YEARLY STATUS REPORT - 2023-2024

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	Dr Martin Poras
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	9691919173
• Mobile No:	9939875530
• 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   **Aryabhatta Knowledge University**

- Name of the IQAC Coordinator   **Dr Gracy Pamplaniyil**

- 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/wp-content/uploads/2024/08/AQAR-2022-2023.pdf

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/wp-content/uploads/2023/08/Handbook-2023-24-SXCMT.pdf

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   6

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   Yes

- 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

- If yes, mention the amount

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

Develops and implements a quality assurance framework

Coordinates and facilitates accreditation processes

Conducts regular monitoring and evaluation

Supports capacity building and professional development activities for faculty, staff and students

Contributes to Institutional planning and strategic initiatives

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
Develops and implements a quality assurance framework	? The Slow Learners Policy enhanced academic performance, increased support by conducting remedial classes, and reduced stress for students. ? Student-centered teaching approaches (problem-based learning, peer teaching and learning, project-based learning, PowerPoint presentation etc.) improved engagement, academic results, and skill development. ? Newly

	established committees ensured systematic quality assurance and institutional excellence.
Coordinates and facilitates accreditation processes	? AQAR submission ensured compliance with accreditation standards. ? Institutional readiness for NAAC Cycle 2 was enhanced, fostering a culture of continuous improvement.
Conducts regular monitoring and evaluation	? Enhanced accountability and transparency through regular evaluations. ? Cultivation of a continuous improvement culture benefiting students, faculty, and staff.
Supports capacity building and professional development activities for faculty, staff and students	? Enhanced skills and competence among faculty, staff, and students. ? Positive campus culture with a focus on academic excellence and stakeholder satisfaction.
Contributes to Institutional planning and strategic initiatives	? ERP implementation streamlined processes and improved decision-making, improved efficiency and productivity, integrated data management & analysis ? MoUs provided opportunities for innovation, industry partnerships, and enriched curriculum. ? FDPs offered opportunities for skill enhancement, promoting personal and professional growth in areas like leadership, research, and technological integration. ? Continuous improvements were made in teaching-learning and institutional governance.

13.Whether the AQAR was placed before statutory body?   Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	27/12/2024

14.Whether institutional data submitted to AISHE

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	Dr Martin Poras
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	9691919173
• Mobile No:	9939875530
• 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	Aryabhatta Knowledge University
• Name of the IQAC Coordinator	Dr Gracy Pamplaniyil

• 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/wp-content/uploads/2024/08/AQAR-2022-2023.pdf
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/wp-content/uploads/2023/08/Handbook-2023-24-SXCMT.pdf

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	**6**	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have	**Yes**	

been uploaded on the institutional website?		
• 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**
• If yes, mention the amount	

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

Develops and implements a quality assurance framework

Coordinates and facilitates accreditation processes

Conducts regular monitoring and evaluation

Supports capacity building and professional development activities for faculty, staff and students

Contributes to Institutional planning and strategic initiatives

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
Develops and implements a quality assurance framework	? The Slow Learners Policy enhanced academic performance, increased support by conducting remedial classes, and reduced stress for students. ? Student-centered teaching approaches (problem-based learning, peer teaching and learning, project-based learning, PowerPoint presentation etc.) improved engagement, academic results, and skill development. ? Newly established committees ensured systematic quality assurance and institutional excellence.

Coordinates and facilitates accreditation processes	? AQAR submission ensured compliance with accreditation standards. ? Institutional readiness for NAAC Cycle 2 was enhanced, fostering a culture of continuous improvement.
Conducts regular monitoring and evaluation	? Enhanced accountability and transparency through regular evaluations. ? Cultivation of a continuous improvement culture benefiting students, faculty, and staff.
Supports capacity building and professional development activities for faculty, staff and students	? Enhanced skills and competence among faculty, staff, and students. ? Positive campus culture with a focus on academic excellence and stakeholder satisfaction.
Contributes to Institutional planning and strategic initiatives	? ERP implementation streamlined processes and improved decision-making, improved efficiency and productivity, integrated data management & analysis ? MoUs provided opportunities for innovation, industry partnerships, and enriched curriculum. ? FDPs offered opportunities for skill enhancement, promoting personal and professional growth in areas like leadership, research, and technological integration. ? Continuous improvements were made in teaching-learning and institutional governance.

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	27/12/2024

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2023	14/03/2024

15.Multidisciplinary / interdisciplinary

The College promotes a multi-disciplinary approach by offering a diverse range of certificate courses across all departments. We have established strategic MoUs with leading institutions and business houses to enrich our academic offerings. Students are encouraged to expand their knowledge by enrolling in MOOCs and Coursera courses, which provide access to cutting-edge online education. Furthermore, we emphasize practical experience through internships and projects, equipping students with real-world skills and insights. This holistic approach ensures our students are well-prepared to tackle complex challenges and excel in their chosen field.

16.Academic bank of credits (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:

The College is dedicated to fostering skill development among students through a variety of engaging initiatives. With numerous clubs and committees, we host activities such as coding competitions, ideations, exhibitions, and poster-making events, all designed to cultivate creativity and innovation. We offer English Proficiency classes for first-year students to enhance their communication skills. To bridge the gap between theory and practice, departments conduct courses focused on practical knowledge. Industry visits are organized to give students firsthand exposure to professional environments. Additionally, our placement cell provides weekly training programs for final-year students, ensuring they are well-prepared for their careers ahead.

