



YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1.Name of the Institution	St. Xavier's College of Management & Technology
• Name of the Head of the institution	Fr Dr Martin Poras SJ
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	9691919173
• Mobile No:	8210946336
• Registered e-mail	info@sxcpatna.edu.in
• Alternate e-mail	principal@sxcpatna.edu.in
• Address	XTTI Campus, Digha-Aashiyaana Road, Digha Ghat
• City/Town	Patna
• State/UT	Bihar
• Pin Code	800011
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated College
• Type of Institution	Co-education
• Location	Urban

• Financial Status	Self-financing				
• Name of the Affiliating University	Aryabhata Knowledge University				
• Name of the IQAC Coordinator	Sr Dr Grace Pamplaniyil SCSC				
• Phone No.	8877617734				
• Alternate phone No.	8987262019				
• Mobile	9470655556				
• IQAC e-mail address	iqac@sxcpatna.edu.in				
• Alternate e-mail address	sr.grace@sxcpatna.edu.in				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://sxcpatna.edu.in/self-study-report-ssr/				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://sxcpatna.edu.in/academic-calendar-2/				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B++	2.90	2022	09/11/2022	08/11/2027
6.Date of Establishment of IQAC			01/07/2016		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	10
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been 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.Whether IQAC received funding from any of the 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>Implementation of innovative teaching practices: The IQAC has introduced innovative teaching methodologies to enhance the quality of education and improve the overall learning experience for students. To name a few: peer teaching, project- based learning, group discussion (GD), case study, Let's talk series and technology integration.</p>	
<p>Quality improvement initiatives: The IQAC has initiated specific quality improvements such as formation of research cell, formation of quality policies with the aim of raising the overall academic standards.</p>	
<p>Effective implementation of student feedback mechanisms: IQAC established mechanisms for collecting feedback from students, faculty, and other stakeholders. This feedback is used to evaluate the performance of different components of the institution.</p>	
<p>Quality Audits: Internal Audit & Department audit: These audits assess adherence to quality standards and identify areas for improvement. The audit process holds individuals and departments accountable for their performance.</p>	
<p>Faculty and staff development program: By conducting soft skill training, staff orientation, interactive session etc.</p>	
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	

Plan of Action	Achievements/Outcomes
Conducted feedback from various stakeholders	Received a bird's eye view on where we stand in the eyes of the stakeholders, Over all improvement in the quality of the College
Conducted AAA	It enhanced accountability of the individual members with regards to their academic performance, to identify areas where improvements need to be made, Improved the overall effectiveness of the institution.
Conducted Department Audit	Departments were ready with their documents with regard to various aspects of its performance, Became aware of the strength & weaknesses.
Conducted Faculty Development Programme on Softskills	Faculties gained to enhance their soft skills, in turn students are the beneficiaries.
MoU with St Joseph's Trichy & St Xavier's Mahuadanr	Enhanced the quality of education provided in the institution.
Arranged motivational classes for students	Students were motivated and their performance improved in the class.
Suggested to have Research Development Cell	Special attention is paid on research development, an area where the College needs special focus.
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
Governing Body	10/01/2024

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022	16/01/2023

15. Multidisciplinary / interdisciplinary

SXCMT intends to prepare graduates equipped with interdisciplinary/multidisciplinary knowledge by catering to the skills requirements because of rapid and continuous change in expectations of the society, organization and world at large. The need to incorporate multidisciplinary and inter-disciplinary knowledge into education is the need of the hour. At the college, multi-disciplinary approach is being practiced through, 1. Certificate Courses 2. Lets Talk Series 3. Workshops, Seminars and talks by the industry experts. To promote the concept of multi-disciplinary approach for freshers a new "Bridge Course" is introduced in first year from the academic year 2022-2023. The College has planned to introduce ability & skill enhancement courses in coming academic year from first semester onwards.

16. Academic bank of credits (ABC):

The College has started looking into this aspect although it has not been implemented formally. The College for UG programmes is affiliated to Aryabhatta Knowledge University (AKU), Patna. SXCMT has been waiting for the University's implementation of ABC. The College agrees in principle with the ABC which has been envisaged to facilitate the academic mobility of students with the freedom to study across the Higher Education Institutions in the country with an appropriate "credit transfer" mechanism from one programme to another, leading to attain a Degree/ Diploma/Certificate etc.

17. Skill development:

Realizing the importance of learning beyond classrooms, the college encourages students to indulge in various skill development activities. SXCMT conducts a wide range of activities which include skill development training programs and courses, code race, quizzes, poster making, research paper presentations, programming competitions etc. Eminent resource persons and speakers are invited from reputed institutes and industries to address students on emerging and important areas, spreading awareness etc. In addition,

the students are motivated to participate in various competitions and activities organized by reputed institutes. Seminars, guest lectures and talks are conducted to provide training for the personality development of the students. Training & Placement cell organizes career guidance and motivational speeches etc. to develop an attitude which helps students to perform better in interviews. Industrial visits are organized to expose the students to the real industry environment. These visits help the students to relate academic learning with the practical situations. Department also contributes to the skill development of students by motivating the students to undertake industry internships.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The National Education Policy 2020 aims to reconfigure the education system of India on the framework of Indian knowledge System which will include knowledge from ancient India and modern India. In the same line, the college conducts various activities like Hindi Diwas, Talk/Lectures, Indian Constitution as well as the EcoMitr Club conducts activities which are nature friendly and forming a sustainable green ecosystem. As per the Indian culture, the college aims at "formation of men and women for others" to transform the world into a 'vasudhaiv kutumbakam' (Universal brotherhood-sisterhood). For the first year, a special course "English Proficiency Classes" is conducted every week which help in Communicative English, Professional Writing Skills in English etc. Along with the knowledge and skill of his/her study, students' character is also nurtured with the weekly Value Education Classes called "Foundation & Mentoring". Social involvement activities like Visits to Local areas, Teaching in slums etc are conducted regularly. Youth for free India (YFI) campaign conducts activities which focus on the motto "Hunger Free, Caste Free & Communalism Free India".

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Outcome-Based Education (OBE) is the focus area of the college since its inception. The college continuously works on the same using one of our core values "Strive for Excellence". OBE gives much attention to student-centric teaching and learning process in which the course delivery, assessment is planned to achieve the stated objectives and outcomes through: 1. Well defined Vision and Mission of the college. 2. The Program Outcomes (POs), Program Specific Outcomes (PSOs) & Course Outcomes (Cos) are properly written, defined and established that meet the Graduate attributes. 3. Revised Bloom's taxonomy is planned to be used while writing the Course Outcomes in coming

academic year. To meet the outcomes, the curriculum is embedded with professional core courses, professional electives, internship, projects etc., The outcomes are measured through both Direct (through the Continuous Internal Evaluation (CIE) with multiple modules and Semester End Examinations) and Indirect Method (through the feedback by the stake holders). The outcome attainments are calculated and compared with target values. Action is taken in either case.

20.Distance education/online education:

Distance/Open Education in India is regulated by the UGC. SXCMT which is affiliated to Aryabhata Knowledge University (AKU), are not authorized to offer and so, does not offer distance education. The NEP 2020 has a special focus on online education. The college promotes education through online courses from platform such as SWAYAM/NPTEL, other MOOC Platforms etc. The college has a collaboration with Spoken Tutorial, IIT Bombay for online education in different areas. In the present era, the role of online educational technology in providing the education is increasing gradually. Online classes have become the new normal. It has taken an important place in the teaching learning process. Microsoft Teams was used extensively for teaching learning process, documentation and communication. The college strongly believes the blended learning mode to carry out the classroom sessions which can be a reality in the near future.

Extended Profile

1.Programme

1.1	190
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	1087
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	105
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	View File
2.3	337
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	31
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	33
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	29
Total number of Classrooms and Seminar halls	
4.2	257
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	296
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The five undergraduate programs in Business Administration, Computer Science, Commerce, International Business and Journalism and Mass Communication address the holistic formation of students through academics and extra-curricular activities.

The timely completion of the university mandated syllabi is achieved and documented via the Annual Academic audit, and preparation of the departmental calendar. Through the preparation of outcome-based lesson plans, and stock-taking of syllabus status via departmental faculty meetings, the faculty are able to map student progress and plan how to effectively address the needs of slow learners.

Active student active participation in value-based classes i.e. Foundation and Mentoring, Skill based language classes i.e. English Proficiency Class, various certificate courses and many co-curricular and extra-curricular activities is encouraged..

The faculty members adopt liberative and innovative pedagogical methods that include:

- Traditional chalk and talk methods.
- Group Discussion

- Demonstration
- Power Point Presentation
- Case Studies and practical work
- Audio-Visual Classes etc.
- Remedial classes, and online interactions
- Dedicated WhatsApp communication groups

Before starting the academic year, all faculty members are involved in the academic calendar planning exercise, following the annual academic audit. Class timetables are prepared in sync with available resources and infrastructure; duly uploaded on the College website and displayed on notice boards.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	https://shorturl.at/ajMVX

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

At St. Xavier's College of Management & Technology, we are committed to following a well-structured academic calendar. The Academic Calendar (AC) is properly planned and designed at the beginning of each academic session and is in sync with that of the affiliating University. The 'College Handbook & Academic Calendar' is distributed to all students and faculty at the start of the academic year.

Planned dates for the Institutional activities and events are included in the academic calendar. It keeps the students informed of upcoming events and in-house activities.

These include details of:

- Curricular and co- curricular events
- Semester Start and end dates.
- CIE modules and academic activities
- Holidays

Faculty members prepare lesson plans, chart course delivery, methodology, and completion of the syllabus based on the academic calendar. Our academic schedule is carefully organized to offer students plentiful opportunities for evaluation and feedback throughout the academic year. This is to empower students to monitor their progress, identify areas for improvement, and actively involve themselves in their own learning process. The Continuous Internal Evaluation (CIE), encompasses a range of evaluation methods such as,

- Model Tests
- Hands on practical
- PowerPoint presentation
- Project/Survey
- Exhibition/Group Activities/Assignment
- Certificate Course Presentation

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in D. Any 1 of the above following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

4

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

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement

for year: (As per Data Template)

3

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

96

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

96

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment**1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

In line with our mission of formation of intellectually competent, morally upright, socially committed, and spiritually inspired citizens, we aim to promote the values of respect for common Indian Heritage, egalitarianism, democracy, and secularism. The cross-cutting issues, like gender, environment and sustainability, professional ethics, human rights and values are touched upon in the academic degree program through the following courses:

- BA(JMC) 364
 1. 364-102: General Arts
 2. 364-502: Human Rights and Media.
 3. 364-602: Media Ethics

4. 364-603 Media and Environment

- BBA(IB) 363

1. 363-201: General Arts
2. 363-301 Human Resource Management
3. 363-606: Business Ethics and Corporate Governance

3306: General Environmental Science

- BBA 302

1. 302-406 [B]: Business Ethics, Corporate Governance, and Social Work

Besides, the college also offers some tailor made curricular extra-curricular and co-curricular activities and try to expose the students to professional environments. Every student has to complete mandatory 30 hours of social engagement (social work), mentored by reputed NGOs and civil society organizations.

