

St. Xavier's College, Ranchi  
Self Study Report

PREFACE

The accreditation report is a most valuable document, since the college is preparing itself for the third cycle of accreditation by National Assessment and Accreditation Council (NAAC). The document has been prepared with utmost sincerity and honesty to the best of our knowledge and belief. This report is prepared according to the instructions laid down by NAAC which include two parts: Part-I comprises (a) Profile of the college (b) Criterion wise inputs and (c) Profile of the departments. Part-II consists of (A) Executive Summary (B) Criterion wise evaluation report (C) Evaluative report of the departments and (D) A declaration by the head of the institution.

St. Xavier's college, Ranchi is one of the premier colleges of the state of Jharkhand. The college was established by the Society of Jesus, under "XAVIER SOCIETY" registered in the year 1944 under society registration act XXI of 1860. The college was established with a clear vision and mission. The main objective of the college is to contribute to the transformation of prevailing social conditions so that values enshrined in the constitution of India; social justice, equality of opportunity, democratic freedom .to all, tolerance and respect to all religions may be brought closer to realization, opening up to the people of our country with special emphasis on Jharkhand for greater possibilities of the existence of real human beings.

The institution is very much aware that the dimensions and quality of education keeps on changing with time and quality cannot be assessed by a single yard stick. Rather it can be monitored through the change in national and global trends in teaching and research. It is important for any centre of higher education to know that true service lies in imparting education, inculcating moral values and motivating young minds towards research for the future not only of our country but of the entire world. The NAAC has developed certain measures for continuous improvement of the quality of higher education. In the present report we tried our level best to meet the demands as laid down by NAAC. The college is committed to the core values of NAAC.

## **Writing Self Study Report**

It was impossible to complete this self study report without the whole- hearted support and co-operation of entire St. Xavier's College family. At first I wish to thank our head of the institution, Fr. (Dr.) Nicholas Tete. s.j., Principal of our College who entrusted me to prepare this self study report (SSR). I am indebted to him for constant support and encouragement during the preparation of SSR. I also wish to extend my thanks to the Vice Principal, Fr. Peter Paul Ekka. S.j., and the members of IQAC who extended all support to our team. The preparation of SSR is not a single man's effort, rather a team effort. I am grateful to two hard working faculty members of our team Dr. Achal Sinha, Sr. Lecturer, Department of English and Mrs. Seema Khalkho, co-coordinator, Department of Functional English who were with me at my side during the preparation of the report. Thanks are also due to Fr. (Dr.) Nobor Lakra,s.j., Department of Chemistry; Shri Swarat Chowdhury, Department of Physics; Dr. Rajeev Ranjan Srivastava, Department of Geography; Dr. Sandeep and Dr. Sumita Roy of Department of Commerce who worked hard to procure the inputs from various offices and departments of the college.

Here, it is noteworthy to mention the name of Dr. Ravi Nandan Sinha, head of the department of English who in spite of his busy schedule bailed me out in preparing the executive summary of the report, I am grateful to him. Last but not the least I wish thank the members of office staff of the Principal Ms. Neelam Bhatia and Ms. Monica Horo for their inputs for part-I of the present report. I also wish to record my heartfelt thanks to all those who directly or indirectly supported/helped me/us in preparing the self study report (SSR).

I am very much keen to meet the Peer Team of NAAC during their forthcoming visit to our institution. Such occasion and interaction provides all of us; the management, faculty members, supporting staff, students and other stake holders to enrich our selves with their comments and suggestions.

We are eagerly looking forward to welcome the Peer Team and hope they will applaud us for our efforts.

With thanks and greetings.

Dr. N. Venkat Appa Rao,  
Co-ordinator, Steering Committee, Self Study Report

**St. Xavier's College (Autonomous), Ranchi, Jharkhand**  
**NAAC Executive Summary**

**Criterion I: Curricular Aspects**

Established in 1944, St. Xavier's College, Ranchi is a postgraduate college run by the Society of Jesus. Its mission is to train young men and women to become good citizens of the country, develop global competencies and the skills necessary for being successful in life.

After the college became autonomous in 2005, it has been following the semester system. The college offers fourteen undergraduate Honours programmes, eight postgraduate programmes and vocational courses in eleven subjects. There are also three-year professional courses in Bachelor in Business Administration (BBA) and Bachelor in Computer Gaming and Animation (BGA). Further, there are also a number of add-on courses (Certificate, Diploma and Advanced Diploma). Furthermore, the college offers a PG Diploma in Human Rights. The vocational and postgraduate courses are self financing. Wherever necessary, the college incorporates ICT.

The college is committed to providing an environment fostering research. In the last five years the college has spent a sum of Rs.1,69,47,421=00 on procuring new apparatus. It has also set up a Central Instrumentation Lab at a cost of about forty-eight lakhs. In addition, the Physics Department has a separate project lab for nanotechnology set up at a cost of about one lakh. A language lab at a cost of about six lakhs has been set up. The college also has a Xavier Research Centre devoted entirely to research in social science related particularly to Jharkhand.

The college also has NCC and NSS. There is also an Eco-task force in the Zoology Department and a Geo-club in the Department of Geography. There is also a language lab in the college to train students in the English language.

Since Jharkhand is an economically and socially underdeveloped region, the college gives preference in admission to marginalized groups such as Scheduled Tribes and other marginalized groups. Women-related issues form a part of many courses.

To keep the curricula up to date and relevant to the needs of society, periodic revisions are made in the curricula of different subjects. Project work, field trips and on-the-job training are compulsory components of various programmes.

The college also invites experts from various fields as faculty. Facilities for providing computer skills exist in the college. All vocational courses have a compulsory paper on computer science. Environmental Studies & Ethics is mandatory for all the students of Semester V and Semester VI. To help the slow and disadvantaged learners, the college arranges remedial classes. There is a feed-back mechanism, which has recently been made on-line.

### **Criterion II: Teaching-Learning and Evaluation:**

The college has an Internal Quality Assurance Cell (IQAC) that meets periodically to discuss the various issues regarding teaching-learning and evaluation. The process of admitting students to various programme is transparent. Students are admitted on the basis of their performance in an entrance test followed by an interview. However, the college follows the guidelines laid down by the Government of Jharkhand in matter of reservation. It is a co-educational institution, and in some disciplines the number of girls exceeds that of boys. For differently-abled students also, there is a reservation policy. Free studentship is given to economically marginalized students.

For a well-rounded development of students, the college offers a proper blend of academics and sports. Before the commencement of various programmes, there is an orientation programme in which the students are made aware of the traditions and objectives of the college. The college is sensitive to the needs of disadvantaged students for whom remedial classes, counselling and special classes during vacations are organized.

The academic progress of a student is carefully and continuously monitored. Great emphasis is laid on assignments and continuous internal evaluation. The college lays great stress on attendance. The college prepares both monthly and annual academic calendars. The teaching-learning method is increasingly becoming student-centred. In some departments like English, free internet access is provided to students so that they can use it for self-study. Each department has a well-stocked library from which students borrow books regularly.

The college has a total of 96 [Permanent govt.-aided -- 70, Permanent Mgmt. – 19 and temporary – 07] faculty members, of which 77 are male and 19 female. There are two faculty members with a D. Litt., forty-one with a Ph.D. and four with an M. Phil. 30 out of 90 teachers have qualified UGC- CSIR, NET and SLET exams which comes to 33% of the total strength. Thirteen teachers are currently registered for their Ph.D. Approximately 42% of the faculty members have participated in workshops/ seminars/ conferences and 17% of the teaching staff have presented their papers. There is also a self-appraisal system for teachers in place.

The schedule for examinations is published by the Examination Department well in advance. At least 50% of the total number of examiners has to be from outside the college. The examination papers are coded. The college gives exemplary punishment to students indulging in any unfair means during an examination. He or she is debarred from appearing in all the examinations for one year, besides being given a zero in all the papers of that examination in which he or she was caught adopting unfair means. The results of the End-Semester Examination are declared within thirty days after the examination is over. The examination system runs on fully developed software.

### **Criterion III: Research, Consultancy and Extension:**

A number of members of the faculty have been Ph. D. supervisors. Five major and eight minor research projects of the UGC have been received by the faculty of the college.

At the beginning of each year Rs. 15000/- are allotted to each department for conducting seminars, conferences and workshops. More than this amount can be used by the departments if funds permit. In the last five years, three national seminars, one state-level seminar and eighteen work-shop/one day seminars have been conducted.

In order to encourage research, during the last five years the college has spent **Rs. 1,51,39,806=75** on the purchase of books, equipment and other infrastructural facilities. Ninety-one research journals are available in the college library for the use of students and researchers. The college also subscribes to ten on-line journals. There is a Central Instrumentation Facility Centre to facilitate higher level research in the institution. The faculty members of all the science departments have access to the infrastructure available at the centre. Two large air-conditioned conference rooms and a large A.C. auditorium are there in the college to organize national and international seminars/conferences. The conference halls are equipped with multimedia projectors and other facilities for conducting events. The college has also introduced INFLIBNET facility in 2011. Wi-Fi connectivity is available for students and teachers in the campus. The college has also taken an initiative to collaborate with other organizations for fostering research activities. For instance, it has signed an MoU with University of Antwerp, Belgium to establish a working relationship for studies in Environmental Sciences, Environmental Laws and Human Rights. Dr. N. Venkat Appa Rao of Dept. of Zoology is conducting collaborative research with Prof. G.G. Nussdofe of University of Padua, Italy in the field of endocrinology. The results were published in four scientific articles in international journals. After the previous accreditation a sum of Rs. thirty lakhs has been received for conducting basic

science research and various other research activities (including major & minor research projects).

The faculty members have also been honoured for their work. For instance, Sri Meghnad Banerjee and Sri Biju Toppo, visiting faculty in the department of Mass Communication and Video Production have received **Rajat Kamal National Award 2011** for their Documentary film titled *Iron is Hot* and *Ek Ropa Dhan* at Rashtrapati Bhavan, New Delhi. Dr. Bharti S. Raipat, Dept of Zoology, was awarded **Fellowship of National Environmentalists Association** in 2009. Shri Manohar Lal, Dept of Physics, was selected as one of the five scientists in **Institute of Forest Productivity (Govt. of India)** in 2010. Dr. Kamal Kr. Bose, Dept of Hindi, was given the **Satya Sadhana Award 2009-10** by Bihar Rashtra Bhasha Parishad. Dr. S.N. Tiwary, Dept of Physics, has been given life membership of **Swadeshi Science Movement of India** in 2010. Dr. N. Venkat Appa Rao, Dept of Zoology, was awarded **Senior Scientist Award** in 2009 by Board of Trustees of MSETAC in the 2<sup>nd</sup> International Conference on Bio-Wealth Management for Sustainable Livelihood. Dr. R.N. Sinha of the English Department was one of the three **Jury Members** for the **Sahitya Akademi Translation Prize, 2006**.

In the last five years, twenty-four faculty members have published a total of ninety-two research papers and articles taken together. The faculty members have also published eleven books during this period.

Outreach programmes are regularly organized by the college. 32 cadets of the college participated in Pulse Polio Campaign duty in 2011. A number of students of the college participated as volunteers during 2011 National Games held at Ranchi. Students of the NSS have organized tree-plantation programmes, blood donation camps, AIDS awareness programmes, street plays to highlight social evils and many other programmes of social relevance. The college promotes institution-neighbourhood network through NCC, NSS, ECO TASK FORCE, GEO CLUB and AICUF.

For their on-the-job training, students of this college have visited various organizations including Tata Steel Co., Central Coalfields Ltd., Usha Martin Ltd. and Kalinga Institute of Information Technology, Bhubaneswar. The students of the Department of Mass Communication and Video Production regularly visit media houses such as Doordarshan, Aaj Tak, ETV, Mahua TV, Maurya TV, Sadhana News, Hamar TV, PBL Nazar, News 11, Big FM, Radio Dhamaal, Radio Mantra, AIR, Radio Dhoom, Prabhat Khabar, The Hindustan Times, Hindustan, The Telegraph and Dainik Jagran. Students of the Biotechnology Department have visited many leading institutions such as Best Biotech Research Labs Pvt. Ltd. Bengaluru, NTHRYS Biotech Labs. Hyderabad, Institute of Forest Productivity, Ranchi, Central Tasar Research and

Training Institute, Ranchi, Institute of Animal Health and Production, Ranchi, College of Biotechnology, Birsa Agricultural University, Ranchi, Abdur Razzaque Ansari Memorial Weavers Hospital (Apollo Hospitals Group), Ranchi.

To encourage research activity, Cash incentive up to the tune of Rs. 20000/- is given to faculty members for participating in seminars/conferences outside the country. Financial assistance for in the form of rail fare (Two/Three AC class) is given to the faculty for participation in national seminars.

#### **Criterion IV: Infrastructure and Learning Resources:**

The college is sufficiently well-endowed in terms of physical infrastructure. The college campus occupies an area of 9.10 acres. At present the college has 43 classrooms out of which 22 classrooms are large in size; each can easily accommodate more than 120 students. 11 classrooms are of moderate size and can accommodate up to 120 students. 10 classrooms are of smaller size and can accommodate up to 60 students. In addition to classrooms, the college has 02 audio rooms, 16 laboratories, 04 computer labs and one gas plant for the labs. Additional classrooms are being constructed in the 4<sup>th</sup> floor of the main building for which the college has a budget of Rs. 1.5 crores. More classrooms are also being constructed in the neighbouring campus of St. John's School where all the vocational departments will be housed with effect from 2012. The college has a central library besides different department libraries. The bar coding of books in the library is currently in progress. The college also has a number of labs. The college has five administrative rooms and eight offices. The college also has a large air-conditioned auditorium. For important functions such as convocations and annual day functions that require more covered space, special stages are made and pandals are set up in the college premises. There are other facilities such as cool and clean drinking water and wash rooms for students and the faculty. The college also has a health centre. The college has a placement and counselling centre too.

The college has acquired the neighbouring campus of St. John's School last year. It is now spread over an area of 12.10 acres. The college has purchased 15 acres of land in Tamar (on NH 75 Ranchi- Jamshedpur highway) and 2.7 acres in Pithoria ( just outside Ranchi) for extension centres of the college.

The college plans to provide transport facility in future in a phased manner. So far as the power supply is concerned, the college has two govt. high-tension transformers, four large generators for power backup. The college has a canteen, a room for the visiting doctor, a branch of the United Bank of India, and three hostels. All the departments and the offices including the General Staff Room have intercom facility. For all academic activities, the college has the following

facilities: multi-media projectors in classrooms, OHP, microphone facility in large rooms. The college also has its own workshop with a lathe machine and welding facilities.

For encouraging the students to take part in sports, the college has a football ground, two basketball courts, and one volley ball court. The gymnasium for the boys is currently closed for repairs. The college also has a full-time qualified physical training instructor.

### **Criterion V: Student support and progression:**

As mentioned earlier, the college has a well-equipped campus located in the heart of the Ranchi city. Our results show that on an average 85% of our students are successful in the examinations. Before autonomy, students of St. Xavier's College, Ranchi were rank holders in most of the subjects in Ranchi University examinations.

The college has a website which provides necessary details to the students. Applicants to various courses in the college also download application forms from the site send their applications online.

In keeping with the vision of the college, which is to contribute significantly in the development of the State of Jharkhand, the college always provides special assistance to students of disadvantaged groups in the form of remedial classes and counselling. In fact, counselling students is a regular activity in this college.

### **Criterion VI: Governance and Leadership:**

The Principal, Vice-Principal, the Deans of Arts, Science, Commerce and Student Welfare, the various Heads of the Departments, the coordinators of different courses and the Controller of Examinations provide effective leadership enabling the college to fulfill its twin missions of excellence in education and empowerment of the weaker sections of society. Besides the Internal Quality Assurance Cell (IQAC) there are a number of committees to perform the various functions related to the college. The college also has a staff council with the Principal as its ex-officio President. Two senior members of the faculty represent the staff on the Governing Board of the college. There is an Academic Council for taking policy decisions which has on it the Principal, the Vice-Principal, all the Heads of Departments, representatives of the Ranchi University, Industry and also the Vice-Chancellor of Birla Institute of Technology, Mesra and the Vice-Chancellor of Central University of Jharkhand, Ranchi, besides some eminent citizens of Ranchi. The college has an alumni association called Association of Ranchi Old Xaverians (AROX).

## **Criterion VII: Innovative Practices:**

Over the years, the college has adopted a number of innovative practices the particulars of which are given in the detailed report. The popularity of the college is indicated by the number of applicants for different courses that is going up every year.

In the various functions of the college, the core values of NAAC are reflected. For realizing the vision of making quality assurance an integral part of the functioning of an institution of higher education, the college subjects itself to periodic self and external evaluation. It also collaborates with the stakeholders for assurance and sustenance of quality in higher education. All the five core values of NAAC, that is, national development, fostering global competencies among students, inculcating a healthy value system, promoting the use of technology and quest for excellence are sought to be promoted by the various functions of the college.

## **Action taken in the light of the recommendations of the Peer Team which visited the college in 2006:**

In the light of the recommendations of the Peer Team which visited the college in 2006 the following steps have been taken.:

- Most courses are periodically reviewed and revised to make them relevant to the needs of the students.
- Full time PG courses in eight subjects and full time PG Diploma in Human Rights have been introduced. These courses have a clear employment potential. They also provide upward mobility to undergraduate students.
- A frontline self-financed course in Biotechnology has been introduced. In addition to this, the college has launched vocational courses such as BBA, BGA, OMSP, PPI and Finance Marketing Operation.
- The college has facilities for teaching foreign languages such as French.
- ICT has been introduced in all courses, which has modified the teaching-learning methodology.
- New linkages have been formed with industry and research centres.
- To facilitate research a Central Instrumentation Centre has been established.

- A career counselling and placement centre is functioning in the college.
- A Grievance Redressal Cell and a Women Cell have been set up in the college.
- Syllabi are constantly revised keeping in mind the nature of the competitive examinations that the students have to take.
- A new building (Ground + one floor) of the canteen is being constructed at the site of the present canteen.
- There is a health centre, with a visiting doctor at fixed times, in the college. First Aid facility is available at all times. For emergencies there is the Sadar Hospital in front of the college just across the road.
- Since the visit of the Peer Team in 2006, all administrative work has been computerized.
- The overall academic ambience in the college is much better today than what it was five years ago.

## **CRITERION I: Curricular Aspects**

### **1.1 Curriculum design and development**

#### ***1.1.1. State the vision and mission of the institution.***

##### ***VISION:***

**To create a class of intellectually, morally and spiritually sound and committed citizens, who will become a human resource of high calibre, to cater to the needs of the society and the country as a whole in accordance with our motto ‘Lucens et Ardens’, which means ‘spreading light and glowing bright’.**

##### ***MISSION OF THE COLLEGE:***

- To accord priority to the education of Catholic as well as Scheduled Tribe and Scheduled Caste students
- To appreciate and respect all faiths , foster self and community development and promote religious harmony leading to national integration
- To create a teaching - learning environment conducive to the pursuit of higher knowledge, relevant skills and experience
- To include new developments in education into the curriculum so as to promote academic advancement leading to national development
- To promote awareness on ecological and environmental issues
- To effect changes in the curriculum with information and communication technology
- To develop skilled personnel through vocational and entrepreneurial education
- To create research environment which can lead to consultancy and extension
- To sensitize the students on socio-economic issues (emphasizing on gender and human rights) by including related topics into the curriculum, and through co-curricular activities

#### ***1.1.2. What are the goals and objectives of the institution? How are they made known to the various stakeholders?***

The college is guided by the philosophy of Jesuit education i.e.,

- To provide value-oriented education according to the worldview of its founding member St. Ignatius of Loyola
- To promote a dialogue between faith, culture and science
- To insist on care and concern for each individual
- To focus on total formation of the individual to promote community development.

### **Objectives:**

- To foster quality education and high moral standards
- To educate students of all sections of the society
- To incorporate the latest scientific and technological development in the curriculum
- To provide conducive environment for creativity & research
- To provide equal opportunity to both genders
- To develop the skills of students for better employment prospects

**Jesuit motto is *excellence in any work.***

The goals are made known to the students and other stakeholders through

- College website
- Prospectus
- College handbook
- Brochure
- Alumni Association
- Students meetings
- Display in the college campus

***1.1.3. How are the institution goals translated into the academic programmes, research and extension activities of the institution?***

The college offers the following **academic programmes** at UG and PG levels

**Govt. Aided Courses**

## **UG Courses**

**Science Stream:** B.Sc. (Hons) courses offered in the following subjects

1. Physics
2. Chemistry
3. Zoology
4. Geology
5. Botany
6. Mathematics

**Arts Stream:** B.A. (Hons) courses offered in the following subjects

1. English
2. Hindi
3. Sanskrit
4. Economics
5. Political Science
6. History
7. Geography

**Commerce Stream:**

1. B.Com (Hons) offered by the college with specialization in Accountancy

## **Self-financing courses/Vocational**

### **UG Level**

- |                |                           |
|----------------|---------------------------|
| B.Sc (Hons) in | 1. Biotechnology          |
|                | 2. Computer Science       |
|                | 3. Information Technology |
| B.A. (Hons) in | 1. Functional English     |

## 2. Mass Communication and Video Production (MCVP)

B.Com (Hons) in

1. Advertising Sales Promotion & Sales Management (ASPSM)
2. Office Management & Secretarial Practice (OMSP)
3. Principle & Practice of Insurance (PPI)
4. Financial Market Operation (FMO)
5. Retail Management (RM)

The college also offers three years UG professional course in

1. Bachelor in Business Administration (BBA)
2. Bachelor in Computer Gaming & Animation (BGA)

### **Add-on Courses: CERTIFICATE/DIPLOMA & ADVANCED DIPLOMA**

1. Information Technology
2. Functional English
3. Electronics
4. Bio Informatics
5. Rural Development
6. Computer Science
7. Mass Communication

### **PG Courses**

1. English
2. Commerce
3. Hindi
4. Geography
5. Political Science
6. Economics
7. Masters in Computer Applications (MCA)

**PG Diploma in – Human Rights**

All the courses follow Semester System after the conferment of Autonomy to the college in 2005.

- **The curriculum in each subject is revised and redesigned at regular intervals. This was the first recommendation of the previous NAAC report.**
- **During the last five years inter- disciplinary/ job oriented courses such as BBA, BGA, Biotechnology, Masters in Computer Applications, Retail Management, Principle & Practice of Insurance, Financial Market Operation have been started to suit the local and global employment market as recommended by NAAC in 2006.**
- The add-on courses are conducted to produce skilled manpower
- The enrolment of girl students has steadily increased during the last five years
- During the last five years more women faculty have been appointed which speaks volumes about the interest of the institution in fulfilling its goals
- Women-related issues and topics have been incorporated in the curriculum for spreading greater awareness on these matters.
- **PG courses have been started in English, Hindi, Commerce, Geography, Political Science and Economics. PG Diploma has been started in Human Rights in accordance with the recommendations of NAAC.**
- **French classes have also been started.**

## **Research**

- After the conferment of Autonomy the college has laid particular emphasis on improvement of existing infrastructure and setting up of new infrastructure for the purpose of research activities. It has spent a sum of Rs.1,69,37,421=00 for the procurement of new apparatus during the last five years.
- A central instrumentation lab has been set up at a cost of Rs. 48,34,741=00 to promote higher and quality research.
- All Science departments are equipped with basic Research facility.
- In addition to this, the Department of Physics has a separate project lab for nanotechnology Rs.99,550=00.
- All the departments are equipped with computers and round the clock internet connection to facilitate better quality research.

- The library is continuously enriched with new edition books related to emerging trends in various subjects.
- Xavier Research Centre was set up to promote research in various areas such as social sciences. A research journal titled Xavier Research Journal has been started in which faculty and others from outside can contribute research papers.

## **Extension**

- The college carries out extension activities through NCC and NSS units
- In addition there exists Eco-task force with the Department of Zoology and Geo Club with the Department of Geography which are involved in various activities from time to time

***1.1.4. What are the major considerations addressed by the goals and objectives of the institution ( Intellectual, academic, training, access to the disadvantaged, equity, self-development, community/ national development, ecology and environment, value orientation, employment, ICT introduction, global demands, etc.) ?***

The goals and objectives of the institution address the following major considerations

### **a. Intellectual academic & training**

- The college offers as many as 21 job-oriented courses, Certificate Courses, Diploma Courses, Advanced Diploma Courses, PG diploma courses for the intellectual development of the students
- Revamping of the curriculum and the examination system is done in accordance with the broader objectives of the semester system
- A well equipped language lab has been set up to train the students in the English language
- ‘On-the-job training’ and project work in various subjects help to improve the skills of students

### **Access to the disadvantaged & equity**

- Jharkhand is a socially and economically underdeveloped region. Considering this, preference is given in admissions to marginalized groups such as tribal Catholics and others who belong to the region
- Equity and equality is achieved by admitting students following the norms of reservation laid down by the government of Jharkhand

### **Self development/Community - National development/Ecology & environment.**

- Self development is carried out through activities which are related to the curriculum as well as co-curricular activities
- The objective of vocational education is to encourage entrepreneurship development. Students of all vocational subjects study a compulsory paper on EDP
- Clubs like ECOTASK FORCE and GEOCLUB are also involved in Ecology and environmental awareness
- Community services are carried out through NSS and NCC
- Women's Cell is entrusted with looking after the specific needs and guidance of female students
- Placement cell is entrusted with the responsibility of providing opportunity to the students for employment through interface with various companies
- Counselling and guidance for students is done by an appointed Professor/counsellor

### **Value orientation/employment/ICT introduction and Global demand**

- Value addition is provided through job-oriented courses, add-on courses like certificate/diploma and advanced diploma courses
- Value education and character building is carried out in accordance with the ideals of Jesuit education
- **To make the students employable, computer literacy and information communication technology (ICT) is being introduced in most of the subjects. Computers with internet facility have been made available in all the departments and library as recommended by NAAC.**

- The curriculum is updated keeping in mind the multi-skill development so that the students become competent to meet the global demands
- Environmental studies and ethics has been made a compulsory paper for all the students of semester V & VI at the UG level

***1.1.5. Does the curricula developed /adopted address the needs of the society and have relevance to the regional/ national developmental needs?***

Yes, the curricula of the courses offered by the college strives to address the needs of the society, and the regional & national developmental needs

- All the courses aim at the overall development of the students with specific importance to employability
- A language lab has been set up to improve the communicative English skills of the students to meet the national & international demands
- ICT has been introduced to foster employment opportunities at all levels
- Project work and field trips are compulsory components in all vocational and some traditional subjects to make the students more aware with local, regional & national issues
- Women related topics have been in the curriculum of some subjects like in English, Political Science etc. to create more awareness on these issues among the students
- The course content in traditional subjects is designed in such a way that UG students can opt for higher studies either in the same subject or in allied subjects
- The PG course content in all the subjects is designed to enable students to take UGC NET examinations
- The environmental studies and ethics paper creates awareness about issues like pollution, global warming, sustainable development & conservation of natural resources among the Student Community. The study of ethics imparts holistic education to mould the students to become good citizens

The following subjects offered by various departments address the needs of the society and have relevance to the regional and national developmental needs.

- HINDI - Western Poetics
- ENGLISH - Feminist Criticism, Eco criticism, Post Colonial theory,  
Cultural Materialism & New Historicism, New Literature in  
English Indian Aesthetics
- HISTORY - Jharkhand and National Movement
- BOTANY - Ethnobotany
- ZOOLOGY - Sericulture, Apiculture, Pisciculture, Ecology, Genetics,  
Statistics, Molecular Biology, Immunology, Endocrinology  
Reproductive Biology, Biophysics
- BIOTECHNOLOGY - Molecular tools & techniques, Industrial biotechnology  
Plant & animal biotechnology
- GEOGRAPHY - Statistics, Computers, Sustainable development and  
climate change
- POLITICAL SCIENCE - Gender & Dalit Politics, E-Governance, Int. Economic  
Relations
- ECONOMICS - Sustainable development and climate change
- BBA - Mathematics, Statistics, Business Communication
- COMP. SC. & IT - Business Communication
- MASS COMMUNICATION & VIDEO PRODUCTION  
Development communication – rural, social, global
- FUNCTIONAL ENGLISH - Communication, Journalism
- COMMERCE - Corporate Tax Planning & Management, Quantitative  
Techniques Project Management & Financial  
Services, Research Methodology Security Analysis &  
Portfolio Management, Compensation Management
- GEOLOGY - GIS & Remote Sensing, Photogrammetry,  
Mineralogy, Exploration and Prospecting

***1.1.6. What percentage of courses focus on experiential learning, including practical and work experience for over all development of students and what measures have been taken in the curriculum design?***

- 76% of all the UG & PG courses have focus on experiential learning
- 100% vocational courses have project/practical/institutional training/field trip
- 30% Regular courses (Zoology, Botany, Geography, Geology) have compulsory field trip and/or Institutional visits
- BBA & MCA students have institutional visits and training

***1.1.7. How employability is ensured through curriculum design? Does the institution focus on multi-skill development of the students, in its programmes?***

The Curriculum designed for all the courses focuses on multi-skill development of the students for better employability.

- The college has co-opted subject experts and members from the industry in the academic council and board of studies of respective departments.
- The suggestions & feedback relating to emerging employment opportunities from these members are given top priority in the framing of Syllabi e.g., B.Sc in Computers syllabus underwent major changes on the basis of such suggestions. The MCA syllabus was designed keeping in mind the emerging trends in the fields
- ICT is being incorporated in the curriculum as per the need
- 70% of the courses including 100% vocational courses have interdisciplinary/ multi-disciplinary approach which enables the students to acquire knowledge in different fields. This multi-skill development promotes their employment opportunities
- In addition to this, computer literacy has been made compulsory in all vocational programmes
- Add-on Certificate/Diploma and Advanced diploma are also offered to the students to develop multiple skills and improve their employment prospects

***1.1.8. Is there a provision for computer skills to be incorporated in the curriculum for all students?***

Yes.

- The syllabi of all the vocational courses have been revamped to include a paper on computer science
- Computer Science as a subsidiary paper for UG students is offered to all the students irrespective of stream.

***1.1.9. List the twinning/ collaborative arrangements within and outside country for various programme offerings?***

The college does not have any twinning/ collaborative arrangements within and outside country for any programme.