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

The College is passionately committed to promoting Indian knowledge systems and cultural heritage. In collaboration with Heartfulness Centre, we conduct yoga and meditation sessions for all students, fostering mindfulness and well-being. We offer value-added courses that uphold Indian values, enriching students' understanding of our rich cultural heritage. Celebrating the diverse festivals of India, the college organizes vibrant events that bring our community together in joyous unity. Partnering with the Indian Council for Cultural Relations (ICCR), we hosted 'Shraavan Utsav,' a cultural celebration honoring the auspicious month of Shraavan. Additionally, we observe significant days like Hindi Diwas, Samvidhan Diwas, Yoga Day, Independence Day, and Republic Day, instilling a deep appreciation for our nation's heritage and linguistic diversity.

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

The College is at the forefront of implementing Outcome-Based Education (OBE), equipping our teaching faculty with essential skills and knowledge. All faculty members have been trained in Bloom's Taxonomy, ensuring a structured approach to education. Many have also participated in Faculty Development Programs focused on OBE, becoming adept in this innovative teaching paradigm. Our educators are trained in designing question papers aligned with OBE principles, promoting critical thinking and application. The college has meticulously defined Program Outcomes (POs), Program Specific Outcomes (PSOs), and Course Outcomes (COs), which are clearly communicated to students. 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). All the faculty members successfully completed one training conducted under Malavya Mission Teacher Training Programme (MM-TTP).

20. Distance education/online education:

The College which is affiliated to Aryabhatta Knowledge University (AKU), is 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 certifications, online courses from platform such as SWAYAM/NPTEL, other MOOC Platforms etc. 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 and Google Meet were 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 realty in the near future.

Extended Profile

1.Programme

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

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	1025

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	105

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	360

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**34**

File Description	Documents
Data Template	**View File**

3.2 Number of Sanctioned posts during the year	**4**

File Description	Documents
Data Template	**View File**

4.Institution

4.1 Total number of Classrooms and Seminar halls	**34**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**491**
4.3 Total number of computers on campus for academic purposes	**297**

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

Curriculum planning at the institution aims to provide comprehensive education, integrating academic studies and extracurricular activities. The university mandated syllabi, align with industry needs, ensures seamless integration of theoretical and practical knowledge. The students regularly interact with experts from corporates, gaining firsthand experiences and insights from industries. Besides, the underperforming students receive additional support. The IQAC Coordinator facilitates , gathering faculty and student input to analyze achievements, identify growth opportunities, and optimize curriculum delivery.

This ensures effective curriculum delivery through a well-planned and documented process, ensuring effective curriculum delivery:

- The institution has a quality assurance system to ensure effective curriculum delivery.
- Regular audits and assessments ensure compliance with university guidelines and industry standards.
- The institution uses quality assurance outcomes to identify areas for improvement.
- Faculty-wise course allocation and department-wise review of Course Outcomes ensure effective teaching-learning.
- The curriculum is regularly reviewed and updated, and lesson are planned before the semester begins
- Faculty training programs and workshops ensure effective course delivery.
- Extracurricular activities enhance interdisciplinary skills.
- Various teaching-learning methods are employed, including chalk and talk, use of ICT and multimedia, talks by industry experts, tutorial, practical, project, Group activities, MCQs, case study, and industrial visits.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

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

St. Xavier's College of Management & Technology follows a carefully planned academic schedule aligned with the affiliating University. Each session begins with a prepared Academic Calendar, outlining institutional activities and events. A comprehensive handbook is provided to students, outlining the academic calendar, events, CIA modules, and rules. Moreover, the Faculty members craft tailored lesson plans that ensure timely syllabus completion and engaging teaching-learning methodologies.

The college has implemented a comprehensive internal assessment system, which includes:

- Model Test: Model test is conducted to assess the students' knowledge and understanding of the subject matter.
- Power-Point Presentation: Students are trained to create and

present slides on specific topics, promoting critical thinking, research, and communication skills. Also, they are instructed to share their slides with the concerned professors for Suggestions and improvement.
- **Internship Project Viva:** Students undergo an internship project viva, where they defend their projects, demonstrating their practical skills and knowledge application.
- **Skill-based Learning:** In line with the National Education Policy (NEP-2020), the college introduced a new internal assessment module, focusing on skill-based learning, to help students identify their hidden talents and readily demonstrate their value and worth.

File Description	Documents
Upload relevant supporting documents	[View File]()
Link for Additional information	https://drive.google.com/file/d/1jwNeBRsxJOTkzUXBr7XnrTVisZBwUo5u/view?usp=sharing

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

C. Any 2 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)

6

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

462

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

0

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

The institution's mission of formation of intellectually competent, morally upright, socially committed, and spiritually inspired citizens is foster the principles of reverence for the shared Indian heritage, egalitarianism, democracy, and secularism.

The cross- cutting issues, like gender, environment and sustainability, professional ethics, human rights and values are addressed through the following Courses:

1. Bachelor of Business Administration (International Business) (BBA-IB-363)

a). 363-201: General Arts

b). 363-301 Human Resource Management

c). 363-606: Business Ethics and Corporate Governance

d). 363 306: General Environmental Science

1. Bachelor of Business Administration (BBA 302)

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

1. Bachelor of Arts (Journalism and Mass Communication) (BA-JMC- 364)

a). 364-102: General Arts

b). 364-502: Human Rights and Media.

c). 364-602: Media Ethics

d). 364-603 Media and Environment

In addition, the college offers customized extracurricular and cocurricular activities to familiarize students with professional ethics. Each student must complete 30 hours of social involvement with NGOs. Personality development, behavioral ethics, and etiquette are emphasized through the Placement Cell and NSS. Additionally, weekly foundation and mentoring classes allow students engage themselves in discussions on socially and

environmentally relevant topics with their mentors, fostering dedication to excellence and responsibility.

