Summary Report of Various Committees for the academic year 2024-25

Sl.	Committees and its events:
1.	Governing Body (G.B.)
	The GB meeting was held on 12th April 2025 with the following agenda. *Agenda*: a. Welcome b. Reading out the minuets of the last G.B meeting held on 24th Sept, 2022. c. Action taken Report d. Confirmation/Appointment of Staff Appointment e. Acknowledgement of concurrence/promotion/ Date of shifting of staff members by JPSC f. Approval of Lien g. Staff retired/Resignation/Expired h. Discussion & information regarding - Confirmation of autonomy - Infrastructure upgradation/ renewal of lease - Academic & administrative audit - Add on courses - Staff benefit schemes - Committees constituted under Autonomous system - AICTE approved new courses – BBA & BCA - Registration of Alumni Association - Research Promotion policy adoption i. Institution of Scholarship j. Approval of opening of UPSC Coaching centre as proposed by MHRD GoJ. k. Approval of change of fee structure in various programmes. l. Approval of Annual Budget m. Approval for opening of incubation centre n. Staff Requests o. Any other Matter: Approval of AQAR, Creation of 2 posts in BCA & BBA, 2 more Vice-principal posts. Resolutions/ Action Taken: a. The minuets were read out by the member secretary Dr. R. Pradeep Kujur SJ. and was passed by the members. b. The secretary briefed the house about the action taken report which were as following: - Dr. Rakesh Raja placed in 6th pay scale - Post created in BJMC - Dr. Kaushik Dutta to be placed in 7th CPC w.e.f. April 2025. - Requests of Mr. Arunava Mukherjee, Tirthajit Sinha, Manoj Kumar and Praveen Toppo were addressed as per GB resolution. - Mrs. Kavita Topno, Asst. Professor B.Ed. placed on 3% annual increment. - Mr. Kamal Chandra Bara was placed in 6th Pay scale - Mr. Tarak Kumar placed on LDC (Mgt. post) with 6th CPC & PF contribution to count from 1st June 2007.

- Mrs. Rita Sinha in LDC with 6th CPC (Mgt. post) PF contributions from 1st Feb 2016
- Mr. Amit Kr. Jhandai in LDC with 6th CPC (Mgt. post) with PF contributions from 16th Aug 2011
- Show cause notice was served to Ms. Reena Bhattacharya.

c. In any other matter it was discussed that Scholarship is yet to be institutionalised.

d. Confirmation/Approval of Staff Appointment

1. The chairman GB with his prejudice as Provincial Superior as Chairman appointed Dr. Fr. R. Pradeep Kujur s.j. as the principal w.e.f. Jan 1, 2025. The GB approved the appointment.

Teaching staff (to be confirmed) Substantive post

2. Dr. Fr. Ajay Minj, s.j., appointed substantively as Assistant Professor in the Dept. Mathematics w.e.f. 1st Sept 2022.
3. Dr. Sweta Kumari Jha appointed substantively as Assist. Professor in Dept. of English w.e.f. 1st Sept 2022
4. Dr. Saikat Banerjee appointed substantively as Assist. Professor in Dept. of English w.e.f. 01.09.2022
5. Dr. Sanjay Kumar appointed substantively as Assist. Professor in Dept. of Hindi w.e.f. 05.09.2022
6. Dr. Shreya Pandey appointed substantively as Assist. Professor in Dept. of Pol. Sci. w.e.f. 02.11.2022
7. Dr. Ravi Kumar B. appointed substantively as Assist. Professor in Dept. of Physics w.e.f. 01.09.2022
8. Dr. Sumit Hazra appointed substantively as Assist. Professor in Dept. of Chemistry w.e.f. 01.09.2022
9. Dr. Reman Kr. Singh appointed substantively as Assist. Professor in Dept. of Chemistry w.e.f. 05.09.2022
10. Dr. Somesh Sengupta appointed substantively as Assist. Professor in Dept. of Geology w.e.f. 01.09.2022

Management Posts

11. Ms. Udita Mitra appointed Assist. Professor in the Dept. of English Language & Literature (Mgt. Post) be confirmed permanently on the same w.e.f. 01.09.2022
12. Shri. Shubham Kujur appointed Assist. Professor in the Dept. of English Language & Literature (Mgt. Post) be confirmed permanently on the same w.e.f. 01.09.2022
13. Dr. Melvin A. Ekka appointed Assist. Professor in the Dept. of Geology (Mgt. Post) be confirmed permanently on the same w.e.f. 01.09.2022
14. Dr. Alfred Besra appointed Assist. Professor in the Dept. of Biotechnology (Mgt. Post) be confirmed permanently on the same w.e.f. 01.09.2022

e. Acknowledgement of concurrence – GB acknowledged the concurrence of Dr. Roshan Baa S.J., Assist. Professor, Dept. of Commerce w.e.f. 01.10.2018 vide JPSC letter No. 1610 dated 30.05.2023 and of Dr. Anirban Gupta, Assist. Professor, Dept. of Commerce vide JPSC letter No. 1987 dated 02.08.2024.