***1.1.10. How are the global trends in higher education reflected in the curriculum? How do they help in developing global competencies among the students?***

The curricula of all the courses have been revamped to incorporate new topics by referring to the curriculum of leading universities and colleges in India so as to keep our students at par with their national counterparts and to develop global competency

- Keeping in mind the diversifying global scenario, multi-disciplinary courses like Bio-Technology, Bachelors in Business Administration, Financial Market Operation, Retail Management have been introduced at UG level, and Masters in Computer Applications and PG diploma in Human Rights have been introduced at PG level, so that the students are better able to meet the challenges.
- **A language lab has been established, as per NAAC recommendations, at a cost of Rs. 6,20,000=00 to promote the language proficiency of the students.**
- Nanotechnology Project Lab has been established with an investment of Rs 99,550=00 to promote competency in the field.
- The college plans to introduce ICT in all courses as a subject
- The restructured curricula of some of the courses reflect the global trends in higher education and develop global competency among the students to

get employment opportunities. Some of the advanced topics incorporated in various subjects are listed below:

- PHYSICS - Nanotechnology , Statistical Physics
- CHEMISTRY - Polymer Chemistry, Electronics, Statistics
- BOTANY - Ethno-botany
- ZOOLOGY - Molecular Endocrinology, Biotechnology, Biophysics, Ecology and Sustainable development
- BIO TECH - Genetic Engineering, Stem Cell Biology
- COMPUTER SCIENCE - Web designing, Artificial Intelligence
- BBA (Management) - International Marketing, Consumer Behaviour & Market Research
- MCA - Distributed operating system, UML
- COMMERCE - Corporate Tax Planning & Management, Quantitative Techniques, Compensation Management Project Management & Financial Services, Research Methodology Security Analysis & Portfolio Management,
- ECONOMICS - Global warming, pollution, Environmental Economics
- POLITICAL SCIENCE - Gender Politics, International Economic Relations
- GEOGRAPHY - GIS & Remote Sensing, Cultural Geography, Research Methodology
- ENGLISH - Literary Theory, Gender Studies, New Literatures in English, Indian Aesthetics
- HINDI - Regional Literature with focus on Jharkhand
- GEOLOGY - GIS & Remote Sensing, Photogrammetry, Mineralogy Exploration and Prospecting

***1.1.11. What thrust is given to ‘ Information and Communication Technology’ in the curriculum for equipping the students for global competition?***

The importance of ICT at the global level is widely accepted.

- The college offers B.Sc.(H) in Computer Science, B.Sc (H) in IT and Masters in Computer Applications
- Vocational programmes have a compulsory paper in computers
- Computer Science is now offered as a subsidiary subject to all students irrespective of stream.
- Commerce stream has a mandatory paper in computers to facilitate the process of accounting
- MA in Geography also has a mandatory paper in computers
- Add-on course - Certificate/Diploma and Advanced Diploma - in Computers are also offered
- In Bio-informatics (Add-on course) computers is a compulsory paper
- Computers with internet facility are made available in all the departments to motivate staff and students to use ICT in an effective way
- The campus is equipped with Wi Fi facility. Students are provided with user ID and pass word on demand to access the internet
- On line journals can also be accessed in the departments as well as in Central Library
- INFLIBNET facility has been introduced in 2009.

***1.1.12. What are the courses aiming to promote value education/ social citizenship roles?***

- Papers like Environmental Studies & Ethics is mandatory for all the students of Semester V and Semester VI
- The college has well established tradition for value education through the paradigms of Jesuit Education; and fostering of Universal brotherhood by recognizing and respecting all faiths and cultures
- Local tribal festivals such as Sarhul and Karma are celebrated to protect and promote the culture and tradition of the indigenous people of Jharkhand
- Due respect is given to the festivals of other faiths to uphold the values of secularism of our country

- NCC and NSS are actively involved in promoting the spirit of brotherhood, social relationship and Patriotism
- Patriotic song competition is organised by the college every year before the Independence Day
- College Annual Day is celebrated to promote excellence in academics
- St. Ignatius Day (31<sup>st</sup> July), College Day (3<sup>rd</sup> December) are celebrated to inform the students about the traditions of the college and to inculcate the values which guide us

***1.1.13. How does the institution involve internal and external academics and experts from industry (employees)/ service sector in the curriculum development process?***

The institution involves internal and external academic experts from Industry/Service Sector in Curriculum development process by including them in the Board of Studies and Academic Council which are statutory bodies that are responsible for the Curriculum development process

- The Board of Studies comprises of the HOD and the entire faculty members of the concerned department, two external subject experts and one alumnus. In some departments a representative from the industry is also invited for suggestions in the framing or redesigning of the curriculum.
- The new/revised curriculum is then placed before the Academic Council for final approval
- The Academic Council is comprised of the Principal, heads of all the departments, four nominated senior teachers of the college of Professors/Associate professor rank, four experts from outside the college (representing such areas as education, Industry, commerce, law, medicine, engineering, etc.), three nominees of university and one faculty member nominated by the Principal as Member Secretary.

***1.1.14. Specify the steps undertaken by the institution in the curriculum development process. (Need assessment, development of information database from faculty, students, alumni, employees and academic experts, and formalizing the decisions in statutory academic bodies.)***

The curriculum development process consists of the following stages

### ***Designing the draft curriculum:***

- The curriculum is drafted after receiving the feedback from the stake holders of higher education namely the students, employers, alumni and academic peers. The current needs of the industry and society are assessed and the draft curriculum is designed by the head and faculty members of the respective departments. The UGC model syllabus and the syllabi of leading foreign and Indian universities and colleges are referred to in curriculum development and design to serve the needs of students, such as employment and entry into higher institutions of learning
- The draft curriculum is placed before the Board of Studies for discussion /revision. Suggestions and recommendations are revised and after incorporated due consideration.

### ***Review and Approval***

A copy of the curriculum is placed before the Academic Council which gives the final approval

### ***Implementation***

A resolution is passed by the Academic Council and the new/revised curriculum is implemented in the forthcoming academic year.

#### ***1.1.15. How Board of Studies ensure the currency and relevance of the programme offerings?***

- The Board of Studies takes enough care to frame the curriculum in accordance with UGC guidelines for UG and PG programmes
- The curriculum of other universities is also referred to; to ensure the currency and relevance of the programme offerings
- Efforts are taken to include basic concepts, current and relevant topics, and stake-holder needs in the syllabi of all courses
- Stake-holder needs are addressed through their representation in the Board of Studies and Academic Council.

***1.1.16. Are women issues incorporated in the curricula? If yes, what are the initiatives taken to introduce women related issues/ topics in the curriculum?***

Yes, women's issues are implemented into the curricula of the following courses.

Gender politics level	-	Political Science	UG & PG
Feminism & Contribution of women writers Level		- English	UG & PG
Female reproductive cycles & problems	-	Zoology	UG level
Feminism	-	Hindi	

***1.2 Academic Flexibility***

***1.2.1. What is the range of programme options available to learners in terms of Degrees, Certificates and Diplomas? Give the cut-off percentages for admission at the entry level.***

The college offers a wide range of degree courses at the UG and PG level:

- The programme options include 26 UG courses (14 government-aided)
- PG courses ( including one PG Diploma) , and
- 7 Add-on courses ( Certificate, Diploma and Advanced Diploma)

The cut-off marks for admission in UG level is 50% at Intermediate / +2 and for PG level it is UG pass. Students fulfilling the eligibility criteria must take an entrance admission test.

***1.2.2. Does the institution offer any self-financing programmes in the institution? List them.***

The college offers 27 self-financing courses –

- **12 UG Vocational Programmes**

B.Sc Hons in        1. Biotechnology  
                             2. Computer Science  
                             3. Information Technology

B.A. Hons in        1. Functional English  
                             2. Computer Science  
                             3. Information Technology

B.Com Hons in 1. Advertising, Sales Promotion & Sales Management  
                             2. Office Management & Secretarial Practice  
                             3. Principle & Practice of Insurance  
                             4. Financial Market Operation  
                             5. Retail Management

- The college also offers three years (University Grants Commission) professional course in Bachelors in Business Administration and Bachelors in Computer Gaming & Animation

- **8 PG Programmes** including one PG Diploma

1. English  
2. Commerce  
3. Hindi  
4. Geography  
5. Political Science  
6. Economics  
7. Masters in Computer Applications (Professional Course)  
8. PG Diploma in Human Rights

- **7 Add-on programmes** which are as follows:

1. Information Technology  
2. Functional English

3. Electronics
4. Bio Informatics
5. Rural Development
6. Computer Science
7. Mass Communication

***1.2.3. How does the institution provide for flexibility in the use of a) Core options b) Elective options c) Supportive courses d) Allied courses e) Any other***

Although the college became autonomous in 2006, it is bound to follow the stipulations of Ranchi University since it is affiliated with it.

- As per the stipulations of Ranchi University a student who opts for three years honours programme must also opt for two subsidiary subjects and one language subject for two consecutive years. In the final year he/she in addition to the honours subject must take a compulsory subject on Environmental Studies and Ethics. The student takes a total of 8 honours papers, 4 subsidiary papers, 2 language papers and one EVS paper.
- The university continues to follow the annual system of examination.
- After the introduction of Semester System in the college new changes were effected in the evaluation system.
- A student still continues to opt for one honours subject, two subsidiary subjects, one language subject and the mandatory EVS.
- A student's performance is now evaluated over six semesters, each of six months duration instead of the annual system of examination.
- A student must now take a total of 16 honours papers, 8 subsidiary papers, 4 language papers and two EVS papers over six semesters.
- Some flexibility has been introduced in selecting the subsidiary subjects, e.g., Computer Science as a subsidiary subject can be opted for by the students of all streams.

***1.2.4. Does the institution provide flexibility for combining the conventional and distance mode of education for students; seek the combination of courses they are interested in.***

The college does not offer any distance mode of education for students, therefore conventional and distant education flexibility is not provided by the college.

***1.2.5. Does the institution provide flexibility to students to move from one discipline to the other? Give details.***

At the time of admission a science student may opt for either arts or commerce, and a commerce student may opt for arts. However an arts student is not allowed to opt for either science or commerce. Some flexibility is allowed in vocational subjects. No flexibility is provided to students regarding change of discipline or subject after the completion of 1<sup>st</sup> Semester. However, they can change the discipline or subject before the completion of semester I. Henceforth a student must continue to study the subjects selected till the completion of the degree course.

***1.2.6. Does the institution provide flexibility to pursue the programme with reference to the time frame (flexible time for completion)?***

- A student enrolling for any course is registered for a period of five years. The UG course is of three years' duration and the PG course is of two years. The student must successfully complete the UG course in a time frame of five years. If a student is unable to complete the course within the prescribed time, he/she needs to re-register himself/herself to be able to continue his/her studies. Supplementary examinations are conducted only for Semester V and VI enabling the students to clear their carry papers without losing a year. Special Supplementary examination, if any, is conducted under special circumstances decided by the examination committee.
- Entry in Semester II onwards is permitted, on the discretion of the Principal, from other non-local colleges and universities which follow a semester system. However, the student has to clear all the papers of the preceding semesters in accordance with the rules of the semester system being followed by the college.

***1.2.7. Does the institution have any provision for slow and disadvantaged learners? Give details.***

Remedial/tutorial classes are conducted by respective departments for the slow and disadvantaged learners. The faculty members also provide counselling for such students.

***1.2.8. How does the institution identify slow and advanced learners? Explain how additional help is provided to the slow learners to cope with the***

***programme? How are the advanced learners facilitated to meet the challenges?***

The institution identifies slow and advanced learners through –

- Classroom performance
- Mid-term evaluation
- Marks obtained in End-Semester exam
- Interaction with the faculty within and outside the classroom
- Performance in the assignments, seminars and group discussions.

The slow learners are provided additional help by-

- Motivating and encouraging the student
- Taking special care to clarify the doubts
- Arranging an interface with advanced learners
- Remedial classes

Facilities for advanced learners –

- Encouraging them to take add-on courses
- Helping them to select advanced topics during seminars and projects
- Sending them to other institutions of higher learning for more practical exposure

***1.2.9. What are the options available for students to take additional/ supplementary/ enrichment courses along with their regular curricula ( e.g., Degree + a Certificate; PG degree + a Diploma)***

The college offers 10 add-on courses for all the students, irrespective of their discipline, in addition to their regular curricula. Through these add-on courses a student may be awarded with a Certificate/ Diploma/ Advanced Diploma depending on the duration of the course.

***1.2.10. What value added courses are introduced which would develop skills, offer career training and promote community orientation?***

- All vocational courses are value-added courses which develop soft skills and entrepreneurial capacity.
- Computer awareness programme is available for all the students

- Language lab has been established in 2011 for students to improve their communication skills
- Programmes like PG Diploma in Human Rights and add-on courses in Rural Development enable the students to promote community orientation.
- Community orientation is also promoted through the service activities of NSS, NCC, Eco Task Force and Geo Club.
- Inclusion of papers like Environmental Studies and Ethics orient the students towards environmental issues, sustainable and community development

***1.2.11. Does the institution provide facilities for credit transfer, if the students migrate from one institution to another within or outside the country?***

The college is affiliated to Ranchi University and needs to follow the pattern of the university. The university does not have a credit system, hence there is no provision for credit transfer in case of migration from and to other institutions.

Entry in Semester II onwards is permitted, on the discretion of the Principal, from other non-local colleges and universities which follow a semester system. However, the student has to clear all the papers of the preceding semesters in accordance with the rules of the semester system being followed by the college.

***1.2.12. State the curricular design and model adopted by the college in the organization of its curricula. Does the institution follow Annual system, Trimester System, Choice Based Credit System (CBCS) or Semester system? Give details.***

- The college follows the curricular design and model laid down by the UGC with minor modifications according to the needs of the stakeholders
- All the courses UG, PG, PG Diploma and add-on courses are offered in semester system
- All the courses are based on CIA (Continuous Internal Assessment) along with a mid-term and end-term examination

### ***1.3 Feedback Mechanism***

#### ***1.3.1. How does the college obtain feedback from a) students b) alumni c) employers/ industries d) community e) academic peers***

The college obtains feedback from all the stakeholders as well as the academic peers.

##### **a) Students :**

- Feedback is obtained from the students of Semester VI regarding the performance of teachers, learning process and curriculum in a structured format comprising of a standard questionnaire
- Recently (in 2011) the college introduced an on-line feedback system compulsory for all the students of semester VI.
- **Grievance/ suggestion box is provided by the college to gather and address the various problems of the students. The Grievance Redressal Cell was established in accordance with NAAC recommendations to monitor this process.**

##### **b) Alumni:**

- The alumni of St. Xavier's College designated as AROX holds its meeting at least once a year and makes suggestions to the college authorities in various matters.

##### **c) Employers / Industries :**

- The students of all vocational courses have to undergo a compulsory on-the-job-training for a period of four weeks in different industries/ institutions/research labs/ organizations. The feedback from these is obtained by the college regarding the performance of the students as well as the curriculum.

##### **d) Community :**

- The college does not have a parents' association. However, representatives of various communities to which the students belong are present in the governing body and actively involved in decision-making. However, parents are welcome to give their suggestions and feedback.

e) **Academic Peers :**

- The academic peers who are involved in evaluating the answer books and conducting practical exams give their feedback. Some departments maintain a separate register to record their suggestions and feedback.

Moreover, the academic peers and industry people are a part of the Board of Studies as well as the Academic Council.

***1.3.2. How are the feedbacks segregated, analysed and suggestions incorporated for improvement of the academic and administrative activities?***

The feedback so obtained from different stakeholders of higher education are analysed by the Principal and later discussed in IQAC (Internal Quality Assurance Cell). The positive aspects as well as the negative aspects are taken into consideration in academic, administrative and financial reforms.

***1.3.3. What are the initiatives taken by the faculty in the curriculum revision based on the feedback from the stakeholders ?***

- Based on the feedback received from various sources the re-designing of the curriculum including re-arrangement of topics and papers, inclusion of new topics and exclusion of less important topics is done by the Board of Studies, if required.
- New dimensions both in curriculum and teaching are introduced keeping in mind the changing needs of the industry.

## ***1.4 Curriculum Update***

### ***1.4.1. What is the frequency of syllabus revision?***

The frequency of syllabus revision depends upon the received feedback as well as the teachers' analysis which varies from department to department. The Academic Council meets before the beginning of a semester. The revised / modified syllabus must be placed before the Academic Council for final approval and implementation. No revision is made in the middle of an academic year.

***1.4.2. How long does it take to introduce a new programme of study after it has been conceptualized ?***

Once a new course is conceptualized it takes about six months to a year to implement it. If a course is conceptualized by a department, the following process is to be followed –

- Permission of the principal
- Preparation of the syllabus with the help of Board of Studies
- Placement of the syllabus in the Academic Council for approval
- Permission from the university

Along with it, the following have to be considered –

- Involvement of infrastructure
- Involvement of finance
- Availability of faculty / recruitment of faculty

Under all circumstances the course must start in the month of July to match with the semester pattern.

***1.4.3. What is the composition of the Board of Studies? Specify PG and UG representations in the BOS, if there is one BOS for both?***

**- Composition of the Board of Studies**

1. Head of the department (Chairman)
2. The entire faculty of the department
3. Two experts in the subject from outside the college
  - i) One expert is a serving professor from the parent university
  - ii) One expert is a retired/serving professor either from the parent university or any other university
  - iii) In some departments one representative from industry/ corporate sector/ allied area is also included.

Students' representatives are not included in the BOS

The following departments have common Board of Studies for both UG and PG courses with the same Chairman and members.

1. English
2. Hindi
3. Commerce
4. Political Science
5. Geography
6. Economics
7. Computer applications

***1.4.4. Does the institution use the UGC guidelines for developing or re-structuring the curricula?***

All the UG and PG departments follow the UGC model syllabus and guidelines while developing and re-structuring the curriculum.

***1.4.5. Does the institution refer national and international models for curriculum update?***

The curriculum in each department is updated according to the emerging trends in academics - nationally and globally. Topics of currency are identified by referring to national and international models of curriculum and are accorded top priority.

***1.4.6. What are the inter-disciplinary courses introduced during the last five years?***

The college has started the following inter-disciplinary courses during the last five years to make the students nationally and internationally competent :

1. Bachelors in Business Administration (BBA)
2. Bachelors in Computer Gaming and Animation (BGA)
3. Bachelors in Bio-technology
4. Bachelors in Retail Management (RM)
5. Bachelors in Principles and Practices of Insurance (PPI)
6. Bachelors in Financial Market Operations (FMO)
7. Masters in Computer Applications (MCA)

***1.4.7. How does the institution ensure that the curriculum bears some thrust on national development?***

The institution has ensured that the curriculum has topics related to national development in the syllabi. New and emerging topics have been included to

make the students aware of the current issues related to the country. This is suitably illustrated in the syllabi of the following subjects.

POLITICAL SCIENCE - Gender Politics, Dalit Studies

GEOGRAPHY - GIS & Remote Sensing, Cultural Geography

ENGLISH - Literary Theory, Gender Studies, Indian Aesthetics

HINDI - Regional Literature with focus on Jharkhand

GEOLOGY - GIS & Remote Sensing, Photogrammetry,  
Mineralogy

Exploration and Prospecting

BOTANY - Ethno-botany

ZOOLOGY - Molecular Endocrinology, Bio-physics, Ecology and  
Sustainable development

BIO TECH - Genetic Engineering, Stem Cell Biology

COMPUTER SCIENCE - Web designing, Artificial Intelligence

Value based courses like Environmental Studies and Ethics and Entrepreneurial Development are included in the syllabi to lay emphasis on values and employability, which are the need of the hour for national development.

Volunteers of NCC, NSS, Eco task Force and Geo Club are actively engaged in various activities which add to their interpersonal and managerial skills, leading to the creation of high calibre human resource.

#### ***1.4.8. How are the existing courses modified to meet the emerging needs?***

The curriculum is revamped based on the feedback of all stakeholders of higher education and by referring to the curricula of the courses of leading Indian and international universities and other autonomous colleges to keep abreast with emerging needs.

#### ***1.4.9. Which courses have major syllabus revision during the last five years? (with change in title and of content)***

All courses have undergone revision from the academic year 2005-06 after the conferment of autonomy to the college in 2005. B.Sc (Hons) in Computers

course has undergone major revision in the last two years based on the feedback of stakeholders.

New courses have been introduced with new topics of inter-disciplinary nature on the basis of emerging trends.

### ***1.5 Best Practices***

***1.5.1. What are the quality sustenance and quality enhancement measures undertaken by the institution during the last five years in curricular aspects with reference to curricular design and development/ academic flexibility/ feedback from stakeholders, curriculum update?***

The following measures have been undertaken to improve the quality of education:

#### **Curricular design and development:**

- The curriculum of all UG and PG courses has been re-designed after the introduction of semester system from the academic year 2005-06.
- New elements in curriculum and teaching have been introduced to keep pace with the changing needs of higher education/ the industry/ job market.
- The current curriculum meets with local, national and global trends after the introduction of advanced and latest topics.
- ICT is being incorporated to make the students more employable.
- Work experience is included through practicals/ projects/ institutional training/ field trip.
- Emerging topics have been introduced at the PG level to promote research aptitude in the students.

#### **Academic Flexibility:**

- The college offers a wide range of science, commerce, arts and vocational subjects.
- The students are given academic flexibility in selecting the papers of their choice within the streams of science, arts and commerce respectively, i.e. besides the selected honours subject they can choose any two subsidiary subjects from within the stream.
- From the academic session 2011 onwards Computer subsidiary is offered to any student irrespective of stream.

- In addition to these a student has to opt for a language paper (Hindi/Alternative English& Non-Hindi).

### **Feedback:**

- Feedback is received from stakeholders, academic peers, teachers and students on the designed curriculum.
- Feedback is also sought from students and alumni regarding the infrastructure and college atmosphere.

### **Curriculum Update:**

- The curriculum is updated on the basis of the periodic feedback received from all the stakeholders of higher education – academic peers, industry representatives, alumni, amongst others.
- The syllabi of foreign and leading Indian universities, and other autonomous colleges are referred to while re-designing the curriculum to make students competent to meet the national and global demands.
- Quality is sustained and enhanced by IQAC which assesses the feedback from various stakeholders and suggests measures for the same.

#### ***1.5.2. What innovations/ best practices in ‘Curricular Aspects’ have been planned and implemented by the institution?***

The following are the best practices in curricular aspects that have been planned and implemented by the institution:

- The curriculum has been designed and revamped according to the semester system to facilitate the students to learn level by level.
- Efforts have been made to enrich the curriculum by adding supplementary components like add-on courses to facilitate horizontal mobility.
- Value addition in curriculum has been made by integrating Computer Science with the curricula of some vocational courses.
- Computer Science is now offered as a subsidiary subject to all students irrespective of stream.
- A language lab with 25 computers has been set up in September, 2011 to improve proficiency of the students in Communicative English.
- Inter-disciplinary/ multi-disciplinary courses such as BBA, Bio-technology, Retail Management, PPI and FMO are offered by the college to increase the employability of the students at national and global levels.

- Extra-curricular activities help in promoting the values and heritage of the region in line with the vision of the college.
- Activities of the NSS and NCC are mainly focussed on acquiring values that shape each and every individual to become a good citizen of the nation.
- 217 (UG) and 09(PG) students from other states of India study in the college which attests to the national and global relevance of the courses offered by the college.

***1.5.3. What are the initiatives taken to introduce gender related courses/topics in the curriculum?***

Gender related courses and topics have been introduced by the departments of English, Political Science, Zoology and Hindi.

***1.5.4. What programmes are developed for differently-abled students and how is the same implemented?***

The college does not offer any specific programme for differently-abled students.

***1.5.5. What programmes are available for international students?***

The college does not offer any specific programme for international students. If such students take admission, they would have to follow the programme options offered by the college, which follows the regulations of Ranchi University.

- The college doors are open for all international students and college wishes to extend its help and suggestion as and when required.
- Two religious sisters from Spain are currently pursuing Spoken Hindi course conducted by the Department of Hindi.
- The department of Zoology offered their help to the students of Belgium University of Antwerp, to evaluate the water samples collected by them as a part of their curriculum.

***1.5.6. What programmes are developed for adult and continuing education and distance education?***

The college does not offer any adult and continuing education programme, and there is no provision for distance education programme. However, the NSS volunteers conduct few programmes to improve the lifestyles of local population. All students are imbued with 'each one, teach one' motto.

## **CRITERION II : Teaching- Learning and Evaluation**

### ***2.1 Admission Process and Student Profile***

#### ***2.1.1. How does the institution ensure wide publicity and transparency in the admission process?***

The college ensures wide publicity in the admission process through

- active website
- the Annual Prospectus
- advertising in local/ regional / national dailies
- On-line application procedure has been started from 2010 for all, especially for those residing outside Jharkhand

Transparency in the admission process is ensured by preparing the merit list, based on the Government norms and displaying the forms nos. of selected candidates on the college website and college notice board.

#### ***2.1.2. How are the students selected for admission to the following courses?***

The college conducts an Entrance Admission Test for all UG/PG and self-financing/ professional courses. The test is different for each subject and it is designed and conducted by the respective departments.

- The selected candidates are then called for an interview, which is conducted by the respective departments.
- Both genders are given equal opportunities
- The reservation policy of the govt. of Jharkhand is adopted to ensure equity to all. [ST – 26 %, SC – 10 % & OBC – 14% (BC I- 8%, BC II- 6%)]
- Special Quota exists for the differently-abled, defence personnel, sportspersons of state and national /international stature ( for e.g. M.S. Dhoni)

#### ***2.1.3. What strategies are adopted to create equity and access to***

##### ***a) Disadvantaged community (SC/ST/ OBC)***

- The college has adopted the reservation policy of the govt. of Jharkhand is adopted to ensure equity to all. [ST – 26 %, SC – 10 % & OBC – 14% (BC I- 8%, BC II- 6%)]

***b) Women***

- The college does not practice any discrimination on the basis of gender. Equal opportunities are given to both genders.
- In some disciplines girls outnumber boys.

***c) Differently- abled***

- Differently-abled students are given due consideration in the admission process, which is 3 % as per policy of the govt. of Jharkhand.

***d) Economically weaker sections of the society***

- For the students belonging to the economically weaker sections of the society the college introduced free ship. It is 100% for students coming from BPL families and up to 50% for others.
- In the last five years, the college has given the free ship up to the tune of Rs. 20,115=00 ( Twenty thousand one hundred and fifteen only) to 12 students
- In the last five years, the college has disbursed govt. scholarship of Rs. 61,42,460=00 ( Sixty one lakh forty two thousand four hundred and sixty only) to 2245 students

***f) Athletes and sports persons***

- The college believes in the all-round development of students through a proper blend of sports and academics. It admits sportspersons of state and national /international stature ( for e.g. M.S. Dhoni) which in turn inspires the other students to engage in sports.
- Preference is given to those sports which are played in the college.

***2.1.4. What is the ratio of applications received to admissions granted? (Demand ratio)***

***a) Professional courses   b) General courses   c) Vocational courses   d) Post-graduate courses   e) Undergraduate courses   f) For all courses***

### Demand Ratio

Sl No.	Courses	Programmes	Applications received	No.of seats	Ratio
1.	Professional courses (UG)	Bio-technology	142	50	142:50
2.		Computer Science	358	50	358:50
3.		Information Technology	111	50	111:50
4.		Functional English	90	50	90:50
5.		Mass Communication and Video Production	208	50	208:50
6.		ASPSM	37	50	37:50*
7.		OMSP	37	50	37:50*
8.		PPI	11	50	11:50*
9.		Financial Market Operation	23	50	23:50*
10.		Retail Management	10	50	10:50*
11.		BBA	573	50	573:50
12.		BGA	52	50	52:50
13.	Professional Courses (PG)	MCA	117	50	117:50
14.	General Courses (UG)	Physics	428	60	428:60
15.		Chemistry	247	60	247:60
16.		Zoology	251	60	251:60
17.		Geology	75	60	75:60
18.		Botany	78	60	78:60
19.		Mathematics	438	60	438:60
20.		English	493	70+70	493:140
21.		Economics	513	70+70	513:140
22.		Hindi	138	70+70	138:140
23.		Sanskrit	NIL	50	00:50
24.		Political Science	284	70+70	284:140
25.		History	169	70+70	169:140
26.		Geography	280	70+70	280:140
27.	Commerce	3019	150X5	3019:750	
28.	General Courses (PG)	English	58	50	58:50
29.		Commerce	300	50X3	300:150
30.		Hindi	63	50	63:50

31.		Geography	120	50	120:50
32.		Political Science	51	50	51:50
33.		Economics	58	50	58:50
34.	PG Diploma	Human Rights	31	50	31:50

\* 172 applicants who were unable to get admission in Commerce (Hons) course were permitted to opt for vocational (Hons) in ASPSM, OMSP, PPI, FMO and RM. Therefore in all these subjects the number of applicants increased.

## ***2.2 Catering to Diverse Needs***

### ***2.2.1. Is there a provision for assessing students' knowledge/ needs and skills before the commencement of teaching programme?***

- Before the commencement of the teaching programme the students attend an Orientation Programme, in which they are informed about the traditions and objectives of the college.
- Orientation programmes are also organized at the departmental level. (to inform the students about the curriculum, examination pattern, general discipline and dress code)
- Students' needs and cognitive skills are assessed through interactions during the semesters.

### ***2.2.2. What remedial measures are available for students hailing from the disadvantaged communities?***

Students coming from disadvantaged and rural communities face learning difficulties especially due to their lack of communicative skills in English. A large number of students come from vernacular schools.

- The college has set up a language lab exclusively to make the students more proficient in English.
- Remedial classes are conducted by the various departments.
- Special coaching classes are conducted during vacations for the benefit of slow learners.
- Personal guidance by the faculty at all times helps the students to overcome their problems.
- To facilitate better understanding of course content bilingual method of teaching is adopted where necessary.

### ***2.2.3. Does the institution provide bridge courses to the educationally – disadvantaged students?***

The college attempts to bridge the gap between students of rural and urban backgrounds through the following measures:

- Tutorials
- Counselling
- Remedial Classes in some subjects like Economics and Political Science.

### ***2.2.4. What specific strategies are adopted for facilitating slow and advanced learners?***

- An orientation programme for the students is held at the commencement of each academic year. The students are informed about the objectives of the institution as well as emerging trends in education and employment.
- Counselling is given by the faculty and HOD at the beginning of the course to motivate the slow learners to work hard, in order to get along with the other students.

The slow learners are provided additional help by-

- Motivating and encouraging the student
- Taking special care to clarify the doubts
- Arranging an interface with advanced learners
- Remedial classes

Facilities for advanced learners –

- Encouraging them to take add-on courses
- Helping them to select advanced topics during seminars and projects
- Sending them to other institutions of higher learning for more practical exposure

***2.2.5. Is there a practice of having tutorial classes for the students? If yes, for what courses?***

Yes, tutorial classes are arranged by the respective departments for providing help to disadvantaged learners in conventional courses and a few vocational courses.

***2.2.6. Give details of the course by sessions of work assigned and implemented in the tutorial session?***

Tutorial classes are conducted periodically and as per need of the students. Each session lasts for 45 minutes.

***2.2.7. Is there a provision for counsellors/ mentors/ advisors for each class or group of students for academic and personal guidance? If yes, specify.***

Although there is no provision for counselling for **each** class or group, the college does make an effort to provide guidance to the students.

- Weaker students and slow learners are identified and appropriate advice and guidance is given to them.
- The dedicated faculty of the college are constantly encouraging and motivating the students to perform better through classroom activities.
- The college has deputed a faculty to counsel the students on various personal and other problems faced by them

***2.2.8. How is the academic progress of each student monitored by the teacher in charge?***

The academic progress is monitored collectively by the respective departments in the following ways:

- Attendance
- Classroom interaction
- Assignments/ group discussions
- Seminars and quizzes
- Continuous internal assessment
- Mid-semester and end-semester marks
- Project work

***2.2.9. What are the measures taken by the institution to cater to the needs of differently-abled students?***

The college is sensitive to the needs of differently-abled students. For this purpose it has already started the construction of elevators so as to enable such students to move around all floors. Vehicles of such students can come up to where the staircase begins. Manual help is extended whenever they are in need.

