



Yearly Status Report - 2019-2020

Part A

Data of the Institution

Part A	
Data of the Institution	
1. Name of the Institution	XITE GAMHARIA
Name of the head of the Institution	FR. E. A. FRANCIS S.J.
Designation	Principal (in-charge)
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	0657-2333351
Mobile no.	7761045412
Registered Email	xitecollege@gmail.com
Alternate Email	principal@xite.ac.in
Address	Xavier's Institute of Tribal Education, Behind Tata Complex Colony, Gamharia, Jamshedpur
City/Town	GAMHARIA
State/UT	Jharkhand
Pincode	832108

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Rural			
Financial Status		Self financed			
Name of the IQAC co-ordinator/Director		Dr. Partha Priya Das			
Phone no/Alternate Phone no.		06572333351			
Mobile no.		9431340437			
Registered Email		iqac@xite.ac.in			
Alternate Email		partha@xite.ac.in			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		https://xite.ac.in/iqac/aqar/			
4. Whether Academic Calendar prepared during the year		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		https://xite.ac.in/academic-calendar/			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.03	2019	09-Sep-2019	08-Sep-2024
6. Date of Establishment of IQAC			15-Dec-2015		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC	Date & Duration		Number of participants/ beneficiaries		
One day orientation programme on the Professional Ethics,	10-Aug-2019 1		12		

Accountability and Attitudes of Teacher in Higher Education		
One day orientation programme on the Professional Preparation of Teachers in Higher Education.	13-Aug-2019 1	12
Faculty Development Programme on the Microsoft Team application	11-Apr-2020 1	12
No Files Uploaded !!!		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

• Result analysis of the NAAC peer team visit and followup action plan for the whole year was planned out. • Marketing for the new course, BA Economics was undertaken • A Structured Placement Cell was constituted in the College • Proposal for establishing the Research Cell in the College for enhancing the research and publications activity was formalised.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achievements/Outcomes
Orientation programme on the Professional Ethics, Accountability and Attitudes of Teacher in Higher Education	Programme was conducted by the Principal
Professional Preparation of Teachers in Higher Education.	Orientation programme on the Professional Preparation of Teachers in Higher Education was conducted by the Principal
Establishing the Research Cell	Proposed
Academic Calendar was distributed and workload with the subject specialisation divided in the beginning of the year	Materialised
Online database sharing with XLRI to enhance research activities among the faculty members.	Done
Starting new course BA Economics	2020-21
No Files Uploaded !!!	

14. Whether AQAR was placed before statutory body ?

No

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

Yes

Date of Visit

04-Sep-2019

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2020

Date of Submission

29-Jan-2020

17. Does the Institution have Management Information System ?

No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

XITE College has a three-fold mechanism for completing curriculum and maintaining documents. This three-fold (institutional, departmental and individual) mechanism of curriculum and documentation is well planned and effective. It helps the College in moving towards the desired goals and thus the vision and mission.

i) Institution level: Every year, the College prepares academic calendar and makes it available on the website and on the College notice board. The Calendar is prepared while keeping in mind the University and State/National holidays. This mechanism helps in setting goals and completing the curriculum on time. Keeping the Calendar in mind, department heads in consultation with Principal allots courses to each Faculty who in turn prepares lecture schedule for each course. The management maintains Faculty inventory which helps to have sufficient and qualified Faculty before the commencement of the academic year. Keeping the Calendar in view, the College conducts Internal Examinations as well as other modes of assessment.

ii) Department Level: The department heads, after getting approval from the Principal, assigns courses to the Faculty and confirms commencement of regular classes and lecture modules. Department heads conduct departmental meetings on a regular basis and takes stock of the teaching-learning process. Creative pedagogies, new initiatives and activities are initiated and encouraged as part of the effective implementation of the curriculum. The coordinators of the departments review, besides the regular lecture, various departmental activities. In the Faculty meetings, the department head along with his/her colleagues analyse the results at the end of the examinations to gauge the learning outcomes of the students. Each Faculty maintains various documents such as detailed lecture schedule, various assessment outcomes, etc. of each student. The departmental heads, in consultation with the Principal, makes sure that the needy students get remedial coaching and the students in turn improve their academic performance.

iii) Individual level: Every faculty follows individual lecture schedule and assures completion of the syllabus on time to achieve the expected outcomes. While delivering the lecture, the Faculty assure that slow learners are not left out. Therefore, the slow learners are paired with fast learners and team learning is encouraged. Every teacher enjoys necessary freedom to have innovation for the holistic development of the students while imparting quality education. The deployment of the action plan for effective implementation of the curriculum include (1) Effective use of ICT and chalkboard. (2) Interactive method of teaching, group discussions, case studies, etc. to help the students in their communication skills and critical thinking. (3) CIA is carried out through unit tests, written exams, minor projects, and presentations. (4) The outcome of the assessment is communicated to the students who in turn are expected to inform their parents. (5) The interaction with parents in turn contributes in the improvement of the students' performance. (6) Further, the curriculum and its implementation, course outcomes, students' performance, etc. are reviewed periodically and reports are maintained by respective faculty/departments.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
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No Data Entered/Not Applicable !!!

