

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance
Report (AQAR) by Accredited Institutions
(For Autonomous Colleges)

(Revised on 26th September, 2019)

2019-2020



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bengaluru - 560 072 India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- ☞ To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ☞ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ☞ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ☞ To undertake quality-related research studies, consultancy and training programmes, and*
- ☞ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- Contributing to National Development*
- Fostering Global Competencies among Students*
- Inculcating a Value System among Students*
- Promoting the Use of Technology*
- Quest for Excellence*

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Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, institutions need to channelize its efforts and measures towards promoting the holistic academic excellence including the peer committee recommendations.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies by IQAC to remove deficiencies and enhance quality like the "Quality Circles" in industries.

IQAC – Vision

To ensure quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) Relevant and quality academic/ research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of assessment and evaluation process;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks
- b) Parameters for various academic and administrative activities of the institution;
- c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- d) Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters to all stakeholders;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Periodical conduct of Academic and Administrative Audit and its follow-up
- j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

Benefits

IQAC will facilitate / contribute to

- a) Ensure clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;

- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all level (Three to eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each from Employers /Industrialists/Stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution, accordingly the representation of teachers may vary. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It is advisable to change the co-ordinator after two to three years to bring new thoughts and activities in the institution.

- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
- ♦ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of the Coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior/competent person with experience and exposure in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

The Institutions are requested to submit the AQAR after one year from date of Accreditation every year. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well as quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Report (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing

Council/Executive Council/Board of Management) for the follow up action for necessary quality enhancement measures.

The IQACs may create its exclusive window tab on its institutional website for keeping the records/files of NAAC, Peer Team Reports, AQAR, and Certificate of Accreditation Outcomes and regularly upload/ report on its activities, as well as for hosting the AQAR.

Revised Accreditation Framework

NAAC has launched Revised Accreditation Framework since July, 2017 and hence AQAR format also modified, in cognizance with the new methodology. The tools and parameters are designed in the new AQAR format are in such a way that the preparation of AQAR would facilitate the HEI's for upcoming cycles of Accreditation. Data collected/prepared infuses quality enhancement measures undertaken during the years. Further, it also adds quality enhancement and quality sustenance measures undertaken in teaching, learning, research, extension and support activities of the Institution. It is hoped that new AQAR would facilitate Educational Institutions for creating a good database at Institutional level for enhancing the quality culture.

As per the Revised Accreditation Framework (RAF), the NAAC Accredited institutions need to submit the AQAR online. NAAC is in the process of ICT integration in Assessment and Accreditation. The login id for the online submission for AQAR submission will be the e-mail id used for the IIQA. The AQAR submission is part of the post accreditation module, in due course of time. NAAC portal will have the facility to submit the AQAR online and Institutions will receive automated response. The Institutions are requested to submit the AQAR after one year from date of Accreditation every year (*For example: if the institutions Accredited by NAAC on 10th December 2018. The AQAR for 2017-18 is opened to submit in the portal on 09th December 2019*). HEI's should complete online AQAR submission within 90 days. (*For example: If the AQAR online submission starts on 08-08-2019, then the Institutions should complete submission on or before 07-11-2019*).

The Higher Education Institutions need not submit the printed/hard copy of AQAR to NAAC.

Mandatory Submission of AQAR by IQAC

The Executive Committee of NAAC has decided that **regular submission of AQARs is mandatory for 2nd and subsequent cycles of accreditation with effect from 16th September 2016:**

The following are the pre-requisites for submission of IIQA for all Higher Education Institutions (HEIs) opting for 2nd and subsequent cycles of A& A:

- Having a functional IQAC.
- The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
- Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
- Upload the AQAR's on institutional website for access to all stakeholders.

Note: The terms and abbreviation used in AQAR are in accordance with respective manuals for assessment of NAAC. Please refer institutional manual for glossary and abbreviations terms used in AQAR.

The Annual Quality Assurance Report (AQAR) of the IQAC **(For Autonomous Colleges)**

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

Part – A

Data of the Institution

(data may be captured from IIQA)

1. Name of the Institution St. Xavier's College, Ranchi

- Name of the Head of the institution : Dr. Fr. Nabor Lakra s.j
- Designation: Principal
- Does the institution function from own campus: Yes.
- Phone no./Alternate phone no. 0651-2214301
- Mobile no.: 9431389268
- Registered Email: sxcprincipal@gmail.com
- Alternate Email:
- Address : Camil Bulke Path, Ranchi
- City/Town : Ranchi
- State/UT : Jharkhand
- Pin Code : 834001

2. Institutional status:

- Autonomous Status *(provide the date of Conformant of Autonomous Status)*:
20/03/2018
- Type of Institution: Co-education/Men/Women: Co-education
- Location: Rural/Semi-urban/Urban: Urban

- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing (please specify): All of the above.
- Name of the IQAC Co-ordinator/Director: Dr. Swarat Chaudhuri
- Phone no. /Alternate phone no. : -
- Mobile: 9031143039
- IQAC e-mail address: swarat@sxcran.org
- Alternate Email address: -

3. Website address: www.sxcran.org

Web-link of the AQAR: (Previous Academic Year):

<https://www.sxcran.org/Download/Iqac/AQAR2018-19.pdf>

4. Whether Academic Calendar prepared during the year?

Yes, if yes, whether it is uploaded in the Institutional website: Yes

Weblink: <https://sxcran.org/Download/Academiccalendar2019-20.pdf>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	☆☆☆☆☆		1999	5 years
2 nd	B++		2005	5 years
3 rd	A	3.23	2013	5 years
4 th	-	-	-	-

6. Date of Establishment of IQAC: DD/MM/YYYY: 10/01/2004

7. Internal Quality Assurance System

7.1 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
Webinar by BBA	25/06/2020	934

Note: Some Quality Assurance initiatives of the institution are:
(Indicative list)

- Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality

Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements

- *Academic Administrative Audit (AAA) conducted and its follow up action*
- *Participation in NIRF*
- *ISO Certification*
- *NBA etc.*
- *Any other Quality Audit*

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
-	-	-	-	-

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: No

*upload latest notification of formation of IQAC

10. No. of IQAC meetings held during the year: Two (02)

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website.....

Yes/No: Yes

https://www.sxcran.org/Download/Iqac/Minutes/2019-20_IQAC_Minutes27Feb2020.pdf

https://www.sxcran.org/Download/Iqac/Minutes/2019-20_IQACMinutes01August.pdf

(Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? No

If yes, mention the amount: Year:

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

- * Implementation of LMS.
- * Addition of adjunct faculty to support both UG and PG programmes.
- * Encourage teachers to adopt IT enabled teaching learning methodology.
- * Encourage teachers to prepare and upload e-content.
- * Encourage teachers and students to start Green campaign.