***2.3 Teaching-Learning Process***

***2.3.1. How does the institution plan and organize the teaching and learning evaluation schedule into the total institutional scheme/ Do you have an academic calendar? How is it prepared?***

- A monthly academic calendar is planned/ prepared prior to the commencement of each academic year by the Principal in consultation with some senior faculty members.
- The academic calendar (Hand book) is prepared so that teachers and students have prior information about the commencement of semester, number of working days, holidays and tentative dates for mid-semester and end-semester examinations.

***2.3.2. What are the courses, which use predominantly the lecture method? Apart from classroom interactions, what are the other methods of learning experiences provided to the students?***

The lecture method is predominantly used in all courses, providing sufficient time for interaction. However, there is provision for the use of audio-visual aids. Some of the rooms are equipped with multi-media projectors for the same.

In addition to classroom interactions, following are the other methods of learning experiences provided to the students:

- Seminars/ workshops
- Presentations/ Group discussions
- Project work
- Field work

***1.3.3. How is 'learning' made student-centric? Give a list of the participatory learning activities adopted by the institution, which***

*contribute to self-management of knowledge development and skill formation.*

The learning is made student-centric by the following methods:

- Providing text books and reference books for self-study.
- Advance information about topics to be taught in the next class so that the students can come prepared for active discussion with teachers.
- Student seminars, group discussions, institutional visits and field trips.
- Practicals and project work.
- Add on courses help in developing special skills.
- Library and ICT, internet facility and language lab for value addition
- Availability of learning resources (CDs and DVDs ).

All the above enable the students to acquire competency in various subjects on their own.

***2.3.4. What are the modern teaching aids used in classroom instructions as well as other student learning experiences? How are these used to facilitate modern information/ knowledge flow to students?***

**The use of modern teaching aids was recommended by NAAC.** Efforts are made to maximise the use of such aids to improve the learning experience by the following means:

- Computers with internet facility in all departments
- Use of multi-media projectors
- Use of power point presentation
- Language laboratory

***2.3.5. How do the students and faculty keep pace with the recent developments in the subjects?***

The students and faculty keep pace with the recent developments through internet, books and journals. The college has departmental libraries in addition to the main/ central library for the benefit of the faculty and students, which have a comprehensive collection of books and journals. Each department has a computer with internet facility.

**2.3.6 Are there departmental libraries for the use of faculty and students? Give details.**

Yes, there are departmental libraries for the use of faculty and students which have a comprehensive collection of books and journals. Total number of books purchased during the last five years by various departments is given below.

<b>Department</b>	<b>No. Of Books</b>
Bio-technology	364
Computer Science & Information Technology	1083
Functional English	350
Mass Communication and Video Production	870
ASPSM	1500
OMSP	1500
PPI	1500
Financial Market Operation	1500
Retail Management	1500
BBA	1400
BGA (E-Books)	115
MCA	320
Physics	1156
Chemistry	552
Zoology	1267
Geology	239
Botany	719
Mathematics	973
English	1187
Economics	441
Hindi	633
Sanskrit	56
Political Science	1001
History	249
Geography	1054
Commerce	2636

**2.3.7. Does the library have INFLIBNET/ DELNET facility? What percentage of the faculty uses these facilities?**

Yes. The library has been equipped with INFLIBNET from 2009.

Faculty members are now starting to use the facility.

***2.3.8. Does the library have a comprehensive collection of books and journals for all departments?***

Yes, the college library has a good collection of books and journals.

- The central as well as the departmental libraries are continuously being upgraded and replenished with new books.
- Books related to emerging topics and modern trends are given due importance while purchasing new books.
- The college also subscribes to many journals of national and international repute.
- 10 Online journals with 2236 titles and 03 e-books are also subscribed to.
- 92 Periodicals and 66 magazines are also available for the students in the reading section.

**Details of Journals/ Periodicals department-wise**

<b>Journals/ Periodicals</b>	<b>Number</b>
Economics	18
English	04
Zoology	03
Political Science	19
Geography	04
Geology	03
History	05
Chemistry	04
Commerce	11
Physics	03
Mathematics	03
BBA	06
Human Rights	01
General Library	09
<b>Total</b>	<b>92</b>

### Details of Books in the college library

Sl. No.	Subject	No. of Books
1.	General Reference	3389
2.	Philosophy	596
3.	Vocational guidance	56
4.	Religion	1096
5.	Political Science	5385
6.	Sociology	1782
7.	Economics	5352
8.	Commerce	13344
9.	Demography	122
10.	Indian Social sciences	2132
11.	English	11071
12.	General Sciences	563
13.	Mathematics	9898
14.	Physics	17377
15.	Chemistry	10211
16.	Geology	2200
17.	Biology	8090
18.	Astronomy	194
19.	Geography	4596
20.	Engineering profession	2607
21.	Classic Indian languages	901
22.	Hindi	5541
23.	Bengali	572
24.	Regional languages	414
25.	History	7170
26.	Computers	3675
	<b>TOTAL</b>	<b>118307</b>

*2.3.9. What are the various teaching-learning methods (lecture method, interactive method, project-based learning, computer assisted learning, experiential learning, seminars and others), used by the teachers for various subjects?*

The various teaching-learning methods are as follows:

- Lecture method
- Interactive method
- Experimental learning (through practicals)
- Seminars/ workshops
- Assignments/ group discussions
- Project work/ field trip

## ***2.4 Teacher Quality***

***2.4.1. What is the faculty strength of the college? How many positions are filled against the sanctioned strength? How many of them are from outside the state?***

The college has a total of **96** faculty members, of which **77** are male and **19** female.

		Faculty from outside the state
Total no. of sanctioned posts (Govt. aided)	102	
Posts filled against sanctioned posts	70	06
Management posts	19	
Posts filled against Management posts	19	
Temporary posts	07	

***2.4.2. How are members of the faculty selected?***

Faculty members are selected through a well-defined procedure.

- The vacancies are advertised in local and national newspapers.
- UGC qualification norms are followed while making appointments in both govt.-aided and management posts.
- The screened candidates are called for an interview.
- The interview board is comprised of the Principal, Vice-Principal, one Jesuit representative, one external subject expert and two internal subject experts (including HOD and senior most faculty of the department).

- Based on the performance in the interview a panel is prepared.
- The selected candidate is appointed initially on probation for two years.
- The GB approves and confirms his/her appointment based on self-appraisal report and after the completion of Orientation Programme conducted by UGC Academic Staff College.
- The college forwards the appointment for concurrence from the govt. (JPSC) and for final approval from the university Syndicate. This procedure is mandatory for substantive posts aided by the govt.
- The college management also makes appointments on management posts for which it does not need to go through the procedure for govt. aided posts.
- The college management also makes appointments on temporary/ part-time basis to make up for the shortfall of teaching strength in some departments

***2.4.3. Does the college have the required number of qualified and competent teachers to handle all the courses for all departments? If not, how do you cope with requirements?***

Yes, the college has required number of qualified and competent teachers to handle all the courses for all departments.

- All appointments to teaching posts are made following UGC norms for appointments.
- Competency is ensured by motivating the teachers to attend faculty development programmes such as Orientation/ Refresher courses, workshops, seminars and symposia.
- Adequate number of appointments has been made to self-financing courses on regular basis.
- At present the total permanent faculty strength of the college stands at **89** of which **70** are govt.-aided and **19** are management posts. (**07** members are on temporary posts)

***2.4.4. Do you appoint substitutes/ additional faculty to teach existing and new programmes? How many such appointments were made during the last year?***

Yes, the college has appointed substitutes/ additional faculty to teach in the existing and new programmes.

- In the last five years **19** additional faculty members were appointed in the various departments on management posts.

Biotechnology	03
Functional English	02
Computer Science & IT	03
FMO & RM	01
Hindi	01
BBA	01
BGA	03
Commerce	05
<b>Total</b>	<b>19</b>

- **40** additional faculty members were appointed in various departments on temporary/ part-time basis or as guest faculty.

**2.4.5. What percentage of the teachers have completed UGC- CSIR, NET and SLET exams?**

**30** out of **90** teachers have qualified UGC- CSIR, NET and SLET exams which comes to **33%**.

**2.4.6. What efforts are made by the management to promote teacher development? (eg. Research grants, study leave, deputation to national/ international conferences / seminars, in-service training, organizing national / international conferences etc?)**

The management does not have an official programme/ policy for teacher development. However, it motivates the faculty to take up individual initiatives.

**Research grants**

The management does not extend research grants to the faculty.

**Study leave**

Study leave is permissible as per university statutes.

**Deputation to national/ international conferences / seminars**

The management encourages the faculty to attend national/ international conferences / seminars. Duty leave is granted for the same. TA/DA is paid as per rule.

### **In-service training**

No in-service training for teachers was organized during the last five years.

### **Organizing national / international conferences**

**During the last five years conferences/seminars were organized in the college, by different departments to comply with NAAC recommendations.**

<b>S.No.</b>	<b>Department</b>	<b>National</b>	<b>State</b>	<b>One day Seminar/Workshop</b>
01.	Hindi	03	01	02
02.	Physics	-	-	05
03.	ASPSM	-	-	01
04.	Mass comm.	-	-	05
05.	Geography	-	-	01
06.	Botany	-	-	01
07.	Commerce	-	-	01
08.	Maths	-	-	01
09.	English	-	-	01

#### ***2.4.7. What are the teaching innovations made during the last five years? How are innovations rewarded?***

Innovative methods are being adopted by the faculty in teaching methods.

- Use of ICT, OHP, LCD has increased.
- Students are encouraged to make power point presentations.

The innovations have gained much interest and appreciation from students. Appreciation of the students is the highest form of reward for the teachers.

The college does not have a system of rewarding the teachers as it believes that all the teachers are dedicated and hardworking.

#### ***2.4.8. Does the institution have representation of women among the staff? What percentage?***

The representation of women among the staff has increased during the last five years. At present the number of permanent women faculty stands at **19** which is approximately 20% of the total permanent faculty strength.

**2.4.9. List the faculty who have been recognized for excellence in teaching during the last five years?**

The college does not have a provision/ tradition of awarding teachers.

**2.4.10. List the faculty who have undergone staff development programmes during the last five years (refresher courses, orientation programmes and staff training conducted by the university and other institutions)**

<b>Sl No.</b>	<b>Name of the faculty</b>	<b>Refresher Course</b>	<b>Orientation Course</b>	<b>Staff training Programme</b>
1.	Dr. Kamal Kr. Bose	01	-	-
2.	Dr. Rajiv R. Srivastava	03	-	-
3.	Dr. Raman Kr. Das	01	-	-
4.	Fr. Vinod Bilung	01	-	-
5.	Prof (Mrs.) N. Ahmad	01	-	-
6.	Dr. S.N. Tiwary	01	-	-
7.	Dr. Shiv Kumar	01	01	-
8.	Dr. Achal Sinha	01	-	-
9.	Fr. Nabor Lakra	01	-	-
10.	Mrs. Bharti Raipat	01	-	-
11.	Mrs. Juhi J.R. Horo	01	-	-
12.	Mr. Thomas Dungdung	01	-	-
13.	Dr. Sumana Ghosh	01	-	-
14.	Mr. Animesh Roy	01	01	-
15.	Dr. Praveen Sinha	01	-	-
16.	Dr. Harendra Nath Kumar	01	01	-
17.	Ms. Veena Prabha Tirkey	-	01	-
18.	Mr. Deokant	01	01	-
19.	Dr. Vijay Sharma	01	-	-
20.	Mr. Birendra Kr. Bhagat	01	-	-
21.	Dr. N.Venkat Appa Rao	01	-	-
22.	Mr. Ritesh Kr. Shukla	01	-	-
23.	Mrs. Sanyukta Kumar	-	-	-
24.	Mr. Sumit Kr. Roy	-	01	-

25.	Mr. Sushil Kr Pandey	-	01	-
26.	Mr. Dhiraj Mani Pathak	-	01	-
27.	Mr. Lalit Sharma	-	01	-
28.	Dr. Sandeep Kumar	-	01	-
29.	Mrs. Sumita Roy	-	01	-
30.	Mr. Shiv Shankar Prasad	-	01	-
31.	Mr. Sanjay Kumar	-	-	01
32.	Dr. Jayant Sinha	-	-	01

***2.4.11. What percentages of the faculty have served as resource persons in Workshops/ Seminars/ Conferences and presented papers during the last five years?***

Approximately 13% of teachers have served as resource persons in workshops/seminars/conferences and presented papers during last five years.

- Dr. K.K. Bose, Dept. Of Hindi, acted as a resource person in Hindi workshop organized at Central Tassar Research Institute and MECL, Tupudana, 2006 & 2007, resource person in workshop for creative writing organized by Jharkhand Sports Authority, resource person in Hindi workshop at CMPDIL, MECL, Central Silk Board, 2010
- Dr. Ravi Shankar Sahay, Dept of History, was Chairperson in a technical section in the 5<sup>th</sup> International Convention of Asia Scholar, Kuala Lumpur, Malaysia, 2007 and also delivered lecture in Academic Staff College, Ranchi.
- Dr. R. N. Sinha, Dept of English, was invited as resource person in the International Conference on World Poetry and International Poets Meet, 2008 and was also a member of jury for Sahitya Academy Awards in 2007.
- Dr. N Venkat Appa Rao, Dept of Zoology, was invited as speaker at 20<sup>th</sup> All India Congress of Zoology and also acted as a Co-Chairman in a technical session held in Mumbai, 2009, was also invited as symposium speaker at 16<sup>th</sup> International congress of Comparative Endocrinology held in Hong Kong, 2009.

- Dr. Shiv Kumar, Dept of Geography, was a resource person on Career Counselling organized by Prabhat Khabar (a local daily), workshop cum counselling for JET, 2006.
- Dr. Bharti Raipat, Dept of Zoology, acted as a resource person in Orientation and Refresher courses organized by Academic Staff College, Ranchi University, 2006.
- Mr. B.K. Sinha, Dept of Political Science, supervised State of Nation Survey sponsored by CNN-IBN and Hindustan Times in 2006, 2007,2008.
- Mr. Sanjay Kumar, Dept of Physics, was Asst. Coordinator for the Seminar on INFLIBNET Awareness Programme, in the state of Bihar and Jharkhand, organized by UGC, Eastern Regional Office in 2006, was also a member of Inspection Team constituted by Jharkhand Academic Council and was also a member of committee constituted to frame Regulations for Constituent Autonomous Colleges under Ranchi University.
- Dr. A.K. Srivastava, Dept of Botany, was a member of the Editorial Board in the National Seminar on Recent Trends in Ecological Researches – focus on Jharkhand in 2008.
- Mrs. Seema Khalkho, Dept of Functional English, acted as a resource person in a workshop for finalizing Teachers' Training Module held at ELTI, DIET Campus, Ratu, Jharkhand(2009), resource person in the Teachers' Orientation Programme held at Army School, Ranchi and High School Teacher's Training programme held at ELTI, Ratu, Jharkhand, 2010.
- Dr. Sandeep Kumar, Dept of Commerce, acted as a resource person at Administrative Training Institute to train State Revenue cadre officers in 2008.

***2.4.12. What percentage of the teaching staff have participated in Workshops/ Seminars/ Conferences and presented papers during the last five years?***

Approximately 42% of the teaching staff have participated in workshops/ seminars/ conferences and 17% of the teaching staff have presented their papers.

**2.4.13. Has the faculty been introduced and trained in the use of a) Computers b) Internet c) Audio-visual Aids d) Computer aided teaching packages**

Almost all the faculty members are familiar with the use of computers and internet. Those who are not, are motivated to acquire competency in this indispensable field. Technology is used in teaching by some departments.

**2.5 Evaluation Process and Reforms**

**2.5.1. Does the college evaluate teachers on teaching and research performance? How does the evaluation help in the improvement of teaching and research?**

The college has a mechanism for obtaining feedback from the students.

- A Performa for feedback is circulated among final year UG and PG students to evaluate the performance of the teachers.
- Recently online feedback system has also been introduced by the college. It is mandatory for all UG Semester V students to submit feedback on the teachers.
- Evaluation of teachers is also done by the Principal.

**2.5.2. Has the institution introduced evaluation of teachers by the students? How is the feedback analyzed and implemented for the improvement of Teaching and Learning?**

Yes, the college has a mechanism for obtaining feedback from the students.

- A Performa for feedback is circulated among final year UG and PG students to evaluate the performance of the teachers.
- Recently online feedback system has also been introduced by the college. It is mandatory for all UG Semester V and VI students to submit feedback on the teachers.
- The students evaluate the teachers on performance in teaching, use of teaching aids, punctuality, and completion of syllabus, knowledge input, motivation and other aspects of teaching-learning process.

- The feedback obtained is analysed by the Principal and management to find out the strengths and weaknesses of the teachers.
- Adverse reports are intimated to the respective teachers with suitable suggestions for improvements.

This practice has helped the teachers to improve their overall performance.

***2.5.3. Does the institution promote self-appraisal of teachers? If yes, how often?***

- Self-appraisal system exists for teachers once in every year.
- Self-appraisal is mandatory while applying for promotion to higher grade or position.

***2.5.4. Is the appraisal by the teachers reviewed by the head of the institution and used to improve the quality of teaching?***

Yes, necessary directions are given to the teachers by the Principal to improve the quality of teaching and to undertake research work for quality publications.

***2.5.5. Does the institution have an academic audit of departments? Illustrate.***

Academic audit of all the departments and quality assurance is carried out through IQAC.

- IQAC provides guidelines to all the departments to incorporate new components in the methods of teaching.
- IQAC also deliberates on the allocation of funds to the respective departments and up gradation of infrastructure.

***2.5.6. Based on the recommendations of the academic audit what specific measures have been taken by the institution to improve the teaching, learning and evaluation?***

The college has taken the following measures on the recommendations of IQAC.

- Computers with latest configuration and internet facility have been provided to all the departments.
- Use of technology has been increased in the teaching learning process.
- Self study component has been incorporated in all the courses.
- Language lab has been set up to improve the communication skills of the students.
- Wi-fi facility has been extended to the students semester V and VI, who can get information regarding higher courses besides enhancing their knowledge.
- Continuous internal assessment (CIA) through assignments, symposia and seminar, along with mid-semester evaluation.
- All the students are given a handbook in which all the information regarding vision and mission of the college, courses offered, faculty information, rules and regulations of the college, tentative dates of examinations, rules regarding promotion to the next semester, and holidays are provided.

***2.5.7. How does the institution monitor the performance of the students? (Annual/ Semester Exam, Trimester Exam, Mid-term Exam, Continuous Assessment, Final Exam, etc.)***

The institution monitors the performance of the students in the following ways:

- Attendance records for the semester are displayed on the departmental notice boards. 75% attendance is mandatory for any student to take the end-semester exams.
- Mid-semester exams are conducted every semester and the results are displayed on the departmental notice boards.
- The answer scripts are also shown to the students to help them to analyse their mistakes.
- Seminars held at the level of the department enable the students to make use of technology. Instant feedback is given by the faculty to make them aware of their shortcomings.
- Assignments and project work are evaluated by the teachers and necessary suggestions are given to the students.

***2.5.8. How are the evaluation methods communicated to students at the beginning of the year?***

All information regarding examinations and evaluation is communicated to the students:

- Through the college handbook given to each student at the beginning of the academic year.
- Notices, issued by the examination department to various departments are also displayed on all notice boards from time to time.
- Information regarding curriculum for the semester and pattern of question paper, and distribution of marks is displayed on the departmental notice boards.

**2.5.9. What is the method of evaluation followed? (Central, Door, Double evaluation, etc.)**

- All examiners are appointed by the Controller of Examinations as per the recommendations of the Board of Studies/ HOD.
- In some subjects where student number is large, centralized evaluation process is followed
- Where the number is small (below 100) the individual examiner evaluates the answer books (door).

**2.5.10. What is the mechanism for Redressal of grievances regarding evaluation?**

- If a student feels that the marks awarded are not up to his/her expectation he/she may apply for scrutiny in that paper with prescribed fee within 15 days of the declaration of results.
- Scrutiny implies re-totalling and checking of unevaluated parts only. It does not imply re-evaluation of the entire answer book.

**2.5.11. When are the examination results declared? Give the time frame.**

Efforts are made to declare the exam results at the earliest (within 30 days from the last examination day)

- End semester results of semester I, III and V are usually declared by the end of January and of semester II and IV by the end of June.
- Priority is accorded to the results of semester VI which are declared by the end of May, so that out going students can produce their results at the time of taking admission in higher educational institutes across the country.

***2.5.12. Does the institution communicate to the parents regarding the evaluation outcome? Describe the weightages given to assignments/ seminars/ dissertation/ field work and written exams?***

The institution does not officially communicate the results to the parents. However, plans are afoot to post the results on the college website so that the parents can find out about the performance of their wards.

Field work/ projects are part of the practical exam papers of subjects such as Geography, Zoology, Botany and all vocational subjects. Due weightages is given according to the distribution of marks as described in the syllabus.

***2.5.13. Explain the functioning of the office of the controller of examinations.***

The college has one Controller of Examinations (who is a former professor of the college) and one Assistant Controller of Examinations who looks after the day-to-day functioning of the examination department. Their work involves

- Registration of the students
- Conducting Mid-Semester, End-Semester and Supplementary exams
- Appointing Question setters and Examiners, on behalf of the Principal for the said exams
- Printing the question papers and answer books
- Getting the evaluation done on time
- Tabulation of marks
- Publication of results
- Notification for scrutiny
- Preparation of Degree Certificates
- Conducting Examination Committee meetings and Moderation Committee meetings

***2.5.14. How long has the current system of evaluation been in practice?***

Autonomy was conferred to the college in July 2005 but the current evaluation system has been in practice since the college became autonomous in 2006.

***2.5.15. Has the institution carried out any evaluation reforms? If yes, what are the reforms made with reference to evaluation? (Peer evaluation, Double evaluation, open book examination, Question Bank, moderation, internal assessment, etc.)***

The college has introduced the following evaluation reforms:

- Supplementary exam was initially held for all semesters but could not be continued as it was time-taking.
  - Supplementary exams are now held only for those students of semester V and VI who have carry papers.
- 
- Earlier no promotion from semester II to III was allowed with any carry papers.
  - Now, a student is entitled to promotion from semester II to semester III with 50% carry papers(i.e., 2 Hons and 3 subsidiary and language taken together) and from semester IV to semester V with 25% carry papers(2 Hons and 3 subsidiary and language taken together).
  - The college started with three in-semester exams in a semester of 10 marks each, followed by two in-semester exams of 15 marks each, but it was again revised and now there is one mid-semester exam of 30 marks.
  - 75% attendance is required for appearing in the end semester exam but minimum 60% attendance is required in all the semesters.
  - He/she has to clear the carry papers along with the end-semester exams of semester I/II/III/IV only, as there is no provision for supplementary exams in these semesters.

***2.5.16. How is the evaluation process made transparent? Illustrate the different stages of evaluation till the declaration of results.***

Transparency is maintained in the evaluation process through the following:

- Names of question setters and examiners are recommended by the HODs and the Principal appoints them accordingly.
- The marks are tabulated by one tabulator and checked by another before the result is finalized.
- The answer books are scrutinized by a teacher who was not the examiner.

The different stages of evaluation till the declaration of results are:

- Appointment of the question setters and examiners as per the recommendations of the HODs.
- Encoding the answer books to maintain confidentiality.
- Tabulation of the received marks.
- Cross/ double check of the marks entered by the tabulator.

- Result discussion in the Moderation Committee meeting.
- Declaration of results.

***2.5.17. Mention the number of malpractice cases reported and how they are dealt with (average per year)***

**Number of UFM cases**

Dec. 2006	- 12
May 2007	- 04
Dec. 2007	- 08
May 2008	- 11
Special Supplementary Exam (II, IV, VI), 2008	- 21
Dec. 2008	- 14
May 2009	- 10
Dec. 2009	- 11
May 2010	- 18
Supplementary Exam (V,VI), 2010	- 10
Dec. 2010	- 20
May 2011	- 05

If a student is caught using unfair means, the invigilator seizes his/her answer book and reports to the Controller of Examinations along with the answer book and other related material(s). As per the rule he/she is debarred for a year. He/she is allowed to continue with the junior batch with the same registration number.

***2.5.18. Does the college provide the photocopy of answer scripts to students? Give details of the practice.***

There is no provision for providing photocopy of answer books to the students.

***2.5.19. Give details regarding the computerization of the examination system.***

The examination system runs on fully developed software. The functions range from registration of the students to the declaration of results and the preparation of certificates.

***2.5.20. What are the measures taken by the institution to ensure security and confidentiality of the evaluation system?***

The exam department maintains the confidentiality of the evaluation system by

- Coding all the answer scripts before the evaluation.
- The marks foil contains the code given by the exam department, not the candidates roll no./registration no.
- The coding and decoding of the answer scripts are computerized.
- No one can interfere with the entries of the database without the permission of the Controller of Examinations.

***2.6 Best Practices in Teaching, Learning and Evaluation***

***2.6.1. What innovations/ best practices are followed by the college with regard to teaching, learning and evaluation, with reference to admission process, student profile/ catering to diverse needs/ teaching-learning process/ teacher quality/ evaluation process and reforms or any other quality initiatives?***

**Admission Process**

Being an autonomous college and a pioneering institution in the region many courses are offered to cater to the diversified needs of the students.

- The process of admission starts immediately after the declaration of the CBSE/ICSE/State Board results.
- An entrance admission test is conducted to select the best students.
- The selection list for admission is prepared following the reservation policy of the Govt. of Jharkhand.
- Efforts are made to complete the admission procedure by the end of June to ensure timely commencement of the academic session from July.

**Student Profile**

The number of women students has gone up considerably during the last five years, which speaks volumes of the institutions sensitiveness towards gender equality.

### **Catering to the diverse needs**

Although the college is a minority educational institution, the college caters to all sections of the society by ensuring fair representation in admissions to all.

### **Teaching learning process**

Teaching Learning process has been improved through the following strategies:

- Interactive teaching sessions
- Use of ICT, OHP and LCD
- Providing internet facility in the departments and library
- Remedial classes
- Introduction of Language lab
- Promotion of self-study
- Project based learning
- Subscription of online journals
- Introduction of INFLIBNET
- Student centred learning
- Students feedback on syllabi and associated matters

### **Teacher quality**

- Appointment of qualified teachers (as per UGC norms) i.e. NET/SLET/PhD
- Encouragement to teachers to attend Orientation/Refresher Courses
- In the aided stream **39** teachers out of **70** have PhD as their highest academic degree (approx. 56 % ) and **03** have MPhil as their highest academic degree.
- **31** staff members are actively involved in research and publication.

- In the last five years **eight** teachers have got their minor research project grant from UGC Eastern Regional Office, Kolkata and **five** teachers got their major research project grant from UGC and other funding agencies.
- Majority of the staff members are acquainted with the use of ICT.

### **Evaluation process and reforms**

- Examination section is entirely computerized.
- From registration of students to preparation of final degree certificate is through a fully developed software.
- Continuous evaluation of a student is done through assignments, seminars and mid-semester exam besides project work in some departments.
- Mid-semester exam answer books are shown to the students in many departments, to make them aware of their mistakes.
- The pattern of question paper is so as to test the all round knowledge of the subject.
- Examiners are provided with pattern of questions and syllabus.
- In some departments 100% end-semester exam paper setting and evaluation is by external examiners, however, 50% paper setting and evaluation in any end-semester exam by external examiners is mandatory.
- All the answer books are coded so as to maintain confidentiality.
- There is a provision for scrutiny of answer book with a nominal fee.
- Supplementary exams are held for semester V and VI for timely completion of their course without losing a year.

### **Quality Initiatives**

- Availability of on-line application forms
- Computerized evaluation of the entrance admission test
- Posting the list of selected candidates in the college website
- Hi-tech teaching learning methods
- Introduction of INFLIBNET
- Proof reading of questions to avoid errors and ambiguity.
- Feedback of the students is taken from external examiners, especially during practical exams.
- Timely publication of results

## **CRITERION III: Research, Consultancy and Extension**

### ***3.1 Promotion of Research***

#### ***3.1.1. Describe various steps taken to encourage research by the faculty ( by providing seed money, grants, other facilities) ?***

The college is guided by the parent university regulations for research which does not allow the registration of MPhil/PhD research scholars at the college level. All research is carried out under the aegis of Ranchi University, Ranchi. **After the previous accreditation in 2006 the college acted upon the recommendations of NAAC to improve the research environment in the college.**

- The college allows and encourages its faculty members enrolled in research activity to use the infrastructure such as laboratory, Library, equipments, electricity etc.
- The teachers are motivated to apply for UGC/DST sponsored major and minor research projects, conduct conferences, seminars, workshops at the national and the international level. It also encourages the faculty members to attend the same for which college has pledged TA/DA as admissible.
- The college has set up a Central Instrumentation Facility centre, with 24 hrs electricity supply, at a cost of **Rs.48,34,741=00** where modern research equipments are lodged.
- As a result of this motivation 13 faculty members are registered for their PhD and 10 faculty members have enrolled themselves as supervisors for guiding PhD during the last five years.
  
- A total sum of **Rs. 17,28,200=00** has been received by **five** faculty members from UGC/DST for Major Research Project and **Rs. 5,93,750=00** has been received by **eight** faculty members from UGC/DST for Minor Research Project during the last five years.
  
- At the beginning of each academic year the college allocates Rs. 15,000=00 to the various departments to conduct seminars/workshops.

More than this amount can be used by the departments if funds permit. In last five years the following departments conducted W/S & seminars. During the last five years conferences/seminars were organized in the college, by different departments.

S.No.	Department	National	State	One day Seminar/Workshop
01.	Hindi	03	01	02
02.	Physics	-	-	05
03.	ASPSM	-	-	01
04.	Mass comm.	-	-	05
05.	Geography	-	-	01
06.	Botany	-	-	01
07.	Commerce	-	-	01
08.	Maths	-	-	01
09.	English	-	-	01

- The faculty members are encouraged to undergo any faculty improvement programme which would help them to complete their MPhil/ PhD.

This continuous and constant encouragement by the college has yielded the following results.

- Two faculty members have DLitt as their highest degree
- **41** faculty members have PhD as their highest degree out of which 03 have completed their PhD during the last five years.
- **04** faculty members have MPhil as their highest degree
- **13** faculty members including those with MPhil have registered for their PhD during the last five years.
- In the Vocational departments (unaided/self-financed) **02** faculty members have PhD as their highest degree.
- 10 faculty members enrolled themselves as supervisors for the guidance of doctoral thesis.

***3.1.2. Is research a significant activity of the college? How does the institution promote faculty participation in research and recognize faculty for guiding research?***

Yes. The college encourages research by motivating the faculty members who do not possess MPhil/PhD degree to enrol themselves and complete their thesis at the earliest.