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

31

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

366

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	B. Any 3 of the above

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

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

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

144

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 dedicated to fostering an inclusive academic environment where all students can excel For the Identification of slow learners and advanced learners, a student is assessed based on his/her involvement in classroom teaching learning, learning pace of the student and performance in the examination.

Slow Learners Policy - After identification of the slow learners, the following policies are adopted: -

1. Personalized Support: Tutoring, group study, and one-on-one consultations with faculty to address learning gaps.
2. Peer Mentoring: Pairing slow learners with successful peers for guidance and encouragement.
3. Flexible Learning: Offering online resources, and supplementary materials to accommodate different learning styles.
4. Counselling: Providing counselling services to address emotional and psychological factors.
5. Progress Monitoring: Regular assessments to track progress and refine support strategies.

Advanced Learners Strategies - The college adopts the following steps for the productive engagement and academic enrichment of advanced learners.

- Advanced learners are encouraged to prepare for higher studies and participate in research activities.
- They are encouraged to join relevant online courses, certificate courses, seminars, Conferences, and Webinars.
- Guidance to crack competitive examinations and orient them

for better career planning and growth.

- **The services of advanced learners are used in Tutoring slow learners and for remedial instruction.**

File Description	Documents
Link for additional Information	https://drive.google.com/file/d/1VsG0Wg-0IJf2Jn4Bs0hkmwrgSzBEN43a/view?usp=sharing
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
1059	34

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

Experiential Learning: Our college employs experiential learning through summer internships, industry visits, and on-the-job trainings. First-year students visit regional industries, second-year students visit industries within the state, and final-year students tour industries outside the state. Final-year students also undertake research work in their respective fields, which enhances their critical thinking and practical knowledge.

Participative Learning: We emphasize participative learning through class presentations and student-led topic explanations. This approach fosters a collaborative learning environment where students can learn from their peers, enhance their understanding of subjects, and gain confidence in public speaking.

Problem-Solving Methodologies: Problem-solving methodologies are integrated through activities such as coding competitions, case studies, and business model development. These activities allow students to analyze real-life scenarios, develop innovative solutions, and create and present their own business plans, honing their analytical and entrepreneurial skills.

These methods mentioned collectively ensure that students are well-equipped with the skills and knowledge necessary for their future careers. Additionally, our institution engages students in communication and journalism through Ignatian Waves (online news bulletin) and Xavarian Buzz, offering platforms for them to refine their writing and reporting skills.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://drive.google.com/drive/folders/1I7iPOhX6V6wZpUKgvxGT5k8Db3Tu4W4G?usp=sharing

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

The institution follows ICT enabled teaching in addition to the traditional classroom education. All the classrooms and labs are ICT enabled with projectors installed and the campus is enabled with high speed wifi connection at important locations. The faculty uses different methods of teaching based on the need of the learners and the subject taught. They use conventional methods like lecturing, which is teacher centered and other methods which are interactive, collaborative and ICT enabled to enhance the quality of teaching-learning like:

- The faculty members used many interactive methods for effective teaching and lecture delivery such as PPT, Video clippings, Use of online resources from YouTube links, online assessment tools like MCQ tests etc.
- WhatsApp group used as platforms to communicate, make announcements, address queries, and share information.
- All teaching materials and instructional material were provided or uploaded on ERP, Email Services, Google Drive, WhatsApp etc. and e-assignments were given using the mentioned methods. Submission of assignments etc were done by the students using services like Email, WhatsApp etc.
- Some important activities such as Guest Lectures, Webinars, Discussions on Project, Internships, Trainings etc were also conducted through Microsoft Teams & Google Meet platforms for quality teaching learning process.
- Books availability in the library checks were carried out using college ERP by the faculty and students.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://drive.google.com/drive/folders/1qwriGiiwPrLzqP-jJL_tuH_vWi7fNi6o?usp=sharing

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

25

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

34

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

17

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

218

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 modules namely Activity based learning (15%), Model Test (50%), Class Presentation (25%) and overall class attendance (10%).

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

The thoughtfully designed CIA modules incorporate the mission, vision, and six characteristics of quality education 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, communication of CIA modules were done well in advance through students handbook, timely notices, in advance distribution of assignments topics and other examination related information before the commencement of each module. For the model test, subject professors submitted question bank based on bloom's taxonomy and Controller of Examination selected the question papers. Centralized evaluation of answer sheets, showing the answer sheets to students is a routine practice to ensure transparency in evaluation process. The Principal randomly checked the evaluated answer sheets to ensure fairness.

File Description	Documents
Any additional information	[View File](View_File)
Link for additional information	https://sxcpatna.edu.in/wp-content/uploads/2023/08/Guidlines-for-examination.pdf

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

Internal Assessment/Examination Grievances:

The examination grievance cell of the college addresses grievances of students regarding Continuous Internal Assessment (CIA). Students report their grievances by email or submit written applications in his context. The grievances are recorded, and the action taken is communicated to students in seven working days. The examination department-maintains an email id and a 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.

If a student could not appear in any examination, the retest applications are scrutinized by the examination committee and genuine students are given a chance for a retest. Retest is 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 list of students eligible for retest, and the retest schedule are displayed on the student notice board. Retest is evaluated for 80% of the marks. Retest is conducted within 7 days from the last exam date.

Results of CIA modules are displayed on the notice board and the students are given three working days to report grievances.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://drive.google.com/file/d/1vqw91xFtK1PK12Bxx4gDs4jlkR-v9nZi/view?usp=sharing

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.

The Institution has adopted the Outcomes-based learning (OBL) to suit the present day needs of the students and help them to secure their path towards higher studies or career choices .Teachers and students are well-versed in the stated Programme and Course Outcomes (COs) of the courses offered by the institution. The COs for all courses are meticulously outlined to ensure they align with the overall Programme Outcomes (POs). These COs detail the specific knowledge, skills, and competencies students are expected to acquire upon completing each course.