f. Acknowledgement of promotion of the following were acknowledged and recommended by the G.B.:
   1. Time bound promotion of Dr. Sureshwar Pandey (Botany) from Lecturer to Reader w.e.f. 01.02.1985 vide JPSC letter No. 1565 dated 26.05.2023 on recommendation from JPSC.
   2. Dr. Ritesh Kr. Shukla (Zoology) from Lecturer to Reader w.e.f. 01.02.1985 vide JPSC letter No. 2103 dated 22.06.2023 on recommendation from JPSC.
   3. Redesignation of Shri. Navin Kumar from Lab Technician (Chemistry) to Demonstrator vide DHTE letter No. 342 dt. 14.02.2023.
   4. Redesignation of Ms. Dolly Bara from Lab Technician post (Botany) to Demonstrator vide DHTE letter no. 342 dt. 14.02.2023
   5. Promotion of Dr. N. Venkat Appa Rao as Reader was withdrawn vide JPSE letter No. 1160 dt. 13.05.2024

g. The GB approved the deputation of Dr. Harishwar Dayal, Dept. of Economics relieved from the college to contribute as Member, State Finance Commission (GoJ) for a period of two years w.e.f. 5th March 2024, while Dr. Fr. Roshan Baa, S.J. Dept. of Commerce who applied for Lien for three years was also approved w.e.f. 07.01.2025.

h. Retirements – Teaching staff:
   - Shri Shishir Choudhary, Dept of Economics on 30.09.2022, served for 39 years.
   - Dr. Jayant K. Chakraborty, Dept. of Commerce on 30.06.2023, served for 31 years.
   - Dr. Sanjay Kr. Ghosh. Dept. of Commerce on 31.10.2023, served for 38 years.
   - Dr. Praveen Sinha, Dept. of Geology on 30.06.2024, served for 33 years.
   - Dr. Sanjay Sinha, Dept. of Physics on 31.01.2025, served for 39 years.
   - Dr. Shreeman Narayan Tiwari, Dept of Physics, served for 23 years.

i. Retirement Non-Teaching Staff:
   - Ms. Anita Tirkey on 31.10.2022, as sweeper served for 26 years.
   - Shri. Marianus Minj on 30.04.2023, as Peon served for 18 years.
   - Mr. Gregory Kujur on 31.05.2024, as Head Accountant served for 19 years.
   - Shanti Tirkey on 30.06.2024, as sweeper served for 15 years.
   - Ms. Roseline Nowrangi on 31.01.2025, as Lab Attendant served for 15 years.
   - Shri Lucas Baxla on 31.01.2025, as store keeper served for 17 years.

j. Resignations:
   The GB accepted the resignations of the followings:
   - Dr. Shanti Rani Tirkey, resigned on 21.10.2022, Assist. Professor, Dept. of Economics (Mgt. post) w.e.f. 01.09.2022
   - Dr. Deokant, resigned on 22.06.2023, Assist Professor, Dept. of Biotechnology (Mgt. post) w.e.f. 09.07.2007
   - Dr. Dinesh Prasad, resigned on 19.07.2023, Assist. Professor, Dept of Mathematics/Statics (Mgt. post) w.e.f. July 2016
   - Dr. Arunava Datta, resigned on 19.12.2023, Assist. Professor (Mgt. post) Dept. of Botany, w.e.f. 01.08.2022

- Ms. Ankita Basu, resigned on 08.04.2024, Assist. Professor (Mgt. post) Dept. of Education, w.e.f. 01.10.2009
- Dr. Lalit Sharma resigned on 29.06.2024, Assist. Professor (Substantive post) Dept of Commerce, w.e.f. 02.07.2007

k. Deceased:
The G.B, mourned sudden demise of the following staff members:
- Ms. Raphila (Mgt. staff) expired on 02.09.2023, served as clerk for 7 years
- Ms. Shubhani Toppo (Mgt. staff) expired on 10.09.2023, served as typist for 23 years.

l. Information regarding the following were provided to the G.B. members
- Confirmation of Autonomy of college 05 years 2022-23 to 2026-24 vide UGC letter No. F-2/1023 (AC-Policy) dt. 13th Nov 2023.
- Infrastructure Up-gradation – Renovation of college ground with installation of lighting arrangement; Renovation of Departments, Class Rooms and Wash Rooms; Installation of smart boards in class rooms, Conference Halls & Seminar Rooms and Staff Room; Installation of Digital Display Board; Completion of Green Audit and Installation of Hydraulic Fire Extinguisher System in Main building.
- Academic and Administrative Audit – Xavier Board Team of three members Dr. Paul Newman, Dr. Fr. Maria Antony Raj and Dr. Sr. M. Rashmi visited the college and conducted AAA on 03-05 April 2025. The AAA team had submitted its report to the principal.
- Add-on courses – Pearl culture (Society for Earth Observation and Conservation); Basic Digital Mapping Technique (Geography Dept.); Data analysis using SPSS (Statistics Dept.) Industrial Bio-process Technology (Biotechnology Dept.); Film & Video Production (Mass Comm. Dept.); Tribal Theatre (Mass Comm Dept.); Coral Draw (Animation Dept.); Basic Interior Space Planning and Furniture Design (Animation Dept.)
- Staff Medical Scheme by which Medical Insurance Policy covering teaching as well as non-teaching staff on half contributory basis by both employee and the college as employer.
- Committees constituted under Autonomous Status.
- AICTE approval of new courses – BBA & BCA
- Registration of Alumni Association
- Research Policy of the College – Draft Research Policy was discussed and approved.

m. Institution of Scholarship – GB approved "Nawal Shanti Memorial award for Aspiring Physicists" sponsored by Dr. Sanjay Kumar, HoD Physics, w.e.f. from 2025 for 10 years and "Mr. Poddar Institute scholarship for 10 meritorious, underprivileged students amounting to max. Rs. 3 lakhs per annum.

n. Approval of opening of UPSC Coaching Centre as proposed by DHTE GoJ.

o. Approval of Research Policy and Seed Money policy of the College by the GB.

p. Approval of the Change of Fee Structure in the following programs- Increase by Rs. 30/- For session 2025-28/29 in Alumni Association which was earlier Rs. 70/- and it was informed that decision has been taken to collect Examination fee along the semester fees.

