skill development is deemed essential for students to thrive in their forthcoming professional lives. St. Xavier's College, Burdwan, affiliated by The University of Burdwan, provides certificate courses in Tally and Spoken English. Additionally, various departments offer value-added and add-on courses aimed at imparting diverse skills to students. Internship programs, particularly in Business Administration, offer experiential learning opportunities crucial for skill acquisition. The college further supports students through career services, encompassing workshops, mock interviews, and networking platforms. Mentoring sessions are instrumental in advising students on skill enhancement to augment their employability prospects. Several departments publish both wall and e-magazines. Collaborations with external entities such as Integrated Institute for Advanced Research and Information (IIARI) and Geo Solutions cater to skill-based education. Memorandums of Understanding (MoUs) with social organizations like SPEED and Altruist Yuva Welfare Society promote value education and encourage student participation in college social outreach activities. To foster environmental consciousness, MoUs with M/S AMUKTIKA, Environment Conservation Society, and Switch-On Foundation have been established. The college actively promotes skill development through seminars, workshops, hands-on training, and faculty exchange programs across different departments. Life skills training, including Self-Defence by 'X-Eve'- Women Development Cell, and Yoga, strengthen mental resilience, health, and foster a positive outlook among students. In sum, St. Xavier's College, Burdwan, boasts a robust skill

	development program that aptly meets contemporary societal needs.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	India's imperative to safeguard and enhance its cultural richness holds profound significance, not only for national identity but also for economic vitality, a principle underscored by the NEP 2020. The integration of the Indian Knowledge System (IKS) into the educational framework of our college reflects a comprehensive approach that encompasses physical, mental, emotional, and spiritual dimensions of human life. Embracing the ethos of diversity and pluralism inherent in IKS, our institution places considerable emphasis on subjects within the Humanities that delve deeply into Indian History and Culture, including disciplines such as History, Geography, Sociology, English, and Political Science. Moreover, the curriculum includes Indian language courses in Bengali and Hindi, further reinforcing our commitment to promoting indigenous knowledge systems. A noteworthy initiative of the college is the promotion of traditional Yoga and meditation practices among stakeholders. Courses dedicated to Yoga are integrated into our academic offerings, complemented by collaboration with the Bardhaman Yoga Circle for conducting meditation sessions. The observance of 'International Yoga Day' is also a testament to our commitment to holistic well-being. To cultivate awareness and appreciation of India's rich cultural and natural heritage, our college offers add-on courses like Sacred & Heritage Geography of India and The Sundarbans - Economy, Ecology, and Culture. These courses illuminate spiritual landscapes, cultural heritage, and the ecological and economic dimensions of the Sundarbans, reflecting traditional knowledge systems deeply rooted in India's diverse tapestry. Further nurturing Indian languages, arts, and traditions, the college hosts competitions during events such as the 'X-TRON' annual fest and 'X-Plore' talent hunt. These competitions, spanning essay writing, poetry, speeches, folk songs, folk dances, and skits, foster student engagement with India's cultural tapestry. Commemorations like 'Bhasha Diwas,' Independence Day, and Republic Day enrich students' understanding of the nation's cultural legacy and ethos. In essence, St. Xavier's College, Burdwan, champions a holistic approach to education that not

	only embraces India's cultural wealth but also strives to imbue students with a deep-rooted appreciation for their heritage, aligning seamlessly with the tenets of the Indian Knowledge System.
5. Focus on Outcome based education (OBE):	St. Xavier's College, Burdwan, underscores its commitment to Outcome-Based Education, aligned with the Choice Based Credit System (CBCS) and the National Education Policy 2020 (NEP), which prioritize the interests, abilities, and skill development of learners, fostering a participative and innovative learning process. The college adopts an interactive teaching-learning approach aimed at enhancing the effectiveness and attractiveness of education through various initiatives. Our efforts encompass ICT-based teaching, extension lectures, seminars, workshops, field trips, excursions, group discussions, quizzes, and oral and poster presentations by students, all serving as manifestations of outcome-based education. Interactive modes such as audio-visual aids, study tours, and field visits promote experiential and participative learning among students. Project-based learning, educational excursions, and field surveys engage students in collaborative real-world problem-solving tasks, fostering the development of soft skills and a cooperative attitude. Students actively participate in seminars, group discussions, induction programs, brainstorming sessions, workshops, on-the-job trainings, capacity-building programs, job-oriented certificate courses, and career counseling activities, crucial tools for assessing learning outcomes. The college employs a systematic process to measure the attainment levels of Program Outcomes (POs), Program Specific Outcomes (PSOs), and Course Outcomes (COs). The realization of objectives for each program and course is evaluated through teacher perspectives and student achievements in end-semester examinations. Given the learner-oriented nature of our approach, continuous assessment of learners is prioritized. Attainment of course outcomes is evaluated using both direct and indirect methods. Direct attainment involves two internal assessment exams based on course outcomes and various class performance activities like tutorials, assignments, exercises, and quizzes, all linked to specific course outcomes. After internal examinations, departments conduct review

	meetings to strategize further actions, especially for supporting weaker students. The teaching-learning process is criteria-based, emphasizing the achievement of cognitive, affective, and psychomotor skills over mere numerical scores. External university examinations also contribute to assessing attainment levels. Indirect attainment involves systematic analysis of feedback from students and parents to gauge the reflection of course outcomes in various facets of learning. In essence, St. Xavier's College, Burdwan, adheres rigorously to outcome-based education principles, ensuring a dynamic and comprehensive educational experience that prepares students for multifaceted challenges in the contemporary world.
6. Distance education/online education:	St. Xavier's College, Burdwan, exclusively offers courses through the traditional in-person mode and maintains affiliation with The University of Burdwan. In response to the pandemic-induced The University of Burdwan, facilitating online tools and blended learning methodologies to enrich pedagogical practices. During the lockdown period, online classes and examinations were conducted using Google Meet and Zoom software platforms, alongside the organization of webinars. The college has established infrastructure to provide online study materials accessible to its enrolled students. Encouraging a broader academic exposure, students are motivated to partake in courses offered by online portals like Swayam, among others. These initiatives aim to broaden students' knowledge horizons, deepen their understanding, and refine their skill sets.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	Electoral Literacy Club (ELC) has been set up in St. Xavier's College, Burdwan in the academic year 2022-23 and it is functional in the college in collaboration with the Xaverian Society of Social and Self Awareness (XSSSA). The principal is the Chairperson of the Club along with Convener and Secretary. It also has five other faculty coordinators and three student representatives from various departments. All students between the age group of 18 to 21 are part of the club. ELC along with XSSSA

	are responsible for undertaking initiatives in sensitizing the students about the democratic rights and duties of which voting is an integral part.
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	Yes, the ELC consists of both students' coordinators and faculty coordinators who are appointed by the college. Yes, ELC is functional and it timely conducts Electoral Literacy and Voting Awareness Programs. It also conducts other events spreading and addressing various social issues like Consumer Rights, Legal awareness, basic life saving techniques, awareness against sexual exploitation etc. hence it is representative in character.
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	The following initiatives has been undertaken by ELC in collaboration with XSSSA of St. Xavier's College, Burdwan: 1. Poster Demonstration and Voting Awareness Programme on 06/06/2023 No. of Participants= 24 2. Poster Demonstration and Rally to promote Voting awareness on 03/05/2024. No. of participants= 26 3. Special Lecture demonstration on "Responsibilities of a first-time voter and Voting Awareness" on 03/05/2024. No. of participants= 106
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	The ELC and XSSSA has undertaken many socially relevant projects/ initiatives namely, 1. On the day of the Celebration of Republic Day on 26/01/2023, a speech was delivered by the organizers on the importance of the Constitution for every citizen of the country. No. of Participants= 78 2. Panel discussion and interaction session was held on 26/01/2023, about the essentials of NOTA (None Of The Above) vote. No. of Participants= 73
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	The college has taken cognizance of the eligible students who are yet to be enrolled as voters and has regularly been encouraging them to get themselves listed in the electoral rolls.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
688	662	632	475	377

File Description	Document
Upload Supporting Document	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 35

File Description	Document
Upload Supporting Document	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2.2

Number of teaching staff / full time teachers year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
25	25	23	22	22

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
170	122	90	126	88

File Description	Document
Upload Supporting Document	[View Document](#)

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

St. Xavier's College, Burdwan is affiliated to The University of Burdwan and follows the Choice Based Credit System since 2017-2018. The curricula for the eight Undergraduate Programs in Arts, Science and Commerce (B.A. in English, B.A./B.Sc. Geography, B.A. in Sociology, B.Com. in Accountancy, B.Sc. in Biotechnology, B.Sc. in Computer Science, Bachelor of Business Administration and Bachelor in Computer Applications) have been formulated in accordance with the guidelines of UGC and the affiliating university, and is in tune with the vision and mission of the Institution. The college also has a Post Graduate Programme in English.

The emphasis of the curriculum is on overall development and knowledge acquisition. The curriculum also includes Laboratory and Project work, Workshop and Fieldwork experiences, and enhanced academic training in specific fields. The core subjects in the curriculum provide in-depth domain knowledge in the chosen program. The students are also encouraged to participate in Seminars, take up Internships and involve themselves actively in co-curricular activities.