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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BBA	MARKETING, FINANCE, HR	01/07/2019
BCom	ACCOUNTS	01/07/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BBA	MARKETING, FINANCE, HR	43
BCom	COMMERCE	14
No file uploaded.		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

The College collects feedbacks through a structured questionnaire, periodically, from different stakeholders of the College such as Students, Faculty, Alumni and Parents. The received feedbacks are compiled and analysed systematically. The feedback from the Faculty is obtained through discussions in the departmental level, through self-appraisal and through faculty meeting. Matters which involve the College as a whole are dealt by the Principal in coordination with the concerned department through department coordinators and concerned committee members. The proposals given by different committees and departments are discussed with the IQAC of the College for necessary action. Process: 1. Students' Feedback: It is obtained through a structured questionnaire on teaching-learning and evaluation developed by the NAAC. The

College administers the questionnaire to the students through Mentors or CRs. The students fill in the forms in the College and the Mentors or CRs collect them from the students. 2. Alumni Feedback: The outgoing students are given a structured questionnaire which comprises areas such as admission, academic environment, co-curricular activities, Faculty, etc. on the day of their departure and the filled in questionnaire is collected in the College. 3. Parents Feedback: The College administers the structured questionnaire which includes on overall teaching-learning, Faculty, ward's performance and overall development, etc. to the Parents during the Parent-Faculty meeting. The filled in questionnaire is collected from them in the College itself. Analysis: (A) The students' feedbacks are tabulated on class wise and are analysed on category wise. This analysis was gauged around on overall performance of the Faculty with regard to teaching and evaluation, completion of syllabus on time, opinion on institutional support, mentoring, etc. (B) Alumni Feedbacks are analysed on areas such as admission procedure, academic environment, infrastructure and technical support, mentoring and teacher-student relationship, career counselling and guidance, etc. (C) Parents' Feedbacks are analysed on overall teaching-learning environment, promotion of moral and ethical values and overall development of the wards. Utilisation of feedback IQAC team plays an important role in the tabulation, analysis, and utilisation of the feedback. The Principal, the IQAC Coordinator and Departmental heads deliberate on the tabulated data while keeping in mind the overall vision, mission and objectives of the College and the proposals of the NAAC and IQAC. The matters pertaining to the overall aspects of the College are discussed in the Faculty and the matters pertaining to the departments are deliberated in the department for the implementation. If there is any aspect which is beyond the College administration, such matters are conveyed to the concerned authority such as University, the Governing Body and Alumni Coordinator. The Principal is responsible for the overall execution of the feedback and he is assisted by Departmental and Alumni heads.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BBA	MARKETING, FINANACE, HR	60	76	45
BCom	ACCOUNTS	60	35	21
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	191	Nill	12	Nill	Nill

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
12	12	10	10	Nil	Nil
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No file uploaded.					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

