

**ANNUAL ACADEMIC PROGRESS REPORT OF THE COLLEGE UNDER AUTONOMY  
FOR THE YEAR: 2023-24 and 2024-25**

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| 1. | Name & Address of the College:                                              | St. Xavier's College, Ranchi<br>(An Autonomous College affiliated to Ranchi University, Ranchi)<br>Dr. Camil Bulcke Path, Ranchi, Jharkhand 834001                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 2. | Name of the Affiliating University:                                         | Ranchi University, Ranchi                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 3. | Current Validity period of Autonomy:                                        | 2022-23 to 2026-27                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 4. | Nature of the Institution – UG/PG/ Research/Single Faculty/Multi Faculty    | Multi Faculty                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 5. | Whether CBCS is implemented or Not:                                         | All regular curacy and self-financed courses are under NEP affective from 2022-23. However, some self-financed courses are in accordance with CBCS.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 6. | Whether Accredited/Re-Accredited or Not Details:                            | Accredited by NAAC fourth round and accredited with CGPA of 2.51 on four-point scale at B+ grade valid up to May 30, 2027                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 7. | Academic Programmes & their details being Conducted in Autonomous Colleges: | <p><b>UG Programmes:</b></p> <p><b>A. Regular Four-year undergraduate programs Under NEP:</b> 1. English 2. Hindi 3. History 4. Economics 5. Political Science 6. Sociology 7. Geography 8. Commerce 9. Chemistry 10. Physics 11. Mathematics 12. Statistics 13. Geology 14. Zoology 15. Botany</p> <p><b>B. AICTE approved:</b> 1. BBA 2. BCA</p> <p><b>C. Three Year Self-Financed Undergraduate programs under CBCS:</b></p> <p><b>Arts: B.A. Courses</b><br/>1. BA. Eng language &amp; Literature, 2. B.A. Journalism &amp; Mass Communication &amp; 3. B.A. Animation &amp; Interior Design;</p> <p><b>Commerce: B. Com courses</b><br/>1. Advertising &amp; Marketing 2. Banking &amp; Insurance 3. International Account &amp; Finance 4. Financial Marketing Operation 5. Retail Management (BRM) 6. Office Management &amp; Secretarial Practice</p> <p><b>Science B.Sc courses</b><br/>1. BioTechnology 2. Computer Application 3. Information Technology</p> <p><b>D. B.Voc:</b> 1. Fashion Technology 2. Building Construction (withheld)</p> <p><b>E. PG Programme Two-year under CBCS:</b> 1. English 2. Hindi 3. Economics 4. Political Science 5. Geography 6. History 7. Commerce 8. Chemistry 9. Mathematics 10. Geology 11. Zoology 12. Botany</p> |

**F. Bachelor of Education: 2 Year Self-Financed Undergraduate Program (Under NCTE)**

**G. Add on Courses** - 55 add-on courses are being conducted through various departments.

| S. No. | Name of the Department / Centre          | Add-On Course                                                                |
|--------|------------------------------------------|------------------------------------------------------------------------------|
| 1      | Department of Bio-Technology             | Certificate Course on Genomics and Its Application                           |
| 2      | Department of Bio-Technology & Chemistry | Certificate Course on Industrial Bioprocess Technology                       |
| 3      | Department of Botany                     | Certificate Course on Indian Knowledge System (Tribal Medicinal Practices)   |
| 4      | Department of Botany                     | Certificate Course on Mushroom Culture Technology                            |
| 5      | Department of Chemistry                  | Certificate Course on Pharmaceutical Chemistry and Drug (Medicine) Discovery |
| 6      | Department of Chemistry                  | Certificate Course on Intellectual Property Rights (IPR)                     |
| 7      | Department of Commerce                   | Certificate Course on Corporate Governance and Business Ethics               |
| 8      | Department of Commerce                   | Certificate Course on Financial Literacy and Personal Finance Management     |
| 9      | Department of Commerce                   | Certificate Course in Financial Accounting & Inventory Management            |
| 10     | Department of Commerce                   | Certificate Course in Payroll Management                                     |
| 11     | Department of Economics                  | Certificate Course on Tribal Population Dynamics: A Data-Driven Perspective  |
| 12     | Department of English                    | Certificate Course on Mastering Creative and Academic Writing                |
| 13     | Department of English                    | Certificate Course on Introduction to Journalism                             |
| 14     | Department of Geography                  | Certificate Course on Basic Digital Mapping Technique                        |
| 15     | Department of Geography                  | Add-On Course on Fundamentals of Political Geography                         |
| 16     | Department of Geology                    | Certificate Course on Basics of Coal Petrography                             |
| 17     | Department of Geology                    | Certificate Course on Fundamentals of Water Quality Assessment               |
| 18     | Department of Hindi                      | Certificate Course on विज्ञापन-लेखन: विविध आयाम                              |
| 19     | Department of Hindi                      | Certificate Course on पटकथा लेखन                                             |
| 20     | Department of History                    | Add-On Course on Archival Studies And Management                             |