Being an affiliated college of The University of Burdwan, St. Xavier's College Burdwan follows the Academic Calendar issued by the University at the beginning of the academic year. It clearly delineates a schedule for teaching, examination, semester break and vacations that is mostly followed by the college to ensure smooth and efficient functioning of its teaching and administrative processes. Within the same framework, the college also prepares its own calendar of events and activities before the commencement of the Academic Session and the same is communicated to all stakeholders. For transparency of functioning, the college academic calendar is placed on the college website. Departmental Faculty Meetings place emphasis on curricular planning in accordance with the specifics of the Academic Calendar.

Curricular Planning also involves allotment of syllabus to the teachers followed by preparation of Lesson Plans in accordance with the Departmental Class Routine. The Continuous Internal Assessment (CIA) process ensures regular updates on syllabus progression by faculty members and allows learners to trace their academic performance effectively. The CIA format includes two class tests, one mid-semester examination, assignments with power point presentation and end semester examination. Based on CIA performance students are also encouraged towards Remedial or Advanced Learners' programmes.

Students' Seminars, Workshops, Hands- on training, Add-on and certificate courses are conducted with the aim of expanding the academic horizon of students and gearing them towards a more inter-disciplinary learning. Various field work, project work, excursions, industrial visits, also form an integral part of the curricular framework. Such activity-oriented learning processes ensure the implementation of

innovative teaching-learning methodologies.

Driven by Jesuit principles of education, the St. Xavier's College, Burdwan believes in securing a space for inclusive and balanced education which can allow for all-round development of the students. Everything in the institution is geared towards providing transformative education in a structured manner to the learners, with accessibility, comprehensibility, and transparency being instrumental in the process.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

1.2 Academic Flexibility

1.2.1

Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 23

File Description	Document
List of students and the attendance sheet for the above mentioned programs	[View Document](#)
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Evidence of course completion, like course completion certificate etc. Apart from the above:	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

Other Upload Files	
1	[View Document](#)

1.2.2

Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response: 29.85

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
391	112	145	130	68

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.3 Curriculum Enrichment

1.3.1

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum

Response:

St. Xavier's College, Burdwan believes in comprehensive individual development of learners. Students are moulded as responsible young adults and citizens by creating awareness and addressing the socio-cultural and professional needs. Along with a standardized learning plan, the curriculum is enriched by including courses that improve an understanding of professional ethics, gender issues, human values and environmental sustainability. Such measures enhance the knowledge base of the student and gear them towards self-actualization and belongingness to the society. St. Xavier's College, Burdwan is affiliated to The University of Burdwan and adheres to the curriculum prepared and followed by the University under the Choice Based Credit System (CBCS). The syllabus ensures that the issues of gender, environment sustainability, human values, and professional ethics also get equal representation in the curriculum. Most of the programmes do have these issues addressed in their syllabi.

The B.A. programmes include courses in their syllabi that address issues relating to women empowerment, sustainable development, human values like justice, equality, liberty and rights, caste issues, rights and duties, social responsibility, child rights, sexual minority rights. For instance, The Department of English teaches courses on Indian Literature, Translation, Women's Studies, Cultural History of English, Diaspora Studies, etc. The Department of Geography teaches Environmental Geography, Disaster Management while The Department of Sociology teaches courses on Religion, Ethnicity, Crime, Deviance, Feminism and so on.

The Department of Commerce integrates courses on Human Resource Management in its syllabus which teaches coordinating, managing, and allocating human capital, or employees. It teaches modules like HR

acquisition, HR development, Performance and Compensation, Motivation and Maintenance, and Industrial Relations.

The B.Sc. programmes teach courses that include discussions on science, technology, ethical practices, professional codes of conduct and so on. Programmes like Biotechnology include courses on Human Welfare, Genetics, Forensics, Mammalian Physiology, General Microbiology, Bio Process Technology, Genomics and Proteomics and Intellectual Property Rights while Computer Science teaches courses on Internet and E-Commerce and Soft Computing.

Professional Courses like BBA include papers on Business Environment, Organisational Behaviour and Human Resource Management, Industrial Relations Laws, Wage and Compensation Laws. BCA teaches courses on Principles of Management and Advance Networking and Communication.

The Environmental Studies paper includes the study of natural resources with emphasis on renewable energy resources, the importance of conserving the present ecosystem, promoting biodiversity, perils of environmental pollution and raising awareness on environmental and social issues.

Besides, the instituition has also offered Add-on/ Value added courses to facilitate better understanding of issues related to Gender, Environment, Professional ethics and Human Values.

The institution also regularly tries to integrate these cross-cutting social issues into the curriculum by periodically organizing seminars/ workshops having bearing on Professional Ethics, Gender, Human Values, Environment and Sustainability. Such practices ensure hands-on experience for the learners in cultivating an understanding of socially, culturally, environmentally and professionally relevant issues.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

1.3.2

Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 49.42

1.3.2.1 **Number of students undertaking project work/field work / internships**

Response: 340

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.4 Feedback System

1.4.1

Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response: A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website

File Description	Document
Feedback analysis report submitted to appropriate bodies	[View Document](#)
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	[View Document](#)
Action taken report on the feedback analysis	[View Document](#)
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 64.33

2.1.1.1 **Number of seats filled year wise during last five years (Only first year admissions to be considered)**

2022-23	2021-22	2020-21	2019-20	2018-19
233	200	272	215	182

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
365	365	355	355	273

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Final admission list as published by the HEI and endorsed by the competent authority	[View Document](#)
Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.1.2

Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 100

2.1.2.1 **Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)**

2022-23	2021-22	2020-21	2019-20	2018-19
74	45	52	46	39

2.1.2.2 **Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
74	45	52	46	39

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	[View Document](#)
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.2 Student Teacher Ratio

2.2.1

Student – Full time Teacher Ratio
(Data for the latest completed academic year)

Response: 27.52

2.3 Teaching- Learning Process

2.3.1

Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

St. Xavier's College, Burdwan has garnered acclaim for its innovative approach to education, tailored to meet the needs of contemporary learners. Employing student-centric methodologies such as experiential learning, participative learning, and problem-solving techniques, the college enhances the overall learning experience. Faculty members utilize ICT-enabled tools extensively, including online resources and digital technology integrated into teaching practices across the campus.

The college boasts partially Wi-Fi-enabled premises with smart classrooms equipped with projectors, smart-boards, and sound systems. Additional facilities like audio-visual rooms, seminar halls, and a multipurpose hall are utilized for interactive and experiential learning sessions. Various laboratories such as Biotechnology Lab, Computer Lab, Communication Lab, Plant Tissue Culture and Phytochemistry Lab, and Geography GIS Lab are equipped with computers, projectors, and ICT facilities to support practical learning in respective disciplines.

Experiential learning is further reinforced through field visits and internships tailored for disciplines such as Geography (CC11-Research Methodology and Field work), Sociology (DSE 2 and DSE 4), Commerce (Extra Curricular Activities), Business administration (BBA 6.4), Computer Application (603) and Computer Science (DSE 4). Peer learning methodologies are implemented through tutorials conducted by advanced learners for their peers, fostering collaborative learning environments.

The sudden outbreak of COVID-19 necessitated the widespread adoption of online platforms for conducting classes and resource sharing, as traditional in-person education became impractical due to safety concerns and lockdown measures. St. Xavier's College, Burdwan swiftly shifted to digital learning environments to ensure continuity of education amidst the pandemic. Online platforms like ZOOM or Google Meet were extensively used by the faculty members for conducting classes and also for organising webinars or special lectures. Faculty members leverage platforms like Google Classroom for sharing course-related information, conducting continuous assessments, and assigning tasks. They also utilize diverse online resources such as YouTube, blogs, and digital libraries to enrich the learning experience. Moreover, faculty access scholarly databases like Google Scholar, Research Gate, and INFLIBNET to enhance their teaching materials and resources.

The college website provides seamless access to e-books, e-journals, digital theses, and international newspapers, enabling students and faculty to stay updated remotely. Software applications like Microsoft Excel, Word, Google Docs, and specialized tools like QGIS for Mapping (Geography), MATLAB, JAVA, and various programming environments (Computer Science) are extensively used to support curricular activities.

Overall, St. Xavier's College, Burdwan remains committed to delivering high-quality education through the effective integration of ICT tools and innovative teaching methodologies, preparing students for success in both academia and professional domains.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.4 Teacher Profile and Quality

2.4.1

Percentage of full-time teachers against sanctioned posts during the last five years

Response: 100

2.4.1.1 **Number of sanctioned posts year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
25	25	23	22	22

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.4.2

Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)

Response: 70.94

2.4.2.1 **Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
18	18	18	15	14

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	View Document
Institution data in the prescribed format	View Document
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awareded by UGC recognized universities	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.5 Evaluation Process and Reforms

2.5.1

Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

At St. Xavier's College, Burdwan, the examination policy is designed to uphold transparency and address grievances in a time-bound fashion. The college strictly adheres to the instructions and guidelines of the affiliating university, i.e. The University of Burdwan, in conducting the internal assessment and preparing students for the final university examination.

Continuous Internal Assessment (CIA) plays a prevalent role in enhancing students' readiness for the final university examination by providing them with frequent feedback and opportunities for improvement. At St. Xavier's College, Burdwan, CIA encompasses the following components: Class Test 1, Mid-Semester evaluation, Class Test 2, Assignments and PPT Presentations, and End-semester/Rehearsal assessments. Each component contributes to an all-round assessment of students' knowledge and skills throughout the academic term.

Class Test 1: Assessment conducted early in the semester on select areas to evaluate understanding of topics.

Mid-Semester Examination: Evaluation conducted midway through the semester with the objective of completing half of the syllabus.

Class Test 2: Another test conducted after the mid-semester examination to measure further progress.