To effectively communicate these outcomes, the institution employs a multi-faceted approach. At the start of each year , an orientation programme is organised for students to transmit the Pos and PSOs to the student . Detailed course syllabi, including COs, are distributed and made accessible via the institution's ERP and hard copies are made available in the college library. Furthermore, COs are prominently displayed on course web pages and are included in the student handbook, ensuring transparency and accessibility. The IQAC and FDP Committee of the College regularly organize Faculty Development Programmes on outcome-based learning (OBL).

Faculty members integrate COs into their lesson plans, assignments, and assessments to ensure alignment with the intended outcomes. This comprehensive communication strategy ensures that all stakeholders are fully informed and engaged in the learning

process.

File Description	Documents
Upload any additional information	[View File]()
Paste link for Additional information	https://sxcpatna.edu.in/programme-outcomes/
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 has a comprehensive system for the evaluation of attainment of Program Outcomes (POs), Program Specific Outcomes (PSOs) and Course Outcomes (COs). The College has developed several evaluation tools for attainment of COs and PO such as Class Presentation, Mid Semester Test, Viva Voce, Written Assignment, MCQ Test, Exhibition, and Group Project Works.

The ratio of marks to be allotted to CIA and ESE is 40:60. The evaluation of practical work is also be based on Continuous Internal Assessment and end semester practical examination.

The principal review and evaluate the results and provide their comments and suggestions for assurance of achievement of POs, PSOs and Cos. Professors, subject wise meet students with poor performance and assess reasons and suggest appropriate remedial measures.

Attainment analysis is made based on the data acquired from different components of CIA and the analysis results are used for continuous improvement through course delivery, assessment methods and modification of teaching learning process, as required.

File Description	Documents
Upload any additional information	[View File]()
Paste link for Additional information	https://drive.google.com/file/d/1unakJs7D7K6oCkROTb2JfDPhMXJZt9ju/view?usp=sharing

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

352

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://sxcpatna.edu.in/wp-content/uploads/2024/08/Annual-Report-2023-24.pdf

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://drive.google.com/file/d/1iOmpZ96QuAEqaZTzDh53Wq5ZlXx-lUhW/view?usp=sharing

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)

1.25

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
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	View File
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	https://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

10

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

45

File Description	Documents
Any additional information	**No File Uploaded**
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

47

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 college aims to provide holistic education in line with its vision and mission. It ensures academic proficiency and prepares them to evolve as socially responsible citizen.

The current need of the hour is addressing the societal, environmental and economic concerns and contributing in whatever capacity we can, through extension activities. On the hind side, it helps the students to understand the much pressing issues of CSR and ESG. The activities substantiate the Jesuit principle of creating men and women for others. Hundreds of our students have participated in various small and big activities under the MoUs signed between our college and other NGOs /institutions. Blood donation camp, addressing issues like women empowerment, championing child's education, Joy of Giving week, Tree Plantation drive are to name a few. Clubs like Eco Mitr Club and Xavier's Theatre Club reinforce empathy, leadership skills and ethical decision making.

A compulsory 30 hour of social service in communities for the

first-year students is an instrumental step towards inculcating a sense of social compassion, honing the humane part of each student at a very nascent stage. These activities help produce students who are holistically developed and responsible citizen which college aims at.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1ucGNue5gZoJF_SIB1OGJicIqyZMLVlX4?usp=sharing
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

4

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

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

27

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

1025

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

40

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

20

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 with Loyola, De Nobili, and Britto asthe three blocks,make up the College building. The college has following facilities

Classrooms -34 with a seating capacity of 60 each. Every class rooms as AV facility with internet.

Multi-purpose halls

1. Kalaam Hall.
2. De Nobili Hall
3. Loyola Hall
4. Conference Room.

Construction work of a G+3 Administrative and Academic block (Each floor's built-up area=19840 square feet) has finished and finishing work is going on in full swing and is expected to be over very soon.

Details of other facilities available

1. 3 Computer Labs (AV facility and 60 PCs for students and a system for teachers)
2. Language Lab
3. Girls Hostel
4. 2 studios for Audio and Video production
5. Facilities for both indoor and outdoor sports including a

swimming pool.

6. Placement Cell
7. Counselling Room
8. Canteen
9. Committees for co and extra-curricular activities
10. NSS unit
11. Student's Council and Cabinet
12. Many clubs for students like

1. Coding club
2. Theater Club
3. Singing Club
4. Dance Club
5. Poetry Club and many more

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/drive/folders/1KCcfSPaOoick7-v95PCM4CmNLaNm3bEX?usp=sharing

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

The College is situated on a broad campus spanning 36 acres of lush green land. The College offers many facilities for games, sports, and cultural events, giving our students lots of chances to participate in extracurricular activities and hone their skills.

Cultural Activities:

With 1300+ seats, the Kalam Hall is the focal point of our cultural offerings. Every Saturday during the activity period, the entire campus congregates here for various events. This hall has a motorized projector, sound system, and air conditioning. In addition, departmental events, seminars, and other creative undertakings are held in the 200-seat each in the De Nobili Hall and the Loyola Hall. There are smart screens in these halls.