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|--|--|----|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
|  |  | 21 | Department of History                                   | Certificate Course on Traditional Knowledge Systems and Cultural Heritage of Ancient India                   |
|  |  | 22 | Department of Mathematics & Statistics                  | Certificate Course on Data Analysis using SPSS Software                                                      |
|  |  | 23 | Department of Mathematics & Statistics                  | Certificate Course on Foundations in Mathematics                                                             |
|  |  | 24 | Department of Mathematics & Statistics                  | Add-On Course on Quantitative Techniques                                                                     |
|  |  | 25 | Department of Mathematics & Statistics                  | Add-On Course on Research Methodology & Data Analysis using SPSS                                             |
|  |  | 26 | Department of Physics                                   | Certificate Course on Synthesis of Some Inorganic Materials for Anti-Counterfeit and Bioimaging Applications |
|  |  | 27 | Department of Sociology                                 | Certificate Course on The Arts and Science of Relationship: A Sociological Understanding of Human Needs      |
|  |  | 28 | Department of Sociology                                 | Certificate Course on Indigenous/Tribal Knowledge Systems                                                    |
|  |  | 29 | Department of Sociology                                 | Certificate Course on Sociology of Food                                                                      |
|  |  | 30 | Department of Sociology                                 | Certificate Course in Cracking the Civil Services: An Integrated Preparation Strategy                        |
|  |  | 31 | Department of Zoology                                   | Certificate Course in Wildlife Conservation and Management                                                   |
|  |  | 32 | Department of Zoology                                   | Certificate Course in Dairy Technology                                                                       |
|  |  | 33 | Department of Zoology (EVS)                             | Certificate Course in Environmental Health, Water and Sanitation                                             |
|  |  | 34 | Department of Zoology (EVS)                             | Certificate Course in Climate Change, Mitigation and Adaptation Strategies (Nature Base Interventions)       |
|  |  | 35 | Department of Animation & Interior Design               | Certificate Course on Interior Design                                                                        |
|  |  | 36 | Department of Animation & Interior Design               | Certificate Course on Coral Draw                                                                             |
|  |  | 37 | Department of Computer Science & Information Technology | Certificate Course on Microsoft Excel                                                                        |
|  |  | 38 | Department of Commerce Vocational & Management Studies  | Add-On Course in Stitching & Fashion Designing                                                               |
|  |  | 39 | Department of Commerce Vocational & Management Studies  | Certificate Course on Mutual Fund Distributors                                                               |

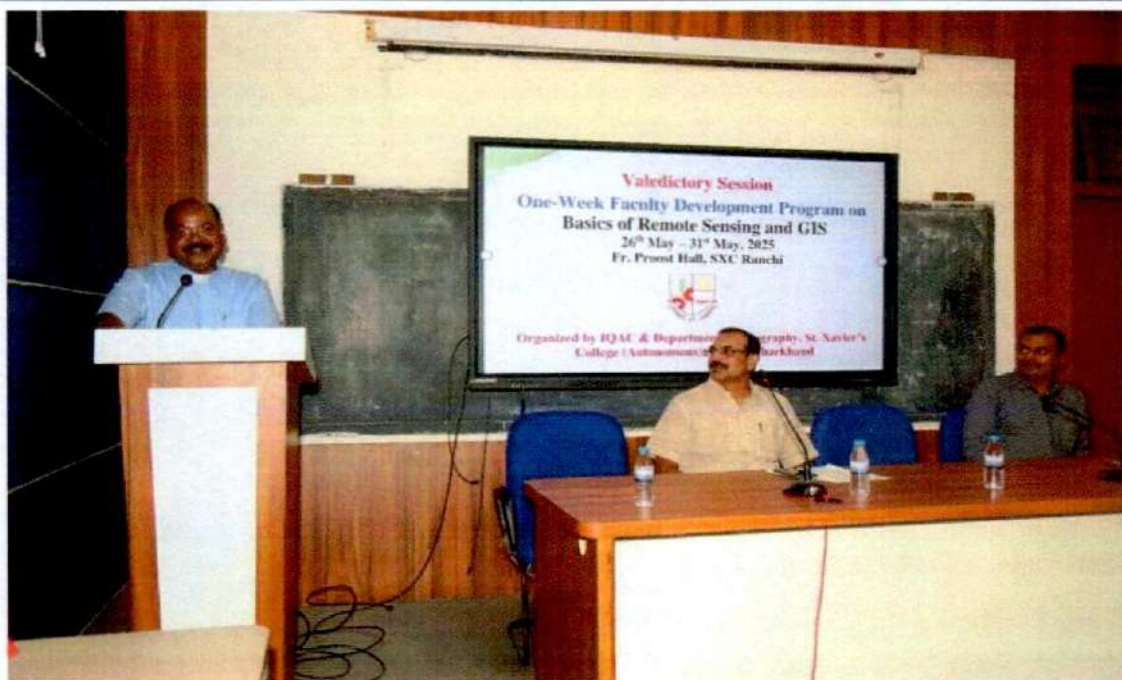
|    |                                      |                                                                       |                                                        |                                                                 |
|----|--------------------------------------|-----------------------------------------------------------------------|--------------------------------------------------------|-----------------------------------------------------------------|
|    |                                      | 40                                                                    | Department of Commerce Vocational & Management Studies | Certificate Course on Securities Operations and Risk Management |
|    |                                      | 41                                                                    | Department of Commerce Vocational & Management Studies | Certificate Course on Equity Derivatives                        |
|    |                                      | 42                                                                    | Department of Commerce Vocational & Management Studies | Certificate Course on Research Analyst                          |
|    |                                      | 43                                                                    | Department of Education                                | Certificate Course on Guidance and Counselling                  |
|    |                                      | 44                                                                    | Department of Education                                | Certificate Course on Indian Knowledge System                   |
|    |                                      | 45                                                                    | Department of English Language & Literature            | Certificate Course on English for Competitive Exams             |
|    |                                      | 46                                                                    | Department of English Language & Literature            | Certificate Course on Introduction to Linguistics and Phonetics |
|    |                                      | 47                                                                    | Department of Journalism & Mass Communication          | Certificate Course on Film and Video Production                 |
|    |                                      | 48                                                                    | Department of Journalism & Mass Communication          | Certificate Course on Tribal Theatre                            |
|    |                                      | 49                                                                    | Tribal Research Centre                                 | Add-On Course on Basic Santhali Language                        |
|    |                                      | 50                                                                    | Tribal Research Centre                                 | Add-On Course on Basic Ho Language                              |
|    |                                      | 51                                                                    | Tribal Research Centre                                 | Add-On Course on Basic Kharia Language                          |
|    |                                      | 52                                                                    | Tribal Research Centre                                 | Add-On Course on Basic Kurukh Language                          |
|    |                                      | 53                                                                    | Tribal Research Centre                                 | Add-On Course on Basic Mundari Language                         |
|    |                                      | 54                                                                    | Society for Earth Observation and Conservation (SEOC)  | Certificate Course on Pearl Culture                             |
|    |                                      | 55                                                                    | Society for Earth Observation and Conservation (SEOC)  | Certificate Course on Freshwater Pearl Culture Technology       |
| 8. | Activities conducted under Autonomy: | - The Activities conducted by different departments are listed below: |                                                        |                                                                 |



