



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		St. Xavier's College, Ranchi
• Name of the Head of the institution	Dr. Fr. Nabor Lakra	
• Designation	Principal	
• Does the institution function from its own campus?	Yes	
• Phone No. of the Principal	06512214301	
• Alternate phone No.	9835325220	
• Mobile No. (Principal)	9431389268	
• Registered e-mail ID (Principal)	principalsxc@gmail.com	
• Address	Camil Bulcke Path	
• City/Town	Ranchi	
• State/UT	Jharkhand	
• Pin Code	834001	
2.Institutional status		
• Autonomous Status (Provide the date of conferment of Autonomy)	28/03/2018	
• Type of Institution	Co-education	
• Location	Urban	

• Financial Status	Grants-in aid				
• Name of the IQAC Co-ordinator/Director	Dr. Ajay Kumar Srivastava				
• Phone No.	06512214301				
• Mobile No:	9835325220				
• IQAC e-mail ID	ajaykrsrivastava@sxcran.org				
3. Website address (Web link of the AQAR (Previous Academic Year))	https://sxcran.org/Download/Academiccalendar2019-20.pdf				
4. Was the Academic Calendar prepared for that year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://sxcran.org/Download/Academiccalendar2020-21.pdf				
5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 3	A	3.23	2013	05/01/2013	04/01/2018
Cycle 2	B++	Nil	2006	02/02/2006	01/02/2011
Cycle 1	Four Star	Nil	1999	09/10/1999	08/10/2004
6. Date of Establishment of IQAC			10/01/2004		
7. Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?					
Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount	
St. Xavier's College, Ranchi	CPE	UGC	10/10/2014	15000000 (Period - 01.04.2015 to 31.03.2020)	
8. Provide details regarding the composition of the IQAC:					

<ul style="list-style-type: none"> Upload the latest notification regarding the composition of the IQAC by the HEI 	View File
9.No. of IQAC meetings held during the year	05
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded
10.Did IQAC receive funding from any funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
<p>1. Strengthening of On-Line teaching learning system. 2. Consolidation of the teaching faculties to support both UG and PG programme. 3. Involving the teachers in organizing and attending webinars. 4. Encourage teachers to prepare and upload e-contents. 5. Promotion of plastic free campus.</p>	
12.Plan of action chalked out by IQAC at the beginning of the academic year towards quality enhancement and the outcome achieved by the end of the academic year:	

Plan of Action	Achievements/Outcomes
Admission in the new session 2020-2021	Admission was taken and beginning of new session was done fairly on time
Semester End examination for the final year students to be conducted off-line maintaining Covid 19 Protocol for semester 6 and conditional promotion to the next higher semester for semester 2 and semester 4	Academic sessions were fairly maintained and final year students were able to get their credible results fairly on time
To help the community during the crisis risen due to the pandemic	Institution distributed dry ration for the non-teaching faculty during Covid 19 and provided all the staff-members their salary on time regularly to help them out in the pandemic situation
To help the students to ease their tensions	Institution organized orientation programme for the first year students and ease their tension before their exams
Intensification of Research activities involving the students	Only partial success could be achieved due to the pandemic
13. Was the AQAR placed before the statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name of the statutory body	Date of meeting(s)
IQAC	26/03/2022
14. Was the institutional data submitted to AISHE ?	Yes
<ul style="list-style-type: none"> Year 	

Year	Date of Submission
05/06/2020	05/06/2020
Extended Profile	
1.Programme	
1.1 Number of programmes offered during the year:	44
File Description	Documents
Institutional Data in Prescribed Format	View File
2.Student	
2.1 Total number of students during the year:	11111
File Description	Documents
Institutional data in Prescribed format	View File
2.2 Number of outgoing / final year students during the year:	3766
File Description	Documents
Institutional Data in Prescribed Format	View File
2.3 Number of students who appeared for the examinations conducted by the institution during the year:	11070
File Description	Documents
Institutional Data in Prescribed Format	View File
3.Academic	
3.1 Number of courses in all programmes during the year:	1434

File Description	Documents
Institutional Data in Prescribed Format	View File
3.2	129
Number of full-time teachers during the year:	
File Description	Documents
Institutional Data in Prescribed Format	View File
3.3	154
Number of sanctioned posts for the year:	
4.Institution	
4.1	1845
Number of seats earmarked for reserved categories as per GOI/State Government during the year:	
4.2	99
Total number of Classrooms and Seminar halls	
4.3	629
Total number of computers on campus for academic purposes	
4.4	464.00624
Total expenditure, excluding salary, during the year (INR in Lakhs):	
Part B	
CURRICULAR ASPECTS	
1.1 - Curriculum Design and Development	
1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.	
The college is devoted to ensure quality education by charting out advantageous, individualized, realistic and constructive under graduate and postgraduate courses, aimed at producing intellectually capable and socially committed students, ready to perform their	

duties towards nation building. The academic programmes offered by the institution highlights the vision of establishing St. Xavier's College Ranchi as the premier seat of disseminating knowledge by creating an atmosphere wherein students can realize their potentialities with the help of curricula that offers a synthesis of knowledge, skills and value sets. The college continuously strives to maintain the high standards of teaching- learning process by introducing desired changes to ensure constant improvements in the course outcomes.

The college offers a host of courses aimed to cater the vocational needs of the students at the same time encouraging them to be research oriented, innovative and develop multidisciplinary competency and scholarship.

IQAC plays a pivotal role in preserving and enhancing the educational standards. Recognizing the ever changing scenario of the academic world in wake of emerging global, national and regional concerns, the college has designed the curricula to make students more responsive, adaptive and resourceful. In wake of the recent suggestions made by the UGC, the college has restructured the curriculum of all the subjects and has implemented the Model Choice Based Credit System 2015 to ensure uniformity and standardization of the curriculum along with incorporating the most contemporary topics in higher education. The college offers a wide spectrum of academic courses. All the programmes offered by the college integrate and incorporate the learning objectives of higher education and such is reflected in the curriculum of different faculties of Science, Humanities, Commerce and Social Sciences.

The curricula caters aptly to the vocational demands of the students by including the most relevant and meaningful topics in various subjects so that the students are face to face with the emerging trends and demands of the market. Courses such as AECC and EVS help to improve the communication skills of the students along with sensitizing them towards their due responsibility in protecting the environment.

The college is committed to promote skill based learning by emphasizing on project works, internships and on-the-job training opportunities, reflected in the evaluation process of the programmes concerned. Institutional training, field trips and Industrial training are important cogs of student development programmes in order to equip them with the demands of professional world and provide them with the opportunities to learn the nuances of the entrepreneurial skills. Such activities are a mandatory part of

certain science, social science and vocational programmes. Various seminars and orientation programmes are conducted across departments to direct the students towards industry and research. The college also offers certain certificate and diploma programmes to develop acumen pertaining to employment, innovation and research.

All the programmes have been designed to facilitate academic probability as suggested by UGC.

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

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

00

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	No File Uploaded
Details of syllabus revision during the year	No File Uploaded
Any additional information	No File Uploaded

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

223

File Description	Documents
Curriculum / Syllabus of such courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	No File Uploaded
MoUs with relevant organizations for these courses, if any	No File Uploaded
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of new courses introduced across all programmes offered during the year

999999

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	No File Uploaded
Any additional information	No File Uploaded
Institutional data in prescribed format (Data Template)	No File Uploaded

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

43

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	No File Uploaded
Any additional information	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

The college endeavors to provide diverse programmes aimed at inculcating best of values and societal responses ensuring that they contribute to the nation building. Notwithstanding this, various emerging and critical issues related to gender, Environmental Education, Human values and Professional Ethics have been included in the curricula of various programmes.