Apart from these, weekly foundation and mentoring classes encourage students to discuss and reflect on a wide range of socially and environmentally relevant topics, guided by the designated mentors. Special activity periods with themes of ethics, human rights, nationalism, and so on are held on most Saturdays.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

4

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

210

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://shorturl.at/mJZ45

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

420

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

179

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The College is committed to offering a comprehensive and inclusive academic atmosphere that addresses the varied needs of our students, thus, guaranteeing that every student is provided with the assistance and avenues required to thrive in their academic and

personal endeavours.

For our slow learners, we have designed a comprehensive support system. During the tutorial period, teachers offer personalized assistance to help them grasp challenging concepts. Prior to examinations, revision classes are conducted to reinforce their understanding of the coursework. Our college counsellor assumes a crucial function in enhancing their spirits, assisting them in establishing attainable objectives, and attending to educational apprehensions they might possess. To foster a collaborative learning environment, weaker students are teamed up with their faster-learning counterparts in group assignments.

For our more advanced students, we provide a wide range of chances to enhance their abilities and qualities in leadership. They are assigned to advanced clusters within English Proficiency Courses, enabling them to refine their aptitude in communication, which is crucial in the contemporary world of competition. Furthermore, they are motivated to actively engage in extracurricular events, workshops, and conferences that furnish an arena for them to exhibit their skills and cultivate their leadership capacities.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1087	33

File Description	Documents
Any additional information	View File

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

Our College uses a variety of student-centric methods such as, experiential learning, participative learning, and problem-solving methodologies to enhance the overall learning experience.

Experiential learning is the cornerstone of our teaching methodology. We firmly believe that students acquire knowledge most effectively through practical application. By means of practical activities, field excursions, internships, and tangible projects, we afford students the opportunity to put theoretical knowledge into practice within real-life scenarios.

Participatory learning constitutes a pivotal facet of our pedagogical approach. We cultivate an environment wherein students actively engage in discourse, deliberations, collective undertakings, and collaborative endeavors. This fosters a culture of peer-to-peer learning, idea dissemination, and the cultivation of proficient communication and teamwork aptitudes. Such practices help students to assume responsibility for their own education.

Our curriculum incorporates problem-solving methodologies to equip students with the capacity to scrutinize intricate quandaries and devise ground-breaking resolutions. Through case studies and research endeavors, students confront real-world predicaments, thus affording them the opportunity to cultivate their analytical cogitation, adaptability, and inventiveness.

By combining these student-centric methods, our college creates a dynamic and engaging learning environment that not only imparts knowledge but also nurtures skills and qualities essential for success in the ever-evolving global landscape.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	https://shorturl.at/cdhrx

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The college has embraced (ICT) enabled tools to enhance the teaching-learning process, for educational effectiveness and efficiency. They transform the teaching and learning from teacher's centric "Chalk & Talk" to student's centric approach which results in increasing learning benefits and providing various opportunities to students. Teachers were already used to conducting lectures using ICT enabled facilities provided in the lecture halls, seminar halls, auditorium.

Teachers used College ERP modules for teaching, making attendance,

assignments etc. The teaching plans were created using the ICT facilities provided by the College. They used the enhanced internet bandwidth for various teaching methodologies. Teachers used videos downloaded from YouTube etc. as well as value education classes to make classes more creative and interactive. Teachers used technologies to accomplish the tasks of College CIA. Other academic activities such as planning, documenting, communication, reporting were accomplished by the teachers using the tools and platforms provided by the College.

Teachers attended multiple seminars, workshops, trainings conducted by other institutions. Staffs attended refresher courses in online mode. ICT facilities are periodically updated and upgraded for providing better facilities and enhancing the teaching-learning process. Use of ICT has helped the College raise the interest levels of learning amongst the students.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

24

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

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

33

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

12

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

192

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

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college conducted Continuous Internal Assessment (CIA) for teaching, learning and evaluation purpose. CIA was conducted for 40%

for each course. It consisted of different modules, such as, Group Activity (15%), Model Test (50%), Class Presentation (25%) and overall class participation/attendance (10%).

These modules had been thoughtfully designed to incorporate the mission, vision, and six characteristics of our college, namely collaboration, commitment, compassion, competence, conscience, and creativity. By integrating these elements, the college assessed progress and performance of student's academic excellence, personal integrity, group work, creativity, discipline and activity-based learning.

To ensure transparency, information regarding continuous internal assessment was given in the college handbook and more details were shared with students before the commencement of each module. For the model test, subject professors submitted question bank based on bloom's taxonomy and Controller of Examination selects the question papers. Centralized evaluation of model test was done, and the answer sheets were shown to students within 15 days after the exam. Model answers were shared with students and Principal randomly checked the evaluated answer sheets to ensure fairness.

In terms of frequency, activity-based learning assessment was conducted after 35%, Model test after 75% and class presentation after 90% of syllabus completion.

File Description	Documents
Any additional information	View File
Link for additional information	https://shorturl.at/gpDP7

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

Any grievance of students regarding Continuous Internal Assessment (CIA) was addressed by Examination Grievance Cell. Students reported their grievances by email or submitted written applications. The grievances were recorded, and the action taken summary is given to students in seven working days. The examination department-maintained email id and mobile number exclusively for this purpose.

The most common grievances were as below:

- The question paper was tough.
- Not satisfied with the assessment marks.

- Incorrect Totaling.
- Absent for internal assessment due to ill health, accident, etc.

Retest applications are scrutinized by the examination committee and genuine students were given a chance for a retest. Retest was allowed to students if s/he was seriously ill, immobility due to accident, death of a family member or appearing for a competitive exam. The compiled list of students who were eligible for retest, date, time and venue of the retest schedule was displayed on the students' notice board. Retest was evaluated for 80% of the marks. Retest was conducted within 7 days of the last date of the exam.

At the end of the semester, students' performance in CIA modules were displayed on the notice board. The students were given three working days to report their grievances.

File Description	Documents
Any additional information	View File
Link for additional information	https://shorturl.at/empvM

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Ensuring that students and staff are aware of the stated Programme and course outcomes of the Programmes offered by the institution is crucial for maintaining academic transparency. During the admission process, students are given the detailed information about the Programmes, including their outcomes. This information is available on our institution's website and in the prospectus. Moreover, during the counselling with applicants we explain the Programmes, their outcomes, and career prospects.

During the orientation programs students are introduced to the specific Programme outcomes. Faculty members play a pivotal role in this process. They are provided with clear guidelines to communicate the outcomes to students through syllabi, course handouts, and during the first class of each course. Faculty members are encouraged to engage students in discussions about how each course contributes to the overall Programme outcomes.

In addition, our institution promotes a culture of continuous

improvement and transparency. We conduct periodic faculty development programs and workshops to train faculty members on effective communication of Programme outcomes. Staff and faculty are also encouraged to participate in curriculum development committees to ensure alignment with the stated outcomes.

To assess staff awareness, annual appraisals include a component related to their contribution towards enhancing student awareness of Programme outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The College employs various assessment methods and strategies to gauge the extent to which students have achieved these outcomes:

Direct Assessment Methods:

- Regular exams, tests, assignment, and projects are conducted to assess specific course outcomes.
- Project work and internships are used to appraise the Programme objectives, thereby enabling students to apply their acquired knowledge and skills in authentic, real-world settings.
- The College formulates precise rubrics for each course objective and Programme objective, in order to provide guidance for faculty members in their consistent and objective evaluation of student work.
- The regularly reviews assessment modules to identify areas for improvement in both individual courses and the overall program and make adjustment in the teaching methods as needed to enhance outcomes.
- Mentors diligently monitor student performance and progress towards the set objectives

Indirect Assessment Methods:

- By collecting feedback from students about their perception of

their learning experiences and the extent to which they believe they have achieved the intended outcomes.

- Gathering feedback from alumni and employers about the preparedness and competence of graduates in relation to the Programme outcomes.

By employing a combination of these assessment methods and continuously refining the process the college effectively evaluate the attainment of Programme and course outcomes, ensuring that their educational programs remain relevant and impactful.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://shorturl.at/JNVY7

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

342

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://shorturl.at/tGRX5

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://shorturl.at/eABTW>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects /

endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0.675

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	http://www.nabcons.com/

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

7

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

2

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

26

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The goal of Jesuit education is to form students into men and women for others. The College remains resolute in its pursuit of nurturing students who are not only academically adept but also devoted to

helping others. Therefore, the college encourages a wide range of extension activities to accomplish this transformative purpose. Every student has to complete a compulsory 30 hours of social involvement in neighborhood communities, which have been adopted by the college, in the first year of his/her study. In addition, the college has numerous clubs, such as the eco-mitr club, the Xavier Theatre Club, and others, to encourage students to participate in volunteer work and to host events on significant social and economic issues that have an impact on people's lives. By engaging in community services, outreach programs, and volunteering, students connect classroom knowledge to real-world challenges. These activities provide a platform for students to develop empathy, social awareness, and critical thinking skills.

They foster a sense of social responsibility and prepare them to be active agents of positive change. Extension activities cultivate a well-rounded education that goes beyond textbooks, equipping students with the tools to understand societal complexities, contribute meaningfully to their communities, and emerge as Compassionate and socially conscious individuals. The College has signed several MoUs with NGOs for this purpose.

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

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

1

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through

NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

32

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

649

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

43

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

13

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The College is located on the 36-acre, wide campus. The Loyola, De Nobili, and Britto are the three wings that make up the College building. The college has 25 classrooms and 3 multipurpose halls, namely

1. Kalaam Hall.
2. De Nobili Hall
3. Loyola Hall

These halls are used to host cultural events, exams, seminars, and workshops. Additionally, the College has a conference room.

During the Academic year 2022-23 construction of a new block (area=7100 square feet) above De Nobili Hall got completed which contains space for 3 Computer Labs and 2 Classrooms.

Construction work of a G+3 Administrative and Academic block (Each floor's built-up area=19840 square feet) has begun during the Academic Year which is expected to complete by June 2024.

Each classroom has a PC, internet and AV equipment. In every classroom there is public address system. Additionally, the college has two studios that are mostly utilized by mass communication students along with Other students. Both studios are utilized for recording and televised production.

There are three computer labs in the College having names Lab1, Lab2, and Lab3 with 61 PC, AV facility and internet. There is one English language lab with 36 computers.

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

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

Our college is equipped with a wide range of facilities for sports, games, and cultural activities, providing our students with ample opportunities to engage in various extracurricular pursuits and develop their talents.

