



## YEARLY STATUS REPORT - 2022-2023

### Part A

#### Data of the Institution

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

|                                                                                                                      |                                                                                                                                                           |                |                             |               |             |
|----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------------------------|---------------|-------------|
| • Name of the Affiliating University                                                                                 | University of North Bengal                                                                                                                                |                |                             |               |             |
| • Name of the IQAC Coordinator                                                                                       | Biprانش Kumar Tiwary                                                                                                                                      |                |                             |               |             |
| • Phone No.                                                                                                          | 8670725693                                                                                                                                                |                |                             |               |             |
| • Alternate phone No.                                                                                                | 08670725693                                                                                                                                               |                |                             |               |             |
| • Mobile                                                                                                             | 8670725693                                                                                                                                                |                |                             |               |             |
| • IQAC e-mail address                                                                                                | iqac@nbxc.org                                                                                                                                             |                |                             |               |             |
| • Alternate e-mail address                                                                                           | bipra.tiway@gmail.com                                                                                                                                     |                |                             |               |             |
| <b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>                                             | <a href="https://www.nbxc.org/userfiles/file/AQAR-2021-22/NBSXC AQAR 21-22.pdf">https://www.nbxc.org/userfiles/file/AQAR-2021-22/NBSXC AQAR 21-22.pdf</a> |                |                             |               |             |
| <b>4.Whether Academic Calendar prepared during the year?</b>                                                         | Yes                                                                                                                                                       |                |                             |               |             |
| • if yes, whether it is uploaded in the Institutional website Web link:                                              | <a href="https://www.nbxc.org/academic-calendar">https://www.nbxc.org/academic-calendar</a>                                                               |                |                             |               |             |
| <b>5.Accreditation Details</b>                                                                                       |                                                                                                                                                           |                |                             |               |             |
| Cycle                                                                                                                | Grade                                                                                                                                                     | CGPA           | Year of Accreditation       | Validity from | Validity to |
| Cycle 1                                                                                                              | B+                                                                                                                                                        | 2.62           | 2021                        | 13/09/2021    | 12/09/2026  |
| <b>6.Date of Establishment of IQAC</b>                                                                               |                                                                                                                                                           |                | 20/04/2020                  |               |             |
| <b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b> |                                                                                                                                                           |                |                             |               |             |
| Institutional/Department /Faculty                                                                                    | Scheme                                                                                                                                                    | Funding Agency | Year of award with duration | Amount        |             |
| 0                                                                                                                    | 0                                                                                                                                                         | 0              | 0                           | 0             |             |
| <b>8.Whether composition of IQAC as per latest NAAC guidelines</b>                                                   |                                                                                                                                                           |                | Yes                         |               |             |
| • Upload latest notification of formation of IQAC                                                                    |                                                                                                                                                           |                | <a href="#">View File</a>   |               |             |
| <b>9.No. of IQAC meetings held during the year</b>                                                                   |                                                                                                                                                           |                | 2                           |               |             |

|                                                                                                                                                                              |                  |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--|
| <ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>       | Yes              |  |
| <ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>                                                 | No File Uploaded |  |
| <b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>                                                           | No               |  |
| <ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>                                                                                                 |                  |  |
| <b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>                                                                             |                  |  |
| Preparation of reports for AISHE, NIRF & AQAR.                                                                                                                               |                  |  |
| Purchase of new equipment, ICT tools for better curriculum delivery. Upgradation of laboratories, sports grounds, hostels and library.                                       |                  |  |
| A Green Audit has been conducted. The college has received ISO 14001: 2015 and ISO 9001: 2015 certificates.                                                                  |                  |  |
| Collecting and verifying Departmental Appraisal Reports.                                                                                                                     |                  |  |
| A Gender Audit has been conducted.                                                                                                                                           |                  |  |
| <b>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</b> |                  |  |
|                                                                                                                                                                              |                  |  |

| Plan of Action                                                                           | Achievements/Outcomes                                                                                                                                                            |
|------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Maintenance of quality as per NAAC Parameters                                            | All the related activities done in context to AQAR submission                                                                                                                    |
| Encouraging departments to organize Expert talks/seminars/workshops/Webinar .            | Providing a platform for students and faculty members to enhance their skills/upgrade their skill-interaction with eminent personalities and to sensitize the student community. |
| To enhance the effectiveness of the Teaching-Learning Process through ICT implementation | Delivery of curriculum was improved with the active use of Smart and ICT enabled Classrooms.                                                                                     |
| Green audit                                                                              | Green Audit has been conducted. College has received ISO 14001: 2015 and ISO 9001: 2015 certificates.                                                                            |

|                                                                              |     |
|------------------------------------------------------------------------------|-----|
| <b>13. Whether the AQAR was placed before statutory body?</b>                | Yes |
| <ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul> |     |

| Name                                             | Date of meeting(s) |
|--------------------------------------------------|--------------------|
| North Bengal St. Xavier's College Governing Body | 15/12/2023         |

| <b>14. Whether institutional data submitted to AISHE</b> |                    |
|----------------------------------------------------------|--------------------|
| Year                                                     | Date of Submission |
| 2020                                                     | 20/06/2020         |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>15. Multidisciplinary / interdisciplinary</b>                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <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</p> |

North Bengal-Himalayan biodiversity, crossborder 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. 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. 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 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 NEP2020.

#### **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    | <a href="#">View File</a> |

**2.Student**

2.1 928

Number of students during the year

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

2.2 296

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

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

2.3 324

Number of outgoing/ final year students during the year

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

**3.Academic**

3.1 54

Number of full time teachers during the year

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

3.2 54

Number of Sanctioned posts during the year



| <b>Extended Profile</b>                                                                             |                           |
|-----------------------------------------------------------------------------------------------------|---------------------------|
| <b>1.Programme</b>                                                                                  |                           |
| 1.1<br>Number of courses offered by the institution across all programs during the year             | <b>284</b>                |
| File Description                                                                                    | Documents                 |
| Data Template                                                                                       | <a href="#">View File</a> |
| <b>2.Student</b>                                                                                    |                           |
| 2.1<br>Number of students during the year                                                           | <b>928</b>                |
| File Description                                                                                    | Documents                 |
| Data Template                                                                                       | <a href="#">View File</a> |
| 2.2<br>Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | <b>296</b>                |
| File Description                                                                                    | Documents                 |
| Data Template                                                                                       | <a href="#">View File</a> |
| 2.3<br>Number of outgoing/ final year students during the year                                      | <b>324</b>                |
| File Description                                                                                    | Documents                 |
| Data Template                                                                                       | <a href="#">View File</a> |
| <b>3.Academic</b>                                                                                   |                           |
| 3.1<br>Number of full time teachers during the year                                                 | <b>54</b>                 |
| File Description                                                                                    | Documents                 |
| Data Template                                                                                       | <a href="#">View File</a> |

|                                                                   |                           |
|-------------------------------------------------------------------|---------------------------|
| 3.2                                                               | 54                        |
| Number of Sanctioned posts during the year                        |                           |
| File Description                                                  | Documents                 |
| Data Template                                                     | <a href="#">View File</a> |
| <b>4.Institution</b>                                              |                           |
| 4.1                                                               | 48                        |
| Total number of Classrooms and Seminar halls                      |                           |
| 4.2                                                               | 243.84                    |
| Total expenditure excluding salary during the year (INR in lakhs) |                           |
| 4.3                                                               | 86                        |
| 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 institution has definite mechanism to deliver effective curriculum throughout the academic session. At the beginning of each academic session an academic handbook is prepared to ensure and to communicate the complete curricular and co-curricular activities. Centralised class time table is prepared by combining all the departmental time tables. The curriculum deliveries are documented by preparing the lesson plan, logbooks, practical notebooks and by giving study materials. Regular class routine is displayed in the notice board and in the website of the college. Workshops, seminars and conferences, hands-on training, special lectures etc. are being notified officially by the respective class representatives, and head of the departments.