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

Plan of Action	Achievements/Outcomes
----------------	-----------------------

Infrastructure Addition	<ol style="list-style-type: none"> 1. New books and equipment were purchased. 2. Washrooms for both boys and girls were upgraded 3. New classrooms and labs for P.G. course in Zoology were created on the top floor.
Community Outreach	<ol style="list-style-type: none"> 1. Blood donation camps were organized 2. Old age homes were visited 3. Medicines and food packets were distributed in Bihar and Assam flood affected regions.
Innovative methods of Teaching	<ol style="list-style-type: none"> 1. ICT based teaching was strengthened 2. E-learning process was promoted
Internship for certain courses	<ol style="list-style-type: none"> 1. Could not be done due to pandemic
Career placement	<ol style="list-style-type: none"> 1. 26 organizations visited the college 2. 303 students were placed in various companies.
Student merit awards	<ol style="list-style-type: none"> 1. Could not be given due to pandemic
Environmental concerns	<ol style="list-style-type: none"> 1. Solar energy panel 100 KVA was installed to save energy bill and reduce carbon footprint 2. Dustbins for waste were kept at different locations in the college campus 3. Plantation drives were conducted by different students' societies and alumni
Starting of new courses	<ol style="list-style-type: none"> 1. P.G. Programmes in Science faculty were started in different subjects (Chemistry, Mathematics, Botany, Zoology and Geology)
Meeting with stakeholders	<ol style="list-style-type: none"> 1. 4 meetings with stakeholders (Class Representatives) were held.
Doctor on campus	<ol style="list-style-type: none"> 1. Doctor was available between 10.00 AM and 11.00 AM till the end of February, 2020

14. Whether the AQAR was placed before statutory body? Yes /No: No

Name of the Statutory body : Date of meeting(s):

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

Yes/No: No

Date:

16. Whether institutional data submitted to AISHE: Yes/No: YES

Year: 2019-20

Date of Submission: 05-06-2020

17. Does the Institution have Management Information System?

No

If yes, give a brief description and a list of modules currently operational.

(Maximum 500 words)

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	Dates of revision
English	AENG	27-07-2019
English	PGENG	27-07-2019
Pol. Science	APOL	27-07-2019
Pol. Science	PGPOL	27-07-2019
Geography	AGEO	27-07-2019
Geography	PGGEO	27-07-2019
Sociology	ASOC	27-07-2019
Statistics	SSTA	27-07-2019
Zoology	SZOO	27-07-2019
Geology	SGLG	27-07-2019
ELL	AELL	27-07-2019

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

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
B.Sc. Voc. Hons. InfoTech (VBIT)	2015	Excel and Advanced Excel	2018
B.Sc. Voc. Hons. Comp. Appl. (VBCA)	2015	Diploma in Comp. Appl. And Taxation	2007
B.A. Hons. ELL (AELL)	2015		
B.R.M. (PBRM)	2015		
B.F.M.O. (PBFM)	2015		
B.B.A. (PBBA)	2015		
M.C.A. (PGMCA)	2015		
B.B.C.M. (PBCM)	2015		
B.F.T. (PBFT)	2015		
B.ED. (PBED)	2015		
M.J.M.C. (PGJMC)	2015		
B.J.M.C. (VJMC)	2015		
B.Com.(Voc. Hons.) Adv. & Mkt. (VADM)	2015		
B.Com.(Voc. Hons.) OMSP (VOMS)	2015		
B.Com.(Voc. Hons.)- Bnk. & Ins. (VBBI)	2015		

B.A.(Voc. Hons.) Animation & Interior Design (PANM)	2015		
B.Com.(Hons.) International Accounts (PIAC)	2015		
1.2 Academic Flexibility			
1.2.1 New programmes/courses introduced during the Academic year			
Programme/Course		Date of introduction	
PG-Chemistry		01-08-2019	
PG-Mathematics		01-08-2019	
PG-Botany		01-08-2019	
PG-Zoology		01-08-2019	
PG-Geology		01-08-2019	
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	UG	PG	Date of implementation of CBCS / Elective Course System
		Chemistry	01-08-2019
		Mathematics	01-08-2019
		Botany	01-08-2019
		Zoology	01-08-2019
		Geology	01-08-2019
Already adopted in the year 2015 for the courses other than mentioned above			
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	
B.F.T. (PBFT)	2015	46	
B.A. Hons. ELL (AELL)	2015	72	
1.3.2 Field Projects / Internships under taken during the year			
Project/Programme Title	No. of students enrolled for Field Projects / Internships		
Business Research Methods and Project work	B.Com	Sem-VI	826
Research Methodology	M. Com	Sem-IV	142
Field Work and Research methodology	B.A Geog	Sem-V	117
Research Method and Project	MA Pol.Sc.	Sem-IV	44
Legislative Practices and Procedures	BA Pol.Sc.	Sem IV	150
Disaster Mgmt. Based Project work	BA Geog	Sem-VI	117
Thematic Atlas and Project	MA Geog	Sem-III	54
Major Project	MCA	Sem-VI	41
Wild life Conservation and Management	B.Sc. Zoo	Sem VI	50
Animal Behaviour	B.Sc Zoo	Sem VI	50
Research Project	BBA	Sem-V	87
Research Methodology	B.Sc Bot	Sem VI	50

Dissertation	Bio. Tech	Sem-V	49
Internship School Programme	B.ED.	Sem II	99
School Internship	B.ED.	Sem III	99
Research Methods	B.A . Sociology	Sem VI	47
Project and Viva Voce (OJT)	B.Com.(Voc. Hons.)-Adv. & Mkt.	Sem VI	49
Project and Viva Voce (OJT)	B.Com.(Voc. Hons.)-Bnk. & Ins.	Sem VI	55
Project and Viva Voce (OJT)	B.Com.(Voc. Hons.)-Int. Acc.	Sem VI	53
Project and Viva Voce (OJT)	B.Com.(Voc. Hons.)-OMSP	Sem VI	51
Project and Viva Voce (OJT)	B.F.M.O.	Sem VI	55
Project and Viva Voce (OJT)	B.R.M.	Sem VI	42
Project and Viva Voce	B.F.T.	Sem I	20
Project and Viva Voce	B.F.T.	Sem II	20
Project and Viva Voce	B.F.T.	Sem III	20
Project and Viva Voce	B.F.T.	Sem IV	20
Project and Viva Voce	B.F.T.	Sem V	20
Project and Viva Voce	B.F.T.	Sem VI	20
Project and Viva Voce	B.B.C.M.	Sem I	15
Project and Viva Voce	B.B.C.M.	Sem II	15
Project and Viva Voce	B.B.C.M.	Sem III	15
Project and Viva Voce	B.B.C.M.	Sem IV	15
Project and Viva Voce	B.B.C.M.	Sem V	15
Project and Viva Voce	B.B.C.M.	Sem VI	15