The college has no objection to faculty members who are eligible and willing to supervise research for doctoral thesis as per the guidelines of Ranchi University, Ranchi.

### ***3.1.3. What provision is made in the budget for research and development?***

During the last five years the college has spent **Rs.15,13,93,806=75** for purchase of books, equipments and other infrastructural facilities. Particulars of budget allocation is

	Books Rs.	Equipments	Infrastructural facilities	
			Improve ment	Mainte nance
2006-07	17,48,205.51	24,83,109=00	46,81,767=00	1,38,46,488=00
2007-08	29,64,696.50	27,08,947=00	46,75,918=00	1,11,30,780=00
2008-09	19,04,800.50	26,19,889=00	70,27,750=00	1,22,94,198=00
2009-10	15,00,512.50	40,95,089=25	79,75,304=00	3,61,19,255=71
2010-11	21,66,891.50	49,09,217=28	1,05,85,858=00	1,59,58,130=00
<b>Total</b>	1,02,85,106.51	1,68,16,251=53	3,49,43,597=00	8,93,48,851.=71
<b>GRAND TOTAL</b>		<b>15,13,93,806=75</b>		

### ***3.1.4. Does the college promote participation of the students in research through the academic programme?***

- Topics relating to the thrust areas in research – such as Literary Theory & Women’s Studies in English have been incorporated in the curriculum at the PG level to motivate research aptitude among students.

- Research aptitude is also developed among UG students through Project Work/Seminars and Workshops. All the students of Vocational courses have to submit project report which is a compulsory part of their curriculum.
- In some Science subjects like Physics and Zoology project work is an essential part of the curriculum.
- The PG and UG students are also encouraged to present a paper /topic in seminar/symposia organized at departmental level.

**3.1.5. What are the major research facilities developed and made available on the campus?**

- The college has set up a Central Instrumentation Facility Centre to facilitate higher level research in the institution. The faculty members of all the Science departments will have access to the infrastructure available at the centre for research activity. This centre was commissioned in 2011 with the following facilities.

<b>Sl.no.</b>	<b>Item detail</b>	<b>Cost in Rs.</b>
01.	Oil bath with Magnetic Stirrer	20,500=00
02.	Overhead Stirrer	9,500=00
03.	Muffle Furnace "Tanco" PLT 240 A	26,500=00
04.	Digital Top Pan Balance(0.01-60g)	58,000=00
05.	Hot Plate 250x400x150	14,700=00
06.	Fume Hood Tanco OKT 272	1,53,000=00
07.	ZCR Hitester 3532-50	3,58,875=00
08.	Accessories 9262 Test Fixture	40,000=00
09.	Accessories 9593-01 RS 232	36,340=00
10.	Accessories 9140-4 Terminal Probe	22,000=00
11.	Palletizer	97,000=00
12.	Oven for Palletizer	69,000=00
13.	PE Loop measurement System-Computer C	4,08,000=00
14.	Muffle Furnace	1,98,000=00
15.	FTIR Spectrophotometer (Alpha)	9,50,000=00
16.	Generator 180 KVA 415 V	9,06,000=00
17.	Universal Autotitrator Rotavpor Basic Evaporator	3,30,000=00
18.	ELISA Reader and Washer	3,00,000=00
19.	UV Visible Spectrophotometer	2,03,500=00
20.	High Speed Cooling Centrifuge Remi	1,33,000=00

	C24 BL	
21.	Lab Refurbishing	5,00,826=00
	<b>Total</b>	48,34,741=00

- All the departments are provided with a Computer and internet facility with round the clock access. Department of Physics has set up a separate Project Lab for Nanotechnology in the year 2007 to promote research among teachers and students.
- Dr. Navin Kumar, H.O.D. department of Geology has established a Research Lab (Remote Sensing) through Major Research Project funds
- Journals, magazines and books of national and international repute are available in the college library for the use of students and researchers.
- The Library is kept open from 6 a.m. to 6 p.m. in all office working days.
- Two large Conference rooms (with A.C.) and a large A.C. auditorium are available in the college to organize any national and international seminar/conference. The conference halls are equipped with multimedia projectors and other facilities for conducting successful events.
- The college has also introduced INFLIBNET facility in 2011 to get information on recent development from all over the world. WiFi connectivity is available for students and teachers in the campus.

***3.1.6. Does the college subscribe to research journals for reference as per the departmental requirements?***

Yes. The college has subscribed to **91** international journals, national journals, magazines and periodicals to meet the requirements of all the departments.

The college has also subscribed to 10 online journals from 2009 which include 2236 titles and 03 e-books to enable the staff to carry out research effectively and for updating knowledge.

***3.1.7. What are the initiatives taken by the institution for collaboration with other research organizations and industry?***

The college has signed MoU with University Antwerp, Belgium to establish a working relationship in Environmental Sciences and Socio responsibilities for percolation of Environmental Laws and Human Rights.

***3.1.8. Is there a research committee to facilitate and monitor research? Give details.***

There is no committee to look after research activity at the college level. As per Ranchi University, Ranchi guidelines doctoral level research will be monitored by the respective Postgraduate departments of the University. However, faculty members may pursue research activities on their own initiative in the college.

### ***3.2 Research and Publication Output***

#### ***3.2.1. Give details of the ongoing minor and major projects?***

At present there are four ongoing Major Research Projects to the tune of Rs. 17,28,200=00 and Minor Research Projects to the tune of Rs. 5,93,750=00 are being carried out in the college.

<b>Major research Projects</b>	<b>Amount Received</b>
Dr. Kamal Kr. Bose	Rs. 3,69,200=00
Dr. G. Jha	Rs. 2,85,200=00
Sri. B.K. Sinha	Rs. 2,31,000=00
Dr. Navin Kumar	Rs. 6,66,000=00
Dr. Ravi Shankar Sahay	Rs. 1,82,800=00

<b>Minor Research Project</b>	<b>Amount Received</b>
Sri. Ritesh Kr. Shukla	Rs. 1,05,250=00
Sri. Deokant	Rs. 1,30,000=00
Dr. J.P.Pandey	Rs. 98,000=00
Dr. Sahendra Singh	Rs. 99,500=00
Dr. Marcus Barla	Rs. 60,000=00
Fr. (Dr.) Emmanuel Barla	Rs. 42,500=00
Dr. Kamal Kr. Bose	Rs. 56,500=00

#### ***3.2.2. Does the college have research funding from the Government, Industry, NGO or International agencies? Give details.***

- After the previous accreditation a sum of **Rs. 1,19,98,900=00** has been received for conducting BSR and various other research activities.
- In addition to this **Rs. 58,500=00** was received for conducting National seminar in Hindi.
- The major funding agency is the UGC under CPE which granted **Rs. 1 crore** during the last five years out of which **Rs. 12,08,089=00** was utilized for purchasing equipment to promote research. The UGC also

sanctioned **Rs.30,69,250=00** under XI<sup>th</sup> Plan and **Rs.11,09,762=00** as autonomous college grant which was utilized in promoting research and other heads as directed by UGC.

- **Rs. 99,550=00** was utilized by the department of Physics to setting up a Project Laboratory to work in the field of nanotechnology.

***3.2.3. Does the college have research students currently registered for MPhil & PhD? Give details of number of MPhils/ PhDs awarded during the last five years?***

The college does not register the students for MPhil and PhD (Refer 3.1.1). However, at present 10 faculty members are involving in supervising doctoral research theses.

***3.2.4. Does the college provide fellowship/ scholarship to research scholars?***

The college does not have any provision to provide fellowship to research scholars.

***3.2.5. Does the college have post-doctoral fellows currently working in the institution?***

Currently, no faculty member is enrolled in Post Doctoral Research.

***3.2.6. Give highlights of the collaborative research conducted by the faculty.***

Dr. N. Venkat Appa Rao of Dept. of Zoology continued collaborative research programme with Prof. G.G. Nussdofers of University of Padua, Italy in the field of endocrinology. The results were published in 04 scientific articles in International Journals.

1. *Biomedical Research* (two articles)
2. *International Journal of Molecular Medicine* (two articles)

***3.2.7. What research awards and patents were received by the faculty during the last five years?***

The college faculty did not receive any patent during the last five years. However, some members of the faculty have received other kinds of honours and awards for their contribution to teaching and research.

- Sri Meghnad Banerjee and Sri Biju Toppo, visiting faculty in the department of Mass Communication and Video Production have received Rajat Kamal National Award 2011 for their Documentary film titled *Iron is Hot* and *Ek Ropa Dhan* at **Rashtrapati Bhavan, New Delhi**.
- Dr. Bharti S. Raipat, Dept of Zoology, was awarded **Fellowship of National Environmentalists Association** in 2009.
- Mr. Manohar Lal, Dept of Physics, was selected as one of the five scientists in **Institute of Forest Productivity (Govt. of India)** in 2010.
- Dr. Kamal Kr. Bose, Dept of Hindi, was awarded with **Satya Sadhana 2009-10** by Bihar Rashtriya Parishad.
- Dr. S.N. Tiwary, Dept of Physics, has been given life membership of **Swadeshi Science Movement of India** in 2010.
- Dr. N. Venkat Appa Rao, Dept of Zoology, was awarded **Senior Scientist Award** in 2009 by Board of Trustees of MSETAC in the 2<sup>nd</sup> International Conference on Bio-Wealth Management for Sustainable Livelihood.

**3.2.8. Are there Research papers published by the faculty in refereed journals periodically? If yes, specify.**

In the last five years 24 faculty members have actively contributed their research articles in refereed journals periodically. The list is as follows:

<b>Sl. No.</b>	<b>Name of the Faculty</b>	<b>Department</b>	<b>No. of Publications</b>
1.	Mr. Deokant	Bio-Technology	04
2.	Dr. Sanjay Kr. Ghosh	Commerce	04
3.	Mr. Lalit Sharma	Commerce	01
4.	Mr. S. Choudhary	Economics	01
5.	Dr. Harishwar Dayal	Economics	03
6.	Dr. R. N. Sinha	English	03
7.	Dr. Sujit Bose	English	01
8.	Dr. Ashutosh Roy	English	02
9.	Dr. Achal Sinha	English	03
10.	Dr. Sumana Ghosh	English	01
11.	Dr. Rajiv R. Sivastava	Geography	03

12.	Dr. Shiv Kumar	Geography	07
13.	Dr. Jayant Sinha	Geology	01
14.	Mr. Sahendra Singh	Geology	04
15.	Dr. Kamal Kr. Bose	Hindi	19
16.	Dr. Ravi Shankar Sahay	History	02
17.	Mr. Sanjay Kumar	Physics	02
18.	Mr. Swarat Choudhary	Physics	01
19.	Dr. S.N. Tiwary	Physics	02
20.	Dr. Sushil Rajgharia	Political Science	01
21.	Mr. B.K. Sinha	Political Science	02
22.	Fr. E. Barla	Political Science	02
23.	Dr. Bharti S. Raipat	Zoology	15
24.	Dr. N Venkat appa Rao	Zoology	06

### 3.2.9. Give the list of publications by the faculties

- a) Books   b) Research papers   c) Abstracts   d) Proceedings   e) Thesis  
f) Any other (specify)

#### Publications by the faculties

S. No.	Name	Department	Books/chapters	Research Papers	Abstracts	Proceedings	Thesis	Any other
1.	Dr. R. N. Sinha	English	01	02	-	-	-	-
2.	Dr. Sujit Bose	English	01	-	-	-	-	-
3.	Dr. Ashutosh Roy	English	-	01	-	-	01	-
4.	Dr. Achal Sinha	English	02	-	-	-	01	-
5.	Dr. Sumana Ghosh	English	01	01	-	-	-	-
6.	Mr. S. Choudhary	Economics	-	01	-	-	-	-
7.	Dr. Harishwar Dayal	Economics	-	01	-	-	-	02
8.	Dr. Rajiv R. Sivastava	Geography	-	03	-	-	01	-
9.	Dr. Shiv Kumar	Geography	-	04	-	01	-	02
10	Dr. Kamal Kr.	Hindi	-	-	-	-	-	19

.	Bose							
11	Dr. Franklin Baxla	History	-	-	-	-	01	-
12	Dr. Ravi Shankar Sahay	History	01	-	-	01	-	-
13	Dr. Sushil Rajgharia	Political Science	01	-	-	-	01	-
14	Mr. B.K. Sinha	Political Science	-	-	-	-	-	02
15	Fr. E. Barla	Political Science	-	-	-	-	-	02
16	Dr. Sanjay Kr. Ghosh	Commer ce	01	02	-	-	01	-
17	Mr. Lalit Sharma	Commer ce	01	-	-	-	-	-
18	Mr. Sanjay Kumar	Physics	-	-	01	-	-	01
19	Mr. Swarat Choudhary	Physics	01	-	-	01	-	-
20	Dr. S.N. Tiwary	Physics	-	02	-	03	-	-
21	Dr Bharti S. Raipat	Zoology	-	14	-	01	-	-
22	Dr. N Venkat appa Rao	Zoology	01	04	-	-	-	-
23	Mr. Deokant	Bio-Technology	-	04	-	-	-	-
24	Dr. Jayant Sinha	Geology	-	-	01	-	-	-
25	Mr. Sahendra Singh	Geology	-	03	-	01	-	-

**3.2.10. Furnish details about citation index/ impact factor of publication by the faculty.**

S. No.	Name	Department	Ave. Citation Index
1.	Dr. R. N. Sinha	English	Not Available
2.	Dr. Sujit Bose	English	Not Available

3.	Dr. Ashutosh Roy	English	Not Available
4.	Dr. Achal Sinha	English	Not Available
5.	Dr. Sumana Ghosh	English	Not Available
6.	Mr. S. Choudhary	Economics	Not Available
7.	Dr. Harishwar Dayal	Economics	Not Available
8.	Dr. Rajiv R. Srivastava	Geography	Not Available
9.	Dr. Shiv Kumar	Geography	Not Available
10.	Dr. Kamal Kr. Bose	Hindi	Not Available
11.	Dr. Franklin Baxla	History	Not Available
12.	Dr. Ravi Shankar Sahay	History	Not Available
13.	Dr. Sushil Rajgharia	Political Science	Not Available
14.	Mr. B.K. Sinha	Political Science	Not Available
15.	Fr. E. Barla	Political Science	Not Available
16.	Dr. Sanjay Kr. Ghosh	Commerce	Not Available
17.	Mr. Lalit Sharma	Commerce	Not Available
18.	Mr. Sanjay Kumar	Physics	Not Available
19.	Mr. Swarat Choudhary	Physics	Not Available
20.	Dr. S.N. Tiwary	Physics	Not Available
21.	Dr Bharti S. Raipat	Zoology	Not Available
22.	Dr. N Venkat appa Rao	Zoology	1.8
23.	Mr. Deokant	Bio-Technology	Not Available
24.	Dr. Jayant Sinha	Geology	Not Available
25.	Mr. Sahendra Singh	Geology	Not Available

### **3.3 Consultancy**

#### **3.3.1. List the broad areas of consultancy services provided by the institution during the last five years (Industries, Government, NGO/ Community/ public)**

The college has not provided specific consultancy services to organization/community and public during last five years. However, the college has allowed research scholars (even from outside) to make use of the infrastructure available in the college.

The college has no objection to individual faculty members engaging in consultancy services.

#### **3.3.2. Does the institution publish the expertise available for consultancy services?**

No, the college does not publish the expertise available for consultancy services.

***3.3.3. Give details regarding the nature of consultancy services and revenue generated? What are the mutual benefits accrued due to consultancy.***

a) The college does not earn revenue from any kind of consultancy given by the individual faculty members of the departments

***3.4 Extension Activities***

***3.4.1. What outreach programmes are organized by the institution? How are they integrated with the academic curricula?***

Outreach programmes conducted/organized by the college.

- **NCC**
  - 18 cadets of the college participated in Republic Day Parade, 2011 at Ranchi
  - 32 cadets of the college participated in Pulse Polio campaign duty in 2011
  - 25 SD and 10 SW cadets of the college participated as volunteers during 2011 National Games held at Ranchi
  - Assistance to Traffic Police
  
- **NSS**
  - Tree plantation programme
  - Healthy Youth for Healthy India programme of the govt. of India – Sanitation drive
  - Blood donation camp organized every year
  - Aids Awareness programme every year
  - Street plays to highlight social evils and their possible remedies
  - Participation in rally for ‘Better Traffic and Healthy Life’
  - Campus Cleaning Programme
  - Participated in traffic control in the city on February 20, 2008
  - Organized poster making on drug abuse ‘Nasha Abhishap Hai’ on April, 11, 2008

- Organized Sadbhavana Divas on August 28, 2008
- 
- **ECO Task Force**
  - 1300 trees of different varieties such as Teak, Gamhar, Gulmohar and fruit trees were planted at various locations during the last five years.
  - Visit to Rukka Dam and Zoological Garden to study the environmental status of the area.
- **Geo Club**
  - Tree plantation drive
  - Excursions to different areas to acquire knowledge about geographical/geological conditions of Jharkhand
  - Group discussions on geographical issues such as global warming, monsoon, bio-diversity etc.

***3.4.2. How does the college promote institution-neighbourhood network in which students acquire service training, which contribute to sustained community development?***

- The college promotes institution-neighbourhood network through NCC, NSS, ECO TASK FORCE, GEO CLUB and AICUF.
- AROX ( Alumni association) has adopted one school.

***3.4.3. How does the institution promote the participation of the students and faculty in the extension activities of NSS, NCC, YRC and other NGOs? How often and in what roles are they involved?***

The students are encouraged to enrol in NSS & NCC.

The students/faculty members who participate in extension activities are granted leave on duty/attendance for the missed classes

In 2011, 18 students participated in Republic Day Parade at State/National level. 54 out of 94 students got B certificate and 40 got C certificate in NCC

***3.4.4. Is there any research or extension work to ensure social justice and to empower under-privileged sections in particular, women and children?***

- The college started Xavier Research Journal to publish research works related to social justice and socio-economic conditions of Jharkhand.

- During vacations AICUF ( All India Catholic Universities Federation ) members organize camps in rural areas to create awareness on social justice and socio-economic issues among the people. Women and children problems are also discussed in these camps.

***3.4.5. What is the impact of extension on the community? Specify.***

The college has not adopted any village or area so it is unable to describe the nature of impact of the camps conducted by AICUF members.

***3.4.6. Does the college receive awards/ recognition for extension activities?***

No, the college has not received any award for extension activities.

***3.5 Collaborations***

***3.5.1. How many linkages does the institution have for research and extension?***

The college has several linkages for research and extension.

***3.5.2. List the organizations and the nature of linkage and expected outcomes.***

- i) University Antwerp, Belgium
- ii) Kalinga Institute of Information Technology, Bhubaneshwar
- iii) Central Coalfields Ltd.
- iv) Metallurgical and Engineering Consultants Ltd.
- v) Bharat Sanchar Nigam Ltd.
- vi) Garden Reach Shipbuilders
- vii) Central Mine Planning and Design Institute
- viii) Usha Martin Ltd.

ix) Tata Steel Ltd.

The linkages enable the students to complete their on-the-job training. Faculty members are also able to do their research work as and when the need arises. ( Further details are provided in 3.5.3 )

### **3.5.3. How does the linkage promote**

***a)Curriculum development b) Internship c) ‘On-the-job’ training d) Faculty exchange and development e) Research f) Consultancy g) Extension h) Publication i) Student Placement***

#### **a) Curriculum Development**

- The linkages provide an opportunity to the students as well the faculty members to update their knowledge and broaden their vision in current areas of interest.
- The linkages help in modifying the existing curriculum.
- Suggestions and recommendations are sought from subject experts for revamping the curriculum
- The topics of emerging fields are incorporated in both PG and UG curricula to create awareness about research activities that are being carried out.

#### **b) Internship**

- Semester VI students of Biotechnology carry out their project work in the linked organization
- Semester VI students of Mass Communication and Video Production carry out their project work in various media organizations. Many have been placed in these after successfully completing their work.

#### **c) On-the-job-training**

- On-the-job training is a compulsory part of the curriculum in all vocational subjects. The respective Heads, observe/monitor the students activities related to their training programmes and schedules at different places.
- To execute this, the respective heads prepare a schedule well in advance to facilitate the training of students. The students have been doing their on-the job training at various institutes, some of which are mentioned below

**Functional English** - The students carry out their OJT at various schools, media houses, Spoken English institutes and call centres.

**MCVP** - Doordarshan, Aaj Tak, ETV, Mahua TV, Maurya TV, Sadhana News, Hamar TV, PBL Nazar, News 11, Big FM, Radio Dhamaal, Radio Mantra, AIR, Radio Dhoom, Prabhat Khabar, The Hindustan Times, Hindustan, The Telegraph, Dainik Jagran

**Biotechnology** - Best Biotech Research Labs Pvt. Ltd. Bengaluru, NTHRYS Biotech Labs. Hyderabad, Institute of Forest Productivity, Ranchi, Central Tasar Research and Training Institute, Ranchi, Institute of Animal Health and Production, Ranchi, College of Biotechnology, Birsa Agricultural University, Ranchi, Abdur Razzaque Ansari Memorial Weavers Hospital (Apollo Hospitals Group) Ranchi

**ASPSM** - HDFC Life, Videocon, Eureka Forbes,

**OMSP** - Central Coalfields, NIIT, Prabhat Khabar, Amway India, Apollo Tyres

**PPI** - ICICI Pru Life Insurance, Bajaj Allianz Life Insurance, Max New York Life Insurance

**Computer Application** – Tata Steel Ltd., Mecon Ltd., CCL,

**IT** - CMPDI, Usha Martin Ltd., Pensol India Ltd., BSNL

**Financial Market Operation** - National Insurance, SBI Life, Karvy Stock Broking Ltd., India Bulls

**Retail Management** - Future Group (Big Bazaar)

**d) Faculty Exchange and Development**

There is no provision for exchange programmes.

**e) Research**

The institution encourages the faculty members to apply for UGC Major and Minor Research Projects, participation in international/ national conferences and publications. The college allows the faculty members to utilize the infrastructure available.

**f) Consultancy**

The college has not entered into any formal agreement to provide consultancy to any organization.

**g) Extension**

The college does not have any extension programme.

#### **h) Publication**

The institution encourages the faculty members to publish their research work but does not provide any financial incentives for the same. In the last five years 24 faculty members have published 92 articles/papers in various research journals, chapters in books and magazines .

#### **i) Student Placement**

Many students have been placed through campus interviews over the last five years in various software companies, media houses and industries.

### ***3.5.4. What measures has the institution adopted to enhance the quality of Research, Consultancy and Extension during the last five years?***

In order to enhance the quality of research the following measures have been adopted :

- Physics Project Lab was set up for nanotechnology
- In each Science department funds have been received from the UGC for basic research and, necessary apparatus have been installed.
- In addition to this, a Central Instrumentation Facility centre has been established to promote high quality research.
- Faculty members are motivated to participate and present research papers/articles in various national and international symposia/seminars.
- Funds are also made available to participate in national and international conferences as per rule.
- The college is continuously upgrading existing infrastructure (labs & library) to pave the way for further research.
- During the last five years Rs. **15,13,93,806=75** was spent on infrastructure improvement, books purchase, and apparatus purchase and installation for research by the college.
- In near future the college looks forward to establishing linkages and providing consultancy and extension to various institutions.

### ***3.6 Best Practices***

**3.6.1. Describe the best practices in research, consultancy and extension with reference to promotion of research/ publication output/ consultancy and extension activities/ collaborations.**

**Research**

To promote research in the college a Central Instrumentation Facility centre has been established at a cost of **Rs. 48,34,741=00**.

- The college plans to set up a research committee of faculty members who will monitor the activities conducted at the centre
- Access to the centre will be granted not only to the college faculty but also to research scholars/faculty from outside
- The college plans to earn revenue from this centre through consultancy and collaboration. The revenue earned will help in maintenance and procurement of more apparatus for quality research.
- Science departments have been sanctioned a sum of **Rs.1,23,38,153=64** for setting up Basic Research facility at departmental level.

Physics	Rs. 5,71,361=00
Chemistry	Rs. 15,76,024=75
Botany	Rs. 12,32,892=43
Zoology	Rs.26,73,967=00
Geology	Rs.19,72,784=00
Biotechnology	Rs.8,69,811=00
Software, Computers, Projectors	Rs.34,41,313.46=00
<b>Total</b>	<b>Rs. 1,23,38,153=64</b>

**Publications**

Faculty members are motivated to publish their research finding in national and International journals.

- During the last five years **42** Research papers in national and international journals
- **11** books and chapters in books, **08** articles in proceedings of national / international symposia / seminars, **07** thesis, **02** abstracts and **28** other articles (in various magazines and dailies) have been published by faculty members
- During last five years 25 and 18 faculty members participated in national and International conferences, respectively.

- Cash incentive up to the tune of **Rs. 20000/-** is given to faculty members for participating in Seminar/Conferences outside the country
- Financial assistance for to & fro journey Ac II/III is given to faculty for participation in national seminar

### **Consultancy**

All staff members are encouraged and given full freedom to offer consultancy

### **Extension**

Staff members and students are motivated to carry out extension activity

### **Salient features:**

- Our college is the only college among Autonomous Affiliated colleges of Ranchi University, Ranchi which runs NCC and NSS units.
- The mission of the college is to impart higher education to the surrounding population with special emphasis on tribal population

## **CRITERION IV: Infrastructure and Learning Resources**

### ***4.1 Physical Facilities***

***4.1.1. How well endowed is the college in terms of physical infrastructure- classroom, administrative buildings, staffroom, transport, water, power supply, etc., to run academic programmes? Enclose the master plan of the college campus indicating the existing buildings and the projected expansion in the infrastructure.***

#### **Physical infrastructure :-**

The college campus occupies an area of 9.10 acres. The college has acquired the neighbouring campus of St. John's School last year, it is now spread over an area of 12.10 acres. The college has purchased 15 acres in Tamar ( on NH 75 Ranchi- Jamshedpur highway ) and 2.7 acres in Pithoria ( just outside Ranchi) for extension centre of the college.

#### ***Classroom***

- At present the college has **43** classrooms out of which **22** classrooms are large in size; each can easily accommodate more than **120** students
- **11** classrooms are of moderate size and can accommodate up to **120** students
- **10** classrooms are of smaller size and can accommodate up to **60** students
- In addition to classrooms, the college has **02** audio rooms, **16** laboratories, **04** computer labs, **1** gas plant for labs
- Additional classrooms are being constructed in the 4<sup>th</sup> floor of the main building for which the college has a budget of **Rs. 1.5 crores**
- More classrooms are also being constructed in the neighbouring campus of St. John's School where all the vocational departments will be housed from 2012

### *Administrative buildings*

- The college has **05** administrative rooms and **08** offices
- It also has **02** conference rooms

### *Staffroom*

- There is only one general staff room in the college, where the meetings of the Staff Council are held. The Staff Council has not been provided with any additional space for office work.
- There are **12** departmental staffrooms.

### *Transport*

The college is situated in the heart of the city and is approachable from all sides through means of public transport.

- The college has not made any provision of transport for either teachers or students.
- The college plans to introduce transport facility in a phased manner in the coming future.
- The college has three cars exclusively for administrative purposes.

### *Water*

- The college has one open well and three underground wells to cater to the needs of the college

### ***Power supply***

- **02** govt. high-tension transformers, **03** generators and one big generator for the hostel meet the power needs of the college

### ***Other facilities***

- **03** halls
- **04** storerooms
- **01** doctor's room
- **01** bank office
- **01** general research lab
- **03** hostels
- **01** canteen
- **01** photocopying facility for students
- **08** photocopying machines
- Intercom
- Leased time for internet
- Computer in each department

The master plan of the college showing the buildings and other sites (refer annexure I)

***4.1.2. What are the infrastructure facilities available for a) Academic activities b) Co-curricular activities (Auditorium, Open air theatre, etc.) c) Sports (Swimming pool, indoor facilities, Gymnasium, etc.) d) Laboratories e) General computer education f) Other activities***

#### ***a) Academic activities***

For all academic activities the college has the following facilities:

- Multi-media Projectors in classrooms
- OHP
- Loud speakers in large rooms
- Slide projectors

#### ***b) Co-curricular activities (Auditorium, Open air theatre, etc.)***

For co-curricular activities the college utilizes the following space:

- 01 large air-conditioned Auditorium

- 01 small auditorium (St. John's School)
- The college quadrangle is used for General Assembly
- Pandals are set up in the college premises during important college functions such as Convocation and College Annual Day.

**c) Sports ( Swimming pool, indoor facilities, Gymnasium, etc.)**

- The college has a football ground, which also caters to the sports activities of the college.
- In addition to it, there are two basketball courts (including one in St. John's School campus) and a volleyball court.
- There is a separate common room for girl students with a colour television for their recreation.
- Till last year there was a boys' recreation room and gymnasium which has temporarily been closed for infrastructural upliftment and will be reopened soon.

**d) Laboratories**

The following departments have laboratory facilities:

Physics	- 03
Chemistry	- 03
Zoology and Botany	- 04
Bio-technology	- 01
Geology	- 01
Geography	- 02
Computer science	- 04
Language Lab	- 01

With the construction of the fourth floor more laboratories will be added to Biology and Bio-Technology. One of the laboratories of Chemistry is now converted into Central Research Lab.

**e) General computer education**

The college promotes the general computer education in the following ways

- Computers is offered as subsidiary subject to all students.
- Computers is also offered as a certificate course

**j) Other activities**

- Water coolers on each floor
- Separate office of controller of examinations
- Separate AROX ( Alumni Association) office
- Placement cell Office
- Separate office of games in-charge
- Separate bursar office

***4.1.3. Has the institution augmented the infrastructure to keep pace with its academic growth? Specify the facilities and the amount spent during the last five years.***

The college management is aware of the limitations of space in the campus. It has made commendable efforts to augment the infrastructure to keep pace with new demands after the introduction of new courses. **On the basis of NAAC report the college has taken up the following initiatives during the last five years.**

- Constructed a new building with **12** classrooms, one big hall, one conference room, office rooms and staff rooms.
- Acquired the building and property of neighbouring St. John's School last year
- Commenced construction of an additional floor in the main building to create more rooms for various purposes.

***4.1.4. Has the institution provided facilities like common room, wash/ rest room for women students and staff?***

- Yes, women students have their own common room with colour TV and separate washrooms.
- Separate washrooms are available for women staff on 2<sup>nd</sup> and 3<sup>rd</sup> floor of the main building.

***4.1.5. What are the steps taken for optimal utilization of infrastructure facilities?***

Due to the space crunch the class timings have been scheduled in such a manner that all the classes can be held without any problems. The classes are scheduled between 6.45am to 6.45 pm.

***4.1.6. What are the facilities available for differently-abled students?***

- The main library, the reading room and examination department are situated on the ground floor of the college building which makes these easily accessible for differently-abled/ physically challenged students.
- The college is setting up a lift for differently-abled students, which is soon going to be functional.