Assignments and PPT Presentations: Academic activities to hone research aptitude, analytical and presentation skills.

End-Semester/Rehearsal Examination: Comprehensive evaluation at the end of the semester, covering

all topics.

The CIA system encourages interactive participation in the learning process. Furthermore, St. Xavier's College, Burdwan conducts remedial classes for slow learners based on students' performance in Mid-semester examination and runs special programme (tutorials conducted by students for their fellow mates, poster-making, presentations etc.) for advanced learners.

To provide students with ample time to plan and prepare for examinations, the dates of examinations for internal assessment (Mid-Semester and End-Semester) are prominently mentioned in the academic calendar. Additionally, information regarding class tests and class re-tests is effectively disseminated through notices prominently displayed on departmental notice boards. The inclusive pattern of the examination procedure at St. Xavier's College, Burdwan allows students to appear in class re-tests if they fail to write class tests.

The examination process at St. Xavier's College, Burdwan, is characterized by its transparency. There is a separate Examination Cell that looks after the internal/external examination and coordinates with the affiliating university in examination related issues. All examination procedures, including question paper setting, evaluation, and result publication, maintain strict standards of fairness and impartiality. Students are provided with clear guidelines and information regarding examination schedules, curriculum, and evaluation parameters.

St. Xavier's College, Burdwan, has an efficient grievance redressal system to address any concerns or grievances related to examinations. In case of any grievances, students are advised to contact the Examination-Chief-Superintendent, i.e. the principal of the college through Examination Cell. Answer-scripts of examinations are shown to students after evaluation and any queries or grievances related to marks are promptly addressed. Grievances regarding marks obtained in university examination are also acknowledged with alacrity and applications are forwarded to the university for revaluation of answer-scripts.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6 Student Performance and Learning Outcomes

2.6.1

Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

Response:

St. Xavier's College, Burdwan, adheres to Jesuit principles of education, which emphasize holistic development and the cultivation of values along with academic excellence. The programme outcomes

(for B.A., B.Com., B.Sc.) are integrated into the syllabus according to the curriculum guidelines of The University of Burdwan. The Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) have been formulated in accordance with the levels of learning proposed by *Bloom's Taxonomy*. St. Xavier's College, Burdwan aims at ensuring that students develop requisite knowledge, skills, and values in alignment with the curriculum guidelines of the affiliating university. The college has appropriated a multichannel method to ensure visibility of POs, PSOs and COs by displaying the outcomes on the college website and demonstrating them in classrooms.

The Programme Outcomes are outlined to cultivate not only academic knowledge but also practical skills relevant to each discipline, empowering students to apply their learning in real-world contexts. The Programme Outcomes reflect the values communicated in the vision and mission of the college and sincerely practice Jesuit values such as social justice, ethical behavior, and compassion, enriching students' learning experience and shaping their personal and professional development. Values inherent in the Programme Outcomes are given a concrete and desirable shape through the Course Outcomes.

Newly admitted students are introduced to the different aspects of the Programme Outcomes and Course Outcomes during orientation programmes conducted by all the departments. The course outcomes are communicated to the students in various ways by faculty members assigned with the courses. The Course Outcomes are documented by respective departments which reflect as well as complement the Programme Outcomes stated by the college, thereby unifying diversified courses by some sort of standardization.

The Programme Outcomes are designed to meet high academic and professional standards set by institutions and other industries. St. Xavier's College, Burdwan ensures that graduates are well-prepared for further studies or professional careers. The fact that the Programme Outcomes and Course Outcomes meet desirable standards is attested by students' performance in university examinations, admission in higher educational institutions and a modest placement record.

The college motto "Truth and Justice" embodies the core values of honesty, integrity, and fairness that are integral to Jesuit education. It reflects the institutional commitment to pursue truth in academic and social endeavors, and to uphold justice in society. It invites individuals to live not only for themselves but also for others, especially those in need. The college instills this value in its students, encouraging them to be compassionate, empathetic, and active contributors to the betterment of society. These mottos are integrated into the college's educational philosophy and practices, and also communicated in the Programme Outcomes and Course Outcomes. Embracing this philosophy, the college asserts holistic development, fostering not only academic excellence but also moral and ethical growth, and prepares students to be better human beings and change-makers in the larger world.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

St. Xavier's College, Burdwan, aims at ensuring that its students achieve the highest possible standards of education and skill development through precisely outlined Programme Outcomes (POs) and Course Outcomes (COs). The attainment of these outcomes is meticulously tracked and evaluated through a systematic process of result analysis.

The college uses a well-defined mechanism to analyse the final university results of both undergraduate and postgraduate courses. This analysis involves several key steps:

1. **Data Collection**: Examination results of all final-year students are collected and compiled. This includes marks obtained in individual papers and overall performance.
2. **OBE Level Calculation**: The Outcome-Based Education (OBE) level is calculated for each course on a scale of 0 to 4, where:
   - 0 to 1 = Low
   - 1 to 2 = Moderate
   - 2 to 3 = High
   - 3 to 4 = Excellent

This scale helps in quantifying the degree to which the POs and COs are attained. The calculations are based on paper wise performance of students, ensuring a comprehensive assessment of the pedagogical methodologies.

1. **Outcome Mapping**: Each course has specific outcomes linked to the overall programme outcomes. The performance of students in each course is mapped to these outcomes to evaluate Programme Specific Outcomes and how well the educational objectives are being achieved.

St. Xavier's College, Burdwan maintains a detailed record of outgoing students, tracking their progression to higher education and employment. This includes information regarding students who enrol in postgraduate programs, both within the institution and at other universities and institutes of higher education, and data about students who secure employment, including the sectors they join, respective job roles, and companies/organisations they work for.

Based on the analysis of the final university results for UG and PG courses, the college determines the overall attainment level of the programme outcomes. For instance, if the majority of courses achieve an OBE level of 3 or 4, the attainment is considered high to excellent. This consistent evaluation helps the college maintain high educational standards and continually improve its academic endeavours.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6.3

Pass percentage of Students during last five years (excluding backlog students)

Response: 93.85

2.6.3.1 **Number of final year students who passed the university examination year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
242	198	168	110	75

2.6.3.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
264	200	169	114	98

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	[View Document](#)
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1

Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Upload database of all students on roll as per data template	[View Document](#)

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1

Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

Response: 18.3

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	18.3

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations, Indian Knowledge System (IKS),including awareness   about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

The entrepreneur development cell (ED Cell) of St. Xavier's College, Burdwan provides scope for development and strengthening of the entrepreneurial qualities among our students. ED CELL in association with Department of Business Administration organised the Entrepreneur Week to keep the germinating seeds of entrepreneurial ideas developing in the mind of the young people.

 A room have been allotted at the college premises for the "ED cell", where young entrepreneurial aspirants can showcase their talent of innovation. The ED Cell was inaugurated on 22/09/2022 for the entrepreneurial skill enhancement of the students. 'Entrepreneurship Arena' was also organized by ED Cell in association with the Department of Biotechnology where students came with different varieties of unique indoor and outdoor plant species to sell. A pure herbal tea stall was also set up by the students during Entrepreneurship Arena.

On 26th Oct' 2022 a MOU has been signed between St. Xavier's college and M/S AMUKTIKA REGD. OFFICE to motivate student to become good entrepreneurs.

Similarly, another MOU was signed on 9th Jan' 2023 between ST. XAVIER'S COLLEGE, BURDWAN and GEO -SOLUTIONS to facilitate professional training, which can initiate the entrepreneurial ideas in the minds of the young students.

Computers and the Internet are available to students at the institute. The college is also equipped with Computer and Language Communication laboratories. Wi-Fi facilities are also available for students to access more resources. The college provides N-LIST access to both students and teachers which gives access to a wide repository of online resource materials. The library is equiped with WEB OPAC and KOHA.

IQAC regularly organizes Faculty Development Programmes for the academic growth of the faculties. IQAC has also organized awareness programmes for Intellectual Property Rights (IPR).

The college provides with No Objection Certificates (NOC) to the faculties for pursuing PhD programmes. IQAC in collaboration with the other departments organizes regular Workshops, Seminars and other extra co-curricular activities for the students and faculties.

The college has purchased a number of expensive instruments like ELECTRONIC BALANCE, COOLING CENTRIFUGE, SPECTROPHOTOMETER, LAMINAR AIR FLOW, UV-VIS SPECTROPHOTOMETER used by the Department of Biotechnology.

Outcome:

All these facilities aim to look forward at the over all development of the college as an institution and develop an eco-system which is learning friendly and facilitates the development of the students. This takes into consideration not only the personal growth but also growth as a community via the MOUs that we have signed. The ICT based classes and the E- books help the teachers as well as students to make learning easier and much more Student friendly. The ED-cell is equally facilitating for the students to be self-dependent.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.2.2

Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 94

3.2.2.1 **Total number of workshops/seminars/conferences including programs conducted on**

Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
31	17	20	13	13

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.3 Research Publications and Awards

3.3.1

Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 0.46

3.3.1.1 **Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
6	7	3	0	0

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	[View Document](#)
Link to re-directing to journal source-cite website in case of digital journals	[View Document](#)
Links to the papers published in journals listed in UGC CARE list or	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

3.3.2

Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.69

3.3.2.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
4	3	4	4	9

File Description	Document
List of chapter/book along with the links redirecting to the source website	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

3.4 Extension Activities

3.4.1

Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

St Xavier's College, Burdwan has been involved in various extension activities in neighbouring communities for holistic development of the students. These extension activities are carried out by the members of Social Outreach Committee consisting of NSS, AICUF, X-EVE and X-REACH.