1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	5)Parents
Yes	Yes	No	Yes	Yes

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

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	Number of seats available	Number of applications received	Students Enrolled
B.Sc.(Hons.)- Physics	60	533	54
B.Sc.(Hons.)- Chemistry	60	355	69
B.Sc.(Hons.)- Mathematics	80	926	93
B.Sc.(Hons.)- Zoology	60	702	75
B.Sc.(Hons.)- Botany	60	212	65
B.Sc.(Hons.)- Geology	60	174	58
B.Sc.(Hons.)- Statistics	50	84	54
B.Sc.(Hons.)- Biotechnology	50	248	52
B.Sc.(Voc. Hons.)- Information Technology	50	216	52
B.Sc.(Voc. Hons.)-Comp. Appl	100	513	98
B.A (Hons.) English	120	1721	163
B.A (Hons.) ELL	50	109	72
B.A (Hons.) Hindi	140	210	159
B.A (Hons.) History	140	390	144
B.A (Hons.) Geography	140	937	158
B.A (Hons.) Pol Sc.	140	969	176
B.A (Hons.)	140	441	147

Economics			
B.A. (Hons.) Sociology	50	160	78
B.Com (Hons.) Accounts	840	2333	935
B.R.M	50	82	61
BFMO	50	85	60
BBA	100	1521	146
M.A. English	50	290	66
M.A. Hindi	50	111	62
M.A. Pol. Sc.	50	75	42
M.A. Economics	50	81	31
M.A. Geography	50	102	58
M.A. History	50	86	35
M.Com	200	459	193
B.B.C.M	50	17	07
B.F.T	50	46	22
B.Ed	100	108	99
MJMC	50	31	08
BJMC	50	233	58
B.Com (Voc. Hons.) Adv and Mkt	50	149	60
B.Com (Voc. Hons.) OMSP	50	95	54
B.Com (Voc. Hons.) Bnk and Ins	50	200	64
B.Com (Hons.) International Accounts	50	131	65
B.A (Voc. Hons.) Animation and interior design	50	81	41
M.Sc. Chemistry	30	58	33
M.Sc. Mathematics	30	62	33
M.Sc. Zoology	30	95	32
M.Sc. Botany	30	64	28
M.Sc. Geology	30	43	20
Total Admitted Students			4080

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 full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
July 2019- June 2020	3447	633	55	1	72
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 (<i>LMS, e-Resources</i>)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
129	129	Projector, Smartboard, Wifi, LAN	79	3	LMS, Google Meet, ZOOM Meet, Microsoft Team, Websites, Google class room, Google drive
2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)					
<p>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.</p>					
Number of students enrolled in the institution			Number of fulltime teachers		Mentor: Mentee Ratio
9994			129		1:77.47

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	0	53
2.4.2 Honours and recognitions 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 recognised bodies	
2019	Dr. Ajay Kumar Srivastava	Associate Professor	Excellence of Teaching award in Science & Tech society for integrated rural improvement	
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				
Program me Name	Progra mme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
Under graduate	UG	SEM VI	20-10-2020	06-11-2020
Post Graduate	PG	SEM IV	31-08-2020	12-10-2020
2.5.2 Average percentage of Student complaints/grievances about evaluation against total number appeared in the examinations during the year <i>*Do not include re-evaluation/ re-totalling</i>				
Number of complaints or grievances about evaluation		Total number of students appeared in the examination	Percentage	
ZERO		2786 (Final semester UG and PG examinations were held as per UGC guidelines)	ZERO	
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				
Program me Code	Programm e name	Number of students appeared in the final year examination	Number of students passed in final Semester /year examination	Pass Percentage
AECO	B.A.(Hon	122	87	71%

	s.)- Economi cs			
AELL	B.A.(Hon s.)-ELL	65	51	78%
AENG	B.A.(Hon s.)- English	100	90	90%
AGEO	B.A.(Hon s.)- Geograp hy	115	103	90%
AHIN	B.A.(Hon s.)-Hindi	128	89	70%
AHIS	B.A.(Hon s.)- History	138	91	66%
APOL	B.A.(Hon s.)- Political Science	150	124	83%
ASOC	B.A.(Hon s.)- Sociology	45	24	53%
PANM	B.A.(Voc. Hons.)- Animatio n& Interior Design	26	15	58%
PBBA	B.B.A.	87	64	74%
PBCM	B.B.C.M.	15	9	60%
CACT	B.Com.(H ons.)- Accounts	822	704	86%
VADM	B.Com.(V oc. Hons.)- Adv. & Mkt.	52	36	69%

VBBI	B.Com.(V oc. Hons.)- Bnk. & Ins.	55	40	73%
PIAC	B.Com.(V oc. Hons.)- Internati onal Accounts	53	35	66%
VOMS	B.Com.(V oc. Hons.)- OMSP	49	33	67%
PBFM	B.F.M.O.	55	37	67%
PBFT	B.F.T.	19	15	79%
VJMC	B.J.M.C.	49	29	59%
PBRM	B.R.M.	42	23	55%
SBTC	B.Sc.(Hon s.)- BioTechn ology	49	40	82%
SBOT	B.Sc.(Hon s.)- Botany	50	29	58%
SCHE	B.Sc.(Hon s.)- Chemistr y	55	36	65%
SGLG	B.Sc.(Hon s.)- Geology	61	30	49%
SMAT	B.Sc.(Hon s.)- Mathem atics	78	49	63%
SPHY	B.Sc.(Hon s.)-	50	36	72%

	Physics			
SSTA	B.Sc.(Hon s.)- Statistics	54	42	78%
SZOO	B.Sc.(Hon s.)- Zoology	50	42	84%
VBCA	B.Sc.(Voc . Hons.)- CompAp pl	55	46	84%
VBIT	B.Sc.(Voc . Hons.)- InfoTech	56	40	71%
PGMC A	M.C.A.	41	34	83%

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. if yes give details: 30,00,000/- (Not Aailed)

