Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**ST. XAVIER'S COLLEGE, RANCHI**
Name of the head of the Institution	**DR. Fr. Emmanuel Barla**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**06512214301**
Mobile no.	**9973142270**
Registered Email	**sxcprincipal@gmail.com**
Alternate Email	**swarat@sxcran.org**
Address	**Camil Bulke Path, Ranchi**
City/Town	**Ranchi**
State/UT	**Jharkhand**
Pincode	**834001**

2. Institutional Status

Autonomous Status (Provide date of Conformant of Autonomous Status)	20-Mar-2020
Type of Institution	Co-education
Location	Urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Dr. Swarat Chaudhuri
Phone no/Alternate Phone no.	06512214301
Mobile no.	9031143039
Registered Email	swarat@sxcran.org
Alternate Email	joy@sxcran.org

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.sxcran.org/Download/Iqac/AQAR2017-18.pdf

4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://sxcran.org/download/academiccalendar2018-19.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
3	A	3.23	2013	05-Jan-2013	04-Jan-2018

6. Date of Establishment of IQAC

	10-Jan-2004

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Data analysis using Excel and SPSS	04-Aug-2018 20	327

8. Provide the list of Special Status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
St. Xavier's College	CPE	UGC	2015 1825	15000000
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9. Whether composition of IQAC as per latest NAAC guidelines:	No
Upload latest notification of formation of IQAC	No Files Uploaded !!!
10. Number of IQAC meetings held during the year :	2
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	[View File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

Approval for PostGraduate program in Science Faculty

Appointment of new faculty to maintain student teacher ratio

Appointment of adjunct faculty(class basic/ contract basis) to support PG program

Special program/ seminar for girls students on health, huygene and gende safety

Encouraging teachers for research publication and seminars

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

Plan of Action	Achivements/Outcomes
Implementation of LMS	Could not be done
Promotion of ICT	Done
Academic Audit	Done at department level, not by external agency as suggested by UGC
Registration of Alumni Association	Could not be done
Active involvement of stake holders	Partially done
Increasing no of teachers	Done
Increasing Gender Awareness through seminars	Done
Promoting research and publication	Partially Done
Increasing Campus Placement	Successfully Done
Promoting Research in Trible Languages	Done
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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	27-Feb-2019
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Design and Development

1.1.1 – Programmes for which syllabus revision was carried out during the Academic year

Name of Programme	Programme Code	Programme Specialization	Date of Revision
BA	AENG	English	19/05/2018
MA	PGENG	English	19/05/2018
BA	AHIS	History	16/05/2018
MA	PGHIS	History	16/05/2018
BA	AECO	Economics	22/05/2018
MA	PGECO	Economics	22/05/2018

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1.1.2 – Programmes/ courses focussed on employability/ entrepreneurship/ skill development during the Academic year

Programme with Code	Programme Specialization	Date of Introduction	Course with Code	Date of Introduction
MCA	**Nill**	**Nill**	**Excel and Advance Excel**	**10/08/2018**

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1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the Academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	**Certificate Course**	**10/04/2018**

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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective Course System implemented at the College level during the Academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nill	**Already adopted in the year 2015**	**Nill**

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Nil	**Nill**	**Nill**

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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BBA	**Business Administration**	**102**
BA	**Geography**	**138**

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	No
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
St. Xavier's College, Ranchi focuses on maintaining academic quality. As a part

of it IQAC initiates the process of receiving feedback from various stakeholders. The feedback is obtained from students after every even semester through a structured questionnaire prepared by IQAC. It is based on course content, its implementation and evaluation and the faculty. The feedback from the parents and other stakeholders along with those obtained from students is analysed by the Principal and his team. The Heads of the Departments/ Coordinators are informed about the feedback, who further discuss it in the departmental meetings. The feedback obtained shows that • Curricula designed for various programmes are good • Learning resources (Classrooms and Labs) are sufficient • Teaching methodology could become more diverse • Library resources need to be upgraded. More e-learning resources are required. • Placement opportunities can be improved . The suggestions on changes and necessary actions to be taken are considered and discussed in the meetings of IQAC and necessary action is taken.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
No Data Entered/Not Applicable !!!				
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	3377	528	55	Nill	128