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	https://drive.google.com/file/d/18r4geD6Q0 K_TeIjhDRnPVNQ8glvem-8U/view?usp=sharing

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

34

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

34

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)

440

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	<u>View File</u>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<u>View File</u>

4.2 - Library as a Learning Resource

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

The College Library, located on the ground floor of the De Nobili wing, spans an area of 528 square meters. It remains open throughout the year, except for notified holidays, operating from 08:00 a.m. to 04:30 p.m. on weekdays and from 08:00 a.m. to 02:00 p.m. on Saturday. As a central library for all departments, it features a partially automated system facilitated by the web-based Library Integrated Automation. This system supports acquisition and cataloguing, circulation, and Web OPAC services. The details of the Integrated Library Management System (ILMS) are as follows:

- **Name of the ILMS software: Mastersoft ERP**
- **Nature of automation: Partially**
- **Version: 2.0.4**
- **Year of automation: 2022**

Specialized Services Provided by the Library

- **Use of WEBOPAC modules**
- **The college campus hosts two libraries: the College Library and the Xavier Institute of Social Research Library. The total collection comprises 30,668 volumes:**
  1. **The College Library has 13,362 volumes.**
  2. **The Research Library has 17,312 books.**
- **The total library membership (staff and students) for the academic year 2023-24 is 1,084, with 9717 users visited the library.**

- **The library follows a DDC rules & closed access system, with racks arranged according to depth classification.**
- **Previous years' question papers from external and internal examinations are available in both hard and soft copies.**

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)

1.98

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

38

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

To help students learn implement the concepts of programming and other computer and IT papers,the college has threecomputerlabswith61PCsandonelanguagelabwith36PCswith ETNLsoftware. Forthestaffandstudents,thereisalsoaresearchlabequippedwith10PCs.

Every classroom is equipped with one PC, LCD Projector and Internet facility and LMS.

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 MS-windows and MS-office

* Free and open-source software are also available in the labs and in the classrooms such as Linux 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, Exam Department, Library and by the Professors for discharging 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.
* The college has internet facility of 100 MBPS.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/drive/folders/1AVHJfoYDTbrOgFRcG1w2mgwfiMPFYu7b?usp=sharing

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	View File
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)

46

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	https://sxcpatna.edu.in/wp-content/uploads/2024/05/Infrastructure-Policy.pdf

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

59

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File]()
Upload any additional information	[View File]()
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

38

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	https://sxcpatna.edu.in/wp-content/uploads/2024/12/List-of-Activities-2023-24.pdf
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

1025

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

1025

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

5.1.5 - The Institution has a transparent — A. All of the above

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

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

72

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

55

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

13

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.

32

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 Student Cabinet and Council members have made significant contributions to the college community during the 2023-24 academic year. Comprising the President, Vice President, Secretary, and Treasurer, the Cabinet coordinates between students, teachers, and management, while the Council members, elected by their classmates, represent the broader student body. After their election, they participated in a leadership workshop, enhancing their leadership and organizational skills. This training empowered them to successfully lead events like Staff Day, XEST (the college fest), and the farewell for third-year students. These activities provided opportunities for students to develop essential leadership, teamwork, and communication skills. Beyond event organization, the Cabinet and Council have played crucial roles in assisting faculty with IT operations during classes and in distributing study materials. Additionally, Council members serve as secretaries and deputy secretaries of various college clubs and committees, ensuring smooth coordination and active participation. Their valuable feedback regarding the teaching-learning process and college infrastructure has helped faculty and management make informed decisions. This engagement has strengthened the connection between students and the administration, contributing to a more vibrant and collaborative academic environment.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/19tBgZ1-1M 5tl-CBRPHT-YFCtkLhXR4Fy/view?usp=sharing
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

64

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

In the academic year 2023-2024, the Alumni Association of St. Xavier's College of Management & Technology, enhanced connections among graduating classes through numerous activities. They launched "Chai pe Charcha," a platform to strengthen alumni-college relations and plan future endeavors. The association facilitated the participation of some first-year students in 30 hours of social work with non-governmental organizations (NGOs). A notable community contribution was the construction of a public toilet in the Digha slum, promoting health and hygiene. Alumni also participated in the Nukkad Mahotsav, organized by the college, emphasizing community connectivity. In collaboration with TATA AIG General Insurance, the association led a donation drive to provide essentials like food and water purifiers to the Digha slum.

Together with the college, the alumni organized a Bal Mela for children from various slums. They facilitated a career opportunity session by News18 Bihar/Jharkhand, focusing on AI and government initiatives in education. The year culminated in the Alumni Meet 2024 on June 8th, 2024, at the college campus, showcasing their dedication to alumni engagement and connecting past, present, and future aspirations. These initiatives highlighted their commitment to community service and alumni involvement, marking a successful year of impactful contributions. The institution has initiated the process of registering the Alumni Association.

File Description	Documents
Paste link for additional information	https://sxcpatna.edu.in/activities-2023-2024/
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	D. 1 Lakhs - 3Lakhs

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 governance of our college is intricately aligned with its mission to nurture leaders who are intellectually competent, morally upright, socially committed, and spiritually inspired. Our multi-layered governance system ensures that each level of leadership is engaged in upholding these core values through a collaborative leadership style. This approach fosters an inclusive environment where diverse perspectives are valued and integrated into decision-making processes, enhancing the quality of academic life. Committees and clubs are empowered to drive initiatives that promote intellectual competence, encouraging innovative thinking and academic excellence. Our admissions policies prioritize social commitment, with a focus on providing opportunities to the underprivileged, reflecting our dedication to societal welfare. Morally, our governance structure supports the integration of values through Foundation and Mentoring classes, ensuring that ethical principles are instilled in every student. By harmonizing governance with our mission, we cultivate an environment that consistently produces well-rounded, responsible leaders.