Cultural Activities:

The Kalam Hall, with a seating capacity of 1300, serves as the heart of our cultural activities. This is where the entire college gathers every Saturday for different activities. This hall is Air-conditioned and fixed with motorized projector and sound system. Besides, the De Nobili Hall and Loyola Hall with the seating capacity of 200 each, are used for conducting seminars, departmental activities, and other creative endeavors. These halls are equipped with smart screens.

Outdoor Sports Fields: The college has extensive outdoor sports fields, including a football field, cricket ground, volley ball

court, basketball court, Kabaddi ground, Badminton court, Handball court, a track-and-field facility, etc.,

In Athletics, College has the following facilities: -

- Track & Field- Six lane track,
- Javelin Throw,
- Shot-put Throw and
- Discus Throw

Indoor Sports Facilities: The College also has facilities for indoor games like-

- Carom board ,
- Chess,
- Table Tennis and
- Swimming pool

These facilities are often frequented by students for intellectually stimulating games.

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

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

29

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

29

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

608

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

There are two libraries running in the college campus, one is the College Library and other is Xavier Institute of Social Research library. Web-based Library Integrated Automation has partially automated the college library system facilitating Acquisition & Catalogue, Circulation, Web OPAC etc. The details of ILMS are:

- Name of the ILMS : Mastersoft ERP
- Nature of automation (fully / partially) : Partially
- Version : 2.0.4
- Year of automation : 2022

The details of the specialized services provided by the library are

- Library automation software has been changed from SOUL 3.0 to ERP LIBMAN from October 2022. Accordingly all the library materials have been updated with ERP. The WEBOPAC Modules are the main tool for providing access to Library collection.
- In Total we have collection of 30,390 volumes of which
 1. The College Library has a collection of 13,165 volumes including text books, references and rare books.
 2. Research Library has total collection of 17,225 books, subscribed journals are 12 and total published book are 55.
- The total Library membership in 2022-23 was 1153 and the

number of users visiting the Library was 12784.

- All the Library collections are classified and listed according to DDC rules.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

2.11

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

60

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

4.3 - IT Infrastructure

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

Hardware:

- The college has 3 computer Labs with 61 PCs in each lab and one language lab with 36 PCs and ETNL software to teach English language to the students. A research lab with 10 PCs is also there for the students and staff.
- Besides labs, all the class rooms have computers and AV facilities and internet to support teaching and learning.
- The administrative offices of the college are equipped with computers, printers, scanners and internet facilities

Software

- The computers in the 3 labs have licensed MS windows operating system and MS office. These licenses are of two kind
 1. Paper license
 2. Preinstalled genuine MS windows and MS office
- Besides these, free and open source software are also available in the labs and in the class rooms such as Linux OS and programming & statistical tools and utilities.
- The college is using a licensed software Mastersoft ERP for managing the entire college. Different modules of this ERP is being used in the college administrative offices, Accounts Department, Exam Department, Library and by the Professors for handling their respective routine and special jobs. For managing and conducting English Proficiency classes, ETNL software is being used.

Network and internet facility with Wi Fi:

- Internet and networking facilities are available to all corners of the college. To facilitate this LAN is setup in the

college.

- The college is using internet facility of 100 MBPS connection from Railwire.

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

4.3.2 - Number of Computers

259

File Description	Documents
Upload any additional information	View File
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

120

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

The physical, academic and support facilities are well maintained and are used on the requirement as per the standard procedure.

- **IT Facilities:** As far as the computer resources are concerned, there is an IT cell which works under the guidance of a Management member. The manager of IT manages the resources like computers, peripherals and, network and internet in the classrooms, labs, in offices, library and faculty cabins.
- **Library:** The College Library purchases books and subscribes to journals and periodicals on the recommendation of the professors and the department Coordinators. Annual maintenance of furniture, bookshelf and stack maintenance is done.
- **Classrooms & Labs:** Classrooms, labs and halls come under daily maintenance. The maintenance staff and the IT assistant takes care of cleanliness readiness of the facilities available in the classrooms. In case of any repair needed, the executive supervisor is informed, who does the needful.
- **Sports:** Physical Education Teacher takes responsibility for all repairs pertaining to sports equipment and playgrounds.
- **Electrical Facilities:** Electricians are there in the college to address power breakdown and repair/ replacement of electrical fittings, and lights and fans.
- **Buildings:** Maintenance of buildings and related areas are undertaken by the College Administrator.

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

STUDENT SUPPORT AND PROGRESSION**5.1 - Student Support****5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year****5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

144

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

55

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills
Language and communication skills Life skills
(Yoga, physical fitness, health and hygiene)
ICT/computing skills**

A. All of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1087

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1087

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

69

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

51

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government

examinations) during the year

11

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

15

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The Cabinet and Council members of St. Xavier's College of Management and Technology play pivotal roles in the institution's daily operations and the execution of significant events. The Cabinet, headed by the President, Vice President, Secretary, and Treasurer, provides visionary leadership, oversees student representation in discussions with college management, and ensures the seamless execution of college initiatives. The cabinet and council members ensure that students maintain a respectful and orderly atmosphere. This includes regular mobile phone checks to ensure adherence to college policies. The college has dedicated

secretaries for different clubs and committees, highlighting its commitment to fostering extracurricular activities. Last academic year they had shown their significant involvement in various events like organizing staff day, the feast of St Ignatius of Loyola, Patron's day, Farewell of 3rd year students, and other cultural and academic events. As class representatives (CRs), they play a vital role in maintaining classroom decorum and ensuring that students adhere to the rules and standards set by the college, contributing to a conducive learning environment. Their mission includes becoming well-rounded leaders who are intellectually competent, morally upright, socially committed, and spiritually inspired.

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

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

38

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni Association of St. Xavier's College of Management & Technology has organised various activities to help the marginalized section of society during the year 2022-23. It is striving to

empower underprivileged children, youth, and women by providing education, and healthcare facilities. They have worked with various slums in Patna. Members of the alumni association regularly visit these slums, spend quality time with the children, and distribute stationery items, clothes, chocolates, and food items among them. A Baal Mela was also organized for them on the college campus. The college alumni celebrated Yoga Day to mark the importance of good health in our lives. They are in constant touch with the college. The Annual Alumni Meet, 'Meet & Greet' was organised on 10th June 2023 on the college campus. Alumni, the Principal, members of management, teachers, and staff of the college were present on that occasion. The former students had fun activities in the college. They shared their career achievements and plans with the alumni and faculty members of the college. The institution's former students come to the college with enthusiasm and refresh their bonding with the College. They have shown keen interest in the progress of the institution.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The college's commitment to promoting participation of teachers in the decision-making process is ingrained in its vision and mission. The institution recognizes the importance of inclusivity and collaboration in achieving its goal of building an egalitarian society and nurturing future leaders who are intellectually competent, morally upright, socially committed, and spiritually inspired.

One of the key elements that facilitate teacher participation is the highly decentralized governance structure. The organizational framework provides departments within an institution with significant self-governance, allowing them to exercise their own judgment and carry out initiatives autonomously. This power distribution empowers educators and staff members to control their spheres of influence, fostering a sense of duty and answerability.

The weekly faculty meetings serve as a pivotal forum for nurturing teacher participation. During these meetings, every issue is discussed, and decisions are collectively made. The democratic approach in education promotes open dialogue, constructive debates, and innovative ideas, ensuring all educators' voices and perspectives are heard and their expertise is valued, thus, enriching the decision-making process.

The college recognizes that quality education is a collective effort. Therefore, teachers are encouraged to work together, share best practices, and collectively shape the educational experience for their students.

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

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The college's commitment to decentralization and participative management is exemplified by its approach to conducting department-wise national and international seminars. Last year, a decision made during the faculty meeting showcased the practical application of these principles.

Firstly, the decision itself demonstrated decentralization. By allowing each department the autonomy and power to execute the decision, the college empowered its faculty members to take ownership of their respective areas. This approach recognizes that individuals closest to a particular issue or task are often best equipped to make informed decisions and take appropriate actions. In this case, each department was entrusted with the responsibility of organizing a department-specific seminar.

The decision to conduct seminars was a result of participative management, where the faculty decided collectively during a faculty meeting, involving the input and consensus of the teaching staff, ensuring their voices and ideas were considered in shaping the college's initiatives.

Furthermore, the active involvement of each department in organizing the seminars fostered collaboration and a sense of ownership among faculty members. They were motivated to work hard and contribute their expertise to make these events successful, aligning with the principles of participative management where employees are encouraged to actively engage in decision implementation.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institute devised its strategic plan for the next ten years (2013-2023). One of the strategic plans is upgrading the present infrastructure aiming at converting it into a state-of -the art campus and financially viable and independent. One activity successfully implemented based on the plan is upgrading the manual process of library to the automated one.

- • SOUL 2.0 was introduced to automate the process of library Management System.
- • In 2021-2022, ILMS (Integrated Library Management System) has been upgraded from SOUL 2.0 to SOUL 3.0.
- • Bar coding facility is made available to the library to maintain the records of the library. Through bar code reader, issuing of books, maintaining and updating the record of the books became easier.
- • Wi-fi facility is also made available for the smooth functioning of Library.
- • Five computers with internet facilities were installed to facilitate digital library.
- • Students can search the availability of books online through the computers available in library.
- • Institutional Membership of DELNET was renewed for accessing - e-recourses like: - e-books, e-journals, thesis, research

papers etc.

- Digitalization of Library: The students who are associated with the scholarship scheme "Earn ad Learn" program have typed 797 Books, out of it 86 books have been uploaded in SOUL software.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

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

The College's organogram is a hierarchical structure that outlines the administrative framework and division of responsibilities within the institution. At the apex of this hierarchy is the Governing Body. Beneath the Governing Body, the organogram designates the Principal as the Chief Executive Officer (CEO) of the college. The principal is entrusted with the task of executing the decisions and directives established by the Governing Body. Working closely with the principal is the Vice Principal, who serves as a link connecting the major departments of the college as they serve as driving force to ensure the vision is translated into action.

The organogram further illustrates the College's commitment to effective decentralization through positions such as the Controller of Examinations, Deans, Department Coordinators, IQAC and more. These roles empower various departments and units to operate autonomously, making decisions and managing their specific areas efficiently while staying aligned with the broader vision of the college. The college's organogram reflects a well-structured and efficient administrative system that prioritizes clear communication, decentralization, and a strong connection between leadership and the various facets of the institution. This framework enables the college to thrive by harmonizing its strategic planning with effective implementation at every level.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://sxcpatna.edu.in/organogram/
Upload any additional information	View File

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) Document	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The Institution has effective welfare measures for teaching and non-teaching staff. The welfare measures are as follows:

- **Health Insurance:** The College provides health insurance to its staff from Apollo Munich Health Insurance Co. Ltd, which later changed into HDFC Ergo Health Insurance Limited, for a cover up to five lakhs rupees for staff members has been provided since 2019.
- **Maternity Leave:** Paid maternity leave is provided to its female staff.
- **Interest-free Loans:** is provided to its staff which is to be repaid in EMIs deducted from the salary of staff without any interest.
- **Help provided in sister institutions:** The college provides help to its staff regarding admissions of their ward in sister institutions.