XITE College has a unique Mentoring System wherein mentors play the role of guide, companion, advisor and counsellor to the students. They support the students in their skill and personality development through constant observation, accompaniment and assessment. Every year, the College organizes an “Induction–cum–Orientation Programme” for the First Year students. It begins with the Principal’s address followed by introductory sessions conducted by the faculty members who are in-charge of various cells, extracurricular and co-curricular activities of the College. Further, during the Orientation, the following areas are discussed: Academic Calendar, the First Year Courses and requirements, Passing Criteria, Grading Pattern, Importance of Regular Class Attendance, etc. The mentors use both formal and informal means of mentoring. In the formal mentoring, the mentors deal with Continuous Internal Assessment (CIA) of each mentee. The CIA includes regular class attendance, class performance, and academic progress. In the informal mentoring, the mentors take into consideration the mentee’s educational background and socioeconomic status while dealing with emotional, psycho-sexual, extracurricular and co-curricular activities and interpersonal aspects. This helps the mentors to prevent students who are academically weak and run the risk of giving-up. The mentor takes up the task of classifying the students into slow and advanced learners. For the ‘slow learners’, the mentor recommends remedial classes in which they clarify their doubts and help themselves to enhance their performance. Frequent absence from class, poor performance, etc. is dealt with by informing the parents over the phone. Counselling and mentoring sessions are conducted in a friendly manner to help students cope with their psychological problems and achieve their goals successfully. These measures infuse in students a ‘feel good’ factor and put them at ease during their life in the College. ‘Advanced learners’ are identified by the mentor through their performance in the continuous internal assessment through various methods such as mid-term and end-term-semester examinations, minor projects, individual/group presentations, case studies, etc. For overall growth and development of students both slow and advanced learners the following strategies are employed in the College such as active class participation, performance in the classroom, involvement in various activities, academic clubs, seminars, workshops, peer teaching, reference skills, research methodology, research designs, etc. They are intellectually stimulated with various advanced projects, internship in organizations, challenging assignment and tasks for their advancement. Their performance is encouraged by giving opportunities to present research articles and publishing it in the College magazine.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
191	12	1:16

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
12	12	Nil	2	6

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. PARTHA PRIYA DAS	Assistant Professor	TEACHER INNOVATION AWARD

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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BBA	42	4	23/09/2019	04/02/2020
BCom	54	4	25/09/2019	04/02/2020

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous Internal Evaluation (CIE) in Semester System provides room for innovation and holistic approach while assessing the students' performance. The CIE of students' performance is conducted for 30 of the total grade of which five marks for attendance and the remaining 25 marks for other methods. a) The allotment of marks for the attendance is as follows: Attendance in 75-80 81-85 86-90 91-95 96-100 Marks 1 2 3 4 5 b) 25 marks of CIE are distributed among multiple methods depending on the course/ subject. Apart from conducting Mid-Semester Examination, Faculty are encouraged to use multiple methods of assessments that contribute towards whole round growth, development and performance. These multiple methods include Minor Projects, Power-Point Presentation on selected topics, Surprise Tests, Case Study, etc. In the past the multiple methods were only a suggestion and were not mandatory. In the current academic session it was made mandatory to have multiple methods of evaluation. Taking this reform forward and to give hands on learning, depending on the subject, students were asked to visit business organizations in groups of their choice and interact with HR managers/ managers on specific topics. This helped the students to overcome fear which many face. The advantage of this exercise was that the students experienced self-confidence and developed a habit of regular study.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

XITE has a well-established practice of preparing and implementing academic calendar. The Principal in advance schedules the faculty meeting and invites inputs from Faculty. On the basis of the inputs the academic calendar is prepared. While preparing the Calendar, National, State and Institutional holidays are taken into account to avoid unnecessary revisions on the Calendar. The College Office shares the Calendar with all the XITE Family and a copy of the same is uploaded on the College Website. The College calendar contains besides the Holidays, Working Days, Lecture Days, Activity Days, Internal Exam Days, College Sports Days, etc. In general, the College tries its best to adhere to the Calendar in letter and spirit except on unforeseen eventualities. The Examination In-charge, based on the academic calendar, prepares the Internal Exam Calendar, the Exam time table, students' seating arrangements and Faculty Invigilation Duty, etc. and invites sample question papers from concerned faculty. The College maintains the internal exam question pattern to that of the University Examination format so that the students get familiarised to the type of questions, number of questions, time management, etc. After getting approval from the Principal, the question papers are printed before time and are kept under the safe custody. The exam time table and exam guidelines are duly displayed on the College Notice Board and the Website. The Faculty are duly informed through email the invigilation duty chart, exam time

table, exam guidelines, etc. XITE takes pride in following the Calendar and implementing it year after year.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://xite.ac.in/programme-outcome/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
54	BCom	ACCOUNTANCY	14	14	100
42	BBA	MARKETING, FINANACE, HR	50	50	100
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://xite.ac.in/satisfaction-survey/students-satisfaction-survey/>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
0	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
No Data Entered/Not Applicable !!!	
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nil	Nil	Nil	1
No file uploaded.				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
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BLOOD DONATION CAMP	NSS	4	24
No file uploaded.			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!				
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
200000	196855

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Others	Newly Added
No file uploaded.	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
KOHA	Partially	17.11.06.000	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	5584	500000	290	15000	5874	515000
Journals	233	Nil	10	Nil	243	Nil
No file uploaded.						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	54	1	0	1	1	0	0	10	0
Added	3	0	0	0	0	0	0	0	0
Total	57	1	0	1	1	0	0	10	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