International Conference on "Advances in Novel Materials: Towards Sustainable Future"  
Jan 20<sup>th</sup> to 22<sup>nd</sup> 2024, St. Xavier's College, Ranchi



Training Program on Smart Classroom Management for Teaching Staff  
May 17<sup>th</sup>, 2025, St. Xavier's College, Ranchi



**Faculty Development Program on Basics of Remote Sensing and GIS  
May 26<sup>th</sup> – 31<sup>st</sup> 2025, St. Xavier's College, Ranchi**



**One Day Seminar on Advances in Geology and Geo-resources with special emphasis on Jharkhand  
April 5<sup>th</sup>, 2025, St. Xavier's College, Ranchi**



Career Talk/ NCS Portal Awareness Program - National Career Service Centre for SC/ST

May 30<sup>th</sup> 2025, St. Xavier's College, Ranchi



Two-Day National Seminar on "Reorientation of Higher Education as Envisioned in NEP 2020"  
October 6<sup>th</sup> to 7<sup>th</sup>, 2023



Talk on Suicide Prevention from Experts

Organized by IQAC & 1/3 COY SXC NCC in collaboration with AROX



One Day Workshop on Exploring Careers in Basic Sciences and Biotechnology: Opportunities across Sectors  
September 20<sup>th</sup>, 2023



Symposium cum orientation 2025, Honoring a Legacy Former HoD, Dept. of Economics, Dr. Sudama Choubey – Inspiring Future Economists



Panel Discussions and keynote address on "She Leads: Women's Role in Leadership"  
Keynote address by Chief Guest: Smt. Deepika Singh Pandey, Minister of Rural Development & Panchayati Raj, GoI  
March 11<sup>th</sup>, 2025



प्रज्ञान - NSS Foundation Day  
October 14<sup>th</sup>, 2024



Academic and Administrative Audit (AAA) conducted by expert panel appointed by Xavier Board of Higher Education, Bangalore. All academic departments, administrative units, all stakeholders, facilities, processes and outcomes were scrutinized meticulously during the process. April 3<sup>rd</sup> to 5<sup>th</sup>, 2025.