GENDER

The college is committed to maintain and promote gender equality. Basic concepts pertaining to gender and feminist philosophy, feminist thinking and its intersectionality in connection to the social phenomenon and social processes are part of the curricula of various courses. The B.A. English programme offers an entire course on Women's Writing. The Sociology programme introduces students to contemporary Women's movement, role and contribution of the State

and the constitution towards ushering gender equality. The department of Economics offers a programme catering to sensitize the students about the pertinent problems and issues such as sex ratio, maternal mortality, discrimination and women empowerment. The department of History includes a course highlighting the ever changing and evolving position of women in Indian society and their position in the contemporary global scenario. It includes topics on the rise of feminist movements in the west and outlines their legal status, educational rights, political involvement and social positioning.

ENVIRONMENT AND SUSTAINABILITY

The curriculum judiciously places the various dimensions of environment and sustainability. In wake of the recommendations made by the in connection with CBCS, Environmental Sciences is offered as a mandatory course for all undergraduate programmes. The curriculum educates the students about various aspects of environment and its preservation. It enables them to critically appraise burning issues such as biodiversity, pollution, global warming, climate change and ozone depletion. The department of Geography offers course that introduces students to the most relevant and contemporary debates and issues pertaining to environmental ethics and technology. In addition to the this, various activities such as cleanliness drives by NSS and tree plantation drives by ECO TASKFORCE and GEO CLUB are timely conducted to inculcate environmental ethics among the students. Students of B.Ed programme are also sensitized towards various environmental issues through project works.

HUMAN VALUES AND PROFESSIONAL ETHICS

The college is committed to imbibe in students the values of national integration, social responsibility and moral uprightness. Various cultural and academic programmes offered across departments highlight the values of social equality, secularism, child and human rights and other facets of value education and ethics.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	No File Uploaded
Any additional information	No File Uploaded

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year**06**

File Description	Documents
List of value-added courses	View File
Brochure or any other document relating to value-added courses	No File Uploaded
Any additional information	No File Uploaded

1.3.3 - Number of students enrolled in the courses under 1.3.2 above**51**

File Description	Documents
List of students enrolled	View File
Any additional information	No File Uploaded

1.3.4 - Number of students undertaking field work/projects/ internships / student projects**1426**

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	No File Uploaded

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni

C. Any 2 of the above

File Description	Documents
Provide the URL for stakeholders' feedback report	https://www.sxcran.org/sxc_FeedBackReport
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	No File Uploaded
Any additional information	No File Uploaded

1.4.2 - The feedback system of the Institution comprises the following

C. Feedback collected and analysed

File Description	Documents
Provide URL for stakeholders' feedback report	https://www.sxcran.org/sxc_FeedBackReport
Any additional information	No File Uploaded

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of Students

2.1.1.1 - Number of students admitted (year-wise) during the year

4108

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

2608

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

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

The College caters to a wide range of students from heterogeneous backgrounds. A large number of students come from rural and semi urban regions of Jharkhand and neighbouring states. The college is intensely aware of the dissimilitude in learning and perceptive skills that commonly exist due to such diversity and sometimes due to economic disparity.

It thus becomes imperative to assess the knowledge levels of the students by adopting different strategies. In the CBCS curricula adopted in the year 2015, it is mandatory for the students to submit assignments as part of the Continuous Internal Assessment which carries a weightage of 30 marks in each course. The knowledge level and skills are also assessed by conducting quizzes, classroom presentations and such other means to find out their learning needs.

After assessing their learning needs the students are categorized into three categories: slow learners, average learners and advanced learners. Slow and average learners are provided with remedial or extra classes as per need towards improving their cognitive skills. They are further motivated to participate in classroom discussions and activities. Open access to departmental library is provided to all the students in addition to access to the main library. Students are provided with user ID and password on request to access the campus wifi.

To further hone the skills of advanced learners, the college motivates such students to participate in seminars, workshops and conferences. This enables them to get exposure in emerging topics in their respective disciplines. The college also permits all students to opt for an additional course under Choice Based Credit System to meet employability requisite. The college subscribes to all the local dailies and some reputed national dailies, journals and magazines of general interest which are readily available in the Reading Room and library. These facilitate the students to update their knowledge. Although the college does not have a mentoring system, all the faculty members are unhesitatingly available to address the learning needs of the students.

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

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
30/06/2021	11111	129

File Description	Documents
Upload any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student-centric methods such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences:

It is imperative to devise student-centric methods of learning in the present educational scenario where employability requisite has to be met keeping in mind emerging national and global trends in higher education. The interdisciplinary CBCS programme has proved beneficial in meeting the stipulation of curriculum standardization and fostering global competencies. Good communicative skills are a prerequisite nowadays for upward mobility in career. There is an Ability Enhancement Compulsory Course in Communication in the CBCS programme which is mandatory for all students. Various methodologies of Problem Solving, Participative Learning and Experiential Learning are adopted by the college to keep pace with national and global trends.

Lecture Method : The conventional method is adopted by all the teachers. This method facilitates the teacher to interpret, explain and revise the content of a text for a comprehensive explanation of course content and easier comprehension of the subject by the learners. The students are given ample time and space to engage in classroom discussions following the end of the lessons.

Interactive Method : Interactive methods of learning includes group discussions, student seminars and presentations, news analysis

amongst others. Interactive methods of teaching such as quizzes, classroom discussions and seminars help to hone these skills in the students.

Participatory Learning : Through Participative Learning the students gain a deeper understanding of the subject along with social and civic responsibilities to expand their knowledge domain.

Experiential Learning : Several activities such as cleanliness drives by NSS, blood donation camps, distribution of medicines and old clothes by students' clubs such as ROTARACT prepare them to become responsible citizens who will serve the community.

Experiential learning is also achieved by incorporating contents in the course curriculum whereby students must undertake some kind of project. It is part of the academic framework especially for PG students and

also in some UG programmes. Field trips and industry visit are mandatory components of the syllabi of some BA, BSc and Vocational programmes.

Internship Projects and On-the-Job Training : The students of all vocational and professional UG programmes gain additional knowledge by undergoing a mandatory internship/ on-the-job training of one/two months during summer/winter vacations. It helps to achieve the objectives of Project-based Learning.

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

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

Teachers use ICT enabled tools including online resources for effective teaching and learning process.

Information and Communication Technology enabled Teaching:

ICT Hardware: ICT enabled teaching aids have been made available in the college. The entire

campus is wifi enabled and all the classrooms have been provided with LCD projectors for presentations. All the departments have been provided with desktops and laptops with advanced

configuration (which includes Solid State Drives, High Capacity RAM, Graphic cards and high

speed processors), while some departments have also been provided with audio visual aids,

printers and scanners.

Internet Infrastructure:

In addition to Wi-Fi the college has installed high speed fibre cable connections and LAN in the

entire campus and building area. The college has also installed NAS - Network Attached Storage

(cloud storage) with more than 1 TB storage capacity.

Software and Applications : Some departments such as Geography, Computer Applications and

Physics have discipline specific software. The college has procured the latest licensed Windows

10 OS and other application software such as Adobe CC, Endnote, SQL, ERDAS, GEOMEDIA,

ARCGIS, Windows Server, and MS Office 13/16 and other open source OS (LINUX, UNIX) and application software such as Libra Office, SciLab, Adobe Reader, Ilwis, QGIS for requisite use. All the teachers have been provided with G Suite Enterprise Edition access for the use of different Google services such as Google Meet, Google Classroom, YouTube etc.

Learning Management System: The teaching Learning and evaluation process is also supported

with LMS like Moodle, Slido, Google Jamboard as per need for creating virtual classrooms/

lectures, content sharing and learning beyond class hours.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	Nil
Upload any additional information	No File Uploaded

2.3.3 - Ratio of students to mentor for academic and other related issues

2.3.3.1 - Number of mentors

1

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	No File Uploaded
Circulars with regard to assigning mentors to mentees	No File Uploaded

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

Academic Calendar : The Academic calendar is prepared at the beginning of every year to lay the framework of all the activities for that year. Due importance is given to the schedule for the major events and fixtures so that they may be held on time. Dates of End semester exams are strictly adhered to but minor rescheduling of mid-semester exams, college festival and sports becomes inevitable due to unavoidable circumstances. The college adheres to the Holiday List of the parent university.