## ***4.2 Maintenance of Infrastructure***

***4.2.1. What is the budget allocation for the maintenance of***      a) Land  
b) Building

c) Furniture    d) Equipment    e) Computers    f) Transport

In the last five years the college has allocated the following sums for the maintenance of the following:

<b>Sl.no</b>	<b>Infrastructure</b>	<b>Amount</b>
01	Land	<b>Nil</b>
02	Building Maintenance	20,34,580=00
	New construction	3,49,81,531=00
03	Furniture	7,50,000=00
04	Equipment	10,50,000=00
05	Computers	9,50,000=00
06	Transport	150,000=00
	<b>Total</b>	<b>3,99,16,111=00</b>

The college does not provide transport facility for students and faculty, so it does not make any budgetary allocation for the same.

- In the last five years Rs. 150,000=00 was spent on transportation for administrative purposes.

### ***4.2.2. How is the budget optimally allocated and utilized?***

The budget is prepared keeping in mind the annual expansion plans and allocation of funds to the various departments for maintenance and improvement of infrastructure. The expenditure is earmarked under planned heads and non-planned heads. If the need arises for supplementing the funds, earmark under either head, the Principal and Bursar propose additions. All financial matters are discussed and ratified as per need by the Governing Body.

***4.2.3. Are the staff appointed for maintenance and repair? If not, how are the infrastructure facilities, services and equipments maintained?***

The college has appointed the following for maintenance and repair:

- **03** electricians to maintain the workshop

- **02** plumbers for general maintenance
- **03** technicians to maintain computers and internet lease line
- **01** individual to maintain the generators
- In addition to these the college also utilizes the services of workers on daily basis

#### ***4.2.4. How is the infrastructure optimally used?***

The infrastructure is used optimally used in the following ways.

- Class timings are scheduled in such a manner that there is minimum problem for room availability to conduct the classes.
- Offices and library are located in the ground and first floor, which does not disturb the conduct of classes on the upper floors of the college.
- Silent generators have been installed for power back up which allows for classes to be held even after sunset, in the case of power outages.
- A photocopying centre and a milk booth also exist in the campus.
- The college has rented out space for an extension counter of United Bank of India for the deposition of fees by the students.
- Salary accounts of the teachers are also maintained in the same branch for minimum inconvenience to them.
- Canteen is located at the far end of the college ground.
- 03 boys hostel are located in the campus.

#### ***4.2.5. What is the mechanism for maintenance of computer, other network facilities, library and information facilities?***

- The college has appointed four technicians to maintain the computer and network facilities such as the server, the leased line for internet, INLFIBNET and the department computers.
- In case of any major technical problem, help is sought from outside.
- The college library is looked after by a team of skilled and experienced personnel.

### ***4.3 Library as a Learning Resource***

#### ***4.3.1. How does the library ensure access, use and security of resource?***

The college library is kept open on all working days, including examination days between 8am and 6pm.

- All services are available in the library such as book transactions, internet service, reference service, periodicals, etc.
- The library has a large reading room, which can accommodate 100 students at a time.
- **The ambience of the reading room has been improved as per the recommendations of the previous NAAC peer team report. Floor tiles have been laid and the whole place looks very attractive.**
- The reading room is open on all working days and Sundays between 8am and 6pm
- A separate enclosure for magazines and periodicals has been constructed.
- Sufficient number of library staff is available to maintain the resources in the library.
- All the functions of the library are computerized, which ensures effective services.

#### ***4.3.2. What are the facilities available in the library? (Computers, Internet, Reprographic facilities, etc.)***

- The library is fully computerized.
- There are 07 computers, with internet facility in the library.
- Bar coding is in progress.
- The central library has subject specific and general books.

#### ***4.3.3. How does the library collection cater to the needs of the users?***

In order to cater to the needs of the users the following arrangements have been made.

- Subject specific and general books are both available in the central library.
- Subject specific books are available in the departmental library.
- All purchases are made on the recommendations of the respective departments, as per the syllabus revision and need of the students.
- Departmental libraries also contain reference books and journals.
- Some departments like Physics, Zoology and English have separate computers, with internet facility for students' use.

#### ***4.3.4. What is the stock of books in the library? (titles)***

Total no. of books available in the library stands at 118307.

#### ***4.3.5. Furnish the information regarding the number of journals subscribed by the institution.***

The college subscribes to **92** journals. The subject-wise number is as follows.

<b>Subject</b>	<b>Number of Journals Subscribed</b>
Physics	03
Chemistry	04
Zoology	03
Geology	03
Geography	04
Economics	18
English	04
Political Science	19
History	05
Commerce	11
Mathematics	03
BBA	06
Human Rights	01
General Library	08
<b>Total</b>	<b>91</b>

#### ***4.3.6. How does the library ensure purchase and use of current titles, important journals and other reading materials?***

The college makes the following provisions for the purchase of books, journals and other reading materials.

- Rs.25,000=00 is allocated to each department every year for the purchase of books, journals and other reading materials.
- The UGC grants, whenever received for the purchase of books are optimally utilized.
- **Rs. 23,94,246=15** from CPE funds was spent on the purchase of books and journals during the last five years.
- Altogether a total sum of **Rs. 1,02,85,106.51** was utilized for the purchase of books during the last five years.

***4.3.7. If the library has an archives section, to what extent is it used by the readers and researchers?***

Yes, there is an archives section in the library. Scholars and researchers are allowed access to it.

- The archives section consists mainly of publications and manuscripts of the early days of the mission. These are consulted by scholars even from centres like JNU.
- The archives section contains valuable books related to tribal culture.

***4.3.8. How are the on-line and internet services in the library used by students and faculty? Specify the hours and frequency of use.***

On-line and internet services are available in the library.

- At present there are **07** no. of computers equipped with internet facility for the use of the students during library hours.
- Some departments also have separate computers with internet facilities for the students.
- Faculty members usually access the internet through the departmental computer.

***4.3.9. Are the library services computerized? Does the institution make use of INFLIBNET/ DELNET/ other facilities? Give details.***

- Yes, Library automation has been completed.
- Bar coding is currently in progress.
- INFLIBNET has been introduced from the year 2011.

***4.3.10. How many days is the library kept open in an academic year? How long is the library kept open per day – During normal working days, during examinations?***

During normal working days and during examinations the library is kept open as per routine timings for the convenience of the students. The reading room is kept open on Sundays.

**4.3.11. Does the library have an Advisory Committee? What are its functions?**

No, the library does not have an advisory committee. Purchases are made on the recommendations of the respective departments and final approval of the Principal.

**4.3.12. What is the amount of money spent on new books, journals during the last five years?**

Details of expenses on new books and journals during the last five years are given below.

<b>Year</b>	<b>Expenditure</b>
2006-2007	Rs. 17,48,205=51
2007-2008	Rs. 29,64,696=50
2008-2009	Rs. 19,04,800=50
2009-2010	Rs. 15,00,512=50
2010-2011	Rs. 21,66,891=50

**4.3.13. How does the library motivate students/ teachers to read existing and new arrivals?**

The college students are motivated to make optimal use of the books and journals available in the library.

- At the commencement of each semester the dedicated faculty members counsel the students on the resources available in the departmental as well as central library.
- New arrivals are displayed in the display section of the central library.
- Departmental library schedule is intimated to the students.
- Circulation of books is ensured by lending books for specified durations.

**4.3.14. What are the special facilities offered by the library to the visually challenged and physically challenged person? How are they used?**

- Since the library is situated on the ground floor physically challenged students can access it easily. Help is extended by the library staff as and when needed.
- There are no facilities for visually challenged students.

**4.3.15. List the infrastructural development of the library over the last five years?**

- A separate enclosure has been made for the display of magazines and periodicals.
- Local and national dailies are available for the students.
- Encyclopaedia has been made available.
- Library is completely automated.
- Bar coding is in progress.
- Computers with internet facility have been made available.

***4.3.16. Describe the various information services provided by the library? (clipping, reference etc.)***

The library has no service like clipping. However there is a reference section in the library.

***4.3.17. Describe steps taken for making the library user-friendly.***

- Faculty members may borrow necessary books as per need.
- Information regarding new arrivals is displayed.
- Magazines, periodicals, local and national dailies are kept in a separate enclosure.

***4.4 ICT as a Learning Resource***

***4.4.1. How is the computer facility extended to all faculty and students?***

The college has extended computer facility to all faculty and students. The college has installed its own server and net facility is available 24x7. All the faculty have been provided with individual user id and password.

- The office of the Principal has four computers with internet facility.
- All departments are equipped with computer and internet facility for both faculty and students.
- The library has **07** computers with internet facility, which can be used by the students during library hours.
- All the computers ( 100) in the Computer Science laboratories (04) are connected to the internet.

- The Central Instrumentation facility has one computer with internet facility.
- In some departments computers with internet facility have been installed exclusively for students.
- In addition to these, the college is wifi enabled.
- Students can avail user id and password, if they so wish, from the office and can access the net with their own wifi enabled laptops.

**4.4.2. How is the faculty facilitated to prepare computer aided teaching/ learning materials? What are the facilities available in the college for such efforts?**

After the previous accreditation, the college made all possible efforts to increase computer awareness and motivated the faculty to use this resource in the teaching-learning process. The following steps were taken in this regard:

- A language lab has been installed at a total cost of **Rs. 6,20,000=00**.
- White boards and multimedia projectors have been installed in some classrooms for IT enabled teaching.
- OHP is also used as teaching aid.
- In addition to this, the faculty of the Computer Science Department are always ready to guide and help the teachers and students when in need.

**4.4.3. How many computers are there in the college?**

The college has a total of **250** computers.

**4.4.4. Is there a central computing facility? How favourable are its timings, access and cost to both students and faculty?**

There is a central computing facility on the mezzanine floor above room no. 45 with **10** computers for the use of the students between 9 am and 5 pm. Students can pay a nominal sum of Rs.10=00 and avail the facilities.

**4.4.5. How many departments have computers of their own? Specify the numbers.**

All the departments have computers of their own.

S.No.	Department	Computers	Laptops	LCD/OHP	Printers
01	English UG & PG	03	00	00	01
02	Economics UG & PG	01	00	00	01

03	Political Science UG & PG	02	00	00	01
04	Hindi UG & PG	01	00	00	01
05	Sanskrit	00	00	00	00
06	History	01	00	00	01
07	Geography UG & PG	04	03	01	01
08	Functional English	01	00	00	01
09	Mass Communication & Video Production	15	00	01	01
10	BBA	01	01	00	01
11	Computer Science & IT MCA	03+27 26 30	03	01	01
12	Physics	09	02	01	01
13	Chemistry	05	02	01	01
14	Zoology	02	01	01/02	01
15	Botany	01	00	01	01
16	Geology	03	01	00	01
17	Commerce	02	00	00	01
18	ASPSM	01*	01*	01	01
19	OMSP	01*	01*	00	01
20	PPI	01*	01*	00	01
21	FMO	01*	01*	00	01
22	Retail Management	01*	01*	00	01
23	Biotechnology	01	00*	01	01
24	Physical Education	01	00	00	01
25	Mathematics	01	00	00	01

\* The departments are administered from the same room and by the same faculty.

***4.4.6. How are the computers and its accessories maintained in the department?***

The is a central administrative centre having **03** hardware support staff who are responsible for the maintenance of the computers and accessories in the various departments.

***4.4.7. What is the output of the various departments in developing computer aided packages for their discipline?***

- All the departments make optimal use of computers to develop teaching material.
- Some departments ( especially Sciences ) have started computer-aided learning.
- Students can access important papers, journal publications, course material and reference reading material stored in the hard disk of the departmental computers.

***4.4.8. Describe the nature of internet services available to students and faculty.***

The college has two types of internet services.

- BSNL lease line LAN
- Wifi
- All the faculty have been provided with individual user id and password.
- Students can avail user id and password, if they so wish, from the office and can access the net with their own wifi enabled laptops.

***4.4.9. How are the institutional website and web-based facilities used and updated for the benefit of teachers, students and other stakeholders?***

The college has dynamic website named [sxcran.org](http://sxcran.org) .

- The institutional website is maintained by a Bangalore-based company ( Nuvodev ) and the college has its own web server situated in the campus.
- The website offers all kinds of information about the college.
- The website has a link to a placement portal for the students of the college ( indiancareerportal.com).
- The website offers feedback system for students and their results.
- The attendance monitoring system is coming up.
- The website also offers the facility to download and submit online admission forms.

***4.5 Other facilities***

***4.5.1. Are there hostel facilities available on the campus?***

Yes, there exist three hostels for boys on the campus.

***4.5.2. Are there hostels for women students?***

No, the college does not have hostel facilities for women. However it has made arrangements with neighbouring girl schools run by religious Sisters (St. Anne's and Ursuline ) to accommodate some of the girl students.

***4.5.3. How many students stay in the hostel? How many rooms are there in the hostel? Is the accommodation sufficient to meet the demand?***

- The total no. of students in the hostel is 480.
- The total no. of rooms in the hostels is 254 [three campus hostels – 170 and two off-campus hostels (Manresa House and Seminary in St. Albert's College campus) – 84.
- The hostels located at Manresa House and Seminary in St. Albert's College campus are exclusively for religious students.
- In the campus hostels 35 rooms are single-bedded, 27 are double-bedded and 108 are four-bedded. In the off campus hostels all 84 rooms are single-bedded

Due to limited no. of rooms all the requests for hostel accommodation cannot be granted.

***4.5.4. What facilities are provided in the hostel?***

Different types of rooms exist in the college hostels. Each can accommodate 1/2/4 students.

- A bed, a table, a chair and plug points are provided to each student.
- Electricity is supplied to the hostels through the college transformer which gets it line from the JSEB.
- Power back-up is available through a separate generator, during power outages.
- Adequate water supply is ensured through open well and deep tube wells.
- Mess facility is arranged and maintained by the students themselves.
- Hostels have their own cooking utensils, kitchen and dining space.

- Cleanliness is maintained by adequate no. of support staff.
- Adequate bathrooms and toilets are made available in the hostels.

**4.5.5. Does the institution have a health centre?**

Yes, the institution has a health centre.

- A compounder has been recruited on a permanent basis for the same.
- A doctor visits the centre thrice a week.
- In case of an emergency, the cases are referred to the Sadar Hospital, Ranchi, which is located opposite the main gate of the college.

**4.5.6. What health care facilities are provided by the health care centre?**

The college has clinic and a dispensary with the following facilities.

- Examination couch.
- Sphygmomanometer
- First-aid kit
- Weighing machine

**4.5.7. Does the institution have canteen facilities?**

Yes, the college has canteen facilities.

- The canteen is located at the far end of the college ground.
- The canteen is built in an area of approximately 1400 sq.ft.
- The renovation and reconstruction plan has been approved by the Municipal Corporation, Ranchi.

**4.5.8. Does the institution have a student centre?**

- Yes, there is a students' counselling centre managed by Mr. B. J. Rodrigues.
- Career counselling is also done by AROX ( alumni association).

A room has been provided to the class representatives to conduct meetings, related to the various extra-curricular activities organised in the college.

**4.5.9. Does the institution have a Placement Centre?**

Yes, the institution has a placement cell which is very active. Many students have been recruited by various reputed companies like Wipro, TCS, and Google amongst others.

***4.5.10. What are the physical and infrastructure facilities available for the sports and physical education centre?***

The college has appointed a Physical training Instructor who is responsible for conduction various sports activities throughout the year. A separate office has been provided to him.

- Inter-class football, basketball and cricket tournaments are conducted every year which generate great enthusiasm among the students.
- Annual sports day is also organised.
- The college has a large playground on which football, hockey and cricket matches can be played.
- The college has two basketball courts and two volleyball courts.
- The construction of two tennis courts is being planned on the newly acquired St. John's Campus.

***4.5.11. Does the institution have a workshop/ instrumentation centre? What are the physical facilities available in the centre?***

The college has a workshop with a lathe and welding machine. Trained personnel have been recruited for the centre.

- The benches and desks for the classrooms are fabricated in the college itself.

The college has an instrumentation centre situated in the Physics department with a lathe grinding machine, electric saw, welding and brazing facilities. Two technicians cater to the needs.

***4.5.12. Has the institution drawn a master plan for campus development?***

Yes, the college has a master plan. See appendage.

***4.5.13. What other infrastructure facilities like conference rooms, common rooms, staff rooms, auditorium, parking sheds, etc., are available in the college?***

The following is the list of infrastructural facilities available in the college.

- Conference rooms (AC) = 02
- Common rooms = 02
- Staff room (Common) (AC) = 01 (In addition, each department has its own staff room)
- Auditorium (AC) = 01
- Parking sheds = 03
- Information office
- United Bank of India ext. Counter
- Generator room
- Security cabin
- PCO and Photocopy outlet
- Milk parlour  
ATM is on the anvil.

***4.5.14. What are the communication facilities (telephone, STD, ISD) available on campus?***

Yes. The college has communication facilities on the campus.

- All departments are connected through intercom.
- Intercom facility is also available to the canteen and main gate.
- STD/ISD is available in the Principal's office and exam office.
- A PCO is located near the main gate.

***4.5.15. Describe the facilities like transport, electricity and water supply.***

**Transport**

- The college has one Tata Manza, one Maruti Omni van and one Maruti Zen for administrative purposes.

**Electricity**

- Two Govt. high tension transformers are erected in the campus.
- Three big generators provide electricity during power outages.

**Water supply**

- Water supply is ensured through open well and deep tube wells.

***4.5.16. Describe the nature of landscape developed including approach roads, garden, etc., to contribute to ambience.***

The college is situated in the heart of the city which makes it easily approachable from all corners of Ranchi.

- The main gate is located on Camil Bulke Road (earlier Purulia Road), which branches out of Mahatma Gandhi Road ( Main Road).
- The path leading to the college building and auditorium is paved.
- There is a signboard to indicate the locations of the various blocks and offices at the entrance to the building.
- The ambience of the place is enhanced by the presence of a large number of flower pots with ornamental plants and trees.
- A statue of St. Francis Xavier, mounted on the portico of the auditorium, greets all the visitors and the students and reminds all about the ideals of the Society of Jesus.

***4.6 Best Practices in the development of infrastructure and learning resources***

***4.6.1. Describe the best practices for the development of infrastructure and learning resources adopted by the college with reference to physical facilities and its maintenance/ library as a learning resource/ ICT as a learning resource and other facilities to create learning and ambience.***

**Infrastructure and learning resources with reference to physical facilities and its maintenance**

- The location of the college is in the main centre of the city, which makes it easily approachable from all sides.
- The college has imposing buildings, adequate parking space, playground, canteen and clean and well-maintained campus, which inspires confidence in the students and visitors.
- Adequate funds are allotted for the maintenance of the existing infrastructure.
- New classrooms and laboratories have been/ are being constructed with budget of 1.5 crores to cater to the needs of the new courses.
- A Central instrumentation facility has been established to promote research, consultancy and extension.

- Maintenance of computers and instruments is done by skilled and competent personnel.
- Basic research facility has been extended to all Science departments.
- Some departments have been provided with OHP, LCD/ Multimedia projectors and laptops.
- Each department has a desktop computer with internet facility.
- The campus has been equipped with LAN and wifi facility.
- Security guards, carpenters, electricians, plumbers and gardeners have been appointed on permanent basis to cater to specific needs.
- Periodic meetings of IQAC and HoDs are held for suggestive measures for further improvement.

### **Library as a learning resource**

- The Principal takes the final decision regarding the purchase of books after the recommendations of the HoDs.
- The library is automated. Bar coding is in progress.
- A reading enclosure has been constructed in the reading room.
- Magazines and periodicals are displayed for the convenience of the students.
- INFLIBNET has been introduced.
- A poor boys book bank comprising 23000 books exists, from where students can borrow 3 books for one year.
- Students can avail internet facility at the library and the departments.

### **ICT as a learning resource**

- A language Lab has been set up to improve the communication skills of the students.
- Each department has a desktop computer with internet facility.
- General computer facility is available in the library and in the central computing facility by paying a nominal fee of Rs.10=00.
- After the previous accreditation the college has spent **Rs.9,50,000=00** towards the purchase of new computers, laptops and other ICT related equipment.

### **Other facilities**

- Dhwani (music club), ECO TASK FORCE, GEO CLUB exist for students to participate in extra/ co-curricular activities.
- NCC and NSS are active bodies.
- Placement Cell, alumni office (AROX) and conference rooms exist in the campus.
- Common room for girls exists with washroom and recreation facility.
- Canteen provides edibles at nominal rates.
- The ambience of the college acts as pheromone to the stakeholders.
- **01** doctor's room, **01** bank office, **01** photocopying facility for students exist in the campus.

## **CRITERION V : Student Support and Progression**

### ***5.1 Student Progression***

#### ***5.1.1. How does the institution monitor student progression?***

The academic progression of the students is monitored through the following methods.

- Classroom performance.
- Symposia/ seminars.
- Assignments.
- Attendance.

Due to the above mentioned methods the average pass % of degree students in the various courses in the last five years has been the following:

#### **University Examinations (Pre Autonomy)**

<b>Year</b>	<b>Class</b>	<b>Pass %</b>
2002-05	BA	99.2
2002-05	BSc	92
2002-05	B Com	97
2002-05	BA Voc	86.9
2002-05	BSc Voc	98.2
2002-05	B Com Voc	96.9

#### **University Examinations (Pre Autonomy)**

<b>Year</b>	<b>Class</b>	<b>Pass %</b>
2003-06	BA	88

2003-06	BSc	94
2003-06	B Com	98
2003-06	BA Voc	100
2003-06	BSc Voc	98.3
2003-06	B Com Voc	97.4

### University Examinations (Pre Autonomy)

Year	Class	Pass %
2004-07	BA	94.64%
2004-07	BSc	94.36%
2004-07	B Com	95.59%

After the conferment of Autonomy the following criteria were added as methods of monitoring the academic progression of the students.

- Continuous Internal Assessment/ Mid-term examination.
- End-term examination.

### Degree Examinations (Post Autonomy)

Year	Class	Pass %
2005-08	BA	83%
2005-08	BSc	91.06%
2005-08	B Com	89%
2005-08	BA Voc	87%
2005-08	BSc Voc	82%
2005-08	B Com Voc	91%

### Degree Examinations (Post Autonomy)

Year	Class	Pass %
2006-09	BA	89%
2006-09	BSc	96.8%
2006-09	B Com	95.5%
2006-09	BA Voc	96.5%
2006-09	BSc Voc	93.45%
2006-09	B Com Voc	86.4%

### Degree Examinations (Post Autonomy)

Year	Class	Pass %
2007-10	BA	91.5%

2007-10	BSc	95.1%
2007-10	B Com	97.8%
2007-10	BA Voc	94.8%
2007-10	BSc Voc	96.4%
2007-10	B Com Voc	84.5%

### **Degree Examinations (Post Autonomy)**

<b>Year</b>	<b>Class</b>	<b>Pass %</b>
2008-11	BA	78.8%
2008-11	BSc	85.3%
2008-11	B Com	85.3%
2008-11	BA Voc	92.5%
2008-11	BSc Voc	95%
2008-11	B Com Voc	95%

### **PG Examinations of Commerce**

<b>Year</b>	<b>Class</b>	<b>Pass %</b>
2007-09	M Com	100%
2008-10	M Com	100%
2009-11	M Com	92%

### **PG Examinations of Arts**

<b>Year</b>	<b>Class</b>	<b>Pass %</b>
2007-09	MA English	88%
2008-10	MA English	100%
2009-11	MA English	91.3%
2008-10	MA Hindi	95.7%
2009-11	MA Hindi	91.5%

In the pre autonomy status the college students bagged many university ranks and in some subjects all the rank holders belonged to the college.

**5.1.2. What is the student strength of the institution for the current academic year? Give the data gender-wise, state-wise and nationality-wise.**

**Student strength of the institution for the academic year 2011**

The total student strength of the institution for the current academic year is 7800.

Subject	ST		SC		BC		OBC		Momin		General		Total		Grand Total
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
English	40	86	02	15	03	09	06	19	00	00	31	155	82	284	366
Hindi	111	195	02	05	04	03	03	02	00	00	08	08	128	213	341
Sanskrit	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00
History	116	86	10	04	06	05	14	05	00	03	37	34	183	137	320
Economics	66	83	04	12	11	11	13	10	00	01	46	98	140	215	355
Political Science	108	114	10	06	10	18	11	07	00	00	41	53	180	198	378
Geography	112	165	14	06	07	03	06	07	00	00	36	42	175	223	398
<b>Arts Total</b>	<b>553</b>	<b>729</b>	<b>42</b>	<b>48</b>	<b>41</b>	<b>49</b>	<b>53</b>	<b>50</b>	<b>00</b>	<b>04</b>	<b>199</b>	<b>390</b>	<b>888</b>	<b>1270</b>	<b>2158</b>
<b>Commerce</b>	<b>249</b>	<b>251</b>	<b>68</b>	<b>57</b>	<b>55</b>	<b>44</b>	<b>82</b>	<b>80</b>	<b>05</b>	<b>06</b>	<b>671</b>	<b>818</b>	<b>1130</b>	<b>1256</b>	<b>2386</b>
Chemistry	25	44	04	05	06	15	11	22	00	06	32	80	78	172	250
Physics	27	21	04	03	11	16	12	02	00	00	54	41	108	83	191
Maths	49	46	11	08	21	19	36	17	02	01	56	69	175	160	335
Geology	68	42	01	01	05	03	02	02	01	00	24	11	101	59	160
Zoology	06	62	03	10	02	07	04	17	02	01	09	43	26	140	166
Botany	08	30	02	02	02	00	00	07	00	00	06	33	18	72	90
<b>Sc. Total</b>	<b>183</b>	<b>245</b>	<b>25</b>	<b>29</b>	<b>47</b>	<b>60</b>	<b>65</b>	<b>67</b>	<b>05</b>	<b>08</b>	<b>181</b>	<b>277</b>	<b>506</b>	<b>686</b>	<b>1192</b>
<b>G Total</b>	<b>985</b>	<b>1225</b>	<b>135</b>	<b>134</b>	<b>143</b>	<b>153</b>	<b>200</b>	<b>197</b>	<b>10</b>	<b>18</b>	<b>1051</b>	<b>1485</b>	<b>2524</b>	<b>3212</b>	<b>5736</b>
Bio-tech	09	25	04	07	06	11	10	13	00	00	22	45	51	101	152
BBA	16	16	03	02	07	06	05	09	01	00	40	35	72	68	140
Ret. Mgmt.	04	01	01	01	06	01	07	01	01	00	57	28	76	32	108
FMO	00	03	02	02	02	01	09	04	00	01	59	72	72	83	155
BGA	00	02	01	00	01	00	00	00	00	00	00	02	02	04	06
Comp.App.	16	13	05	01	18	11	14	13	01	00	34	33	88	71	159
F English	07	12	02	02	05	05	03	02	00	02	17	54	34	77	111
OMSP	11	05	05	01	08	06	06	10	01	02	38	58	69	82	151
ASPSM	08	093	02	02	06	01	03	04	01	00	65	51	85	61	146
IT	10	06	04	03	13	03	20	11	01	01	45	30	93	54	147
Insurance	03	01	05	01	07	01	06	02	00	00	52	30	93	54	147
MCVP	10	11	01	03	03	10	04	05	01	00	40	55	59	84	143
<b>Grand Total Voc</b>	<b>94</b>	<b>98</b>	<b>35</b>	<b>25</b>	<b>82</b>	<b>56</b>	<b>87</b>	<b>74</b>	<b>07</b>	<b>06</b>	<b>469</b>	<b>493</b>	<b>774</b>	<b>752</b>	<b>1526</b>
MA Eng.	04	17	00	03	00	02	01	02	00	00	05	26	10	50	60
MA Hindi	13	82	01	02	00	00	01	03	00	00	01	10	16	97	113
MA Eco	04	11	01	01	00	00	00	04	00	00	07	10	12	26	38
MA Pol.Sc	04	21	00	01	01	01	02	00	00	00	00	06	07	29	36
MA Geog.	07	29	00	00	01	02	00	02	00	00	01	05	09	38	47
<b>Arts Total</b>	<b>32</b>	<b>160</b>	<b>02</b>	<b>07</b>	<b>02</b>	<b>05</b>	<b>04</b>	<b>11</b>	<b>00</b>	<b>00</b>	<b>14</b>	<b>57</b>	<b>54</b>	<b>240</b>	<b>294</b>

<b>M Com.</b>	<b>10</b>	<b>40</b>	<b>02</b>	<b>06</b>	<b>11</b>	<b>04</b>	<b>09</b>	<b>07</b>	<b>00</b>	<b>01</b>	<b>39</b>	<b>85</b>	<b>61</b>	<b>143</b>	<b>204</b>
<b>MCA</b>	<b>03</b>	<b>03</b>	<b>01</b>	<b>02</b>	<b>01</b>	<b>01</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>01</b>	<b>09</b>	<b>14</b>	<b>17</b>	<b>23</b>	<b>40</b>
<b>G Total</b>	<b>45</b>	<b>203</b>	<b>05</b>	<b>15</b>	<b>04</b>	<b>10</b>	<b>16</b>	<b>20</b>	<b>00</b>	<b>02</b>	<b>62</b>	<b>156</b>	<b>132</b>	<b>406</b>	<b>538</b>

On the basis of 2011-12 enrolment.

<b>Course</b>	<b>Home State</b>	<b>Other State</b>	<b>NRI</b>	<b>Overseas</b>	<b>Total</b>
UG	2154	196	Nil	Nil	2350
PG	232	05	Nil	Nil	237

**5.1.3. Details of the last two batches of students and their profile ( general, SC, ST, OBC others prefixing the socio-economic profiles also.**

<b>Year</b>	<b>ST</b>		<b>SC</b>		<b>Backward Classes</b>		<b>Momin</b>		<b>General</b>		<b>Total</b>		<b>Grand Total</b>
	<b>M</b>	<b>F</b>	<b>M</b>	<b>F</b>	<b>M</b>	<b>F</b>	<b>M</b>	<b>F</b>	<b>M</b>	<b>F</b>	<b>M</b>	<b>F</b>	
2010-11 UG	384	463	64	56	221	216	03	04	470	687	1142	1426	2568
2010-11 PG	13	72	02	06	07	10	00	00	25	62	47	150	197
2009-10 UG	351	410	46	37	106	93	13	14	578	693	1094	1247	2341
20011-12 PG	29	128	02	07	10	17	00	01	28	80	69	233	302

**5.1.4. What percentage of the students on an average progress to further studies? ( UG to PG and PG to Research) Give details of the last five years.**

<b>S.No.</b>	<b>Year</b>	<b>No. of Students</b>
01.	2006	84
02.	2007	360
03.	2008	08
04.	2009	Data unavailable
05.	2010	Data unavailable

**5.1.5. What is the dropout rate for the different years after admission ?**

**Main office**

**5.1.6. What proportion of the graduating students have been employed for the last five years? Provide placement record for the last five years.**

S.No.	Year	No. of Students Employed
01.	2006	22 in campus selection
02.	2007	87
03.	2008	35
04.	2009	55
05.	2010	63

**5.1.7. How many students appeared/ qualified in UGC-CSIR-NET, SLET, IAS, GATE/ CAT/ GRE/ TOFEL, GMAT/ Central/ State Services Competitive Examinations? (last five years)**

Data unavailable.