Name of the teacher getting seed money	The amount of seed money	Year of receiving grant	Duration of the grant
-	-	-	-

3.1.2 Teachers awarded National/International fellowship for advanced studies/ research during the year

	Name of the teacher awarded the fellowship	Name of the Award	Date of Award	Awarding Agency
National	-	-	-	-
International	-	-	-	-

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
Major projects				
Minor Projects				

Interdisciplinary Projects				
Industry sponsored Projects				
Projects sponsored by the University/ College				
Students Research Projects (other than compulsory by the College)				
International Projects	4 Years	The Swedish Research Council Sweden	42,30,877 SEK	Jan 2020
Any other(Specify)				
Total		01	42,30,877	

3.2.2 Number of ongoing research projects per teacher funded by government and non-government agencies during the years

3 years

Tribal welfare Research Institute Govt of Jharkhand Ranchi

3 years (year- Jan 2019)Dr. Ram Dayal Munda Tribal welfare Research Institute, Govt of Jharkhand Ranchi, Amount Sanctioned- Rs.- 4,40,000/-

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(s)
Title of Workshop/Seminar	Name of the Dept.	Date(s)
1.The process followed by the credit agencies for rating	BBA	17.08.2019
2. Digital Marketing		21.08.2019
3. Getting ready for the VUCA world: Shaping your Carrier in the changing times		14.09.2019
4. a workshop on Plastic Waste Management		17.09.2019
5. Moving the realm of big data in business		19.09.2019
6. Professional Competency		14.10.2019
7. Importance of Aptitude in Life		14.10.2019
8. SCPS Methodology		14.10.2019
9. Future of HR		14.10.2019
10.Digital Business		14.10.2019
11. Bankruptcy and Insolvency Act 2016		09.11.2019
12.Importance of Artificial Intelligence in Management		18.11.2019

One day seminar on CBM with special reference to Jharkhand Coalfields by A.B.Saha		C.M.P.D.I		10.02.2020
One day seminar on Bauxite mineralization of Lohardaga by Bhim Rai (Project manager)		M.E.C.L		17.11.2019
Workshop on Public Relation Activities in Government Organization Jointly Address by Director, Agriculture & Director, Fisheries, Govt. Of Jharkhand		Master in Journalism & Mass Communication		August, 2019
3.3.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year				
Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
-	-	-	-	-
3.3.3 No. of Incubation centre created, start-ups incubated on campus during the year				
Incubation Centre	Name		Sponsored by	
-	-		-	
Name of the Start-up	Nature of Start-up		Date of commencement	
-	-		-	
3.4 Research Publications and Awards				
3.4.1 Ph. Ds awarded during the year				
Name of the Department		No. of Ph. Ds Awarded		
-		-		
3.4.2 Research Publications in the Journals notified on UGC website during the year				
	Department	No. of Publication	Average Impact Factor, if any	
National				
01	Geography	01 Dr. Rajeev R shirvastava- "Broad Reflections of Native tribes of Jharkhand from Historical literature, Dec 2019, Geographer Association Goa, UGC approved index no-63041, ISSN- 0976-7886X		
01	Political Science,	2. Saumya M Sinha, "Towards the Construction of a new south Asia" July 2019, Xavier Research Journal Vol-1, No-2		
01	English	Dr. Sumona Ghosh- English, " Tourism in Jharkhand, July, 2019, Xavier Research Journal		

		Vol-1, No-2	
01	Sociology	4.- Ms Sneha S Kachhap - Sociology, "Leisure Negotiation" 2019, Urban Development- ISBN- 978-93-84686-95-6	
	SOCIOLOGY	<p>3- Commerce</p> <p>3- History</p> <p>3- Sociology</p> <p>All India Commerce Conference, Bhubaneshwar.</p> <p>1. Dr. S.K. Ghosh</p> <p>2. Dr. Narendra Singh</p> <p>3. Dr. Anirban Gupta</p> <p>IVANA CHAKRABORTY</p> <p>i. Veiled Sentiments: A Sociological Understanding of Kharia Folk Songs in The Quest ISSN 0971-2321 Volume 33, Number 1, June 2019</p> <p>ii. A Sociological Understanding of Folk Music in Xavier's Research Journal Volume 2, Number 1. Jan- June 2019</p> <p>SNEHA S. KACHHAP</p> <p>iii) Urban Development, 'Leisure Negotiation: An Urban Demeanor' published by IDSR Ranchi ISBN 0978-93-8458695-6. YEAR 2019</p>	

	Zoology	Kumar, Manoj (2019) Study of impacts of Ganoderma applanatum pat. extract on hepatic and renal biochemical parameters of Rats, ISSN-e-2406-9086	
	Zoology	Kumar, Manoj(2019), impact of aqueous fruit extract of haritaki on immunological parameters of mammalian model, ISSN-2277-7881, Vol-8,Issue11(1)	
	Zoology	Kumar, Manoj (2019) Nutritional, Hypoglycemic and haematinic potentiality of edible Mushroom Pleurotus Tuber-regium, Singer	
	Zoology	Kumar, Manoj (2019) Toxicity of silver nanoparticles loaded with Pleurotus tuber-regium extract on rats, UDC-539:616.34	
	Zoology	Kumar, Manoj (2020) Improvement in lipid profile and thyroid hormone profile in hyperlipidemic rats by edible macrofungi dacryopinax spathularia and schizophyllum commune, International journal of pure and applied zoology	
	SOCIOLOGY	<p>3- Commerce</p> <p>3- History</p> <p>3- Sociology</p> <p>All India Commerce Conference, Bhubaneshwar.</p> <p>4. Dr. S.K. Ghosh</p> <p>5. Dr. Narendra Singh</p> <p>6. Dr. Anirban Gupta</p> <p>IVANA CHAKRABORTY</p> <p>iii. Veiled Sentiments: A Sociological Understanding of</p>	

		<p>Kharia Folk Songs in The Quest ISSN 0971-2321 Volume 33, Number 1, June 2019</p> <p>iv. A Sociological Understanding of Folk Music in Xavier's Research Journal Volume 2, Number 1. Jan- June 2019</p> <p>SNEHA S. KACHHAP</p> <p>iv) Urban Development, 'Leisure Negotiation: An Urban Demeanor' published by IDSR Ranchi ISBN 0978-93-8458695-6. YEAR 2019</p>	
International			
	Physics	Dr. Swarat Chaudhuri and Sumit Roy-Chaudhuri, Swarat (2020) - Milling maps of Nanocrystalline ceramic synthesised by high energy ball milling AIP conference proceedings 2220,020133	
	Physics	Chaudhuri, Swarat and Sumit Roy (2020) - Impedance Spectroscopy analysis, AIP conference proceedings 2220,020133 (2020)	
	Physics	Roy, Sumit kumar (2019) Structure and Dielectric studies; Processing and application of Ceramics 13(4)418-426, 2019	
	Commerce- Dr. Sanjay Prasad Department of Commerce (Computer Accounting and Taxation)	<p>Name of Journal: - MANAVIKI (An International Peer Reviewed and Refereed Research Journal of Humanities & Social Sciences.</p> <p>Reg. No. : 600/2009-10</p> <p>ISSN-0975 -7880</p>	3.097