Teaching Plan : The College does not prescribe any teaching plan for the programmes on offer. However each department is instructed to ensure minimum number of contact hours of teaching so as to meet the credit requisite as reflected in the syllabi of the respective programmes. The faculty members are given complete liberty to devise their own strategies for effective teaching and completion of syllabi.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	No File Uploaded

2.4 - Teacher Profile and Quality

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

129

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	No File Uploaded
Any additional information	No File Uploaded

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

70

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	View File
Any additional information	No File Uploaded

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

1745

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
Any additional information	No File Uploaded

2.5 - Evaluation Process and Reforms

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

Nil

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	View File
Any additional information	No File Uploaded

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

533

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	No File Uploaded
Upload any additional information	No File Uploaded

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

The College framed its own procedure for conducting examinations after the conferment of autonomous status in the year 2005. The college devised and adopted Credit Based grading System from the session 2013 to meet the challenges relating to the current trends in higher education to attain equivalence and sameness in evaluation system along with other HEI's. The examination system became more pliable and beneficial with the introduction of supplementary exams for those students who were unable to meet eligibility requisite due to fortuitous circumstances. A proposal to award marks for 100% attendance was also accepted and it has been incorporated in the evaluation system.

The College has framed the examination procedures to be followed for conducting Theory and Practical Examinations. For theory examinations the following standard operating procedure is followed.

1. A mid semester examination is conducted for 15 marks. The students must also submit an assignment of 10 marks. Both these methods of evaluation are part of the strategy devised for Continuous Internal Assessment under Semester system.
2. At least 50% of the question papers are set by External Examiners in every programme. In some programmes 100% of the question papers are set by External Examiners.
3. There is no proviso for moderation of question papers.
4. The examination Time-table is prepared and feedback is solicited from the respective HoD's for any rescheduling in case the examination dates coincide with competitive exams such as CAT, NET etc.
5. Only those students who have secured a minimum of 75% attendance in each course are permitted to appear for the end semester examination. [Refer examination Rule no. XX]
6. The examiner list is prepared by the Controller of Examinations in consultation with the respective HoD's. The final approval is given by the Principal.
7. The Invigilator List is prepared in advance and displayed on the notice board of the Staff Room.
8. To maintain confidentiality in the evaluation process, all answer books are coded using a coding system devised by the examination department.
9. The Students may apply for scrutiny of answer book, except in Practical examinations, after paying a nominal fee if they are not satisfied with the marks awarded in a particular course.

The Practical Examinations are conducted by following the procedure laid down for such examinations. The salient features are as follows.

1. The schedule is prepared by the examination department.
2. At least one examiner is appointed from outside the college. In some courses both examiners are from outside the college.

Software Utilization

The examination department functions on a self-sustaining software, which is utilized for the following pre-examination activities.

1. Creation of registration number and roll number.
2. Uploading of examination Time-table.
3. Semester wise maintenance of attendance records of students in each course.
4. Generation of Challan for exam fee payment.

5. Validation of payment.
6. Generation of Admit card.
7. Preparation of attendance sheet for examinees in each course.
8. Computation of marks and validation thereof.
9. Preparation of Marks-sheet.
10. Printing of result.
11. Printing of Degrees.

The examination management system has been running smoothly since the installation of the indigenous software prepared and adopted by the college.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme Outcomes and Course Outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students

The Programmes offered by the college aim to produce intellectually competent, morally upright, socially committed, spiritually inspired and nationally dedicated men and women. 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, Sociology, History and Economics 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.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	No File Uploaded
Upload any additional information	No File Uploaded
Link for additional Information	https://assessmentonline.naac.gov.in/storage/app/hei/SSR/100206/2.6.1_1642674663_3400.pdf

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

All the programmes of UG and PG aim at imparting knowledge of the subject to the students so as to develop competency at the state, national and global level. The outcome is evaluated in three steps:

1. Interacting with student at the individual level.
2. Through mid-semester examinations and assignments.
3. Through end semester examinations.

These have helped in the identification of three different categories of learners:

1. Slow
2. Moderate
3. Advanced

The observations and inferences are placed in the IQAC which suggests remedial measures for better outcomes. By the time the students reach semester V and VI they are able to develop competencies through our remedial programmes which enable them to compete at the national level which can be testified by their selection for higher programmes in nationally reputed institutions.

Employability is the targeted outcome of vocational and self-financed programmes. The college is making steady progress in this direction but realizes that more needs to be done in this regard.

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

2.6.3 - Pass Percentage of students

2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

3132

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

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

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

The parent affiliating University (Ranchi University) has not given permission to the College to run M Phil and PhD programmes. Therefore the college has not framed its own regulations for the said programmes. The college follows the rules and regulations of Ranchi University regarding registration for MPhil and PhD courses. However eligible faculty members are permitted to enrol for these programmes under the supervision of eligible faculty of the college or university teachers as per the university guidelines. The college established a Central Research Laboratory in 2010-11 to facilitate

new and ongoing research by faculty members and students. Till now five faculty members of the college have availed the facilities of the research centre at the facility during their PhD course. The lab has catered to the needs of doctoral research work by faculty of the college as well as research scholars from outside the college. The college encourages all its faculty members to take up research projects and publish papers/ articles. The college has allocated separate funds for attending national and international seminars, conferences, workshops and symposia. The college has also established three Research Centres for research and publication in Hindi and tribal languages namely, Xavier Research Centre, Camil Bulcke Research Centre for Hindi and Tribal Research Centre for tribal research.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	No File Uploaded
Provide URL of policy document on promotion of research uploaded on the website	Nil
Any additional information	No File Uploaded

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

0

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	No File Uploaded
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	No File Uploaded
List of teachers receiving grant and details of grant received	No File Uploaded
Any additional information	No File Uploaded

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

0

File Description	Documents
e-copies of the award letters of the teachers	No File Uploaded
List of teachers and details of their international fellowship(s)	No File Uploaded
Any additional information	No File Uploaded

3.2 - Resource Mobilization for Research**3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)**

0

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	No File Uploaded
List of projects and grant details	No File Uploaded
Any additional information	No File Uploaded

3.2.2 - Number of teachers having research projects during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil
List of research projects during the year	No File Uploaded

3.2.3 - Number of teachers recognised as research guides

77

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	No File Uploaded
Institutional data in Prescribed format	View File

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

0

File Description	Documents
Supporting document from Funding Agencies	No File Uploaded
Paste link to funding agencies' website	Nil
Any additional information	No File Uploaded

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

The college acknowledges the importance of promoting inter-departmental research and transfer of knowledge to nurture and develop a culture of research. It accords top priority to innovation in teaching learning and creation of knowledge. The college has created Xavier Research Centre and Camil Bulcke Research Centre for research in Social Sciences and Humanities. Since it is located in a predominantly tribal region it has established a Tribal Research Centre and appointed five Research Associates in the five most spoken languages of Jharkhand namely Santali, Ho, Mundari, Kharia and Kurukh. The following biannual journals are published by the research centre.

Title Language

Marsal Santali

Sarjom Ho

Aeon Mundari

Tunjlong Kharia

Chonha- Ayanya Kurukh

The eco-system for research in Science has been created and nurtured by establishing a Central Research Facility. Teachers are encouraged to undertake major and minor research projects from UGC/CSIR/DST and publish papers in research journals. The college also subscribes to print and online research journals to foster a climate of research. Faculty is encouraged to pursue and complete doctoral and post-doctoral work and to attend seminars and conferences. They are granted leave on duty and the college pays the registration fees and part of the travel expenses for the same.

All vocational programmes have a mandatory component on entrepreneurship development which includes field trips and industry visit. The students have to complete on-the-job training in fulfilment of their degree programme.