**The Role of Technology in Entrepreneurship: Analysing How Emerging Technologies are Shaping New Business Opportunities**  
May 5<sup>th</sup>, 2025



**Celebration of World Science Day for Peace and Development on the theme: Women in Science**  
November 10<sup>th</sup>, 2024

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| 9.  | Innovations under Autonomy:       | <ul style="list-style-type: none"> <li>- Skill Development: such as Soft Skill development, Environmental Studies to sensitize towards environment, ICT as a major tool in Teaching/learning.</li> <li>- LMS as tool for Teaching Learning.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 10. | Achievements made under Autonomy: | <ul style="list-style-type: none"> <li>- The UG curriculum follows CBCS with a minimum 140 credits, as per UGC guidelines, in programmes where the NEP curriculum has not yet been introduced or adopted by the state Government, primarily in self-financed courses.</li> <li>- In programmes, where the NEP has been implemented, the college follows the NEP curriculum with a minimum of 160 credits.</li> <li>- The PG programmes follow the CBCS with a minimum of 80 credits</li> <li>- All curricula are being implemented smoothly.</li> <li>- The End semester and Mid semester examinations were conducted in offline mode as per the academic calendar.</li> <li>- The final examinations for the final-year students were published on time, enabling students to pursue their further studies.</li> <li>- The online availability of admit cards and result has made these processes smooth and hassle-free for students.</li> <li>- Feedback on teachers and the curriculum are collected from</li> </ul> |

|     |                                                                                                                            |                                                                                                                                                                                                                                                                                                                                      |
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|     |                                                                                                                            | students through an online platform.                                                                                                                                                                                                                                                                                                 |
| 11. | Semester System in place or Not:                                                                                           | Yes, the College follows Semester System.                                                                                                                                                                                                                                                                                            |
| 12. | Any other relevant information/Remarks:                                                                                    | More funds are required for upliftment of infrastructure and Teaching-Learning Mechanism.                                                                                                                                                                                                                                            |
| 13. | Details of Courses modified/Stopped /Started During the Year:                                                              | <ul style="list-style-type: none"> <li>• All the changes /modifications are duly approved by the Academic Council of the college.</li> <li>• Building construction course is withheld due to sparsity of students.</li> <li>• Master in Journalism and Mass Communication (MJMC) is withheld due to sparsity of students.</li> </ul> |
| 14. | Any External/Internal evaluation done during the year if, so give report.                                                  | Minimum 50% of papers and practical are evaluated by externals.                                                                                                                                                                                                                                                                      |
| 15. | Benefits accrued to students under Autonomy:                                                                               | i. Courses are completed timely with continuous evaluation and seminars are helpful to the students for upliftment for all round development of students.<br>ii. Examinations are held as per schedule<br>iii. Results are published within 40 days of the completion of exam.                                                       |
| 16. | Whether Governing Body, Finance Committee, Academic Council are conducted or Not (Copies of their Minutes may be enclosed) | Yes, they are conducted (copy enclosed).                                                                                                                                                                                                                                                                                             |

(Name, Seal & Signature of the Principal)

PRINCIPAL  
 ST. XAVIER'S COLLEGE  
 RANCHI

Summary Report of Various Committees for the academic year 2023-24

| Sl. | Committees and its events:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| 1.  | <p><b>Governing Body (G.B.)</b></p> <p>Event:<br/>A Special GB meeting held on 7<sup>th</sup> October 2023 on the following agenda.</p> <p>Agenda:</p> <ol style="list-style-type: none"> <li>Discussion on receiving Grants from Government of Jharkhand and Corporate Funding Agencies to organise an international seminar in Physics.</li> <li>Management &amp; Administration of these Grants.</li> </ol> <p>Resolution/ Points of discussion:</p> <ol style="list-style-type: none"> <li>To conduct an international conference titled "International Conference on Novel Materials: Towards sustainable future" between Jan 20<sup>th</sup> to 22<sup>nd</sup> 2024, the institute proposed a financial support from the DHTE, GoJ.</li> <li>In detail the proposed conference was elaborated as opportunity to unmask higher excellence by hosting such multi national event in the campus.</li> <li>The GB approved and authorized Fr. Principal Dr. Nabor Lakra SJ, to receive Grants from Government and Corporate funding agencies to meet partial expenses for the successful organisation of the International Conference on the mentioned theme at college premises.</li> <li>It was also deliberated the policy &amp; procedure of handling and management of these grants to be transparent and in accordance with the standard financial norms.</li> <li>The GB approved the same.</li> </ol> |
| 2.  | <p><b>Finance Committee</b></p> <p>Refer to Finance Committee report summary of 2024-25 for details.<br/>The bursar, St. Xavier's college was provided the authority to prepare and finalise the budget as the formal Finance Committee meeting was not held due to unavoidable circumstances like non-availability of members during the scheduled dates.<br/>The compliance work for this year's committee meeting was eventually included with the meeting of next year dated 2<sup>nd</sup> May 2025.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 3.  | <p><b>Examination Committee</b></p> <p><u>Events:</u></p> <ol style="list-style-type: none"> <li>Committee members' meeting held on 31<sup>st</sup> May 2024</li> </ol> <p><u>Agenda:</u></p> <ol style="list-style-type: none"> <li>The minuets and resolutions were reviewed of the previous meeting and were updated.</li> <li>Post-facto approval of decision for the period 2022-24: adoption of course syllabi and attendance waiver.</li> <li>Moderation of result &amp; grace marking</li> <li>UG-CBCS GE Examination</li> <li>Continuation with RU curriculum</li> <li>Changes in Examination and evaluation regulations for PG-CBCS</li> <li>Student representation for re-examination Sociology DSE</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

- h. Practical Examination of UG-CBCS special GE students
- i. Any other.