| File Description                    | Documents                 |
|-------------------------------------|---------------------------|
| Upload relevant supporting document | <a href="#">View File</a> |
| Link for Additional information     | Nil                       |

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

The academic calendar is published in the beginning of every academic session. It helps the students to get full insights of the academic and non-academic events that would happen during the year. The release of academic calendar in advance ensures the timely planning and execution of academic activities and co-curricular events. It covers all important dates for students such as the commencement of classes, and internal examinations, date of payment of fees, co-curricular activities, special programmes, holidays etc. As per specified CBCS curriculum, two internal assessments are conducted for each semester before the final University semester-end examination.

| File Description                     | Documents                 |
|--------------------------------------|---------------------------|
| Upload relevant supporting documents | <a href="#">View File</a> |
| 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 | <a href="#">View File</a> |
| 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                              | <a href="#">View File</a> |
| Minutes of relevant Academic Council/ BOS meetings      | <a href="#">View File</a> |
| Institutional data in prescribed format (Data Template) | <a href="#">View File</a> |

### 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

The institute integrates socially relevant cross cutting issues within the framework of the curriculum prescribed by the university. Value education classes are conducted on regular basis to raise the human and social values amongst students. The orientation of the newly joined and 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 mechanisms of the college. To promote gender equality, institute always supports flexible sitting arrangements, representation of all the genders in the leadership positions in college level committees. The institute maintains a congenial environment free from gender discrimination by the activities of Women' cell, NCC girls and NSS volunteers. Nature club of the college organises various activities to promote carbon neutral possibilities, and green campus maintenance, thereby reducing 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 | <a href="#">View File</a> |

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                                                                 | <a href="#">View File</a> |
| 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) | <a href="#">View File</a> |

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

284

| File Description                                                                                            | Documents                 |
|-------------------------------------------------------------------------------------------------------------|---------------------------|
| Any additional information                                                                                  | <a href="#">View File</a> |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | No File Uploaded          |

## 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                                                                                                                  | <a href="#">View File</a> |
| 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)                                                                                                                   | <a href="#">View File</a> |

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

**B. Feedback collected, analyzed and action has been taken**

| File Description                  | Documents                                                                                                                                                         |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Upload any additional information | <a href="#">View File</a>                                                                                                                                         |
| URL for feedback report           | <a href="https://www.nbxc.org/ServerImage/a0dfb997-67cd-43c5-ade5-5d92351703ce.pdf">https://www.nbxc.org/ServerImage/a0dfb997-67cd-43c5-ade5-5d92351703ce.pdf</a> |

## 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

726

| File Description                        | Documents                 |
|-----------------------------------------|---------------------------|
| Any additional information              | <a href="#">View File</a> |
| Institutional data in prescribed format | <a href="#">View File</a> |

#### 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

154

| File Description                                              | Documents                 |
|---------------------------------------------------------------|---------------------------|
| Any additional information                                    | No File Uploaded          |
| Number of seats filled against seats reserved (Data Template) | <a href="#">View File</a> |

## 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

College adopts several methods to assess the learning levels of the students. Apart from regular University semester-end examination, the institute regularly conduct continuous internal assessment to evaluate the performance of the students. Two centralised internal evaluations for both the odd and even semesters each year are conducted; the first one is not the written exam always; however, each department decides to evaluate their students through different alternative modes like assignment preparation, seminar paper, Power point presentation, viva-voce, poster making etc. Regular interaction with students, and self and peer evaluation are some other effective ways to understand the learning level of the students. Before final University examination there is always a centralised internal assessment following university examination pattern.

Steps taken for slow learners:

- easy to follow reading material
- tutorial and remedial classes
- audio visual (ppt) materials
- YouTube and other video link when available

Steps taken for advanced learner:

- additional advanced reference
- creating opportunities and scops for outside exposor (special lecture and seminar)
- conducting 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 |
|--------------------|--------------------|
| 928                | 54                 |

| File Description           | Documents                 |
|----------------------------|---------------------------|
| Any additional information | <a href="#">View File</a> |

## 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 learning enjoyable and to help both slow and advanced learners. Field work, excursions and practical-based papers are very important to enrich the fundamental knowledge of the students. College makes regular efforts to conduct the project tour, industrial visit and internship. All the students of the concerned department need to prepare field reports, dissertations, or presentations. This entire process of learning ultimately helps the students to develop analytical minds, independent thinking, and problem-solving ability.

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | <a href="#">View File</a> |
| 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 adequate number of classrooms, computers, projectors etc. and Wi-Fi connections to access the internet. It has also an ICT-enabled smart class room and a seminar hall with fixed

projector and display board. Both smart classroom and seminar hall are used for conducting audio visual classes, academic seminars, special lectures, webinars, documentary shows, and other online programmes. The library is equipped with sufficient computers to access and store data as per the requirements of faculty members and students.

| File Description                                                                                  | Documents        |
|---------------------------------------------------------------------------------------------------|------------------|
| Upload any additional information                                                                 | No File Uploaded |
| 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. | <a href="#">View File</a> |
| Circulars pertaining to assigning mentors to mentees                | <a href="#">View File</a> |
| mentor/mentee ratio                                                 | No File Uploaded          |

### 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) | <a href="#">View File</a> |
| Any additional information                                       | No File Uploaded          |
| List of the faculty members authenticated by the Head of HEI     | <a href="#">View File</a> |

## 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) | <a href="#">View File</a> |

## 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

407

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

## 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.

The mechanism of internal assessment is fully transparent and robust. Each semester students must appear for at least two internal assessments. Mode of the assessments are declared well in advance. The standard rule is that one of the assessments will be innovative and the other one will follow the university examination pattern. All the dates and duration of the internal assessments are mentioned in the academic calendar of the college. Any alteration on that is being communicated officially 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 or before the scheduled date of marks submission to keep the entire record.

| File Description                | Documents        |
|---------------------------------|------------------|
| Any additional information      | No File Uploaded |
| Link for additional information | Nil              |

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

The objective of the internal assessment is to realize the progress of the students and help them to prepare better for the final university examination. Therefore, teachers interact with the students on regular basis to clarify the doubts. No one is allowed to attempt or adopt any kind of unfair means in any examination in the college. All the examination related guidelines are circulated ahead of time. The teachers are encouraged to discuss the performance of the students either in the class or in a small group. Students can approach the Head / concerned teacher of the department or can approach to the Vice-Principal (Academics) in case of any dissatisfaction with internal assessment. 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      | No File Uploaded |
| 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.

The institute executes both the honours and programme courses of all the three streams i.e. arts, science, and commerce under CBCS. This college is affiliated to the University of North Bengal and the syllabi of all the courses are framed 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 admission, the college publishes both the hard and soft copy of the college prospectus that invariably includes all the course details. A counselling team explains the course related matters to the students. 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 prospect and outcome. Moreover, in the university syllabus a course objectives and outcome are mentioned for all the papers which are discussed in the class at the beginning and/or as per requirement.

| File Description                                     | Documents                 |
|------------------------------------------------------|---------------------------|
| Upload any additional information                    | No File Uploaded          |
| Paste link for Additional information                | Nil                       |
| Upload COs for all courses (exemplars from Glossary) | <a href="#">View File</a> |

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, the college gives 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. In addition, various course related 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

252

| File Description                                                                                                   | Documents                 |
|--------------------------------------------------------------------------------------------------------------------|---------------------------|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | <a href="#">View File</a> |
| Upload any additional information                                                                                  | <a href="#">View File</a> |
| 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/ServerImage/a0dfb997-67cd-43c5-ade5-5d92351703ce.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**

26

| File Description                                               | Documents                 |
|----------------------------------------------------------------|---------------------------|
| Report of the event                                            | No File Uploaded          |
| Any additional information                                     | No File Uploaded          |
| List of workshops/seminars during last 5 years (Data Template) | <a href="#">View File</a> |

**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**

6

| File Description                                                                                   | Documents                 |
|----------------------------------------------------------------------------------------------------|---------------------------|
| Any additional information                                                                         | <a href="#">View File</a> |
| List of research papers by title, author, department, name and year of publication (Data Template) | <a href="#">View File</a> |

### 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

12

| File Description                                                        | Documents                 |
|-------------------------------------------------------------------------|---------------------------|
| Any additional information                                              | <a href="#">View File</a> |
| List books and chapters edited volumes/ books published (Data Template) | <a href="#">View File</a> |

### 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

**Health camp:** A two-day 'Mega Health Camp' was jointly organised by the Social Service Cell and Women's Cell of the College on the 10th and 11th of February, 2023 in collaboration with Maharaja Agrasen Hospital, Fulbari, and Lions Club, Siliguri. More than 100 people from neighbouring villages.