File Description	Documents
Paste link for additional information	https://sxcpatna.edu.in/wp-content/uploads/2023/08/Handbook-2023-24-SXCMT.pdf
Upload any additional information	View File

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

Our college exemplifies its dedication to decentralization and participative management through a structured yet flexible governance framework that actively involves all stakeholders. By granting departmental autonomy and empowering faculty through roles like Principal, Vice Principal, AQAC, Dean, Coordinators, and Executive Manager, we foster a collaborative and efficient environment. Weekly General Faculty meetings serve as a platform for discussing, planning, and executing college activities, ensuring alignment with our mission. Monthly department meetings further support this by enabling smooth teaching and learning processes at a more granular level, where departments enjoy the freedom to plan their activities. Our commitment to participative management extends to gathering feedback from the Student Council and alumni, which is thoughtfully incorporated into strategic planning. This inclusive approach not only empowers faculty and students but also enhances operational excellence and stakeholder satisfaction, reflecting our belief in collaborative decision-making and creating a dynamic, responsive educational environment.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1rx5vCasdJ82yOT8iaD2-RdkBSggtDpJd?usp=sharing
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution has effectively implemented its strategic plan to enhance student competencies and institutional efficiency.

- ○ **In alignment with this plan, certificate courses addressing curriculum gaps were introduced to equip students with**

industry-relevant skills.

- The adoption of the MasterSoft ERP system integrated with a Learning Management System (LMS) marked a significant step towards efficient academic, administrative, and student data management, creating a learner-centered educational environment.
- Faculty and staff training programs were regularly organized to build technical competencies and adapt to evolving academic and administrative demands.
- Collaborative efforts through multiple Memoranda of Understanding (MoUs) with reputed institutions and industries promoted knowledge sharing, skill development, and exposure to contemporary practices.
- To enhance communication and foster engagement, the institution launched the Xaverian Buzz, a monthly bulletin highlighting activities, achievements, and upcoming events. This platform recognizes students' and staff's accomplishments and encourages creativity through dedicated sections for student contributions.

One Activity Successfully Implemented: Adoption of ERP System

- Introduced the MasterSoft ERP system integrated with LMS in 2023.
- Streamlined academic, administrative, and communication processes.
- Enhanced data management and transparency.
- Created an efficient, responsive, and learner-centered ecosystem in alignment with the institution's mission and vision.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://sxcpatna.edu.in/xavier-buzz/
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	View File
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 prioritizes staff welfare through comprehensive measures addressing physical well-being, financial support, professional development, recognition, and campus facilities.

1. Physical Well-being
   - Health Insurance: Group health insurance is provided to ensure financial security during medical emergencies.
2. Financial Support
   - Interest-Free Loans: The institution offers interest-free loans for purposes such as education or medical emergencies, fostering financial stability for staff.
   - Financial assistance: The institution provides financial assistance to staff for attending seminar/workshop.
3. Sports Activities
   - Sports Activities: The college organises various sports activities for the staff.
4. Gift Distribution
   - Gift Distribution to the Staff by the Management: The management distributes gifts to the Staff on the occasion of Christmas.
5. Campus Facilities
   - Amenities Parking Facilities: Adequate parking spaces are allocated for staff convenience.
6. Medical Facilities
   - Medical Facilities: On-campus medical facilities, including first aid, are readily available to staff members.
7. Gratuity Facility Gratuity: The College provides gratuity to the staff at the time of retirement or leaving the college.
8. Staff Amenties: The College provides various amenities to the staff.
9. Support to Higher Education: The College supports the staff members to pursue higher studies.

These measures collectively ensure a supportive, engaging, and motivating environment for staff, fostering their overall growth and well-being.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1I0ntUsbhS BSm7weIl0GTE9qhVDW_au8m/view?usp=sharing
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

6

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

7

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

36

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
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 and has been following a comprehensive performance appraisal system. This system ensures a holistic and well-rounded assessment for every staff. The 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. 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 appointed a full-time Finance Officer, assisted by an assistant, to prepare financial statements reflecting the institution's financial position and performance. The College prioritizes financial transparency and accountability through a robust audit process. Regular internal and external audits ensure the authenticity of financial operations.

The internal audit, conducted by Thomas Anthonysamy, S.J., Internal Auditor, Patna Jesuit Society, evaluates financial records, procedures, and controls, examining transactions, policy adherence, and potential concerns. His observations highlight that the College is in expansion mode, and while the current small surplus is reasonable, the development fund has been fully utilized. Provisions for the employees' welfare fund have been adequately made.

The College also engages V Shankar Aiyar & Co., a reputed external audit firm in New Delhi, with expertise in autonomous financial audits. They meticulously review financial statements, records, and operations, ensuring adherence to accounting standards and legal requirements. Their impartial evaluations further enhance financial integrity.

The Finance Committee addresses concerns raised by both internal and external auditors. Issues or discrepancies identified by auditors are reported to the Committee, which serves as a bridge between the auditors and the College administration, fostering accountability and sound financial management.

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)

1.30

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 established a comprehensive policy and procedure for resource mobilization to ensure financial sustainability and support its educational mission. The primary funding source is the collection of educational fees from enrolled students, with transparency maintained in fee structures and payment processes, adhering strictly to regulatory guidelines. The institution actively manages its investments, aiming for responsible financial

returns. Additionally, the College seeks grants from both public and private organizations. When necessary, it establishes lending agreements or forms partnerships with other organizations or financial institutions to secure additional funds for infrastructure development or specific projects.

Funds obtained from other institutions are utilized to conduct activities, seminars, and programs focused on career development. Sponsorships for various college activities, such as Sadbhaawana Samaagam and the College Annual Day, supplement the College's budget, enhancing the quality of these events. Any other source of funding not mentioned in the finance policy requires the approval of the College's Governing Body, ensuring alignment with the College's mission and values.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1rXdoCeqOLxkoKFKsHYKZGMt0J3bpw6HH?usp=sharing
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 IQAC has institutionalized several practices to improve faculty and student outcomes.