Points discussed/ Resolutions:

- a. Dr. Ashish Jha, Controller of Examination (RU) enquired about the marks allocation to students appearing in special GE Examinations and pursuing B. Ed. Courses in future. Prof. B.K. Sinha informed that a separate marksheet is being provided to these students, eventually qualifying them as Graduates.
- b. Regarding Curriculum Dr. Ashish Jha (Controller of Examination, RU) informed that for the batches of UG-NEP (2022-26) & (2023-27) and PG-CBCS (2022-24) & (2023-25) there is **No Changes** and are purely the syllabus of RU is being followed by SXC and hence, the college can conduct the End-Semester Examinations on its own.
- c. Issue of students of PG-CBCS Sem (III & IV) 2022-24 and UG-CBCS sem IV 2022-24 and for CBCS (Voc.) 2022-24 at its last batch of CBCS. It was informed that percentage to become eligible for End Semester Exams has been reduced to 60% but the attendance marks remain unchanged and been strictly following RU norms.
- d. Regarding moderation of result and grace marking as large number of FAIL students PG-CBCS (2022-24) Semester III which was due to an absolute pass marks rather than percentage marking system adopted by RU. Dr. Ashish Jha (Controller of Exams, RU) gave a free hand to Exam Committee to conduct a special Mid-Semester Exam (one time only) for the affected students before the End-Semester Exams thereafter uploading the same on Chancellor portal website.
- e. It was informed in the meeting that UG- CBCS Apostolic students who missed few exams due to clash of papers, a special GE Exams have been conducted for them.
- f. Regarding continuity of RU curriculum syllabi, the committee agreed and resolved that SXC will continue with the same for UG-NEP academic session 2024-28 with modifications (if necessary) to maximum 20%.
- g. Regarding Examination & Evaluation regulations for PG-CBCS 2022-24 it was proposed from Prof. B.K. Sinha to Controller of Exams (RU) for allowing pass marks in both semester exams which is as per RU norms is 45 in total. It was responded by RU representatives that the Exam committee should take information from the laid guidelines in this matter.
- h. On issue of attendance marks only allotted after end of entire semester somehow lowers the eligibility for appearing for end-semester exams, the Controller of Exams- RU advised to keep a combined marks breakup of 20+5+5 for theory, assignment & attendance, where min 15 marks in mid semester be criteria as minimum score for end-semester exams.
- i. Regarding re-examination of Sociology DSE 03, as per suggestion of subject/course experts the Exam Controller to evaluate the papers and after moderations if the results are not appropriate a re-examination to be notified.
- j. The Examination committee approved the academic calendar 2024-25.

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|    | <p>During the year the committee performed its routine activities. The action taken list is as follows:</p> <p><u>Action Taken:</u></p> <ul style="list-style-type: none"> <li>• Prospectus was published in the College Website 15 days before notification for the admission in June 2023 for the academic year 2023 – 2024.</li> <li>• Detailed procedures and Admission Guidelines were put in the websites and online applications were invited for admission. Notice for the last date for application was clearly mentioned in the college website.</li> <li>• Syllabus and information regarding entrance tests were notified.</li> <li>• Date Seat for Entrance Tests was notified.</li> <li>• Entrance Tests (based on MCQ) in most of the subjects except in Humanities and Political Science were conducted. Selection Lists based on Merit and State Reservation Policy were published for admission. 50 percentage of the total selection was based on Merit and the rest 50 percentage was based on Reservation Policy as per State Government.</li> <li>• The List of selected candidates were published and they were invited for the provisional admission through college admission portal.</li> <li>• After Admission There was faculty wise orientation program for the newly admitted students in common as well as in the respective departments.</li> <li>• After almost two months physical verification of the documents were completed and admission was confirmed and the candidates were finally registered.</li> </ul> <p>Total 10714 aspirants applied for admission in 42 courses offered and 3798 got selected for admission, out of these 2057 are female and 1741 are male students i.e. 54% female share in admissions of the academic year.</p> |
| 5. | <p><b>Library Committee</b></p> <p><u>Events:</u><br/>Committee meeting – This meeting was held on 15<sup>th</sup> March 2024.</p> <p><u>Agenda:</u></p> <ol style="list-style-type: none"> <li>a. Reading and confirming the minuets of the last meeting.</li> <li>b. To discuss the purchase of books.</li> <li>c. To renew Plagiarism software Turnitin</li> <li>d. To review the usage of N-LIST of e-Resources</li> <li>e. Renewal of the library automation software AMC</li> <li>f. To organise a book exhibition in college campus</li> <li>g. To discuss the library budget for 2024-25.</li> </ol> <p><u>Points discussed/ Resolutions:</u></p> <ol style="list-style-type: none"> <li>a. The Action Taken Report (ATR) on the last meeting was presented by the secretary on the agenda of the minuets of the last meeting.</li> <li>b. Regarding purchase of books the secretary requested all the members to submit their demand for purchasing text &amp; reference books as p-er the syllabus, so that the books can be made available in time. The principal indicated all HOD's to submit their demands ti the library.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