10 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
3642900	3377654	200000	196855

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

XITE College has a well-established system and procedure for maintaining and utilizing physical, academic and support facilities. The management has introduced a well-placed system to look into the ordinary repair and maintenance. The College has a full-time administrator and sufficient support staff to look after the day-to-day maintenance of academic and support facilities. In general, as soon as any breakdown or non-functioning of equipment is brought to the notice of the management, the works are attended and completed within 24 hours. The class representatives are entrusted with the responsibility of informing the management as soon as the malfunctioning of equipment is noticed. They take the responsibility seriously and report the matter to the person concerned to take necessary action. Similarly, the maintenance staff is entrusted with the responsibility of reporting to the management whenever they observe any repair and maintenance. There is also an electrician who takes care of the repair and maintenance of electrical and electronic Equipment. The management has appointed a full-time maintenance staff to look after issues related to internet and computer. All ordinary repairs and maintenance of internet and computers are attended within 24 hours, but major repairs might take more than 24 hours due to unavailability of spare-parts/ replacement with a new one. If replacement of any part is necessary then a quotation is called for and after proper scrutiny a purchase order is placed. The administrator discusses the matter in details with the Principal who assess the seriousness of the case and before making the decision. The College has adequate supportive staff to take care of the day-to-day housekeeping and cleanliness. They meticulously maintain cleanliness of the campus as to provide a conducive teaching-learning environment. For example, they keep the classrooms, staffrooms, wash rooms and rest rooms spick and span. The College has a beautiful and spacious lush green cover and it is well maintained by full time gardeners. Almost all the electronic items such as CCTV cameras, photocopy machine, water purifiers, air conditioners, etc. are ensured through annual maintenance contracts (AMC). The AMC people attend to the repair and maintenance on time. The College has sufficient and well maintained parking area for both Faculty and Students. The library books and records are maintained through pest control. The maintenance team also looks after regular maintenance of civil works such as furniture repairs, masonry, painting, carpentry, plumbing and house-keeping. The administrator does proper inspection and Verification of stock regularly at the end of the academic year.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support	FEE CONCESSION	4	28020

from institution			
Financial Support from Other Sources			
a) National	NA	Nil	0
b) International	PROF. CRISTINA BANKS AWARDS	26	192934
No file uploaded.			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NA	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	6	BCOM	COMMERCE	IIM AHMEDABAD, ST. XAVIERS COLLEGE RANCHI	M.COM

2019	13	BBA	BBA	ST. XAVIERS KOLKATA, ISBS, KIIT,BIT, ARKA JAIN UNIVERSITY	MBA
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No file uploaded.

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
INTER HOUSE CARROM COMETITION	INSTITUTION	8
ANNUAL SPORTS	INSTITUTION	117
INTER COLLEGE JUNIOR BASKETBALL	INSTITUTION	71
INTER HOUSE FOOTBALL COMPETITION	INSTITUTION	48
No file uploaded.		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Keeping in mind holistic development of students, the College has an active Student Council and student representatives are actively involved in various committees of the College. The Class Representative (CRs) in consultation with the person concerned select a senior student amongst them as the coordinator of the Students Council and another as the Secretary. The College tries to ensure that the two positions are held by both a boy and a girl. A Class CR is chosen by each class to represent them in matters of academics and administration. The CRs are elected where each student freely gives vote of his/her choice from the class. The College gives, irrespective of the size of the class, equal representation to boys and girls in each class. The CR meetings are conducted at regular intervals. The CRs bring to the notice of the Management on matters concerned their attention. The Management encourages regular meetings and ensures efficiency and effectiveness in putting forward the interests and views of the students. The CRs play an active role to assess teaching, learning and support services provided to students in the College. The Administration

interacts with CRs at regular intervals and monitors the functioning and effectiveness of the body. The CRs play a very vital role in organizing extra-curricular events of inter-house competitions. The College has student representatives in various committees such as Anti-Ragging, Grievance Redressal Cell, Anti-Sexual Harassment Cell, Placement Cell, etc. Involvement of student representatives in these committees help them to exhibit and grow in leadership and it enhances their integral development. Functional Committees provide platforms to CRs to exhibit leadership. These platforms enhance various skills such as communication, team management, time-management, HR management, etc. Above all these activities build confidence in each student. Dean of Students Affairs monitors the effectiveness and outcome of various Functional Group activities. In view of the unprecedented COVID 19 lockdown, CR played a vital role at their own level and making sure the students' presence and participation in different academic activities including online classes, Webinars, etc. The College used electronic platforms such as WhatsApp, Microsoft Teams, Google Meet, Google Forms, Canvas, etc. The CRs acted as a bridge between Students Management, and Students Faculty during this challenging period.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