1. Faculty Development Programs & Training:

   - Conducted three FDPs on "Innovations in Teaching Pedagogy," "Pedagogical Emotional Competence," and "Enhancing Teaching with Bloom's Taxonomy."
   - Organized a lecture on curriculum design for undergraduate programs.
   - Initiated the "Focus @ Work" program to boost workplace productivity.
   - Hosted an International Conference on "Futuristic Trends."
   - Partnered with XIM University for a symposium promoting holistic education.

Outcomes: Enhanced teaching methods, increased faculty engagement, improved research participation, and better student performance and success rates.

2. Development and implementation of student support services, including:

- **Academic counselling**
- **Foundation & Mentoring, Mental health support**
- **Placement Support**
- **Skill development programs**
- **Career guidance**
- **Campus drive**
- **Organization of career workshops and provision of placement support, resulting in an increase in successful placements.**
- **Personalized support through dedicated counsellors and mentors, enhancing student well-being and academic performance.**
- **Alignment of these services with the institution's mission to enhance educational quality and promote a supportive learning environment.**
- **Regular review of practices based on feedback demonstrates a strong commitment to continuous quality improvement and the holistic development of students.**

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1jPTUQmuFMZWcc3-yi9fSFB_4e8LXjSA4?usp=sharing
Upload any additional information	**No File Uploaded**

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

1. **Internal Departmental Audit to evaluate departmental performance, quality, and effectiveness.**

   - **Departments submitted self-evaluation reports, followed by detailed peer reviews to identify strengths and areas for improvement.**
   - **Focus was on curriculum delivery, faculty performance, research output, and student learning outcomes.**
   - **Based on findings, the IQAC recommended reforms such as;**
     - **Expanding student and faculty exchange programs,**
     - **Establishing a structured feedback mechanism,**
     - **Implementing self-evaluation practices,**
     - **Enhancing documentation of best practices.**

These audits encouraged departments to maintain quality standards and adopt innovative practices for continuous improvement.

1. Skill Development Programs for Students organized by the Placement Cell under the aegis of IQAC aimed at enhancing students' employability.

   - Objective: To bridge the gap between academic learning and industry requirements by providing practical skill training.
   - Activities: Conducted workshops on soft skills, resume writing, interview preparation, and technical skills in collaboration with industry experts.
   - Impact: Increased students' confidence and readiness for placement opportunities, resulting in a significant improvement in campus recruitment statistics.
   - Review Mechanism: Feedback from participants and recruiters analysed to refine future programs, ensuring alignment with evolving industry demands.

Outcome: Strengthened student career preparedness and institutional reputation.

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)	A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://sxcpatna.edu.in/wp-content/uploads/2024/08/Annual-Report-2023-24.pdf
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 actively promotes gender equity through various initiatives during the year, integrating gender sensitization into both curricular and co-curricular activities.

Curricular Initiatives: The college emphasizes gender equity and sensitization in its curriculum, with continuous discussions on gender inclusiveness, health, hygiene, and women's rights. Faculty members mentor students, and female staff accompany students on industrial trips and study tours, ensuring a supportive environment.

Co-curricular Activities: The college conducts talks on women empowerment and gender equality, celebrating events like International Women's Day. These events feature addresses by faculty, students, and guest speakers on topics such as gender equality, inclusiveness, safety, and security. All students, regardless of gender identity, are given equal opportunities to showcase their talents.

Facilities for Women: The institution provides several facilities to support women on campus. There is a special women's grievance cell, personal counselling by a trained counsellor, and prompt addressing of complaints with valid evidence. During Orientation Day, the management emphasizes the importance of creating an inclusive environment for all genders. Strategic placement of CCTV cameras, common rooms, and a sanitary napkin vending machine enhance safety and convenience. Equal wages are ensured for all

staff, and a female staff member oversees first aid.

File Description	Documents
Annual gender sensitization action plan	https://drive.google.com/file/d/14BHl9xOC1Ijo5J2pacezzTzfqSZtekkt/view?usp=sharing
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://drive.google.com/file/d/1zZrelILhytNaVEqCIGhHHRC-9gm1UL0Z/view?usp=sharing

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

The institution implements a comprehensive waste management system to address various types of degradable and non-degradable waste, aligning with the "Swachh Bharat Abhiyan" campaign to promote a clean and green campus.

Solid Waste Management: The campus practices effective segregation and management of solid waste. Strategically placed, clearly labelled bins for degradable and biodegradable waste facilitate easy disposal, minimizing the need for manual sorting. Organic waste like leaves is collected in designated bins and used as manure for campus plants.

Liquid Waste Management: Liquid waste from wash basins is directed to soak pits located across the campus. Additionally, liquid waste from the canteen and excess rainwater are channelled through two

drain chambers into the Municipal drain system.

E-waste Management: The institution disposes of exhausted batteries, UPS units, and damaged computers through external agencies. Obsolete electronics are sold to recyclers, while non-functional devices are used in student exhibitions to encourage practical learning.

Environment-Friendly Initiatives: The institution actively promotes eco-friendly practices, motivating students to contribute to maintaining a clean and green campus through various initiatives.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://drive.google.com/file/d/14WnxHEJeJ9kIW_MD0xDvMwBoqlQ0gtNx/view?usp=sharing
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: 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways	A. Any 4 or All of the above

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	No File Uploaded

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	No File Uploaded

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 institution is dedicated to nurturing an inclusive environment that embraces and respects cultural, regional, linguistic, communal, socioeconomic, and other diversities.

Cultural Richness and Diversity: The College provides quality education to all students, irrespective of caste, class, creed, or gender. Faculty, students, and staff from diverse regions and religions enrich the campus with varied perspectives.