q. The GB approved the annual budget

	r. GB approved the opening of incubation centre s. Actions of Staff Requests: 1. Approval of 7th CPC to the teaching staff appointed through proper channel and Conversion: Dr. Vikram Bahadur Nag, Dr. Pankaj Kumar and Dr. Jagbandhu Mahato of Dept. of Education; Dr. Rakesh Raja, Dept. of Computer Science; Dr. Jui Banerjee, Dept. of BBA and Ms. Shalini Minz, Dept. of Environment Science from April 2025 onwards. 2. Staff request forwarded by the staff secretary to enhance the remuneration for UG and PG extra and evening classes were kept in abeyance by the GB till a committee constituted by the secretary cum principal makes a deeper understanding of the existing policy. 3. Requests from Mr. Hussain Ahmed and Dr. Shakeel Ansari for getting benefits of 50% merger of Basic salary in their existing 5th Pay scale was discussed and the secretary was directed to look into the matter. 4. All other matters related to Pay scale enhancement, appointment on proper scale, issuance of appointment letter, Ph.D. increment to teacher in Management post were discussed. The GB directed the secretary to finalize the draft of the "Service Conditions of Teaching and Non-Teaching Staff" including proper clauses which were missing in the previous draft. t. The GB directed the secretary cum principal to create 5 posts, 2 Management posts in Computer Science, 1 Mgt. post in BBA on proper scale and 2 posts of Vice-Principal for smooth functioning.
2.	Academic Council
	Events: 1. 17th Academic Council Meeting of St. Xavier's College, Ranchi (Autonomous) held on 7th Dec 2024. *Agenda*: a. Confirmation of the minuets of the last emergency Academic Council Meeting held on 17th Sept, 2021. b. Discussion on the approval of new syllabi of (UG NEP 2022-2026, 2023-2027), (UG CBCS 2022-2025, 2023-2026), (PG CBCS 2022-2024 & 2023-2025) Major, Minor IVS/& Common Courses for UG. c. Approval of the names of subject experts other than parent university for Board of Studies. d. Approval of list of examiners for UG and PG End Semester Exam for both theory and practical (where practical papers are mandatory) e. Any other matter. *Points discussed/ Resolutions:* a. Welcome address by the chairman (Fr. Principal) specially to university representatives and other participants. b. The member secretary explained the house through a PPT mentioning the reasons behind the council meeting after a span of three years and were acknowledged by the participants. c. The member secretary read out the minuets of last meeting held on 21st Sept 2019 and was confronted by the house. d. The syllabi of (UG NEP 2022-2026, 2023-2027), (UG CBCS 2022-2025, 2023-2026), (PG CBCS 2022-2024 & 2023-2025) Major, Minor IVS/& Common

Courses for UG were placed for post facto approval as it followed the Ranchi University syllabus. It was in detail discussed about the syllabus of some common courses which were formulated by the college due to late receipt of the syllabus from RU and /or non-existence at RU. Prof. A.A. Khan (RU representative) enquired about such approvals whether are as per NEP framework and curriculum and whether its through any Gazette from Hon. Governor cum vice-Chancellor or some other body. The member secretary responded that it was framed by the HRD and approved by UGC, also filled by different universities. Prof. M.P. Sinha (RU representative) detailed the reasons behind this action. The academic council approved the syllabi of all the subjects.

e. A concern regarding the distribution of minor courses in NEP was discussed which was raised by Prof. Uday Kumar (RU Rep.), as per current framework students find it difficult to select one discipline for MN vocational subject, restricting them to appear in some competitive exams like JAM. Prof. Sanjay Kumar responded and explained the reason as due to the fact that UGC and other regulatory bodies like AICTE do not maintain equivalent framework, as a result the eligibility criteria for appearing in some competitive exams are not fulfilled. He asked the house whether the present body can put forward this issue to concerned bodies. Prof. M.P. Sinha (Univ. Rep.) advised to put in front of the university. However, all felt that two discipline level MN subjects must be for students at UG (NEP) level and even for B. Ed. Course.
f. For constitution of Board of Studies (BOS) the list of experts from outside parent university was passed with a condition that the expert must be at least of Associate Professor rank.
g. List of examiners prepared by respective departments for end semester examinations (theory as well as practical) for the current year 2023-24 was approved by the council.
h. The rules of Examination under NEP effective from 2022 which were in accordance with the RU were adopted by the college. The same were placed before the council for approval. The council approved it.
i. The council approved the proposal of the college to introduce certain certificate and short-term courses like Pearl culture, Basic Digital Mapping Technique and Data Analysis using SPSS software, etc. from the next semester as entrepreneurship development & value-added courses.
j. Meeting ended with vote of thanks by Controller of Exams and unanimous consent to hold the council meeting within two months for discussion and approval of 2024 batch curriculum.

2. 18th Academic Council Meeting of St. Xavier's College, Ranchi (Autonomous) held on 5th April 2025.

Agenda:

a. Confirmation of the minuets of the last Academic Council meeting held on 7th Dec 2024.
b. Discussion on the approval of new syllabi of (UG: NEP-FYUGP 2024-28) (UG: CBCS 2024-27), Major, Minor IVS/& Common Courses for UG and (PG: CBCS 2024-26)

c. Proposal for Second Discipline Minor Courses for UG students.
d. Change in the nomenclature of self-financing UG programmes as per the recommendations of UGC.
e. Approval of list of examiners for UG and PG End semester Exam for both theory and practical (where practical papers are mandatory).
f. Approval of Change in the Rules of Examination under NEP/CBCS, pattern of the Examination, if any.
g. Information regarding the proposal of add-on courses.
h. Any other matter.