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|    | <ul style="list-style-type: none"> <li>c. Renewal of Plagiarism software Turnitin, the discussion was held regarding routine renewal of Annual Maintenance contract (AMC) of Plagiarism software Turnitin for the period from 31<sup>st</sup> Aug 2024 to 30<sup>th</sup> Aug 2025.</li> <li>d. To review the usage of N-LIST of e-Resources, the librarian expressed the need of increasing the usage of N-LIST e-Resources. He appealed that the students from each subject department should be motivated to use the N-LIST e-Resources for their study and Research.</li> <li>h. The discussion was held regarding routine renewal of Annual maintenance contract (AMC) of library software "Alice for Window" for one year for the period 4<sup>th</sup> June 2024 to 3<sup>rd</sup> June 2025.</li> <li>e. Regarding Book exhibition, many students and teachers that an exhibition be organised on our college campus. So that they can buy his favourite book for himself or for the College Library.</li> <li>f. Regarding Library Budget, the secretary presented the budget of INR. 20,00,000/- (Rupees Twenty Lakhs only) for the financial year 2024-25 before the committee. The copy of budget proposal given to all members. The members have gone through the same and after the brief discussion on each item the proposal submitted by member secretary to the principal.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                         |
| 6. | <b>Student Welfare Committee</b> <p><u>Events:</u></p> <ol style="list-style-type: none"> <li>1. A Committee Meeting of members was held on 27<sup>th</sup> July 2023 with certain agendas and proposals.</li> </ol> <p><u>Agenda/Resolution:</u></p> <ul style="list-style-type: none"> <li>a. Previous meeting's resolutions were shared and subsequently approved.</li> <li>b. The committee discussed the issues related to medical facilities and healthcare support available in the college and decided for measures taken for stress relief and mental well-being.</li> <li>c. The committee members unanimously took resolution that the college health clinic shall be strengthened.</li> <li>d. The mentorship programmes shall be given greater emphasis by all departments to help students cope up with academic stress and personal challenges.</li> <li>e. Resolution along with an advise to all the departments to organise mental health awareness workshops/ talks by qualified experts on regular basis for their students.</li> </ul> <p><u>Outcome/ Action:</u></p> <ul style="list-style-type: none"> <li>a. Medicinal facilities in the college health clinic got strengthened.</li> </ul> <ol style="list-style-type: none"> <li>2. Committee members held a meeting on 18<sup>th</sup> Jan 2024 with some key agendas for discussion and subsequent measures.</li> </ol> <p><u>Agenda/ Resolution:</u></p> <ul style="list-style-type: none"> <li>a. Minuets of the previous meeting held on 27<sup>th</sup> July 2023 were formally approved.</li> <li>b. The committee discussed the importance of ensuring a healthy, disciplined and safe campus.</li> <li>c. The committee resolved that the entire campus shall be declared a No smoking and No substance use area.</li> </ul> |

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|    | <ul style="list-style-type: none"> <li>d. Awareness programme shall be conducted through the display of posters and signages across the campus.</li> <li>e. Regular monitoring and supervision shall be carried out by the college teachers and staff.</li> <li>f. CCTV surveillance shall be effectively utilised to monitor compliance and to prevent any violence.</li> <li>g. Students shall be sensitized about the consequences of smoking and substance use.</li> <li>h. The meeting conducted with vote of thanks.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 7. | <b>Internal Complaints Committee (I.C.C.)</b><br><u>Event:</u><br>Committee meeting held on 28 <sup>th</sup> November 2023.<br>Agenda of the meeting – Discuss the process of ICC's functioning along with its Goals and objectives: <ul style="list-style-type: none"> <li>a. To prevent sexual harassment and creating a safe environment in the college campus</li> <li>b. To promote gender equality.</li> <li>c. Create a safe environment in the college campus.</li> <li>d. Procedure of receiving complaints.</li> <li>e. Ensure to conduct fair and impartial enquiries.</li> <li>f. Ensuring confidentiality.</li> </ul> <u>Decisions/Resolutions taken:</u> <ul style="list-style-type: none"> <li>a. Workshop proposed to be organised to sensitize the students about the related policies and best practices</li> </ul> Organise Seminars and group discussions in upcoming months.                                                                                                                                                                         |
| 8. | <b>Extra-Curricular Activities Committee</b><br>During the academic year the Extra-curricular Activities committee didn't held its formal meeting. However, a few informal meetings were held but not documented due to unavailability of members during the proposed meeting schedules.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 9. | <b>Internal Quality Assurance Cell (I.Q.A.C.)</b><br><u>Events:</u> <ol style="list-style-type: none"> <li>1. Committee Meeting 25<sup>th</sup> Jan 2024</li> </ol> <u>Agenda:</u> <ul style="list-style-type: none"> <li>a. Approval of Confirmation of Autonomous Status.</li> <li>b. Constitution of Statutory Bodies (as per UGC Guidelines)</li> <li>c. Approval of AQAR 2022-23</li> <li>d. Formation of new IQAC committee for 2023-24</li> <li>e. Any other matter.</li> </ul> <u>Resolutions:</u> <ul style="list-style-type: none"> <li>a. It was informed by the principal that the Autonomous status has been extended till May 2027. For conferment of Autonomous status requires three necessities: NAAC/NBA accreditation and its Grading at least six months before the validity expires. College needs to submit report regarding Examination cell and constitute the Statutory Bodies as per clause 11 and 12 of UGC (Conferment of Autonomous Status). College to take necessary steps for implementation of NEP 2020 and intimate the UGC.</li> </ul> |