**5.1.8. Give comparative picture of institutional academic performance in relation to university average.**

Data unavailable.

**5.1.9. Describe efforts made by the institution to facilitate progression to employment.**

The institution makes all possible efforts to facilitate progression to employment. The following methods are adopted.

**Curriculum redesign**

- The curriculum is designed in such a way that the students' employability quotient is enhanced.
- The feedback of the stakeholders on curricular matters is given due credit in BOS and Academic Council.

**Campus recruitment**

- Placement Cell is actively involved in inviting various companies and informing the students on matters of employment.

### **Self-development**

- EDP is a compulsory paper in all vocational courses.
- Language lab has been set up for enhancing the communication skills of the students.
- ICT has been introduced at all levels to make the students more competent.

### ***5.2 Student Support System***

#### ***5.2.1. Does the institution publish its updated prospectus and handbooks annually? How is the information content disseminated to students?***

Yes, the college publishes its updated prospectus and handbook annually. The information is also disseminated through the college website [www.sxcran.org](http://www.sxcran.org) .

The college handbook provides information about

- Vision and mission of the college
- Commitments, objectives of the college and characteristics of Jesuit education
- Organisational structure
- various courses offered
- Staff members – both teaching and non-teaching
- Rules and regulations of the college
- Pattern of Examination, evaluation system and requirements for promotion
- Prizes and Burses to meritorious students
- Extra-curricular activities like NCC, NSS, AICUF, Sports etc.
- Academic calendar
- List of committees in the college
- Student support services
- Add-on courses

#### ***5.2.2. Does the institution have a website? Give details on information available for students.***

Yes, the college has a dynamic website [www.sxcran.org](http://www.sxcran.org) .

The website provides the following information to all.

- History, vision, mission, objectives and motto of the college.
- Management
- Affiliation
- Admission procedure and online forms
- Attendance and examinations
- Hostel facilities
- Student Freeships offered
- Library and reading room facility
- Courses offered
- Results
- Faculties
- Alumni
- Rules and regulations
- Placement cell
- IQAC
- RTI

***5.2.3. Does the institution provide financial aid to students? Specify the type and number of scholarships/ free ships given to the students last year. What types of insurance covers are available to students?***

Yes, the college provides financial aid to students in the form of free ships and scholarships.

- In 2010-11 the college provided free ship to 12 students in the tune of Rs. 20,115=00
- The college also arranged the government scholarships for 2245 students in the tune of Rs. 61,42,460=00.

The college does not provide any insurance cover to the students, however, the students having their account in UBI Extension Counter have the insurance covered by the bank.

***5.2.4. What type of support services are available to overseas students?***

At present there is no overseas student present in the college.

***5.2.5. What support services are available to SC/ ST students and differently-abled students?***

The college provides following services to the SC/ST students:

- During admission the SC/ST students get a reservation of 10% and 26%, respectively of the total seats available in a course.
- Government scholarships are arranged for the students.
- Special care is taken by arranging tutorial classes and providing personal guidance to fulfil the commitments of the college.

The college is sensitive to the needs of differently-abled students :

- Differently-abled students are given due consideration in the admission process, which is 3 % as per policy of the govt. of Jharkhand.
- The college has already started the construction of elevators so as to enable such students to move around all floors.
- Vehicles of such students can come up to where the staircase begins.
- Manual help is extended whenever they are in need.

***5.2.6. Does the institution offer placement and counselling services to students? Is there special counselling for women students?***

Yes, the college offers placement and counselling services to all students. There is no separate counselling for women students. A Women's Cell exists to cater to the needs of women students.

***5.2.7. Does the faculty participate in academic and personal counselling? How many have participated last year?***

As counselling is a day-to-day activity all the HODs and faculty members are involved in academic and personal counselling from time to time. Students are encouraged to approach the HODs and faculty members whenever they are in need of guidance and counselling regarding higher studies, placement opportunities, preparation for competitive examinations as well as the problems faced by them in the college regarding academics and other activities.

***5.2.8. Has the employment cell encouraged students to be self-employed during the last five years? What are its activities?***

The college does not have an employment cell to look after self-employment. However, the placement cell provides employment opportunities to students. All the vocational courses have been designed to promote self-employment among the students.

- A three-day workshop on soft skills called “Six Thinking Hats” was conducted in March, 2011 to develop soft skills and managerial effectiveness among the students.
- A 7 day training programme was conducted by the Department of ASPSM, in collaboration with the Ministry of Micro, Small and Medium Enterprise on Micro Enterprise Management.
- A one-day training programme was conducted by the Department of Retail Management, in collaboration with the Ministry of Micro, Small and Medium Enterprise and Institute of Intellectual Property Rights, Hyderabad on Enterprise and Patent Act.

**5.2.9. Does the institution have an alumni association? What are its activities?**

Yes, the institution has an alumni association named AROX ( Association of Ranchi Old Xavierans). It is affiliated to the National federation of All India Jesuit Alumni Association. AROX is involved in conducting the following activities:

- Blood donation camps
- Tree plantation
- Annual get-together
- Career counselling
- Organizing quiz programmes, debates etc. for students
- Organizing medical check-up camps for students
- Supporting Alma mater in developing infrastructure
- Adopting a village school for its integral development

**5.2.10. List the names of top 10 most renowned alumni of the college along with their designation.**

<b>S.No.</b>	<b>Name</b>	<b>Designation</b>
1.	Shri R.R.Prasad	Ex-DGP, Jharkhand & Ex-Advisor to the Governor, Jharkhand
2.	Shri Sunil Tandon	CEO Videocon
3.	Shri Benjamin Lakra	Ex-AG, Jharkhand

4.	Dr. Victor Tigga	Ex-VC, Siddhu Kanhu University, Dumka, Jharkhand
5.	Shri Ranjit Kumar Prasad	IPS, City SP, Ranchi
6.	Shri Rajesh Chandra	IPS, Special Protection Group, New Delhi
7.	Shri Rezi Dungdung	IPS, Zonal IG, Jharkhand
8.	Shri Prabhakar Alok	IPS, Joint Director, IB
9.	Shri Arun Shukla	CMD, Jharkhand Mineral Dev. Corporation
10.	Shri Rakesh Ranjan	Scientist, ISRO

**5.2.11. Are the alumni contributing to the development of the institution? Specify how.**

The alumni contribute to the development of the college in the following ways:

- Feedback on all matters related to the college
- One alumni is co-opted into the Board of Studies of every course as well as the Academic Council to contribute to restructuring and updating of the curriculum
- Alumni members residing in various parts of India and abroad share their experiences with staff and students whenever they visit the institution
- AROX conducts tree plantation and organizes blood donation camps in the city from time to time.
- Alumni have instituted scholarships. One alumni gives a scholarship of Rs.36,000=00 every year to those get first rank in Science.

**5.2.12. Does the institution have a Grievance Redressal Cell? What are its functions?**

The college has Students' Welfare and Grievance Redressal Cell which consists of the teaching staff with the Principal as its Chairman.

- Grievance Redressal Box is placed in the ground floor of the college in which students put their grievances in writing.
- The members of Grievance Redressal Cell meet at once in a year to discuss the grievances.
- Corrective measures are taken and accordingly notified.
- The suggestive measures given by the students are also considered in preparing curriculum and other developmental processes.

- Students also interact directly with the teachers of the respective department with their problems who try their best to solve the problems then and there in their capacity

**5.2.13. List the number of grievances redressed during the last two years.**

99% of the grievances received by the college are in the form of anonymous letters. The grievances are taken up for discussion and suitable action is taken. The grievances put forth by the students and the actions taken are as follows:

Grievances	Action taken
No educational tour for Chemistry Dept. students	Dismissed as not an integral part of curriculum.
Request not to check id cards at the college gate.	Dismissed as it would compromise on security.
Dirty and unhygienic toilets for girl students	Redressed
Small room size of Maths III yr students	Redressed
Long queue outside Vice-Principal's office	No solutions found.
Complaints of incompetency against two Commerce Faculty	The Principal conveyed the complaints to the concerned faculty.

**5.2.14. Is there a provision for welfare schemes for students? If yes, give details.**

Yes, the college provides the following welfare schemes for the students:

- The college provides student freeships to needy students. In the last five years the college disbursed a sum of Rs. 20,115=00.
- The college also arranged for government scholarships for the students. In the last five years the college has disbursed a sum of Rs. 61,42,460 to 2245 students.
- The college provides health care facility in the campus. The doctor is available on a visiting basis. The government Sadar Hospital is situated just opposite to the college which helps out in case of any emergency.
- The college has an active Women's Cell which look after the welfare of the girl students.

- The college advances a sum of Rs. 30,000=00 to needy students which can be refunded during their tenure in the college. The merit of the case is decided by Fr. C. De Brouwer.

***5.2.15. Is there a cell to prevent Sexual Harassment? How effective is the cell?***

No, the college does not have a cell to prevent Sexual Harassment. The college takes utmost care that cases of sexual harassment do not occur in the college campus. In case any such incident is reported, the Principal, after verifying its authenticity, takes necessary disciplinary action in consultation with the senior faculty members, the Women's Cell and the Students welfare cell. So far no such cases have been reported.

***5.2.16. What are the efforts to provide legal literacy to women?***

A seminar was organized on Women's Rights and Empowerment on September 29, 2007. A talk was delivered by eminent lawyer of Ranchi Mrs. Majumdar. The focus of the seminar was on Law as a good Career Option for Girls. About 100 girls from different disciplines participated in the seminar.

***5.2.17. What are the support services made available for differently-abled students?***

The college is sensitive to the needs of differently-abled students. For this purpose it has already started the construction of elevators so as to enable such students to move around all floors. Vehicles of such students can come up to where the staircase begins. Manual help is extended whenever they are in need.

***5.2.18. What specific measures has the institution taken to enhance the quality of education with reference to student support and progression?***

The college has introduced semester system since the conferment of autonomy to facilitate better learning and to reduce stress among the students.

- Students now register themselves for a period of five years in which they have to complete 3year degree course.
- ICT has been incorporated in many subjects.

- Computer Science as subsidiary paper is offered to all the students irrespective of stream.
- Add-on courses contribute significantly to the students' vertical and horizontal development.
- The curricula of all the courses have been revamped to cater to the local, national and international needs.
- Infrastructure is being continuously upgraded to provide better facilities to both faculty and students.

***5.2.19. What are the health services available to students such as resident doctor, group health insurance scheme, etc.?***

The college provides health care facility on the campus.

- Although there is no resident doctor in the campus, the college has made provisions for a doctor on a visiting basis thrice a week. The college has set up a clinic which can be visited by the students in case of health problems. The clinic is equipped to cater to cases of minor nature.
- The college has a permanent compounder to look after medical cases of minor nature.
- The government Sadar Hospital is situated just opposite to the college which helps out in case of any emergency.
- The college has not yet been able to start group insurance scheme for the students.

***5.2.20. Describe the safety, measures provided by the institution like security and adequate lighting, etc.***

Adequate security is provided to the students in the college.

- The college has **07** security personnel who work in shifts round the clock.
- The college has only one entry/exit gate which makes it easier to man the place.
- The security personnel have been provided with walkie-talkie to keep in constant touch with the Principal and Vice-Principal
- 32 CCTV cameras have been set up at strategic locations in the campus to monitor the activities of the students.
- Fire extinguishers and fire alarm have been installed to meet any emergency.

- Adequate lighting facility is available in all classrooms and laboratories.
- The college has 04 generators to tide over power shortage.

### ***5.3 Student Activities***

#### ***5.3.1. What are the various student cultural activities organized?***

The college takes special interest in promoting cultural activities. The college hosted the Ranchi University Inter-College Youth Cultural Festival in the year 2010.

#### ***5.3.2. Furnish information regarding the participation of the students in extra-curricular activities and co-curricular activities?***

Students participate in extra-curricular activities through the following :

- Dhvani ( Music Club )
- Xavierutsav (College Fest )
- Abhivyakti ( Youth Festival)
- Hindi Sahitya Parishad
- Commerce Society
- Photo Exhibition
- Cynosure (Student Documentary Film Festival)
- Debate competition, Quiz competition

#### ***5.3.3. What are the incentives given to students who are proficient in sports?***

- Special Consideration is given during admission to students who are proficient in sports.
- Special prizes and cash awards are given away on Annual Sports Day.

#### ***5.3.4. Give details of the participation of students in sports and the outcome, at the state, regional, national and international levels, during the last five years?***

#### **2005-06**

- Ms. Shreya Sen won two medals in Inter- College Archery Competition held at Jamshedpur.
- SXC Basketball Girls team secured 3<sup>rd</sup> position in Inter- College Basketball Competition held at St. John's School campus.

## **2006-07**

- SXC Hockey Men's team won the Ranchi University Inter-college championships.
- SXC Basketball Men's and Women's teams won the Ranchi University Inter-college championships.
- In the Ranchi University Inter-college Athletics championships SXC team secured 3<sup>rd</sup> position.

## **2007-08**

- In the Ranchi University Inter-college Kabbadi championships SXC team secured 1<sup>st</sup> position.
- In the Ranchi University Inter-college Volleyball championships SXC team was joint winner.
- In the Ranchi University Inter-college Badminton championships SXC Men's and Women's team secured 2<sup>nd</sup> position.
- In the Ranchi University Inter-college Kho-kho championships SXC team secured 2<sup>nd</sup> position.
- In the Ranchi University Inter-college Pistol Shooting championships Pratyush Kumar of SXC secured 2<sup>nd</sup> position.

## **2008-09**

- In the Ranchi University Inter-college Kabbadi championships SXC team secured 1<sup>st</sup> position.
- In the Ranchi University Inter-college Football, Hockey, Basketball and Cricket championships SXC team participated and reached the quarter/semi-final stage.

## **2009-10**

- In the Ranchi University Inter-college Kabbadi championships SXC team secured 1<sup>st</sup> position.
- In the Ranchi University Inter-college Football championships SXC team secured 2<sup>nd</sup> position.
- In the Ranchi University Inter-college Badminton championships SXC Women's team secured 1<sup>st</sup> position and Men's team secured 2<sup>nd</sup> position.
- In the Ranchi University Inter-college Pistol Shooting championships Khushboo Kumari of SXC secured 3<sup>rd</sup> position.
- In the Ranchi University Inter-college Cricket championships SXC reached the semi-finals.
- SXC Volleyball team participated in the Inter-college Invitational Tournament organized by IIT Kharagpur and won the title.

## **2010-11**

- In the Ranchi University Inter-college Kabbadi championships SXC team secured 2<sup>nd</sup> position.
- In the Ranchi University Inter-college Football, Hockey and Cricket championships SXC team participated and reached the semi-final stage.

### ***5.3.5. Does the institution collect feedback from students? Describe the mechanisms and using it for improvement?***

Yes, the college has a well developed mechanism for collecting feedback from the students.

- All the Semester VI students are given a prescribed format for feedback related to curriculum and teachers' performance which is then evaluated by the Principal for necessary action.
- Recently the college has introduced online feedback system in which all the Semester V and VI students are supposed to give their feedback. [see 2.5.2 for details]

### ***5.3.6. Describe the steps taken for encouraging student participation in institutional activities.***

The following steps have been taken by the institution to encourage student participation.

- Election of Class Representatives who meet with the Principal on several occasions to discuss matters related to students' problems.
- Student feedback on academic and administrative affairs.
- Students Grievance Redressal Cell.
- Participation in extra-curricular activities, College Annual Day and Convocation as volunteers.
- Meetings of women students with the Women's Cell.

#### **5.4 Best Practices**

##### ***5.4.1. Describe the best practices of the college in terms of student support/ student progression related activities.***

- Dissemination of information to the students through college website, handbook and academic calendar.
- Orientation at the college and department level on the first day.
- Display of syllabus on the notice board with schedule of classes.
- Display of Library schedule
- Academic and personal counselling by the faculty.
- Promotion of leadership qualities through extra/co curricular activities such as NCC, NSS, Sports and extension through AICUF
- Value addition through Add-on courses and ICT
- Skill development through quizzes and exhibitions.
- Skill development of women students through Rangoli and Painting Competition organized by Women's Cell.
- Hostel facility for boys on the campus.
- Establishment of clubs like Eco Task Force, Geo Club and Dhvani
- Freeships and scholarships to economically weak students.
- The college advances a sum of Rs. 30,000=00 to needy students which can be refunded during their tenure in the college. The merit of the case is decided by Fr. C. De Brouwer.
- sGold medal for toppers in all subjects given during Convocation.
- Special prizes and burses given semester-wise and subject-wise on College Annual Day

- Linkage for project work/ on-the-job training.
- Providing user id and password to students to access the internet.
- Development of research aptitude through project work/ student seminars.
- EDP as a compulsory paper for all vocational subjects.

## **CRITERION VI : Governance and Leadership**

### ***6.1 Institutional Vision and Leadership***

#### ***6.1.1. Does the institution have a mission statement and goals in tune with the objectives of higher education?***

The college has a mission statement and goals which are in tune with the objectives of higher education and the emerging global, national and regional concerns. In this context the college aims at an integrated and personalized education of the young so as to produce intellectually competent, morally upright, socially committed, spiritually inspired and nationally dedicated men and women in the service of India, today and tomorrow.

- The college is committed to the promotion of justice and national integration.
- It is committed to the education and empowering of the lesser privileged social groups such as the tribal , backward classes, women and other vulnerable sections of the society.
- The motto of the college is ‘Lucens et Ardens’ which means light and warmth, which relates to the objectives of higher education.

#### ***6.1.2. What are the leadership functions of the Head of the Institution? How is the leadership system established in the college?***

The institution is managed by **Xavier’s Ranchi**, a society registered under Society Registration Act XXI of 1860, headed by the Provincial who is the head of the organization. The Provincial is also the Chairman of the Governing Body and Governing Board (Autonomous) of the college. The Principal is the Secretary of both the Governing Body and Governing Board (Autonomous) of the college. He is also the academic head of the college and is involved in co-ordinating all the functions associated with the post.

- Efficient and effective leadership is carried out through de-centralization in the form of setting up of various policy making bodies such as the Governing Body, the academic Council, the Examination Committee, the Finance Committee, IQAC, Cultural Committee, Publication Committee,, Discipline Committee, Anti-Ragging Committee, Placement and career Counselling Cell and Grievance Redressal Cell. Some of the above mentioned committees were formed after the college became autonomous in 2006.
- These committees are comprised of faculty members, who meet periodically and review the matters concerning their activities.
- The existence of such consultative boards and the active participation of the staff assist the principal in carrying out the duties of the head of the institution.
- The principal is both the academic as well as the administrative head of the institution. He provides valuable guidance in planning, organising and execution of all academic activities.
- He maintains a cordial relationship with the staff and all the stakeholders of higher education.
- He is responsible for admission of students, finance, conduct of various committee meetings, students' welfare, discipline and all regular activities of the college.
- The principal is assisted by four deans ( Arts, Science, Commerce and Students' Welfare), the controller of examinations, the heads of the departments and faculty members in taking administrative and academic decisions. The decisions on the curriculum of various courses are taken care of by the board of studies of respective departments and the academic council of the college.
- The principal has a key role as he is the Member Secretary of the Governing body, the Chairperson of the Academic Council and EX-Officio member of the Finance Committee.

***6.1.3. What measures are taken by the institution to translate quality to the functioning of its various administrative and academic units?***

The college encourages participatory approach to translate quality to the functioning of its various administrative and academic units.

- The administrative and academic functions are stream-lined with the help of various committees.
- Quality is also translated into the functioning of administrative units through staff recruitment procedure, allocation of funds, computerization of administrative offices, automation of library and providing internet facility for the staff and students in the campus.
- The college prepares, in advance, its handbook and own academic calendar with slight modifications from the academic calendar of the parent university. The modifications relate to the scheduling of vacations, prospective dates of mid-semester and end-semester exams and commencement of semesters.
- The Board of Studies of the respective departments revamp the curricula on the basis of the emerging trends and feedback from stakeholders and places it before the Academic Council, comprised of internal and external academicians and stakeholders, for final approval and implementation.
- IQAC is responsible for ensuring quality in all academic activities which leads to the overall development of the institution.

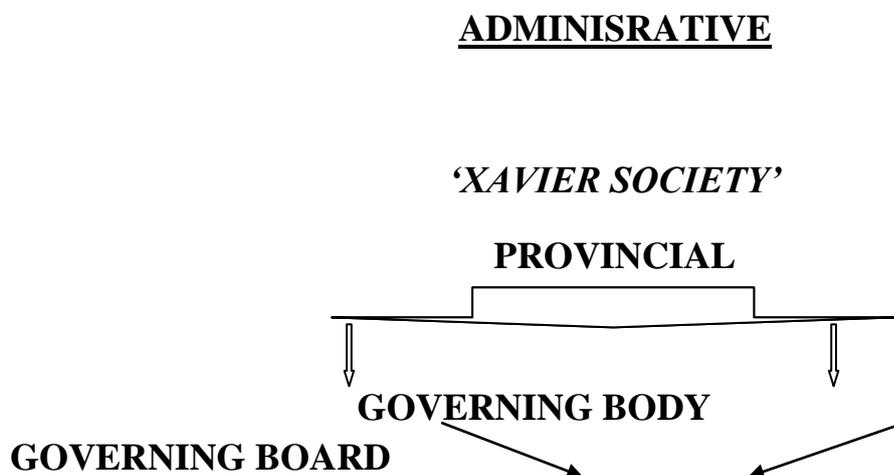
#### ***6.1.4. How are the faculty involved in decision-making?***

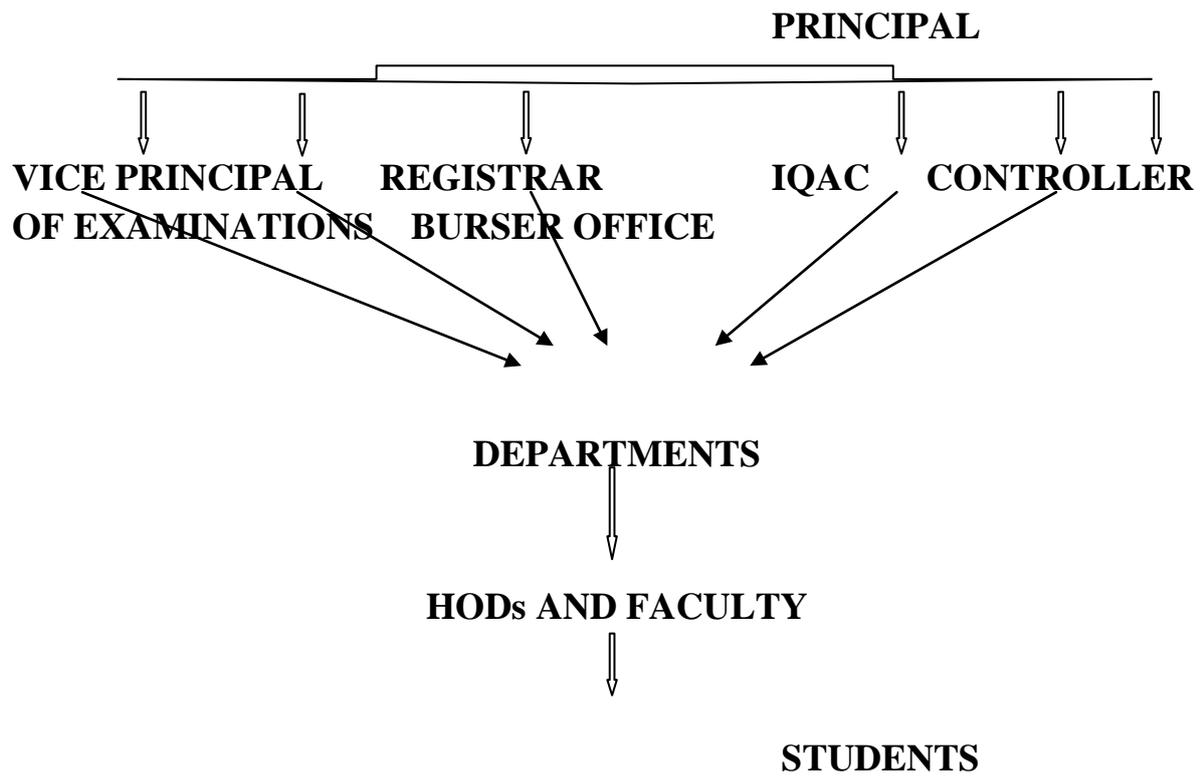
The faculty members are involved in decision-making by serving as convenors, coordinators and members in various academic and administrative committees

- The college has a Staff Council with the Principal as its President. All permanent faculty members are ex-officio members of this body, which is statutory in nature. The Secretary and asst. Secretary are elected representatives of the staff.
- The Staff Council deliberates on various academic and administrative matters related to the college
- One permanent faculty member is nominated by the Staff Council as staff representative in the college Governing Body
- Two senior most faculty members are nominated as staff representatives of the Governing Board (autonomous) which takes decisions pertaining to the autonomous functioning of the college
- Four senior faculty members besides one nominated faculty (known as member Secretary) serve as members of the Academic Council.

- All the faculty of the respective departments are members of the Board of Studies, which takes decisions pertaining to the revision and revamping of syllabi
- Post-autonomy, the college has created the posts of the Deans of Science, Arts, commerce and Students Welfare
- Faculty members are also nominated to various committees like Examination Committee (5 members besides the 4 Deans), Finance Committee (1 member besides Principal, Bursar and Asst. Bursar) and IQAC (7 members besides Principal, Vice-Principal and Registrar)
- The Principal conducts meetings with the various committees and departments on a periodic basis to monitor the development of the college
- Members of the staff are also involved in various other committees such as Grievance Redressal Cell, Anti-Ragging Committee, Discipline Committee, Games and Sports Committee, Cultural Committee, Publication Committee and Placement & Career Counselling Cell

**6.1.5. Give a flowchart of academic and administrative decision making process.**



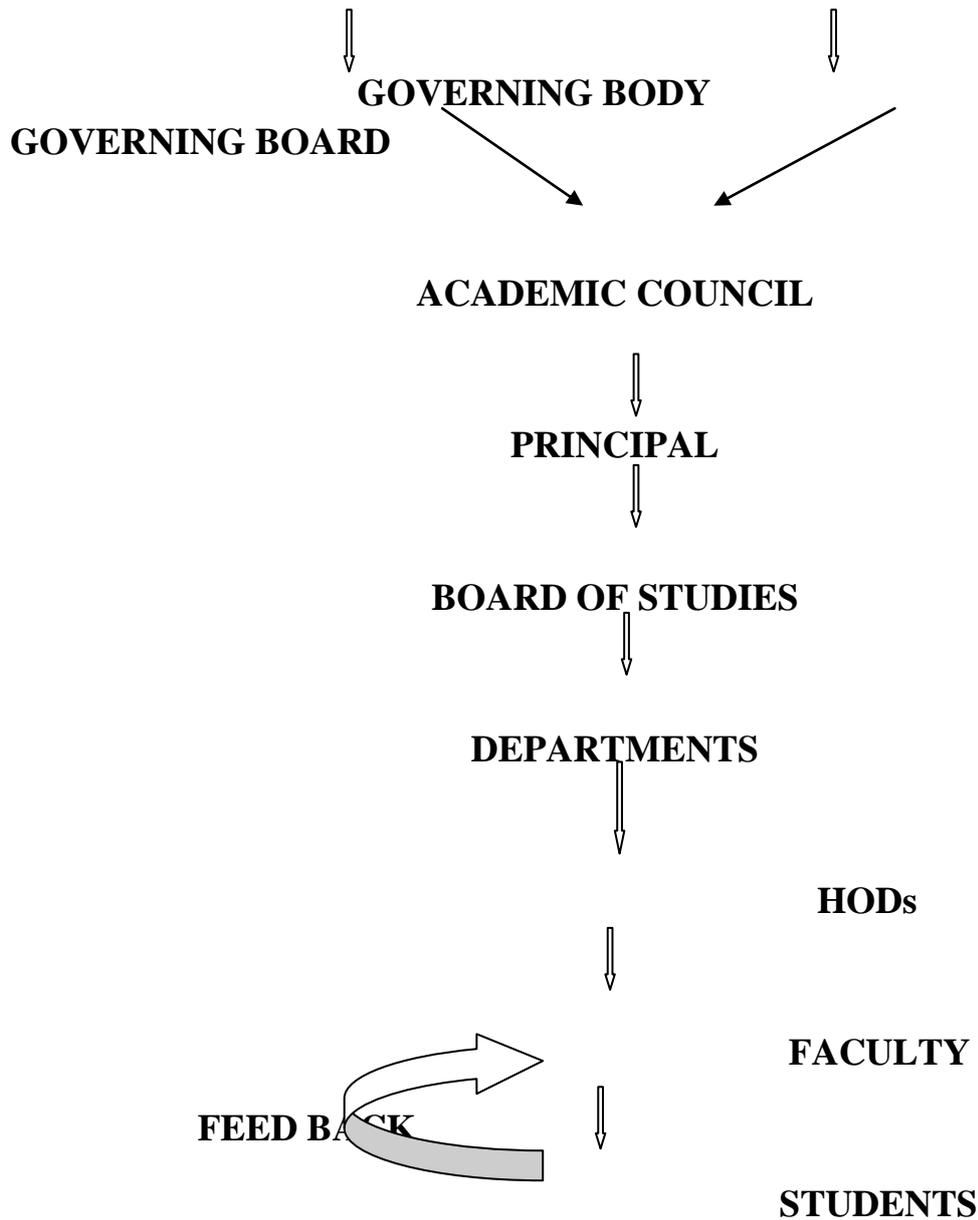


**ACADEMIC**

***'XAVIER SOCIETY'***

**PROVINCIAL**





**6.1.6. Describe reforms in the management techniques employed and efforts to value employees contribution.**

The following reforms have been adopted by the management for the smooth functioning of the college and to value employees' contribution.

- Under autonomy the college decentralized the administrative set up by forming various committees such as Grievance Redressal Cell, Anti-Ragging Committee, Discipline Committee, Games and Sports

Committee, Cultural Committee, Publication Committee and Placement & Career Counselling Cell.

- For efficient management, greater accountability has been vested on the staff members.
- Appointment of faculty as Prof- in-Charge and Controller of Examinations to share administrative responsibilities.
- Formation of Advisory Committee such as IQAC to advise the Principal on UGC norms and regulations.
- Creation of posts of Dean of Arts, Science, Commerce and Students Welfare.
- Awards are given to all employees who have served the college for 25 years.
- Research facility is made available to the staff through infrastructure and academic support.
- Management staff are paid at par with govt. aided faculty.

All these reforms have contributed to better coordination among the departments and for the overall growth of the college.

## ***6.2 Organizational arrangements***

### ***6.2.1. Give the organizational structure and details of the units of the statutory bodies?***

The college follows UGC guidelines for organizational structure.