Minutes/ Point of discussion/ Resolution:

a. Welcoming and introduction of the new chairperson by the council i.e. new principal of SXC, who then welcomed Prof. Ratan Dey (CUJ rep.) the new nominated member to academic council and other participants. He acknowledged the support of experts and University representatives as they bring diverse expertise, knowledge and real-world experience to the academic environment. He also appraised regarding the recent Academic and Administrative Audit conducted by three members audit team.
b. The minuets of the last council meeting held on 7th Dec 2024 was read out and confirmed by the council.
c. The syllabus of (UG NEP 2024-28), (UGC CBCS 2024-27), (PG CBCS 2024-26), Major, Minor IVS/& Common Courses were placed for discussion and approved.
d. As per suggestion of BOS within the 20-30% permissible limit the council accepted and approved the changes in syllabus for UG – Computer science, Hindi, Sociology, Chemistry, Botany and PG – English.
e. The council approved second Discipline Minor Courses for UG students.
f. The work load and mode of teaching were discussed, members opined for opting hybrid mode. Prof M.P. Sinha (RU rep.) appraised and wished the college should pioneer Hybrid mode of imparting knowledge.
g. As per UGC gazette the nomenclature of B.A./B.Sc./ B.Com. Vocational course needed to be changed and the council in the meeting approved the same. Henceforth the names will be B.A./ B.A. (Hons), B. Com./ B. Com (Hons), B.Sc./ B.Sc. (Hons) and B.A. (Journalism and Mass Communication).
h. Prof. B.K. Sinha tabled the following resolutions of the Examination committee meeting (26th March 2025) for Academic Council approval.
    (i) Attendance Rules related to eligibility for End-Semester Examination as per UGC rules of 75%
    (ii) Rules related to pass marks for PG Mid-Sem & End-Sem Examinations as each course/ paper is 45, with pass marks for Mid-Sem will be 15 and 30 for End-Sem.
    (iii) Rules for reappearing in Mid-Sem Exams for FYUGP students will be that, if a student fails to secure pass marks i.e. 40, then he/she will have to repeat both Mid-Sem and End-sem exams but his/her marks against attendance will be added to his/her repeat Mid-Sem marks.
    (iv) Grace Marks – Committee resolved to continue maximum 5 marks in case of not-promoted to promoted/ promoted to pass theory only once in the program cycle as per the RU regulations.

(v) The committee resolved that no student shall be detained in Odd Semester except in case where a student is rusticated for use of UFM.

(vi) Punishment under UFM, the rustication will be for a semester and not for a year from now on and candidate will have to reappear in all the papers of the semester, but marks secured in previous semesters will remain unaffected.

(vii) Any Student found using unfair means twice during his/her entire academic program would be expelled from the college.

(viii) The committee approved the Examination Committee's resolution for promotion of students from Sem II to Sem III by passing 50% courses/papers i.e. 6 out of 12 papers of Sem I and Sem II taken together, which earlier as per RU guidelines was 75%. For Sem IV to V and Sem VI to VII the rules of promotion be unchanged as 75%.

(ix) BBA, BCA under AICTE and B. Ed. Under NCTE will adhere to rules laid down by their affiliating bodies.

(x) Rules related to make-up classes: For clearing examination in back paper is mandatory hence student's last attendance calculation will be considered and eligibility for make-up classes will be at least 60% attendance.

(xi) Marking pattern for attendance to be 1 to 5 marks ranging from 75% to above 90% in 5 ranges.

(xii) The council agreed and approved the additional Minor-2 as optional course/paper for all the even semesters of batches 2022,2023 & 2024 and onwards.

(xiii) The council on suggestion from Prof. A.A. Khan (RU rep.) agreed and approved the Examination pattern for EVS under NEP-FYUGP for end semester exams with mix nature of questions – MCQ, Very short Answer questions, Short Answer Questions and Long Answer Questions.

i. As reported by Departments a new add-on course Data Analysis Using SPSS is proposed by Dept. of Statistics and two courses namely "Film & Video Production" and "Tribal Theatre" have been proposed by Dept. of Journalism and Mass Communication shared by the members secretary.

j. During the space for any other matter, an issue of students pursuing Internship/ Apprenticeship their attendance falls short. The council decided that during such engagement of the student their absence should be treated as present and loss of studies to be addressed by the respective course teacher(s).

3.	Board of Studies (B.O.S.)

Event:

The respective department held their meetings in the month of Nov 2024 containing the following common agenda:

Agenda:

a. Review of Previous meeting's resolution

	b. Discussion and suggestion on measures for improving the standards of teaching and research. c. Discussion on approval of proposed modification for the syllabi UG: NEP, UG: CBCS and PG: CBCS of various departments and sources d. Preparatory list of external members. e. Any other matter Resolution/Action taken: a. Previous committee meeting resolution were discussed and approved. b. Proposed modifications and changes in the syllabus were discussed from various departments for various courses for UG: NEP, UG: CBCS and PG: CBCS. All proposed modifications were meticulously reviewed whether these were as applicable under RU norms or not. Since, all were under the limit hence all were approved to be put into academic council meeting as proposal. c. It was discussed about placing external expert in BOS apart from parent university. It was agreed by all members that this would add diversity along with actual expert knowledge and experience from the market and industry. All agreed to propose and share names of such experts known to them. *(Refer annexure of Academic council meeting for details)*
4.	Finance Committee
	Event: On 2nd May 2025 the meeting of the committee was held (This was conducted for two years i.e., 2023-24 & 2024-25 as due to some unavoidable reasons the meeting for 2023-24 was not held.) Agenda: a. The minuets of the previous meeting were shared and approved. b. Autonomous Grant and Proposal to UGC c. College Budget d. Any Other Matter Resolutions/ Action Taken: a. The minuets of previous meeting were discussed and reviewed, which was unanimously approved. b. The committee discussed and approved the budget of INR. 20,00,000/- each for the academic years 2023-24 and 2024-25. Projections and financial requirements were under academic and administrative heads. c. The proposed college budget having key components (Revenue expenses, Departmental allocations, Capital expenditures, Operational costs and Maintenance costs) for the year 2023-24 and 2024-25 were approved by the committee d. In other matters, Infrastructure development plans, Faculty development plan, and Research & innovation initiatives were discussed
5.	Examination Committee
	1. Committee members' meeting held on 15th Oct 2024 *Agenda*: a. Discussion and concerns about previous meeting resolutions. b. Change/moderation in the syllabus and its adaptability. c. Adoption of Ranchi University/ course syllabi along with exam evaluation regulation for various batches.