- **Honorarium:** The College sends its staff to other institutions to give training, teaching etc. in which staff receive 60% honorarium.
- **Financial Assistance:** For attending Seminar, FDP, Workshops, Conferences etc.
- **Sports Activities for staff:** For teaching and non-teaching staff
- **Monetary Incentives:** Yearly Salary Increment, Early payment at the time of festivals, etc.
- **Gifts on different occasions:** The College distributes gift to its staff on different occasions every year as a token of love.
- **Staff Vehicle Parking:** The College provides adequate vehicle parking space with shed to its staff.

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

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

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

16

File Description	Documents
Upload any additional information	View File
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 programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

33

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The College has developed a comprehensive performance appraisal system called the Xavier Performance Appraisal System, which is a 360-degree evaluation process. This system ensures a holistic and well-rounded assessment for every staff. The multifaceted evaluation involves input from various perspectives, including self-assessment, departmental heads, colleagues, management, and even students, with

different weightage given to each evaluator.

Self-assessment allows employees to reflect on their own strengths and areas for improvement, fostering a sense of accountability. Departmental heads and colleagues contribute valuable insights, providing a peer-to-peer evaluation that captures the collaborative dynamics within the workplace. Management's perspective ensures alignment with organizational goals and expectations. Notably, the inclusion of students in the appraisal process is a unique and commendable aspect, which acknowledges the impact that staff have on the student experience and fosters a student-centric approach to evaluation.

This method goes beyond traditional evaluation methods, promoting transparency, fairness, and a comprehensive understanding of an employee's contributions. This forward-thinking practice not only recognizes the multifaceted nature of employee performance but also enhances communication and collaboration across all levels of the institution. It is an inclusive approach that ultimately contributes to the development and success of both employees and the institution.

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The College administration has designated a full-time finance officer, who works with an assistant to create financial statements that accurately reflect the institution's financial position and performance. The College places a significant emphasis on financial transparency and accountability through a meticulously designed audit process. Regular internal and external audits are carried out to ensure the genuineness of financial operations.

The college has an independent internal audit team that is well-versed in organizational auditing standards and practices. They conduct periodic evaluations of financial records, procedures, and controls, and examine financial transactions, evaluate adherence to

policies and regulations, and detect any anomalies or potential areas of concern.

The College engages V Shankar Aiyar & Co., a reputable external audit firm in New Delhi, with extensive experience in conducting autonomous financial audits. The external auditors scrutinize the College's financial statements, records, and operations to provide an impartial evaluation of its financial well-being. They ensure adherence to accounting standards and legal requirements.

The Finance Committee is responsible for addressing concerns raised by both internal and external auditors. In instances where auditors detect issues or discrepancies, they convey their findings to the Finance Committee, which serves as a conduit between auditors and the college administration.

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

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

1.06

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The College has implemented a comprehensive policy and procedure for resource mobilization to ensure the financial sustainability and support of its educational mission. The primary means of funding is the collection of educational fees from enrolled students. The

college upholds transparency in fee structures and payment processes, adhering to regulatory guidelines. The institution actively oversees its investments and strives for returns through responsible financial management.

The College actively seeks grants from both public and private organizations. When necessary, the College may establish lending agreements or form partnerships with other organizations or financial institutions to gain access to additional funds for infrastructure development or specific projects.

The College utilizes funds obtained from other institutions in order to carry out activities, seminars, and programs that are focused on career development. Funds that are received through sponsorships for various college activities, like XEST, AAGAAZ, and the College Annual Day, are utilized to supplement the College's budget and enhance the quality of these events.

Any other source of funding that is not mentioned in the finance policy requires the approval of the Governing Body of the College. This is to ensure that all funding are in line with the College's mission and values.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The two practices institutionalized as a result of IQAC initiatives are:

1. **Bridge course:** We conduct bridge course every year before the commencement of the first semester classes since 2022-2023. The main objective of the course is to bridge the gap between subjects studied at Pre-university level and subjects they would be studying in Graduation, to bridge the gaps in knowledge, skills, and understanding that exist between various education systems.

2. **Quality Seminars conducted by the Placement Cell:** The Placement cell organizes a lot of quality seminars/workshops for the holistic

development of students like enhancing communication skills, personality development, how to make use of social media for their professional development (Linked In profile).

These seminars give insights to our students related to career options after graduation, personality development, soft skills, and technical skills. The students are also exposed to lot of group discussions and mock personal interviews so that they can face real interviews efficiently. The seminars make sure that students are meeting the expectations of the industry and how the different companies operate. The objective of these activities is to make students' future/job ready and be prepared to face the practical world.

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC are: -

1. Lab manual: To ensure the quality assurance in teaching and learning reforms, IQAC felt the need of "Practical Lab Manual". The use of practical lab manual as 'hands on' activity in practical & experimental learning supports the development of practical skills & help to shape students' understanding of practical concepts. As a result, practical lab manual was introduced and implemented across all the programmes run by the institution. The initiative helped the teacher and students especially the weaker students in developing their practical skills. Later in the year, to encourage the students in making an effective lab manual document, it was put as one of evaluation criteria in the internal assessment which greatly helped and made it a successful initiative.

2. The regular meetings of IQAC help to promote academic and administrative excellence, to initiate, plan and monitor various activities that are necessary to enhance the quality of the education imparted in the college. To mention a few:

- Conducted Faculty Development programme,
- Formation of Research Cell,
- Certificate Courses,
- Initiated and conducted feedback from various stakeholders,
- Initiated and conducted Department Audit

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://shorturl.at/tGRX5
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The institution fosters a nurturing atmosphere for students to embrace values like gender equity and awareness. This is accomplished through a range of academic activities that involve persistent conversations on topics such as gender inclusivity, health, hygiene, and women's rights. For activities like anchoring,

leading roles of Class Representative, and in every event and activity, the gender equality is taken into consideration. For industrial trips, a male and female faculty members accompany students. The college ensures equal wage payment to all employees, without any gender-based discrimination. Many events celebrating and encouraging women empowerment and gender equality are conducted throughout the academic year. Be it sports, curricular, co-curricular or extra-curricular activities, both male and female students are encouraged to participate.

In the campus, there is an automatic sanitary pad vending machine installed which can be used by female students to get sanitary napkins on subsidized rate. The college takes serious measures to tackle incidents of gender discrimination. In the campus, there are CCTV cameras installed on the strategic locations for monitoring and security purposes. There is a dedicated Students' Grievance Cell which deals with the complaints or concerns related to gender discrimination, harassment and other such issues.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://shorturl.at/rtyEW

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

B. Any 3 of the above

File Description	Documents
Geo tagged 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 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

St. Xavier's College of Management & Technology in Patna, Bihar, has implemented comprehensive waste management facilities to address various types of waste effectively, including solid waste, liquid waste and e-waste.

Solid Waste Management:

The institution has established a structured system. Waste bins for collecting non-biodegradable and biodegradable waste are distributed throughout the campus. Biodegradable waste, such as food scraps and garden waste, is processed through composting units to create nutrient-rich compost for landscaping. Non-biodegradable waste, like plastics and paper, is segregated and sent for recycling.

Liquid Waste Management:

Liquid waste, primarily generated in washrooms, is managed through a proper sewage and wastewater treatment system. Liquid waste from the wash basin is carried to the soak pits in different locations of the campus. Liquid waste from the canteen and excess rain water are also channelized through two drain chambers leading to the Municipal drain.

E-waste Management:

E-waste, including old electronics and electrical equipment, is handled with care. The college collaborates with certified e-waste disposal agencies to ensure proper recycling and disposal.

Overall, the institution's waste management infrastructure is aligned with sustainability and environmental compliance. These facilities reflect a commitment to responsible waste handling, resource conservation, and the reduction of the college's environmental footprint.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://shorturl.at/cwN49
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 **A. Any 4 or all of the above**

File Description	Documents
Geo tagged 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: **A. Any 4 or All of the above**

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities **B. Any 3 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
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 disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

B. Any 3 of the above

5.

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

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

The aim of this institution is to provide quality education to everyone regardless of their caste, creed, gender or religion. The college hosts faculty, students and staff from different part of the country with varied cultural, ethnic, social and religious backgrounds.

Every day, students conduct the morning prayers, which entirely is inter-religious in nature. The prayer room, also known as 'SarvDharm Sambhav Prarthanalaya' houses holy scriptures of various religions such as Bhagavad-Gita, Quran, Bible and Guru Granth Saheb and the constitutions of India. The college promotes cultural and religious harmony through many events. Major festivals such as Dashera, Holi, Diwali, Christmas, Chhath, Bihar Diwas etc. are celebrated in the campus every year promote religious harmony and peaceful co-existence. These events are organized by the Kabir Club of the college, which is focused on fostering inter-religious harmony among faculty, staff, students and society at large.

Events such as Hindi Diwas and Kavya Mahotsav are organized to promote linguistic ethos. In Foundation and Mentoring classes, mentors discuss topics such as religious and cultural harmony, inclusivity and other issues dealing with diversity. Rangoli making, dance and music, and other cultural fests are conducted in campus in which students support and participate in through their cultural performances.

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

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

To incorporate the constitutional values, rights, duties and responsibilities, the college organizes several events. Events such as Constitution Day and Gandhi Jayanti are celebrated every year in which, students, faculty and guest speakers emphasize on the constitutional obligations and practices. During Republic Day and Independence Day celebration, flag hoisting, singing national anthem, speech delivery by students, professors, and guests along with dance and drama performances take place to celebrate the contribution made by freedom fighters. Volunteers of YFI (Youth for Free India) and NSS distribute sweets and national flags to slum dwellers and others to share the joy and significance of the day with people there.

Through various initiatives, including distribution of blankets, notebooks, and pencils, students are encouraged to feel a sense of

unity. Additionally, the college has taken action to aware student about important topics including national identities and symbols, fundamental rights and duties, and constitutional obligations. Parents/guardians, faculty, and members of the college's management gather annually for the Sadbhaawna Samaagam to discuss and learn about a variety of important topics relating to their wards' growth and performances, good parenting techniques, social etiquettes, maintaining hygiene and health, benefits of social media etc. among other relevant issues.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff **A. All of the above**

4. Annual awareness programmes on Code of Conduct are organized

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

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

- **Celebrating Heroes and National Festivals: The faculty, non-teaching staff, and students are committed to advancing the**

cause of a more prosperous India and Bihar by transcending the confines of religion and caste. Last year, our college proudly celebrated a diverse range of national festivals including Holi, Diwali, and Christmas, in addition to commemorating the birth and death anniversaries of illustrious Indian figures such as Mahatma Gandhi and Dr. B.R. Ambedkar.