Community Services

The AICUF (All India Catholic University Federation) unit of St. Xavier's College Burdwan arranges a special programme to empower and bring forward hidden creativities and talents among the under-privileged and disabled student community. AICUF, NSS, X-reach and students council organises special events like X-Caritas, Rang Utsav and several sports and educational endeavours were

undertaken for the children belonging to the under privileged strata of the society. Rehabilitation programmes were organized by the students for the children of sex workers.

Socio-economic Equality Promotion

The college organizes various events for the promotion of socio-economic equality promotion which includes children's rights, promotion of indigenous cultures, celebration of women's role in the modern-day world, recognising the contributions of various gender spectrums.

Relief Assistance.

Extension programme/ outreach community has successfully carried out fund raising for Amphan relief programme in order to help the victim of the super cyclone that hit the unfortunates. The AICUF, NSS, X-Reach provided relief materials to affected families devastated by the Covid-19 Pandemic. The relief materials included dry ration kits and other essential items like thick plastic sheets.

Healthcare and Awareness programme.

The extension programme/ outreach committee also understands the devastating affects of alcoholism in youth for which seminar was organised to spread awareness against the ill effects of alcoholism. A blood donation camp was also organised keeping in mind the emergency need for blood in the times of adversities.

Environmental awareness and cleanliness programmes.

The extension programme/ outreach committee also organized a tree plantation drive recognising the need for planting trees to upkeep the ecological balance of the environment. They also conducted a cleanliness drive promoting the Swachh Bharat Abhiyan on song with the mission of the government of India.

Community Engagement Activities with various underprivileged communities are undertaken by the Department of English of St. Xavier's College, Burdwan as a part of fulfilment of their PG programme.

Impact

- The college boasts of a lush green campus with a large number of plants and animal species.
- In the campus there is a beautiful butterfly garden, a mist room for rare plant species and an aqua-culture.
- Plastic free campus.
- College has received "Best Green and Environment Friendly Campus Award" from Altruist Yuva Welfare Society, a registered NGO bearing Registration number S/2L/4666.
- The college also maintains a very strict discipline policy which is conducive for inculcating very healthy ambience for teaching-learning and strong social values in students.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

3.4.2

Awards and recognitions received for extension activities from government / government recognised bodies

Response:

Awards and recognitions serve as a means to celebrate effort, perseverance and success. Despite the significant amount of work and selfless effort undertaken by faculties and students without any expectation of accolades brings glory in the form of awards always feels special. The staffs of St. Xavier's College Burdwan takes part in several Social outreach and other activities which brings appreciation from several government and government recognized bodies.

St. Xavier's College Burdwan Collaborated with government and government registered bodies to integrate Community based engagement. These efforts created extended learning opportunities for students allowing them to understand the problems of others, provide actual help and learn from these experiences.

St. Xavier's College Burdwan received LETTERS OF APPRECIATION from WORLD VISION INDIA for providing assistance in the domain of educational, cultural and sports training in the academic sessions: 2018-19, 2019-20,2022-2023. The college received LETTER OF APPRECIATION from CARE OF BARDHAMAN for outstanding contribution during COVID-19 Pandemic in form of distribution of dry ration kits, face masks and sanitizers in the academic session 2021-22.

In the academic session 2022-23, St. Xavier's College Burdwan received CERTIFICATE OF APPRECIATION for organizing a voluntary Blood donation camp on 20th August 2022 from STATE BLOOD TRANSFUSION COUNCIL WEST BENGAL, SWASTHYA BHAWAN. PURBA BARDHAMAN CYCLING CLUB, awarded the college with a award for observing WORLD BICYCLE DAY.

ALTRUIST YUVA WELFARE SOCIETY, a government registered NGO (S/2L/4666) presented the AWARD for "BEST GREEN AND ENVIRONMENT FRIENDLY CAMPUS" for maintaining a lush green, bio-diverse campus home to a number of flora and fauna.

St. Xavier's College Burdwan encourages students to participate in camp organized by several voluntary organizations started by the Union Government like NSS (National Service Scheme). The following students of the college attended NSS NATIONAL INTEGRATION CAMP 2023 for which each received a CERTIFICATE OF APPRECIATION:

1. Smith Ghosh (Department of Commerce).
2. Prantika Barik (Department of Sociology).
3. Pramesh Amba (Department of Computer Science).

4. Navjot Kaur (Department of Commerce).
5. Devakar Dev (Department of Computer Science).
6. Ankan Dawn (Department of English).
7. Nidhi Gupta (Department of Sociology).
8. Disha Tiwari (Department of Sociology).

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

3.4.3

Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response: 31

3.4.3.1 **Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
11	4	4	6	6

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

3.5 Collaboration

3.5.1

Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 26

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	[View Document](#)
List of year wise activities and exchange should be provided	[View Document](#)
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for,

- **teaching – learning, viz., classrooms, laboratories, computing equipment etc**
- **ICT – enabled facilities such as smart class, LMS etc.**

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

Campus: The St. Xavier's College, Burdwan is situated at St. Xavier's Road P.O. Sripalli, Burdwan 713103, Purba Bardhaman district of West Bengal. The college is affiliated with the University of Burdwan. The College campus encompasses a range of 5.319 acres of land. The total built up area of the college is 8010.13 square meters. There are two building blocks on the Campus i.e. Administrative block and Academic block and a separate block for canteen, indoor games and parking.

Academic Facilities: The college is consisting of eight departments (8 UG & 1 PG courses) with total 43 Class rooms including 4 Smart class rooms & 3 audio visual rooms for video Lecture & conferencing equipped with ICT facilities. The college has seven laboratories i.e. Geography Lab, General Bio-Tech Lab, Biochemistry Lab, Microbiology Lab, Plant Tissue Culture and Phyto-chemistry Lab, Computer Lab and Communication Lab with ICT enabled facility. The college has 3 ICT enabled seminar halls and 2 air conditioned parlour. Also the college has an Examination hall with 130 sitting capacity. Class room 4, Class Room 5 and Class Room 6 are also used for examination purposes. Library with E-Resource section is situated at the ground floor of administrative building.

Other Facilities: The College has six set of washrooms in each floor separately for male and female faculties, staffs and students. It has separate arrangement for 'Divyang' students as well. The college provides drinking water with 10 water purifiers and 2 water coolers. There is a 'Student Support Cell' where students can take print out and photocopies. There are two reception desks at the ground floor of each building, an Inter Faith Prayer Hall, 'XCAAB' room for alumni association, pantry, maintenance room, girls common room, students common room, I.C.C room, counselling Room, documentation Room, store rooms, staff common Room, IQAC room, music room, college office, exam section, accounts section, Principal's office and conference rooms. Each building has an elevator for the staffs and 'divyang' students. For the emergency purpose, there are 13 fire extinguishers existing within the campus along with a Fire Exit facility in the Academic Building. There is an Extension and Outreach Program Cell room and an E.D. Cell room in the college as well. The seminar hall above the canteen is Loyola Multi-Purpose Hall which is also used for Yoga Centre as well. 17 CCTV camera placed within the campus. There is one dedicated transformer and one green generator for uninterrupted power supply for teaching learning purpose.

Sports & Cultural Aspect: For cultural activity, the college has three ICT enabled, air conditioned seminar halls in each block and one open stage in its campus. Every year, the Cultural Committee

organizes many cultural events. Sometimes the school Auditorium is also shared.

For indoor sports the college has one indoor sports room where carom, T-T and chess are played, for outdoor sports facility the college has basketball and badminton court. School ground is shared for other outdoor sports.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.1.2

Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response: 46.75

4.1.2.1 **Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
63.77	60.81	57.49	60.82	35.73

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

4.2 Library as a Learning Resource

4.2.1

Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the

faculty and students

Response:

The college library spans over 2212 square feet area. It has open access with 2870 no. of titles with 4538 copies of books available for students and faculties, and 44 journal subscribed.

Highlights :

- The library is partially automated with the help of high quality, full-featured 'Integrated Library Management System (ILMS)', known as 'KOHA'.
- A stepwise automation and digitization process was initiated in June 2019 using ILMS software KOHA, version '18.11.06.000' to make the library services digital and better accessible for the members.
- Software KOHA was run on the Ubuntu platform and the server computer is connected with other client computers through LAN from June 2019 to March 2023.
- Since 1st April 2023 Cloud based Integrated Library Management Software Koha was implemented and the present version is '23.11.01.000'. This software includes modules for circulation, cataloguing, acquisitions, serials, patron management, generation of reports and more.
- Books in the Library are bar-coded for automated circulation. Using the Library Management System each barcode has been programmed to identify the title of a book, author name, item number, volume number, etc.
- The users can search, requisite and reserve their demanded books through Web OPAC the cataloguing of the Library.
- The software provides all information on the Books, References, Journals, and Periodicals. It has the complete list of categorized members – Administrators, Students, Academic Staff Members and the books they have borrowed, books which are overdue and renew.
- Email based alerts are provided to the borrowers while borrowing (Check Out), returning (Check In) and renewal of the books. Besides, the hard copy of the Accession Register is also maintained for identification, collection & development.

Subscription of E resource

- The college library is a member of National Library and Information Services Infrastructure for scholarly content (N-LIST) from 26.04.2022. It is one of the consortia under 'e-sodhsindhu', a project funded by MHRD which provide access to 6000+ e-journals & 199500+ e-books.
- The Students and the Faculties are provided separate login ID & password to access E-resources under the National Library and Information Services (N-LIST).
- The E-Resource Section is equipped with 5 desktop computers having high speed internet connectivity.

