



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution	North Bengal St. Xavier's College
• Name of the Head of the institution	Fr. (Dr.) Lalit P Tirkey, SJ
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	7478422284
• Mobile No:	8670725693
• Registered e-mail	nbsxc.college@gmail.com
• Alternate e-mail	principal@nbxc.org
• Address	Rajganj, Post Box No. 1
• City/Town	Jalpaiguri
• State/UT	West Bengal
• Pin Code	735134
2.Institutional status	
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)

- Name of the Affiliating University **University of North Bengal**
- Name of the IQAC Coordinator **Dr. Bipransh Kumar Tiwary**
- Phone No. **8670725693**
- Alternate phone No. **6297792291**
- Mobile **8670725693**
- IQAC e-mail address **iqacnbsxc@gmail.com**
- Alternate e-mail address **bipra.tiwary@gmail.com**

3. Website address (Web link of the AQAR (Previous Academic Year))

https://www.nbxc.org/userfiles/file/AQAR-2020-21/NBSXC_AQAR%2020-21.pdf

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

https://drive.google.com/drive/folders/1ooAwH3KQt9z1YmAI4ObbC_VDgiMAVid8

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	2.62	2021	13/09/2021	12/09/2026

6. Date of Establishment of IQAC

20/04/2019

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
0	0	0	0	0

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

[View File](#)

9. No. of IQAC meetings held during the year

2

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

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

10. Whether IQAC received funding from any of the funding agency to support its activities during the year? **Nil**

- If yes, mention the amount

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

Maintenance of quality as per NAAC parameters.

Preparation of academic plan.

Encouraging to organize international and national seminar/workshops.

AQAR report is uploaded for 2020-21

Encourage to conduct more extracurricular activities and events.

12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Preparation of academic plan.	The academic calendar was executed during the session.
Maintenance of quality as per NAAC parameters.	Activities were executed related to AQAR submission.
Use of ICT tools for teaching learning process.	ICT tools have been effectively used in teaching learning process.
Encouraging to organize international and national seminar/workshops.	One international seminar organized by Department of English and Department of Sociology.
Preparation of AQAR 2020-21	AQAR 2020-21 submitted.
Encourage to conduct more extracurricular activities and events.	Different extracurricular activities organized

13. Whether the AQAR was placed before statutory body? Yes

- Name of the statutory body

Name	Date of meeting(s)
North Bengal St. Xavier's College Governing Body	19/12/2022

14. Whether institutional data submitted to AISHE

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Year	Date of Submission				
2020	20/06/2020				
15. Multidisciplinary / interdisciplinary					
<p>The institution already has multi-disciplinary courses offered in Arts, commences//management and sciences. At present due to its affiliating nature, the institution depends on the affiliating university for providing a curriculum under which only Environmental Studies is made available across the streams for first-year students. However, the institution does have plans to offer certain courses on democratic values, cross-cultural studies, studies on North Bengal-Himalayan biodiversity, cross-border trade policies, etc besides short-term courses in social media, the latest advancements in information and technology. These and many new courses will provide interdisciplinary learning that ensures students' and teaching faculty's holistic intellectual growth.</p> <p>In order to integrate humanities and science with STEM, students of humanities will be given a kind of extension studies on physical sciences and Maths which is taught up to 10th standard so that they continue to remain in touch with basic science mental makeup. On the other hand, science students will be given little more advanced learning in engineering and technology so that they keep abreast of new scientific advancements.</p> <p>Since the institution continues to remain affiliated to its local university it has to follow rather rigid and conventional curricula provided by the university although all the courses in Arts, Science and Commerce/management come under choice-based credit system (CBCS). The institution while offering</p>					

environmental studies to first-year students across streams provides the opportunity for individual and group project work that students are expected to submit on some local or regional ecological issues. Department of Sociology also engages students in community service through their interaction with the tribal community or some ethnic groups and projects are done.

The northern part of West Bengal with its fast-flowing rivers especially during the Monsoon is known for creating floods including flashfloods tends to cause plenty of damage to crops, land and properties along the banks of many rain-fed rivers. A project involving the department of Geography with Physics is envisaged to create proper embankments upon river banks while the Department of sociology in association with the Psychology department and Counselling Cell will form a team to address the trauma of persons, families and communities especially landless poor before and after they lose their everything. The Environmental Studies will team up with Geography to have flood preparedness as an action to preempt the floods to protect and save the properties and human loss thereby minimizing the annual damage.

The college, while organising subject-specific seminars and invited/special lectures, opens up those events for faculty and students of other streams and departments. Last two years workshops on Cyber Security and Ethical Hacking were organized which were open and made available to students from not just Computer Science/Applications but also from different departments of biological sciences and Arts/Humanities. Similarly, an international seminar on 'beyond partition: Social, Cultural and Linguistic Context', drew students and staff across the departments and streams due to high-profile speakers as well as the nature of the topic/theme. Hence, despite several constraints as an affiliated college, the institution has been putting in some good practices so that staff and students from different streams are exposed to learnings and knowledge sharing by experts from various disciplines which in turn becomes a way of promoting multidisciplinary /interdisciplinary approach in view of NEP 2020.

16.Academic bank of credits (ABC):

Since an affiliated college, NBSXC is waiting for the official notification for the "Academic bank of credits" from affiliating university. As soon as the college will receive any notice, it will be our utmost urgency to execute it by following the

procedure instructed by the University.