**Anti-human trafficking awareness at Shikarpur Tea Estate:** On 17th December 2022, Social Service Cell, NBSXC celebrated Pre-Christmas and also conducted awareness session on anti-human trafficking. Pre-celebrated International Women's Day and 'National Safety Day' on the 4th of March, 2023.

**Cleaning Drive:** On 24th of September, 2022, the National Service Scheme (NSS) Cell, NBSXC, celebrated the NSS Day and organised a 'Swachhata Abhiyan' campaign.

**Environmental awareness:** On 12th of February 2023, NSS unit of the College in collaboration with The Nature & Trekkers' Club of Jalpaiguri, organised an encouraging trek to a historically significant location.

**Outreach programs for Children of neighbourhood:** On 18th February 2023, AICUF-NBSXC organised a day outing with games, talent show, singing, dancing for the children of adopted village Kheripara which also has the study centre of the College. AICUF also conducted similar programs for the children of neighbourhood areas on 26th March 2023.



| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

### 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

15

| File Description                                                                                                     | Documents                 |
|----------------------------------------------------------------------------------------------------------------------|---------------------------|
| Reports of the event organized                                                                                       | <a href="#">View File</a> |
| Any additional information                                                                                           | No File Uploaded          |
| Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template) | <a href="#">View File</a> |

### 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**

668

| File Description                                                                               | Documents                 |
|------------------------------------------------------------------------------------------------|---------------------------|
| Report of the event                                                                            | <a href="#">View File</a> |
| Any additional information                                                                     | No File Uploaded          |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | <a href="#">View File</a> |

### 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**

5

| File Description                                                                                                           | Documents                 |
|----------------------------------------------------------------------------------------------------------------------------|---------------------------|
| e-Copies of the MoUs with institution./ industry/corporate houses                                                          | <a href="#">View File</a> |
| Any additional information                                                                                                 | No File Uploaded          |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | <a href="#">View File</a> |

## 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.

The college has eleven ICT enabled classrooms/halls and one smart classroom. Rajganj Campus has 4 halls, 13 big and 6 small sized classrooms and in the Loyola Block there are 9 large, 4 medium sized, 5 small sized classrooms and a smart class room. The Siliguri Campus has 03 halls, 02 large sized and 02 medium sized classrooms. The 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 69 Desktops, 17 Scanner and Printers, 04 Xerox machines, 4 Departmental Staffrooms, 02 Common Staff-room, and has 11 Departmental Libraries, 01 Central Library, Girls' Common Room and 4 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, women's cell room, NSS Room, Student Council Room, Yoga Hall, Prayer Hall and Accounts/bursar office. The College also provides Hostel, bus and canteen facilities.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| 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 indoor and outdoor games facilities are available in both the campuses. At, Rajganj Campus the auditorium is utilised for the cultural events and is also 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 college also has a volleyball court, basketball court and Yoga Hall. Annual sports day 'Xuberance' and National Sports Day is celebrated every year. College has dedicated boys' teams for Cricket, Football and Basketball. There is a Girls' basketball team of college. There are twin lawns in front of the College building which is utilised for outdoor sports activities like kho-kho, kabaddi and cultural events like 'X-hilarate'. At Siliguri campus, small cultural events are organised in the auditorium and open space in the front of the Campus. Siliguri campus has Badminton court, Volleyball court, Cricket pitch, etc. All the major sports and Cultural events are organised jointly in Rajganj Campus. The college organizes annual cultural activities 'Xtravaganza', which includes both on-stage and offstage programs apart from other cultural activities organised throughout the year.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| 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                                                         | <a href="#">View File</a> |
| Paste link for additional information                                                     | Nil                       |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | <a href="#">View File</a> |

#### 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)

162.39

| File Description                                                                      | Documents                 |
|---------------------------------------------------------------------------------------|---------------------------|
| Upload any additional information                                                     | No File Uploaded          |
| Upload audited utilization statements                                                 | <a href="#">View File</a> |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | <a href="#">View File</a> |

## 4.2 - Library as a Learning Resource

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

At present, Central library is partially automated with high quality, full-featured 'Integrated Library Management Software (ILMS)', popularly known as 'Koha'. This software includes modules for circulation, cataloging, acquisitions, serials, patron management, reporting, and more. 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 as well. Circulation, management, and self-checkout interfaces are all based on standards compliant web technologies - HTML and JavaScript - making 'Koha' a truly platform-independent solution. 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-format file. An ISO2709 file can be processed using

bibliographic software like EndNote. The database for 'Koha' is compatible with major industry database types such as My-SQL or MS-SQL.

Books in the library are bar-coded for automated circulation. The college is enlisted with N-LIST (National Library and Information Services Infrastructure for Scholarly Content).

The LAN and Wi-Fi facility have been made available in the library for the benefit of the students and faculty members. Koha has a support system for integration of RFID (Radio Frequency Identification) technology for circulation, security, stock verification, and other library work.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| 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** B. Any 3 of the above

| File Description                                                                                  | Documents                 |
|---------------------------------------------------------------------------------------------------|---------------------------|
| Upload any additional information                                                                 | <a href="#">View File</a> |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | <a href="#">View File</a> |

**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)**

7.959

| File Description                                                                                                     | Documents                 |
|----------------------------------------------------------------------------------------------------------------------|---------------------------|
| Any additional information                                                                                           | No File Uploaded          |
| Audited statements of accounts                                                                                       | <a href="#">View File</a> |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | <a href="#">View File</a> |

#### 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

16

| File Description                                  | Documents                 |
|---------------------------------------------------|---------------------------|
| Any additional information                        | <a href="#">View File</a> |
| Details of library usage by teachers and students | <a href="#">View File</a> |

#### 4.3 - IT Infrastructure

##### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The Rajganj campus has eleven ICT-enabled Classroom in each department and a Smart Class-Room to make the teaching- learning more effective, updated and interesting. All of the notes are digitized and saved in the computer data base.

Each Department of the College is provided with a Desktop with LAN facilities. Each year new computers, printers are purchased that 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. A dedicated computer lab with internet facilities are also provided for Departments like Geography where computers are needed for some special papers. Siliguri campus also has Wifi facilities and a

dedicated computer lab with internet facilities.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| Paste link for additional information | Nil                       |

#### 4.3.2 - Number of Computers

86

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | <a href="#">View File</a> |
| 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                                        | <a href="#">View File</a> |
| Details of available bandwidth of internet connection in the Institution | <a href="#">View File</a> |

#### 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)

11.67



| File Description                                                                                                      | Documents                 |
|-----------------------------------------------------------------------------------------------------------------------|---------------------------|
| Upload any additional information                                                                                     | No File Uploaded          |
| Audited statements of accounts.                                                                                       | <a href="#">View File</a> |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | <a href="#">View File</a> |

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     | <a href="#">View File</a> |
| 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 benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

58

| File Description                                                                                                                   | Documents                 |
|------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Upload any additional information                                                                                                  | <a href="#">View File</a> |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | <a href="#">View File</a> |

**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**

**E. none of the above**

| File Description                                                                  | Documents        |
|-----------------------------------------------------------------------------------|------------------|
| Link to institutional website                                                     | Nil              |
| Any additional information                                                        | No File Uploaded |
| Details of capability building and skills enhancement initiatives (Data Template) | No File Uploaded |