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

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

Nil

File Description	Documents
Report of the events	No File Uploaded
List of workshops/seminars conducted during the year	View File
Any additional information	No File Uploaded

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee

E. None of the above

Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	No File Uploaded
Any additional information	No File Uploaded

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year
3.4.2.1 - Number of PhD students registered during the year

1

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	View File
Any additional information	No File Uploaded

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

55

File Description	Documents
List of research papers by title, author, department, and year of publication	View File
Any additional information	No File Uploaded

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

06

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

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

3.4.5.1 - Total number of Citations in Scopus during the year

34

File Description	Documents
Any additional information	No File Uploaded
Bibliometrics of the publications during the year	No File Uploaded

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

3.4.6.1 - h-index of Scopus during the year

N.A

File Description	Documents
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	No File Uploaded
Any additional information	No File Uploaded

3.5 - Consultancy

3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

00

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	No File Uploaded
List of consultants and revenue generated by them	No File Uploaded
Any additional information	No File Uploaded

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

00

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	No File Uploaded
List of training programmes, teachers and staff trained for undertaking consultancy	No File Uploaded
List of facilities and staff available for undertaking consultancy	No File Uploaded
Any additional information	No File Uploaded

3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

The College has well-structured youth organizations such as National Cadet Corps (NCC), National Service Scheme (NSS) and ROTARACT which are actively involved in community development programmes. In addition to these, students' clubs like GEOCLUB, Health Club and ECOTASK FORCE are also actively involved in community programmes such as tree plantation and environmental awareness.

NCC

The college has a registered NCC battalion 3 Jhar BN. NCC 1/3 COY.

The students of the NCC carry out various outreach and community programmes related to traffic awareness, road safety, tree plantation, pollution, Ek Bharat Shreshth Bharat, Swachh Bharat etc.

NSS

The parent university provides an annual fund of Rs. 30,000 towards activities for NSS. The volunteers engage in several activities such as cleanliness drive and Nukkad Natak to sensitize students and community members on a wide range of issues. These activities are conducted under the stewardship of faculty members co-opted for the same. These activities help in sensitizing students toward their social responsibilities. The overall impact of these activities is very positive and in consonance with the declared objectives of bringing the students face to face with social concerns dealing with education, employment and holistic development. The enormous exposure they get from such real life situations prepares them to face further challenges in life.

ROTARACT

The students' club ROTARACT conducts several activities such as cleanliness drives, blood donation camps, food distribution to needy people, collection and distribution of medicines to the sick amongst others. This club has adopted a school Rajyakrit Madhya Vidyalaya at Tharpakna, Ranchi. The volunteers regularly conduct important learning activities with the school children and celebrate festivals and days of national importance such as Diwali, Holi, Independence Day and Republic Day with the children of the adopted school.

Health Club

The students of the Department of Education have formed a Health Club which organises awareness drives in the community on various issues pertaining to community health. As a part of Community outreach the members of the club have visited different underdeveloped localities in the city and informed the residents on how to keep water bodies like wells clean under their awareness programme named Importance of Clean Water.

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

3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

00

File Description	Documents
Number of awards for extension activities in during the year	No File Uploaded
e-copy of the award letters	No File Uploaded
Any additional information	No File Uploaded

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

79

File Description	Documents
Reports of the events organized	View File
Any additional information	No File Uploaded

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

2445

File Description	Documents
Reports of the events	View File
Any additional information	No File Uploaded

3.7 - Collaboration

3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work

509

File Description	Documents
Copies of documents highlighting collaboration	View File
Any additional information	No File Uploaded

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

00

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	No File Uploaded
Any additional information	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching-learning, viz., classrooms, laboratories, computing equipments, etc.

Response:

St. Xavier's College (Autonomous) provides an adequate infrastructural facilities for existing academic programmes and administrative functions. Expansion of its physical and technological infrastructure is done as per the need and the suggestions of IQAC and Governing Board. For major constructions; permission is sought from the apex society XAVIER. The management is obligated to providing a conducive ambience to enhance excellence in every facet of higher education. The college focuses on IT framework and office up gradation in every yearly plan to keep pace with the best in class innovation.

Campus area - The College campus is spread across 12.10 acres with a constructed area of 27,917.25 sq mts. in the heart of Ranchi.

Classrooms - The college premises have 79 well-lit classrooms to

meet the requirements of effective teaching-learning. Class rooms are adequately equipped with ICT facilities. There are 3 smart classrooms in the college. Keeping in view the state government's drive to increase GER for different programmes, the college conducts the classes in three shifts - Morning, Day and Evening to ensure that all the students are accommodated comfortably during class hours. Room allotment is done depending on the strength of the class. In addition to this the college has a total of 09 seminar halls out of which 05 are equipped with ICT. The Mass Communication department has a state of the art video centre.

Labs - The college has 32 labs catering to all faculties to ensure effective and trouble-free conduct of practical classes.

Departments

Number of Labs

Physics

3

Chemistry

2

Zoology

2

Botany

2

Biotechnology

2

Geology

2

Geography

2 (one regular, one GIS)

Computer Science

4

Language Lab

1 (software Orell)

Education

1

Central Research Lab

1

Fashion Technology

3 (two regular, one design studio)

Construction Management

1

Commerce

2

Animation

1

Journalism and Mass Communication

2 (one regular, one studio)

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.sxcran.org/download/LayoutRoomsandBuilding.pdf

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

Response:

St. Xavier's College (Autonomous) is committed to the holistic development of its students. It believes in the dictum mens sana in corpora sano - a healthy mind in a healthy body. In order to secure the mental and psychological well-being of the students it ensures that physical exercise and extra-curricular activities go hand in hand. The college provides the following infrastructural facilities for co-curricular and extra-curricular activities.

Football Ground - ground area is 6000 sq meter. Annual Sports competition and intra-class tournaments in Football and Cricket are conducted for students and teachers. Inter hostel Hockey tournaments are also hosted according to the sports schedule for the year.

Basketball Courts - There are 02 basketball courts.

Volleyball court - There is 01 volleyball court.

Indoor Games facilities - Table Tennis, Chess, Carroms, Snooker Table

Gymnasium - area 3000 sq. ft

<https://www.sxcrao.org/Download/NAACFile/Gym.pdf>

Auditorium - Well-equipped auditorium with balcony (seating capacity 650).

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

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

99

File Description	Documents
Upload any additional information	No File Uploaded
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

301.21604

File Description	Documents
Upload audited utilization statements	No File Uploaded
Details of Expenditure, excluding salary, during the years	View File
Any additional information	No File Uploaded

4.2 - Library as a Learning Resource

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

Response:

The college has two well-equipped central libraries with adequate reading space and seating

accommodation. The College library has a total of 1,65,710 books, 3249 reference books, 121 journals, 18 e-journals and 01 digital database. The library is partially automated and runs on ILMS software. Alice For Windows Version 6.00. Library automation was initiated in the year 2013. The Research Centre Library functions on KOHA software.

In addition to this departments have their own library with open access to cater to the needs of the students and faculty members.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.sxcran.org/download/SXCLibrary.pdf

4.2.2 - Institution has access to the following: e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources

B. Any 3 of the above

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	View File
Upload any additional information	View File

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

10.92

File Description	Documents
Audited statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e-journals during the year (Data Template)	View File

4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

1.932

File Description	Documents
Upload details of library usage by teachers and students	View File
Any additional information	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

Response:

The College has a well defined IT policy to cover wi-fi and cyber security. The college has purchased 100 mbps lease line from Airtel which is protected by essential firewall before

entering into Unified Threat Management (UTM) machine. There are two UTM machines to meet the needs of the college. One line from one of the UTM machines enters into the college rack server of 64 bit capacity. The other line distributes internet lines to the different departments and offices with the help of different routers. The signal strength of the routers is strong enough to support live streaming of online content in classrooms via VGA/HDMI LAN supported LCD projectors and smart boards. The entire campus area of the college is covered with wi-fi signal. All the faculty members have been provided with individual user ID and password for unlimited access to e-resources. The students are also provided with user ID and password upon payment of nominal fee.