		UGC List No:- 42515 Vol. XII No- Issue – 6 JANUARY – JUNE 2020 Topic - Role of Micro Finance Institution in Development of Small and Medium Enterprises and challenges face by it (A case Study of Dhanbad District)	
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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	No. of publication
BJMC	One article of TRI, Govt of Jharkhand. (mass com)
Political science	Fr. Emmanuel Barla, Title of book- Scenic Biru- ISBN- 978-93-85408-29-8, Catholic Press, 2020
Hindi	Dr. J P Pandey, Vishwanayak Narendra Modi, ISBN- 978-81-8021-086-0, Parikrama Prakashan, 2019
Zoology	Dr. Bharti Singh Raipat and Manoj Kumar- Chapter - "Sampling procedure and diagnosis technique of human coronavirus: a review" in book- Air Quality, Climate change and the environment effects referring to the pandemic covid-19 lockdown, Ancient Publishing house, Delhi 110053
Zoology	Dr. Bharti Singh Raipat and Manoj Kumar- Chapter - "Traditional use of medicinal plants in chhotanagpur region for the treatment of gastrointestinal ailments: a Review" in book- Traditional healing systems of India, Indian trust for rural heritage and development

3.4.4 Patents published/awarded during the year

Patent Details	Patent status Published/ Filed	Patent Number	Date of Award
-	-	-	-

3.4.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
Women Power, Literacy and Jharkhand	Santosh Kumar Kiro	Sera Durang, Published by TRI, Govt of Jharkhand	December, 2019			03

3.4.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)						
Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
-	-	-	-	-	-	-
3.4.7 Faculty participation in Seminars/Conferences and Symposia during the year :						
No. of Faculty	International level	National level	State level	Local level		
Attended Seminars/ Workshops	-	14	-	-		
Presented papers	01	01	-	-		
Resource Persons	-	-	-	01		
3.5 Consultancy						
3.5.1 Revenue generated from Consultancy during the year						
Name of the Consultant(s) department	Name of Consultancy project	Consulting/Sponsoring Agency	Revenue generated (amount in rupees)			
-	-	-	-			
3.5.2 Revenue generated from Corporate Training by the institution during the year						
Name of the Consultant(s) & Department	Title of the Programme	Agency seeking training	Revenue generated (amount in rupees)	Number of trainees		
-	-	-	-	-		
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/ collaborating agency	Number of teachers co-ordinated in such activities	Number of students participated in such activities			
Plantation awareness drive	Geoclub, Dept of Geography, SXC	4	250			
Environmental issues and Iron ore mining in West Singhbhum District, Jharkhand	Geoclub, Dept of Geography, SXC	3	35			
Plantation drive with	Geoclub, Dept of Geography, SXC in	2	15			

Team Green	collaboration with Team Green		
Blood donation camp	Rotaract Club of St. Xavier's College, Ranchi	2	219
Flood Relief	Rotaract Club of St. Xavier's College, Ranchi	2	17
International yoga Day	Rotaract Club of St. Xavier's College, Ranchi	2	56
Medicine Camp	Rotaract Club of St. Xavier's College, Ranchi	2	28
Mandela Day	Rotaract Club of St. Xavier's College, Ranchi	2	16
CPR Training	Rotaract Club of St. Xavier's College, Ranchi	2	38
World Hepatitis day	Rotaract Club of St. Xavier's College, Ranchi	2	22
School Adoption	Rotaract Club of St. Xavier's College, Ranchi	2	
Cleanliness drive	Rotaract Club of St. Xavier's College, Ranchi	2	76
Siksha Project	Rotaract Club of St. Xavier's College, Ranchi	2	34
Plantation Drive	Rotaract Club of St. Xavier's College, Ranchi	2	106
Seniors Citizens day	Rotaract Club of St. Xavier's College, Ranchi	2	47
National Sports day	Rotaract Club of St. Xavier's College, Ranchi	2	42
Ozone Day Celebration	Eco-Task Force	4	37
World Wetland Day Celebration	Eco-Task force	4	49
TREE PLANTATION	NCC	1	20
PRACTICE FOR NCC 'C' + COVID AWARENESS	NCC	1	15
Ex. NCC YOGDAN (MASK MAKING)	NCC	1	14
CORONA AWARENESS	NCC	1	30

MUSKURAYE GA INDIA(VIDEO)	NCC	1	8
BLOOD DONATION	NCC	1	7
EX. NCC YOGDAN(VID EO) ON CORONA WARRIORS	NCC	1	9
CADET PROGRAM(WEBINAR SERIES)	NCC	1	7
CADET_EXPA _INDIA	NCC	1	34
ATMA NIRBHAR BHARAT (VIDEO)	NCC	1	10
NATIONAL LEVEL (NCC QUIZ)	NCC	1	34
NATIONAL LEVEL (NCC QUIZ) KIITS SINGAPURE	NCC	1	45
MY LIFE MY YOGA(VIDEO BLOG)	NCC	1	36
NATIONAL LEVEL NCC QUIZ YOGA	NCC	1	46
CYP2020- NCC(YOGA ATHOME YOGA WITH	NCC	1	50