**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**

**B. Any 3 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                                                                                            | <a href="#">View File</a> |
| Details of student grievances including sexual harassment and ragging cases                                                  | <a href="#">View File</a> |

## 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

7

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Self-attested list of students placed | No File Uploaded          |
| Upload any additional information     | <a href="#">View File</a> |

### 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

72

| File Description                                   | Documents                 |
|----------------------------------------------------|---------------------------|
| Upload supporting data for student/alumni          | <a href="#">View File</a> |
| Any additional information                         | No File Uploaded          |
| Details of student progression to higher education | <a href="#">View File</a> |

### 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.**

1

| File Description                                                                                                                                                     | Documents                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| e-copies of award letters and certificates                                                                                                                           | <a href="#">View File</a> |
| 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) | <a href="#">View File</a> |

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     | <a href="#">View File</a> |

### 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

30

| File Description                                                                                                                                                                     | Documents                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Report of the event                                                                                                                                                                  | <a href="#">View File</a> |
| Upload any additional information                                                                                                                                                    | <a href="#">View File</a> |
| 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) | <a href="#">View File</a> |

## 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 SocietiesRegistration 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     | <a href="#">View File</a> |

#### 5.4.2 - Alumni contribution during the year A. ? 5Lakhs (INR in Lakhs)

| 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 where teacher coordinators of various committees or cells for cocurricular and extra-curricular programmes participate in microlevel 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 | <a href="https://www.nbxc.org/vision-mission.html">https://www.nbxc.org/vision-mission.html</a> |
| Upload any additional information     | <a href="#">View File</a>                                                                       |

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 cocurricular 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 viceprincipal 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     | <a href="#">View File</a> |

## 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 | <a href="#">View File</a> |
| 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 | <a href="https://www.nbxc.org/organogram.html">https://www.nbxc.org/organogram.html</a> |
| Upload any additional information             | <a href="#">View File</a>                                                               |

**6.2.3 - Implementation of e-governance in**      **B. Any 3 of the above**

**areas of operation Administration Finance  
and Accounts Student Admission and  
Support Examination**

| File Description                                                                                    | Documents                 |
|-----------------------------------------------------------------------------------------------------|---------------------------|
| ERP (Enterprise Resource Planning) Document                                                         | No File Uploaded          |
| Screen shots of user interfaces                                                                     | <a href="#">View File</a> |
| Any additional information                                                                          | No File Uploaded          |
| Details of implementation of e-governance in areas of operation, Administration etc (Data Template) | <a href="#">View File</a> |

### 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 relative's demise.
- Special Study Leave with pay is granted to permanent teaching faculties for completing Doctoral Studies.
- Loan without interest is provided to lower-level nonteaching 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**

0

| 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                                                                 | No File Uploaded |
| Details of teachers attending professional development programmes during the year (Data Template) | No File Uploaded |

**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     | <a href="#">View File</a> |

## 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 2022-23. 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 Trusteeand 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     | <a href="#">View File</a> |

#### 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)

0

| 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) | No File Uploaded |

#### 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     | <a href="#">View File</a> |

## 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 monthly basis. 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 2022-23..

| 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)**

**B. Any 3 of the above**

| File Description                                                                   | Documents                                                                                                                                                         |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Paste web link of Annual reports of Institution                                    | <a href="https://www.nbxc.org/ServerImage/227b126e-4b70-49e4-864b-be36a38a0aa0.pdf">https://www.nbxc.org/ServerImage/227b126e-4b70-49e4-864b-be36a38a0aa0.pdf</a> |
| Upload e-copies of the accreditations and certifications                           | No File Uploaded                                                                                                                                                  |
| Upload any additional information                                                  | <a href="#">View File</a>                                                                                                                                         |
| 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 promised to work for the society and so has kept its promise. Women's cell of NBSXC every year tried its best to organize programmes in order to aware the students, staff and community people on various gender sensitized issues. This year the college had signed Memorandum of Understanding with MARG (Mankind in Action for Rural Growth), an NGO from Darjeeling. This NGO is working against Human Trafficking for a long period of time. The horrendous crime of human trafficking is a direct violation of human rights. Under this YATC (Youth Against Trafficking Club) was formed in the college with the student members of the cell. To uplift the society, the cell had organized Two-day Mega health camp which provided free health checkups comprising of eye checkups, dental checkups, pressure and sugar tests and physical checkups for the people from the neighbouring villages, students and the staff. A blood donation camp was also organized as a part of the Mega Health Camp. The cell also celebrated International Women's Day at a near-by remote place (Shikarpur) where awareness on human trafficking and importance of education, health and hygiene and women empowerment were delivered to girls and women.

| File Description                                                                                                                                                                 | Documents                                                                                                                                                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Annual gender sensitization action plan                                                                                                                                          | <a href="https://www.nbxc.org/ServerImage/2e758144-6176-4e35-9f79-64b57bc54275.pdf">https://www.nbxc.org/ServerImage/2e758144-6176-4e35-9f79-64b57bc54275.pdf</a> |
| 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 | <a href="https://www.nbxc.org/ServerImage/b65023c2-237c-4863-90a2-62d85b05342a.pdf">https://www.nbxc.org/ServerImage/b65023c2-237c-4863-90a2-62d85b05342a.pdf</a> |

**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         | <a href="#">View File</a> |
| Any other relevant information | <a href="#">View File</a> |

**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**

After proper separation of solid waste, biodegradable solid wastes are accumulated in pits which in turn produce compost. This compost then gets used for in-house organic farming. Non-biodegradable wastes are incinerated in incinerators at regular intervals.

Three main types of liquid waste are produced by the college: 1. the sewage goes through the basic sewage treatment as it gets disposed in septic tanks. 2. The laboratory waste also gets deposited in the sewage tanks, and 3. The kitchen waste gets disposed through the drainage system. Biomedical wastes get sterilized using autoclave and then disposed into pits in the ground.

E-waste such as non-functional electronic devices are stored in an e-waste store room, most of the times their functional parts are separated and reused. Non-functional parts are stored away to be

auctioned.

Apart from functional parts of electronics, newspapers, or used scripts are also reused multiple times in laboratories, before their disposal. The manure from biodegradable pits, and the ashes from incinerators, both are used for farming in the campus. The rain-water is stored and used for cleaning and irrigation purposes.

Generation of hazardous or radioactive waste is almost nil. If there is any, they are disposed in isolated boxes.

| File Description                                                                    | Documents                 |
|-------------------------------------------------------------------------------------|---------------------------|
| Relevant documents like agreements/MoUs with Government and other approved agencies | <a href="#">View File</a> |
| Geo tagged photographs of the facilities                                            | Nil                       |
| Any other relevant information                                                      | <a href="#">View File</a> |

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

**B. Any 3 of the above**

| File Description                                  | Documents                 |
|---------------------------------------------------|---------------------------|
| Geo tagged photographs / videos of the facilities | <a href="#">View File</a> |
| Any other relevant information                    | <a href="#">View File</a> |

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

- 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 | <a href="#">View File</a> |
| Any other relevant documents                 | <a href="#">View File</a> |

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

**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**

| File Description                                                          | Documents                 |
|---------------------------------------------------------------------------|---------------------------|
| Reports on environment and energy audits submitted by the auditing agency | <a href="#">View File</a> |
| Certification by the auditing agency                                      | <a href="#">View File</a> |
| Certificates of the awards received                                       | <a href="#">View File</a> |
| Any other relevant information                                            | No File Uploaded          |

**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**

**B. Any 3 of the above**

| File Description                                                         | Documents                 |
|--------------------------------------------------------------------------|---------------------------|
| Geo tagged photographs / videos of the facilities                        | <a href="#">View File</a> |
| 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                                           | No File Uploaded          |

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 been proactively taking initiatives to provide an inclusive environment through its various activities where students from diverse social, cultural and linguistic background from hills and plains, rural and urban areas are given equal opportunities for participation. The Institution celebrates cultural and regional festivals like 'Cultural Diversity Day' which was celebrated on 19th January, 2022 where students showcased different ethnic songs/dances from different parts of the country and locality, ethnic food items wearing their traditional dresses thereby exhibiting harmony and solidarity. Annual College Cultural Fest - 'X-travaganza' and 'X-hilarate' celebrated on 14 th and 15 th March 2022, XGT (Xavier's Got Talent celebrated on 22 nd and 23 rd July 2022, 'X-finity ' music Fiesta celebrated 5 th November 2022 also provides equal opportunities for the students of diverse backgrounds to display their talents. To celebrate the uniqueness and love for one's and each other's language 'International Mother Language Day' was celebrated on 21 st February 2022. AICUF also encourages the creation of harmony through the celebration of events like Indigenous Day. Apart from all these events various other programs are conducted throughout the year through various cell/club/committee with a greater goal to encourage tolerance and harmony among the students as well as the staff.

| File Description                                                                                                                 | Documents                 |
|----------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | <a href="#">View File</a> |
| 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

Various programs are conducted with an aim to sensitize the students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities as citizens.