The examination department uses the same internet resources for uploading student centric information such as attendance records and downloading of admit card for examinations and results. The college allocates adequate funds for the maintenance of IT infrastructure. The college pays Rs. 17 lakhs plus admissible taxes to Airtel annually for the lease line, and Rs. 12 lakhs for the maintenance of UTM machines once in 3 years. The firewall installed by the college has successfully safeguarded the website from all kinds of malware.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.sxcran.org/ItPolicy

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
11111	629

File Description	Documents
Upload any additional information	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus A. 750 Mbps

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

4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing B. Any three of the above

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
List of facilities for e-content development (Data Template)	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component, during the year (INR in lakhs)

162.79022

File Description	Documents
Audited statements of accounts	View File
Upload any additional information	View File

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

Response:

The college takes effective measures to maintain and utilize physical, academic and support facilities in an optimal manner. All the departments and different functioning units of the college are provided with the required infrastructure facilities like classrooms, laboratories, and library access. In addition to this the college has adequate space in common rooms, sufficient number of separate washrooms for male and female students and teachers, and hygienic canteen facilities. The college has employed adequate number of support staff for housekeeping. The college auditorium, conference rooms, classrooms, washrooms and the entire campus are kept neat and clean and maintained daily. The laboratories are looked after and managed by lab technicians and lab boys. They are responsible for the stock maintenance and requirements of day to day functioning of the lab. The college also has dedicated teams of qualified electricians, mechanics, plumbers and computer technicians for the maintenance of electrical appliances, fittings and

fixtures, and for the maintenance of computer facilities. The lifts are maintained through annual

maintenance contracts with competent companies. The Central Library is maintained by a professionally skilled and trained librarian and his team of dedicated staff. All the departments are also provided with a library for faculty and students. The Departmental library is managed by the teaching and non-teaching staff of the respective department. Periodic stock verification of all resources is carried out and wherever necessary, equipment, chemicals and books are purchased to meet the needs.

The college also has a procedure to ensure the availability of sports and games materials which helps the college to organise intra-college sports events on a regular basis. Sports activities are done under trained physical teacher. The college football ground is well maintained using adequate equipment. Other sporting arena for basketball and volleyball are also kept well marked and neat and clean throughout the year. The college gymnasium is managed by a trained instructor who is responsible for the proper maintenance and upkeep of the facility. The indoor games facilities in the general common room, located on the first floor of the canteen building, are maintained by the caretaker appointed for the purpose. The college has a guest house with modern facilities. It is located on the second floor of the same building. The college has appointed a dedicated caretaker for the upkeep of the facility.

Maintenance of building such as repair work and painting, new constructions, up gradation of existing infrastructure are carried out during vacations to prevent disruption of regular classes. For the purpose of providing adequate security the college has installed CCTV cameras at strategic locations. Security is also monitored 24x7 by appointing adequate number of security personnel. The college has appointed two gardeners for the maintenance and upkeep of the green areas. The college has allotted a specific area for the parking of vehicles of students and teachers. There are separate parking areas for two-wheelers and four-wheelers. Students are issued parking pass only for two-wheelers and not for their four-wheelers. Lifts are available for the specially abled students. Wheel chairs and stretchers are available for the students in case of needs.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.sxcran.org/MaintenancePolicy

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

4043

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	View File
Upload any additional information	No File Uploaded

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

52

File Description	Documents
Upload any additional information	No File Uploaded
Institutional data in prescribed format	View File

5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology

D. Any 1 of the above

File Description	Documents
Link to Institutional website	Nil
Details of capability development and schemes	View File
Any additional information	No File Uploaded

5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

2443

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded
Upload any additional information	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of outgoing students who got placement during the year

350

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of outgoing students progressing to higher education

379

File Description	Documents
Upload supporting data for students/alumni	No File Uploaded
Details of students who went for higher education	View File
Any additional information	No File Uploaded

5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

0

File Description	Documents
Upload supporting data for students/alumni	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports and/or cultural activities at inter-university / state /national / international events (award for a team event should be counted as one) during the year

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

The college ensures greater participation of its students in matters pertaining to the college. Their

participation differs in degrees according to the profile of the committee/ body they are a part of.

Students' Council

Every class is represented by two class representatives - one co-opted on merit basis and the other elected by the students through open voting system. The attempt is to ensure gender equity in the council. These class representatives constitute a larger body which functions as a council for the students to form a bridge between the administration and students so as to voice their genuine concerns with the administration. This council further elects its own representatives in the form of a General Secretary and an Assistant General Secretary. The council plays a central role in the organisation of the College Annual Festival - XAVIERUTSAV - which provides an important platform to the students to showcase their talent and abilities through different activities.

IQAC

There is no student representation in IQAC.

Games and Sports Committee

There is no student representation in Games and Sports Committee. However student volunteers are enlisted during the organisation of games and sports tournaments.

Anti Ragging Committee

Two students - one male and one female - are co-opted as members of the anti-ragging committee, which is headed by the Dean, Students' Welfare.

Grievance Redressal Cell

A total of 04 (four) students are co-opted as members of the Grievance Redressal Cell. Two academically best students and the best athletes - one male and one female - are nominated by the Principal.

Internal Complaints Committee

Three students are nominated as members of this committee by the Principal.

Other Students' Societies and Clubs

The college encourages the students to form clubs and societies to engage in social work, co-curricular and extra-curricular activities. The most active societies are ROTARACT, Geo Club,

ECO TASKFORCE, Health Club of the Department of Education, DHARAMEET, NSS and NCC. The students work under the tutelage of the teacher-coordinators of these bodies.

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

5.3.3 - Number of sports and cultural events / competitions organised by the institution

999999

File Description	Documents
Report of the event	No File Uploaded
List of sports and cultural events / competitions organised per year	No File Uploaded
Upload any additional information	No File Uploaded

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

The college does not have a registered Alumni Association. However some alumni have continued their association with the college in their individual capacity. In order to promote and encourage the students they have constituted a few bursuries which are given to students on the basis of their academic performance in different semesters and for their overall performance over their graduation. the college plans to create a formally registered Alumni Association in the near future for a more robust interaction with alumni and to facilitate more collabrations to benefit the students and the institution.

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

5.4.2 - Alumni's financial contribution during the year

E. <2 Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

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 Spreading Light and Burning Bright. It relates to the objectives of higher education. The institution is managed by Xavier's, 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, IQAC, the Academic Council, the Examination Committee, the Finance Committee, Cultural Committee, Publication Committee, Discipline Committee, Anti-Ragging Committee, Placement and Career Counseling 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, organizing 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.

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

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

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.
- The faculty members are involved in decision-making by serving as conveners, 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.

File Description	Documents
Upload strategic plan and deployment documents on the website	No File Uploaded
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

6.2 - Strategy Development and Deployment**6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented**

St. Xavier's College, Ranchi is a Christian religious minority college established in 1944 by the Society Of Jesus with the specific mission of contributing in the field of higher education in accordance with the vision drawn from the life and teachings of Jesus Christ. With the passage of time the vision and mission has expanded exponentially to incorporate emerging global, national and regional concerns. In this context the college has taken up the challenge to provide integrated and personalised UG and PG programmes aiming at employability to the youth 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 empowerment of the lesser privileged social groups such as the tribal, backward classes, women and other vulnerable sections of the society while ensuring the plurality of religions and diversity of cultures. The motto of the college is *Lucens et Ardens* which means Spreading Light and Burning Bright. It relates to the objectives of higher education. To implement the motto and mission statement the college has a well-defined strategic plan. The college strives to set and achieve high academic standards in an atmosphere of autonomy. It accords priority to the education of Catholics as well as Scheduled Tribes and Scheduled castes students. The college also strives to promote vocational and entrepreneurial education to the students to enhance employability and to act as catalysts of social change. The college aims to make its students to be firm on principles and yet be sensitive to those in need and render selfless service.

To implement its goals and objectives the college has created an

atmosphere for the holistic development of students. The college provides scholarships to financially weak but meritorious students, fee waiver to the wards of staff especially Grade IV staff, book bank from where students can borrow books for longer duration. The faculty members are always available during college and even after college hours to help the students in their academic pursuits and other forms of counselling. Non remunerative remedial or extra classes are arranged upon request by the students. Personality development of the students is achieved by organising games and sports activities, college fest and other extra and co-curricular activities. As a result of these initiatives a large number of students opt for higher programmes in different institutes across the country. The college has produced illustrious alumni who have or are currently serving in various Central and State government services, the corporate sector, education, medicine and engineering.