FAMILY)				
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	No. of Students benefited	
-	-	-	-	
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 co-ordinated such activities	Number of students participated in such activities
-	-	-	-	-
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	
-	-	-	-	
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-To)	participant
Internship	On Job Training	Prabhat Khabar, Ranchi The Pioneer, Ranchi Dainik Jagran, Ranchi Doordarshan, Ranchi PRD, Govt of Jharkhand CCL, Ranchi Mecon, Ranchi Akhra, Ranchi Ipil Production, Ranchi Anuj Films, Ranchi Sriprakash, Ranchi Dainik Bhaskar, Ranchi News 11, Ranchi	January 4-March 15, 2020.	54
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 and Activities	Number of students/teachers participated under MoUs	
-	-	-	-	
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			
28,00,00,000			27,43,00,000			
4.1.2 Details of augmentation in infrastructure facilities during the year						
Facilities			Existing		Newly added	
Campus area			12.10 Acres			
Class rooms			79			
Laboratories			32			
Seminar Halls			09			
Classrooms with LCD facilities						
Classrooms with Wi-Fi/ LAN			79			
Seminar halls with ICT facilities			05			
Video Centre			01			
No. of important equipments purchased (\geq 1-0 lakh) during the current year.						
Value of the equipment purchased during the year (Rs. in Lakhs)					1,14,67,434	
Others (Software)					63,63,740	
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 partially)		Version	Year of automation	
Alice for windows		Partially		6.0	2013	
4.2.1 Library Services:						
	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	163651	2,91,69,244.00	2059	8,80,620.00	165710	3,09,30,484.00
Reference Books	3226	17,04,933.00	23	12,667.00	3249	17,17,600.00
e-Books	-	-	-	-	-	-
Journals	121	1,85,640.00	0	0	121	1,85,640.00
e-Journals	18	69000.00			18	69,000.00
Digital Database	1	5,900.00			1	5,900.00
CD & Video	-	-	-	-	-	-
Library automation	-	-	-	-	-	-

Weeding (Hard & Soft)	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.2.2 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
Dr. Sanjay Kumar	Physics	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
Dr. Swarat Chaudhury	Physics	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
Dr. Sumit Kumar Roy	Physics	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
Dr. Mitesh Chakraborty	Physics	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
Shri Rajesh Kumar	Physics	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
Dr U R Sen	Chemistry	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
Dr Jayant Sinha	Geology	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
Dr. Praveen Sinha	Geology	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
Ms Mable M Toppo	Geology	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
Dr. Bharati Singh Raipat	Zoology	Moodle / Windows / Google Meet / Microsoft	April 2020

		Teams / Zoom / You Tube	
Dr. N V A Rao	Zoology	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
Dr. Ritesh Kumar Shukla	Zoology	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
Dr. Priya Srivastava	Zoology	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
Dr. Madhulika Singh	Botany	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
Swarnima jha	Botany	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
Arshi N Afsana	Botany	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
Dr. Sanyukta	Biotech	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
Dr. Smita Lata	Biotech	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
Shri Abhijit Dey	BBA	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
Janet Ekka	BBA	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
Mrs Jui Banerjee	BBA	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
Anugrah D. Tete	BBA	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020

Tirthjit Sinha	BBA	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
Dr. Sandeep Kumar	BBA	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
Shri Anirban Bishwas	BBA	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
Dr. Rajeev Ranjan Shrivastava	Geography	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
Dr. Sandeep Chandra	Geography	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
Angeline P Toppo	Geography	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
Godwin Periera	Geography	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
Deepti Barla	Geography	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
Kamldeep Gupta	Computer application	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
Rakesh Raja	Computer application	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
S N Prasad	Computer application	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
Dr. Sumana Ghosh	English	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
ANANYA BOSE	English	Moodle / Windows / Google Meet / Microsoft	April 2020

		Teams / Zoom / You Tube	
SACHIN MISHRA	English	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
Dr. ACHAL SINHA	English	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
Gautam Vishal	English	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
DR. KAMAL KUMAR BOSE	Hindi	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
Dr. Sunil Kumar Bhatia	Hindi	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
Dr. Sanjay	Hindi	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
ANINDITA	Hindi	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
Saumya M. Sinha	Political Science	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
Dr. S. K. Ghosh	Commerce	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
Dr Narendra Singh	Commerce	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
Dr. Sandeep Kumar	Commerce	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
Dr. Julius Aind	Commerce	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020

Dr. Anirban Gupta	Commerce	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
Shri Jyoti Ignace Tete	Commerce	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
Ms Komal Barjo	Commerce	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
Mr Saurav Singh	Commerce	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
IVANA CHAKRABORTY	Sociology	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
Nikita Mukherjee	COMMERCE VOCATIONAL	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
Dr. Deependra Kr. Sinha	COMMERCE VOCATIONAL	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
Ekta Arya	COMMERCE VOCATIONAL	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
Dr. Shakil Anwar Siddique	COMMERCE VOCATIONAL	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
Prof. Rakesh Dixit	COMMERCE VOCATIONAL	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
Prof. Gautam Rudra	COMMERCE VOCATIONAL	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
Prof. Antra Gupta	COMMERCE VOCATIONAL	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
Dr. Kaushik Dutta	COMMERCE VOCATIONAL	Moodle / Windows / Google Meet / Microsoft	April 2020

		Teams / Zoom / You Tube	
Prof. Partha Sarthi Chatteraj	COMMERCE VOCATIONAL	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
Prof. Nidhi Arya	COMMERCE VOCATIONAL	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
Dr Deependra Kr Sinha	COMMERCE VOCATIONAL	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
Seema Xalxo	ELL	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020
Seema Minz	ELL	Moodle / Windows / Google Meet / Microsoft Teams / Zoom / You Tube	April 2020

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available bandwidth (MGBPS)	Others
Existing	913	590	626		10	42	29	100	26
Added	-	-	-	-	-	-	-	-	-
Total	913	590	626		10	42	29	100	26

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

...100..... MBPS

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/1nQJsib15gM

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 incurred on maintenance of physical facilities
-	2316451	-	1505601

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 Kiosk 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.

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.)	3702	8,10,35,900
Financial support from other sources			
a) National	Bursary	35	1,20,000
b) International	Bursary	02	4,000

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 implementation	Number of students enrolled	Agencies involved
Bridge Course(Commerce)	3 rd ,January 2020	972	Department of Commerce

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 by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
	Departmental Counselling		60		54
	1. CAPP		60		47
	2. IT		500		84
	3. B.COM		60		05
	4. PPI		120		31
	5. BBA		70		10
	6. STATISTICS		70		01
	7. ECONOMICS		60		03
	8. OMSP		60		08
	9. ELL		60		03
	10. BIOTECH		60		11
	11. BFMO				08
	12. Banking & Insurance		60		
	13. Retail Management		60		02
	14. International Accounts		60		10
	15. Fashion Technology		60		01
	16. ENGLISH		60		05
	17. Advertising and Marketing		60		03
	18. English		60		02
	19. B.Voc		60		10
			40		01
					03

20. Mathematics		50		10
21. Sociology				
22. MCA				
23. M.Com				

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	No. of grievances redressed	Average number of days for grievance redressal
NIL	NIL	NIL

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus		Off Campus	
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
26	2074	303	-