Department of Political Science conducted yearly Youth Parliament on 'Recent Trends in Indian Politics' on 25th November 2022 where students from invited schools participated in the parliamentary proceedings. Using this platform values of the constitution are discussed while also informing the audience. Similarly, a poster making competition was organised on 5th April 2023 to promote peace, love, unity and brotherhood as a citizen of India. A special lecture session on 'The Indian Constitution' was organised on 25th July 2022 to make the students know about the constitution and their fundamental rights as the Citizen.

Like every year, this year too NSS organised 'Swachhta Abhiyan' on NSS Day where the college and the surrounding areas were thoroughly cleaned by the volunteers and dengue and malaria awareness were raised among the neighbouring villagers. Blood Donation Camp was organised on 9th January 2023 where total of 55 units of blood were donated. All these events also sensitize the College stakeholders about their Constitutional rights and obligations.

| File Description                                                                                     | Documents                 |
|------------------------------------------------------------------------------------------------------|---------------------------|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | <a href="#">View File</a> |
| 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**

| File Description                                                                                                                                                                     | Documents                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Code of ethics policy document                                                                                                                                                       | <a href="#">View File</a> |
| 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 | <a href="#">View File</a> |
| 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 4th 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) | <a href="#">View File</a> |
| Geo tagged photographs of some of the events                                              | <a href="#">View File</a> |
| 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 organicvegetables. 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 appreciates 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 | <a href="#">View File</a> |
| Any other relevant information               | <a href="#">View File</a> |

### 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.

## 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 institution has definite mechanism to deliver effective curriculum throughout the academic session. At the beginning of each academic session an academic handbook is prepared to ensure and to communicate the complete curricular and co-curricular activities. Centralised class time table is prepared by combining all the departmental time tables. The curriculum deliveries are documented by preparing the lesson plan, logbooks, practical notebooks and by giving study materials. Regular class routine is displayed in the notice board and in the website of the college. Workshops, seminars and conferences, hands-on training, special lectures etc. are being notified officially by the respective class representatives, and head of the departments.

| File Description                    | Documents                 |
|-------------------------------------|---------------------------|
| Upload relevant supporting document | <a href="#">View File</a> |
| Link for Additional information     | Nil                       |

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

The academic calendar is published in the beginning of every academic session. It helps the students to get full insights of the academic and non-academic events that would happen during the year. The release of academic calendar in advance ensures the timely planning and execution of academic activities and co-curricular events. It covers all important dates for students such as the commencement of classes, and internal examinations, date of payment of fees, co-curricular activities, special programmes, holidays etc. As per specified CBCS curriculum, two internal assessments are conducted for each semester before the final University semester-end examination.

| File Description                     | Documents                 |
|--------------------------------------|---------------------------|
| Upload relevant supporting documents | <a href="#">View File</a> |
| 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 | <a href="#">View File</a> |
| 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                              | <a href="#">View File</a> |
| Minutes of relevant Academic Council/ BOS meetings      | <a href="#">View File</a> |
| Institutional data in prescribed format (Data Template) | <a href="#">View File</a> |

**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

The institute integrates socially relevant cross cutting issues within the framework of the curriculum prescribed by the university. Value education classes are conducted on regular basis to raise the human and social values amongst students. The orientation of the newly joined and 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 mechanisms of the college. To promote gender equality, institute always supports flexible sitting arrangements, representation of all the genders in the leadership positions in college level committees. The institute

maintains a congenial environment free from gender discrimination by the activities of Women' cell, NCC girls and NSS volunteers. Nature club of the college organises various activities to promote carbon neutral possibilities, and green campus maintenance, thereby reducing 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 | <a href="#">View File</a> |

### 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                                                                 | <a href="#">View File</a> |
| 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) | <a href="#">View File</a> |

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

284

| File Description                                                                                            | Documents                 |
|-------------------------------------------------------------------------------------------------------------|---------------------------|
| Any additional information                                                                                  | <a href="#">View File</a> |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | No File Uploaded          |

#### 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                                                                                                                  | <a href="#">View File</a> |
| 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)                                                                                                                   | <a href="#">View File</a> |

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

B. Feedback collected, analyzed and action has been taken

| File Description                  | Documents                                                                                                                                                         |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Upload any additional information | <a href="#">View File</a>                                                                                                                                         |
| URL for feedback report           | <a href="https://www.nbxc.org/ServerImage/a0dfb997-67cd-43c5-ade5-5d92351703ce.pdf">https://www.nbxc.org/ServerImage/a0dfb997-67cd-43c5-ade5-5d92351703ce.pdf</a> |

#### 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**

726

| File Description                        | Documents                 |
|-----------------------------------------|---------------------------|
| Any additional information              | <a href="#">View File</a> |
| Institutional data in prescribed format | <a href="#">View File</a> |

**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**

154

| File Description                                              | Documents                 |
|---------------------------------------------------------------|---------------------------|
| Any additional information                                    | No File Uploaded          |
| Number of seats filled against seats reserved (Data Template) | <a href="#">View File</a> |

## 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

College adopts several methods to assess the learning levels of the students. Apart from regular University semester-end examination, the institute regularly conduct continuous internal assessment to evaluate the performance of the students. Two centralised internal evaluations for both the odd and even semesters each year are conducted; the first one is not the written exam always; however, each department decides to evaluate their students through different alternative modes like assignment preparation, seminar paper, Power point presentation, viva-voce, poster making etc. Regular interaction with students, and self and peer evaluation are some other effective ways to understand the learning level of the students. Before final University examination there is always a centralised internal assessment following university examination pattern.

Steps taken for slow learners:

- easy to follow reading material



- tutorial and remedial classes
- audio visual (ppt) materials
- YouTube and other video link when available

Steps taken for advanced learner:

- additional advanced reference
- creating opportunities and scops for outside exposer (special lecture and seminar)
- conducting 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 |
|--------------------|--------------------|
| 928                | 54                 |

| File Description           | Documents                 |
|----------------------------|---------------------------|
| Any additional information | <a href="#">View File</a> |

### 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 learning enjoyable and to help both slow and advanced learners. Field work, excursions and practical-based papers are very important to enrich the fundamental knowledge of the students. College makes regular efforts to conduct the project tour, industrial visit and internship. All the students of the concerned department need to prepare field reports, dissertations, or presentations. This entire process of learning ultimately helps the students to develop analytical minds, independent thinking, and problem-solving ability.