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

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

St. Xavier's College is a Christian minority institution established by Xavier's Society registered under Society Registration Act XXI of 1860. It was conferred autonomy in the year 2005. The college has the following administrative setup:

- College Governing Body
- College Governing Board (Autonomous)
- Principal
- Vice Principal

Statutory Bodies

- Staff Council
- Academic Council
- Finance Committee
- Examination Committee
- IQAC
- Board of Studies The Governing Body

- 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
- 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)
- HODs
- Senior faculty members - 4
- External experts - 4
- University nominees-3
- Member Secretary - 1 (Nominated by the Principal)

Finance Committee

- Principal
- Bursar
- Asst. Bursar

One nominated faculty member

Examination Committee

- Chairman - 1 (Principal)
- Vice-Principal
- Registrar
- Bursar
- Deans (Arts, Science, Commerce, Students Welfare and Humanities)
- Convenor cum member secretary - 1 (Controller of examinations)
- Assistant CE
- 05 members of teaching staff (2+2+1 from Science, Social Science & Humanities and Commerce respectively)

IQAC

- Principal
- Vice-Principal
- Registrar
- Jesuit representative - 1
- Faculty members - minimum 7
- Industry representative
- Alumnus
- Coordinator (nominated by the Principal)

Board of Studies

- HOD
- Faculty members
- External experts- 3 + 1 (including one alumnus, one from industry where mandatory)

Appointment Procedure (Teaching)

Appointments on substantive teaching posts (govt. aided) are made as per the mandatory eligibility criteria and 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) 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 also appoints qualified and meritorious teachers on management posts, following the same procedure, in self-

financing courses.

- Vacancies for Non-teaching posts are advertised in college notice board/ local dailies/website and the recruitment is done in accordance with the norms of State Govt. and also considering the minority rights given to the college. The College does not have any policy for internal promotions. Promotional rules are framed and implemented by the government of Jharkhand.
- Service Rules : The College follows the service rules of the Parent university for substantive appointments. The college also appoints additional faculty on management posts to improve the student teacher ratio and to ensure the smooth functioning of self-financed programmes. Faculty members appointed on management posts are given financial benefits in accordance with the rules framed for such staff. The service rules for the management staff, prepared by the management of St. Xavier's College has been duly approved by the Governing Body.

File Description	Documents
Paste link to Organogram on the institution webpage	Nil
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

Welfare Measures

The College is aware of its responsibility regarding the welfare of all its staff members. The management is always willing to provide necessary help to its entire staff in times of distress. As a responsible institution it has introduced

- Health Insurance Plan by way of Oriental Health Insurance Scheme. The college bears 50% of the premium liability of every member insured under that scheme. At present member of the teaching staff who has opted for the scheme is insured for Rs. 10 lakhs.
- The non-teaching staff is also covered under the medical insurance scheme.
- As and when required in case of emergency, the college also extends financial help in the form of interest free loan to its employees.

Career Development and Progression

- The college encourages its faculty members to continuously participate in seminars, conferences and symposia for career advancement.
- Faculty members are sent for training in soft skill development from time to time
- The college has accepted a proposal by the staff to allocate seed money every year for research. Separate provision of Rs. 5 lakh for the same was made in the budget in the year 2019-20.

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

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

02

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

6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

04

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	View File
Upload any additional information	No File Uploaded

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

131

File Description	Documents
Summary of the IQAC report	No File Uploaded
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

Internal Audit

The college conducts an internal audit for every financial year. The accounts office headed by the college Bursar has been entrusted with maintaining the books and ledger pertaining to all financial transactions conducted during the year. The college maintains a ledger for daily income and expenditure amounts. Balance are prepared in accordance with the rules of accounting followed by the department. The entries for the monthly accounts are verified in the same month and errors are rectified before filing.

External Audit

The college has enlisted the services of a registered Chartered Accountancy firm Banka & Associates to conduct the external audit for every financial year. All the reports of the internal audit are placed before the external auditor for scrutiny, review, verification and rectification, if any. The external auditor visits the college annually for vouching audit and submitting the final audit report. After completion of the audit, the report is submitted to the Governing Body. After approval, the financial accounts and documents are used for all statutory purposes.

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

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	No File Uploaded
Any additional information	No File Uploaded

6.4.3 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

St. Xavier's College, Ranchi is a deficit grant college. The salaries of teaching and non-teaching staff working on substantive posts, with finance, are paid by the state government of Jharkhand. However as a part of Outcome Based Education system, the institution mobilizes requisite funds through its own resources. The major source of funds is fee collection (except tuition fee, which is submitted to the state government) from the students. Since the college gives highest priority to quality enhancement in the teaching learning process, it has become imperative to mobilise funds internally.

One of the strategies successfully adopted by the college is the inception of frontline self-financed professional and management programmes in UG such as BBA, OMSP, FMO, BRM, OMSP, A&M, B&I, Biotechnology, Computer Applications & IT and B Voc. (Fashion Technology & Building Construction). The college has also been successfully running PG programmes in English, Commerce, Hindi, Political Science, Economics and Geography. With a surging demand for more PG programmes from different stakeholders the college has also introduced PG in History, Botany, Zoology, Chemistry, Geology and Mathematics. These programmes are highly sought after by the students as is evident from the number of applications received annually.

The collected funds are utilised optimally for further quality enhancement. Adequate funds are allocated to meet recurring expenses in the teaching learning process of all departments. Adequate remuneration is paid to visiting and guest faculty in different programmes. Additional funds permit the college to appoint teaching staff on management posts which improves student : teacher ratio and ensures quality enhancement in both self-financed and other courses. The college prepares a budget to meet day to day operational, administrative and maintenance expenses.

Grants are also received from external funding agencies such as UGC, RUSA, and grant for autonomous status. The funds are utilised to procure suitable equipments for the up gradation of labs as per requisites. The library is enriched every year by the addition of new books, magazines and journals keeping in mind the changes in curricula and emerging areas in research. The college has established a new research centre in Tribal languages with the help of the resources mobilised through fee collection. The availability of funds helps to maintain the campus infrastructure.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

St. Xavier's College is widely recognised as a leading institute for academics in eastern India. The primary focus of the college remains on achieving higher standards of academic excellence.

Incremental improvements after the previous cycle of accreditation
01: Improvement of Academic

environment

The college adopted CBCS in the year 2015 to match steps with leading institutes across the country and to keep pace with the emerging trends of higher education. All the existing courses were reviewed and revitalised to foster global competencies through our academic programmes.

The adoption of CBCS allowed for greater flexibility in terms of course choices for the students over the semesters. The DSE and SEC courses have been customised to meet the needs of all the stakeholders. The AECC course focuses on communication skills and environmental sensitisation.

The adoption of CBCS has also helped to facilitate national

portability so as to reduce the dropout rate. The college has focussed on the increased use of ICT tools for imparting education. It has implemented LMS (MOODLE) and ERP (MASTERSOFT) to facilitate open access learning and upgrade e-governance. The college has introduced 07 new PG programmes in Botany, Chemistry, Geology, Zoology, Mathematics, History and Mass Communication and Journalism after the previous cycle of accreditation. The college also introduced 2 new UG programmes in Sociology and Statistics to give more options to the students to meet the objectives of CBCS. It has also created new teaching positions in the form of management posts to reduce the percentage of vacant teaching posts and to achieve a better student - teacher ratio. Such appointments have also been made in self-financing courses, where no posts have been sanctioned by the government. Two new B Voc programmes have been introduced in Fashion Technology and Building Construction to focus on skill based learning to enhance employability.

Incremental improvements after the previous cycle of accreditation
02: Improvement of Physical

Infrastructure

Keeping in view the needs of specially-abled students the college has augmented existing facilities by installing lifts and ramps in the campus.