- Celebrating victory and Democratization: To honor the remarkable contributions of Indian freedom fighters and instill a deep sense of patriotism among our students, the College enthusiastically observed Republic Day and Independence Day last year. The students wholeheartedly participated in various cultural programs, showcasing their profound love and respect for the nation.
- Celebrating Staff Day: College emphasizes students to learn the value of "Guru brahma guru Vishnu guru devo maheshwara". It is not just the Professors but the other administrative staff and maintenance staff are also one's guru. In every phase of life in the College one learns many things from the staff. So on every 5th of September the College celebrates Staff Day instead of teachers' day.
- G20 University Connect Program: The College conducted several events such as Guest lectures, Let's Talk, and Model United Nations Conference in alignment with the G20 University Connect Program.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Title: Annual Academic Theme

Objectives: Drive strategic planning for cohesive activities and strengthen institutional identity and values.

Context: The Annual Theme cultivates institutional values, encouraging academic excellence, holistic growth, and deeper

exploration, unifying teaching, research, and co-curricular activities.

Practice: The College annually selects a relevant academic theme through staff suggestions, fostering a united community. Theme-driven activities, events, and initiatives promote cohesion.

Evidence of Success: The annual theme practice enhances institutional unity and identity, encouraging shared goals. It distinguishes the college, aligning with values, fostering creativity, innovation, and social responsibility, visible in various events.

Problems Encountered: Coordinating theme integration across disciplines requires planning. Sustaining enthusiasm demands continuous innovation, relevance, and assessment for improvement.

Title: General Faculty Meeting

Objectives: Communicate updates, encourage collaboration, address challenges, enhance skills through training, and foster team spirit for staff development.

Context: General meetings facilitate information sharing, collective decisions, idea exchange, innovation, and recognition in the college work environment.

Practice: The College promotes consultation and communication in goal-setting and decision-making. Every Wednesday, a GFM is organized, with feedback from staff members.

Evidence of Success: The college management maintains transparent, respectful collaboration with faculty, fostering innovation and interdisciplinary efforts.

Problems Encountered: Amid regular classes, attending Wednesday afternoon meetings requires dedication. Differences in opinions and passive participation at times prolong discussions.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

St. Xavier's College of Management & Technology in Patna, Bihar, stands as a paragon of holistic education, epitomized by its core tenets—the 6Cs: Competence, Commitment, Compassion, Conscience, Collaboration, and Creativity.

The institution's commitment to Competence extends beyond academics, fostering practical skills and industry knowledge that translate into high graduate employability. Through diverse extracurricular activities, Commitment is instilled, encouraging students to dedicate themselves to various causes and pursue individual passions.

Compassion takes centre stage as the college engages students in community service programs and social awareness campaigns, imparting the values of empathy and societal contribution. Conscience forms the bedrock, with a strong emphasis on ethics and moral values guiding principled decision-making.

Collaboration is actively promoted through interdisciplinary projects and industry partnerships, preparing students for the collaborative demands of the professional realm. Meanwhile, Creativity flourishes through clubs, art exhibitions, and innovation hubs, encouraging innovative thinking and adaptability.

The institution, not only excels academically but also prioritizes the holistic development of its students, ensuring they possess the essential qualities to navigate and thrive in a rapidly evolving world. This commitment to comprehensive development remains a hallmark of the institution's enduring success.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The five undergraduate programs in Business Administration, Computer Science, Commerce, International Business and Journalism and Mass Communication address the holistic formation of students through academics and extra-curricular activities.

The timely completion of the university mandated syllabi is achieved and documented via the Annual Academic audit, and preparation of the departmental calendar. Through the preparation of outcome-based lesson plans, and stock-taking of syllabus status via departmental faculty meetings, the faculty are able to map student progress and plan how to effectively address the needs of slow learners.

Active student active participation in value-based classes i.e. Foundation and Mentoring, Skill based language classes i.e. English Proficiency Class, various certificate courses and many co-curricular and extra-curricular activities is encouraged..

The faculty members adopt liberative and innovative pedagogical methods that include:

- Traditional chalk and talk methods.
- Group Discussion

- Demonstration
- Power Point Presentation
- Case Studies and practical work
- Audio-Visual Classes etc.
- Remedial classes, and online interactions
- Dedicated WhatsApp communication groups

Before starting the academic year, all faculty members are involved in the academic calendar planning exercise, following the annual academic audit. Class timetables are prepared in sync with available resources and infrastructure; duly uploaded on the College website and displayed on notice boards.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	https://shorturl.at/ajMVX

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

At St. Xavier's College of Management & Technology, we are committed to following a well-structured academic calendar. The Academic Calendar (AC) is properly planned and designed at the beginning of each academic session and is in sync with that of the affiliating University. The 'College Handbook & Academic Calendar' is distributed to all students and faculty at the start of the academic year.

Planned dates for the Institutional activities and events are included in the academic calendar. It keeps the students informed of upcoming events and in-house activities.

These include details of:

- Curricular and co- curricular events
- Semester Start and end dates.
- CIE modules and academic activities
- Holidays

Faculty members prepare lesson plans, chart course delivery, methodology, and completion of the syllabus based on the academic calendar. Our academic schedule is carefully organized to offer students plentiful opportunities for evaluation and feedback throughout the academic year. This is to empower students to monitor their progress, identify areas for improvement, and actively involve themselves in their own learning process. The Continuous Internal Evaluation (CIE), encompasses a range of evaluation methods such as,

- Model Tests
- Hands on practical
- PowerPoint presentation
- Project/Survey
- Exhibition/Group Activities/Assignment
- Certificate Course Presentation

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil
1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	D. Any 1 of the above
File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File
1.2 - Academic Flexibility	
1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented	
1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented	
4	
File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File
1.2.2 - Number of Add on /Certificate programs offered during the year	

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

3

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

96

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

96

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

In line with our mission of formation of intellectually competent, morally upright, socially committed, and spiritually inspired citizens, we aim to promote the values of respect for common Indian Heritage, egalitarianism, democracy, and secularism. The cross-cutting issues, like gender, environment and sustainability, professional ethics, human rights and values are touched upon in the academic degree program through the following courses:

- BA(JMC) 364

1. 364-102: General Arts

2. 364-502: Human Rights and Media.
3. 364-602: Media Ethics
4. 364-603 Media and Environment

- BBA(IB) 363

1. 363-201: General Arts
2. 363-301 Human Resource Management
3. 363-606: Business Ethics and Corporate Governance

3306: General Environmental Science

- BBA 302

1. 302-406 [B]: Business Ethics, Corporate Governance, and Social Work

Besides, the college also offers some tailor made curricular extra-curricular and co-curricular activities and try to expose the students to professional environments. Every student has to complete mandatory 30 hours of social engagement (social work), mentored by reputed NGOs and civil society organizations.

Apart from these, weekly foundation and mentoring classes encourage students to discuss and reflect on a wide range of socially and environmentally relevant topics, guided by the designated mentors. Special activity periods with themes of ethics, human rights, nationalism, and so on are held on most Saturdays.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

4

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

210

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://shorturl.at/mJZ45

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

420

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

179

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The College is committed to offering a comprehensive and inclusive academic atmosphere that addresses the varied needs of our students, thus, guaranteeing that every student is provided with the assistance and avenues required to thrive in their academic and personal endeavours.

For our slow learners, we have designed a comprehensive support system. During the tutorial period, teachers offer personalized assistance to help them grasp challenging concepts. Prior to examinations, revision classes are conducted to reinforce their understanding of the coursework. Our college counsellor assumes a crucial function in enhancing their spirits, assisting them in establishing attainable objectives, and attending to educational apprehensions they might possess. To foster a collaborative learning environment, weaker students are teamed up with their faster-learning counterparts in group assignments.

For our more advanced students, we provide a wide range of chances to enhance their abilities and qualities in leadership. They are assigned to advanced clusters within English Proficiency Courses, enabling them to refine their aptitude in communication, which is crucial in the contemporary world of competition. Furthermore, they are motivated to actively engage in extracurricular events, workshops, and conferences that furnish an arena for them to exhibit their skills and cultivate their leadership capacities.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1087	33

File Description	Documents
Any additional information	View File

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

Our College uses a variety of student-centric methods such as, experiential learning, participative learning, and problem-solving methodologies to enhance the overall learning experience.

Experiential learning is the cornerstone of our teaching methodology. We firmly believe that students acquire knowledge most effectively through practical application. By means of practical activities, field excursions, internships, and tangible projects, we afford students the opportunity to put theoretical knowledge into practice within real-life scenarios.

Participatory learning constitutes a pivotal facet of our pedagogical approach. We cultivate an environment wherein students actively engage in discourse, deliberations, collective undertakings, and collaborative endeavors. This fosters a culture of peer-to-peer learning, idea dissemination, and the cultivation of proficient communication and teamwork aptitudes. Such practices help students to assume responsibility for their own education.

Our curriculum incorporates problem-solving methodologies to equip students with the capacity to scrutinize intricate quandaries and devise ground-breaking resolutions. Through case studies and research endeavors, students confront real-world predicaments, thus affording them the opportunity to cultivate their analytical cogitation, adaptability, and inventiveness.

By combining these student-centric methods, our college creates a dynamic and engaging learning environment that not only imparts knowledge but also nurtures skills and qualities essential for success in the ever-evolving global landscape.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	https://shorturl.at/cdhrx

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The college has embraced (ICT) enabled tools to enhance the teaching-learning process, for educational effectiveness and efficiency. They transform the teaching and learning from teacher's centric "Chalk & Talk" to student's centric approach which results in increasing learning benefits and providing various opportunities to students. Teachers were already used to conducting lectures using ICT enabled facilities provided in the lecture halls, seminar halls, auditorium.

Teachers used College ERP modules for teaching, making attendance, assignments etc. The teaching plans were created using the ICT facilities provided by the College. They used the enhanced internet bandwidth for various teaching methodologies. Teachers used videos downloaded from YouTube etc. as well as value education classes to make classes more creative and interactive. Teachers used technologies to accomplish the tasks of College CIA. Other academic activities such as planning, documenting, communication, reporting were accomplished by the teachers using the tools and platforms provided by the College.

Teachers attended multiple seminars, workshops, trainings conducted by other institutions. Staffs attended refresher courses in online mode. ICT facilities are periodically updated and upgraded for providing better facilities and enhancing the teaching-learning process. Use of ICT has helped the College raise the interest levels of learning amongst the students.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)**2.3.3.1 - Number of mentors**

24

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality**2.4.1 - Number of full time teachers against sanctioned posts during the year**

33

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

12

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

192

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

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college conducted Continuous Internal Assessment (CIA) for teaching, learning and evaluation purpose. CIA was conducted for 40% for each course. It consisted of different modules, such as, Group Activity (15%), Model Test (50%), Class Presentation (25%) and overall class participation/attendance (10%).