Expenditure on purchase of Books and Journals in the last five years:

Library Resource	2018-2019	2019-20	2020-21	2021-22	2022-23
Books	57,568	2,46,993	2,24,916	3,03,800	2,77,440
Journals	30,210	18,094	7,093	49,427	1,17,052
e-resource	-	-	-	35,400	35,400

Library Usage

- The record of the footfall of the students in the reading room is maintained through manual log book from February 2018 onwards and for the teachers from March 2021 onwards.
- The per day usage of the library is calculated by taking count of manual log book, issue-return details & e-resource access manual register.
- Academic year wise student & teacher footfall record are as under:

ACADEMIC YEAR	TOTAL NO. OF TEACHERS AND STUDENT VISITED THE LIRARY	TOTAL NO OF WORKING DAYS	AVERAGE NUMBER OF USAGE PER DAY
2018-2019	2236	250	9
2019-2020	3744	181	21
2020-2021	176	73	2
2021-2022	3604	210	17
2022-2023	5825	246	24

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1

Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

St. Xavier's College, Burdwan is dedicated in providing secure and sophisticated information technology infrastructure on campus in terms of hardware, software, and internet facilities:

- The college has 111 computers with an all-LAN enabled facility and updated configuration and is also upgraded continuously as per the requirements. 58 computers with proper internet connectivity are provided only for student usage. The College Office is also fully equipped with desktop computers, printers, scanners, Xerox machines and internet facilities.
- The library of the college is automated, using 'KOHA' integrated library Management System (ILMS) with version '22.11.03.000'. It has an E-Resource section with 5 computers along with LAN connections for accessing various e-resources through 'NLIST'. Bar code scanner is use for keeping the circulation record.

- There are four Ethernet connections with a range of 70 - 150 MBPS bandwidth speed distributed among the administrative building and the academic building with the help of 22 routers to provide easy accessibility of the internet for the students and faculties.
- Two LED TVs are fixed near the front desk of reception in both administrative and academic buildings to display the college information on a daily basis.
- The entire college is covered by 17 CCTV cameras which are monitored from the Principal's office.
- The institution has 4 ICT enabled smart classrooms and 3 ICT enabled audiovisual rooms for Teaching-Learning purposes. There are 14 projectors installed in various departments and seminar halls for audiovisual activities for various events and teaching & learning purposes.
- Biometric attendance is installed for teaching and non-teaching staff of the college.

The department support cell is equipped with one Xerox cum printing machine, one colour printer, one black and white printer and two computers for constant support for students & faculties.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.3.2

Student – Computer ratio (Data for the latest completed academic year)

Response: 11.86

4.3.2.1 **Number of computers available for students usage during the latest completed academic year:**

Response: 58

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	[View Document](#)
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1

Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)

Response: 21.61

4.4.1.1 **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
39.43	20.49	17.62	30.25	21.00

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 11.68

5.1.1.1 **Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
114	86	65	46	20

File Description	Document
Year-wise list of beneficiary students in each scheme duly signed by the competent authority.	[View Document](#)
Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).	[View Document](#)
Upload policy document of the HEI for award of scholarship and freeships.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.1.2

Following capacity development and skills enhancement activities are organised for improving students' capability

1. *Soft skills*
2. *Language and communication skills*
3. *Life skills (Yoga, physical fitness, health and hygiene)*
4. *ICT/computing skills*

Response: A. All of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	[View Document](#)
Report with photographs on ICT/computing skills enhancement programs	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)	

5.1.3

Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 34.86

5.1.3.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
328	123	277	62	198

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.4

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

File Description	Document
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	[View Document](#)
Proof related to Mechanisms for submission of online/offline students' grievances	[View Document](#)
Proof for Implementation of guidelines of statutory/regulatory bodies	[View Document](#)
Details of statutory/regulatory Committees (to be notified in institutional website also)	[View Document](#)
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.2 Student Progression

5.2.1

Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 32.53

5.2.1.1 **Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
58	65	67	43	25

5.2.1.2 **Number of outgoing students year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
242	198	168	110	75

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	**View Document**
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	**View Document**
Institutional data in the prescribed format	**View Document**
Provide Links for any other relevant document to support the claim (if any)	**View Document**

5.2.2

Percentage of students qualifying in state/national/ international level examinations during the last five years

Response: 2.99

5.2.2.1 **Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)**

2022-23	2021-22	2020-21	2019-20	2018-19
8	5	3	0	0

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	**View Document**
Institutional data in the prescribed format	**View Document**
Provide Links for any other relevant document to support the claim (if any)	**View Document**

5.3 Student Participation and Activities

5.3.1

Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years

Response: 33

5.3.1.1 *Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years*

2022-23	2021-22	2020-21	2019-20	2018-19
10	6	3	11	3

File Description	Document
Upload supporting document	[View Document](#)
list and links to e-copies of award letters and certificates	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.3.2

Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 19.4

5.3.2.1 **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
41	18	9	15	14

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.4 Alumni Engagement

5.4.1

There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Response:

There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Name: Xavier's College Alumni Association of Burdwan (XCAAB)

Establishment Year: 2017

Reg No.: S0002381 of 2018 – 2019 under the West Bengal Societies Registration Act of 1961

Registration Date: 17th January, 2019

President: Rev. Dr. G. Paul Arockiam S.J**,** Principal, St. Xavier's College, Burdwan

Vice President: Sravanangshu Jana

Secretary: Debarpita Ghosh

Website: https://xcaab.com/

Email: office@xcaab.com

Address: Alumni Office, Administrative Building (Ground Floor), St. Xavier's College, St. Xavier's Road, P.O – Sripally, District – Purba Bardhaman, Pin- 713 103, West Bengal, India

The alumni of St. Xavier's College, Burdwan have swiftly risen to prominence across diverse fields, underscoring their alma mater's enduring emotional bonds. Maintaining close ties with the institution, they serve as pillars in the community, actively engaging with both the college and society at large. These alumni, encompassing leaders in banking, education, entrepreneurship, and beyond, play a pivotal role in fostering this symbiotic relationship.

Formalizing their bond, the Xavier's College Alumni Association of Burdwan (XCAAB) was established in 2018, duly registered under the West Bengal Societies Registration Act, 1961. Membership, as per its constitution, includes Ordinary and Honorary categories. Life membership is

conferred upon those who have completed a three-year bachelor's degree at St. Xavier's College, Burdwan, and are no longer students, upon payment of a stipulated subscription fee.

The alumni's contributions are notably impactful, offering steadfast support across various college activities. Their efforts are evident in numerous initiatives:

- The first Annual General Meeting of XCAAB was convened on 2nd January 2020, where elections for the 2020-2022 Governing Council term were conducted independently.
- Celebrating Christmas in December 2019, alumni members sponsored a dinner for the Reverend Fathers of St. Xavier's Burdwan, demonstrating their respect and affection.
- In collaboration with The Telegraph, XCAAB organized a blood donation camp on 11th January 2020 at St. Xavier's College Burdwan, underscoring the motto "ONE PINT – a single pint can save three lives, a single gesture can create a million smiles."
- "Play down 2020," held on 25th January 2020, featured engaging activities like tug-of-war between alumni, faculty, and staff, and a friendly cricket match between alumni and final year students.
- "Abhaya – the New Age Woman" on 23rd February 2020 highlighted social awareness and empowered women against atrocities, celebrating their resilience and strength.
- The medical camp "Spine" emphasized spine health awareness, featuring expert talks by renowned doctors from West Bengal.
- "Trishna," a refreshing camp serving 'Thandai' in the scorching heat, added a cultural touch to their activities.
- Supporting social causes, XCAAB contributed funds, kitchen wares, and books to the Blind Trust Academy.

During the COVID-19 pandemic, the Alumni Association extended its outreach through various social service initiatives, demonstrating their unwavering commitment to community welfare.

In essence, the alumni of St. Xavier's College, Burdwan exemplify dedicated service and leadership, enhancing the institution's legacy through their proactive engagement and meaningful contributions across diverse spheres of influence.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

Vision

St. Xavier's College Burdwan envisions a future towards holistic education, striving academic excellence and forming individuals for others.

Mission

- Facilitate excellence in learning process and competence for a life-long learning.
- Accompany the youth towards universal service of truth and justice.
- All-round development of the person according to dynamic global scenario.
- Develop leadership skills with critical thinking and innovation which will transform the society.
- Foster global understanding to reflect upon their role in global society.

Governance of the institution is always in accordance with its Vision and Mission. It is visible in the following institutional practices:

Sustained Institutional Growth during the last five years took place in the domains of:

- Administration: Initiatives and execution of the infrastructural developments including e-governance.
- Academics: Execution of well-defined academic planning and teaching learning process embracing regular class-room teachings, Laboratories, ICT facilities and e-learning resources, practical demonstrations and field works, student seminars.
- Institutional Social Responsibility – Social Outreach Activities

- Community engagement through NSS, AICUF (All-India Catholic University Federation), X-EVE (Womens'cell).

Initiatives for NEP Implementation:

- Orientation programme for the faculties was conducted and academic council trained departments for the smooth implementation of NEP 2020.
- From the academic session 2023-2024, the admission procedures as well as the course design and durations have been formulated as per the prescribed NEP 2020 and in accordance with affiliating

University guidelines.

- Workshop organized to inform its students, teaching staff and non-teaching staff regarding the Academic Bank of Credits (ABC) based on DigiLocker Framework.