IQAC unanimously approved the conferment of Autonomous status to St. Xavier's College, Ranchi.

- b. IQAC, Governing Body, Academic Council, Board of Studies and Examination Committee were discussed regarding the constitution of Statutory bodies. It was decided that the college would soon be entering into process of constituting all, few draft nominations as committee members were also shared by participants. For Examination Committee it was resolved that one representative must be from affiliating body i.e. Ranchi University. It was enquired, whether the existing IQAC is constituted as per UGC norms or not. The committee unanimously resolved to take immediate steps from the management and administration to comply with this matter and take necessary actions.
- c. It was discussed and informed that last date of submission of AQAR 2022-23 has been extended to 29<sup>th</sup> February 2024. Dr. Shiv Kumar discussed all the seven criteria of NAAC with participants: Replacement of landline numbers with a mobile No.; Alternate e-mail Id should not be left blank & for this if required new e-mail Ids be created; Academic Bank of Credit (ABC) the virtual/digital storehouse that contains the information about the credits earned by individual students throughout their learning journey is a must; All the activities of the college including financial matters be routed through the IQAC; "No Files Uploaded" in NAAC portal be looked into and wherever possible related files, documents, reports, etc. be uploaded; The recorded lectures can be uploaded and their link can be shared in NAAC portal and the college should have a robust mechanism to have a Stock-Register is a must as envisaged by the members present.  
The IQAC with voice approved the AQAR 2022-23 for submission to NAAC.
- d. Regarding formation of new IQAC committee for 2023-24 was discussed and moved out persons' name were replaced.
- e. The house discussed the functioning of various clubs, committees, societies including student redressal committee, prevention of sexual harassment committee and anti-ragging committee.

## 2. IQAC meeting held on 25th April 2024

### Agenda:

- a. Submission of AQAR 2022-23
- b. AWAR 2023-24 (June 01, 2023 to May 31, 2024)
- c. Academic & Administrative Audit (AAA)
- d. Registration of AROX
- e. Any other matter.

### Point of discussion/Resolutions:

- a. Before discussion on agenda, Fr. Principal emphasized the pivotal role IQAC as its essential for assuring quality culture, improvement, compliance & accreditation, stakeholders' engagement, Data-driven decision-making process, best practices and Accountability & Transparency. He urged to maintain its significance from the members.
- b. Regarding this agenda it was informed to the house that AQAR 2022-23 has been submitted successfully and its subsequent approval by NAAC.

- c. Regarding AQAR 2023-24, Dr. Shiv Kumar elaborated the seven criteria outlined by NAAC viz. Curricular Aspects, Teaching & Learning Evaluation, Research Innovation & Extension, Infrastructure & Learning Resources, Student Support & Progression, Governance -Leadership & Management and Institutional Values & Best practices. These were as responsibilities were distributed to the members of IQAC. Few members asked to have a separate one-day workshop to understand these seven criteria and the methodology of collecting the relevant data.
- d. Regarding Academic and Administrative Audit (AAA) it was discussed their respective importance. It was discussed to develop a proforma which can be used to conduct internal Academic Audit across all departments. It was decided to conduct Internal Audit annually and External Audit in three years.
- e. Fr. Principal informed on the subject of AROX registration that all documents are ready and on 27<sup>th</sup> April 2024 the papers will be submitted for process of registration.
- f. In any other matters, the Academic Bank of Credit (ABC) was discussed as it addresses key needs within the educational landscape like – Enhancing Student Mobility, Promoting flexibility in Education, Accelerating Time in Degree Completion, Supporting Lifelong Learning, Increasing access to Higher Education, Improving Transfer Pathways and Facilitating International Education. Fr. Principal informed that a committee has been formed to look after the nuances of ABC comprising four faculty members. Fr. Anuranjan Ekka (Student Representative) expressed his happiness to become a member of IQAC. He suggested a favour for attendance of students who get involved in college activities and also upgradation of equipment in various labs. Prof. B.K. Sinha expressed need of having a clear-cut policy on new registrations and be available on college website. Fr. Nabor informed the house that admissions in new academic session will be based on CUET marks as well as through our own entrance test.