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | <a href="#">View File</a> |
| 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 adequate number of classrooms, computers, projectors etc. and Wi-Fi connections to access the internet. It has also an ICT-enabled smart class room and a seminar hall with fixed projector and display board. Both smart classroom and seminar hall are used for conducting audio visual classes, academic seminars, special lectures, webinars, documentary shows, and other online programmes. The library is equipped with sufficient computers to access and store data as per the requirements of faculty members and students.

| File Description                                                                                  | Documents        |
|---------------------------------------------------------------------------------------------------|------------------|
| Upload any additional information                                                                 | No File Uploaded |
| 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. | <a href="#">View File</a> |
| Circulars pertaining to assigning mentors to mentees                | <a href="#">View File</a> |
| mentor/mentee ratio                                                 | No File Uploaded          |

**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) | <a href="#">View File</a> |
| Any additional information                                       | No File Uploaded          |
| List of the faculty members authenticated by the Head of HEI     | <a href="#">View File</a> |

**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) | <a href="#">View File</a> |

**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**

407

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

**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.

The mechanism of internal assessment is fully transparent and robust. Each semester students must appear for at least two internal assessments. Mode of the assessments are declared well in advance. The standard rule is that one of the assessments will be innovative and the other one will follow the university examination pattern. All the dates and duration of the internal assessments are mentioned in the academic calendar of the college. Any alteration on that is being communicated officially 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 or before the scheduled date of marks submission to keep the entire record.

| File Description                | Documents        |
|---------------------------------|------------------|
| Any additional information      | No File Uploaded |
| Link for additional information | Nil              |

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

The objective of the internal assessment is to realize the progress of the students and help them to prepare better for the final university examination. Therefore, teachers interact with the students on regular basis to clarify the doubts. No one is allowed to attempt or adopt any kind of unfair means in any examination in the college. All the examination related guidelines are circulated ahead of time. The teachers are encouraged to discuss the performance of the students either in the class or in a small group. Students can approach the Head / concerned teacher of the department or can approach to the Vice-Principal (Academics) in case of any dissatisfaction with internal assessment. 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      | No File Uploaded |
| 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.

The institute executes both the honours and programme courses of all the three streams i.e. arts, science, and commerce under CBCS. This college is affiliated to the University of North Bengal and the syllabi of all the courses are framed 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 admission, the college publishes both the hard and soft copy of the college prospectus that invariably includes all the course details. A counselling team explains the course related matters to the students. 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 prospect and outcome. Moreover, in the university syllabus a course objectives and outcome are mentioned for all the papers which are discussed in the class at the beginning and/or as per requirement.

| File Description                                     | Documents                 |
|------------------------------------------------------|---------------------------|
| Upload any additional information                    | No File Uploaded          |
| Paste link for Additional information                | Nil                       |
| Upload COs for all courses (exemplars from Glossary) | <a href="#">View File</a> |

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, the college gives 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. In addition, various course related 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

252

| File Description                                                                                                   | Documents                 |
|--------------------------------------------------------------------------------------------------------------------|---------------------------|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | <a href="#">View File</a> |
| Upload any additional information                                                                                  | <a href="#">View File</a> |
| 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/ServerImage/a0dfb997-67cd-43c5-ade5-5d92351703ce.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          |
| <b>3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year</b>   |                           |
| <b>3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year</b> |                           |
| 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                       |
| <b>3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year</b>                             |                           |
| <b>3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year</b>                     |                           |
| 26                                                                                                                               |                           |
| File Description                                                                                                                 | Documents                 |
| Report of the event                                                                                                              | No File Uploaded          |
| Any additional information                                                                                                       | No File Uploaded          |
| List of workshops/seminars during last 5 years (Data Template)                                                                   | <a href="#">View File</a> |

**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**

6

| File Description                                                                                   | Documents                 |
|----------------------------------------------------------------------------------------------------|---------------------------|
| Any additional information                                                                         | <a href="#">View File</a> |
| List of research papers by title, author, department, name and year of publication (Data Template) | <a href="#">View File</a> |

**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**

12

| File Description                                                        | Documents                 |
|-------------------------------------------------------------------------|---------------------------|
| Any additional information                                              | <a href="#">View File</a> |
| List books and chapters edited volumes/ books published (Data Template) | <a href="#">View File</a> |

**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

**Health camp:** A two-day 'Mega Health Camp' was jointly organised by the Social Service Cell and Women's Cell of the College on the 10th and 11th of February, 2023 in collaboration with Maharaja Agrasen Hospital, Fulbari, and Lions Club, Siliguri. More than 100 people from neighbouring villages.

**Anti-human trafficking awareness at Shikarpur Tea Estate:** On 17th December 2022, Social Service Cell, NBSXC celebrated Pre-Christmas and also conducted awareness session on anti-human trafficking. Pre-celebrated International Women's Day and 'National Safety Day' on the 4th of March, 2023.



**Cleaning Drive:** On 24th of September, 2022, the National Service Scheme (NSS) Cell, NBSXC, celebrated the NSS Day and organised a 'Swachhata Abhiyan' campaign.

**Environmental awareness:** On 12th of February 2023, NSS unit of the College in collaboration with The Nature & Trekkers' Club of Jalpaiguri, organised an encouraging trek to a historically significant location.

**Outreach programs for Children of neighbourhood:** On 18th February 2023, AICUF-NBSXC organised a day outing with games, talent show, singing, dancing for the children of adopted village Kheripara which also has the study centre of the College. AICUF also conducted similar programs for the children of neighbourhood areas on 26th March 2023.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

### **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**

| 15                                                                                                                                                                                                                           |                           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| File Description                                                                                                                                                                                                             | Documents                 |
| Reports of the event organized                                                                                                                                                                                               | <a href="#">View File</a> |
| Any additional information                                                                                                                                                                                                   | No File Uploaded          |
| Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)                                                                                                         | <a href="#">View File</a> |
| <b>3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year</b>                                                                                                                      |                           |
| <b>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</b> |                           |
| 668                                                                                                                                                                                                                          |                           |
| File Description                                                                                                                                                                                                             | Documents                 |
| Report of the event                                                                                                                                                                                                          | <a href="#">View File</a> |
| Any additional information                                                                                                                                                                                                   | No File Uploaded          |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template)                                                                                                                               | <a href="#">View File</a> |
| <b>3.4 - Collaboration</b>                                                                                                                                                                                                   |                           |
| <b>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</b>                                        |                           |
| 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

5

| File Description                                                                                                           | Documents                 |
|----------------------------------------------------------------------------------------------------------------------------|---------------------------|
| e-Copies of the MoUs with institution./ industry/corporate houses                                                          | <a href="#">View File</a> |
| Any additional information                                                                                                 | No File Uploaded          |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | <a href="#">View File</a> |

## 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.

The college has eleven ICT enabled classrooms/halls and one smart classroom. Rajganj Campus has 4 halls, 13 big and 6 small sized classrooms and in the Loyola Block there are 9 large, 4 medium sized, 5 small sized classrooms and a smart class room. The Siliguri Campus has 03 halls, 02 large sized and 02 medium sized classrooms. The 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 69 Desktops, 17 Scanner and Printers, 04 Xerox machines, 4 Departmental Staffrooms, 02 Common Staff-room, and has 11 Departmental Libraries, 01 Central Library, Girls' Common Room and 4 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, women's cell room, NSS Room, Student Council Room, Yoga Hall, Prayer Hall and Accounts/bursar office. The College also

provides Hostel, bus and canteen facilities.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| 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 indoor and outdoor games facilities are available in both the campuses. At, Rajganj Campus the auditorium is utilised for the cultural events and is also 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 college also has a volleyball court, basketball court and Yoga Hall. Annual sports day 'Xuberance' and National Sports Day is celebrated every year. College has dedicated boys' teams for Cricket, Football and Basketball. There is a Girls' basketball team of college. There are twin lawns in front of the College building which is utilised for outdoor sports activities like kho-kho, kabaddi and cultural events like 'X-hilarate'. At Siliguri campus, small cultural events are organised in the auditorium and open space in the front of the Campus. Siliguri campus has Badminton court, Volleyball court, Cricket pitch, etc. All the major sports and Cultural events are organised jointly in Rajganj Campus. The college organizes annual cultural activities 'Xtravaganza', which includes both on-stage and offstage programs apart from other cultural activities organised throughout the year.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| 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                                                         | <a href="#">View File</a> |
| Paste link for additional information                                                     | Nil                       |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | <a href="#">View File</a> |

**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)****162.39**

| File Description                                                                      | Documents                 |
|---------------------------------------------------------------------------------------|---------------------------|
| Upload any additional information                                                     | No File Uploaded          |
| Upload audited utilization statements                                                 | <a href="#">View File</a> |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | <a href="#">View File</a> |

**4.2 - Library as a Learning Resource****4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

At present, Central library is partially automated with high quality, full-featured 'Integrated Library Management Software (ILMS)', popularly known as 'Koha'. This software includes modules for circulation, cataloging, acquisitions, serials, patron management, reporting, and more. 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 as well. Circulation, management, and self-checkout interfaces

are all based on standards compliant web technologies - HTML and JavaScript - making 'Koha' a truly platform-independent solution. 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-format file. An ISO2709 file can be processed using bibliographic software like EndNote. The database for 'Koha' is compatible with major industry database types such as My-SQL or MS-SQL.