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
128	128	Nill	79	3	Nill
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The institution is well aware that the young students enrolled in various courses have a number of challenges to face. Pressure to perform well, adjust to the new environment, career choices, meet the parents' and teachers' expectations, peer pressure are just a few to name. Many students are able to find ways to handle these issues and adjust, but there are quite a number of them who constantly struggle to cope up with these issues. This also has a negative impact on their academic performance. In view of this, the teachers of each department mentor their students for their overall development keeping in mind their intellectual and emotional needs. If there is a further need, they may take the matter to the Dean of Students' Welfare, and Women's Cell which organizes counselling sessions for girl students from time to time. This results in the overall improvement of the students be

it confidence, decision making or academic performance. In addition to this, there is an orientation programme at the beginning of the session for new students which helps them to be familiar with the general rules, facilities and overall environment of the institution. On behalf of the Women's Cell of the college, an orientation programme for the new girl students is conducted in each department. All these efforts are meant to make the students comfortable, so that they do not hesitate to seek help whenever required and to mentor them positively preparing them to take up challenges in life.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
9614	128	1:75

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
102	75	27	5	53

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr. Madhulika Singh	Associate Professor	Indo Global excellence award by Indo global chamber of commerce, industries and agriculture
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
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2.5.2 – Average percentage of Student complaints/grievances about evaluation against total number appeared in the examinations during the year

Number of complaints or grievances about evaluation	Total number of students appeared in the examination	Percentage
Nill	3106	0

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://www.sxcran.org/Download/POCOPSO.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
PBBA	BBA	Business Administration	102	68	66.67
CACT	BCom	Accounts	840	689	82.02
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://www.sxcran.org/sxc_FeedBackReport.aspx

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Promotion of Research and Facilities

3.1.1 – The institution provides seed money to its teachers for research

Yes
Name of the teacher getting seed money
Nil
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3.1.2 – Teachers awarded National/International fellowship for advanced studies/ research during the year

Type	Name of the teacher awarded the fellowship	Name of the award	Date of award	Awarding agency
Nill	N.A	Nill	Nill	Nill
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3.2 – Resource Mobilization for Research

3.2.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	365	Tribal research Institute, Ranchi, Jharkhand	4.5	0.2
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3.2.2 – Number of ongoing research projects per teacher funded by government and non-government agencies during the years

1

3.3 – Innovation Ecosystem

3.3.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NA	Nill	Nill

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3.3.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NA	Nill	Nill	Nill	Nill

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3.3.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NA	Nill	Nill	Nill	Nill	Nill

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3.4 – Research Publications and Awards

3.4.1 – Ph. Ds awarded during the year

Name of the Department	Number of PhD's Awarded
Geography	1
Environmental Science	1
B.Com. (Vocational)	1

3.4.2 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Physics	1	Nill
National	Geography	5	Nill
National	B.Com	4	Nill
National	(Vocational) ELL	1	Nill
National	English	2	Nill
International	Physics	1	Nill

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3.4.3 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Physics	1
Political Science	1
History	1
Commerce	4
Hindi	1

3.4.4 – Patents published/awarded during the year

Patent Details	Patent status	Patent Number	Date of Award
Nil	Nill	Nill	Nill

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3.4.5 – Bibliometrics of the publications during the last academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NA	Nill	Nill	Nill	Nill	Nill	Nill

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3.4.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nill	Nill	Nill	Nill	Nill	Nill

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3.4.7 – Faculty participation in Seminars/Conferences and Symposia during the year

Number of Faculty	International	National	State	Local
Presented papers	8	13	2	Nill
Attended/Seminars/Workshops	Nill	4	Nill	1

3.5 – Consultancy

3.5.1 – Revenue generated from Consultancy during the year

Name of the Consultan(s) department	Name of consultancy project	Consulting/Sponsoring Agency	Revenue generated (amount in rupees)
NA	Nill	Nill	Nill

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3.5.2 – Revenue generated from Corporate Training by the institution during the year

Name of the Consultan(s) department	Title of the programme	Agency seeking / training	Revenue generated (amount in rupees)	Number of trainees
NA	Nill	Nill	Nill	Nill