17.Skill development:

The college has the potential to design skill development programs (SDP) in various domains. College is preparing for the development of an incubation centre to make students deployable by providing high-end and Industry specific training designed and delivered by Industry partners. College is planning for certificate courses based on Soft skills in collaboration with partner industries Teaching-Learning-based workshop/short course for faculty members. To organise skill development workshops for Administration and non-teaching staff.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Since this institution has English as medium of instruction and students from diverse linguistic and cultural background study, there are challenges to offer curriculum in vernacular languages. However, since a large majority can speak Bengali, Nepali and Hindi for delivering lectures to make students understand even better the curriculum both using offline and online education.

Institution will select a few teachers especially senior faculties who are proficient in any one vernacular besides English to provide classroom delivery. Students of each year/semester under different departments will be divided into linguistic groups such as Hindi speaking, Bengali speaking and Nepali speaking and will be assigned a teacher proficient in each language. However, since this also requires providing notes in that language some books, notes etc will be provided to the concerned teachers. They will be trained to teach bilingually so that students even better than when taught only in English.

Only the Elective in Bengali and sometimes B.A (General) is taught in only Bengali. However, due to a large number of students from Bengali community and some coming from Bengali vernacular medium, most Bengali speaking teachers teach bilingually using English and Bengali while small minority also tend to intersperse English teaching with explanation in Hindi or Nepali.

Indeed, the institution is endowed with students from diverse cultural background having their unique traditions. From the day of Orientation for fresh students to cultural fest of the college called X-travaganza, cultural songs, dances in their respective

traditional attires are encouraged. National Integration Day gives another occasion to promote different cultural dress, traditional cuisine besides displays of dance and songs. On Karam Festival, tribal students from various tribes and ethnicity use their music instrument and attires and dance to the tune of their tribal songs and beatings.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Since the college is affiliated with the University of North Bengal. College is bound to strictly follow the curriculum designed by University. As part of the curriculum, each course has defined Course objectives and Course Outcomes (CO) which are mapped to POs and PSOs. At the end of the semester, an analysis of Course objectives and Course Outcomes (CO) attainment is done by each department.

20.Distance education/online education:

- Different departments of the Institution generally use PPT, computer models, digital labs, video screening with help of laptops and projectors and sometimes smart classroom facilities for teaching learning activities.
- Some individual teachers from Arts and Science besides using offline/physical classes have been using online classes when not in the college physically. Even a Maths teacher completed her teaching using blended mode depending on her availability offline or online. Thus, efforts are on by institution to use blended mode when situations arise or when the faculty member is not present physically for the lecture.
- Some courses such as photo/video editing, digital marketing, creative arts & designs, entrepreneurship developments, investment in mutual funds/share markets etc are some possibilities that can be offered through ODL.

Extended Profile

1.Programme

1.1

284

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student2.1 954

Number of students during the year

File Description	Documents
Data Template	View File

2.2 137Number of seats earmarked for reserved category as per GOI/
State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 289

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic3.1 56

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 54

Number of Sanctioned posts during the year

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File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	954
File Description	Documents
Data Template	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	137
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	289
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	56
File Description	Documents
Data Template	View File

3.2	54
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	44
Total number of Classrooms and Seminar halls	
4.2	71.6
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	71
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The information has its own mechanism to deliver effective curriculum through out the academic session. At the beginning of each academic session an academic handbook is prepared by the college administration to ensure and communicate the complete curricular and curricular activities of the college. Centralised class time table is prepared by the administration combining all the departmental time tables.

Both the online and in person curriculum deliveries are well planned and well documented through the lesson plan , logbooks, maintenance of the registration and practical books. Online platforms are like Google classroom and other's are used to deliver the lecture when in person programmes are not possible. Regular class routine are displayed in the notice board and website of the college. All the special programmes through their class representative, head of the departmental and official notification.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

NBSXC publishes the academic calendar in every academic session. It helps students getting the full visibility of events that would happen during the year. The advance release of academic calendar also makes sure the activities and events happening exactly as per the plan and all the concerned may work accordingly. It covers all important dates for students such start of semester, internal exam, payment of fees, cocurricular activities, special programmes, holiday etc.in general two internal assessments are conducted for each semester before their final University semester examination.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

15

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

1.3.1 diversity and inclusion courses effectively integrates different issues relevant to the people and pupil of the North Bengal. The institute follows curriculum prescribed by the university and integrates socially relevant cross cutting issues.

Value education classes and religious studies for both the Christian and non Christian students are the regular one of the best practices of the institute. The orientation of the young faculty members to inculcate the professional ethics is another mechanism to run the institute effectively. Gender audit to make the gender balance and equality, child and vulnerable adult protection law etc are some additional mechanism of the college.