Decentralization:

IQAC, Academic Council and Administrative Committees and their different functional sub-committees, involving various stake-holders viz., faculty members, staff members, and student representatives play an active role in the decision-making process and execution of the same.

Perspective Plan:

The comprehensive strategic plan outlines initiatives across several key areas for enhancing the institution's academic and infrastructural capabilities.

Long-Term Plans: In the long term, the institution aims to achieve comprehensive development across infrastructure, academics, research, student support, quality enhancement, and sustainability. Plans include expanding academic facilities, integrating advanced technologies like e-governance and smart classrooms, and fostering global collaborations. Initiatives to enhance research capabilities, curricular expansion, and community engagement are prioritized alongside efforts to secure autonomous status and sustain quality improvements through IQAC and green initiatives.

Short-Term Plans: Short-term strategies focus on immediate improvements in infrastructure, curriculum, and student support. This includes implementing e-governance and upgrading classrooms to smart facilities, initiating MOOC courses and add-on programs, and establishing research frameworks and internship programs. Enhancements in teaching methodologies, student mentoring, and alumni engagement are complemented by efforts to achieve autonomous status preparation, IQAC restructuring, and green campus initiatives. Regular monitoring and adaptability are emphasized to ensure alignment with evolving educational standards and student needs.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Response:

Institutions play a crucial role in society by providing structure, guidance, and services which is essential for individual and collective development. The effective and efficient functioning of institutional bodies is paramount to their success in achieving their goals and fulfilling their missions. This essay explores the deployment of an Institutional Perspective Plan (IPP) as a strategic framework to enhance the functionality and effectiveness of institutional bodies. An Institutional Perspective Plan (IPP) serves as a roadmap that outlines the strategic objectives, goals, and actions necessary for an institution to achieve its mission and vision. It provides a structured approach to aligning resources, processes, and activities towards specific outcomes. The key components of an Institutional Perspective Plan typically include Vision and Mission Alignment, SWOT Analysis (Strengths, Weaknesses, Opportunities, and Threats), Strategic Goals and Objectives, Resource Allocation, Monitoring and Evaluation. The deployment of an IPP involves several critical stages and actions to ensure its successful implementation of Leadership Commitment, Stakeholder Engagement, Capacity Building, Communication and Transparency etc. The deployment of an Institutional Perspective Plan serves as a strategic framework to enhance the functionality and effectiveness of institutional bodies by aligning their operations with short term and long-term goals and priorities. To ensure effective and efficient functioning of institutional bodies, several factors must be considered like institution must follow clear organizational structure, effective governance, collaborative culture, continuous improvement and adaptability and resilience. By fostering leadership commitment, stakeholder engagement, and a culture of continuous improvement, institutions can ensure sustainable growth, resilience, and impactful contributions to society. Institutions that embrace strategic planning and effective governance are better positioned to navigate challenges, seize opportunities, and achieve their overarching mission of serving their stakeholders and communities effectively. Thus, investing in the deployment of an Institutional Perspective Plan is not merely a strategic choice but a commitment to excellence and sustainable development in the evolving landscape of higher education and beyond.

File Description	Document
Upload Additional information	[View Document](#)
Institutional perspective Plan and deployment documents on the website	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.2.2

Institution implements e-governance in its operations

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	[View Document](#)
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	[View Document](#)
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)	

6.3 Faculty Empowerment Strategies

6.3.1

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

- Timely payment of monthly salaries of all the staff members.
- Special concession in fees payment for the children of college staff members.
- Financial aid for the non-teaching staff members during personal emergencies.
- Loans for staff members
- 24/7 free Internet facilities are provided for all on campus. Google Workspace accounts (xaviers.edu) are provided for the staff members.
- Casual Leave
- On-Duty Leave
- Medical Leave
- Maternity Leave
- Provisions for afternoon and evening refreshment for faculties
- Medical card from private hospital that ensures 10-15% discount in medical bills.
- Subsidised rates for lunch for the group D staff members.
- Free health camps for teaching and non-teaching staff
- Payment of course fees for skill training of non teaching staff.
- College initiated Covid- vaccination drive.

Academics

- There are a number of Open E-Learning Resources in the College Library like e-PG Pathshala, National Digital Library, Open Access books on JSTOR, NPTEL, Springer Open Journals, Cambridge University Press etc.. The staff can use these for their Research and Teaching Activities which are enormously helpful for their Career development.

- Books can be borrowed from the college library for a period of 14 days. There is no late fee.
- Human Development seminars and training programmes on various themes for teaching and nonteaching staff are held. The faculty members are also supported in terms of financial assistance towards registration for seminars and workshops.

Recreational facilities:

- Indoor game facilities like Table Tennis, Chess, Carrom etc.
- Basketball court
- Staff Canteen

Other facilities:

- Guest Rooms and Dormitories
- Ramps, washrooms for differently-abled persons, elevators.
- Paperless Governance
- Water purifiers and Coolers
- Campus Security
- Housekeeping Staff and Electricians
- Vehicle Parking facilities
- Smart classrooms with projectors
- Communication lab
- Recreational activities include college staff picnic and sports activities
- To facilitate staff bonding and as tokens of appreciation events are held like International Labour Day, Teacher's Day, International Women's Day, Christmas feast etc.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.3.2

Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 26.5

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
11	2	16	0	2

File Description	Document
Policy document on providing financial support to teachers	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.	[View Document](#)
Audited statement of account highlighting the financial support to teachers to attend conferences / workshop s and towards membership fee for professional bodies	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

6.3.3

Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Response: 16

6.3.3.1 **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP)**, *Management Development Programmes (MDPs)* **professional development /administrative training programs during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
11	2	16	0	3

6.3.3.2 **Number of non-teaching staff year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
23	17	16	17	10

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of the certificates of the program attended by teachers.	[View Document](#)
Annual reports highlighting the programmes undertaken by the teachers	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1

Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

The college conducts External audits annually by B. De and co., Chartered Accountant bearing Firm Reg. No. 301043E and Mem. No.304354.The Audit examines the revenues generated in terms of fees, grants, donations, from the use of space, etc. as against the expenses incurred and the assets purchased or written off. Expenses incurred on infrastructure improvement are verified and approved by the competent authority. A physical verification of the assets declared is conducted during the audit. The bank and fee reconciliation statements and the utilization of grants received are verified. We are also subject to annual scrutiny by the Income Tax Department.

Internal audits are conducted twice in a financial year by Huda & co., Chartered Accountant bearing MRN No. 306924, from 1st April to 30th September and 1st October to 31st March. The budget is prepared periodically. Financial and operational budget is approved by the manager of the society. Variances above 10% are reported to the president of the society. Minutes of the budget meeting is maintained.

Students' fees include tuition fees, admission fees, semester fees, development fees etc. is the main source of college revenue apart from charitable donations. Reliable student fee collection software is maintained and it is only used for accounting admission fees and tuition fees.

Academic expenditures, Administrative expenditure and statutory expenditure are also audited by the external auditor. Expenses include Salaries (including EPFO, ESIC), Repair and Maintenance, Gardening, Printing and Stationary, student and staff welfare, contingencies etc.

The Resource Mobilization Policy of St. Xavier's College, Burdwan emphasizes the critical role of fund management in institutional growth and development. It aims to strategically identify and utilize resources to enhance academic and non-academic activities aligned with the institution's vision. Key objectives include efficient allocation of funds across programs, transparency in financial operations, and promoting accountability.

The college primarily funds its operations through student fees in its self-financed model, supplemented by government scholarships for disadvantaged students and donations from philanthropic sources. A structured approach ensures optimal resource utilization through annual budget planning sessions between the Principal and College Accountant. Budgetary allocations are meticulously decided based on departmental requirements and project priorities, overseen by the Governing Body for final approval.

Monitoring mechanisms include regular financial reports and audits, both internal and external, ensuring compliance with financial guidelines and discouraging deficits or mismanagement. This comprehensive approach fosters financial prudence and supports sustainable institutional development by maintaining a balance between recurring expenses and capital investments.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.5 Internal Quality Assurance System

6.5.1

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

IQAC plays a significant and considerable role in both the administrative and academic functioning and the development of the college. Following is a list that comprises of the functioning and the initiatives taken by IQAC during the last five years:

- To monitor students' academic progress and performance through a system of Continuous Internal Assessment (CIA) comprising of written evaluations through Class Test 1 (C1), followed by Mid Semester Examinations, Class Test 2 (C2) and End Semester Examinations.
- Overseeing evaluation through assignments and presentations to be given by students.
- To monitor the execution of the prescribed syllabus (NEP and CBCS) among the different departments of the college.
- Distribution of syllabus among the faculty members according to departments and semesters.
- Documentation of syllabus planners for each department.