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3.6 – Extension Activities

3.6.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/	Number of teachers	Number of students

	collaborating agency	participated in such activities	participated in such activities
Medicine Campaign	ROTARACT	2	50
Yoga Day	NCC	1	100
Awareness programme on mental health	NSS	1	43
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3.6.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NA	Nill	Nill	Nill
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3.6.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Extension activity for non-academic credit	Ramakrishna Mission, Ranchi	Plantation Drive Gardening	1	22
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3.7 – Collaborations

3.7.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NA	Nill	Nill	Nill
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3.7.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NA	Nill	Nill	Nill	Nill	Nill
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3.7.3 – MoUs signed with institutions of national, international importance, other institutions, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nill	Nill	Nill

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
300	236.9

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Seminar halls with ICT facilities	Existing

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
ALICE for Windows	Partially	6.0	2013

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	161243	28310933	2408	858311	163651	29169244
Reference Books	3188	1701707	38	11546	3226	1713253
Journals	118	169365	3	16278	121	185643
e-Journals	18	48848	Nill	Nill	18	48848
Digital Database	1	5725	Nill	Nill	1	5725

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NA	Nill	Nill	Nill

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	853	560	626	0	10	41	29	45	20
Added	60	30	0	0	0	1	0	55	6
Total	913	590	626	0	10	42	29	100	26

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
e-content development centre 1	https://youtu.be/PN60FMdSDFk
e-content development centre-2	https://youtu.be/1nQJsibl5gM

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
335	331.54	550	514.08

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website)

The various physical, academic and support facilities of the college are well utilized and maintained with support from ministerial staff. The campus manager of the college is the over-all in-charge of all facilities and takes care of all the assets. The Vice-Principal coordinates with the campus manager who in turn assigns duties to the support staff in order to maintain and provide facilities to the students and faculty. The maintenance staff is responsible for all electrical and electronic equipment. They also ensure the proper and optimal use of electric lights, fans, projectors, etc. There is a different team to maintain the IT facilities for students and staff. Proper utilization and maintenance of the various computer labs and centres, repair, upgradation and purchase of hardware/ software are also taken care by the system administration team. The internet/ LAN facilities are also monitored and maintained by the staff of the server room. The playgrounds, gymnasium, common rooms with indoor games and sports infrastructure are maintained by the ministerial staff and coaches of the Physical Education department. The central library and its routine activities are managed by the Librarian with the help of library assistants. The requirement of books and journals for the departmental library goes to the Principal for approval through the Librarian. Any furniture repairs and maintenance needed are attended immediately by the carpenter available on campus. The classrooms, seminar halls and the corridors are regularly cleaned by support staff. There are security guards on duty round the clock in the campus ensuring the safety and security of the infrastructure and assets of the college. The entry points, parking lots and corridors are under CCTV surveillance. The entry and exit of vehicles are monitored and the parking inside the college campus is also regulated with the help of the

security personnel. In addition to these the photocopying facility is also available for the students and staff near the college gate. As a part of Student Information System the examination department has made two Kiosks available for students to view their attendance and semester result. In case of any requirement the Department Heads can place an order request to the Principal/ Vice-Principal and the requirements are procured promptly.

http://www.sxcran.org

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Post Matric Scholarship (Jharkhand Govt.)	3631	79727920
Financial Support from Other Sources			
a) National	Bursary	35	120000
b)International	Bursary	2	4000
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
NA	Nill	Nill	Nill
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2018	ASPSM	Nill	50	Nill	18
2018	B.Com	Nill	846	Nill	132
Nill	BBA	Nill	71	Nill	51
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nill	Nill	Nill

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus	Off campus

Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
33	1304	312	Nill	Nill	Nill
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	10	B.Com	Commerce	PG Dept. of Commerce	M.Com
2019	130	B.Com	Commerce	St. Xaviers College Ranchi	M.Com
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	45
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Interclass Hockey Tournament	College	150
Annual Sports Meet	College	350
Interclass Basketball Tournament	College	310
Interclass Football Tournament	College	690
Interclass Volleyball Tournament	College	370
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nill	NA	Nill	Nill	Nill	Nill	Nill
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