5.2.2 Student progression to higher education in percentage during the year 2019

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2019	19 (35 %)	B.A. Hons in English Language and Literature (ELL)	Dept. Of English Language and Literature (ELL)	The English and Foreign Languages University, Hyderabad (01) Dept. of Linguistics, Delhi University (01) Azim Premji University, Bengaluru (01) Netaji Subhash University,	M.A English M.A Linguistics M.A

				Jamshedpur (01) St. Xavier's College, Ranchi (03) Post Graduate Dept. of English, Ranchi University (09) Chotanagpur Law College, Ranchi (03)	B.Ed M.A English M.A English LLB
2020	16 01 01 01 02 01 01 01 01 01 01 01 01 01 01 01 01 01 03	B.A. English Hons.	Department of English	SXC, Ranchi Symbiosis Law School, Pune CUJ DU XIIS IGNOU Vishwa Bharati BIT, Mesra SXC, Ahmedabad BHU JNU Univ. Of Hyderabad Utkal University XIIS Aditya Prakash Jalan Teachers Training College DU, Hindu College Deshbandhu college & Inderaprastha	P.G LLB P.G. LLB Rural Management Rural Development MRM MBA P.G. P.G. M.A. Linguistics M.A. M.A. PGDM, Finance B.Ed M.A.

2019	02	M.A. English	Department of English,SXC	RU	M.A.
	02			IGNOU	M.A. in RD; M.A. English
	01			IIMC	P.G. Journalism
	05			IGNOU	P.G
	01			CUJ	M.A.
	01			RKM, Kolkatta &MAAC, Chowringhee	Japanese & 3D animation
	01			DU	M.A.
	01			IGNOU	M.A. in History
	02			RU	M.A.
	08			Department of English, SXC	P.G
	06			SXC	B.Ed.
	01			WB Univ. Of Teachers Training Administration and Planning	B.Ed
	01			Karim City College, Jamshedpur	B.Ed
	01	RU	M.Phil		
	01	RU	Ph.D		
	01	CUJ	B.Ed		
	16	B.A. English Hons.	Department of English, SXC	P.G.	
	01	Christ College, Bangalore	P.G.		
	01	St. Xavier's Kolkatta	PG		
01	St. Xavier's	Mass Com.			

	01 01 02 01 01 01			Kolkatta Manipal XISS RU IGNOU & AMU IGNOU Vishwa Bharati	PGDM, Marketing PGDM, HRM PG PG & B.Ed PG PG
2019 2019	10% 2%	BA in Geography BA in Geography	Geography Geography	Various JNU Sikha Rani- 1401001325 Amar Bharti – 1401001326 KumariPramila Mahto 1401001199	B Ed MA in Geography M.A. Disaster Management
2019	36	BA FROM ST. XAVIER'S COLLEGE, RANCHI	POLITICAL SCIENE	ST. XAVIER'S COLLEGE RANCHI	PG POLITICAL SCIENCE
2019	19 (35 %)	B.A. Hons in English Language and Literature (ELL)	Dept. Of English Language and Literature (ELL)	The English and Foreign Languages University, Hyderabad (01) Dept. of Linguistics, Delhi University (01) Azim Premji University,	M.A English M.A Linguistics M.A B.Ed

				Bengaluru (01) Netaji Subhash University, Jamshedpur (01) St. Xavier's College, Ranchi (03) Post Graduate Dept. of English, Ranchi University (09) Chotanagpur Law College, Ranchi (03)	M.A English M.A English LLB
2020	01	Physics	Physics	ISER Pune	M.Sc
	01	Physics	Physics	IIT ISM	M.Sc
2020	02	Zoology	Zoology	BHU	M.Sc
	01	Zoology	Zoology	Mount Carmel Bangalore	M.Sc
	01	Zoology	Zoology	Kochin University	M.Sc
	01	Zoology	Zoology	IISC Bangalore	Integrated PhD
	01	Zoology	Zoology	Central University of Jharkhand	M.Sc

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	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	06 (Political Science) 01 (Geography)	0405208707, 0405214970, 0405214932, JH0451200117, JH0405215049, JH0451200128 JH041501540
SET		

SLET		
GATE		
GMAT		
CAT		
GRE		
TOFEL		
Civil Services	01 (UPSC) + 01 (JPSC)	
State Government Services		
Any Other		

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Participants
1. Inter Departmental Basketball Tournament (Boys and Girls)	College	150 + 40
2. Inter Departmental Football Tournament (Boys + Girls)	College	375+135
3. Inter Departmental Table Tennis Tournament (Boys + Girls)	College	40+06
4.		

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/ International	Sports	Cultural	Student ID number	Name of the student
	Winners at XISS and Amiphoria	National		Nukkad Natak	17AENG0342 72	Debaduti Dey

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.

5.3 Alumni Engagement
5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):
The college does not have a registered Alumni Association. The responsibility of getting the Association registered lies with the management and the process of registration is on
5.3.2 No. of registered Alumni:
Nil
5.3.3 Alumni contribution during the year (in Rupees) :
2000/- (Scholarship)
5.3.4 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)? Yes/No/Partial: 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):
❖ 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.
❖ 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.
❖ 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.
❖ 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.
❖ 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.
❖ 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.
❖ 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.
❖ 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.

6.2.2 : Implementation of e-governance in areas of operations:					
❖	Planning and Development Online teaching through MOOC was implemented				
❖	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 Examinations functions on an indigenously designed and developed program of the college since 2006				

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	Dr. Swarat Chaudhari	(Webinar and International Conference)Pre Conference TOPAS Workshop of ASCA 2019, Singapore (15-16 Dec)	NIL	93,514
2019	Dr. Swarat Chaudari	16 th Conference of AsCA (2019), National University of Singapore. (17-20 Dec)	NIL	
2019	Dr. Sumit Kumar Roy	Webinar and International Conference)Pre Conference TOPAS Workshop of ASCA 2019, Singapore (15-16 Dec)	NIL	93,514
2019	Dr. Sumit Kumar Roy	16 th Conference of AsCA (2019), National University of Singapore. (17-20 Dec)	NIL	
2019	Dr. Sumit Kumar Roy	3 rd International Conference on Condensed Matter and Applied Physics organized by Govt. Engineering College, Bikaner. (14-15 Oct 2019)	NIL	25,000

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	Title of the administrative	Dates	No. of	No. of
------	--------------	-----------------------------	-------	--------	--------

	professional development programme organised for teaching staff	training programme organised for non-teaching staff	(from-to)	participants (Teaching staff)	participants (Non-teaching staff)
	-	-	-	-	-