- Documentation of Syllabus Completion Report prior to the Mid Semester and the End Semester Examination
- To conduct result analysis of respective departments for university examinations.
- To sign MoUs with different specialized organizations /institutions/agencies for capacity building and skill enhancement of the students.
- To organise seminars on socio-political awareness, entrepreneurship, skill development, literary awareness, environmental awareness, cyber-security, and women empowerment.
- To organise collaborative programmes on Career Counselling, psychological counselling Guidance to students for Competitive Examinations and Entry In-Service, Hands-on Training, Educational tour and Industrial training, Internship etc. for Capacity Building and Skill development of students.
- To ensure adequate classes as per CBCS and NEP 2020 and for co-curricular and extracurricular activities in the routine.
- Initiative for purchasing books and journals in Library and subscription of INFLIBNET for e-resources.
- To collect and analyse feedback from the students, teachers, non-teaching staff, alumni and employers to make future plans to improve the quality of the institution.
- Initiatives for faculty, staff and student development programmes.
- To introduce Add-on Courses and Certificate Courses.
- To include classes in the college routine for co-curricular activities like Quiz Contest, poster competition, essay and short story writing competitions, students' seminar, Value and Ethic Education, etc. for holistic development and Soft Skill development like language and communication skills, computer skills etc.
- To look into the proper functioning of the ICC (Internal Complaints Committee).
- To oversee the proper functioning of Discipline and Anti-Ragging Committee.
- To organise Extension and Social Outreach activities Initiative for Institutional Preparedness for NEP 2020.
- To arrange and oversee mentoring of the students to identify and solve problems of the students at individual level- as such mentor-mentee records area maintained.
- IQAC forms different Committees constituting of the faculty and office staff members to monitor its different activities.
- To coordinate between the different committees of the college.
- To ensure the proper functioning of the Academic Council.
- To regularly maintain and review the attendance of the students.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.5.2

Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement

initiatives identified and implemented
2. **Academic and Administrative Audit (AAA) and follow-up action taken**
3. **Collaborative quality initiatives with other institution(s)**
4. **Participation in NIRF and other recognized rankings**
5. **Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: A. Any 4 or more of the above

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	[View Document](#)
NIRF report, AAA report and details on follow up actions	[View Document](#)
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	[View Document](#)
Link to Minute of IQAC meetings, hosted on HEI website	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.

Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

St. Xavier's College, Burdwan upholds gender equity through Internal Gender Audit, diverse activities, and equitable facilities. With a balanced gender ratio across disciplines, it fosters an inclusive environment that supports equal opportunities for all students and staff, promoting awareness and inclusivity within its community. The institution has undertaken a proactive approach towards fostering an inclusive environment through various initiatives that span across academic, cultural, and social domains.

The institution's dedication to women empowerment and equality is evident through organized events and celebrations that honour the achievements and significance of female staff and faculty members. Additionally, the institution marks International Women's Day with multiple committees organizing events that highlight and promote the empowerment of women across different roles within the campus community.

Inclusivity extends beyond traditional gender binaries as the institution actively supports non-binary genders. Events like "Rainbow: LGBTQ" are specifically designed to empower and support individuals identifying outside of conventional gender norms, fostering an environment of acceptance and respect.

Addressing critical issues like menstrual health and hygiene, the institution has implemented initiatives aimed at raising awareness and providing support. Efforts by the X-Eve Cell and Anti-Ragging Committee underscore the institution's commitment to ensuring the health and dignity of all individuals through educational programs and advocacy.

Training and awareness programs play a pivotal role in promoting gender equity and social responsibility. Initiatives such as the "Samna- Self Defence Training Programme" and discussions on Adolescent Masculinity with external collaborators highlight the institution's efforts in skill development and promoting healthy attitudes among its community members.

Academic departments contribute significantly to the discourse on gender through lectures and workshops on subjects like Feminist Theory, Gender Geography, and Societal Gender Dynamics. These sessions, organized by departments such as English, Sociology, and Geography, aim to broaden perspectives and deepen understanding of gender-related issues beyond the confines of the classroom.

Social campaigns organized by the institution further demonstrate its commitment to addressing broader social issues affecting vulnerable groups. Collaborative efforts such as the Walkathon in partnership with

Child Line Burdwan and World Vision Foundation against Child Abuse exemplify proactive engagement with societal challenges, reflecting the institution's ethos of social responsibility.

Expertise from clinical psychologists, cultural geographers, and sociologists enriches the institution's approach to gender equity and social responsibility. Leveraging this diverse knowledge base, the institution not only enhances academic discourse but also facilitates practical applications in addressing gender-related issues within the community.

Since its inception, the college has predominantly appointed female faculty members as heads of various committees and administrative responsible roles reflecting a strong commitment to women's empowerment in college administration.

In conclusion, the institution's initiatives reflect a holistic approach towards promoting gender equity and social responsibility. Through a combination of academic engagement, cultural initiatives, social campaigns, and practical training programs, the institution not only upholds its core values but also fosters an inclusive and equitable campus environment. These efforts underscore its commitment to creating a supportive community where diversity is celebrated and every individual is empowered to thrive.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

7.1.2

The Institution has facilities and initiatives for

1. **Alternate sources of energy and energy conservation measures**
2. **Management of the various types of degradable and nondegradable waste**
3. **Water conservation**
4. **Green campus initiatives**
5. **Disabled-friendly, barrier free environment**

Response: A. 4 or All of the above

File Description	Document
Policy document on the green campus/plastic free campus.	[View Document](#)
Geo-tagged photographs/videos of the facilities.	[View Document](#)
Circulars and report of activities for the implementation of the initiatives document	[View Document](#)
Bills for the purchase of equipment's for the facilities created under this metric	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

7.1.3

Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. **Green audit / Environment audit**
2. **Energy audit**
3. **Clean and green campus initiatives**
4. **Beyond the campus environmental promotion activities**

Response: A. All of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	[View Document](#)
Policy document on environment and energy usage Certificate from the auditing agency	[View Document](#)
Green audit/environmental audit report from recognized bodies	[View Document](#)
Certificates of the awards received from recognized agency (if any).	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

7.1.4

Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of

students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

St. Xavier's College, Burdwan, exemplifies a commitment to fostering an inclusive and diverse environment through a comprehensive array of initiatives that promote cultural, regional, linguistic, communal, and socioeconomic harmony. These efforts are deeply embedded in the college's core values and aim to sensitize both students and staff to their constitutional obligations as responsible citizens. The code of conduct and values are instilled in the students on the very beginning of the session through orientation programmes so that they can imbibe it slowly.

The college celebrates cultural diversity through various events such as regional folk arts showcases and a multilingual college magazine published in English, Hindi, and Bengali. These platforms not only highlight the richness of different cultures but also encourage appreciation and understanding among students.

Community service is a cornerstone of the college's ethos, demonstrated through initiatives like the NSS and AICUF (All India Catholic University Federation) activities. Projects such as the "Speed NGO-Ghurir Mela" and relief efforts during crises like "Amphan" demonstrate the college's proactive engagement in social welfare and sustainable development.

Religious harmony is actively promoted through interfaith prayer services and celebrations of festivals like Saraswati Puja, Christmas, and the Feast of Ignatius of Loyola. These events provide opportunities for students to engage in spiritual reflection and foster mutual respect across different faith traditions.

Academically, the college integrates cultural activities into its curriculum to enrich students' educational experiences. Events like literary discussions, workshops on environmental issues, and career development programs equip students with practical skills and knowledge relevant to their personal growth and professional aspirations.

Significant national observances such as International Worker's Day, National Science Day, Election Awareness Campaigns and Republic Day, the college celebrates to reinforce constitutional values and civic responsibilities among the students.

In response to contemporary challenges like the COVID-19 pandemic, the college adapted swiftly with initiatives focusing on academic continuity, social outreach, and mental health support. Discussions on technological impacts in education and socio-economic issues further demonstrate the college's commitment to addressing current societal concerns.

Culturally and socially inclusive activities such as "X-Tending Colours" (celebrating Holi with orphan children) and initiatives promoting gender equality, health awareness, and environmental sustainability underscore the college's holistic approach to education and community engagement. The college demonstrates a commitment to social outreach and community service through various initiatives organized by NSS and AICUF. The college actively supports social causes through events like X-Caritas and other ongoing services focusing on community service and development for underprivileged ones in the society.

In conclusion, St. Xavier's College, Burdwan, stands as a beacon of inclusivity and social responsibility in its region, fostering an environment where diversity is celebrated, and students are empowered to become conscientious global citizens. Through its wide-ranging initiatives, the college not only educates but also inspires a sense of unity, respect, and empathy among its community members, preparing them to contribute positively to society at large.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

7.2 Best Practices

7.2.1

Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual

Response:

BEST PRACTICE: 1

Title: Preparatory Pathway

OBJECTIVES:

1. To bridge the gap between school and collegiate education.
2. To prepare students for a classroom atmosphere where English is the medium of instruction.
3. To help students acquire basic learning, speaking, reading, and writing skills.
4. To enhance communication skills including active listening, presentation delivery, audience engagement, and real-world application.
5. To familiarize students with the vision and mission of the college.
6. To instill holistic values and cultural practices influenced by Jesuit traditions.

THE CONTEXT:

St. Xavier's College Burdwan has offered the "Preparatory Pathway" course since its inception in 2014, before the start of undergraduate programmes. This program acts as a buffer for new students, providing them with necessary preparation and orientation for college life. It aims to ease their transition and build confidence before they embark on their degree courses.

THE PRACTICE:

The Preparatory Pathway is conducted annually, typically spanning seven to ten days before the commencement of regular classes. The curriculum covers a variety of topics essential for new students to

adapt to college campus life, understand academic expectations, and familiarize themselves with support services available.

SYLLABUS FOR PREPARATORY PATHWAY:

- **Introduction:** Orientation to college vision, mission, and Jesuit values. Campus tour highlighting key locations.
- **Academic Orientation:** Overview of academic programmes, library services, university syllabus structure, grading system, and attendance procedures.
- **Campus Ethos:** Conduct guidelines and communication etiquette emphasizing respectful interactions.
- **Transition to College Life:** Balancing academics, social life, self-care, and mental health awareness.
- **Social Outreach:** Introduction to Jesuit education's objectives, promoting social justice and concern.