At the beginning of an academic year all the departments elect the Class

Representatives for each year which constitutes the Student Council of the college. The General Secretary and the Asst. General Secretary are elected amongst them. The Class Representatives and the General Secretary represent the students of the entire college. The Class representatives coordinate with the department for the day-to-day academic activities, such as looking after the hassle free conduct of the classes, and the overall maintenance of discipline. The students' representatives interact with the management on a regular basis. This ensures their participation in various academic and administrative functions. This also gives them an opportunity to voice the students' opinion. Their views and suggestions are always taken into consideration while making important policy decisions. The college also offers various opportunities for students to participate in various co-curricular, extra-curricular, social, cultural, sports and community development activities. The various clubs and groups such as Rotaract Club, Geo Club, Electoral Literacy Club and Eco-Task Force organize several activities and programmes for students. Rotaract Club organizes blood donation camps and collection of old clothes for distribution on a regular basis. Geo Club offers student level conference, quiz competition, excursion, tree plantation and other activities. It also publishes an annual magazine 'Vasundhara'. The Electoral Literacy Club focuses on awareness campaigns through nukkadnatak, special talks, quiz contests and rally on National Voter's Day along with special campaigns for voter's registration. The Eco Task force holds cleanliness and plantation drives, and competitions for students. In addition to these, the Students' Council organizes the annual college fest 'Xavierutsav' under the guidance of the teachers which provides an excellent platform to the students to showcase their talent in several literary, cultural and fine arts events.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of registered Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

Nil

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The institution promotes and maintains participative management through decentralization by entrusting significant responsibilities to the Vice-Principal, Registrar, Deans, Heads of the Departments and Course Coordinators. This ensures active participation of the faculty members in the overall administration and smooth functioning of the institution. The Deans of the various faculties coordinate and monitor the various departments of their stream and any proposal regarding a particular course goes to the management through the Deans' office. The Heads of the Departments/ Coordinators are delegated the responsibility to manage the departments on a daily basis in coordination with the staff members. They also hold meetings at departmental

level to discuss various issues like feedback of the classes, proposed changes in the curriculum in view of the feedback received or any other matter. The syllabus and the curriculum is reviewed regularly for each department and necessary changes are incorporated to offer quality education. The Board of Studies is conducted annually for each department and the proposed curriculum is presented in the Academic Council for final approval. The Staff Council meeting provides a platform for the faculty members to share their views and suggestions on various administrative issues/ practices, thus involving them in decision making. The various Committees/ Statutory Bodies, both academic and administrative, have periodic meetings to participate in the management of the college. In addition to these, the Governing Board and the Governing Body also have Teachers' Representation which look after the academic and administrative matters respectively.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	St. Xavier's College (Autonomous), Ranchi, established by the Society of Jesus as a religious minority college, follows the reservation policy of the state government of Jharkhand regarding admission of students to various courses offered in the college. The eligibility criteria is 50 marks in aggregate at 2 /intermediate and 50 in the concerned subject. The admission is based on written test (objective and/or subjective) and/or interview conducted by individual departments under the supervision of the Principal.
Industry Interaction / Collaboration	– Many Vocational programmes have a component of internship, for which linkages are created for industry and academia interaction. The departments organize guest lectures, seminars/ workshops and other academic activities in consultation with the management. The Placement Cell continuously develops ties with the industry at both regional and national level. It also helps to gather significant information regarding incorporation of new elements in various courses to meet the demands of the industry.
Human Resource Management	The recruitment process is carried out by the St. Xavier's College Governing Body as per the guidelines of UGC and as per the norms of Ranchi University. The staff are recruited against substantive posts with finance from the government and posts created by the management to meet the