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	Date and Duration (from – to)
UGC SPONSORED 98 th ORIENTATION PROGRAMME	04	4/12/2019 – 24/12/2019
UGC SPONSORED 97 th ORIENTATION PROGRAMME	01	4/09/2019 – 24/09/2019
UGC SPONSORED REFRESHER COURSE IN TRIBAL STUDIES	01	12/06/2019 – 25/06/2019
UGC SPONSORED 95 th ORIENTATION PROGRAMME	01	10/06/2019 – 30/06/2019

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

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime

6.3.5 Welfare schemes for

Teaching	<p>To ensure the well-being of the staff the college provides the following</p> <ul style="list-style-type: none"> • 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
Non teaching	<ul style="list-style-type: none"> • 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
Students	Fee concession for needy students

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

The college has a full time 'Bursar' who looks after all financial matters and monitors the proper utilization of funds. The Bursar prepares the annual budget of the college and outlines the allocation of funds under various heads. The annual budget is placed before the Governing Body of the college for its approval. The college has a finance committee which looks after the autonomous grants received by the institution. Internal financial audit takes place for auditing various accounts to ensure appropriate and effective financial management. Annual financial auditing is done by internal auditor duly appointed and approved by the Governing Body.

External auditing is done by a registered chartered accountancy firm 'Banka and Associates'.

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/ Grants received in Rs.	Purpose
-	-	-

6.4.2 Total corpus fund generated 1,00,00,000/-

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			
Administrative	No			

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)

1. Computer awareness and management of Data
2. Medical Insurance
3. Conduction of program to create awareness for Behaviour, Ethics and Moral, in order to develop soft skills.

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

6.5.5

- a. Submission of Data for AISHE portal : (Yes /No) Yes (05/06/2020)
- b. Participation in NIRF : (Yes /No)
- c. ISO Certification : (Yes /No)
- d. NBA or any other quality audit : (Yes /No)

6.5.6 Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to-----)	Number of participants
2020	Strategic issue in Indian Financial Sector during Covid-19	25/06/2020	1 day	900

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-to)		Participants		
Four Fiction and Docu Films prepared by students on Gender issues for academic purpose		July 2019-Dec. 2019		8 Female		8 Male
Gender Sensitisation/Orientation Programme (Botany/Zoology)		27 July 2019				
Gender Sensitisation/Orientation Programme (Political Science/Biotech)		30 July 2019				
Gender Sensitisation/Orientation Programme (BJMC/B.Com)		2 August 2019				
Gender Sensitisation/Orientation Programme (BBA/Sociology)		3 August 2019				
7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources						
i) 100 kva 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.						
Title of the Programme		Period (from – to)				
a) Plantation by NCC Cadets		15 July 2019				
		27 July 2019				
		4 August 2019				
		2 October 2019				
		14 February 2020				
		27 July 2020				
b) By Eco Task Force						
i) Ozone Day Celebration		16 September 2019				
ii) World Wetland Day Celebration		28 February 2020				
7.1.3 Differently abled (Divyangjan) friendliness						
Items Facilities		Yes/No		No. of Beneficiaries		
Physical facilities		Yes				
Provision for lift		Yes (04)				
Ramp/ Rails		Yes (05)				
Braille Software/facilities		Nil				
Rest Rooms		Yes (103)				
Scribes for examination		Yes (As per need)				
Special skill development for differently abled students		Nil				
Any other similar facility		Clinic, Stretcher, Wheelchair				
7.1.4 Inclusion and Situatedness						
Enlist most important initiatives taken to address locational advantages and disadvantages during the year						
Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff

7.1.5 Human Values and Professional Ethics					
Code of conduct (handbooks) for various stakeholders					
Title		Date of Publication		Follow up (maximum 100 words each)	
College Handbook		Annual		*	
<p>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:</p> <ul style="list-style-type: none"> • 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-----to-----)		Number of participants	
Orientation Programme		03 Days		Attended by all the newly admitted students	
7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)					
i) Solar Lamps ii) Tree Plantation Drives iii) Water Harvesting iv) Installation of Dustbins v) Composter					
7.2 Best Practices					
<p>Describe at least two institutional best practices Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link:</p> <p>St. Xavier's College, Ranchi is committed to the goals and objectives as outlined by NAAC especially the one related to inculcating a system of values in its students. The College propagates the values of humanity and universal brotherhood from time to time. The College shares vital information with the students through the College Handbook, assemblies, orientation programmes and counselling.</p> <p>The two best practices of the college are gender sensitisation and environmental awareness. The College takes special care of its girl students by addressing their emotional concerns through orientation and sensitisation programmes conducted by the Women's Cell of the College. The success of these programmes is testified by the fact that no complaint of inappropriate behaviour was reported in the college. The college also has an Internal Complaints Committee to redress the grievances of the students and teachers.</p>					

The students are made more aware of environment issues through curricular and co-curricular activities. Plantation drives are carried out from time to time both inside and outside the college. At least 10 plantation drives were conducted by members of NCC, Eco Task Force and Geo Club members under the guidance of different faculty members.

<https://sxcran.org/Download/BestPractices.pdf>

7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust

Provide the weblink of the institution 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

The ROTARACT CLUB of St. Xavier's College, Ranchi has been awarded 'Best Community Service Project: Medicine Bank' from the Rotaract South Asia Multi District Organization for its worthy contribution towards the upliftment of the neighbouring people and fellow citizens.

8. Future Plans of action for next academic year (500 words)

The College has the following plans for the next Academic Year:

Keeping in mind the emerging trend in Higher Education, nationally and globally, the College has decided to implement ERP for admission, attendance, examination and other functions of the college in a more professional manner.

Plans are afoot for the optimal utilization of LMS adopted by the College. The College also plans to provide funds for organizing more and more FDPs/webinars and invited online/offline lectures to enrich both students and teachers.

The College also plans to update existing infrastructure for e-learning resources and e-library facility.

Efforts are being made to increase Academic-Industry linkages, collaborations and MoUs.

The College plans to allocate separate funds for the Xavier Research Centre to promote research in tribal languages and publish books and journals.

The College also has plans to conduct Academic Administrative Audit and to register the Alumni Association.

Name Dr. Swarat Chaudhuri

Name Dr. Fr. Nabor Lakra s.j.

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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Abbreviations:

CAS	-	Career Advancement Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence

For Communication with NAAC

The Director

National Assessment and Accreditation Council (NAAC)

(An Autonomous Institution of the University Grants Commission)

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