To promote gender equality among the students, institute supports flexible sitting arrangements, representation of all the genders in the leadership positions and college level committee . The institute makes efforts to create a congenial environment free from gender discrimination through the activities of woman' cell NCC girls and NSS volunteers. Nature club of the college organises various activities to promote carbon neutral possibilities, green campus maintenance and reduce carbon emission.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

7

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

154

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students Teachers Employers Alumni**

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

54

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

137

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

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Learning must be assessed through performance, college takes several methods to assess the learning levels of the students, Apart from the University semester examination the institute regularly conduct continuous internal assessment to evaluate the performance of the students, there are two centralised internal evaluations for both the odd and even semesters each year, the first one is not the written exam always, however each department decides to evaluate their students through different alternative modes like seminar paper, assessments, Power point presentation, viva voce, poster making etc. Regular interaction with students, role exchange methods, self and peer evaluation are some other effective ways to understand the learning level of the students which teachers choose to apply time to time. Before final University examination there is always a centralised internal assessment following university pattern. Classrooms are always a combination of slow and advanced learner. NBXC takes different sets of approaches

To organise for slow learning

easy to follow reading material

tutorial and remedial classes

audio visual (ppt) materials

YouTube or other video link when available

Advanced learner's

advanced reference

opportunities and scopes for outside exposure

special lecture and seminar

peer teaching and group discussion

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

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
954	56

File Description	Documents
Any additional information	View File

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

Institute provides experimental learning, participative learning and problem-solving methodologies to make education enjoyable and to help both slow and advanced learners. Field work, excursions and practical-based papers are very important to enrich the knowledge base of the students. NBSXC takes special care to conduct the project tour, industrial visit and internship. All the students of the concerned department need to make proper reports, dissertations or presentations. This entire process of learning makes students to develop their analytical minds, independent thinking and problem-solving ability. Along with the university-prescribed methods the college has its own best practices also.

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

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description

in maximum of 200 words

Institute has students classrooms and a sufficient number of computers, projectors and wifi connections to access the internet. It also has a seminar hall with fixed projector and display board. All the teachers leverage state of the art visual display system for the purpose of seminar special lectures, presentation practical work where different gadgets are required. Number of webinar and online programme are also conducted by the college. NBXC library has computer and hard drive to access and store the data as per the requirements of the faculties and pupils. Expanding on the subject and the nature of the paper departments show times, documents and nature of the paper departments show times, documentaries and other audio visual contents by using the ICT enabled.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

54

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

54

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

17

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

387

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

NBSXC takes initiatives and care to make the internal assessment transparent and robust in terms of frequency and mode. Some of the steps of this mechanism are mentioned below -

- Each semester students have to appear for at least two internal assessments.
- Mode of the assessments are declared well in advance. The standard rule is that one of the internals will be innovative and the other one will follow the university pattern.
- All the dates and duration of the internals are mentioned in the academic calendar of the college.
- In case of any change or addition notices are given well in advance.
- All the students are well instructed about the examination rules and regulations.
- To maintain the transparency in the internal assessment system all the checked papers are preserved by the departments and marks are submitted to the academic office on the scheduled date to keep the entire record.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

The objectives of the internal assessment of the institute are to understand the progress of the students and help them to prepare better for their final university examination.

Therefore, teachers interact on the regular basis with the students to clear the doubts related to internals.

No one is allowed to attempt or adopt any kind of unfair means in any examination in the college. All the examination guidelines are circulated ahead of time. All the teachers are encouraged to discuss the performance of the students either in the class or in a small group.

Students can approach the HoD/concerned teacher or can approach to the Vice-Principal in case of any dissatisfaction related to internals.

Academic council and Examination committee are responsible to fix all the dates and settle all the issues related to the internal assessments. Several meetings are held with the Head of the departments to take the decisions in this regard.

Finally, marks are allotted to the students after analysing their overall and continuous performances.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

NBSXC runs both the honours and programme courses of all the three streams i.e arts, science and commerce. This college is affiliated to the University of North Bengal and all the courses are designed by the university. The college follows certain steps to make all the stakeholders aware about the programmes offered and their possible outcome. At the time of the admission the college publishes both the hard and soft copy of the college prospectus which includes all the course details. A counselling team helps students and explains the course related matters. An orientation programme is organised by the college for both the students and teachers to discuss about all the available courses in the college and their probable prospectus and outcome. Moreover, in the university syllabus a course objectives and outcome are mentioned for all the papers which are discussed in the class either at the beginning or as per requirements.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Attainment of the programme outcome is the most important target for any student or institute. It is also important to evaluate the level of attainment so that further steps can be taken. Firstly, NBSXC puts maximum emphasis on the attendance of the students to ensure their course attainment level. Secondly, internal assessment and semester-end examinations are organised regularly and meticulously to understand the progress of the students additionally, various course orientation special programmes are organised throughout the year so that the students may get a chance to explore their potential and the teachers can assess and guide them to move forward on a right path.

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

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

289

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

[https://www.nbxc.org/userfiles/file/AQAR-2021-22/Student%20Satisfaction%20Survey_compressed%20\(1\).pdf](https://www.nbxc.org/userfiles/file/AQAR-2021-22/Student%20Satisfaction%20Survey_compressed%20(1).pdf)

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 year (INR in Lakhs)	
3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)	
0	
File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded
3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year	
3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year	
0	
File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil
3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year	
3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year	
20	

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

10

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

8

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Free COVID Vaccination Camp

In the 1st Vaccination camp on 270 people from neighbouring villages such as, Balaigacch, Kheripara, Hatimore, Shikarpur TE and Jamurivita besides our non-teaching staff were administered 1st doses by Neotia Getwell Health Centre, Siliguri,. In the 2nd Vaccination Camp on August 28, 2021, administered by Medica North Bengal Clinic, Siliguri, 570 poor people were given 1st dose.

Free COVID Vaccination Camp for the villagers was also organised by NSS Unit-I, on 12/11/2021 in collaboration with Rajganj Rural Hospital.