Books in the library are bar-coded for automated circulation. The college is enlisted with N-LIST (National Library and Information Services Infrastructure for Scholarly Content).

The LAN and Wi-Fi facility have been made available in the library for the benefit of the students and faculty members. Koha has a support system for integration of RFID (Radio Frequency Identification) technology for circulation, security, stock verification, and other library work.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| 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**

**B. Any 3 of the above**

| File Description                                                                                  | Documents                 |
|---------------------------------------------------------------------------------------------------|---------------------------|
| Upload any additional information                                                                 | <a href="#">View File</a> |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | <a href="#">View File</a> |

**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)**

| <b>7.959</b>                                                                                                         |                           |
|----------------------------------------------------------------------------------------------------------------------|---------------------------|
| File Description                                                                                                     | Documents                 |
| Any additional information                                                                                           | <b>No File Uploaded</b>   |
| Audited statements of accounts                                                                                       | <a href="#">View File</a> |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | <a href="#">View File</a> |

#### **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**

**16**

| File Description                                  | Documents                 |
|---------------------------------------------------|---------------------------|
| Any additional information                        | <a href="#">View File</a> |
| Details of library usage by teachers and students | <a href="#">View File</a> |

#### **4.3 - IT Infrastructure**

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

The Rajganj campus has eleven ICT-enabled Classroom in each department and a Smart Class-Room to make the teaching-learning more effective, updated and interesting. All of the notes are digitized and saved in the computer data base.

Each Department of the College is provided with a Desktop with LAN facilities. Each year new computers, printers are purchased that 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. A dedicated computer lab with internet

facilities are also provided for Departments like Geography where computers are needed for some special papers. Siliguri campus also has Wifi facilities and a dedicated computer lab with internet facilities.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| Paste link for additional information | Nil                       |

#### 4.3.2 - Number of Computers

86

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | <a href="#">View File</a> |
| 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                                        | <a href="#">View File</a> |
| Details of available bandwidth of internet connection in the Institution | <a href="#">View File</a> |

#### 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)

11.67



| File Description                                                                                                      | Documents                 |
|-----------------------------------------------------------------------------------------------------------------------|---------------------------|
| Upload any additional information                                                                                     | No File Uploaded          |
| Audited statements of accounts.                                                                                       | <a href="#">View File</a> |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | <a href="#">View File</a> |

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     | <a href="#">View File</a> |
| 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 benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

58

| File Description                                                                                                                   | Documents                 |
|------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Upload any additional information                                                                                                  | <a href="#">View File</a> |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | <a href="#">View File</a> |

|                                                                                                                                                                                                                                                                                                                                                                                                                                 |                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| <b>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</b>                                                                                                                                                                                 | <b>E. none of the above</b>  |
| <b>File Description</b>                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Documents</b>             |
| Link to institutional website                                                                                                                                                                                                                                                                                                                                                                                                   | Nil                          |
| Any additional information                                                                                                                                                                                                                                                                                                                                                                                                      | No File Uploaded             |
| Details of capability building and skills enhancement initiatives (Data Template)                                                                                                                                                                                                                                                                                                                                               | No File Uploaded             |
| <b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>                                                                                                                                                                                                                                                                          |                              |
| 0                                                                                                                                                                                                                                                                                                                                                                                                                               |                              |
| <b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>                                                                                                                                                                                                                                                                        |                              |
| 0                                                                                                                                                                                                                                                                                                                                                                                                                               |                              |
| <b>File Description</b>                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Documents</b>             |
| 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             |
| <b>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</b> | <b>B. Any 3 of the above</b> |

| 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                                                                                            | <a href="#">View File</a> |
| Details of student grievances including sexual harassment and ragging cases                                                  | <a href="#">View File</a> |

## 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

7

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Self-attested list of students placed | No File Uploaded          |
| Upload any additional information     | <a href="#">View File</a> |

### 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

72

| File Description                                   | Documents                 |
|----------------------------------------------------|---------------------------|
| Upload supporting data for student/alumni          | <a href="#">View File</a> |
| Any additional information                         | No File Uploaded          |
| Details of student progression to higher education | <a href="#">View File</a> |

### 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.**

1

| File Description                                                                                                                                                     | Documents                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| e-copies of award letters and certificates                                                                                                                           | <a href="#">View File</a> |
| 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) | <a href="#">View File</a> |

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     | <a href="#">View File</a> |

### 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

30

| File Description                                                                                                                                                                      | Documents                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Report of the event                                                                                                                                                                   | <a href="#">View File</a> |
| Upload any additional information                                                                                                                                                     | <a href="#">View File</a> |
| 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) | <a href="#">View File</a> |

### 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 SocietiesRegistration 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     | <a href="#">View File</a> |

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**      A. ? 5Lakhs

| 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 where teacher coordinators of various committees or cells for cocurricular and extra-curricular programmes participate in microlevel 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 | <a href="https://www.nbxc.org/vision-mission.html">https://www.nbxc.org/vision-mission.html</a> |
| Upload any additional information     | <a href="#">View File</a>                                                                       |

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



cocurricular 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     | <a href="#">View File</a> |

## 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 | <a href="#">View File</a> |
| 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 | <a href="https://www.nbxc.org/organogram.html">https://www.nbxc.org/organogram.html</a> |
| Upload any additional information             | <a href="#">View File</a>                                                               |

| <b>6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>B. Any 3 of the above</b> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| File Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Documents                    |
| ERP (Enterprise Resource Planning) Document                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | No File Uploaded             |
| Screen shots of user interfaces                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <a href="#">View File</a>    |
| Any additional information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | No File Uploaded             |
| Details of implementation of e-governance in areas of operation, Administration etc (Data Template)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <a href="#">View File</a>    |
| <b>6.3 - Faculty Empowerment Strategies</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                              |
| 6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                              |
| <p>The Institution ensures that the well-being and satisfaction of its employees are taken care of by providing welfare measures for teaching &amp; non-teaching staff which are as follows:<br/>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.</p> <ul style="list-style-type: none"> <li>• Six months' paid maternity leave to the lady teaching and non-teaching staff.</li> <li>• The Institution also provides Child care leave for twelve months with pay.</li> <li>• Special medical leave for about 10 days is given in the event of the close relative's demise.</li> <li>• Special Study Leave with pay is granted to permanent teaching faculties for completing Doctoral Studies.</li> <li>• Loan without interest is provided to lower-level nonteaching staff to meet medical treatments, wedding, etc.</li> <li>• Financial assistance up to twenty-five thousand is provided for emergency treatment in the events of accident, sudden health complications.</li> <li>• Transport facility for teaching and non-teaching staff at subsidized charge is provided.</li> <li>• There are free cars/two-wheeler/bicycle parking at the College premise.</li> </ul> |                              |

- 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**

0

| 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                                                                 | No File Uploaded |
| Details of teachers attending professional development programmes during the year (Data Template) | No File Uploaded |

**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     | <a href="#">View File</a> |

#### 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 2022-23. 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 Trusteeand 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     | <a href="#">View File</a> |

#### 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)

0

| 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) | No File Uploaded |

#### 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 clearbudget 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     | <a href="#">View File</a> |

## 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 monthly basis. 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 2022-23..