A new clean and hygienic cafeteria has been constructed in an area of 5000 sq ft. The upper floor of the building has a common room of the same area with facilities for indoor games like snooker, chess and carroms. The top floor has 05 guest rooms to house guests who come to attend seminars or deliver lectures.

New washrooms have been constructed exclusively for female students and the existing ones have been given a facelift. Library facilities have been improved by the addition of new books, journals and e-journals. A separate library has been created for PG students. E-resources have been added for better teaching-learning. Computer hardware and software has also been augmented. New computers have been purchased to meet the needs of the growing number of students and teachers. The college has purchased 100 mbps lease line for internet services. The college has installed its own rack server of DELL with 64 GB RAM and 3 TB Hard Disk in the year 2018. Keeping in mind the need for overall development of mind and body the college has also set up a multi gym with advanced equipment in the campus.

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

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

Teaching learning process 01

In order to ensure quality and enhancement of academic standards IQAC makes valuable suggestions at periodic intervals keeping in mind local needs and challenges. IQAC has suggested that the teaching load of teachers be according to the norms laid down by the UGC. However in some programmes where there is a shortage of substantive posts IQAC has suggested to the management to appoint qualified and competent teachers to compensate for the shortfall. The college appoints additional teachers on class basis, contract basis or full time basis.

IQAC suggests the introduction of new programmes or the modification of existing ones in order to keep pace with the changing times and emerging areas of study. IQAC suggests student centric teaching learning methodologies. IQAC encourages the use of ICT and the participation of teachers in FDPs

Teaching learning process 02

IQAC has successfully implemented LMS to adopt a blended method of teaching. Teachers can record and upload lectures in the form of text/ audio/ video files paper-wise according to the structured format of MOODLE

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

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)	D. Any 1 of the above
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File Description	Documents
Paste the web link of annual reports of the Institution	Nil
Upload e-copies of accreditations and certification	No File Uploaded
Upload details of quality assurance initiatives of the institution	View File
Upload any additional information	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The college has always promoted gender equality. Female students have constituted 55% of the total number of students over the last five years. It is imperative to address issues related to women through various methods including curricula.

The BA English Literature programme has an entire course on Women's Writing. For examples- A Vindication of the Rights of Woman by Mary Wollstonecraft, Draupadi by Mahashweta Devi, The Yellow Wallpaper by Charlotte Perkins, Advice to Women by Eunice De Souza, Beloved by Toni Morrison, The Collector of Treasurers by Bessie Head are some of the texts in English programme, to name a few, which talk about women's issues and gender equity. The Sociology programme introduces students to contemporary Women's Movement, role and contribution of the State and the Constitution towards ushering gender equality. The Economics programme includes pertinent issues like sex-ratio, maternal mortality, discrimination and women's empowerment. The History programme has a course which focuses specifically on the evolving position of women in Indian society - ancient, medieval and

modern. It includes topics on the rise of feminist movements in the west and outlines their legal status, educational rights, political involvement and social positioning. Feminism is taught in both Political Science and English Literature.

Gender Equity through co-curricular activities

Girl students are encouraged to participate in sports and games. The number of female participants has gradually increased over the years. More girls now participate as competitors and as volunteers in the college festival XAVIERUTSAV which is held every year in the month of February.

Gender Equity through extra-curricular activities

The College has an active Women's Forum which organises different programmes related to women's health and related issues. It also organises invited lectures on women's rights and career opportunities. Women's Day is celebrated every year with special emphasis on women centric issues. The forum also provides counselling to the girls students. The college has also constituted a mandatory ICC to look into all kinds of complaints related to gender issues.

Common Room Facility

In addition to a common room for all students the female students also have a separate common room with attached washroom. There are adequate numbers of washrooms to cater to the needs of female students. The college has installed two sanitary pad dispensing machines to promote health and hygiene among girl students. The college does not have day care facility for young children.

Security and Safety

The college follows safety protocols in all aspects. The college has appointed 40, including two female security personnel for round the clock monitoring. The entire campus has been installed with Close Circuit TV cameras at strategic locations to ensure security to all the students and to deter any kind of untoward incident specially involving girl students. The college has a dispensary to provide first aid and assistance in case of need.

Counselling

Faculty members are always available to provide counselling to the students. The Women's Forum regularly conducts programmes to counsel the female students. In addition to these the college has Anti-Ragging Committee, ICC and Grievance Redressal Cell where the students can submit written complaints for any kind of harassment. The complaints are addressed and appropriate action is taken.

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

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

A. Any 4 or All of the above

File Description	Documents
Geotagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

Solid waste management

Most of the waste generated in the college campus is disposed off by arranging transport facilities for the same. The college has purchased a composter recently to convert biodegradable waste into manure. Biodegradable waste is segregated and converted into manure by the composter. Plastic waste is segregated from other forms of waste and disposed appropriately for recycling. The college is taking necessary steps to end the use of single-use plastic in the campus.

Liquid waste management

Drinking water facility is arranged in every building of the campus. Wastage of drinking water is restricted through proper monitoring. The college has a well laid out network of covered drains to ensure proper discharge of liquid waste. Waste water is drained out

properly to keep the campus clean and to provide an ecologically aesthetic environment. Proper drainage system is arranged for all the buildings of the campus. All effluents flow through the drains which finally merge with the municipal drains.

E-waste management

Systems with long guarantee period are procured to ensure minimization of e-waste. Old computers of low configuration but in working condition are donated to schools administered by the same society. Condemned batteries and damaged computers are disposed through outside agencies. Other e-waste materials are disposed appropriately.

Waste recycling system

The college does not have any system for waste water recycling.

Hazardous chemicals and radioactive waste management

Chemical waste generated from labs is disposed off appropriately to minimize pollution

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geotagged photographs of the facilities	View File
Any other relevant information	No File Uploaded

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

B. Any 3 of the above

File Description	Documents
Geotagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

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

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

A. Any 4 or All of the above

File Description	Documents
Geotagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:

- 1. Green audit**
- 2. Energy audit**
- 3. Environment audit**
- 4. Clean and green campus recognitions/awards**
- 5. Beyond the campus environmental promotional activities**

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.

D. Any 1of the above

File Description	Documents
Geotagged photographs / videos of facilities	View File
Policy documents and brochures on the support to be provided	No File Uploaded
Details of the software procured for providing assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

Although the college accords priority to the education of Catholics it is acutely aware of its role and responsibility in providing an inclusive environment of tolerance and harmony towards all diversities including non- Catholic tribals and also non tribals. This is evident by the fact that the college has adopted the reservation policy of the State government. The college is also aware of its duty and responsibility towards the preservation of

local heritage. The college strives to promote the culture of the region and due emphasis is given to appreciate and respect other faiths and foster religious harmony. Indigenous people's festivals like Sarhul and Karma are celebrated in the campus on a grand scale. In order to preserve the rich cultural heritage and linguistic diversity of Jharkhand the college has established a Tribal Research Centre and appointed Research Associates in the five most spoken languages of Jharkhand namely Santali, Ho, Mundari, Kharia and Kurukh. The following bi-annual journals are published by the research centre.

Title Language

Marsal Santali

Sarjom Ho

Aeon Mundari

Tunjong Kharia

Chonha-Ayanya Kurukh

The students are encouraged to organize Nukkad Natak on various issues related to communal and socioeconomic issues that concern the society and the nation at large. The needs of Specially-abled students are also addressed. The college has installed lifts and provided ramps and railings on the staircases to facilitate easy movement.