	requirements of proper running of programmes. The IQAC reviews the performance of the staff focussing on publications, research efforts, orientation and refresher programmes by staff members. It also highlights details of various awards and recognitions conferred upon them. Marked in red because it does not reflect in the agenda of IQAC meetings
Library, ICT and Physical Infrastructure / Instrumentation	A well-equipped library for students and a separate Central Library for the post graduate students fulfils the requirement. In addition to it, all the departments maintain a departmental library with relevant reference books and journals. The e-library has been developed and established to facilitate the students and the teachers in learning and research activities. Computer lab (ICT Centre) with facilities like computers, multimedia tools and audio-visual equipments and internet facility is also available to students. The institution also has an advanced software for the language lab. Most of the classrooms have projectors which supports the regular lecture method.
Research and Development	The institution has a Xavier Research Centre which provides a platform for teachers and research scholars to contribute effectively. The centre also promotes research and publication in five major regional languages including Kurukh, Mundari, Kharia, Santhali and Ho. A well-equipped Central Research Lab with nano-technology related experimental research promotes inter-disciplinary research activities. It caters to the needs and requirements of teachers as well as research scholars.
Examination and Evaluation	The institution allots a considerable time (about 5-6 weeks) in conducting the examinations. The examination department has its exclusive software to manage its various requirements under the able guidance of the Controller of Examinations. All / most of the aspects of the system are completely automated starting from online registration to downloading Admit Card/ Result. The final result goes through the moderation committee which analyses the result and takes important decisions if necessary. The answer scripts of internal tests/ mid-

	semester examination are shown and discussed with the students. There is a provision to apply for scrutiny of marks of the final/ end-semester examination.
Teaching and Learning	All programmes follow appropriate teaching-learning methods catering to the required marks and grades which include lectures, assignments, projects, seminar, lab work, internship and field trips/ industry visits. The institution aims at participatory teaching- learning process and is also expanding the e-resources. Extension of Masters' Programme of study across various disciplines remains the priority of the institution.
Curriculum Development	Curriculum development takes places through a well-structured process. The pattern of the overall curriculum is prepared through consultation and consideration of suggestions of the various stakeholders. The autonomous status of the college facilitates the restructuring of the curriculum to make it functional and relevant. Based on the inputs received an outline of the programme and the course content is developed in the CBCS system as per the UGC guidelines. This proposal is presented in the Board of Studies (BOS) which is constituted as per the norms of Ranchi University that includes two subject experts, teaching faculty and alumni. Once the curriculum is passed by the BOS, it is placed in the Academic Council for final approval.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	Plans are afoot to implement online teaching through MOOC
Administration	The admin offices have specific programs for creating databases. Reports are generated for specific purposes whenever necessary.
Finance and Accounts	The College has its own tailor-made database for financial accounting. It is programmed to suit the requirements of the college.
Student Admission and Support	The entire process of admissions from filling applications to the generation of challan for admission is done online since 2011.
Examination	The office of the Controller of

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Jyoti Ignace Tete	Three -Day Intensive Training for Soft Skills Trainer held in Kanyakumari. School of Soft Skills, Chennai. (13-15th May 2019)	NA	12200
		[View File](#)		

6.3.2 – Number of professional development / administrative training programmes organized by the Colleges for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nill	NA	Nill	Nill	Nill	Nill	Nill
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course, Academic Staff College, Ranchi	1	10/09/2018	30/09/2018	21
		[View File](#)		

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
8	Nill	Nill	5

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
To ensure the well-being of the staff the college provides the following • Medical Insurance in which 50 of the premium is borne by the college • Maternity leave • In house dispensary • Ex gratia payment or salary advance in case of medical emergency • Loan facility • Fee concession for children enrolled in UG/PG programmes	• Maternity leave • In house dispensary • Ex gratia payment or salary advance in case of medical emergency • Loan facility • Fee concession for children enrolled in UG/PG programmes	• Fee concession for needy students

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The college has a Finance Committee which looks after the finances of the institution by finalizing the annual budget, allocating funds under various heads and monitoring proper utilization of funds. Internal financial audit takes place for auditing various accounts to ensure appropriate and effective financial management. Annual financial auditing is done by the internal auditor duly approved and appointed by the Governing Body.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	Nill	Nill

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6.4.3 – Total corpus fund generated

10000000.00

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	No	Nill
Administrative	No	Nill	No	Nill

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Nil

6.5.3 – Development programmes for support staff (at least three)

Nil

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Nil

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	Yes

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
Nill	Nil	Nill	Nill	Nill	Nill