Annual Theme: Each year, the college selects a unifying theme for its programs, promoting inclusivity and unity. Festivals like Navratri, Diwali, Eid Milan, Holi, and Christmas are celebrated to foster religious harmony. Daily special prayers incorporate verses from all major religions to highlight interfaith respect.

Cultural Programs: The institution celebrates festivals such as Chhath and Bihar Diwas, and Christmas festivities include carol singing, nativity dramas, and Santa Claus dances. Regular competitions in dance, music, and other cultural events are held. Student clubs like the Xavier Theatre Club, Dance Club, Anchoring Club, Singing Club, Poetry Club, YFI (Youth for Free India), and the Students' Cabinet actively participate in these events.

Community Engagement: Student volunteers engage in social initiatives, such as cleaning up the river Ganga and its surroundings, demonstrating their commitment to community service and environmental stewardship.

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

The institution actively sensitizes students and employees to their constitutional obligations, emphasizing values, rights, duties, and responsibilities as citizens.

Constitution Day Celebration: Each year on November 26th, the college celebrates Constitution Day to raise awareness about constitutional values. Activities highlight the significance of the Constitution and the obligations of citizens.

National Celebrations: The College commemorates Republic Day and Independence Day with flag hoisting, the National Anthem, and motivational speeches honouring freedom fighters. Volunteers from YFI (Youth for Free India) and NSS distribute sweets and national flags to slum dwellers, sharing the joy and significance of these events.

Social Responsibilities: The institution fosters unity among students through programs like distributing blankets, notebooks, and pens. Efforts are made to increase awareness of national identities, symbols, fundamental duties, rights, and constitutional obligations, instilling a sense of responsibility and citizenship.

Sadbhawna Samagam: This event brings together parents, guardians, faculty, and college management to discuss issues like good parenting, social etiquette, hygiene, health, and the advantages of social media. These discussions aim to educate and engage the community in fostering responsible citizenship.

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	View File
Any other relevant information	View File

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

The institution is dedicated to celebrating national and international commemorative days, fostering unity, patriotism, and global awareness among students, faculty, and staff.

Celebrating Heroes and National Festivals: The College transcends religious and caste boundaries, celebrating festivals like Holi, Diwali, and Christmas, and commemorating the birth and death anniversaries of prominent figures such as Mahatma Gandhi and Dr. B.R. Ambedkar.

Celebrating Victory and Democratization: The College enthusiastically observes Republic Day and Independence Day to honour Indian freedom fighters. Students participate in cultural programs, showcasing their patriotism and respect for India's democratic spirit.

Celebrating Staff Day: On September 5th, the college celebrates Staff Day instead of Teachers' Day, recognizing the importance of all staff members. This event underscores the belief in "Guru Brahma, Guru Vishnu, Guru Devo Maheshwara," acknowledging the contributions of professors, administrative staff, and maintenance personnel.

Student Connect Program: The College organized events such as guest lectures, "Let's Talk" sessions, and a Model United Nations Conference. These activities, aligned with the Student Connect Program, aim to enhance students' understanding of global issues and foster international cooperation and dialogue.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
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: Saturday Activities

Objectives: Academic Activities are to educate, develop skills and promote knowledge and Non-Academic activities enhance social interactions.

Context: Activities of different nature such as Saturday Activities, Seminars, workshop, Certificate Courses, Celebrations and this activity focus on learning, teaching, research and to promote social, cultural and personal development in college.

Practice: The College plan the activities well in advance arranges

resource person, organize activities, seminars and workshop.

Evidence of Success: Success is seen through grades, research output, personal growth and community growth of the students.

Problems Encountered: Challenges encountered during activities include time-management, non-availability of resource persons, students' attendance.

Title: Placement Seminars

Objectives: Conducting placement seminars at college are to prepare students for job interviews and career opportunities.

Context: Placement Seminars provide career guidance, interview preparation and networking opportunities for students seeking job placements.

Practice: The placement officer invites industry professionals to give talks, conduct mock interviews and offer job placement assistance.

Evidence of Success: Success of Placement seminars at college is demonstrated through increased job placements, positive student feedback and successful career transitions.

Problems Encountered: Issues in placement seminars include low student attendance, lack of industry engagement and limited job opportunities for participants.

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

The institution excels in nurturing a strong sense of community and collaboration through its distinctive initiatives, Sadbhawna Samagam and Parent-Professor Meet (PPM).

Sadbhawna Samagam: This event unites parents, students, and

faculty to promote unity and understanding. Through interactive sessions, workshops, and cultural programs, parents gain insights into the institution's values and educational philosophy. The topic for this year, "Art of Parenting for Adolescents and Young Adults," encouraged active parental engagement, strengthening the bond between the institution and families. This event fosters a collaborative community dedicated to student success.

Parent-Professor Meet (PPM): PPM is central to the institution's personalized education approach. Professors meet with parents and guardians to discuss each student's academic progress, strengths, and areas for improvement. These meetings provide a platform for open dialogue, allowing parents to express concerns and collaborate with faculty on strategies to support their child's development. PPM ensures that parents are well-informed and involved in their child's education, reinforcing the institution's commitment to transparency and partnership.

Through Sadbhawna Samagam and PPM, the institution creates a nurturing and collaborative educational environment, emphasizing the importance of community and communication in fostering student 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

The followings are the plan of action for the next academic year:

- Training Faculty of National Education Policy (NEP)
- Improving the Research culture in the college
- Improving the documentation process
- Registering for Academic Bank of Credit (ABC)
- Upgrading the ERP
- Increasing the intake in BBA and BCA programmes
- Introducing new programmes such as Artificial Intelligence and Data Science
- Applying for 12 (B) and autonomous status