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

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

Human Values and Ethics

Programmes such as Sociology, Economics, Commerce, Geography, Biotechnology, Journalism and Mass Communication, Business Administration include various topics and courses focusing on social

equality, secularism, child and human rights, consumer protection rights, Audit and Corporate Governance and such which cater exclusively to the cultivation of human values and ethics. Value education is a salient feature of the B Ed curriculum as it is intrinsic to the development of professional ethics among future teachers. Human Rights and Gandhian Values are integral components of the Political Science curriculum. The college has an Electoral Literacy Club which has done commendable work in creating awareness and literacy among the students towards their national duties. Some of the major events organized by the club in the campus are: Voter Registration Camp in 2017 and 2019 National Election Quiz Photo Exhibition EVM VVPAT Demonstration Nukkad Natak to create awareness C-VIGIL app training Voter Signature Campaign. This Club has also worked outside the campus in collaboration with the State government. In order to foster patriotism and a sense of national duty Republic Day and Independence Day are celebrated every year in the college. The occasions are celebrated with tremendous fervour and passion by the students. Patriotic Song and Dance Competition is held every year on the eve of Independence Day. To make our students more conscientious and punctilious, to foster transparency and probity in private and public life, and to promote national integration and multicultural assimilation, the college organizes various programmes such as College Festival, among other activities.

Details of Session 2019-20 has been uploaded as in the session 2020-21 no such activities could be conducted due to COVID.

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

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

D. Any 1 of the above

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

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

The college celebrates days of national and international importance every year to inculcate a sense of values in the students.

Independence Day

Republic Day

Rashtriya Ekta Diwas

Women's Day Hindi Diwas

Yoga Day

Earth Day

International Day of the World's Indigenous Peoples

World Wetland Day

Ozone Day

Gandhi Jayanti

Birth anniversaries of Sri Aurobindo Ghosh, Swami Vivekananda and Rabindra Nath Tagore

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	No File Uploaded
Geotagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

To sensitize the students towards social responsibility and environmental awareness and to make them conscientious and responsible members of the society. The underlying principle behind this practice is inspired by the world view of St. Ignatius of Loyola - LOVE IS SHOWN IN DEEDS NOT WORDS. The objective is to form men and women for others with a special concern for the needy. It is especially relevant in a diverse country like India which has huge socioeconomic disparities. The aim is to enable students to apply knowledge critically to the service of society, to become intellectually competent, morally upright, socially committed, spiritually inspired and nationally dedicated men and women.

The Context :

The measurable parameters of such a significant task stems from the need to retain the core idea of human values in the swiftly changing socio-economic and cultural paradigm. The rapid pace of industrialization and changing urban landscape has eroded the values which held family and society together. The divide between the haves and the have-nots has steadily increased over the years which have resulted in tremendous social distress. The youth, especially the millennials, have to be made emotionally mature to handle the challenges in the fast changing milieu.

The Practice:

The practice is aimed at fostering wholesome yet simple lifestyles for self and others. It aims at empowering the powerless and less privileged sections especially the tribals, backward classes, women and other vulnerable sections of the society. The students of the college have formed various students' clubs in the college under mentorship of different faculty members. The major clubs and

societies are ROTARACT, NCC, Health Club, ECO TASKFORCE, Geo Club, DHARAMEET and NSS. Every club has formulated its rules of membership, plan of action for the current year and timeline of the activities. The students create resources for their plan of activity through various means such as donations from society in the form of medicines and old clothes, crowd funding, collection of plant saplings from different organizations such as the forest department and nurseries. The students prepare customized models for literacy drives. The office bearers of the societies/ clubs seek formal permission, where necessary, carry out their activities. The students outline and select different locations for their activities. Upon reaching the site they carry out the plan of action. After execution they follow up on their activities so that they get first hand information on the outcome of their activities.

Evidence of Success:

The success of the endeavours is made evident by the formation of various students' clubs in the college. The activities of ROTARACT, NCC, Health Club, ECO TASKFORCE, DHARAMEET, Geo Club and NSS testify to the fact that the students of St. Xavier's College Ranchi play a stellar role in engaging with the community and doing selfless service for the country.

Activities of ROTARACT : [view link](#)

Activities of NCC : [view link](#)

Activities of Health Club : [view link](#)

Activities of ECO TASKFORCE : [view link](#)

Activities of Geo Club : [view link](#) Activities of NSS : [view link](#)

Activities of DHARAMEET : [view link](#)

Problems Encountered:

Due to the constraints of time in the semester system the students are not able to follow up on their endeavours. Sometimes the activities cannot be executed because of finance crunch. The success rate of these programmes has been high but sometimes the activities are hampered due to extraneous reasons. Resources Required : Financial assistance Transportation Paraphernalia for the different activities.

Best Practice II :**Title of the Practice :**

Welfare Programme for Teaching and Non Teaching Staff Objectives of the Practice: To provide adequate financial security and health cover to the staff in the light of medical and other exigencies

The Context:

Health and wellness has emerged as a very challenging problem in recent times. It has been observed by various studies and experts that people are at a high risk of contacting different kinds of ailments due to the changing lifestyles and pressures of urban living. The corporate hospitals' expenditure is exorbitant and is out of reach of the common man's purse. The college considers it its moral obligation to provide the best possible assistance to its dedicated staff members who have contributed selflessly to the elevate the institution to its present stature.

The Practice: The college started a medical insurance scheme for the teachers in the year 2012. The number of individual members of the scheme has increased over the years with the addition of new faculty members. The benefit of the medical insurance scheme was expanded to include non teaching staff in the year 2019. As part of this scheme 50% of the insurance premium is borne by the respective member and the remaining 50% is borne by the college management.

Evidence of Success:

At present the college has extended the benefits of the scheme to x no. of teachers and y no. of non- teaching staff.

Sl no	Year	No of Teaching Staff	No of NTS	Amount
1.	2015-16	64		
				Rs. 4,85,100/-
2.	2016-17	65		
				Rs. 4,96,290/-
3.	2017-18	74		
				Rs. 5,09,283/-
4.	2018-19	74	34	
				Rs. 16,35,659/-
5.	2019-20	74	41	
				Rs.16,45,752/-

The college has spent Rs. 47,72,084/- during the last five years for the successful implementation of the scheme. attach list of teachers and NTS

Problems Encountered:

No major problem has been encountered by the college or the members

availing the benefits of the insurance scheme. But due to COVID in the session 2020-21 such type of activities were not possible.

Resources Required:

The college has adequate resources to fulfil its obligations towards its staff members.

File Description	Documents
Best practices in the Institutional website	https://www.sxcran.org/download/BestPractices.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

St. Xavier's College, Ranchi enjoys a distinctive position in the academic domain in eastern India. Since its inception in 1944, the college has been actively engaged in providing quality education. Guided by the principles of the Jesuit world-view, the college has made a significant contribution towards the academic standards. It aims at providing integral education to the youth to prepare them to meet the challenges in the context of the emerging global, national and regional concerns. Although the college accords priority to the education of Catholics, it recognizes the plurality and diversity of cultures. There has been a steady increase in the enrolment of female students over the years. As a result, female students constitute 55 % of the total number of students.

The college feels morally obligated to uphold and preserve the cultural heritage of Jharkhand. Programmes on gender sensitization are increasing. There is also a sustained effort to sensitize the students on environmental concerns both through the curriculum and through student's participation in outreach programmes. In its attempt to facilitate upward mobility and to boost employability, the college offers professional and vocational courses suitable to the emerging trends in Industry - Education, IT and Computer Science. 23% of the students pursuing these programmes have been placed in different companies through campus placement initiatives of the college.

File Description	Documents
Appropriate link in the institutional website	www.sxcran.org
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

The college plans to complete/ take up the following initiatives in the following year

1. To equip all the departments with technological tools, in order to conduct teaching learning process/ outcome in wake of the COVID disruption.
2. To enrich the central as well as department libraries with novel and varied learning resources.
3. Introduction of ERP to ensure proper functioning of administrative processes and equip the students to access the information concerned with their educational module.
4. Enhancing and emphasizing the use of online teaching learning platforms such as LMS.
5. Augmentation of infrastructure:
 1. Construction of new parking space for the college staff.
 2. Construction of nine toilets for girl students.
 3. Construction of four urinals and six toilets for boys.
 4. Construction of two ladies and two gents' toilet for staff.
 5. Repairing and maintenance of the existing urinal for boys.
 6. Construction of handrail for staircases, porch and balconies.
 7. Beautification of the campus.