NONE

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

In keeping with its principle of sharing and inclusiveness, XITE College values the practice of decentralization and participative management. The management is aware that when decisions are made in consultation with all the stakeholders there is greater acceptability and ownership. So the teachers, Non-Teaching Staff, and Students are routinely given the responsibility to organize, manage and look after different events and programs of the College and are assigned different posts and memberships to participate in and ensure smooth administrative functioning. The College has various statutory and non-statutory bodies that play important roles in the major decision-making process of the College. The statutory bodies are: The Governing Body, Finance Committee, Internal Quality Assurance Cell (IQAC), Examination Cell, etc. Each committee is assigned with their duty along with the co-ordinator. These committees actively participate in the management decisions. The College also has active non-statutory bodies like the Grievance Redressal Cell, Anti-ragging Cell, Anti Sexual Harassment Cell, Placement Committee, etc., which act transparently and helps the College management. The members of these various committees include members from faculties, non-teaching staffs, as well as the student. This allows the faculty members, staff, and students to develop their leadership and

administrative skills.

6.1.2 – Does the institution have a Management Information System (MIS)?

No

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Human Resource Management	<p>XITE College employs the following retention strategies: 1. Opportunity for faculty and staff to pursue higher academic qualification(s). 2. Personal and career growth for the faculty and staff. 3. Opportunity for faculty and staff to obtain certifications from acclaimed institutions, learning platforms etc. 4. Encourage faculty to forge, foster and/or collaborate with industry (including local) and institutions and professional bodies. 5. Provide respectable, fair, competitive compensation to all faculty and staff. The following are the Employee Engagement Strategy 1. Academic support through continuous hardware, software , books and related support accessories for faculty use 2. Enable an ergonomic physical space for faculty and staff. 3. Sufficient freedom with responsibility to carryout one's responsibility</p>
Library, ICT and Physical Infrastructure / Instrumentation	<p>1. As part of the Quality Initiatives, the Library adds new journals, books and e-books. Online issuing and returning of books with bar code. 2. Subscribing of digital library resources, journals and databases for Faculty research support. 3. Providing facilities of printing, photocopying, scanning, etc. 4. ICT enabled classrooms (computer, LCD projectors, amplifiers, microphone, etc.) 5. Upgrading the Computer Lab with software. 6. 24x7 high speed internet connection supported with a computer server. 7. Maintaining spick and span wash rooms and toilets. 8. Purified and chilled drinking water in each floor for students and Staff.</p>
Research and Development	<p>1. The College, taking cue from NAAC feedback and suggestion, devised strategy for research and development in the College and in particular for the Faculty. 2. The College has established an understanding with XLRI and received permission to have access</p>

to its database for Faculty research and publication. 3. The College agreed to provide financial assistance to the Faculty for research and publication. 4. The Faculty are encouraged to participate in Faculty Development workshops, seminars, etc. organized by UGC or recognized by the UGC with prior permission from the Principal.

Examination and Evaluation

1. The examination and evaluation strategy of XITE is multipronged. GAP analysis is undertaken for knowing students' Learning GAP, learning need, technology need, employability skill gap, knowledge gap and orientation of higher studies. 2. The faculty make best effort to fulfil these gaps with minimum resources. 3. The question papers are designed to address general and specific learning gap and answer pattern analysis show individual differences in orientation and skill-set. 4. Continuous internal assessment which consists of multiple methods is designed to address these gaps.

Teaching and Learning

1. In order to improve the quality of teaching-learning, the Institution provides ICT enabled class rooms with internet. 2. Faculty make use of it very well and add case studies, minor projects, interactive class, etc. as part of the teaching-learning method. 3. The Institution has provided personal computer to all Faculty to prepare lecture schedule, lecture notes, hand-outs, videos, etc. 4. Students are given opportunities to develop communication and presentation skills through various minor projects on specific topics, debates, etc. 5. The College made provisions for conducting online classes during the lockdown period in order to complete the syllabus on time and thus to impart quality education. 6. Annual interaction between Parents-Faculty strengthens this process.

Curriculum Development

1. XITE is an affiliated college of Kolhan University and it has neither the privilege of developing curriculum nor upgrading it. Therefore, it follows the curriculum designed by the University.