The NSS volunteers actively participated on "Unplastic Mahananda Cleanathon with Eric Solheim ", an initiative of United Nations Environment Program (UNEP) where the students collected garbages from the Mahananda river which is one of the major river of Siliguri town on 28/03/22.

On 20 th May, 2022, NSS unit, 4 Bengal Girls Bn (NCC) and Nature Club) in collaboration with Isha Foundation participated in a Save Soil Movement which is a global movement launched by Sadhguru.

The members of Social Service cell have conducted a survey in the area of Balaigachh on 10th & 11th May, 22. The students visited door to door in the locality and had conversations with different kind of people of different age groups.

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

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

4

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

135

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration	
3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year	
0	
File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded
3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year	
3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year	
1	
File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File
INFRASTRUCTURE AND LEARNING RESOURCES	
4.1 - Physical Facilities	
4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.	
<p>The college has eleven ICT enabled classrooms/halls and one classroom has been upgraded to smart classroom. Rajganj Campus has 4 ICT enabled halls, 13 big and 6 small sized classrooms and in the Loyola Block there are 7 large, 4 mediumsized, 3 small sized classrooms and a smart class room. The Siliguri Campus has 03 halls, 02 large sized and 02 medium sized classrooms. The</p>	

classrooms have enough fans in both the campus. The computer labs are equipped with Air conditioners. Adequate classrooms have been facilitated with LED projectors. Three bio-science laboratories. One Chemistry lab. A computer, digital and Physics Lab. The College has 11 Departments offering under-graduate courses. 1 spacious auditorium. The College has 54 Desktops, 17 Scanner and Printers, 04 Xerox machines, 4 Departmental Staffrooms, 01 Common Staff-room, and has 11 Departmental Libraries, 01 Central Library, Girls' Common Room and 47 Lavatories. The Siliguri campus has 01 central library, 01 seminar library, 01 staff room, 2 lavatories and 01 boys' urinal. The College has Principal's Office, office of secretary, record and documentation, IQAC/NAAC room, Vice- Principals, Dean, counselling room, Examination cell and a Prayer Hall and Accounts/bursar office. The College also provides Hostel facilities.

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

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

The institution has adequate facilities for co-curricular and extra-curricular activities. Both the campuses are well equipped with sports rooms. Both indoor and outdoor games facilities are available in the campus. The auditorium is equipped for the indoor games such as table tennis, badminton, carom board and chess. One play ground for football and cricket tournaments is located beside the boys' hostel. The outdoor games also include volley ball, basketball, and throw ball. The college also has a volleyball court and a basketball court. The sports, games (indoor-outdoor) and cultural activities promoted by the college are as follows: There is a Hall for Yoga classes. Annual sports day 'Xuberance' is celebrated every year. College has dedicated boys' teams for Cricket, Football and Basketball.

Girls also participate actively in different games and there is a Girls' basketball team of college.

Faculty are also encouraged to participate.

The college organizes annual cultural activities 'Xtravaganza', which includes both on-stage and offstage programs.

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

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

11

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

11

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

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

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

4318241

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

Our library is partially automated with the high-quality full-featured ILMS, popularly known as 'Koha'. It is integrated with the college website and accessible entirely through any web browser. The online public access system (OPAC) has been made functional and accessible through computers and mobile devices. After log-in, a member can select an OPAC search and retrieve them by e-mail and SMS facility either in human-readable form or in an ISO2709 formatfile. It is customizable for multilingual and multi-user environments. Books in the library are bar-coded for automated circulation. The college is enlisted with N-LIST since 2020 & the facilities on e-resources provided by N-LIST are also offered to staff and students. The LAN and Wi-Fi facility has been made available in the library for the benefit of the students and faculty members. Though Library service is not fully automated, 'Koha' has a support system for the integration of RFID.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-

journals during the year (INR in Lakhs)**3.089**

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)**4.2.4.1 - Number of teachers and students using library per day over last one year****3**

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

The College has a Smart Class-Room to make the classroom teaching learning more effective, updated and interesting. All of the notes are digitized and saved in the computer data base. Apart from the Smart Classroom the College has provided other facilities such as LCD projectors. Each Department of the College is provided with a Desktop. Over the years Computers have been purchased as whole units or components and then assembled. They have been placed in labs, libraries, classrooms, AV Rooms and Seminar / Conference Rooms and different offices of the institution. For official purposes and other Departmental works, such as printing notices and study materials almost all Departments have printing and scanning facilities. There are two internet systems, one is a portable WiFi router and a broadband provided by Alliance Broadband with a distance limit upto 50-60mtrs for wireless connection and LAN upto 20 computers. The speed of the Broadband and Wifi Router ranges from 50-80 mbps.