These modules had been thoughtfully designed to incorporate the mission, vision, and six characteristics of our college, namely collaboration, commitment, compassion, competence, conscience, and creativity. By integrating these elements, the college assessed progress and performance of student's academic excellence, personal integrity, group work, creativity, discipline and activity-based learning.

To ensure transparency, information regarding continuous internal assessment was given in the college handbook and more details were shared with students before the commencement of each module. For the model test, subject professors submitted question bank

based on bloom's taxonomy and Controller of Examination selects the question papers. Centralized evaluation of model test was done, and the answer sheets were shown to students within 15 days after the exam. Model answers were shared with students and Principal randomly checked the evaluated answer sheets to ensure fairness.

In terms of frequency, activity-based learning assessment was conducted after 35%, Model test after 75% and class presentation after 90% of syllabus completion.

File Description	Documents
Any additional information	View File
Link for additional information	https://shorturl.at/gpDP7

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

Any grievance of students regarding Continuous Internal Assessment (CIA) was addressed by Examination Grievance Cell. Students reported their grievances by email or submitted written applications. The grievances were recorded, and the action taken summary is given to students in seven working days. The examination department-maintained email id and mobile number exclusively for this purpose.

The most common grievances were as below:

- The question paper was tough.
- Not satisfied with the assessment marks.
- Incorrect Totaling.
- Absent for internal assessment due to ill health, accident, etc.

Retest applications are scrutinized by the examination committee and genuine students were given a chance for a retest. Retest was allowed to students if s/he was seriously ill, immobility due to accident, death of a family member or appearing for a competitive exam. The compiled list of students who were eligible for retest, date, time and venue of the retest schedule was displayed on the students' notice board. Retest was evaluated for 80% of the marks. Retest was conducted within 7 days of the last date of the exam.

At the end of the semester, students' performance in CIA modules were displayed on the notice board. The students were given three working days to report their grievances.

File Description	Documents
Any additional information	View File
Link for additional information	https://shorturl.at/empvM

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Ensuring that students and staff are aware of the stated Programme and course outcomes of the Programmes offered by the institution is crucial for maintaining academic transparency. During the admission process, students are given the detailed information about the Programmes, including their outcomes. This information is available on our institution's website and in the prospectus. Moreover, during the counselling with applicants we explain the Programmes, their outcomes, and career prospects.

During the orientation programs students are introduced to the specific Programme outcomes. Faculty members play a pivotal role in this process. They are provided with clear guidelines to communicate the outcomes to students through syllabi, course handouts, and during the first class of each course. Faculty members are encouraged to engage students in discussions about how each course contributes to the overall Programme outcomes.

In addition, our institution promotes a culture of continuous improvement and transparency. We conduct periodic faculty development programs and workshops to train faculty members on effective communication of Programme outcomes. Staff and faculty are also encouraged to participate in curriculum development committees to ensure alignment with the stated outcomes.

To assess staff awareness, annual appraisals include a component related to their contribution towards enhancing student awareness of Programme outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The College employs various assessment methods and strategies to gauge the extent to which students have achieved these outcomes:

Direct Assessment Methods:

- Regular exams, tests, assignment, and projects are conducted to assess specific course outcomes.
- Project work and internships are used to appraise the Programme objectives, thereby enabling students to apply their acquired knowledge and skills in authentic, real-world settings.
- The College formulates precise rubrics for each course objective and Programme objective, in order to provide guidance for faculty members in their consistent and objective evaluation of student work.
- The regularly reviews assessment modules to identify areas for improvement in both individual courses and the overall program and make adjustment in the teaching methods as needed to enhance outcomes.
- Mentors diligently monitor student performance and progress towards the set objectives

Indirect Assessment Methods:

- By collecting feedback from students about their perception of their learning experiences and the extent to which they believe they have achieved the intended outcomes.
- Gathering feedback from alumni and employers about the preparedness and competence of graduates in relation to the Programme outcomes.

By employing a combination of these assessment methods and continuously refining the process the college effectively evaluate the attainment of Programme and course outcomes,

ensuring that their educational programs remain relevant and impactful.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://shorturl.at/JNVY7

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

342

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://shorturl.at/tGRX5

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://shorturl.at/eABTW>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0.675

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	http://www.nabcons.com/

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

7

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year**3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

2

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

26

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The goal of Jesuit education is to form students into men and women for others. The College remains resolute in its pursuit of nurturing students who are not only academically adept but also devoted to helping others. Therefore, the college encourages a wide range of extension activities to accomplish this transformative purpose. Every student has to complete a compulsory 30 hours of social involvement in neighborhood communities, which have been adopted by the college, in the first year of his/her study. In addition, the college has numerous clubs, such as the eco-mitr club, the Xavier Theatre Club, and others, to encourage students to participate in volunteer work and to host events on significant social and economic issues that

have an impact on people's lives. By engaging in community services, outreach programs, and volunteering, students connect classroom knowledge to real-world challenges. These activities provide a platform for students to develop empathy, social awareness, and critical thinking skills.

They foster a sense of social responsibility and prepare them to be active agents of positive change. Extension activities cultivate a well-rounded education that goes beyond textbooks, equipping students with the tools to understand societal complexities, contribute meaningfully to their communities, and emerge as Compassionate and socially conscious individuals. The College has signed several MoUs with NGOs for this purpose.

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

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

1

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

32

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

649

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

43

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

13

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

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

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

The College is located on the 36-acre, wide campus. The Loyola, De Nobili, and Britto are the three wings that make up the College building. The college has 25 classrooms and 3 multipurpose halls, namely

1. Kalaam Hall.
2. De Nobili Hall
3. Loyola Hall

These halls are used to host cultural events, exams, seminars, and workshops. Additionally, the College has a conference room.

During the Academic year 2022-23 construction of a new block (area=7100 square feet) above De Nobili Hall got completed which contains space for 3 Computer Labs and 2 Classrooms.

Construction work of a G+3 Administrative and Academic block (Each floor's built-up area=19840 square feet) has begun during the Academic Year which is expected to complete by June 2024.

Each classroom has a PC, internet and AV equipment. In every classroom there is public address system. Additionally, the college has two studios that are mostly utilized by mass communication students along with Other students. Both studios

are utilized for recording and televised production.

There are three computer labs in the College having names Lab1, Lab2, and Lab3 with 61 PC, AV facility and internet. There is one English language lab with 36 computers.

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

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

Our college is equipped with a wide range of facilities for sports, games, and cultural activities, providing our students with ample opportunities to engage in various extracurricular pursuits and develop their talents.

Cultural Activities:

The Kalam Hall, with a seating capacity of 1300, serves as the heart of our cultural activities. This is where the entire college gathers every Saturday for different activities. This hall is Air-conditioned and fixed with motorized projector and sound system. Besides, the De Nobili Hall and Loyola Hall with the seating capacity of 200 each, are used for conducting seminars, departmental activities, and other creative endeavors. These halls are equipped with smart screens.

Outdoor Sports Fields: The college has extensive outdoor sports fields, including a football field, cricket ground, volley ball court, basketball court, Kabaddi ground, Badminton court, Handball court, a track-and-field facility, etc.,

In Athletics, College has the following facilities: -

- Track & Field- Six lane track,
- Javelin Throw,
- Shot-put Throw and
- Discus Throw

Indoor Sports Facilities: The College also has facilities for indoor games like-

- Carom board ,
- Chess,
- Table Tennis and
- Swimming pool

These facilities are often frequented by students for intellectually stimulating games.

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

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

29

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

29

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

608

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

There are two libraries running in the college campus, one is the College Library and other is Xavier Institute of Social Research library. Web-based Library Integrated Automation has partially automated the college library system facilitating Acquisition & Catalogue, Circulation, Web OPAC etc. The details of ILMS are:

- Name of the ILMS : Mastersoft ERP
- Nature of automation (fully / partially) : Partially
- Version : 2.0.4
- Year of automation : 2022

The details of the specialized services provided by the library are

- Library automation software has been changed from SOUL 3.0 to ERP LIBMAN from October 2022. Accordingly all the library materials have been updated with ERP. The WEBOPAC Modules are the main tool for providing access to Library collection.
- In Total we have collection of 30,390 volumes of which
 1. The College Library has a collection of 13,165 volumes including text books, references and rare books.
 2. Research Library has total collection of 17,225 books, subscribed journals are 12 and total published book are 55.
- The total Library membership in 2022-23 was 1153 and the number of users visiting the Library was 12784.
- All the Library collections are classified and listed according to DDC rules.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil
4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above
File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File
4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)	
4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)	
2.11	
File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File
4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)	
4.2.4.1 - Number of teachers and students using library per day over last one year	
60	

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

4.3 - IT Infrastructure

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

Hardware:

- The college has 3 computer Labs with 61 PCs in each lab and one language lab with 36 PCs and ETNL software to teach English language to the students. A research lab with 10 PCs is also there for the students and staff.
- Besides labs, all the class rooms have computers and AV facilities and internet to support teaching and learning.
- The administrative offices of the college are equipped with computers, printers, scanners and internet facilities

Software

- The computers in the 3 labs have licensed MS windows operating system and MS office. These licenses are of two kind
 1. Paper license
 2. Preinstalled genuine MS windows and MS office
- Besides these, free and open source software are also available in the labs and in the class rooms such as Linux OS and programming & statistical tools and utilities.
- The college is using a licensed software Mastersoft ERP for managing the entire college. Different modules of this ERP is being used in the college administrative offices, Accounts Department, Exam Department, Library and by the Professors for handling their respective routine and special jobs. For managing and conducting English Proficiency classes, ETNL software is being used.

Network and internet facility with Wi Fi:

- Internet and networking facilities are available to all corners of the college. To facilitate this LAN is setup in the college.

- The college is using internet facility of 100 MBPS connection from Railwire.

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

4.3.2 - Number of Computers

259

File Description	Documents
Upload any additional information	View File
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

120

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

The physical, academic and support facilities are well maintained and are used on the requirement as per the standard procedure.