| 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**

**B. Any 3 of the above**

**initiatives with other institution(s)  
Participation in NIRF any other quality  
audit recognized by state, national or  
international agencies (ISO Certification,  
NBA)**

| File Description                                                                   | Documents                                                                                                                                                         |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Paste web link of Annual reports of Institution                                    | <a href="https://www.nbxc.org/ServerImage/227b126e-4b70-49e4-864b-be36a38a0aa0.pdf">https://www.nbxc.org/ServerImage/227b126e-4b70-49e4-864b-be36a38a0aa0.pdf</a> |
| Upload e-copies of the accreditations and certifications                           | No File Uploaded                                                                                                                                                  |
| Upload any additional information                                                  | <a href="#">View File</a>                                                                                                                                         |
| 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 promised to work for the society and so has kept its promise. Women's cell of NBSXC every year tried its best to organize programmes in order to aware the students, staff and community people on various gender sensitized issues. This year the college had signed Memorandum of Understanding with MARG (Mankind in Action for Rural Growth), an NGO from Darjeeling. This NGO is working against Human Trafficking for a long period of time. The horrendous crime of human trafficking is a direct violation of human rights. Under this YATC (Youth Against Trafficking Club) was formed in the college with the student members of the cell. To uplift the society, the cell had organized Two-day Mega health camp which provided free health checkups comprising of eye checkups, dental checkups, pressure and sugar tests and physical checkups for the people from the neighbouring villages, students and the staff. A blood donation camp was also organized as a part of the Mega Health Camp. The cell also celebrated International Women's Day at a near-by remote place (Shikarpur) where awareness on human

trafficking and importance of education, health and hygiene and women empowerment were delivered to girls and women.

| File Description                                                                                                                                                                 | Documents                                                                                                                                                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Annual gender sensitization action plan                                                                                                                                          | <a href="https://www.nbxc.org/ServerImage/2e758144-6176-4e35-9f79-64b57bc54275.pdf">https://www.nbxc.org/ServerImage/2e758144-6176-4e35-9f79-64b57bc54275.pdf</a> |
| 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 | <a href="https://www.nbxc.org/ServerImage/b65023c2-237c-4863-90a2-62d85b05342a.pdf">https://www.nbxc.org/ServerImage/b65023c2-237c-4863-90a2-62d85b05342a.pdf</a> |

**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         | <a href="#">View File</a> |
| Any other relevant information | <a href="#">View File</a> |

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

After proper separation of solid waste, biodegradable solid wastes are accumulated in pits which in turn produce compost. This compost then gets used for in-house organic farming. Non-biodegradable wastes are incinerated in incinerators at regular intervals.

Three main types of liquid waste are produced by the college:  
 1. the sewage goes through the basic sewage treatment as it gets disposed in septic tanks. 2. The laboratory waste also gets deposited in the sewage tanks, and 3. The kitchen waste gets disposed through the drainage system. Biomedical wastes get sterilized using autoclave and then disposed into pits in the ground.

E-waste such as non-functional electronic devices are stored in an e-waste store room, most of the times their functional parts are separated and reused. Non-functional parts are stored away to be auctioned.

Apart from functional parts of electronics, newspapers, or used scripts are also reused multiple times in laboratories, before their disposal. The manure from biodegradable pits, and the ashes from incinerators, both are used for farming in the campus. The rain-water is stored and used for cleaning and irrigation purposes.

Generation of hazardous or radioactive waste is almost nil. If there is any, they are disposed in isolated boxes.

| File Description                                                                    | Documents                 |
|-------------------------------------------------------------------------------------|---------------------------|
| Relevant documents like agreements/MoUs with Government and other approved agencies | <a href="#">View File</a> |
| Geo tagged photographs of the facilities                                            | Nil                       |
| Any other relevant information                                                      | <a href="#">View File</a> |

**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**

| File Description                                  | Documents                 |
|---------------------------------------------------|---------------------------|
| Geo tagged photographs / videos of the facilities | <a href="#">View File</a> |
| Any other relevant information                    | <a href="#">View File</a> |

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered**

| <p><b>vehicles</b></p> <p><b>3. Pedestrian Friendly pathways</b></p> <p><b>4. Ban on use of Plastic</b></p> <p><b>5. Landscaping with trees and plants</b></p>                                                                                                                                                                                                                                                                                                                                                                         |                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| File Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Documents                           |
| Geo tagged photos / videos of the facilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <a href="#">View File</a>           |
| Any other relevant documents                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <a href="#">View File</a>           |
| <p><b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                             |                                     |
| <p><b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following</b></p> <p><b>1. Green audit 2. Energy audit 3. Environment audit 4. Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b></p>                                                                                                                                                                                                                                             |                                     |
| File Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Documents                           |
| Reports on environment and energy audits submitted by the auditing agency                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <a href="#">View File</a>           |
| Certification by the auditing agency                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <a href="#">View File</a>           |
| Certificates of the awards received                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <a href="#">View File</a>           |
| Any other relevant information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>No File Uploaded</b>             |
| <p><b>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</b></p> | <p><b>B. Any 3 of the above</b></p> |

| File Description                                                         | Documents                 |
|--------------------------------------------------------------------------|---------------------------|
| Geo tagged photographs / videos of the facilities                        | <a href="#">View File</a> |
| 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                                           | No File Uploaded          |

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 been proactively taking initiatives to provide an inclusive environment through its various activities where students from diverse social, cultural and linguistic background from hills and plains, rural and urban areas are given equal opportunities for participation. The Institution celebrates cultural and regional festivals like 'Cultural Diversity Day' which was celebrated on 19th January, 2022 where students showcased different ethnic songs/dances from different parts of the country and locality, ethnic food items wearing their traditional dresses thereby exhibiting harmony and solidarity. Annual College Cultural Fest - 'X-travaganza' and 'X-hilarate' celebrated on 14 th and 15 th March 2022, XGT (Xavier's Got Talent celebrated on 22 nd and 23 rd July 2022, 'X-finity ' music Fiesta celebrated 5 th November 2022 also provides equal opportunities for the students of diverse backgrounds to display their talents. To celebrate the uniqueness and love for one's and each other's language 'International Mother Language Day' was celebrated on 21 st February 2022. AICUF also encourages the creation of harmony through the celebration of events like Indigenous Day. Apart from all these events various other programs are conducted throughout the year through various cell/club/committee with a greater goal to encourage tolerance and harmony among the students as well as the staff.

| File Description                                                                                                                 | Documents                 |
|----------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | <a href="#">View File</a> |
| 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

Various programs are conducted with an aim to sensitize the students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities as citizens.

Department of Political Science conducted yearly Youth Parliament on 'Recent Trends in Indian Politics' on 25th November 2022 where students from invited schools participated in the parliamentary proceedings. Using this platform values of the constitution are discussed while also informing the audience. Similarly, a poster making competition was organised on 5th April 2023 to promote peace, love, unity and brotherhood as a citizen of India. A special lecture session on 'The Indian Constitution' was organised on 25th July 2022 to make the students know about the constitution and their fundamental rights as the Citizen.

Like every year, this year too NSS organised 'Swachhta Abhiyan' on NSS Day where the college and the surrounding areas were thoroughly cleaned by the volunteers and dengue and malaria awareness were raised among the neighbouring villagers. Blood Donation Camp was organised on 9th January 2023 where total of 55 units of blood were donated. All these events also sensitize the College stakeholders about their Constitutional rights and obligations.

| File Description                                                                                     | Documents                 |
|------------------------------------------------------------------------------------------------------|---------------------------|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | <a href="#">View File</a> |
| 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                                                                                                                                                       | <a href="#">View File</a> |
| 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 | <a href="#">View File</a> |
| 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 4th 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) | <a href="#">View File</a> |
| Geo tagged photographs of some of the events                                              | <a href="#">View File</a> |
| 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 organicvegetables. 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 appreciates 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 | <a href="#">View File</a> |
| Any other relevant information               | <a href="#">View File</a> |

### 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               | <a href="#">View File</a> |

### 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 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.