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
NA	Nill	Nill	Nill	Nill

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
i) 100 kwa Roof top Solar Power Plant to meet daily energy needs. ii) Water Harvesting. iii) Eco Task Force and Geo Club conducted Environmental Awareness and Plantation Drives. iv) Tree Plantation camp organized by ROTARACT.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Provision for lift	Yes	Nill
Ramp/Rails	Yes	Nill
Rest Rooms	Yes	Nill

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
Nill	Nill	Nill	Nill	00	NA	NA	Nill

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7.1.5 – Human Values and Professional Ethics

Title	Date of publication	Follow up(max 100 words)
College Hand Book	13/08/2018	The College Handbook, given to every student

admitted to the institution, outlines the vision, commitments, objectives, Jesuit Mission in education and its characteristics. The most important points are as follows: • To set and achieve high academic standards • To develop leadership of high calibre and integrity • To promote the cultural heritage of the region • To promote vocational and entrepreneurial education • To create equity and promote justice • To nurture transparency and probity in private and public life • To promote national integration • To empower the less privileged • To cultivate values of universal brotherhood

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Orientation Programme	06/08/2018	08/08/2018	2000

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Solar Lamps
Tree Plantation Drives
Water Harvesting
Installation of Dustbins
Composter

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

The two best practices of the College are: 1. Providing better placement opportunities to students by inviting larger number of companies. This is testified by the increased number of visiting companies and higher number of campus placements compared to previous years. [Number of visiting companies – 30 Number of students placed - 331 out of 1470 participants] 2. The College has formed Electoral Literacy Club to focus on electoral awareness. The Club has organised camps to help eligible individuals to register as voters. Other activities include nukkad natak, invited lectures, quiz contests and rally on National Voters' Day. The Club has received appreciation and awards from different forums.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your

institution website, provide the link
https://sites.google.com/view/elcsxcranchi/home

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The college strives to achieve distinction through the activities of its students' committees by encouraging the students to be sensitive to those in need and render unselfish service to the neighbourhood, locality and region. The students are motivated to become agents of change and to set themselves free from socio-economic, religious, caste and gender prejudices. The most noteworthy students' organization of the college is the 'ROTARACT CLUB' of St. Xavier's College, Ranchi which was founded in the year 1986. The members of this club in the spirit of St. Xavier's College have been working tirelessly to provide selfless social service to the disadvantaged sections of society. During the academic year 2019-2020, ROTARACT CLUB of St. Xavier's College, Ranchi has done commendable work by organizing various camps, training programmes and awareness drives such as – • Monthly Blood Donation camp • Flood Relief for Assam and Bihar • Medicine collection and distribution • Distribution of medicine in Bela slum of Muzzaffarpur and spreading awareness about AES disease • CRP training programme regarding Road Safety Awareness • Multiple plantation drives for environmental protection • Celebrating Friendship Day with non-teaching staff of St. Xavier's College • Celebrating Senior Citizen's Day with senior citizens residing at DAV Nandraj Old Age Home • Eye check-up camp for students and staff of St. Xavier's College, Ranchi • Creating awareness about Hepatitis in schools on World Hepatitis Day • Mass awareness events such as 'Say no to Suicide', 'Say No to Tobacco', 'No Drink and Drive' 'Say No to Drugs', 'LGBTQ Awareness', 'Street Animal Safety Awareness' and many such large number of programmes

Provide the weblink of the institution
http://www.sxcran.org

8.Future Plans of Actions for Next Academic Year

The College has the following plans for the next Academic Year: • To implement LMS (Moodle), and explore the use of IT-enabled services such as video conferencing portals for teaching. • To encourage faculty to prepare and upload e-content. • To further reduce carbon footprint by exploring newer methods of recycling and renewable sources of energy. • To improve campus placement. • To add full time faculty on vacant substantive posts. • To add full time faculty on posts created by the management to run self-financed courses and to improve student-teacher ratio as per the directives of NAAC. • To organize FDPs to encourage research and publication. • To improve and increase linkages for on-the-job training for vocational programmes. • To explore more effective methods of stakeholder participation. • To conduct Academic Administrative Audit. • To register Alumni Association.