- **IT Facilities:** As far as the computer resources are concerned, there is an IT cell which works under the guidance of a Management member. The manager of IT manages the resources like computers, peripherals and, network and internet in the classrooms, labs, in offices, library and faculty cabins.
- **Library:** The College Library purchases books and subscribes to journals and periodicals on the recommendation of the professors and the department Coordinators. Annual maintenance of furniture, bookshelf and stack maintenance is done.
- **Classrooms & Labs:** Classrooms, labs and halls come under daily maintenance. The maintenance staff and the IT assistant takes care of cleanliness readiness of the facilities available in the classrooms. In case of any repair needed, the executive supervisor is informed, who does the needful.
- **Sports:** Physical Education Teacher takes responsibility for all repairs pertaining to sports equipment and playgrounds.
- **Electrical Facilities:** Electricians are there in the college to address power breakdown and repair/ replacement of electrical fittings, and lights and fans.
- **Buildings:** Maintenance of buildings and related areas are undertaken by the College Administrator.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

144

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

55

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above
File Description	Documents
Link to institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
1087	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
1087	
File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

69

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

51

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

government examinations) during the year

11

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

15

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The Cabinet and Council members of St. Xavier's College of Management and Technology play pivotal roles in the institution's daily operations and the execution of significant events. The Cabinet, headed by the President, Vice President, Secretary, and Treasurer, provides visionary leadership, oversees student representation in discussions with college management, and ensures the seamless execution of college initiatives. The cabinet and council members ensure that students maintain a respectful and orderly atmosphere. This includes regular mobile phone checks to ensure adherence to college policies. The college

has dedicated secretaries for different clubs and committees, highlighting its commitment to fostering extracurricular activities. Last academic year they had shown their significant involvement in various events like organizing staff day, the feast of St Ignatius of Loyola, Patron's day, Farewell of 3rd year students, and other cultural and academic events. As class representatives (CRs), they play a vital role in maintaining classroom decorum and ensuring that students adhere to the rules and standards set by the college, contributing to a conducive learning environment. Their mission includes becoming well-rounded leaders who are intellectually competent, morally upright, socially committed, and spiritually inspired.

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

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

38

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni Association of St. Xavier's College of Management & Technology has organised various activities to help the

marginalized section of society during the year 2022-23. It is striving to empower underprivileged children, youth, and women by providing education, and healthcare facilities. They have worked with various slums in Patna. Members of the alumni association regularly visit these slums, spend quality time with the children, and distribute stationery items, clothes, chocolates, and food items among them. A Baal Mela was also organized for them on the college campus. The college alumni celebrated Yoga Day to mark the importance of good health in our lives. They are in constant touch with the college. The Annual Alumni Meet, 'Meet & Greet' was organised on 10th June 2023 on the college campus. Alumni, the Principal, members of management, teachers, and staff of the college were present on that occasion. The former students had fun activities in the college. They shared their career achievements and plans with the alumni and faculty members of the college. The institution's former students come to the college with enthusiasm and refresh their bonding with the College. They have shown keen interest in the progress of the institution.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The college's commitment to promoting participation of teachers in the decision-making process is ingrained in its vision and mission. The institution recognizes the importance of inclusivity and collaboration in achieving its goal of building an egalitarian society and nurturing future leaders who are intellectually competent, morally upright, socially committed, and spiritually inspired.

One of the key elements that facilitate teacher participation is the highly decentralized governance structure. The organizational framework provides departments within an institution with significant self-governance, allowing them to exercise their own judgment and carry out initiatives autonomously. This power distribution empowers educators and staff members to control their spheres of influence, fostering a sense of duty and answerability.

The weekly faculty meetings serve as a pivotal forum for nurturing teacher participation. During these meetings, every issue is discussed, and decisions are collectively made. The democratic approach in education promotes open dialogue, constructive debates, and innovative ideas, ensuring all educators' voices and perspectives are heard and their expertise is valued, thus, enriching the decision-making process.

The college recognizes that quality education is a collective effort. Therefore, teachers are encouraged to work together, share best practices, and collectively shape the educational experience for their students.

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

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The college's commitment to decentralization and participative management is exemplified by its approach to conducting department-wise national and international seminars. Last year, a decision made during the faculty meeting showcased the practical application of these principles.

Firstly, the decision itself demonstrated decentralization. By allowing each department the autonomy and power to execute the decision, the college empowered its faculty members to take ownership of their respective areas. This approach recognizes that individuals closest to a particular issue or task are often best equipped to make informed decisions and take appropriate actions. In this case, each department was entrusted with the responsibility of organizing a department-specific seminar.

The decision to conduct seminars was a result of participative management, where the faculty decided collectively during a faculty meeting, involving the input and consensus of the teaching staff, ensuring their voices and ideas were considered in shaping the college's initiatives.

Furthermore, the active involvement of each department in organizing the seminars fostered collaboration and a sense of ownership among faculty members. They were motivated to work hard and contribute their expertise to make these events successful, aligning with the principles of participative management where employees are encouraged to actively engage in decision implementation.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institute devised its strategic plan for the next ten years (2013-2023). One of the strategic plans is upgrading the present infrastructure aiming at converting it into a state-of-the-art campus and financially viable and independent. One activity successfully implemented based on the plan is upgrading the manual process of library to the automated one.

- • SOUL 2.0 was introduced to automate the process of library Management System.
- • In 2021-2022, ILMS (Integrated Library Management System) has been upgraded from SOUL 2.0 to SOUL 3.0.
- • Bar coding facility is made available to the library to maintain the records of the library. Through bar code reader, issuing of books, maintaining and updating the record of the books became easier.
- • Wi-fi facility is also made available for the smooth functioning of Library.
- • Five computers with internet facilities were installed to facilitate digital library.
- • Students can search the availability of books online through the computers available in library.
- • Institutional Membership of DELNET was renewed for

accessing - e-recourses like: - e-books, e-journals, thesis, research papers etc.

- Digitalization of Library: The students who are associated with the scholarship scheme "Earn ad Learn" program have typed 797 Books, out of it 86 books have been uploaded in SOUL software.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

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

The College's organogram is a hierarchical structure that outlines the administrative framework and division of responsibilities within the institution. At the apex of this hierarchy is the Governing Body. Beneath the Governing Body, the organogram designates the Principal as the Chief Executive Officer (CEO) of the college. The principal is entrusted with the task of executing the decisions and directives established by the Governing Body. Working closely with the principal is the Vice Principal, who serves as a link connecting the major departments of the college as they serve as driving force to ensure the vision is translated into action.

The organogram further illustrates the College's commitment to effective decentralization through positions such as the Controller of Examinations, Deans, Department Coordinators, IQAC and more. These roles empower various departments and units to operate autonomously, making decisions and managing their specific areas efficiently while staying aligned with the broader vision of the college. The college's organogram reflects a well-structured and efficient administrative system that prioritizes clear communication, decentralization, and a strong connection between leadership and the various facets of the institution. This framework enables the college to thrive by harmonizing its strategic planning with effective implementation at every level.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://sxcpatna.edu.in/organogram/
Upload any additional information	View File

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) Document	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

The Institution has effective welfare measures for teaching and non-teaching staff. The welfare measures are as follows:

- **Health Insurance:** The College provides health insurance to its staff from Apollo Munich Health Insurance Co. Ltd, which later changed into HDFC Ergo Health Insurance Limited, for a cover up to five lakhs rupees for staff members has been provided since 2019.
- **Maternity Leave:** Paid maternity leave is provided to its female staff.
- **Interest-free Loans:** is provided to its staff which is to be repaid in EMIs deducted from the salary of staff without any interest.
- **Help provided in sister institutions:** The college provides help to its staff regarding admissions of their ward in sister institutions.

- **Honorarium:** The College sends its staff to other institutions to give training, teaching etc. in which staff receive 60% honorarium.
- **Financial Assistance:** For attending Seminar, FDP, Workshops, Conferences etc.
- **Sports Activities for staff:** For teaching and non-teaching staff
- **Monetary Incentives:** Yearly Salary Increment, Early payment at the time of festivals, etc.
- **Gifts on different occasions:** The College distributes gift to its staff on different occasions every year as a token of love.
- **Staff Vehicle Parking:** The College provides adequate vehicle parking space with shed to its staff.

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

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

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

16

File Description	Documents
Upload any additional information	View File
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 programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

33

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The College has developed a comprehensive performance appraisal system called the Xavier Performance Appraisal System, which is a 360-degree evaluation process. This system ensures a holistic and well-rounded assessment for every staff. The multifaceted

evaluation involves input from various perspectives, including self-assessment, departmental heads, colleagues, management, and even students, with different weightage given to each evaluator.

Self-assessment allows employees to reflect on their own strengths and areas for improvement, fostering a sense of accountability. Departmental heads and colleagues contribute valuable insights, providing a peer-to-peer evaluation that captures the collaborative dynamics within the workplace. Management's perspective ensures alignment with organizational goals and expectations. Notably, the inclusion of students in the appraisal process is a unique and commendable aspect, which acknowledges the impact that staff have on the student experience and fosters a student-centric approach to evaluation.

This method goes beyond traditional evaluation methods, promoting transparency, fairness, and a comprehensive understanding of an employee's contributions. This forward-thinking practice not only recognizes the multifaceted nature of employee performance but also enhances communication and collaboration across all levels of the institution. It is an inclusive approach that ultimately contributes to the development and success of both employees and the institution.

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The College administration has designated a full-time finance officer, who works with an assistant to create financial statements that accurately reflect the institution's financial position and performance. The College places a significant emphasis on financial transparency and accountability through a meticulously designed audit process. Regular internal and external audits are carried out to ensure the genuineness of financial operations.

The college has an independent internal audit team that is well-

versed in organizational auditing standards and practices. They conduct periodic evaluations of financial records, procedures, and controls, and examine financial transactions, evaluate adherence to policies and regulations, and detect any anomalies or potential areas of concern.

The College engages V Shankar Aiyar & Co., a reputable external audit firm in New Delhi, with extensive experience in conducting autonomous financial audits. The external auditors scrutinize the College's financial statements, records, and operations to provide an impartial evaluation of its financial well-being. They ensure adherence to accounting standards and legal requirements.

The Finance Committee is responsible for addressing concerns raised by both internal and external auditors. In instances where auditors detect issues or discrepancies, they convey their findings to the Finance Committee, which serves as a conduit between auditors and the college administration.

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

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

1.06

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The College has implemented a comprehensive policy and procedure

for resource mobilization to ensure the financial sustainability and support of its educational mission. The primary means of funding is the collection of educational fees from enrolled students. The college upholds transparency in fee structures and payment processes, adhering to regulatory guidelines. The institution actively oversees its investments and strives for returns through responsible financial management.

The College actively seeks grants from both public and private organizations. When necessary, the College may establish lending agreements or form partnerships with other organizations or financial institutions to gain access to additional funds for infrastructure development or specific projects.

The College utilizes funds obtained from other institutions in order to carry out activities, seminars, and programs that are focused on career development. Funds that are received through sponsorships for various college activities, like XEST, AAGAAZ, and the College Annual Day, are utilized to supplement the College's budget and enhance the quality of these events.

Any other source of funding that is not mentioned in the finance policy requires the approval of the Governing Body of the College. This is to ensure that all funding are in line with the College's mission and values.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The two practices institutionalized as a result of IQAC initiatives are:

1. **Bridge course:** We conduct bridge course every year before the commencement of the first semester classes since 2022-2023. The main objective of the course is to bridge the gap between subjects studied at Pre-university level and subjects they would be studying in Graduation, to bridge the gaps in knowledge, skills, and understanding that exist between various education

systems.