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

4.3.2 - Number of Computers

71

File Description	Documents
Upload any additional information	View File
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

10.28

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

The procedures for maintaining and utilizing physical, academic and support facilities, followed by the College divided into two parts: Planning and Infrastructure Process First, the Teacher Council and departmental level meetings are held, to assess the needs of the institution and faculties. Second, the Administrative Body evaluated the above-mentioned needs in collaboration with IQAC and placed before Governing Body. After approval is granted from the Governing Body, the proposed needs/planning are implemented. Maintenance and Utilization: The HoD is responsible for proper maintenance and utilization of Departmental assets. Estate Manager's office maintains the record of college assets and administrative building. Anti-virus is installed in all the computers and, AMCs are signed for the maintenance of the machines. The Sports Committee is responsible for maintenance of various sports-related infrastructure/equipment. Water filter and Parking space is offered to students and faculty members. Incinerator, compost pit and the well organised waste management. The land available for future expansion is partially used for Tea Plantation. Five college buses and other vehicles are also available for the management, faculty and students for various occasions. For library, the librarian in consultation with the IQAC prepares the inventory, and where needed, procurement is approved by the Library Committee.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

0

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	No File Uploaded

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

47

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

C. 2 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	C. Any 2 of the above
File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File
5.2 - Student Progression	
5.2.1 - Number of placement of outgoing students during the year	
5.2.1.1 - Number of outgoing students placed during the year	

5

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

76

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

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 year****5.3.1.1 - 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 year.**

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The college facilitates students' representation, participation and engagement in various administrative, co-curricular and extracurricular activities. Students are given opportunities and encouraged to participate and engage in various bodies through students' council and other representations. Representation in Students Council Students Council is the biggest platform for students of the college where students of different departments send their class representatives (CRs). All the CRs, elect, through secret ballot, the President, Vice- President, Secretary, Treasurer and other core team members who constitute the Office Bearers of the Students Council. The major events organized by Students' Council are: Fresher's Welcome and Final Year's Farewell, departmental Welcome/ Farewell, Teachers' Day Celebration and 2nd Day of Xtravaganza In Cultural Committee CRs under the Office Bearers of Students' Council form their own committee to organize the 2nd Day of the X-travaganza. Sports Committee From each department/class or Boys Hostel one or two students form an additional committee for conducting sports events. Representation in other Cells, Clubs, Committees For organizing various co-curricular activities such as, NSS, Social Service Cell, Women's Cell, Nature Club, and AICUF, institution ensures an active representation and participation of students.

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

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

34

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

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

In short span, the alumni/ae of North Bengal St. Xavier's College has distinguished themselves in various walks of life. The alumni of the college serve as supporting pillars in the community with their strong interaction with the college and society as well. They remain in close contact with the college with their efforts and whole-hearted cooperation in various activities. Alumni of the college includes leaders in various spheres like banking, teaching, entrepreneurs and many more. Some of the eminent alumni have turned out to be jubilant academicians and serve as faculty members of premier institutions in the country. This symbiotic relationship was formalized when the association called Xavier's Alumni Associations of North Bengal (XAANOB) was formed in the year 2013. The association has been registered under Societies

Registration Act XXVI of 1961, with the registration number S/2L/No.33720 of 2014-2015. The current membership of the Association is around Rs. 500. The membership of the Association, as per its Constitution, is of three types -Annual, Life and Patron. The alumni try to meet at least once a year at a 'Xavier's Reunion' that is generally organized in the month of December or January.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The institution having vision of striving for academic excellence while also creating a just and humane society is given concrete shape through its mission that calls for becoming intellectual and reflective community that also calls for commitment to social justice and eventual transformation of society and nation-building. Keeping in tune with its institutional vision and mission, the governance of the institution operates in such a manner that its apex body formulates policies and perspective plans for making the vision and mission concrete reality. It empowers the college administration comprising principal, besides vice-principals and dean from among teachers to execute the objectives of mission statements. The academic council, comprising college administration, department heads and senior faculty, prepare annual academic plans to channelize the institution towards intellectual pursuit, resulting in generating new knowledge thereby, promoting a culture of academic excellence. The institution also engages another level of leadership wherein

teacher coordinators of various committees or cells for co-curricular and extra-curricular programmes participate in micro-level decision-making thereby, playing vital role in teacher-student participation in social and environmental awareness in surrounding areas. Through active participation in these activities, institution ensures formation of students as responsible leaders towards the society they live in.

File Description	Documents
Paste link for additional information	https://www.nbxc.org/vision-mission.html
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Governing Body, the apex decision-making body includes two teaching faculty; it devolves its power on the college administration comprising vice-principals, dean of students and bursar besides institutional head to execute the daily operation of the institution. There is an academic council comprising college administration, IQAC coordinator, department heads and senior faculties who formulate annual academic plans and involve other teaching and non-teaching staff for execution as part of decentralization and participative management. Besides, most staff members are part of committees like admission, examination, discipline, library, internal exams, grievance redressal etc. that play major part in making rules and guidelines. Still others become part of decision making in co-curricular and extra-curricular committees as conveners or active participants.

A case study on decentralization and participative management is seen by describing annual admission process:

Several teaching and non-teaching staff participate in the process with assigned tasks and responsibilities. Despite the principal being the chairman of admission committee, a vice-principal coordinate it and involves department heads, academic and account office and others for counselling or data entry. Through collective decision-making process during admission committee meetings guidelines are reviewed or formulated and relevant decisions are made before completion of admissions.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

In 2019 the institution prepared a five-year Institutional Strategic/ Perspective Plan for the development of the college by focus on two fronts: infrastructure development and expansion and Academic enhancement for availing quality education. The infrastructure development of quite successfully implemented with the completion of second building named Loyola Block which not just created many classrooms and offices but also Departments of Computer Science/Application, Physics Lab and Department of Commerce was shifted to this block and free more classroom in the main building. Besides, additional classes for General electives in Chemistry and Arts as well as classes for Career Oriented Programme in Music was created with the completion of second building. Additionally, the skywalk joined the two college building and facilitated smooth movement from one building to another