As an autonomous constitution the college has the following statutory bodies:

- College Governing Body
- College Governing Board (autonomous)
- Staff Council
- Academic Council
- Finance Committee
- Examination Committee
- IQAC
- Board of Studies

### **Units of statutory bodies**

#### **The Governing Body of the college**

Chairman –	1 (Provincial)
Vice-chairman –	1 (Rector of the college)
Secretary -	1 (Principal of the college)
Jesuit Representatives –	3
Community Representatives –	2
University Representative –	1
Staff Representative –	1
Special Invitee -	1

### **The Governing Board (autonomous)**

Chairman –	1 (Provincial)
Members of Management –	4
Staff Representatives -	2
Industrialist –	1
UGC Nominee –	1
State Government Nominee -	1
University Representative –	1
Ex-officio	- 1 (Principal cum Secretary)

### **The Staff Council**

President	-	1 (Principal)
Secretary	-	1 (Elected member from the staff)
Joint Secretary	-	1 (Elected member from the staff)
Members		All permanent faculty members

### **The Academic Council**

Chairman	-	1 (Principal)
All Heads of the departments		
Senior faculty members	-	4 ( On rotation basis from different streams)
Experts from outside	-	4 (Representing education, commerce, law, medicine/ engineering)
University nominees	-	3
Member Secretary	-	1 (Nominated by the Principal)

### **Finance Committee**

Principal  
 Bursar  
 Asst. Bursar  
 One faculty from the college nominated by Principal

## **Examination Committee**

Chairman - 1 (Principal)  
Vice-Principal  
Registrar  
Bursar  
Deans (Arts, Science, Commerce, Students Welfare and Vocational courses)  
Convenor cum member secretary - 1 ( Controller of examinations)

## **IQAC**

Principal  
Vice-principal  
Registrar  
Jesuit representative – 1  
Faculty members - 7 (nominated by Principal)

## **Board of Studies**

Head of the department  
All faculty members  
Experts from outside – 3 ( including one alumni)

***6.2.2. Give details of the meetings held and decisions made, regarding finance, infrastructure, faculty, academic research, extension, linkages and examinations held during the last year.***

- **College Governing Body**

Dates of meetings held : 22.2.2010, 23.7.2010, 12.8.2010, 28.8.2010, 29.11.10

- **College Governing Board (autonomous)**

Dates of meetings held : 01.04.2011

- **Staff Council**

Dates of meetings held : 27.4.2010

- **Academic Council**

Dates of meetings held : 20.12.2010

- **Finance Committee**  
Dates of meetings held :
- **Examination Committee**  
Dates of meetings held : 09.03.2010, 02.08.2010, 29.09.2010, 14.12.2010
- **IQAC**  
Dates of meetings held :
- **Meeting of HoDs :**  
Dates of meetings held :03.02.2010, 28.04.2010

***6.2.3. How frequently are the meetings of the different statutory bodies held? Describe coordination among bodies like BOS, AC, EC, etc.***

- The Governing Body meets once/ twice every year. Under special conditions, as and when required, emergent Governing Body meeting can be arranged with the permission of the Provincial, who is the chairman of the governing Body.
- The Governing Board (autonomous) meets once a year.
- The Staff Council meets two to three times a year.
- The Academic Council meets twice a year before the commencement of semester.
- The Examination Committee meets frequently and especially before and after the mid-semester and end-semester exams.
- IQAC meets as and when required
- The Finance Committee meets at least twice a year
- The Board of Studies meet whenever a change in the syllabus is envisaged. It is mandatory to hold the Board of Studies meeting at least once a year.

***6.2.4. What percentage of the management council's resolutions was implemented during the last year?***

100% of the management's resolutions were implemented last year. (For example, commencement of new self-financing PG courses)

### ***6.2.5. How is the administration decentralized?***

The college has an organizational structure in which the Principal is the head of the organization. Other administrative posts are those of the Vice-Principal, Registrar, Bursar, Assistant Bursar and Professor-in-charge (evening section). All these posts are held by Jesuit representatives appointed/ nominated by the Provincial.

- The Principal monitors the day-to-day academic and administrative activities, and is also responsible for all the major financial decisions related to the college.
- The college also has statutory bodies like Governing Body, Governing Board, Academic Council, Finance Committee, Staff Council, IQAC, Examination Committee and Board of Studies which are involved in various decision making/ administrative activities of the college.
- The college has four Deans for Arts, Science, Commerce and Students Welfare.
- Various other committees have been constituted to support the academic and administrative activities with staff as coordinators and members (and the Principal as Chairman).
- The Heads of the departments monitor the functions of the teaching and non-teaching staff (where applicable) of the departments.
- A separate office of the Controller of Examinations has been established to carry out examination related work.
- A team of non-teaching/ office staff assists the Principal in the administrative work of the college.

### ***6.2.6. Does the institution have an effective internal coordination and monitoring mechanism? Specify.***

The internal coordination and monitoring mechanism is synchronized through the participation of the staff as members of various committees.

- During the celebration of days of national and religious importance, college day and other cultural events the various committees such as Cultural Committee, Disciplinary Committee, etc., are entrusted with conducting the events successfully.
- The individual departments are monitored by the respective HODs (anything else)
- The administrative offices are monitored by the Principal.

- The examination office is monitored by the Controller of Examinations and Asst. Controller of Examinations.
- The Principal takes the final decision on all the matters related to the college.
- The Staff Council exists as an advisory body on academic affairs.

Due to the effective coordination of the various committees the college is able to conduct successfully various functions such as Convocation and College Annual Day.

***6.2.7. How many times do the management and staff meet in an academic year?***

The college has a staff council as per the statutes of affiliated colleges. The management and the staff meet at least once per semester to discuss the problems related to the staff and the students.

***6.2.8. What are the informal/ decentralized organizational arrangements made by the institution for effective governance?***

- The Principal and the Vice-Principal are available during office hours to meet with parents, staff members and students on all working days.
- Some duties are assigned to the Vice-Principal such as issuing of identity cards, conduct and character certificate, migration certificate, vehicle pass and also taking care of the discipline of the campus.
- The Registrar is responsible for catering to the day-to-day needs of the departments and students.
- The dedicated and committed faculty members contribute much to the effective governance informally by their dedication on all days.
- The faculty members work hard to maintain strict discipline in the college.
- All the faculty members are actively involved in all the functions of the college.

***6.3 Strategy development and deployment***

***6.3.1. Does the institution have a perspective plan for institutional development? How is it made?***

Yes, the college has a perspective plan for institutional development. The plans are discussed in the management meetings and also with the Staff

Council as and when required. Implementation of the plans depends upon various factors such as the financial position, state laws, university statutes, etc. **The college is already rated as one the best colleges of the region. The college was conferred CPE status in the year 2006.**

Some of the plans implemented recently are:

1. Construction of a fourth floor on top of the existing college building
2. Acquisition of the ground and building of the neighbouring St. John's High School
3. Commencement of new courses at both UG and PG level
4. Establishment of a Central Research facility for the pursuit of higher research in Science
5. Setting up of a Language Lab for students to improve their communication skills in English

The growth and development plans are prepared keeping in mind the vision, mission and objectives of the institution.

### ***6.3.2. Describe strategic action plan and schedule for future development.***

The management and staff strive continuously to convert this college into one of the leading institutions of higher education.

- The college, by further enhancing the quality of education, research and maintaining high standard, wants to be rated as one of the best colleges in India.
- In order to develop e-learning materials the college has commissioned its own server.
- In the field of research the college desires to march upwards to meet the global standards.
- More classrooms and laboratories will be provided to the new areas of inter-disciplinary subjects like Bio-technology and Masters in Computer Applications.
- More employment facilities will be provided to the students by inviting more companies for campus selection.
- Involvement of parents, students and other stakeholders in all areas of development will be encouraged more.
- Construction of Central Library with e-library facilities is on the cards.
- The college also wants to open new courses at PG level ( especially in Science subjects and inter-disciplinary subjects)

### ***6.3.3. Does the institution follow an academic calendar? How is it prepared?***

Yes, the college follows an academic calendar.

- The academic calendar in the form of college handbook is given to all the students, which is prepared with due planning by a committee under the chairmanship of the Principal.
- The handbook provides entire information regarding the vision and mission of the college, objectives and aims of the college, different streams and various subjects taught with the list of faculty members and the rules and regulations regarding admission, examination, evaluation and promotion.
- The prizes, burses and certificates given to the students under different criteria are also included.
- In addition to these, the academic calendar indicates total working days, holidays, exam schedule, etc.
- The Principal also holds General Assembly to give specific information to the students as and when required.

### ***6.3.4. During the last five years, specify how many plan proposals were initiated/ implemented?***

#### **General:**

- Autonomous status
- Computerization of examination section
- Office automation
- Library automation
- Availability of on-line forms for admission
- Space provided for bank (UBI)

#### **Academic:**

- New courses at PG level ( English, Hindi, Economics, Geography, Political Science, Commerce, Computer Applications)
- New course at PG Diploma level ( Human Rights)
- New courses at UG level ( Bio-technology, Financial Market Operation, Retail Management, Computer Animation and Gaming, Bachelors in Business Administration)

**Examination:**

- Computerized evaluation for entrance exams
- Conduct of supplementary and special supplementary examinations

**Research:**

- Establishment of Central Instrumentation Research laboratory
- Setting up of Nanotechnology laboratory
- New sophisticated instruments purchased for high quality research

**Linkage:**

- MoU with Belgium University of Antwerp and Department of Zoology for Socio-Responsibilities for percolation of Environmental Laws and Human Rights.
- MoU with Central Coalfields Ltd. for practical/ On the job training to students
- MoU with Central Mine Planning and Design Institute Ltd. for practical training to students.
- MoU with Usha Martin Ltd. for practical training to students.
- MoU with Pensol Industries Ltd. for practical training to students.
- MoU with Garden Reach Shipbuilders and Engineers Ltd. for practical training to students.
- MoU with Bharat Sanchar Nigam Ltd. for practical training to students.
- MoU with Mecon Ltd. for practical training to students.

**Infrastructure:**

- Construction of fourth floor
- Setting up of LCD projectors in different classrooms
- Modification in auditorium and library
- Language laboratory
- Acquisition of St. John's School campus for expansion

**Plans Initiated:**

- Health Insurance Plan for Staff members.
- At least three classrooms will be provided to each subject near the department.

- Construction of new 6 storey building to meet the demand of existing and new courses.
- Construction of new 3 storey computer centre in the place of existing chapel.
- Better library infrastructure. A new Camil Bulke Library will be set up on the top floor of new computer centre.
- Separate Vocational and PG wing.
- Addition of new equipments to the laboratories.
- For the promotion of sports indoor Tennis and Basketball courts will be built.

***6.3.5. What are the initiatives taken by the institution to make optimum use of the autonomous status?***

The college has made optimal use of the Autonomous status by taking the following initiatives :

- The curricula of all the courses have been restructured and revamped in accordance with the emerging trends in higher education and employment
- Advanced topics, emerging fields and ICT have been incorporated into the curriculum, which enables the students to acquire competency to meet the challenges at the national and international levels
- Many job-oriented courses (12) are offered which enable the students to become ‘market-ready’
- Certificate Courses, Diploma Courses and Advanced Diploma Courses are also offered to ensure horizontal mobility
- Self-learning component has been incorporated through assignments and project work. For e.g. Political Science department has declared Saturday as Activity Day. Details
- Semester System has been introduced to facilitate better teaching and learning
- The examination System has been revamped to lessen the burden on the students, who now take an end semester exam at end of every six months instead of the previous Annual Examination

- Supplementary Exams for the students of Sem V & VI (UG) are conducted so that the students do not lose a year, if they fail in the end sem exam
- Students who have carry papers in Sem I, II, III & IV (UG) are allowed to clear those papers in the next Semester examinations. The same provisions exist for the PG students
- The financial assistance given by the UGC to the college (up to the tune of Rs.2,60,79,012=00) has been utilized by the college under the respective heads specified by the UGC

***6.3.6. Has the college conducted an academic audit? Give details.***

- The academic activities are monitored and reviewed in HODs meetings and IQAC meetings.
- Before the declaration of results, the moderation committee reviews the results. The moderation committee comprises of the Principal, the Vice-Principal, the Controller of Examinations and the HODs of various departments.
- At the end of each semester results are analyzed by respective departments, who then do the needful to improve the standards
- There is no academic audit committee as such in the college.

***6.3.7. Describe the institutional approach for decision-making and deployment.***

The Principal of the college is involved in all the decision-making activities. He involves the various committees in this regard and implements the decisions in accordance with UGC guidelines for autonomous colleges.

- Administrative decisions are taken with the approval of the Governing Body
- Academic decisions are taken with the approval of the BOS, Academic Council and IQAC
- Matters related to examinations are looked into by the exam committee
- Matters related to finance are addressed by the Finance committee

***6.4 Human resource management***

***6.4.1. How is the staff recruited? Illustrate the process of manpower planning.***

The college follows the recruitment procedure for substantive teaching posts (govt. aided) according to the guidelines of the UGC adopted by the State Govt. of Jharkhand.

- Vacancies in substantive teaching posts are advertised in local and national dailies.
- All appointments to substantive posts are made according to the eligibility criteria laid down by the UGC ( i.e. NET/ SLET/ PhD as a mandatory qualification) by a duly constituted Selection Committee comprised of the Principal, Vice- Principal, Jesuit Representative, 3 Subject experts ( 1 from outside the college , current HOD and senior most faculty member of the concerned department.)
- The college management also appoints qualified and meritorious teachers on management posts, following the same procedure, in self-financing courses for the smooth functioning of these departments.
- Non-teaching vacancies are advertised in college notice board/ local dailies and the recruitment process is accordance with the norms of State Govt. and considering the minority rights given to the college.

Staff members are recruited based on the student strength, posts sanctioned by the govt., and created by the management keeping in mind the workload of the respective departments.

#### ***6.4.2. How do you assess the need for staff recruitment?***

- The need for the staff recruitment is assessed on the basis of the workload of the respective departments.
- The student strength is also a criterion to assess the need of recruitment.
- Recruitment procedure for any new subject is completed before the beginning of a semester.

#### ***6.4.3. What percentage of faculty is recruited from other institutions?***

The college has 89 permanent faculty members and 07 temporary faculty members for regular and self-financing courses. However, 27 faculty members are recruited as visiting/ part-time faculty from other reputed institutions.

#### ***6.4.4. What is the ratio of teaching to non-teaching staff?***

**6.4.5. Describe the strategy to attract and retain talented faculty in aided/ self-financing courses.**

- The college has recruited faculty on permanent management posts who are also paid in accordance with the UGC scale.
- The college administration makes the payment of salaries on the first day of every month under all circumstances.
- To involve the teachers in active research necessary infrastructure is made available by the college.
- Teachers are motivated to apply for financial assistance to conduct seminars and workshops.
- Teachers are encouraged to apply for financial assistance for minor and major research projects.
- Academic freedom is given to all the departments.
- The management is flexible in allowing the faculty members to attend orientation/ refresher courses to fulfil their promotional criteria.
- The management provides financial assistance to attend the national/ international conferences for the enrichment of their academic knowledge.

**6.4.6. Are the Government of India / State Government policies on recruitment followed in terms of reservation and qualification norms?**

Yes. The college follows the norms of recruitment of faculty as laid down by the UGC and adopted by the state govt.

- Being a minority grant-in-aid institution the college enjoys certain privileges in recruitment procedure. However, the college chooses to adopt UGC norms to maintain high academic standards.
- A new appointment can be made by the college immediately after a vacancy is created in a department.

**6.4.7. Does the institution appraise the performance of the non-teaching staff? Specify.**

- The college appraises the performance of non-teaching staff ( general administration) through the respective office superintendents.
- The administrative staff of the examination department is monitored by the Controller of Examinations.

- The departmental non-teaching staff is regulated by the respective HODs.
- The Principal is the final authority in all respects.

***6.4.8. Does the institution have a ‘self-appraisal method’ to evaluate the performance of the faculty in teaching, research and extension programmes?***

- The college follows a self-appraisal method of faculty through specific structural format issued by the parent university.
- Before applying for any promotion the faculty members need to fill up the self-appraisal report.
- The self-appraisal report reflects the teaching, research and other credentials of a faculty member.
- The self-appraisal report is analyzed by a committee constituted and chaired by the Vice- Chancellor of the parent university before considering the candidature for promotion.
- The college cannot promote a teacher from lecturer – senior lecturer – selection grade lecturer/ reader – professor, since all these matters are considered by the parent university and ministry of HRD, Govt. of Jharkhand.

***6.4.9. Are there any complaints, inquiries or legal suits pending against the functioning of the institution? Please give details.***

No complaints, inquiries or legal suits are pending against the college.

***6.4.10. Has there been any study conducted during the last five years by the college/ government or by any other external agencies on the functioning of any aspect of academic and administrative unit? Give details and enclose the reports.***

1. UGC visit for CPE
2. Second UGC visit for CPE
3. FAEA

***6.4.11. Has the institution conducted any programme for skill up gradation and training of the non-teaching staff based on the performance appraisal?***

Computer training for non-teaching staff was organised twice during the last five years.

**6.4.12. Does the institution conduct staff development programme for the teaching staff? Illustrate.**

The college did not conduct any staff development programme during the last five years.

- The teaching staff is encouraged to attend orientation and refresher courses for self-development.
- The seminars/ conferences/ workshops etc. Conducted by the various departments facilitate the staff to acquire more knowledge in their fields.
- Some staff members attended workshop on Disaster Management conducted by Sri Krishna Institute of Public Administration, Ranchi. This was in response to a govt. directive to the college for the same.

**6.4.13. Has the faculty been introduced to the use of computers, internet, audio-visual aids, computer aided packages, etc.?**

- After getting the autonomous status all the departments are provided with computers with internet facility so as to enrich the teaching staff.
- LCD and other audio-visual packages are made available so as to enrich teaching-learning programme and orient the teachers to ICT.
- Some classrooms (room no. 4 &24) are already equipped with multi-media projectors and the college aims at providing at least one multi-media room on each floor.
- Father Proost hall and Father Schockert hall are equipped with multi-media projectors for conferences/ symposium.
- The Language Lab is established to enrich and improve communication skills in English.
- The library is computerized; INFLIBNET facility is available for the benefit of both teachers and students.

**6.5 Finance Management and Resource Mobilization**

**6.5.1. Provide details of the budget for the last financial year.**

<b>Sl.no.</b>	<b>Receipts</b>		<b>Expenditure</b>	
01.	Application forms	4029588=00	Salaries, Arrears Remuneration	6,37,704,932=00
02.	Fees from UG (aided)	36859554=00	Electricity	11,15,909=00
03.	Fees from UG ( Vocational)	23949160=00	Lab expenses	11,44,358=00

04.	Fees from PG		Furniture/ Equip.	15,09,939=00
05.	Fees from Welfare Dept.	485242=00	Stationary	9,00,348=00
06.	UGC Grants	2822492=00	Bldg. Maintenance	23,31,767=00
07.	Recurring grants from Govt.	27097007=00	New constructions	3,15,67,118=00
08.	Arrear from Govt.	15159516=00	Sports & students activities	9,71,668=00
09.	Interest	1607005=00	Examinations	56,48,337=00
10.	Misc.	260117=00	Refund of SC/ST tuition fees	14,27,485=00
11.			Retirement benefits	36,66,849=00
12.			Vocational Courses	71,72,872=00
13.			UGC grants	9,73,460=00
14.			Miscellaneous	8,55,752=00

***6.5.2. Is the operating budget of the institution adequate to cover the day-to-day expenses?***

Yes. The operating budget of the institution is adequate to cover the day-to-day expenses.

***6.5.3. Is the maintenance budget of the institution adequate with reference to its assets?***

Yes, the maintenance budget of the institution is adequate with reference to its assets.

***6.5.4. How is the budget optimally utilized?***

The allotment of budgetary fund is utilized to cover for expenses under the following heads.

- Salaries of management staff (both teaching and non-teaching)

- Library expansion
- Purchase of apparatus for laboratories and other similar costs
- Examination department
- Security
- Infrastructure maintenance
- Electricity
- Sports and games
- Other miscellaneous expenses

**6.5.5. Does the institution have a mechanism for internal and external audit?  
How regularly is it done?**

Yes, the income and the expenditure are subject to both an internal as well as an external audit.

- Internal audit is done every month by the college Bursar
- External audit is done every year by a Chartered Accountant
- The parent university also sends its officials to look into the accounts for the financial credits, if any, made to the college

**6.5.6. What are the current tuition and other fees?**

The fee structure depends upon the nature of the course .There is a difference in fees for govt.-aided and self- financed courses both at UG and PG level. The details are as follows :-

**BA/BSc/BCom**

CLASS	FEE HEAD	2011	2011
		GEN	ST/SC/ BC-1
B.SC./ B.COM./ B.A.	Admission Fee	50	50
	Tuition Fee	30	30
	Honours Tuition Fee	20	20
	Pass Course Tuition Fee		
	Registration Fee	100	100

	(JAC)		
	Cost of the Form	10	10
	Contingency	50	50
	Registration Fee	100	100
	ICSE/CBSE (Board) Migration	100	100
	Cost of the Form	10	10
	Contingency	50	50
B.SC./ B.COM./ B.A.	Exam Fee (Exam Form Mark Sheet)	500	500
B.SC./ B.A.	Practical Subject	550	550
B.SC./ B.COM./ B.A.	At the time of taken TC	30	30
	Alumini Association	70	70
	Migration	100	100
	Duplicate Mrks Sheet	200	200
	Duplicate Admit Card	200	200
B.SC./ B.COM./ B.A.	College Fund	1000	800
"	Stsaff Fund	1000	800
"	Gratuity	750	750
"	Building Fund & Electricity	1000	1000
"	Library Charges	20	20
B.Sc.	Laboratory Charges	200	200
B.A. (Geog. Hon.)	Laboratory Charges	50	50
B.SC./ B.COM./ B.A.	College Exam	100	100
"	<b>Yearly Extra Charges</b>		
"	Sports, Games & News Papers	200	200
"	College Magazine	50	50
"	Hand Book	20	20
"	Identity Card	50	50
"	College Function & Convocation	100	100
"	Miscellaneous	50	50

"	Medical	30	30
	TOTAL	500	500
	<b>Administrative Charges</b>		
B.Sc.	Botany, Zoology & Geology	500	500
B.A.	Geography, History & Pol. Sc.	500	500
B.SC./ B.COM./ B.A.	Tuition Fee Fine	10	10

### IT/COMPUTERAPPLICATION

Particulars	General	ST/SC/BC1
Admission Fee	100	100
Tuition Fee	3600	3600
Registration Fee	150	150
Migration Fee	100	100
College Fund	1000	800
Staff Fund	1000	800
Gratuity Fund	750	750
Building Fund	1000	1000
Development & Maintance Charges	1000	500
Library Charge	600	600
Laboratory Charge	5000	3100
College Exam Charge	200	200
Yearly Extra Charge	500	500
Addl Tuition Charge	2400	2400
Stat. Software Charge	400	200
Administrative Charge	500	500
Departmental Charge	1700	1700
IT & Mass Com. Charge		
Computer Animation Charge		
<b>TOTAL FEES</b>	<b>20000</b>	<b>17000</b>

## BIOTECHNOLOGY

<b>Particulars</b>	<b>General</b>	<b>ST/SC/BC1</b>
Admission Fee	100	100
Tuition Fee	3600	3600
Registration Fee	150	150
Migration Fee	100	100
College Fund	1000	800
Staff Fund	1000	800
Gratuity Fund	750	750
Building Fund	1000	1000
Development & Maintance Charges	1000	500
Library Charge	600	600
Laboratory Charge	7000	5000
College Exam Charge	200	200
Yearly Extra Charge	500	500
Addl Tuition Charge	2400	2400
Stat. Software Charge	400	200
Administrative Charge	500	500
Departmental Charge	9700	8800
IT & Mass Com. Charge		
Computer Animation Charge		
<b>TOTAL FEES</b>	<b>30000</b>	<b>26000</b>
<b>ASPSM&amp;INSURANCE</b>		
<b>Particulars</b>	<b>General</b>	<b>ST/SC/BC1</b>
Admission Fee	100	100
Tuition Fee	3600	3600
Registration Fee	150	150
Migration Fee	100	100
College Fund	1000	800
Staff Fund	1000	800
Gratuity Fund	750	750
Building Fund	1000	1000
Development & Maintance Charges	1000	500
Library Charge	600	600
Laboratory Charge	3000	2000
College Exam Charge	200	200

Yearly Extra Charge	500	500
Addl Tuition Charge	2400	2400
Stat. Software Charge	400	200
Administrative Charge	500	500
Departmental Charge	1700	1300
IT & Mass Com. Charge		
Computer Animation Charge		
<b>TOTAL FEES</b>	<b>18000</b>	<b>15500</b>

### RM&FMO

Particulars	General	ST/SC/BC1
Admission Fee	100	100
Tuition Fee	3600	3600
Registration Fee	150	150
Migration Fee	100	100
College Fund	1000	800
Staff Fund	1000	800
Gratuity Fund	750	750
Building Fund	1000	1000
Development & Maintance Charges	1000	500
Library Charge	600	600
Laboratory Charge	5200	4000
College Exam Charge	200	200
Yearly Extra Charge	500	500
Addl Tuition Charge	2400	2400
Stat. Software Charge	400	200
Administrative Charge	500	500
Departmental Charge	7500	5800
IT & Mass Com. Charge		
Computer Animation Charge		
<b>TOTAL FEES</b>	<b>26000</b>	<b>22000</b>

### OMSP

<b>Particulars</b>	<b>General</b>	<b>ST/SC/BC1</b>
Admission Fee	100	100
Tuition Fee	3600	3600
Registration Fee	150	150
Migration Fee	100	100
College Fund	1000	800
Staff Fund	1000	800
Gratuity Fund	750	750
Building Fund	1000	1000
Development & Maintance Charges	1000	500
Library Charge	600	600
Laboratory Charge	3000	2000
College Exam Charge	200	200
Yearly Extra Charge	500	500
Addl Tuition Charge	2400	2400
Stat. Software Charge	400	200
Administrative Charge	500	500
Departmental Charge	1700	1300
IT & Mass Com. Charge		
Computer Animation Charge		
<b>TOTAL FEES</b>	<b>18000</b>	<b>15500</b>

## **BBA**

<b>Particulars</b>	<b>General</b>	<b>ST/SC/BC1</b>
Admission Fee	100	100
Tuition Fee	3600	3600
Registration Fee	150	150
Migration Fee	100	100
College Fund	1000	800
Staff Fund	1000	800
Gratuity Fund	750	750
Building Fund	1000	1000
Development & Maintance Charges	1000	500
Library Charge	600	600
Laboratory Charge	5200	4000

College Exam Charge	200	200
Yearly Extra Charge	500	500
Addl Tuition Charge	2400	2400
Stat. Software Charge	400	200
Administrative Charge	500	500
Departmental Charge		
IT & Mass Com. Charge	15500	13800
Computer Animation Charge		
<b>TOTAL FEES</b>	<b>34000</b>	<b>30000</b>

### FUNCTIONAL ENGLISH/FUN. HINDI

Particulars	General	ST/SC/BC1
Admission Fee	100	100
Tuition Fee	3600	3600
Registration Fee	150	150
Migration Fee	100	100
College Fund	1000	800
Staff Fund	1000	800
Gratuity Fund	750	750
Building Fund	1000	1000
Development & Maintance Charges	1000	500
Library Charge	600	600
Laboratory Charge	1700	1200
College Exam Charge	200	200
Yearly Extra Charge	500	500
Addl Tuition Charge	2400	2400
Stat. Software Charge	400	200
Administrative Charge	500	500
Departmental Charge	1000	600
IT & Mass Com. Charge		
Computer Animation Charge		

<b>TOTAL FEES</b>	<b>16000</b>	<b>14000</b>
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### **MASS COMM. & VIDEO PRODUCTION**

<b>Particulars</b>	<b>General</b>	<b>ST/SC/BC1</b>
Admission Fee	100	100
Tuition Fee	3600	3600
Registration Fee	150	150
Migration Fee	100	100
College Fund	1000	800
Staff Fund	1000	800
Gratuity Fund	750	750
Building Fund	1000	1000
Development & Maintenance Charges	1000	500
Library Charge	600	600
Laboratory Charge	3700	3200
College Exam Charge	200	200
Yearly Extra Charge	500	500
Addl Tuition Charge	2400	2400
Stat. Software Charge	400	200
Administrative Charge	500	500
Departmental Charge	12000	9600
IT & Mass Com. Charge		
Computer Animation Charge		
<b>TOTAL FEES</b>	<b>29000</b>	<b>25000</b>

### **COMPUTER ANIMATION**

<b>Particulars</b>	<b>General</b>	<b>ST/SC/BC1</b>
Admission Fee	100	100
Tuition Fee	3600	3600
Registration Fee	150	150
Migration Fee	100	100
College Fund	1000	800
Staff Fund	1000	800
Gratuity Fund	750	750
Building Fund	1000	1000
Development &	1000	500

Maintance Charges		
Library Charge	600	600
Laboratory Charge	60000	58000
College Exam Charge	200	200
Yearly Extra Charge	500	500
Addl Tuition Charge	2400	2400
Stat. Software Charge	400	200
Administrative Charge	500	500
Departmental Charge	16700	14800
IT & Mass Com. Charge		
Computer Animation Charge		
<b>TOTAL FEES</b>	<b>90000</b>	<b>85000</b>

### FEE STRUCTURE OF M.A, M.COM., & MCA

FEE HEAD	GEN	ST/SC/BC-1	GEN (MCA)	ST/SC/BC-1(MCA)	
Admission Fee	100	100	100	100	
Registration Fee	250	250	250	250	
Course Fee	3600	3600	12000	12000	
College Fund	1000	800	1000	800	
Staff Fund	1000	800	1000	800	
Gratuity Fund	750	750	750	750	
Library Charges	600	500	1200	800	
Development Fund	500	400	500	400	
Maintenance Fund	500	400	500	400	
Exam. Charges	200	200	200	200	
Sports, Games, I. Card, Magazine etc.	500	500	500	500	
<b>TOTAL FEES</b>	<b>9000</b>	<b>8300</b>			
Lab. Charges Geography/MCA	1000	900	20000	15000	
Departmental Charges			32000	28000	
<b>TOTAL FEES</b>	<b>10000</b>	<b>9200</b>	<b>70000</b>	<b>60000</b>	

***6.5.7. How often is the fee revised?***

The fee was revised every year before the commencement of an academic year. Revision of fees is discussed at the GB and it is implemented on the basis of the GB resolution. Maximum 15% fee hike is permitted.

***6.5.8. What is the quantum of resources mobilized through donations? (other than block grants)***

The college does not receive any donations. Expenses are met through the resources generated internally.

***6.5.9. Narrate the efforts taken by the college for resource mobilization by various means.***

St. Xavier's College, Ranchi is a grant-in-aid college, which means that budgetary deficit will be supplemented by the state govt. The govt. disburses the salaries of those posts sanctioned with finance for both teaching and non-teaching staff.

The fees collected from the students, which include staff fund and college fund, help the college to mobilize resources.

- The college uses these funds to pay the salaries of the teaching and non-teaching staff on the first of every month.
- The college receives the salaries of 54 teaching staff and 69 non-teaching staff from the govt. of Jharkhand periodically, which helps to replenish the depleted funds.
- Resources are also mobilized by letting out space for various competitive exams; and to companies and coaching centres for their promotional activities.
- The college receives financial help from philanthropists and sponsors when co-curricular activities are held in the campus.