d. Attendance waiver
e. Moderation of result & Grace marking
f. Un-held meeting of Academic Council
g. Special GE Examination for UG-CBCS (2022-24) Apostolic students
h. Moderation of syllabus
i. UFM definitions if physical evidence is not found.
j. Any other

Points Discussed/ Resolutions:

a. An assurance for conducting the Academic Council meeting to he held before Diwali.
b. All members agreed upon conducting a repeat exam for students who could not appear/unable to score marks in the special GE exams. This will be valid for students' only for 1 year for odd semesters I/III and even semesters II/IV.
c. It was agreed and resolved that "Nothing could be more important inside the Exam Hall than Exam". Any possession of mobile phone, calculator or any other electronic gadget as mentioned in Admit card under heading Rules Regarding the Examination inside Examination Hall is to be considered as UFM.
d. All members agreed upon conducting a re-examination of Mid-sem. Only for the students of PG – CBCS students 2022 & 2023 batches.
e. All members agreed upon implementing the CBCS Autonomous promotion rule from batch 2024-28 onwards. (50% overall of marks secured from Sem I & II for promotion from Sem II to III and 75% of the overall marks secured in Sem III & IV for promotion from Sem IV to V.
f. Re-introduction of Marks against attendance system was demanded and forwarded for approval process.

2. Meeting of the Examination Committee – 26th March 2025.

Agenda:

a. Attendance Rules regarding End-semester examination.
b. Pass marks for PG Mid-Sem and End-Sem examination
c. Rules related to reappear in Mid-Sem Examination for FYUGP students
d. Provision for grace marks
e. Rules regarding detention
f. Rules for promotion Sem II to Sem III (FYUGP) students
g. Rules related to make up classes to clear backlog paper UG & PG
h. Marking pattern for attendance
i. Introduction of Minor 2 paper in even semesters of UG under NEP
j. Issue of examination patterns for EVS under NEP – FYUGP
k. Punishment under UFM
l. Any other matter

Resolution/ Points Discussed:

a. It was discussed and confronted by the committee to strictly adhere to UGC rules of min. 75% attendance for End-Sem exams, however min. 60% will be mandate for in medical cases.
b. The bench agreed on calculating the Pass mark taking Mid-Sem and End-Sem together as 45 for PG students from 2024 batch onwards.

	c. The bench agreed and resolved that FYUGP students who fail to secure pass mark of 45 re-examination would be conducted including previous marks of attendance. d. The committee resolved that maximum 5 Grace mark in a students' entire academic programme to be provided for case of not promoted to promoted to pass in theory papers only. e. For detention related issue, the committee resolved that no student shall be detained in any odd semester except in case of student rusticated for using UFM. f. The bench agreed on implementing a 50% pass, out of the total courses taken, i.e., 6 out of 12 for promotion to semester II to Semester III and adopting Ranchi University Pattern of a total of 75% pass, out of the total courses taken for promotion to Semester IV to Semester V and likewise. g. The committee discussed and agreed to put the matter of proposed make-up classes to clear backlog for UG & PG students in academic council meeting. h. For conversion of attendance into mark score the committee resolved that for UG students UG & PG the marks to be granted ranging from 1 to 5 with min attendance will be 75% for 1 mark and more than 90% attendance will be 5 marks. i. Regarding additional Minor 2 paper in even semesters, the committee decided to include this as optional for batches 2022,2023 & 2024, where a separate mark sheet for the same will be provided to students. j. Regarding the Issue of Examination pattern for EVS under NEP – FYUGP, the bench agreed on implementing a subjective with mixed nature of questions – MCQ, Very short answer questions, short answer questions, and long answer questions. k. The bench agreed on the modification proposed which says that a student reported using UFM during Semester Exam (Mid-Sem or End-Sem), the said entire Semester will stand cancelled. And will repeat the same Semester after one year with the junior batch/will be promoted to the next higher Semester l. For any other matters, some points were discussed and resolved which are as following: • A student found practicing UFM twice in his entire academic programme would be issued a Transfer Certificate (TC). **NB: A notice in this regard shall be circulated by the Examination Department** • The Bench agreed on inviting the Convener of Academic Council as an Ex-Officio in the Examination Committee likewise including the Secretary (Academic Council), Dean of Student Welfare along with the IQAC Coordinator • A notice inviting applications for a re-examination for students who could not turn up due to a **Jharkhand Bandh** on 22-03-2025
6.	Admission Committee
	During the year the committee performed its routine activities. The action taken list is as follows: • Prospectus was published in the College Website 15 days before notification for the admission in June 2023 for the academic year 2023 – 2024.