Further, as part of the infrastructure development, five rainwater collectors were installed for collection and storage of water that is channelized for watering of plants and flowers during dry seasons, thereby conserving ground water meant for drinking and other purposes. Moreover, two solar panels - on-grid and off-grids were installed to not just harnessing alternative energy source but also conserve use of electricity bills. Finally, CCTV cameras were installed in new building.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The organogram of the institution exhibits effective administrative set up that starts from Xavier College Educational Trust- representing the founder body- at the top of the organizational structure. This hands over the power of decision making as apex body to its Governing Body (GB) whose powers are defined by the University of North Bengal and the management. Being a self-financed Christian Minority College, it has been given certain self-regulatory powers and formulation of different policies for efficient operation of the institution. Principal is the academic and administrative Head of the Institution and the ex-officio chairperson of the all councils, cells or committees thereby, coordinating all college functions and activities. Under his leadership are vice-principals- administration & academics- dean, IQAC coordinator, bursar who function in their respective areas with personnel entrusted to them. Institution has a well-defined recruitments and appointments process. On receipt of applications, selection Committee duly approved by the Governing Body, selected candidates and get verified by GB secretary. Generally, after the completion of minimum three years and on fulfillment of management- approved ten -point criteria for permanency and having considered other factors, the candidate may be promoted to the Permanent post.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://www.nbxc.org/organogram.html
Upload any additional information	View File

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

B. Any 3 of the above

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

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The Institution ensures that the well-being and satisfaction of its employees are taken care of by providing welfare measures for teaching & non-teaching staff which are as follows:

- Employee's Provident Fund (EPF) as an after-retirement benefit scheme for the permanent staff with institution contributing its eligible amount to the respective EPF account.
- Six months' paid maternity leave to the lady teaching and non-teaching staff.
- The Institution also provides Child care leave for twelve months with pay.
- Special medical leave for about 10 days is given in the event of the close relatives' demise.
- Special Study Leave with pay is granted to permanent teaching faculties for completing Doctoral Studies.
- Loan without interest is provided to lower-level non-teaching staff to meet medical treatments, wedding, etc.
- Financial assistance up to twenty-five thousand is provided for emergency treatment in the events of accident, sudden health complications.
- Transport facility for teaching and non-teaching staff at subsidized charge is provided.
- There are free cars/two-wheeler/bicycle parking at the College premise.

The College organizes meals on special occasions besides arranging annual picnic/outings to forest resorts with the teaching and non-teaching staff.

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

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

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

0

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

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

8

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Institution performs appraisal of its teaching staff especially that of the junior faculty members at the end of each semester and even after annual academic session. The students are provided

with an opportunity to evaluate their teachers' teaching performance at the end of each Semester and academic session. In order to get unbiased but fair feedback, a random sample is taken from each semester and year. Various parameters such as. punctuality of the teacher, communication skills, knowledge of the subject, teaching abilities and skills, methods of teaching, effectiveness in teaching, teacher's commitment, approachability and involvement in co-curricular, extra-curricular activities as well as his/her rating as a person are the areas of evaluation. The students' feedback is carried out by the Vice-Principal (Academics) and after analysis and scrutiny of the feedback, the results are presented to the Principal who discusses the issues with the concerned faculty members and suggests measures for improvement. The feedback is collated and provided to the faculty members for him/her to incorporate the same while planning the Teaching Plan for the next Semester. A copy of the same is also provided to the Head of Department for follow up.

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

At the end of financial year, internal and external audits were carried out in the institution to ensure complete transparency and accountability with regards to different financial transactions during financial year 2021-22. The internal auditing was done by the central treasurer or revisor of the Jesuit Order in the Darjeeling Province by checking other expenses during the financial year against approved annual budget. During the same financial year external audit was conducted by the financial agency called Saha and Majumdar Chartered Accountant, Siliguri. In order to rectify the discrepancy noticed by the internal audit team on the total income (expense) in the rough draft of the audited report, the institution was advised to get corrected and financial audit revised by the external financial auditor was done within the stipulated time period.. The internal and external audited reports audit report were presented before the Board of Trustee

and Governing Body of the college and discussed.

As per the report of the Internal and External Audit Reports, the college did not face any audit objections excepting for some clarifications on some translucent entries in the ledger. During the entire financial year, there was no audit objections from the internal or external auditors.

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

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

1.5

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Resource Mobilization Policy of the institution: On the basis of student intake, faculty requirements, lab/library/material and infrastructural need, the details of funds requirement are examined and cash inflow/out flow are worked out at College Administrative Meeting assisted by office of finance officer and Finance Advisory Committee (FAD). A Resource Mobilization Plan is made with following broad outlines:

- Cash inflow from student fees.
- Cash inflow likely from Govt and Non- Govt funding agencies,

Govt Scholarships, Consultancy, Alumni Funding, Sponsorship/grants and interest (from FD, investments) etc.

1. Mobilization Plans: GB deliberates and clear budget and Associated Action Plan with following options to maximize Funds Mobilization by taking following steps:

- To ensure that admissions are done as per plans.
- Fees (Course, tuition etc) are received on time.
- Certain percent of college fees is increase taking into view inflation, increase in salary of qualified manpower etc.