## **6.6 Best Practices**

**6.6.1. Describe best practices in Governance and Leadership adopted by the college in terms of institutional vision and leadership / organizational arrangements / strategies development / deployment human resource management / financial management and resource mobilization.**

### **Vision**

The vision, mission and goal of the college are directed at the overall development of the students.

- The main goal of the institution is the education and upliftment of tribals, Catholics and local population.
- The mission is translated into action and quality through the curriculum which, has been revamped to address current needs.
- The college tries to provide the best infrastructure possible for the students and staff.
- The ultimate objective of the college is to build upon the moral, ethical and cultural foundations of the students who are the future citizens of our vast and diversified nation.
- Value-addition is done, keeping in mind the employability of the students and the needs of the stakeholders.

### **Leadership**

The Principal is the academic and administrative head of the college. He discharges his duties with dedication and utmost sincerity with the aim of translating the vision, mission and goals of the institution into reality.

- The Principal strives to coordinate all the activities of college with the active participation of the staff.
- The college has dedicated and competent faculty who are always eager to contribute to the progress of the college.
- The Principal establishes good rapport with all the stakeholders of higher education.
- The Principal has given a free hand to all departments to design their curriculum considering the demands of the stakeholders.
- The college encourages the faculty members to upgrade their credentials by participating/ organizing workshops/ seminars/ symposium, etc.

- The college also promotes the faculty for active research for which necessary infrastructure is made available to the departments in addition to the Central Instrumentation Centre.
- The Principal seeks the suggestions from the Staff Council and IQAC for the up gradation of college at all levels.
- The Principal tries to resolve the problems of the staff members as far as practicable.
- The Principal conducts a General Assembly from time-to-time to address the students both on general and specific issues.

### **Organizational Arrangements**

- Effective organizational arrangements is practised through decentralization of organizational structure by involving Staff Council, Deans, the Controller of Examinations, faculty members and students at all levels.
- To make the administrative functioning systematic and transparent (which was also a recommendation of the previous NAAC team), in addition to various statutory bodies, like Governing Body, Governing Board, IQAC, etc., various committees have been constituted to cope with academic and administrative developmental activities. These committees are delegated to various functions for effective governance.
- The committees are responsible for coordination, planning and execution of students' discipline, Grievance Redressal, students' welfare activities, infrastructural needs, staff welfare schemes, etc.
- The participation of students is encouraged in various college activities for the smooth functioning of the events.
- The administrative matters and minutes are discussed in the Staff Council meetings.
- The Principal strives to make international linkage for uplifting the college to global standards. ( Foreign visit)

### **Strategies Development**

The college has a strategic plan for the academic and administrative functioning.

- The academic calendar is prepared before the commencement of a semester for the systematic functioning of the college.
- A monthly calendar is displayed on notice boards at the beginning of a month indicating the number the working days and holidays.
- The tentative dates for mid-semester and end semester examinations are notified well in advance for the convenience of the teachers as well as the students.
- Acquisition of St. John's School campus has been done keeping in view the long term plans for academic and administrative expansion.
- Since the conferment of autonomy the college has strategically progressed to cater to the needs of the local population.
- Internet connection is made available in all departments for academic and administrative functions.
- Students of semester V and VI are provided with user name and password to access internet for academic purpose.

### **Deployment Human Resource Management**

- The college follows the guidelines of UGC adopted by the State government in the process of recruitment.
- Reservation policy is applicable in recruitment procedure are as laid down by government of Jharkhand.
- The college never compromises with merit, expertise and quality.
- The college maintains a healthy professional environment.
- Earned leave is given to the faculty who are deployed during vacations.
- The Principal is always available to discuss the problems of staff.

### **Financial Management**

- The college has a Finance Committee chaired by the Principal which prepares the budget and allocates funds for various academic and administrative purposes.
- The committee looks after the grants received from state government and UGC, and the fees received from students.
- The income and expenditure is properly audited by an internal auditor( Bursar) and an external auditor ( Chartered Accountant).
- The self-financed programmes are reviewed and revised once a year.

- For the purchase of any equipment or infrastructural development standard quotations are acquired and decisions are made democratically.
- Revenue is also generated in the form of interest from fixed deposits.
- Scholarships are provided up to the tune of Rs.61,62,575=00 to meritorious and needy students.

### **Resource Mobilization**

- The resources are mobilized through fees collected by the students.
- From philanthropists and sponsors
- Resources are also mobilized by letting out space for various competitive exams; and to companies and coaching centres for their promotional activities.

## **CRITERION VII: Innovative Practices**

### ***7.1 Internal quality Assurance system***

#### ***7.1.1. Has the institution adopted any mechanism / process for internal quality checks?***

Yes, the following mechanisms / processes for internal quality checks have been adopted by the college.

- Establishment of IQAC in 2007 for total quality management of the college.
- Periodic meetings of HoDs, Staff Council, Exam Committee, Finance Committee, Cultural Committee, Grievance Redressal Cell, Class Representatives.
- In periodic IQAC meetings the resolutions taken are implemented in accordance with the UGC guidelines and objectives of higher education.
- Meetings of Academic Council, Governing Board and Governing Body on all matters related to the college.
- Periodic meetings with AROX and other stakeholders.
- Administrative and library automation.

- Establishment of Women's Cell.
- The Internal Quality Assurance Report (IQAR) of last five years has been submitted to NAAC.

***7.1.2. How does the institution ensure the quality of its academic programmes?***

Quality of academic programmes is ensured through the following methods.

- Feedback from students and self-appraisal from teachers.
- Periodic review of curricula in BoS as per the suggestions of stakeholders and need of the times.
- Representation of all sections in the Academic Council.

***7.1.3. How does the institution ensure the quality of its administration?***

- The Provincial is the supreme authority of all administrative bodies.
- The Principal is the final authority on all matters related to the day-to-day functioning of the college.
- Deans of different faculties support the Principal on matters related to the faculty and academics.
- The HoDs look after their respective departmental affairs.
- The quality of administration is monitored by various committees like IQAC, Staff Council, Exam Committee, Finance Committee, Cultural Committee, Grievance Redressal Cell.
- Suggestions from stakeholders are also welcomed and necessary changes are incorporated for quality improvement.
- The Governing Body and Governing Board take final decision on major administrative matters.

***7.1.4. What are the innovative courses introduced during the last five years? How do you promote innovation in curriculum?***

The following innovative course have been introduced during the last five years.

1. Bachelors in Business Administration (BBA)
2. Bachelors in Computer Gaming and Animation (BGA)
3. Bachelors in Bio-technology
4. Bachelors in Retail Management (RM)

5. Bachelors in Principles and Practices of Insurance (PPI)
6. Bachelors in Financial Market Operations (FMO)
7. Masters in Computer Applications (MCA)

Innovation in curriculum is promoted through the following measures.

- The curriculum has been designed and revamped according to the semester system to facilitate the students to learn level by level.
- Efforts have been made to enrich the curriculum by adding supplementary components like add-on courses to facilitate horizontal mobility.
- Value addition in curriculum has been made by integrating Computer Science with the curricula of some vocational courses.
- Computer Science is now offered as a subsidiary subject to all students irrespective of stream.
- A language lab with 25 computers has been set up in September, 2011 to improve proficiency of the students in Communicative English.
- Inter-disciplinary/ multi-disciplinary courses such as BBA, Bio-technology, Retail Management, PPI and FMO are offered to increase the employability of the students at national and global levels.
- Gender related courses and topics have been introduced by the departments of English, Political Science, Zoology and Hindi.
- New topics of current relevance have been incorporated in various subjects. (Refer 1.4.7)

***7.1.5. Describe the strategies evolved in promoting innovations in teaching, learning and evaluation.***

#### ***Teaching – Learning***

- In addition to conventional talk and chalk-board method, LCDs and OHPs are used in teaching.
- ICT has been introduced.
- Computer Science is now offered as a subsidiary subject to all students irrespective of stream.
- Classroom sessions are interactive in nature.
- Project/ assignment based learning and student seminars are promoted.
- Internet facility has been made available to all the faculty and students.

- Self-learning component has been made mandatory in all subjects.
- Extra classes during holidays can be arranged by the faculty, if they feel so.

### ***Evaluation***

- Semester system has been introduced for continuous evaluation.
- Semester system also reduces the stress burden on the students.
- Answer books of Mid-sem exams are shown to the students.
- Supplementary exams are held for Sem V and VI students.
- Evaluation of teacher performance through online feedback for better teaching-learning process.

#### ***7.1.6. Elucidate some of the innovations in research and extension? What initiatives have been taken by the institution to give a significant thrust to research and development in the programmes?***

To promote research and extension the following initiatives have been taken by the college:

- Staff members are motivated to take up UGC Research Projects (Major and minor) and publish research articles.
- All departments have been equipped with computer and 24x7 internet facility.
- All faculty members have been provided with unique user id and password.
- Grants are provided to each department for subscription of research journals.
- INFLIBNET facility has been made available.
- Financial aid is given to faculty members to attend international/national conferences/symposia/seminars.
- Basic Research Facility is provided to all Science departments.
- Central Instrumentation Facility has been established.
- Project work is mandatory in some subjects which helps to inculcate research aptitude among the students.
- Faculty are given complete freedom to engage in consultancy and extension work for their research. Some teachers have their established linkages with Indian and foreign research institutes and universities.

### ***7.1.7. What innovative strategies have been adopted in governance?***

To provide good governance the college Management encourages participatory management by decentralizing the powers at various levels.

- It seeks to improve understanding and co-ordination between the management, the Principal and the staff members for the overall growth and development of the institution.
- Apex bodies like Governing Body, Governing Board and Academic Council take policy decisions.
- Various committees have been constituted to look after the matters that are related to the day-to-day functioning, quality enhancement and effective governance.

### ***7.1.8. What mechanisms have been developed by the institution for quality assurance within the existing academic and administrative system?***

Quality assurance within the existing academic and administrative system is ensured through:

- IQAC for quality sustenance.
- Academic Council and BoS.
- Innovations in curriculum, setting standard procedures for academic activities, close monitoring of students performance and feedback mechanism.
- Inputs from stakeholders.
- Implementation of expansion plans.
- Functioning of various bodies/ committees like Staff Council, Exam Committee, Finance Committee, Cultural Committee, Grievance Redressal Cell.
- Office and library automation.

### ***7.1.9. What are the functions carried out by the above mechanisms in the quality enhancement of the institution?***

- The syllabi of various subjects is revised/ updated by the respective BoS. It is then placed before the Academic Council for final approval and implementation.

- IQAC reviews the activities of the current year and makes plans for further improvement in the forthcoming year. IQAR report is then sent to NAAC.
- Staff council exists as an advisory body and participates in the overall development of the college.
- Finance Committee takes decisions of financial matters which are then placed before the Governing Body for final approval.
- Examination Committee discusses all matters related evaluation system.
- The office of the controller of examinations is responsible for the timely conduct of exams (Mid-sem / End-sem/ Supplementary) and publication of results.

***7.1.10. What role is played by the students in assuring quality of education imparted by the institution?***

Student's feedback is valued very highly by the institution. They can voice their opinions through:

- Class representatives.
- Structured online feedback on curriculum and teacher performance.
- Grievance Redressal Cell, Women's cell, Office of Dean of Students Welfare.

***7.1.11. What initiatives have been taken up by the institution to promote best practices in the institution? How does the institution ensure that the best practices have been internalized?***

The college has maintained a distinct identity from its inception. Its illustrious alumni are a testimony to its high standards of academics and discipline. The college is recognized as one of the best in the region.

Following are some of the best practices that are institutionalized:

- Emphasis on students' discipline.
- Cleanliness of the campus.
- Good academic ambience.
- Good infrastructure.
- Special attention to the weaker students.
- Preference given to local students.
- Emphasis on ICT.

Innovative teaching-learning programmes.

- Training through language laboratory.
- Availability of Internet and INFLIBNET facility.
- Appointment of deans.
- Establishment of Central Instrumentation Centre.
- Promotion of basic research at departmental levels.
- Linkages for research work of teachers and project work of students.
- Financial assistance to attend conferences and symposia.
- Emphasis on co-curricular and extra-curricular activities.
- Promotion of healthy teacher-taught relationship.
- Active support and encouragement by the management to teachers for library purchases.

***7.1.12. In which way has the institution added value to student's quality enhancement?***

The institution accords top priority to student's quality enhancement. Value addition is done through the following methods.

- Add-on courses.
- Commencement of new job-oriented courses. In the last five years 07 new courses have been introduced.
- Emphasis on computer literacy by offering Computer subsidiary to all the students irrespective of stream.
- Students are provided with user id and password on demand to access the internet.
- Incorporation of value based courses like Environmental Studies and Ethics as compulsory paper in Semester V and VI.
- Celebration of days of national importance and local festivals.
- Development of leadership qualities through NCC and NSS.

***7.2 Inclusive Practices***

***7.2.1. What are the inclusive practices of the institution to impart holistic education?***

The institution imparts holistic education in the following ways:

- Emphasis on academics.
- Non discriminatory approach.

- Integration of all sections of student population.
- Extra-curricular activities like Patriotic Song Competition on the eve of Independence Day.
- Organizing different events like Singing Competition, Rangoli, Debate and Extempore, One-act plays, Folk Song and Dance, Rock Show and Ghazal Evening etc. during College festival.
- Annual Sports Day is held every year, and at regular intervals various sports activities like Inter-class tournaments in Cricket, Football and Basketball are held.

In all the events organized in the college the students participate with a lot of zeal and enthusiasm.

***7.2.2. What are the specific initiatives adopted to establish social justice among students, faculty and community?***

The college does not make any discrimination on the basis of caste, creed, race religion or social practice.

- In order to give equity, it follows the reservation roster of the govt. of Jharkhand.
- Govt. scholarships are disbursed to tribal students.
- Remedial classes are arranged for the weaker students.
- AICUF members are actively involved in community development.
- Reservation roster is followed in the recruitment of faculty. However, merit is given top priority.

***7.2.3. How does the institution promote social responsibilities and citizenship roles among the students?***

The institution promotes social responsibilities and citizenship roles among the students through :

- NCC and NSS
- AICUF
- ECO TASKFORCE and GEO CLUB
- Responsibility, teamwork and citizenship roles are also facilitated by electing class representatives.

**7.2.4. What are the institutional efforts to bring in ‘Community orientation’ in its activities?**

The following community-oriented programmes were organized by different clubs and societies of the college :

- Aids Awareness programme
- Literacy Awareness programme
- Health and hygiene Awareness programme
- Blood Donation programme
- Road Safety Awareness programme
- Anti-plastic Awareness programme

**7.2.5. Does the institution have any exclusive programme under extra-mural/ enrichment wing, to promote social responsibilities and citizenship roles?**

The activities of NCC, NSS, AICUF, Eco Taskforce and Geo Club in association with extramural governmental and non-governmental organisations such as Forest Dept., Panchayats promote social responsibilities and citizenship roles.

**7.2.6. Has the institution done a gender audit and / or any gender related sensitizing courses for the staff / students? Give details.**

Details of Students’ Profile : Gender and category-wise.

Subject	ST		SC		BC		OBC		Momin		General		Total		Grand Total
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
English	40	86	02	15	03	09	06	19	00	00	31	155	82	284	366
Hindi	111	195	02	05	04	03	03	02	00	00	08	08	128	213	341
Sanskrit	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00
History	116	86	10	04	06	05	14	05	00	03	37	34	183	137	320
Economics	66	83	04	12	11	11	13	10	00	01	46	98	140	215	355
Political Science	108	114	10	06	10	18	11	07	00	00	41	53	180	198	378
Geography	112	165	14	06	07	03	06	07	00	00	36	42	175	223	398
<b>Arts Total</b>	<b>553</b>	<b>729</b>	<b>42</b>	<b>48</b>	<b>41</b>	<b>49</b>	<b>53</b>	<b>50</b>	<b>00</b>	<b>04</b>	<b>199</b>	<b>390</b>	<b>888</b>	<b>1270</b>	<b>2158</b>
<b>Commerce</b>	<b>249</b>	<b>251</b>	<b>68</b>	<b>57</b>	<b>55</b>	<b>44</b>	<b>82</b>	<b>80</b>	<b>05</b>	<b>06</b>	<b>671</b>	<b>818</b>	<b>1130</b>	<b>1256</b>	<b>2386</b>
Chemistry	25	44	04	05	06	15	11	22	00	06	32	80	78	172	250
Physics	27	21	04	03	11	16	12	02	00	00	54	41	108	83	191
Maths	49	46	11	08	21	19	36	17	02	01	56	69	175	160	335
Geology	68	42	01	01	05	03	02	02	01	00	24	11	101	59	160
Zoology	06	62	03	10	02	07	04	17	02	01	09	43	26	140	166

Botany	08	30	02	02	02	00	00	07	00	00	06	33	18	72	90
<b>Sc. Total</b>	<b>183</b>	<b>245</b>	<b>25</b>	<b>29</b>	<b>47</b>	<b>60</b>	<b>65</b>	<b>67</b>	<b>05</b>	<b>08</b>	<b>181</b>	<b>277</b>	<b>506</b>	<b>686</b>	<b>1192</b>
<b>G Total</b>	<b>985</b>	<b>1225</b>	<b>135</b>	<b>134</b>	<b>143</b>	<b>153</b>	<b>200</b>	<b>197</b>	<b>10</b>	<b>18</b>	<b>1051</b>	<b>1485</b>	<b>2524</b>	<b>3212</b>	<b>5736</b>
Bio-tech	09	25	04	07	06	11	10	13	00	00	22	45	51	101	152
BBA	16	16	03	02	07	06	05	09	01	00	40	35	72	68	140
Ret. Mgmt.	04	01	01	01	06	01	07	01	01	00	57	28	76	32	108
FMO	00	03	02	02	02	01	09	04	00	01	59	72	72	83	155
BGA	00	02	01	00	01	00	00	00	00	00	00	02	02	04	06
Comp.App.	16	13	05	01	18	11	14	13	01	00	34	33	88	71	159
F English	07	12	02	02	05	05	03	02	00	02	17	54	34	77	111
OMSP	11	05	05	01	08	06	06	10	01	02	38	58	69	82	151
ASPSM	08	093	02	02	06	01	03	04	01	00	65	51	85	61	146
IT	10	06	04	03	13	03	20	11	01	01	45	30	93	54	147
Insurance	03	01	05	01	07	01	06	02	00	00	52	30	93	54	147
MCVP	10	11	01	03	03	10	04	05	01	00	40	55	59	84	143
<b>Grand Total Voc</b>	<b>94</b>	<b>98</b>	<b>35</b>	<b>25</b>	<b>82</b>	<b>56</b>	<b>87</b>	<b>74</b>	<b>07</b>	<b>06</b>	<b>469</b>	<b>493</b>	<b>774</b>	<b>752</b>	<b>1526</b>
MA Eng.	04	17	00	03	00	02	01	02	00	00	05	26	10	50	60
MA Hindi	13	82	01	02	00	00	01	03	00	00	01	10	16	97	113
MA Eco	04	11	01	01	00	00	00	04	00	00	07	10	12	26	38
MA Pol.Sc	04	21	00	01	01	01	02	00	00	00	00	06	07	29	36
MA Geog.	07	29	00	00	01	02	00	02	00	00	01	05	09	38	47
<b>Arts Total</b>	<b>32</b>	<b>160</b>	<b>02</b>	<b>07</b>	<b>02</b>	<b>05</b>	<b>04</b>	<b>11</b>	<b>00</b>	<b>00</b>	<b>14</b>	<b>57</b>	<b>54</b>	<b>240</b>	<b>294</b>
<b>M Com.</b>	<b>10</b>	<b>40</b>	<b>02</b>	<b>06</b>	<b>11</b>	<b>04</b>	<b>09</b>	<b>07</b>	<b>00</b>	<b>01</b>	<b>39</b>	<b>85</b>	<b>61</b>	<b>143</b>	<b>204</b>
<b>MCA</b>	<b>03</b>	<b>03</b>	<b>01</b>	<b>02</b>	<b>01</b>	<b>01</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>01</b>	<b>09</b>	<b>14</b>	<b>17</b>	<b>23</b>	<b>40</b>
<b>G Total</b>	<b>45</b>	<b>203</b>	<b>05</b>	<b>15</b>	<b>14</b>	<b>10</b>	<b>16</b>	<b>20</b>	<b>00</b>	<b>02</b>	<b>62</b>	<b>156</b>	<b>132</b>	<b>406</b>	<b>538</b>

**7.2.7. What practices have been taken up by the institution to provide access to students from the following sections of the society:**

**a) Socially- backward and Economically-weaker**

- Approximately 50% of the students belong to ST/SC/OBC communities.
- In some departments the no. is higher as they get admission on the basis of merit.

**c) Differently-abled**

The college is sensitive to the needs of differently-abled students. For this purpose it has

- Already started the construction of elevators so as to enable such students to move around all floors.

- Vehicles of such students can come up to where the staircase begins.
- Manual help is extended whenever they are in need.

**7.2.8. What efforts have been made by the institution to recruit 1) Staff from the disadvantaged communities? Specify.**

***Teaching***

Recruitment of staff is done in accordance with the reservation roster of the Govt of Jharkhand. At present 23 teaching staff belongs to SC/ST/OBC category.

***Non-teaching***

Approximately 95% of the non-teaching staff belongs to SC/ST/OBC category.

**7.2.9. What special efforts are made to achieve gender balance amongst students and staff?**

- Over the last five years the no. of women students has steadily increased.
- Over the last five years the no. of women faculty has also increased and gone up to 17.

**7.2.10. Has the institution done a gender audit and/ or any gender-related sensitizing courses for the staff/ students? Give details.**

Refer 7.2.6

**7.2.11. What intervention strategies have been adopted by the institution to promote overall development of the students from rural/ tribal background?**

The following strategies have been adopted by the institution to promote overall development of the students from rural/ tribal background.

- Personal counselling by the faculty.
- Tutorial/ remedial classes.
- Computer literacy programme.
- Improvement of communication skills through language lab.

**7.2.12. Does the institution have a mechanism to record the incremental academic growth of the students admitted from the disadvantaged sections?**

Yes. The incremental academic growth of the students from the disadvantaged sections is recorded by their mid-sem and end-sem performance in successive semesters. At the end of the course a comparative growth can be measured.

### ***7.3 Stakeholder relationship***

#### ***7.3.1. How does the institution involve all its stakeholders in planning, implementing and evaluating the academic programmes?***

All its stakeholders are involved in the planning, implementing and evaluation of the academic programmes in the following ways.

- Feedback from the students on the curriculum and teaching-learning process.
- Meetings of the class representatives with Principal.
- Grievances.
- Suggestions and recommendations from the parents.
- Feedback from the faculty on the curriculum and teaching-learning process.
- Feedback from the alumni and academic peers.
- Feedback from the industry.
- Feedback from the Academic Council.

#### ***7.3.2. How does the institution develop new programmes to create an overall climate conducive to learning?***

The new programmes are introduced in accordance with the need.

- In the last five years nine new programmes have been introduced to pace with the emerging trends in higher education.
- Students are motivated to take add-on courses.
- Special classes for soft skill development are conducted.
- Introduction of new methods in teaching-learning process.
- ICT as learning resource.
- Internet and INFLIBNET facility usage.

#### ***7.3.3. What are the key factors that attract students and stakeholders resulting in stakeholder satisfaction?***

The key factors that attract students and stakeholders are :

- Semester system.

- Wide choice of courses.
- Excellent academic ambience.
- Provision of add-on courses.
- Emphasis on computer learning and soft skill development.
- Placements.
- Well maintained discipline.
- Centrally located campus.
- Continuous bagging of University ranks before autonomy.
- Hard-working and dedicated faculty members.
- Teacher-student relationship.
- Good infrastructure.
- Career counselling.
- Good library facility with internet and wide range of books.
- NCC, NSS, sports and extra-curricular activities.

***7.3.4. How does the institution elicit the cooperation from all stakeholders to ensure overall development of the students considering the curricular and co-curricular activities, research, community orientation, the personal / spiritual development of the students?***

All stakeholders extend their cooperation to the management for the overall development of the college.

- Teachers discharge their duties with utmost dedication and commitment.
- Teachers and Alumni provide merit awards in the form of medals and burses.
- Teachers participate in administrative and research activities in addition to teaching.
- Alumni are actively involved in academic and co-curricular activities and college development programmes.
- Students are actively involved in all the activities of the college.
- Celebration of functions of national and regional importance.
- Guest lectures by eminent persons, like Prof. Yashpal amongst others, on various topics of recent development.

***7.3.5. How do you anticipate public concerns in your institutions with current and future programme offerings and operations?***

Public concerns are anticipated through the following means.

- Meetings of alumni, teachers, Principal in various social gatherings.
- The principal and faculty members are invited as chief guests/ guests of honour in other school and colleges.
- Guests from outside the college give valuable suggestions during their visits to the institution which motivate us to do better.
- Press coverage of various functions held in the college informs the public about the activities of the college.

***7.3.6. How does the institution promote social responsibilities and citizenship roles among the students? Does it have any exclusive programme for the same?***

Refer 7.2.3

***7.3.7. What are the institutional efforts to bring in community-orientation in its activities?***

Refer 7.2.4

***7.3.8. How does your institution actively support and strengthen the neighbourhood communities? How do you identify community needs and determine areas of emphasis for organizational involvement and support?***

The institution supports the community in the following ways:

- Activities of NCC, NSS, Eco Task Force, Geo Club and AICUF.
- With the Support of NGOs, programmes like Run for Jharkhand, Aids Awareness, Environmental Protection, banning of the use of plastic, Eye Donation and Blood Donation camps were organised.
- Adoption of school by alumni.

***7.3.9. How do the faculty and students contribute in these activities?***

The college encourages the participation of faculty members and students in above programmes. The college motivates the students to join NCC, NSS, Eco Task Force, Geo Club and AICUF. The faculty are also involved in delivering lectures at various functions organised by other institutions/ organizations in the city.

***7.3.10. Describe how your institution determines student satisfaction, relative to academic benchmarks? Do you update the approach in view of the current and future educational needs and challenges?***

Students' satisfaction is determined through the following measures.

- Feedback about the curriculum, teachers' performance, infrastructural facilities, hostel facilities and college environment.
- The office of the Dean of Students Welfare and the Grievance Redressal Cell cater to the complaints of the students.
- Meetings with faculty members and HoDs to address the day-to-day needs of the students.
- Meetings of Class representatives with the Principal.

**Student satisfaction is the ultimate aim of the college.**

***7.3.11. How do you build relationships***

- ***To attract and retain students***
- ***To enhance student's performance and***
- ***To meet their expectations of learning***

***To attract and retain students***

- Cordial relationship between management, teachers and students.
- Maintaining good relation between students and teachers within and outside the campus. The telephone nos. of all the faculty are given in the college website in case of need.
- Personal counselling is given as and when required.
- Students can approach the teachers freely to discuss their problems.
- Participation of students in cultural activities, field trips and excursions, NCC and NSS bridges the gap between the students and faculty.

***To enhance student's performance***

- Availability of books and internet connection both at the departmental level and general library.
- Motivation by the faculty.
- Counselling after the mid-sem and end-sem exams.
- Assignments, project work and student seminars.
- Classroom discussions and presentations by students.
- EDP for vocational courses.

- Personal attention of the faculty especially to weaker students.

***To meet their expectations of learning***

- Availability of the Principal and faculty members during college hours.
- Introduction of current and relevant topics in the syllabi.
- Student support systems.
- Innovative teaching-learning methods.
- Introduction of ICT.
- Availability of Internet and INFLIBNET.

***7.3.12. What is your complaint management process? How do you ensure that these complaints are resolved promptly and effectively? How are the complaints aggregated and analyzed for use in the improvement of the organization, and for better stakeholder-relationship and satisfaction?***

The college attends to all the complaints of all the stakeholders through :

- Students Welfare and Grievance Redressal Cell.
- Staff Council.
- Suggestion box.
- Feedback from all stakeholders.
- Meetings of students' with the Principal.
- RTI Officer.

Prompt action is taken on all the complaints to the satisfaction of the stakeholders.

***7.3.13. How are the core values of NAAC reflected in the various functions of the institution?***

The 5 core values of NAAC are reflected in all the programmes and activities of the college.

**NATIONAL DEVELOPMENT**

- Providing the latest and most useful knowledge and skills to the students.

- Capacity building of the students. To cater to this the college arranges special classes for soft skill development, language lab has been established.
- The curriculum has been designed in such a manner that the students can enhance their knowledge base and compete with other students at the national level.
- Individual development of the students is done by vocational programmes in which EDP is an essential component.
- Computer literacy is stressed upon by including computers as a compulsory paper in many courses.
- Availability of internet and INFLIBNET facility.
- Reservation given to under-privileged groups.
- Adoption of school by alumni.
- Extension programmes of NSS and AICUF in neighbouring areas.

All the above methods help in the promotion of highly-qualified and society-conscious citizens which contributes to national development.

### **FOSTERING GLOBAL COMPETENCIES AMONG STUDENTS**

- Redesigning the curriculum to include the frontline areas of academics.
- Opening of new inter-disciplinary/ job-oriented courses like Biotechnology, BBA, BGA and MCA.
- Enhancement of communicative skills through language lab.
- Opportunity to learn foreign language like French.
- Introduction of ICT.
- Inclusion of project work in the curricula.
- Establishment of linkages.
- Establishment of Central Instrumentation Centre for further research.

### **INCULCATING HEALTHY VALUE SYSTEM**

- Holistic approach to education to create a class of intellectually, morally and spiritually sound and committed citizens.
- Celebration of days of national importance like Independence Day, Republic Day, Teacher's Day and important local and national festivals

to inculcate patriotism and cultural, ethical and moral values among students.

- To build teamwork, sportsmanship and leadership qualities involvement of students is promoted through extra-curricular activities.
- Value based-teaching and guest lectures are promoted.
- Dedicated and committed teachers are the idols of the students, which is the main strength of the college.

### **PROMOTING THE USE OF TECHNOLOGY**

- Teaching-learning methods have undergone changes with the use of technology-aided methods.
- Departments have been provided with computers, laptops, LCDs and OHPs to support teaching-learning methods.
- Departments and library have been provided with 24x7 internet connection and INFLIBNET facility.
- Wi fi enabled campus.
- Bar coding system has been introduced.
- More classrooms have been equipped with audio-visual aids.
- Special rooms have been upgraded for seminars and symposia.
- State-of-the-art Mass Communication and Video Production lab has been set up.

### **QUEST FOR EXCELLENCE**

To achieve excellence the college has taken the following measures.

- Introduction of semester system.
- Periodic update of curriculum to be at par with national and global trends.
- Quality promotion through IQAC.
- Innovative teaching-learning and evaluation methods.
- Feedback from all stakeholders.
- Grievance Redressal mechanism.
- Establishment of Placement Cell.
- Establishment of Women's Cell for women's rights and empowerment.
- Character development is the ultimate goal of education.
- Participatory management.

*The quest for excellence is a continuous and never ending process.....*