	• 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. • Syllabus and information regarding entrance tests were notified. • Date Seat for Entrance Tests was notified. • 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. • The List of selected candidates were published and they were invited for the provisional admission through college admission portal. • After Admission There was faculty wise orientation program for the newly admitted students in common as well as in the respective departments. • After almost two months physical verification of the documents were completed and admission was confirmed and the candidates were finally registered. • Total 8696 aspirants applied for admission in 43 courses offered and 3516 got selected for admission. This season out of total successful applicants 55.29% were female i.e., 1944 and 44.71% male students i.e., 1572.
7.	Library Committee
	Event: A meeting of the Library Committee Meeting held on 12th March 2025. *Agenda and Points discussed/Resolution*: a. Reading and confirming the minuets of the last meeting. The Action Taken Report (ATR) on the last meeting was presented by the secretary. b. To discuss the purchase of books. Regarding this the secretary requested all the members to submit their demand for purchasing text & 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. c. Renewal of Plagiarism software Turnitin, the discussion was held regarding routine renewal of Annual Maintainance contract (AMC) of Plagiarism software Turnitin for the period from 31st Aug 2025 to 30th Aug 2026. d. Renewal of the library automation software AMC. The discussion was held regarding routine renewal of Annual maintainance contract (AMC) of library software "Alice for Window" for one year for the period 4th June 2025 to 3rd June 2026. e. For subscription of new Journal for different departments. Request for subscription of new print Journal like geological Society of India, National Geographic, Current Science, Sanctuary from various department came to librarian. - To discuss the library budget for 2025-26. The secretary presented the budget of INR. 20,00,000/- (Rupees Twenty Lakhs only) for the financial

	year 2025-26 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.
8.	Academic Audit Committee
	As per the resolution of the Internal Quality Assurance Cell (IQAC), the college vide its resolution and to fulfil the NAAC requirements, initiated an institutional Academic and Administrative Audit process by reaching out to the Xavier Board of Higher Education, Bangalore. The Xavier Board accepted this and constituted a three-member expert team comprising Prof. Paul Newman K, Dept. of History, St. Joseph's College, Bangalore (Chairman), while Dr. Fr. Maria Antony Raj SDB, Principal, Sacred Heart College (Autonomous) Tirupattur, TN and Dr. Sr. M. Rashmi A.C., Principal, Patna Women's College (Autonomous), Patna were the members. The Academic and Administrative Audit (AAA) conducted its audit process from April 3rd to 5th, 2025. During the process the committee visited and evaluated 22 departments, had conversations with SXC management, faculty, departmental heads, staff, students, other stakeholders, they conducted a meticulous assessment of each departments' performance, documentation and involved a quality enhancement of every department, initiatives, outreach programs, social responsibilities, facilities and importantly the processes as practiced by the college. This assessment encompassed a thorough examination of key performance indicators, including academic achievements, research outputs, faculty development activities, student support services and infrastructural preparedness. The external AAA committee appreciated the efforts made by various units and stakes in promoting holistic student development and provide constructive suggestions for improvement. During their evaluation, the AAA also found and later in their report pointed out few shortcomings and gaps pertaining to insurance of quality standards or benchmark of the institution. Provided suggestions aimed at further strengthening the institution's academic, administrative and societal engagements. They recommended increasing the number of MoUs with Industry and Academic partners, organising more seminars and conferences, digitization of various academic and institutional processes making them more transparent, accountable and user friendly. The team suggested development of e-content of various courses and syllabus.
9.	Student Welfare Committee
	Event: 1. Student Welfare committee meeting held on 10th July 2024 *Agenda/Resolution*: a. The minuets of the previous meeting held on 18th Jan 2024 were shared and approved. b. The committee resolved that the college shall strictly enforce a ragging free, disciplined and safe campus environment. c. The committee resolved that the college shall strictly enforce a zero-tolerance policy towards ragging within the college. d. Anti-ragging awareness programmes shall be organised regularly for students particularly at the beginning of academic session.

<table>
<tr><td></td><td>e. Posters, banners and notices highlighting anti-ragging rules and helpline numbers shall be displayed across the campus.
f. Anti- ragging committee shall actively monitor the campus to ensure compliance.
g. Strict actions shall be taken against offenders.
h. The meeting ended with vote of thanks.

2. Student Welfare committee meeting held on Feb 05, 2025.
<u>Agenda/Resolution</u>:
a. The meeting held under the chairmanship of Fr. Principal
b. The minuets of the previous meeting held on 10th July 2024 were formally approved.
c. The committee discussed the status of basic welfare and accessibility facilities available on the college campus.
d. The committee unanimously resolved that adequate and clean drinking water facilities shall be ensured across the campus.
e. The ramp facility at the college clinic shall be maintained properly for especially abled students.
f. Elevator facilities for especially abled students shall be kept functional and accessible.
g. Sanitary pad vending machine shall remain functional and maintained properly.
h. Information at above facilities should be circulated through notices, signages, posters, etc.
i. DSW conveyed heartfelt thanks to all members for their presence and participation.</td></tr>
<tr><td>10.</td><td>Internal Complaints Committee (I.C.C.)</td></tr>
<tr><td></td><td><u>Event</u>:
Committee meeting on 12th March 2025. Agenda of meeting – Discuss the process of ICC's functioning along with its Goals and objectives:
a. To prevent sexual harassment and creating a safe environment in the college campus
b. To promote gender equality.
c. Create a safe environment in the college campus.
d. Procedure of receiving complaints.
e. Ensure to conduct fair and impartial enquiries.
f. Ensuring confidentiality.
<u>Decisions/Resolutions taken</u>:
a. Workshop proposed to be organised on 28th April 2025 to sensitize the students about the related policies and best practices
b. Organise Seminars and group discussions in upcoming months.</td></tr>
<tr><td>11.</td><td>Extra-Curricular Activities Committee</td></tr>
<tr><td></td><td><u>Event</u>:
Meeting of the committee held on 12th March 2025