3. Meeting of IQAC was held on 4<sup>th</sup> May 2024.

Agenda:

- a. Mission, Vision, Aims and Objectives of the Societies, clubs, committees, Groups, Cells, etc.
- b. AQAR/NAAC requirement (3.4.3, 3.4.4 & 7.1.11)
- c. Activities planned for the Academic year 2024-25
- d. Any other matter

Points discussed/ Resolution:

- a. The meeting started with an address by Dr. Fr. Ajay Arun Minj, S.J. where he welcomed all participants. He informed the importance of college activities and keeping proper report and documentation of the same. He informed that only because of poor documentation practices we scored poorly in NAAC.
- b. For mission, vision, etc. of the clubs, societies, etc. Fr. Ajay suggested that they should be in line with the Mission and Vision of the college. He also asked the respective club, society members to prepare an activity calendar.

- c. Regarding AQAR/NAAC requirements, Dr. Shiv Kumar, IQAC coordinator explained about the criteria III & VII at length with some examples, he showed templates provided by the NAAC to capture data and its tracking documents
- d. For the activities planner for the year 2024-25, Fr. Kennedy explained and asked to prepare Activity Calendar and a copy of proforma of the same to every faculty member present.
- e. For other matters, few student representatives from clubs and societies raised few issues for discussion. These were for attendance drop due to engagement of students in various activities. This was clarified to students that a student has to have minimum 60% attendance for any kind of genuine considerations like proven authorised activities from the college and medical reasons.

Rotaract Club representative mentioned that their society has organised and participated in more than 200 events and activities but only 30 of them were organised in the college campus while most of it should be organised in the premises. He suggested that the clubs and associations should have two meetings in a month for its effectiveness. Fr. Ajay mentioned that priority should be towards studies, ensuring it not gets hampered from the extra-curricular activities.

Student representatives from INOVA Club and GEO-Club mentioned that even most planned activities are cancelled or postponed and for the same a clear-cut roadmap should be activated, while some events and activities get poor audience presence which disrupts the purpose of the same. They also expressed disappointment on not getting the certificate on time.

Dr. Shiv Kumar pointed out that quality activities approved by college should be prioritised as recognised by NAAC and not all activities as engagement in those will be considered for attendance shortfall. While Fr. Ajay suggested the student representatives to submit the requisition for certificate printing at least 7 days before the event for timely printing and its availability on the event day.

Student representative from NSS suggested to create a blood bank in college, for which Fr. Ajay informed that due to various technical difficulties a in house blood bank will not be suitable, however SXC has already signed a MoU with a local NGO regarding the same.

Student representative from ABHIVYAKTI requested the college management to support financially to those who participate in events outside Ranchi.

Dr. Savhin Mishra suggested that the facilities on the stage, like sound system, lighting, projector, etc. should be improved and upgraded. Fr. Ajay responded that upgradation of these facilities is underway.

Dr. Sanjay Kumar asked all student through the representatives that students must inform the department as well as college if he/she has won any reward/recognition/ medals in any event organised at the District/State/ National/ International level.

Dr. Sunil Bhatia gave a suggestion to revive the college Magazine and wanted everyone to contribute to the magazine with rich contents.

- 4. Internal Quality Assurance Cell meeting held on 30.05.2024

Agenda:

- a. Preparation and Submission of AQAR 2023-24
- b. Any Other Matter

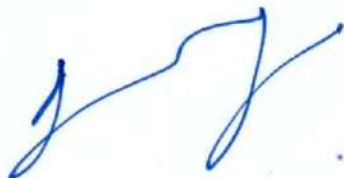
Points Discussed/Resolutions:

- a. Dr. Shiv Kumar, IQAC co-ordinator explained the participants, how to prepare the AQAR for 1<sup>st</sup> June 2023 to 31<sup>st</sup> May 2024.
- b. Dr. Ashutosh Pandey suggested to form a team of people who will be working on Criterion No. II and collect the required data of Criterion II. Dr. Shiraj Mani Pathak suggested a Mentor-Mentee list be made available on the website and wanted to properly spend the seed money earmarked for research scholars.

Fr. Kennedy said identifying slow/fast and advance learners is necessary to come up with remedial classes for slow learners and Student Satisfaction Survey (SSS) is a crucial aspect under NAAC guidelines.

Dr. Sandeep Chandra explained the Criterion III requirement in detail. He wanted to have better facilities for those who are involved in research and some kind incentive be given to encourage researchers. He said of the opinion that MoU without activity is meaningless.

Dr. Dhiraj Mani Pathak explained the Criterion IV of NAAC. He emphasized the need to review LMS (Library Management System). Later Criterion V, VI & VII were also discussed and explained. Fr. Kennedy explained the various Audit reports requirement under the Criterion VII.



Principal  
St. Xavier's College  
Ranchi