Efforts are made to explore new avenues for investment with less risk

- and higher returns/dividends.
- Efforts are made to materialize inflow from fees by adding more conventional and add-on courses and other planned resources.

Minimize Cash Out Flow: Account Section abides by proper purchasing process and ensures cash out flow is minimum as per approved budget.

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

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

IQAC strives hard to enhance the quality of teaching, learning and evaluation and promote the research attitude among the faculty members. Throughout the year, it constantly reviews academics progress and also monitors infrastructural developments and the need for the introduction of new relevant courses. Some of activities of IQAC in this regard are:

1. Preparation of the Academic Calendar and College

Prospectus.

2. Observance of No Automobile Vehicle in the campus.
3. Promotion to ICT in the working process of the institution..
4. All the faculty members are encouraged to participate in Orientation, refresher courses, Workshops, Seminars and conferences related to the teacher-learning process and research.
5. Installation of the Solar Energy Plant.
6. Teachers are also supported and encouraged to participate in examination evaluation processes.
7. Review of academic and administrative activities is taken on a monthlybasis.
8. The poor and needy students are provided with financial aid out of the college's local fund.

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The Institute reviews its teaching-learning process at the end of the semester by conducting review meetings through Academic Council. The IQAC is taken as the responsible body for the implementation of the academic calendar and organization of the co-curricular and extension activities. It monitors teaching, learning and evaluation process through feedback. The student's feedback is conducted as per the following norms:

- a. All the punctual students are allowed to give feedback on faculty, teaching-learning process and evaluation so that actual feedback is ascertained.
- b. After evaluating the feedback from students, the teacher if evaluated with low performance is instructed accordingly.
- c. The whole process is being operated through IQAC and no other faculty member is involved at any stage.

IQAC also directs the various departments to organise curriculum

enrichment activities. The administration of the college gave utmost importance to the suggestion issued by the IQAC.

The chairperson and Coordinator of IQAC monitor the completion of the syllabus so that the prescribed syllabus is completed within the stipulated time.

In order to take reviews of learning outcomes, the IQAC proposed to the administration of the college to conduct an Academic Audit for the year 2021-22.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.nbxc.org/userfiles/file/AQAR-2021-22/Annual Report 2022 compressed.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities**7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year**

The institution has always showed commitment to enhance the awareness about gender equity. During the year, the institution took every possible measures after resumption of physical mode of classes after twenty long months of pandemic-induced virtual classes to promote gender equity and sensitization among the students and staff alike. Indeed, with about 55% of female students and almost 50% staff, the institution made it an important point to create awareness and sensitize all stakeholders during the annual orientation programme of fresh students besides instilling in students' mind the need for respect for persons of other genders including transgenders. A mixed seating arrangement in classrooms provides healthy growth for students coming from various backgrounds. Indeed, the Women Cells made a point to conduct seminars for discussion on gender equity and organized events such as, International Women's Day when some outstanding women were given special mention but also some ordinary village women from neighbourhood were felicitated for their commitment to family and local community. By organizing talks and discussion in collaboration with NGOs like MARG of Darjeeling, on the plights of vulnerable women through web of deceit like 'human trafficking, dignity of women and sensitization towards women was effectively created.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid waste management: In the campus, there are colour-coded bins for bio-degradable and non-biodegradable wastes placed at various locations inside the campus. Bio-degradable wastes, such as paper, leaves, etc. are dumped in a pit for manure formation, which are utilized for plantation purposes within the campus, whereas non- biodegradable waste is burned in incinerators on a regular basis.

Chemical Treatments: The sewage that will be obtained after biological treatments will be subjected to treated with calcium oxide to precipitate up to 90% of phosphates and suspended particles. By this treatment, the precipitate will separate and settle at the bottom.

Biomedical waste management: All the biological wastes, such as microbiological media, culture, etc. that are generated in the campus are first autoclaved with all the necessary precautions for decontamination before dumping them.

E-waste management: Generally, all the unused or non-functioning computers, printers, etc., are collected and stored in a chamber inside the Computer Science department. The parts are reused most of the times.

Waste recycling system: Incineration is carried out regularly and a lot amount of ashes are generated. These ashes are used along with organic manure for tea plantation purposes in the campus

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File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://drive.google.com/file/d/1sIcYL7jBBDSrbAD8W5CJGciPAcTVGobm/view
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	B. Any 3 of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows:	A. Any 4 or All of the above
<ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants 	

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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

<p>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</p>	<p>D. Any 1 of the above</p>
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

<p>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</p>	<p>B. Any 3 of the above</p>
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

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

The institution has taken definitive initiatives to provide an inclusive environment in its various activities where students from diverse social, cultural and linguistic background from hills and plains, rural and urban areas including north-east deeply feel part of the college community.

National Integration Day' celebrated on 19th January, 2022 also formed part of annual celebration that encourages exhibition of folk, regional and national diversity wearing different traditional attires. The students from diverse cultural, linguistic and ethnic backgrounds display various artefacts from across India. On the other hand, exotic traditional cuisines and other ethnic food items are prepared for everyone to taste. The students also perform different ethnic songs/dances thereby exhibiting harmony and solidarity regardless of culture, ethnicity or language.

College Cultural Fest - X-travaganza celebrated this year on 28th January that provided melting pot for students of diverse backgrounds wherein students could perform songs and dances and displaying other artistic forms for students coming from various ethnic, cultural and linguistic backgrounds and enthralling the audience.