Industry Interaction / Collaboration

1. XITE organizes industry visit to students who are accompanied by the Faculty. 2. Invites experts from

	<p>industries and other related fields to deliver lectures, conduct seminars, etc. at regular intervals. 3. Organizes rural exposure visits and interactions with NGOs and beneficiaries. 4. XITE has collaboration with Adityapur Auto Cluster, Jamshedpur Management Association, Adityapur Small Industries Association, XLRI, TIME, IBS, etc.</p>
Admission of Students	<p>1. The College regularly updates the prospectus and admission form and them available on the College Website. 2. The Institute puts up hoardings in different strategic places of the cities such as Jamshedpur, Chaibasa, Chakradhapur, etc. 3. Faculty visit different schools and conduct awareness and promotion lectures to attract quality students and increase enrolment. 4. New students are admitted after conducting selection interviews by a panel of Faculty and admission is confirmed after the interaction with the Principal. 5. Though the College opens admission to all, it encourages SC, ST and OBC student applicants.</p>

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	<p>The College has strategic plans and is making an earnest effort in finding the key performance indicators and deploying e-governance in all possible areas, keeping in mind the stakeholder's perspective. The Administration is envisaging implementation of e-governance between management and faculty, between administration and students and between management and other stake holders. The members of faculty and staff have been provided g-suite email for official communication. For monitoring students' safety, the College has installed CCTV cameras at strategic places in the campus. Biometric attendance and installation of Tally accounting software are the two important initiatives already taken by the institution. To ensure live sessions for students and faculty meetings, the College used Microsoft Teams software. Social media platforms have been used for College promotion. The College website has been redesigned to make it more informative and user friendly.</p>

Administration

The College since beginning has been following e-governance in most of the areas of administration such as communication between faculty and management, students and the College, parents and the College. All notices and information is shared through emails. Communication between the College and the University is also through electronic medium. The College introduced biometric attendance system for all faculty and staff. The College is attempting to create soft records for administration. Student, faculty and staff records are kept in soft copies for quick reference. Students are encouraged to use the online fee payment facility provided by the College, which is especially suitable for outstation parents. The accounting system is computerized and transaction details are recorded in the computer. The institution uses the accounting software "Tally". During the COVID 19 lockdown, MS Teams was used extensively for online virtual meetings for administrative purposes.

Student Admission and Support

The promotion of different courses is done electronically through the College website and in different social media platforms, apart from traditional methods. The prospective students' enquiry is handled online through 'chat bots' as well as by a dedicated telephone assistant. The interviews for the students seeking admission in the academic year 2020-21 were conducted online through 'Zoom' and 'Microsoft Teams'. The College ensures students' presence and participation in different academic activities including live subject sessions, Webinars, etc. using electronic platforms such as WhatsApp, Microsoft Teams App, Google Meet App, Google Form App, etc. The study material of different subjects is shared with the students online. The students are trained in the use of computers and have access to the College computer lab, for preparing and submitting assignments. The College has provided G-suite email id to all the students, both old and new. The administrative and academic communication frequently takes place through emails and on official WhatsApp groups. The College has an informative and user-friendly website, which is

regularly updated with notices. In view of the unprecedented COVID 19 lockdown, MS Teams has been used extensively for classes as well as student activities. The College has planned to conduct Online Internal Examination through Google Forms and viva voce on Microsoft Teams.

Examination

The College which is affiliated to Kolhan University follows the guidelines, curriculum and the examination pattern of the University. Student's attendance is collated and submitted in both soft and hard copies. Subject wise questions are prepared and submitted online. After which pre-print approval is taken from the Principal. Exam timetable is discussed, finalized and approved in faculty meetings. Subject level inputs are sought from respective members of faculty and incorporated into the examination timetable. Submission of internal assessment marks is done in digital format. Invigilation duty chart is prepared and shared on electronic platform. In view of the unprecedented COVID 19 lockdown, the College has planned to conduct Online Internal Examination through Google Forms and Viva Voce in Microsoft Teams app. The evaluation of answer sets, tabulation of internal marks and sharing of the internal with the students are done using electronic platforms.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Dr. Partha Priya Das	1st National Conference, 2019	Netaji Subhas University	500
2019	Ms. Ankita	SEMINAR	RANCHI	650
2019	Mr Anthony G. Castleton	Socio Economic Education Development Society	Socio Economic Education Development Society	1500
2020	Mrs. Sushmita Sen	Publication in Journal Title : Test Engineering and	International Journal of Emerging Technologies	5550

Management (Multidisciplinary) -SCOPUS INDEXED and Innovative Research (JETIR)

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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
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No Data Entered/Not Applicable !!!