<u>Agenda</u>:</td></tr>
</table>

	a. Discussion regarding the jurisdiction of the committee and its structure b. Annual extra-curricular activity calendar c. Discussion on attendance. *Resolution*: a. All extra-curricular activities proposed by the different clubs and students of the college are to be assessed by the committee headed by the co-ordinator, prior to receiving final permission from the principal. b. An annual extra-curricular activities calendar to be designed keeping in mind the scheduled classes, holiday list and examinations. c. Granting attendance to the students involved in extra-curricular activities was entrusted to the jurisdiction of the principal.
12.	Institutional Development Plan Committee (I.D.P.)
	Event: Review and Evaluation Meeting of IDC was held on 5th May 2025. *Action taken during the academic year 2024 – 2025*: • Geology Dept and Geology lab got renovated. • Staff room, Vocational office, Department of BBA, Department of examination and Conference Room Lobby got renovated. • New office for DSW was made to facilitate student mentoring. • Complete new wiring was done in the first floor of main building. • New CCTV Cameras were added. • Hydrant Fire Safety System got renovated in PG building. • Sick Room got upgraded with 2 new beds and 2 new Wheelchairs. • One Week FDP on 'Basics of Remote Sensing and GIS' from 26th May to 31st May, 2025, One Day Training program on 'Soft Skills' on 2nd May, 2025, One Day Seminar on 'Rocks and Resources of Jharkhand' on 18th February, 2025, and One Day Seminar on Meteorological Data Collection and Analysis' on 5th February, 2025 were organized. • 6th World Clean Environment Summit and International Conference (ICBECC 2025) from April 12 – April 14, 2025 and One Day Seminars on Gender Sensitization on 8th May, 2025, on Rocks and Mineral Resources of Jharkhand on Feb, 2025 and on 'Advances in Geology and Geo-Resources with Special Emphasis on Jharkhand in April, 2025, on Financial Literacy & Financial Market in May 2025 were organized. • Various sessions, workshops, talks, debates, quizzes etc. on various topics were arranged by various departments. • Various important days like National days of importance, Constitution Day, Earth Day, World Meteorological Day, World Indigenous day, Janjatiya Diwas etc. were celebrated. • Money for seed money and research support have been allocated and availed.

	• 14 MOUs were signed for initiating engagement with government, industry, academia and society. • Flexible implementation of policies and practices is ensured by sessions of feedback. • Various committees and cells have been strengthened by regular meetings. • 18 Smart Boards were added for interactive class. • 2,789 New Books and 08 Journals/Magazines were added in the Central and Departmental Libraries. • Complete renovation in the Sports Arena was done and stadium was made for sitting. • New College Website **sxcran.ac.in** was created for better visibility of college activities.
13.	Internal Quality Assurance Cell (I.Q.A.C.)
	Events: 1. IQAC meting was organised with faculty interested in Research on 23rd July 2024. Agenda: a. Overview of Research in campus – Dr. Sandeep Chandra b. Open discussion on Research Ecosystem in college campus c. Research Facilities and Resources in Campus – Shri Ramesh Kumar, Librarian d. Any other matter Points of Discussion: a. Overview of Research in campus – Dr. Sandeep Chandra - Explanation of NAAC criterion III which focuses on Research, Innovation and Extension. He explained the NAAC criterion III emphasising Research & Publications; Funding & support for Research; Research Output and Extension Activities - Dr. Chandra's analysis of poor performance in Criterion III, indicated Insufficient Research outputs (Quality in terms of proactive roles to find reputed journals & conferences); Seed Money & Research Fundings – pointed that documentary evidence & transparency of seed money utility is another factor where NAAC criterion III seems unmatched; Absence of vibrant research culture or ecosystem as well as larger pool of researchers to contribute to institution's research outputs and Insufficient Seminars & Conferences as if college doesn't hosts and participate in such events it tends to compromise research trends. - Dr. Chandra outlaid some key actionable points which the institution can apply to improve upon its performance in NAAC criterion III viz. (i) Well documented & transparent Seed money allocation & promotion (ii) Encourage Faculty Research engagements including incentives for publishing in high impact journals

(iii) Encouraging researchers & faculties for participation in national & International Journals

(iv) Offering workshops or training on research methodologies and academic writing

(v) Building research teams and collaborations

(vi) Increase No. of researchers/ hiring faculties with research-oriented background should be encouraged.

(vii) Enhance seminars & Conferences

(viii) Collaborations and External fundings for Research activities

- Documentary Evidence & Transparency on seed money. As NAAC requires proper demonstration of management of resources on research promotions including proper records of grants to faculty or students, documentation of research outputs and reports from seminars, workshop & conferences.
- Building a Research culture

e. Open discussion on Research Ecosystem in college campus

Dr. Venkat Appa Rao discussed some reasons for decline in number of publications & research works where Covid-19 pandemic impact can't be ignored as it disrupted Normal academic life, closures of laboratories & research spaces, limited access to resources and the psychological and Emotional Strain. He therefore suggested two points through which the quality & quantity research outputs can be enhanced.

(i) Engaging PG Students in Research & Publication: It will bring fresh perspective & energy; Research as part of PG curriculum & promotion for publications; Building inhouse research capacity and Mentoring opportunities in research studies.