Moreover, students from Nepali ethnicity participated in Deusi celebration Tribal students celebrated Karam feast while Carol Singing, music performance, skit, etc. was celebrated by all as Pre- Christmas Celebrations at the College.

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

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

In order to inculcate obligations, duties, values and responsibilities enshrined in the Constitution of India the

institution attempts to conduct different activities. Department of Political Science conducted yearly Youth Parliament where students from invited schools and colleges participated in the parliamentary proceedings by enacting the roles of house speaker, members of treasury as well as opposition bench debating on some pertinent issues facing the country. The Youth Parliament lays a bridge between youth, like-minded people working for society and government by providing a common platform and fostering healthy discussion on political reforms, parliamentary activities, policymaking, education and employment. Using this platform values of the constitution are discussed while also informing the audience about the right to information and legal system of India. Similarly, a seminar on "Nationalism" was also organised to sensitize the students about the concept of nation.

Like every year, this year too NSS celebrated National Integration Day on 19th November to sensitize the students about strengthening unity and solidarity by removing socio-cultural and economic inequality. The NSS also observed 'Swachhta Pakhwada' a step towards cleanliness or 'Swachhta hi Sewa' and 'Swachh Bharat Avijan' where the entire college and the surrounding areas are thoroughly cleaned by the volunteers.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

B. Any 3 of the above

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

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

The institution has been traditionally celebrating some events, festivals and commemorative days of national and international significance. Some events are organized as college event while others are celebrated at departmental levels which are as follows:

National Days/Feasts: Two of the most venerable days for the country namely, Independence Day and Republic Day was celebrated at Rajganj campus with about 100 hostel boys and girls by short parade followed by flag hoisting and singing national anthem. Teachers' Day was celebrated at departmental levels where students felicitated their respective teachers.

Besides, the institution also commemorated National Library Day Gandhi Jayanti, Buddha Jayant, Rabindra Jayanti, Guru Nanak Jayanti, and so on. Science departments celebrated National Science Day by organizing seminars and special lectures. The Nature Club (X-istence) of the college celebrated World Environment Day/Earth Day as an annual affairs' Women's Cell made March 8th a memorable annual event by organizing workshop/seminar on the achievements of prominent women from around the world and sharing inspiring stories and successes by some invited women speakers to celebrate International Women's Day. On this day, members of Women's Cell also organize poster competitions on various gender related topics to spread awareness on gender equality and gender equity.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

1

1.TITLE: CREATION OF GREEN CAMPUS

2.OBJECTIVES: To sensitize all the stakeholders of the Institution a healthy environment and to build a sustainable ecosystem.

3.THE CONTEXT: The institution has taken the opportunity to hone this awareness and motivate the students a sense of promoting green campus.

4.THE PRACTICE:

College strive to reduce the consumption of energy. College has rainwater harvesting system and started cultivation of organic-vegetables.

5. EVIDENCE OF SUCCESS:

Solar panels are capable of providing 1800 kW per year. 76% of bulbs are LED.

6. PROBLEMS ENCOUNTERED

The expenditure for maintenance of Greenery of the campus is dependent on the tuition fees.

2

1.TITLE: X-CELLENCE DAY (ANNUAL COLLEGE DAY)

2.OBJECTIVES:

To appreciate and recognize the academic and non-academic achievements of the students. 3.THE CONTEXT:

An effort to inculcate motivation and appreciation to the young minds for all excellent performances by them.

4.THE PRACTICE:

Every-year students who have excelled in various academic as well as non-academic fields are invited to receive an award. To encourage the teaching spirit, awarded PhD faculty are also felicitated.

5. EVIDENCE OF SUCCESS:

Guardians feel proud while witnessing their wards receiving awards. They become more passionate about their work.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The distinct characteristic of the institution since inception is reflected on its top priorities and thrust areas has been its catering to the higher educational aspirations and needs of the socially and economically backward groups of North Bengal region especially the Scheduled Tribe and Scheduled Caste communities from small villages, tea growers and tea plantations communities of North Bengal. In order to bring these students to the main stream of higher education, college has been giving special attention to them by way of special classes, slow learners' programmes, remedial classes, spoken/conversational English, etc.so that they are able to cope up with the challenges of higher education studies. The college has adopted a socially and economically backward village of its neighborhood named Kheripara. In order to continue motivating the students at junior classes Evening Tuition and Evening Study Centre for about 70 odd school children have been running. Students from

priority groups like ST/SC from tea plantation community are provided with free ship/fee-concession. Moreover, all possible help is extended to them for obtaining state government scholarships, post metric scholarships, stipends from Tea Board of India and also some central government schemes.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

North Bengal St. Xavier's College has identified the following plans of action for the next academic year.

- To introduce Physics and Psychology Honours courses
- To get ISO certificate
- To create an atmosphere for the holistic development of students, faculty members and support staff.
- To facilitate continuous upgradation of knowledge and use of digital resources by both the students and teachers.
- To fulfil its social obligation by organising programmes and activities for the benefit of the community and other stakeholders.
- To create awareness and initiate measures for protecting and promoting the environment and maintenance of Green Campus.
- To encourage and facilitate a research culture by promoting interdisciplinary research both by the students and faculty members.
- To introduce some more job-oriented and skill-based courses.
- To give additional thrust to campus placement initiatives.
- To identify talent among students for various sports and cultural activities.