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Three-Day Online Workshop on "Online Course Design, Development and Delivery" organized by HRDC, University of Hyderabad	1	26/05/2020	28/05/2020	03
One day Workshop on "Industry Academia Collaboration:Trends and Challenges" by Prof. Dr. Richard Sibbersen organized by Dept. of Business Administration and Dept. of Commerce ,XITE	1	20/08/2019	20/08/2019	01
Knowledge Sharing Program on "Academic Leadership- The Keystones for Excellence in	1	31/07/2019	31/07/2019	01

Professional Education" organized by ICFAIBusiness School				
Workshop on "Research Methodology: Focus on Statistical Data Analytics" organized by Arka Jain University, Jharkhand	1	07/06/2019	08/06/2019	02
REFRESHER COURSE IN ECONOMICS	1	01/10/2019	16/02/2020	112
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
2	2	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
0	0	0

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The College undertakes internal and external financial audit regularly. It is a usual practice of the Trust to make sure that internal financial audits take place every year. As the practice is, the Trust has one person appointed by the head of the Trust, the Chairman. The internal auditor is called "Revisor". He visits the College every year before the end of the financial year and physically verifies all records to assure that the College maintains a proper record of all financial transactions, both income and expenditure. He also makes sure that the expenses incurred are as per the sanctioned/approved budget and there is no discrepancy. The College has also an external auditor who is appointed by the Board of Governors. Every year after presenting the audit report, the Chairman takes the consensus of the Board of Governors and confirms appointment of the auditor. The auditor and his team come to the College every year and physically scrutinises the entire financial transactions. The team also takes stock of movable and immovable assets of the College. The College account office maintains all records related to finance.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
St. Xavier Eng. School Chaibasa, St. Xavier's Inter College,	114759	BASKET BALL TOURNAMENT SPONSORSHIP AND COLLEGE MAGAZINE

Lupunguta, Loyala School,
Jamshedpur, Vidya Bharti
Chinmaya Vidyalaya, Jsr ,
RKMS , Vidya Jyoti
Gamharia, Dav NIT, Jsr,
Pride, Himamsu Book
Depot, National , IBT,
AXIS Bank, Cosmopolitan
Eng

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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Null	Yes	IQAC
Administrative	No	Null	Yes	IQAC

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Remarks from the parents at the time of Parent-Teacher meetings • Appreciated the quality teaching-learning environment in the College • Requested to have a few more books in the library • Updating the students attendance / absence was appreciated

6.5.3 – Development programmes for support staff (at least three)

• Awareness programme for the support staff for keeping the premises plastic free and use of dust bins. • Development programme for the support staff for conducting the university examinations • Importance of neat and clean environment for creating a good study environment in the College.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

• Result analysis of the NAAC peer team • Formation of the Placement Cell • Proposed the need of a research cell to inculcate a research culture among the faculty and students.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	PROFESSIONAL DEVELOPMENT PROGRAMME	10/08/2019	10/08/2019	10/08/2019	12

2019	PROFESSIONAL PRESENTATION	13/08/2019	13/08/2019	13/08/2019	12
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
No Data Entered/Not Applicable !!!				

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
NA

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Ramp/Rails	Yes	2
Rest Rooms	Yes	2
Scribes for examination	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
No file uploaded.			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

The College has taken the following initiatives during the year to make its campus eco-friendly. 1. The College has banned the use of plastic in its premises. 2. The College has created a large flower garden and orchard. The

garden is well maintained throughout the year. 3. The College administration tries its best to promote paperless communication. Most of the communications between faculty and the administration is done through emails, electronically. Parents' are contacted through telephone and communication in most cases is through SMS, except where it becomes absolutely necessary to use paper. However, when it comes to sharing information, particularly important ones with students, the College is forced to use paper. 4. The College creates awareness and motivates the students through talks and programmes to promote efficient use of energy and water. Good habits like switching off electricity while leaving a room or marking electrical switches with indicators are drilled into students through repeated reminding. 5. The College holds an annual competition titled 'Reduce, Reuse and Recycle', organised by the Social Group, to promote environmental awareness, benefits of waste reduction as well as exhibiting the methods and advantage of recycling. 6. The College often involves students in a 'campus cleaning drive' in order to encourage them to stop littering and embrace cleanliness and order.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Academic Transparency: One of the major objectives of XITE College is to impart quality education with human values. And to serve this purpose, the College has a structured plan which begins with the preparation of an academic calendar. The IQAC chairperson and the Coordinators along with the faculty members make an Academic Calendar well before the academic session begins. It helps in planning academics as well as non-academic activities. An orientation program is conducted at the beginning of the academic year to address the students on all the aspects such as Syllabus, Concurrent Evaluation, External Examination, Academic Events, etc. The subjects are distributed well in advance so that the faculties can design their sessions lesson plans. The faculty also plan their concurrent evaluation and the students are made aware of it. To maintain academic transparency, class records are maintained by each faculty and are submitted monthly to the course coordinators and after every semester the reports are assessed by the IQAC and the reports are communicated to the Principal. The mechanism of daily reports also facilitates monitoring of syllabus coverage and assists in making departmental plans. A 360 degree appraisal system also implemented, so that the feedback related to faculty performance can be collected from all the stakeholders i.e. students, management, peer group and external member and assessed.