(ii) Research Guides and Formal Documentation: As this channelizes the formal connections and recognition with the researcher and University necessary as per NAAC criterion and will help proper authorisation of the entire Research & Publication work.

f. Announcements were made during the meeting by Dr. Fr. Pradeep Kujur SJ, vice-principal to address the concerns related to Research fundings that financial support in form of Seed Money will be provided to faculty members and PG students who don't have access to external research grants.

g. Fr. Pradeep also mentioned the crucial role of Bulke Research Centre in determining the path in building appropriate ecosystem and strengthening Research Networks.

h. Vacant ISBN Numbers in Xavier's publication which is 80. Dr. Swarat Choudhuri suggested that having well-defined policy on seed money is best step in ensuring transparency, accessibility and effective utilization. He further stressed and recommended to adopt a clearly defined application process for seed money with standard procedures, there should be a set eligible criterion for seed money seekers and there should be a well-defined Evaluation and Selection Criteria as well. He further advised to include a systematic process for periodic review and adjustment of the seed money.

i. Dr. Shiv Kumar informed the house that within 7-8 days we will come up with a well-defined policy document regarding seed money.

j. Communication Gap regarding NAAC requirements: Prof. B.K. Sinha emphasised coordination between academic and institutional functioning for research work and seed money management. He mentioned to have proper awareness, coordination and communication is necessary to meet the shortfalls as per NAAC requirements.
k. Dr. Sumit Roy gave an observatory suggestion of modernisation of old Research Centre and other necessary upgraded facilities like characterisation tools desired as per NAAC standards and overall academic growth.
l. Dr. Fr. Kennedy Soreng SJ, mentioned about the academic planner 2024-25, the detailed plan from every department which serves various purposes like Coordinating with aligned activities, Budgeting and resource allocation for academic, semi-academic and administrative activities, Strategic planning and meeting the accreditation standards. He further made an announcement about the establishment of a new research centre at Namkom, Ranchi for Environmental Science. Fr. Kennedy also urged and asked for innovative interdisciplinary researches.

Research Facilities and Resources in Campus – Shri Ramesh Kumar, Librarian informed and introduced the college Library System for research and academic work. He elaborated the process and system where a staff or student can access to vast number of books, journals, periodicals, publications, etc. (Online/Offline). It was in detail explained the entire system with step-by-step process for usage viz. Creating Login ID-Online Request in the portal, details to be submitted, generation of login ID & Password setup wizard, etc. to get an access like borrowing/booking, renewal, E-resources, Notices, etc.

2. On 29th Nov 2024 the Committee was held with the following agenda

Agenda:

a. Status of Departmental AQAR 2023-24
b. Value added course (short term – 30 hours)
c. Research paper contribution in XRJ
d. Any other matter

Points discussed/ Resolutions made:

a. For Status of Departmental AQAR 2023-24 filling, Dr. Sandeep Chandra introduced and explained a google form. This form was designed as per the requisites of NAAC and trying to capture systematic information from departments, which will further facilitate the college to summarize, analyse and document it.
b. With an objective to enhance the overall education experience and to make the students more competent in the global market, a Value-added course (short term – 30 hours) has been decided for every department. This will allow students to explore the subjects and skills uncovered in their core curriculum but are important for their career and growth opportunities.
c. For Research paper contribution in Xavier Research Journal (XRJ) which has some purposes like showcasing scholarly work, enhance academic

reputation and promotion of Faculty and student research. It was discussed and consented to support and promote the journal.

d. Any other matter: Under this section few key decisions and consensus got drawn. The house agreed to finalize Mentor-Mentee list and promote student research, conducting orientation programs for students and faculty members at the time of onboarding, assuring periodic departmental meetings for AQAR and emphasized usage of ICT-enabled classrooms for best usage cum utility of modern technology.

3. IQAC meeting was held at Conference Hall, Humanities building, SXC on 21st Jan 2025.

Agenda:

a. Approval of AQAR 2023-24
b. Any Other Matter

Resolutions/ Points of Discussion:

a. Approval of AQAR 2023-24:

Dr. Shiv Kumar read out the minuets of the previous meeting and the Action Taken Report (ATR). He then elaborated the current meeting's agenda. For the NAAC AQAR seven criterions were headed by different faculty members, their named were announced and they explained the aspects of the same. Criteria 1, Curricular aspects was headed by Dr. Shiv Shankar Prasad, he presented the filled entries and after consent this was approved by the committee. Teaching, Learning & Evaluation the Criterion 2 was headed by Dr. Ashutosh Kr. Pandey who prepared the responses for AQAR was after discussion passed to be inserted. Similarly, Criterion 3,4,5,6 & 7 having topics Research, innovation & Extension; Infrastructure & Learning resources; Student Support & Progression; Governance, Leadership & Management and Institutional Values & Best practices were respectively explained by respective heads namely Dr. Sandeep Chandra, Dr. Dhiraj Mani Pathak, Dr. Sanjay Kr. Sinha, Dr. Fr. Ajay Arun Minj SJ and Dr. Fr. Kennedy Soreng SJ to the house.

Based on the data provided and found satisfied to the committee the AQAR 2023-24 was passed to be reported.

b. Any other matter:

For smooth functioning of IQAC, the need for DQAC (Department Quality Assurance Cell) was discussed and it was decided to form the same for the upcoming Academic and Administrative Audit.

4. IQAC meeting was held on 3rd March 2025

Agenda:

a. AAA (Academic and Administrative Audit)
b. Any other matter

Resolutions/ Points of Discussion:

	a. Dr. Fr. Ajay Arun Minj, SJ, Explained the rationale behind the conduct of the AAA and its constituents, it was succeeded by explanations to the house made by Dr. Sandeep Chandra on formats and criteria laid by the Xavier Board of Higher Education in India which took the responsibility to conduct the same. Dr. Chandra explained all the formats and pre-requisites for the Audit which were divided in 6 parameters namely Curricular Aspects; Teaching- Learning & Evaluation; Research, Innovation & Extension; Infrastructure & Learning Resources; Student support & progression and Additional Information. b. All queries and doubts were thoroughly discussed and sorted out as every parameter needed the evaluation of all the departments. All members agreed to fill out the pre-requisite formats for AAA by 5th March 2025.

PRINCIPAL
ST. XAVIER'S COLLEGE
RANCHI