2. Quality Seminars conducted by the Placement Cell: The Placement cell organizes a lot of quality seminars/workshops for the holistic development of students like enhancing communication skills, personality development, how to make use of social media for their professional development (Linked In profile).

These seminars give insights to our students related to career options after graduation, personality development, soft skills, and technical skills. The students are also exposed to lot of group discussions and mock personal interviews so that they can face real interviews efficiently. The seminars make sure that students are meeting the expectations of the industry and how the different companies operate. The objective of these activities is to make students' future/job ready and be prepared to face the practical world.

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC are: -

1. Lab manual: To ensure the quality assurance in teaching and learning reforms, IQAC felt the need of "Practical Lab Manual'. The use of practical lab manual as 'hands on' activity in practical & experimental learning supports the development of practical skills & help to shape students' understanding of practical concepts. As a result, practical lab manual was introduced and implemented across all the programmes run by the institution. The initiative helped the teacher and students especially the weaker students in developing their practical skills. Later in the year, to encourage the students in making an effective lab manual document, it was put as one of evaluation criteria in the internal assessment which greatly helped and made it a successful initiative.

2. The regular meetings of IQAC help to promote academic and administrative excellence, to initiate, plan and monitor various activities that are necessary to enhance the quality of the education imparted in the college. To mention a few:

- Conducted Faculty Development programme,
- Formation of Research Cell,
- Certificate Courses,
- Initiated and conducted feedback from various stakeholders,
- Initiated and conducted Department Audit

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://shorturl.at/tGRX5
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The institution fosters a nurturing atmosphere for students to embrace values like gender equity and awareness. This is accomplished through a range of academic activities that involve persistent conversations on topics such as gender inclusivity, health, hygiene, and women's rights. For activities like anchoring, leading roles of Class Representative, and in every event and activity, the gender equality is taken into consideration. For industrial trips, a male and female faculty members accompany students. The college ensures equal wage payment to all employees, without any gender-based discrimination. Many events celebrating and encouraging women empowerment and gender equality are conducted throughout the academic year. Be it sports, curricular, co-curricular or extra-curricular activities, both male and female students are encouraged to participate.

In the campus, there is an automatic sanitary pad vending machine installed which can be used by female students to get sanitary napkins on subsidized rate. The college takes serious measures to tackle incidents of gender discrimination. In the campus, there are CCTV cameras installed on the strategic locations for monitoring and security purposes. There is a dedicated Students' Grievance Cell which deals with the complaints or concerns related to gender discrimination, harassment and other such issues.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://shorturl.at/rtyEW

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

B. Any 3 of the above

File Description	Documents
Geo tagged 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 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

St. Xavier's College of Management & Technology in Patna, Bihar, has implemented comprehensive waste management facilities to address various types of waste effectively, including solid waste, liquid waste and e-waste.

Solid Waste Management:

The institution has established a structured system. Waste bins for collecting non-biodegradable and biodegradable waste are distributed throughout the campus. Biodegradable waste, such as food scraps and garden waste, is processed through composting units to create nutrient-rich compost for landscaping. Non-biodegradable waste, like plastics and paper, is segregated and sent for recycling.

Liquid Waste Management:

Liquid waste, primarily generated in washrooms, is managed through a proper sewage and wastewater treatment system. Liquid waste from the wash basin is carried to the soak pits in different locations of the campus. Liquid waste from the canteen and excess rain water are also channelized through two drain chambers leading to the Municipal drain.

E-waste Management:

E-waste, including old electronics and electrical equipment, is handled with care. The college collaborates with certified e-waste disposal agencies to ensure proper recycling and disposal.

Overall, the institution's waste management infrastructure is aligned with sustainability and environmental compliance. These facilities reflect a commitment to responsible waste handling, resource conservation, and the reduction of the college's environmental footprint.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://shorturl.at/cwN49
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	A. Any 4 or all of the above
File Description	Documents
Geo tagged 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: <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants 	A. Any 4 or All of the above
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit	B. Any 3 of the above

3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
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 disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

B. Any 3 of the above

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

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

The aim of this institution is to provide quality education to

everyone regardless of their caste, creed, gender or religion. The college hosts faculty, students and staff from different part of the country with varied cultural, ethnic, social and religious backgrounds.

Every day, students conduct the morning prayers, which entirely is inter-religious in nature. The prayer room, also known as 'SarvDharm Sambhav Prarthanalaya' houses holy scriptures of various religions such as Bhagavad-Gita, Quran, Bible and Guru Granth Saheb and the constitutions of India. The college promotes cultural and religious harmony through many events. Major festivals such as Dashera, Holi, Diwali, Christmas, Chhath, Bihar Diwas etc. are celebrated in the campus every year promote religious harmony and peaceful co-existence. These events are organized by the Kabir Club of the college, which is focused on fostering inter-religious harmony among faculty, staff, students and society at large.

Events such as Hindi Diwas and Kavya Mahotsav are organized to promote linguistic ethos. In Foundation and Mentoring classes, mentors discuss topics such as religious and cultural harmony, inclusivity and other issues dealing with diversity. Rangoli making, dance and music, and other cultural fests are conducted in campus in which students support and participate in through their cultural performances.

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

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

To incorporate the constitutional values, rights, duties and responsibilities, the college organizes several events. Events such as Constitution Day and Gandhi Jayanti are celebrated every year in which, students, faculty and guest speakers emphasize on the constitutional obligations and practices. During Republic Day and Independence Day celebration, flag hoisting, singing national anthem, speech delivery by students, professors, and guests along with dance and drama performances take place to celebrate the contribution made by freedom fighters. Volunteers of YFI (Youth

for Free India) and NSS distribute sweets and national flags to slum dwellers and others to share the joy and significance of the day with people there.

Through various initiatives, including distribution of blankets, notebooks, and pencils, students are encouraged to feel a sense of unity. Additionally, the college has taken action to aware student about important topics including national identities and symbols, fundamental rights and duties, and constitutional obligations. Parents/guardians, faculty, and members of the college's management gather annually for the Sadbhaawna Samaagam to discuss and learn about a variety of important topics relating to their wards' growth and performances, good parenting techniques, social etiquettes, maintaining hygiene and health, benefits of social media etc. among other relevant issues.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

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

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

- **Celebrating Heroes and National Festivals:** The faculty, non-teaching staff, and students are committed to advancing the cause of a more prosperous India and Bihar by transcending the confines of religion and caste. Last year, our college proudly celebrated a diverse range of national festivals including Holi, Diwali, and Christmas, in addition to commemorating the birth and death anniversaries of illustrious Indian figures such as Mahatma Gandhi and Dr. B.R. Ambedkar.
- **Celebrating victory and Democratization:** To honor the remarkable contributions of Indian freedom fighters and instill a deep sense of patriotism among our students, the College enthusiastically observed Republic Day and Independence Day last year. The students wholeheartedly participated in various cultural programs, showcasing their profound love and respect for the nation.
- **Celebrating Staff Day:** College emphasizes students to learn the value of "Guru brahma guru Vishnu guru devo maheshwara". It is not just the Professors but the other administrative staff and maintenance staff are also one's guru. In every phase of life in the College one learns many things from the staff. So on every 5th of September the College celebrates Staff Day instead of teachers' day.
- **G20 University Connect Program:** The College conducted several events such as Guest lectures, Let's Talk, and Model United Nations Conference in alignment with the G20 University Connect Program.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Title: Annual Academic Theme

Objectives: Drive strategic planning for cohesive activities and strengthen institutional identity and values.

Context: The Annual Theme cultivates institutional values, encouraging academic excellence, holistic growth, and deeper exploration, unifying teaching, research, and co-curricular activities.

Practice: The College annually selects a relevant academic theme through staff suggestions, fostering a united community. Theme-driven activities, events, and initiatives promote cohesion.

Evidence of Success: The annual theme practice enhances institutional unity and identity, encouraging shared goals. It distinguishes the college, aligning with values, fostering creativity, innovation, and social responsibility, visible in various events.

Problems Encountered: Coordinating theme integration across disciplines requires planning. Sustaining enthusiasm demands continuous innovation, relevance, and assessment for improvement.

Title: General Faculty Meeting

Objectives: Communicate updates, encourage collaboration, address challenges, enhance skills through training, and foster team spirit for staff development.

Context: General meetings facilitate information sharing, collective decisions, idea exchange, innovation, and recognition in the college work environment.

Practice: The College promotes consultation and communication in goal-setting and decision-making. Every Wednesday, a GFM is organized, with feedback from staff members.

Evidence of Success: The college management maintains transparent, respectful collaboration with faculty, fostering innovation and interdisciplinary efforts.

Problems Encountered: Amid regular classes, attending Wednesday afternoon meetings requires dedication. Differences in opinions and passive participation at times prolong discussions.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

St. Xavier's College of Management & Technology in Patna, Bihar, stands as a paragon of holistic education, epitomized by its core tenets—the 6Cs: Competence, Commitment, Compassion, Conscience, Collaboration, and Creativity.

The institution's commitment to Competence extends beyond academics, fostering practical skills and industry knowledge that translate into high graduate employability. Through diverse extracurricular activities, Commitment is instilled, encouraging students to dedicate themselves to various causes and pursue individual passions.

Compassion takes centre stage as the college engages students in community service programs and social awareness campaigns, imparting the values of empathy and societal contribution. Conscience forms the bedrock, with a strong emphasis on ethics and moral values guiding principled decision-making.

Collaboration is actively promoted through interdisciplinary projects and industry partnerships, preparing students for the collaborative demands of the professional realm. Meanwhile, Creativity flourishes through clubs, art exhibitions, and innovation hubs, encouraging innovative thinking and adaptability.

The institution, not only excels academically but also prioritizes the holistic development of its students, ensuring they possess the essential qualities to navigate and thrive in a rapidly evolving world. This commitment to comprehensive development remains a hallmark of the institution's enduring success.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

With the advent of implantation of the NEP in Bihar, the college has embraced several reforms to align its Curriculum with NEP. Upgrading of the SXCMT: The College plans to offer several Interdisciplinary certificate courses for students. All Circular, Co- Curricular and Extra Curricular activities will be directed towards inculcating Academic, Professional, Communication and life skills in students. Human Resource Development: To Organize FDP for skill enhancement. Yoga & meditation to improve the cognitive ability of the students.

Introduction of the ERP: The deployment of the ERP will aid teaching and learning through modules like online test, assignments, and Lesson plans. All student & staff related information like fees, Attendance, Library and Examination will be integrated with the ERP. Research, documentation and publication: The College plans to facilitate sustainable practices by adopting practices like digital documentation. The research cell will boost research work in the college and guide Faculty as well as students with their research, research, documentation and publication of seminar proceedings. The college plans to form teams for different sports to participate in inter college competitions. Introduction to the new course BCA data science & M.Com, Adding one more unit of BBA & BCA. Starting a new administrative block. We are eligible for applying for

Autonomous status as we have received the 2F and into it.