2. Inculcating Leadership Quality in Students: The institution aims at inculcating in its students a strong sense of leadership and to groom them into responsible participants in the cultural fabric of the nation and its politically conscious and civic citizens. The idea is also to promote proactive behaviour in students and to teach them through encouragement, opportunity, faith, and trust to discover their own strength and capability. The various platforms like Activity Groups (Academic, Social, Cultural, and Sports), NSS, Placement Committee, The Grievance Redressal Cell, Anti Sexual Harassment Cell, Anti Ragging Cell have the student as members. These platforms are trusted with responsibilities and resources for co-curricular activities of the College. Each forum has its own specific areas of work and its event calendar. Apart from this, the student members and volunteers of the various forums also actively assist the administration of the College in organizing college events and act as Ambassadors and Representatives of the institution in local, regional students' forums. Self-esteem and self-confidence can be noticed among the students while students put up assignments through PPT presentations, and also when they take part in general college activities. These successful students are a cut above the others and shine at the College functions as masters of ceremonies, dramatics, recitation, elocution, debates, and discussions. Such best practices

open up avenues for success both at the College and for the bright future that lies ahead of them. 3. Industry visits: The College arranges industry visits for students. These visits give students direct experience of the theoretical knowledge that they receive in the classrooms. Their personal interaction with experts from industries makes the theoretical knowledge gained more real and candid. Students come to know opportunities of careers and it assists students in making a more informed decisions. The experts in the field clarify the doubts of students, if they have any. Industry visit also help the faculty to guide students in career development and options to choose from.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The vision, mission and objectives of the institution clearly points towards a value based education. The College combines the curriculum of the University and Jesuit education ethos. The vision of the Institution is to educate, empower and inspire the students to reach their full potential and perfection. The motto of the College is Academic learning and human excellence for which it is continuously working to improve in terms of manpower, infrastructure, etc. Keeping the vision and motto in mind, the Institute has tried to support the learners by identifying the capabilities of different individuals and guiding them to achieve excellence by conducting various cultural, academic and sports activities throughout the year. We prepare graduates to be well equipped with confidence, expertise and passion to do greater good to mankind. Students' academic achievement is one of the measurements of imparting quality education and developing a passion for academic excellence. 2018-19 result (100 passing with 1st class) confirms it. The Faculty are encouraged with financial assistance for research and publications. XITE College has always given priority to the education of ST, SC and OBCs. We educate people in general to fight against ignorance and superstitions and thus serve God. We follow the pedagogy where students are made to inculcate awareness and sensitivity towards society they live in by developing strong moral values and equipping them with the essential skills to lead a meaningful life. To excel in today's competitive world, it is important to have a good personality. Personality development classes for students are arranged inviting various guest faculties which ensure that they get the benefits of this life-changing experience early in life. Ethics is a compulsory subject for all the students and it is part of the curriculum which not only exposes students to contrasting ethical opinions, but also provides an opportunity to understand the reasons behind the differences. New course B.A. in Economics has already been aligned and the College has applied for B.A English and B.A Hindi.

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

The following are the future plans of XITE on the backdrop of the Pandemic, Covid-19: 1. To proactively participate in Government initiated research schemes for socio-economic development. 2. To initiate MOUs with other reputed organizations in order to improve XITE's social outreach. 3. To collaborate with local industries, NGOs and Government and improve institutional outreach to nearby communities. 4. To initiate social outreach programs for overall development of the students and institution. 5. To inculcate spirit of

entrepreneurship among students. 6. To foster innovative thinking in the faculty and students. 7. To promote the College locally and on social media to increase students' enrolment. 8. To consolidate the alumni network. 9. To establish an active placement cell. 10. Promote and motivate faculty to engage in research and publication