Specialized Workshop on LSRW Skills

- **Listening:** Audio clippings with Q&A sessions, reading passages and answering questions.
- **Speaking:** Self-introduction, group discussions, debates, storytelling, declamation, and summarizing texts.
- **Reading:** Newspaper and poetry reading, dialogue reading from plays, reading comprehension.
- **Writing:** Paragraph writing, formal letters, emails, leave applications, resume and summary writing. Students are grouped based on proficiency levels (advanced, average, slow) and receive tailored support from English and other department professors. Interactive sessions aim to boost confidence and prepare students for college life intellectually and socially.

EVIDENCE OF SUCCESS:

Year	No. of Students
2022-23	218
2021-22	173
2020-21	256
2019-20	187
2018-19	162

The enrollment figures demonstrate the programme's popularity and effectiveness over the years, with increasing participation indicating its positive impact on students' readiness for college life. Key outcomes include enhanced English proficiency, cultural and academic orientation, confidence building, and preparation for academic challenges.

PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:

1. **Variability in English Proficiency Levels**: Students from diverse linguistic backgrounds may have differing levels of English proficiency.
2. **Limited Access to Multimodal Learning Resources**: Some students may lack exposure to diverse learning mediums.
3. **Assessment of Progress and Individualized Support**: Challenges in accurately assessing student progress and providing targeted support.

4. **Late Admission**: Students admitted late may miss out on the Preparatory Pathway, affecting their initial college integration.

BEST PRACTICE: 2

Title: "X-Caritas : Be the reason for their Smile" and other Ongoing Services for the Under-Privileged Children

OBJECTIVES:

1. To extend a helping hand to underprivileged children.
2. To bring smiles to children in need by creating a friendly environment where they feel at home.
3. To provide annual health check-up facilities.
4. To cultivate moral sense, empathy, and social awareness among college students.
5. To deepen students' understanding of global issues and social inequalities.
6. To inspire students to commit to social work and contribute positively to society.
7. To motivate students to become agents of positive change in their communities and beyond.

THE CONTEXT:

"X Caritas" is an annual event organized voluntarily by AICUF, NSS, and the Social Outreach Committee of St. Xavier's College, Burdwan since 2017. The institution prioritizes overall student development and encourages a commitment to social work as a positive trait. The program has successfully empowered students to carry forward its noble legacy.

While X-Caritas is a one-day event, throughout the year, the college organizes a variety of initiatives aimed at improving the overall well-being and opportunities of underprivileged children.

THE PRACTICE:

During X-Caritas, children are invited from various homes and village schools to the college for a day filled with joy and activities. Preparation starts three to four months in advance, meticulously planned by student members and faculty. The event includes breakfast, sports events, lunch, and a cultural program, all aimed at providing enjoyment and imparting valuable skills.

Throughout the year, the college organizes initiatives like tutoring, healthcare check-ups, and cultural activities to support underprivileged children's well-being. These comprehensive services create a nurturing environment where underprivileged children can flourish, fostering their growth and empowerment through initiatives like relief fund giving and spending quality time with mentors and volunteers. Students love to spend time with those little wonders by playing or drawing or teaching etc. They spend time in computer lab and library under the supervision of students. They are also invited for the movie screening to develop their knowledge about outer world.

EVIDENCE OF SUCCESS:

The smiles on the children's faces attest to the program's success. After spending the whole day in such a joyful way, those children feel free to come to our college campus for different other events arranged by the college. Students gain essential life skills such as event management and moral development,

fostering empathy and civic responsibility.

PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:

Organizing such a large-scale event poses challenges, primarily budget constraints. Being student-funded limits resources for gifts and logistics. Addressing individual needs and making children feel comfortable in a new environment are ongoing challenges. Despite these, intelligent planning ensures successful execution each year.

Challenges include limited resources, logistical issues, and addressing diverse needs such as healthcare, education, and emotional support for underprivileged children. Also, another challenge is taking individual care of the little children. The kids initially feel very shy as they come to the new environment and making them feel like home is one of the biggest challenges.

File Description	Document
Best practices as hosted on the Institutional website	[View Document](#)
Any other relevant information	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1

Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Distinctiveness of St. Xavier's College, Burdwan:

"Fostering Holistic Development with Jesuit Emphasis on Punctuality and Regularity"

William Shakespeare famously said, "Better three hours soon than a minute late". Thus, implying that one would rather be early and wait than is late. The importance of punctuality, if taught to students at a young age, will help them in the long run. From self-confidence to better preparedness on the academic front, here are a few reasons why punctuality is important for the students in St. Xavier's College, Burdwan –

OBJECTIVES:

- To build a more self-confident and successful students.
- To build discipline from a young age and strengthen their character.
- To make attend maximum of all scheduled classes of their study.

THE PRACTICE:

At St. Xavier's College, Burdwan our teaching staff and faculties make sure they instill the right values in students from their youth. The college timing is from 10.30 a.m. to 4.10 p.m.

Students are expected to follow certain criteria like,

- Reporting to be on the campus by 10.15 a.m. to get ready for the first class.
- Not to come late or taken early leave from the college.
- Providing medical evidence for absences of more than three consecutive days is mandatory.
- Taking prior permission before going on a prolonged leave for any reason if it is known beforehand.
- Leave application must be submitted within three days of the student's absence.
- Carrying college identity card each day is necessary to enter into college premise.

Late Slip- This is introduced by the College for the students who comes late within the time range of 10.31a.m. -10.40a.m. The signature needs to be taken from the concerned members of the Discipline Committee of the College. To get the attendance of the first class the late comers need to submit it to the respective faculties.

Leave Slip- This yellow slip is required to be produced by the students who take only one day leave once they come to college with the signature of the signatory authority for one day and Fr. Vice principal/ Fr. Principal for two days. Failing to produce the leave slips the students will not get the attendance on that very day.

Excuse Record- This slip has two parts, one for the college and the other for the students to be kept. It is maintained for more than two days leaves along with one written application to the Vice- principal/ Principal. The student has to retain the counter part of the perforated slips. In case of illness a Medical Certificate should also be required.

Admit Slip- This slip is required if the late students want to attend the classes after 10.40 am once signed it from their respective HoDs though they will not get the attendance of the first class.

Early leave Slip -When early leave is required for any other purpose, prior permission from the Vice-Principal/Principal must necessarily be obtained for which the Early Leave Slip is required for the students. The students will be allowed to leave the campus early only if they produce this slip in the gate. Also, their guardians are informed from the college office about their early departure.

Attendance for Internship - if the internship is approved by the College, certificate of the competent authority of the respective organization is needed. All the scholarship/fee concession holders should earn (90%) of attendance, failing which the entire scholarship/fee concession amount has to be refunded to the college.

All these parameters are strictly maintained on daily basis by all the faculties under the supervision of the Principal, The Discipline Committee and The Attendance Committee.

At the end of each month, student attendance percentages are calculated by the Attendance Committee. In case of any discrepancy, they can write an application to the Principal. The college has an Attendance

Committee which on daily basis keeps a track of students' attendance through classroom registers and the late and leave slips.

OUTCOME:

Punctuality is crucial for students, offering stability, security, and self-confidence, leading to academic and professional success.

Improved Academic Performance: Students exhibit better academic performance due to regular attendance and punctuality, resulting in higher grades and overall success in their courses.

Enhanced Self-Management Skills: Through adhering to attendance policies and punctuality requirements, students develop essential self-management skills, preparing them for the challenges of professional life.

Cultivation of Professionalism: The emphasis on punctuality instills a sense of professionalism among students, which is crucial for their future careers. They learn to value time and commitments.

Increased Confidence and Responsibility: Students become more confident and responsible individuals as they understand the importance of being punctual and accountable for their actions.

Establishment of Lifelong Habits: The culture of punctuality and discipline nurtured in the college helps students inculcate lifelong habits that contribute to their personal and professional growth beyond their academic years.

Positive Influence on College Culture: The institutional focus on punctuality and discipline creates a positive college culture where students, faculty, and staff uphold similar values, fostering a learning environment.

Preparation for Future Endeavours: By attributing punctuality and discipline, students are better equipped to handle the demands of the professional world, where time management is critical for success.

Recognition and Appreciation: Students who consistently demonstrate punctuality and adherence to attendance policies are recognized and appreciated by the college community, motivating others to follow suit. **The Regular Students of each department and of each semester are awarded for their 100% attendance in the college**.

Alumni Success Stories: Alumni of St. Xavier's College, Burdwan, serve as living examples of the benefits of discipline and punctuality, showcasing successful careers and achievements attributed, in part, to the values instilled during their college years.

File Description	Document
Appropriate web in the Institutional website	View Document
Any other relevant information	View Document

5. CONCLUSION

Additional Information :

St. Xavier's College Burdwan has always prioritized not only the academic development but also the infrastructural development to provide a wholesome environment for the students to grow and shine in their walk of life. The college is equipped with two buildings – Academic Building and Administrative Building. St. Xavier's College Burdwan, encourages the students to take part in extension services and as well as in sports, cultural and other co-curricular activities besides their academic pursuits.

Concluding Remarks :

St. Xavier's College has been always revered for its adherence towards discipline and attendance. These qualities have always been a trademark in carving out the unique niche of the students. The infrastructural, academic and as well as administrative growth in the past years has been really commendable. The college carries forward the spirit of righteousness and honesty to keep on creating better human beings for society. The students throughout their courses are provided with the multiple opportunities to identify their strength and weakness to deal with the practical life problems and boost up their own confidence and sharpen their skills.